



## FSIN Championship Bidding Information/Application Form

- I. Bidding, obtaining and staging a FSIN Championship can be a very rewarding experience for any community, First Nation or Tribal Council. FSIN Championships are an opportunity for host communities to showcase their organization, volunteers and hospitality.

Hosting a FSIN Championship can provide the Host Community/First Nation and/or Tribal Council with memories as well as other significant rewards such as:

1. Promoting a greater awareness of your community and the unique talents and resources of local volunteers and sponsors.
2. Providing athletes/coaches with a chance to match their abilities against the best in the province and, by doing so, improve the long term growth of sport within your community.
3. Provide an opportunity to bring financial rewards to your community by hosting of a FSIN Championship, which accommodates a large number of teams and spectators.

This bid application represents your initial commitment to host a FSIN Championship. Since the bid requires the Host Community to present a complete and realistic picture of their resources and plans, you must ensure the accuracy of these resources. Only the bids that are completed/received in FULL will be considered.

## II. Application and Approval Process

The following describes the FSIN Sports, Culture, Recreation and Youth Committee's approval process for all FSIN Championships.

1. Preparation and submission of the 'FSIN Championship Host Championship' application.
2. Applications will be accepted by the FSIN SCRY office prior to the deadline listed at the bottom of the document for review/selection at the following meeting. After this initial committee meeting for all Championships not awarded, a decision will be made on the next process. Communities must still meet the minimum requirements.
3. Submissions must include: The entire application form and three (3) letters of support.



III. Things you should be aware of:

In the event that you are awarded the championship, SCRYC will expect the following.

1. A complete SPORT TECHNICAL package will be prepared 30 days after being awarded the championship. This package will include:
  - a. Sport Name
  - b. Competition Dates/Times
  - c. Venue Information
  - d. Event Information
  - e. Officials
  - f. Participants (Coach #'s, coach certifications, roster restrictions, etc.)
  - g. Competition Format (Double knockout, round robin, etc)
  - h. General Rules and Regulations (Based on PSGB competition rules)
  - i. Recommended Age Classifications/Divisions
  - j. Field of play requirements per age
  - k. Sanctioning information
  - l. Results procedure
  - m. Protest Procedure
  - n. Information on how to register for event
2. Follow the Rules & Regulations as outlined in the FSIN Championships Manual.
3. The draws for the championship will be posted on the FSIN Website. In most cases, the draw will be prepared one week in advance of the Championship.
4. Team rosters/entry fees will be collected by the host and copies of rosters will be sent to the FSIN SCRY office one week prior to the championship.
5. In the case of a protest, abuse of an official, action detrimental to the sport which may take place at the Championship, it is the host's responsibility to prepare an INCIDENT REPORT that is submitted to the FSIN SCRY office describing incidents that took place no later than three (3) days after event.
6. All equipment will be supplied by the host.
7. Provide a poster to FSIN SCRY office to promote event at least 30 days prior to event.
8. Host a coaches meeting prior to the event starting.
9. Ensure the venue is safe and adequate. Adequate accommodations, proper water services, sewage disposal, and garbage disposal and ensure the upkeep of venue during event.
10. Assign two SCRYC members to attend event.
11. Ensure the event is **ALCOHOL & DRUG FREE**
12. Provide a final report 90 DAYS after the completion of the championship.
13. Must follow Provincial Government Vaccine Protocol.

\*\*\*Failure to complete any of the above guidelines may affect any future bid submissions.



## FSIN Championships Host Application 2022

### Winter Sports

**All Winter Sports must be hosted between the months of December-April**

Please fill in this form, make sure to include all the information and documents that could assist FSIN SCRYC in evaluating your application favorably. All documents **MUST** be delivered at the same time and by the specified deadline. If applying for more than one event, please submit separate application forms.

Host FN/TC:	
Contact Person:	
Mailing Address:	
Email:	
Phone:	

### Championships (Check one only)

Adult Championship:  Youth Championship:

### Winter Sports (Check one only)

Volleyball (Awarded)       Broomball       Curling

Adult)

Badminton       Hockey (Awarded)       Basketball

Other Please indicate: \_\_\_\_\_

Proposed Date (1):		Proposed Date (2):	
Proposed Host City/Town:			
Proposed Host Venue/Facility:			
Proposed Host Venue/Facility 2 (if necessary):			
Proposed Host Venue/Facility 3 (if necessary):			



## Budget

<b>Revenues</b>	
Sponsorship	
1.	1. \$
2.	2. \$
3.	3. \$
Fundraising	
1.	1. \$
2.	2. \$
Entry Fees	
1.	1. \$
2.	2. \$
3.	3. \$
4.	4. \$
5.	5. \$
Gate Admission	\$
Other Sources	
1.	1. \$
2.	2. \$
3.	3. \$
TOTAL REVENUE	\$
<b>Expenditures</b>	
Facility/Venue Rental	\$
Officials	\$
Prize Payouts	
1.	1. \$
2.	2. \$
3.	3. \$
4.	4. \$
5.	5. \$
FSIN SCRY Committee Member – 1 (Youth) – 2 (Adult)	\$1,000.00/\$2,000.00
Championship Apparel	\$
Championship Trophies	\$
All Star Awards	\$
Other (Volunteer expenses, equipment, administration, etc)	
1.	1.



