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**2020 NORTH AMERICAN INDIGENOUS GAMES
BID PROCEDURES MANUAL**

February 15, 2017

NORTH AMERICAN INDIGENOUS GAMES COUNCIL
2020 NAIG BID PROCEDURES MANUAL

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1 INTRODUCTION

The purpose of this Manual is to assist Host Candidate Cities, Communities and/or Organizations in the development of their bid proposals for the 2020 North American Indigenous Games (NAIG).

The NAIG Bid Procedures Manual has been separated into two sections: 1) Introduction, and 2) the NAIG Bid Process. The first section introduces the document and the general practices of the NAIG Council. The second section summarizes the policies and procedures to bid for the North American Indigenous Games.

The appendices are reference documents that include;

- a. Sample Agreement to Undertake
- b. NAIG Hosting Standards
- c. NAIG Contractual Milestones
- d. Draft NAIG Hosting Agreement
- e. 2017 NAIG Governing Rules
- f. 2017 NAIG Sport Technical Package

There are three distinct committees mentioned throughout the document, they are:

NAIG Bid Committee:

Comprised of NAIG Council representatives and members responsible for initiating, controlling, monitoring and evaluating the NAIG Bid Procedures.

Host Candidate City:

A committee supported by its P/TASB and the city/community/organization interested in hosting the North American Indigenous Games, and will undertake the bid process on their behalf. The Host Candidate City will transition into a Local Organizing Committee (LOC)/Host Society when awarded the NAIG.

Site Evaluation Team:

A Site Evaluation Team (SET) will be formed with two (2) American and two (2) Canadian representatives appointed by the NAIG Bid Committee to visit each city to assess their capacity to host Games.

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1.1 Purpose of the NAIG and NAIG Council

The purpose of the North American Indigenous Games is to improve the quality of life for Indigenous peoples by supporting self-determined sports and cultural activities which encourage equal access to participation.

NAIG Council is the International Governing Body for the NAIG. It exercises exclusive jurisdiction, either directly or through its affiliate members or committees, over all matters pertaining to the North American Indigenous Games. It ensures the purposes and philosophies are reflected in all aspects of the Games. The Council is the principle authority for policy development, rules and regulations for the North American Indigenous Games. The NAIG Council has federal incorporation as a non-profit organization in Canada.

1.2 Responsibilities of the NAIG Council

The NAIG Council works in a manner which is consistent with the cultural, spiritual and traditional values of the peoples it represents. The Council promotes and encourages a holistic approach to the physical, mental/emotional, cultural, and spiritual growth of Indigenous athletes. The Council's activities include the following areas of responsibility:

Governance

- To have responsibility over the business, affairs, and activities of the NAIG and NAIG Council
- To control all marks, symbols and properties related to the NAIG and NAIG Council
- To establish general policies of the NAIG
- To establish standing and ad hoc committees as required and to receive and follow-up on reports concerning the activities of the NAIG and NAIG Council

Administration

- To maintain the corporate records of the NAIG Council and the NAIG results
- To seek legal advice where necessary to support governance, management and operations of the Council

Evaluation

- To maintain the legacy of the NAIG from games to games
- To be responsible for technical, operational and social evaluations of the Games in conjunction with the host city, province and/or territory

Sports Technical

- To oversee the development, implementation and monitoring of the Governing Rules and Sport Technical Package

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Bidding and Hosting

- To establish and implement a well defined and fair bid process
- To award the NAIG to a host city that has been approved through the bid process
- To negotiate and sign a hosting agreement with the host society
- To monitor host society progress as per the bid package, hosting agreement, and contractual milestones against the approved hosting standards

Culture

- To ensure traditional protocols of a host community are acknowledged, followed and respected
- To ensure that host societies showcase the variety of Indigenous cultural and traditional teachings, arts, entertainment, etc. from throughout Canada and the United States of America

Ethical Practices

- To ensure fair and equitable competition
- To prohibit and oppose any illegal or unethical practice to enhance performance

1.3 Structure and Composition of NAIG Council

The NAIG Council has been divided into twenty-six regions for the purpose of representation on the Council. Canada is represented by the thirteen mandated members consisting of Provincial/Territorial Aboriginal Sport Bodies (P/TASB's) as defined by the Aboriginal Sport Circle (ASC) in Canada. United States is represented by thirteen mandated members as defined by the Indigenous Peoples Sport Circle Regions (IPSC).

CANADA	UNITED STATES OF AMERICA
<p>Region 1 Aboriginal Sport, Recreation and Physical Activity Partners Council</p> <p>Region 2 Indigenous Sport Council Alberta</p> <p>Region 3 Federation of Saskatchewan Indian Nations and the Metis Nation of Saskatchewan</p> <p>Region 4 Manitoba Aboriginal Sports & Recreation Council</p> <p>Region 5 Aboriginal Sport & Wellness Council of Ontario</p> <p>Region 6 First Peoples Sport and Recreation Circle of the Eastern Door and the North</p>	<p>Region 1 Alaska, Hawaii, Washington</p> <p>Region 2 California, Idaho, Nevada, Oregon</p> <p>Region 3 Arizona, Colorado, New Mexico, Utah</p> <p>Region 4 Montana, North Dakota, Wyoming</p> <p>Region 5 Kansas, Nebraska, South Dakota</p> <p>Region 6 Illinois, Iowa, Missouri, Minnesota</p> <p>Region 7 Arkansas, Louisiana, Oklahoma, Texas</p> <p>Region 8 Indiana, Michigan, Ohio, Wisconsin</p>

