

# 2017 - 2018 BID MANUAL



WELCOME TO

# QUIDDITCH

**Quidditch** is a gender-integrated full contact sport that was created in 2005 by students at Middlebury College in Vermont. Though based on the fictional sport from J.K. Rowling's Harry Potter series, the real-life version of the sport has come into its own, played by over 400 university and community teams across six continents.

Quidditch has a unique set of rules that include elements from rugby, basketball, and dodgeball. All players must keep a broom between their legs at all times. A quidditch team consists of a roster of 21 athletes, six (or seven, depending on the game time) of whom are on the field at any one time. Each game is officiated by a group of referees. While the game can appear chaotic to the casual observer, quidditch is an exciting sport to watch and is even more fun to play.

# HOW WE PLAY

Three chasers play with a slightly deflated volleyball, called the “quaffle”. Their main objective is to score goals by shooting or dunking the ball through any one of three hoops found in their opponent’s half of the pitch. Goals are worth 10 points each, and chasers may move the quaffle up and down the field by running with it, passing it to teammates, or kicking it. Each team also has one keeper who defends the hoops, in addition to performing the role of a chaser. To help on defense and to bolster offense, there are two beaters who use dodgeballs called “bludgers” to disrupt the flow of the game by “knocking out” other players. Any player hit by a bludger is out of play until they touch their own

hoops. Finally, each team has a seeker who tries to catch the snitch, who enters the game at 18 minutes of game time. The snitch is a ball attached to the waistband of the snitch runner, a neutral athlete in a yellow uniform who uses any means to avoid capture. The snitch is worth 30 points and its capture ends the game. If the score is tied after the snitch catch, the game proceeds into overtime. The average quidditch game lasts between 25 and 40 minutes.

Each team may only play a maximum of four players who identify as the same gender at any time. The gender that a player identifies with is considered to be a player’s gender.

**“Quidditch is a sport which is inherently accepting, and does not require players to conform to the gender binary”**



## ABOUT US

Quidditch Canada is dedicated to growing, promoting, and supporting the sport of quidditch within Canada. Quidditch Canada serves as the national governing body of the sport, and is a Registered Canadian Amateur Athletic Association.

Quidditch Canada has over 550 members across the country and over 20 registered teams from British Columbia to Quebec.

## WHAT WE DO

Quidditch Canada is led by a diverse executive leadership team and offers major tournaments, league development, volunteer opportunities, support materials, merchandise, and insurance programs.

PC: BEN HOLLAND



# OUR EVENTS

**Quidditch Canada is seeking bids for the 2017-18 season. Both indoor and outdoor venues will be considered. Outdoor bids must include historical weather data. Quidditch Canada encourages you to bid for multiple weekends at both indoor and outdoor facilities.**

**Please refer to “Bid Requirements” for specifics.**

## WESTERN REGIONAL CHAMPIONSHIP

Regional tournament for teams based in provinces west of Ontario (4-6+ teams)

Must be hosted in a province west of Ontario

Must be hosted on one of the following weekends:

November 11-12, 2017  
November 18-19, 2017  
November 25-26, 2017

Indoor Bids Only:  
December 2-3, 2017

## EASTERN REGIONAL CHAMPIONSHIP

Regional tournament for teams based in provinces east of Manitoba (15+ teams)

Must be hosted in a province east of Manitoba

Must be hosted on one of the following weekends:

November 11-12, 2017  
November 18-19, 2017  
November 25-26, 2017

Indoor Bids Only:  
December 2-3, 2017  
January 27-28, 2018  
February 3-4, 2018  
February 10-11, 2018

## NATIONAL CHAMPIONSHIP

Host to teams from all provinces in Canada

Can be hosted in any province in Canada

Must be hosted on one of the following weekends:

March 10-11, 2018  
March 17-18, 2018  
March 24-25, 2018  
March 31- April 1, 2018

# BENEFITS FOR HOST

Quidditch Canada is dedicated to growing quidditch at the local, national, and international level while highlighting talented teams and players. Below you will find a list of the positive impact and benefits your city will receive by partnering with us.