2.	2.
3.	3.
4.	4.
<b>TOTAL EXPENDITURES</b>	\$
<b>Deficit / Profit</b>	\$
If there is a projected profit, please provide a brief description where the additional funds will be used:	

### Organizational Chart/Committee Responsibilities

Title	Contact (Include Name, Email & Phone Number)	Duties
Championship Coordinator/Contact Person		<ul style="list-style-type: none"> <li>▪ Oversee entire event</li> <li>▪ Take on major role of organizing the event</li> <li>▪ Ensure committee is performing duties</li> <li>▪ Be the main contact between host and FSIN</li> <li>▪ Order championship apparel</li> <li>▪ Coordinate with PSGB sport technical rules</li> <li>▪ Prepare reports</li> <li>▪ Advertise/Promote event</li> </ul>
Venue/Facility Coordinator		<ul style="list-style-type: none"> <li>▪ Book facility</li> <li>▪ Be the contact between venue and host</li> <li>▪ Ensure facility is ready for all games</li> <li>▪ Must follow the rules and guidelines that are set by the Provincial Government around the Public Health Measures.</li> </ul>
Divisions/Sport Coordinator		<ul style="list-style-type: none"> <li>▪ Ensure all teams are notified when they play</li> <li>▪ Ensure all players have valid treaty cards</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Deliver rosters/score cards</li> <li>▪ Ensure games run/start on time</li> <li>▪ Must ensure all participants/Teams are abiding all Provincial Government Public Health Protocols.</li> </ul>
Protest Coordinator		<ul style="list-style-type: none"> <li>▪ Create a protest committee in the event of a protest</li> <li>▪ Handle all protests</li> </ul>
Volunteer Coordinator		<ul style="list-style-type: none"> <li>▪ Coordinate the number of Volunteers that will be needed for the event</li> <li>▪ Ensure enough volunteers are available for event</li> <li>▪ Teach volunteers and allocate duties</li> <li>▪ Create volunteer schedule</li> <li>▪ Ensure enough Score Keepers are available for event</li> </ul>
Security Coordinator		<ul style="list-style-type: none"> <li>▪ Create a security plan for the event</li> <li>▪ Ensure enough security are trained and available</li> <li>▪ Ensure no DRUGS or ALCOHOL are at event</li> <li>▪ Ensure safety of participants</li> <li>▪ Work with venue to ensure participants/spectators are following Provincial Government Health Guideline</li> </ul>
Finance/Sponsorship Coordinator		<ul style="list-style-type: none"> <li>▪ Ensure all entries are received and all money is recorded</li> <li>▪ Ensure prize payouts are distributed</li> <li>▪ Create a financial plan</li> <li>▪ Create plan/timeline for sponsorship</li> <li>▪ Collect sponsorship dollars</li> </ul>
Officials Coordinator		<ul style="list-style-type: none"> <li>▪ Create an official plan</li> <li>▪ Recruit and ensure enough officials are available for event</li> <li>▪ Provide accommodation plan for officials</li> </ul>



		<ul style="list-style-type: none"> <li>▪ Abiding by all return to play rules set by the Provincial Sport Organization</li> </ul>
Medical Coordinator		<ul style="list-style-type: none"> <li>▪ Create a medical plan for event</li> <li>▪ Ensure a First Aid Kit is available for minor injuries.</li> <li>▪ Coordinate with local First Responders in the town/city for emergencies</li> <li>▪ Ensure someone is available to deal with emergencies at event</li> <li>▪ Follow Provincial Government Health Guidelines for COVID are in place</li> </ul>

**Other Components**  
(No prize money for youth)

Proposed Prize Award Structure		
Division	Placing	Payout
EX: Women's Volleyball	1 <sup>st</sup>	\$1200 + jackets
	2 <sup>nd</sup>	\$800
	3 <sup>rd</sup>	\$500
EX: Youth Soccer Female	1 <sup>st</sup>	Sweaters + Trophy or Medals
	2 <sup>nd</sup>	T-Shirts + Medals
	3 <sup>rd</sup>	Hats + Trophy/Medals Etc.



**Documents to Include:**

- Host Application (5 pages)
- Three (3) Letters of Support (City/Town of Event, Facility/Venue of Event & Provincial Sport Governing Body)
- Any additional information

**Application Deadline:**

- Friday November 30, 2021 - 4:00 PM

By completing this application and in the event that your community is selected to host, your community agrees to secure venue/facility and ensure an organized, safe and fair competition that you have submitted an application for.

**Application Approval (Signatures Required)**

_____	_____	_____
Championship Coordinator (Print Name)	Signature	Date
_____	_____	_____
FN/TC Chief (Print Name)	Signature	Date

**RETURN APPLICATION TO: Federation of Saskatchewan  
Indian Nations Sport, Culture, Recreation and Youth**

Fax: (306) 665-1183

Phone: (306) 665-1215

Email: [april.tipewan@fsin.com](mailto:april.tipewan@fsin.com)

Email: [tanya.severight@fsin.com](mailto:tanya.severight@fsin.com)