## ECONOMIC IMPACT

Our tournaments provide a boost to the host city's hospitality and food & beverage industries in particular. All of our tournaments have social events hosted at local bars and restaurants. Quidditch Canada also welcomes local food vendors at its events. Most teams stay two nights in the host city.

Analysis of the estimated impact of our most recent Championships is as follows:

### *Western Regional Championship (2016/2017)*

- Surrey, British Columbia, on November 12-13, 2016
- 6 teams; over 120 athletes
- Typically over 100 spectators
- Upwards of \$3500 economic impact by athletes
- 24 room nights (No Stay and Play Policy)

### *Eastern Regional Championship (2016/2017)*

- Mississauga, Ontario, on November 12-13, 2016
- 14 teams; over 290 athletes
- Typically over 200 spectators
- Upwards of \$16000 economic impact by athletes
- 74 room nights

### *National Championship (2015/2016)*

- Kingston, Ontario, on April 2-3, 2016
- 15 teams, over 310 athletes
- Typically over 350 spectators
- Upwards of \$21500 impact by athletes
- 122 room nights (No Stay and Play Policy)



## ADDITIONAL BENEFITS

Quidditch Canada will provide the following for each event:

- ▶ An event organizing team consisting of Quidditch Canada volunteers
- ▶ Direct oversight by Quidditch Canada's Events Director
- ▶ Event officials, support staff and volunteers (referees, scorekeepers, hospitality staff, team services, set-up/tear down, etc.)
- ▶ All teams and players
- ▶ All event merchandise
- ▶ Inclusion of host's design collateral on all promotional materials
- ▶ General liability insurance coverage extended to the host facility, as well as accident insurance coverage extended to event participants.

During the event, the host city may provide a welcome table during all hours of the event. It may also provide welcome bags to be given to the athletes upon arrival at the event.

Quidditch Canada also encourages the host city to allocate a representative for the city (political figure, local celebrity, etc.) to help open the tournament with a short welcome speech.

PC: STEPHAN KIM

## MEDIA AND PUBLIC RELATIONS

*We promote each event through various mediums in order to bring new visitors and their families to your city.*

The host city will gain exposure in/on:

- Quidditch Canada's website before, during, and after the event.
- Extensive Quidditch Canada national social media network. Quidditch Canada has been able to leverage our demographic into a thriving and dedicated social media following.
- All tournament material and registration information
- All collateral material (newspaper, flyers, postcards, event banners, signs)
- Tournament press releases and additional media coverage

# 4,200

### SOCIAL MEDIA FOLLOWERS

*Quidditch Canada has over 1600 Twitter followers, over 2000 Facebook Likes, and nearly 600 followers on Instagram.*

# 40 MILLION

### MEDIA IMPRESSIONS

*Our 2015/16 and 2016/17 regional events earned a combined 40 million media impressions, including strong national and local traditional media outreach on major channels*

# 25,000

### PEOPLE REACHED ON TWITTER

*By this year's Regional Championships*

# BID REQUIREMENTS

**Quidditch Canada must be provided with supplemental bid materials that address the following bid requirements.**

At minimum, bids must address the Mandatory Requirements. Additional weight will be put on bids that also meet criteria under the Enhanced Requirements.

Upon submission of a bid package by a bidding party, Quidditch Canada will assume that the bidding organization has read and fully understands the responsibilities, requirements, and expectations needed to host a Quidditch Canada event.

## MANDATORY REQUIREMENTS

An adequate facility with high quality grass or artificial grass turf fields to host the event, at a competitive price or free of charge for the duration of the event weekend.

An adequate facility is one that meets the following requirements:

- Room for a minimum of 2 pitches (Western Regionals) or 3 pitches (Eastern Regionals/Nationals).
- Each pitch must be 45m wide and 66 m long.
- You must provide a map outlining all field locations in the facility, as well as photos of the facility and fields in your bid package.

Ample on-site parking for athletes and spectators.

Potential for spectator areas and overnight equipment storage.

Adequate on-site washroom and change facilities

Potable water sources (jugs or fountains).

Healthy food options available for purchase within a reasonable radius. Either permanent options or local food vendors brought in to the facility are acceptable.

Trash and recycling receptacles provided.

Tables and chairs provided for tournament use.

Access to a public announcement/ microphone system to help create atmosphere at the event, announce games, etc.

Access to multiple electric outlets near the fields and throughout the facility.

Ability to paint/chalk quidditch pitch lines on the turf/grass

The facility must be weather-appropriate.

**If your city has historically had heavy rain, sub-zero temperatures, or snowfall greater than 1 cm on the event weekend, an indoor facility must be provided.**



For an outdoor facility, submit historical weather data from the past two years for the week before and after your selected event weekend(s)

Outdoor facilities must have existing electric lighting.

A complimentary site visit to the facility during May or June 2017.

During the visit, the Quidditch Canada representative should be provided with a welcome bag containing a visitor's guide featuring a list/map of local attractions and restaurants, brochures, and any other pertinent information. Any travel and hotel costs within the host city for the site visit should be covered by the host city. Complimentary travel to the host city is preferred.

A plan to accommodate at least 120 (Western Regionals) or 350 (Eastern Regionals/Nationals) athletes and volunteers in adequate housing/hotels for the duration of the event weekend.

Adequate housing/hotels meet the following requirements:

Close proximity to the event facility, or easy public transportation to the facility. Include the cost and transportation time of public transport to the facility from the housing/hotel in your bid package.

Competitive rates. Most teams prefer quadruple occupancy rooms. Quidditch Canada considers rates between \$80-\$100 per quadruple occupancy room acceptable. This rate should be the lowest offered to any guest staying at the hotel/housing during the event weekend.

Free wifi access.

Complimentary room deal for tournament staff, such as 1 free room night per 20 room nights booked.

Please note that Quidditch Canada reserves the right to negotiate a deal with any major hotel chain outside of the bid process and may choose not to use the housing/hotel partner the host city provides.

Quidditch Canada may also be willing to negotiate a Stay and Play policy with the housing/hotel partner of the host city, but this housing/hotel must fit the requirements of superior housing/hotels as outlined in the Enhanced Requirements.

A plan for medical aid at the tournament.

Provide information on the capacity and distance from the facility to the nearest hospitals.

Please provide the contact information and cost of EMTs and medical services such as St. John's Ambulance for the event.

Information on what visitors can do in the host city outside of the competition. Please include:

A list of tourist activities and things to do in the city for visitors and participants when not competing.

Restaurants, pubs and other facilities for social events including a list of options, restaurant capacity, average costs, types of food served (considering vegetarian options as well) and the distance from the tournament facility.

Promotional and marketing support: press, social media, community networks, discounted or complimentary local advertisement placement, media contacts, PR support, listing and link on the host city's website and the host facility's website (if applicable).

A plan for covering some of the costs associated with the hosting of the tournament and the extent thereof, such as grants or sponsorships.

A plan for providing in-kind support, such as free food or transportation for athletes

A detailed explanation of the insurance required to run the event in the proposed facility

A list of any permits necessary for selling merchandise or food

# ENHANCED REQUIREMENTS

## ENHANCED REQUIREMENTS

A superior facility. A superior facility is one that meets the requirements of an adequate facility and these additional requirements:

- Wifi for use of tournament staff for social media and game livestreams.
- A gender-neutral washroom available.
- Healthy food options available for purchase on site. Either permanent options or local food vendors brought in to the facility are acceptable.
- Additional space for use as a warm-up pitch and area for additional programming such as youth quidditch
- Extension cords provided.
- Tents provided if outdoors.
- Free pitch lining.

A superior accommodation. A superior accommodation is one that meets the requirements of adequate housing/hotels and these additional requirements:

- Complimentary **hot** breakfast.
- Extra amenities such as a pool, hot tub, fitness centre, or barbeque area.
- Complimentary public or private transport for athletes to the event facility if the facility is not in close proximity to the accommodation.

Quidditch Canada is open to discussing a Stay and Play policy with superior accommodations.

- Complimentary medical aid for the event.
- Volunteers and support staff on-site leading up to, during and after the event.
- Support in organizing after-parties or other supplementary events.
- Welcome bags for all athletes.

# HOW TO SUBMIT

Quidditch Canada is currently accepting bids for events in the 2017-2018 season. Please review all items in this manual before submitting your bid package. The Intent to Bid and Bid Snapshot forms can be found in the following pages.

## 1. SUBMIT INTENT TO BID

After reviewing the manual, please scan and email a completed Intent to Bid form to Events Director [sachin.kotecha@quidditchcanada.com](mailto:sachin.kotecha@quidditchcanada.com).

Intent to Bid forms should be sent separately from the snapshot and supplemental materials, and should be submitted by **March 15, 2017** (date is flexible). Submit one intent to bid form to cover all event weekends that you are interested in. Intent to bid receipt will be confirmed by email within 3 business days.

## 3. SELECTION

Applications will be reviewed by Quidditch Canada staff. Bid finalists will be announced by **May 12, 2017**. Site visits will then be scheduled for May and June.

Once the site visits have been completed, Quidditch Canada will decide on a location for each event, and will announce the locations by **July 15, 2017**. Ensure that your proposed facility space is put on hold for consideration by Quidditch Canada until this date.

## 2. SUBMIT BID BY MAY 5

Complete your bid snapshot and submit with supplemental bid package materials to Events Director [sachin.kotecha@quidditchcanada.com](mailto:sachin.kotecha@quidditchcanada.com).

If you are submitting bids for multiple event weekends, a separate snapshot and package needs to be submitted for each. All bids are due by **9pm PT May 5, 2017**. You will be provided a confirmation of receipt by email within 3 business days.

## QUESTIONS?

Please direct your questions to:

Sachin Kotecha  
Quidditch Canada Events Director  
[sachin.kotecha@quidditchcanada.com](mailto:sachin.kotecha@quidditchcanada.com)

## FORM

# INTENT TO BID

This form can be submitted separately from the bid snapshot form and the supplemental bid materials. **This form should be submitted by March 15, 2017.** Please only submit one bid intent form covering all weekends. Quidditch Canada encourages you to bid for multiple weekends at both indoor and outdoor facilities.

Host City: \_\_\_\_\_

Bidding Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization Direct Contact Name: \_\_\_\_\_

Direct Contact Phone: \_\_\_\_\_ Direct Contact E-Mail: \_\_\_\_\_

Event Weekends Applying For (tick all weekends you are interested in and circle indoor or outdoor):

Eastern Regional Championship

- November 11-12, 2017 - Indoor/Outdoor
- November 18-19, 2017 - Indoor/Outdoor
- November 25-26, 2017 - Indoor/Outdoor
- December 2-3, 2017 (Indoor only)
- January 27-28, 2018 (Indoor only)
- February 3-4, 2018 (Indoor only)
- February 10-11, 2018 (Indoor only)

Western Regional Championship

- November 11-12, 2017 - Indoor/Outdoor
- November 18-19, 2017 - Indoor/Outdoor
- November 25-26, 2017 - Indoor/Outdoor
- December 2-3, 2017 (Indoor only)

National Championship

- March 10-11, 2018 - Indoor/Outdoor
- March 17-18, 2018 - Indoor/Outdoor
- March 24-25, 2018 - Indoor/Outdoor
- March 31- April 1, 2018 - Indoor/Outdoor

If you are proposing an outdoor facility, you must provide historical weather data as outlined on page 8 of this manual. Please include this with this form upon submission. By signing and submitting this intent to bid form, I affirm that I am an authorized representative of the organization submitting this application and confirm that we have read and understand the terms and responsibilities outlined in the bid manual.

\_\_\_\_\_  
Authorized Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Scan and email to: [sachin.kotecha@quidditchcanada.com](mailto:sachin.kotecha@quidditchcanada.com)

# FORM

# BID SNAPSHOT

This form should be submitted along with your supplemental bid materials. These are due by **May 5, 2017**. Please submit a separate bid snapshot and supplemental bid materials for each weekend that you are bidding for. Quidditch Canada encourages you to bid for multiple weekends at both indoor and outdoor facilities. Please note this form is three pages long.

Bidding Organization Name: \_\_\_\_\_

Host City and Province: \_\_\_\_\_

Which event and weekend is this bid for (tick only one)?

Eastern Regional Championship

- November 11-12, 2017
- November 18-19, 2017
- November 25-26, 2017
- December 2-3, 2017 (Indoor only)
- January 27-28, 2018 (Indoor only)
- February 3-4, 2018 (Indoor only)
- February 10-11, 2018 (Indoor only)

Western Regional Championship

- November 11-12, 2017
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National Championship

- March 10-11, 2018
- March 17-18, 2018
- March 24-25, 2018
- March 31- April 1, 2018

Event Facility Name: \_\_\_\_\_

Event Facility Address: \_\_\_\_\_

Is the facility free (circle one)?    Yes      No

Event Facility Cost: (for the duration of the weekend): \_\_\_\_\_

Is the facility indoor or outdoor (circle one)?    Indoor                  Outdoor

I have submitted or will submit historical weather data supporting my outdoor bid:    N/A    Yes

The outdoor facility has existing lighting/lighting will be provided free of charge:    N/A    Yes

I have ensured that the proposed facility meets ALL mandatory requirements:    Yes

Number of fields that fit in the facility: \_\_\_\_\_

Will lines be painted/chalked for free or at a cost?    Free    Cost: \_\_\_\_\_

The facility space has been put on hold for consideration until July 15, 2017:    Yes

Does the facility meet some or all of the requirements of a superior facility:    Yes    No

If some, please list which ones: \_\_\_\_\_

Event Accommodation Name(s): \_\_\_\_\_

Event Accommodation Address(es): \_\_\_\_\_

Distance from Facility to Accommodation(s) in km: \_\_\_\_\_

Cost via public transit from accommodation to facility: \_\_\_\_\_

Quadruple Occupancy Rate Per Night of Accommodation(s): \_\_\_\_\_

What is the complimentary room deal for tournament staff (e.g. 1 per 20)? \_\_\_\_\_

Do(es) the accommodation(s) meet all of the requirements of a superior accommodation:    Yes            No

Will medical aid be complimentary?    Yes    No

Medical Aid Cost (for the duration of the weekend): \_\_\_\_\_

Capacity of and distance to nearest hospitals: \_\_\_\_\_

Total Value of Financial Support (e.g. grants, sponsorships): \_\_\_\_\_

Total Value and details of in-kind support (e.g. free food, transportation for athletes):

\_\_\_\_\_

\_\_\_\_\_

Will there be volunteers/support staff on-site leading up to, during and after the event?            Yes    No

Will there be support in organizing after-parties or other supplementary events?            Yes    No

Will there be welcome bags for all athletes?    Yes    No

Will the host city have a welcome table or representatives present at the event?            Yes    No

Please detail the insurance (types/minimum value) required to run this event in your proposed facility:

\_\_\_\_\_

\_\_\_\_\_

Please detail any permits (types/cost) required to sell food or merchandise:

\_\_\_\_\_

\_\_\_\_\_

Please detail the host city's plans for promoting this event and engaging the community:

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Why should Quidditch Canada select your bid?

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Anything else you would like to highlight about your bid?

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Please make sure you include the following with this form upon submission:

- Map outlining how pitches will fit in facility (one pitch is a 45m by 66m rectangle)
- Photos of the facility and fields
- Supplemental bid materials that clearly show that the bid meets each mandatory requirement and highlights any enhanced requirements met

Please note that your supplemental bid materials should address all the mandatory bid requirements set out in this manual, and any enhanced requirements that your bid meets. This snapshot form is not a substitute for this information in your supplemental materials, and is solely meant to act as a summary of your bid for Quidditch Canada. **By signing below, you acknowledge your application is complete and accurate to the best of your abilities and you acknowledge that the proposed facility space has been put on hold for consideration until July 15, 2017.**

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Authorized Organization Signature

Date

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Print Name

Title

Scan and email to [sachin.kotecha@quidditchcanada.com](mailto:sachin.kotecha@quidditchcanada.com) along with your supplemental materials.