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<p>Region 7 New Brunswick Aboriginal Sport & Recreation Association</p> <p>Region 8 Mi'kmaw Sport Council of Nova Scotia</p> <p>Region 9 Aboriginal Sport Circle of Prince Edward Island</p> <p>Region 10 Aboriginal Sport and Recreation Circle of Newfoundland and Labrador</p> <p>Region 11 Yukon Aboriginal Sport Circle</p> <p>Region 12 Aboriginal Sport Circle of the Northwest Territories</p> <p>Region 13 Sport Nunavut</p>	<p>Region 9 Connecticut, New Hampshire, Massachusetts, Maine, Vermont, Rhode Island</p> <p>Region 10 New Jersey, New York, Pennsylvania</p> <p>Region 11 Delaware, Maryland, Virginia, Washington DC, West Virginia</p> <p>Region 12 Georgia, Florida, North Carolina, South Carolina</p> <p>Region 13 Alabama, Kentucky, Mississippi, Tennessee</p>
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1.4 Responsibilities of the NAIG Bid Committee

The NAIG Bid Committee is responsible for the implementation, evaluation and revision of the approved NAIG Bid Procedures through the following processes:

- a. Review and evaluate each successive bid process and make recommendations to the NAIG Council for amending the Bid Procedures.
- b. Initiate the NAIG Bid Process upon approval of the Council.
- c. Monitor the bid process throughout and take necessary steps to address concerns or issues arising from the Council or Host Candidate Cities.
- d. Prepare and submit an itemized progress report and final reports for NAIG Council at every meeting.

The responsibilities of the NAIG Bid Committee extend only to the awarding of the games. Thereafter, the Host Society will report to and be monitored by NAIG Council Executive Committee.

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1.5 Responsibilities of the Site Evaluation Team

The Site Evaluation Team (SET) is a sub-committee of the NAIG Bid Committee that conducts the site evaluation tours. The SET visits each host candidate city to assess their capacity for hosting a NAIG following pre-determined minimum standards.

- a. A SET will be formed with two (2) American and two (2) Canadian representatives appointed by the NAIG Bid Committee. Technical and administrative support staff will accompany the team to assist.
- b. The SET members volunteer or are appointed based on their experience with major games and technical and operational knowledge of the NAIG.
- c. If equal representation between American and Canadian representatives cannot be achieved, the Council and Bid Committee and NAIG Council must agree to allow the SET to proceed with available representatives from either country.
- d. A SET leader will be selected to speak on behalf of the SET only during the tours and will be limited to SET roles and responsibilities.
- e. The tours are coordinated by representatives of the NAIG Bid Committee and Host Candidate City.
- f. The SET will report their findings regarding their observations and collection of information but will not share scores (see section 2.6). The information shared will remain confidential until it is released to Council.
- g. The responsibilities of the SET end after presentation and approval of the final report to NAIG Council.

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1.6 Communication of the NAIG Council and Host Candidate City

The Host Candidate City must identify a Chairperson with whom all official communication and correspondence will be coordinated.

For NAIG Council, all correspondence is to be addressed to the following:

North American Indigenous Games Council
2020 NAIG Bid Committee
c/o: MASRC
105 - 145 Pacific Avenue
Winnipeg, Manitoba, Canada R3B 2Z6
Email: mel.whitesell@sportmanitoba.ca

- a. The bid fee (section 2.2) is **payable to the North American Indigenous Games Council**, sent to the address above.
- b. A copy of the letter of intent and confirmation of payment will be shared with the NAIG Bid Committee Chairperson.
- c. The NAIG Council will provide the Host Candidate City with the name and contact information of the NAIG Bid Committee Chairperson.
- d. Thereafter, the Chairperson of the NAIG Bid Committee will begin official communication with the Host Candidate city as part of the committee's ongoing role and responsibility.
- e. Any questions of the Bid Procedures will be addressed by the NAIG Bid Committee.
- f. All official correspondence will be addressed to the NAIG Bid Committee Chairperson. The Chairperson will respond to all correspondence according to established protocols and procedures and report accordingly to the NAIG Council.

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2 NAIG BID PROCESS (POLICIES AND PROCEDURES)

2.1 Agreement to Undertake

The host candidate city must submit a signed letter of intent with background information that will serve as the agreement to undertake the 2020 NAIG Bid Procedures.

- a. The letter must be signed by two authorized members of the Host Candidate City.
- b. The letter must be witnessed and approved by the respective P/TASB
- c. Additional information on the organizations or representatives from the Indigenous nation(s), city, Provincial/Territorial government, University, school boards, sponsors and other supporters of the host candidate city's bid with letters of support.
- d. Digital copies of the signed letter of intent and supporting documentation can be submitted via electronic mail anytime before the respective deadline as per the bid timeline (section 2.5).
- e. The original signed documents must be couriered to NAIG Council. The package must be postmarked by the deadlines established in the bid timeline (section 2.5).
- f. The sample letter of intent is attached to be used as a template. Supplementary but relevant information can be included and all must be on official letterhead.

2.2 NAIG Bid Fees

The NAIG Council has established a non-refundable bid fee in the amount of \$10,000 payable to NAIG Council in two installments as per the bid timeline (section 2.5)

- a. The first bid fee payment of \$5000 is required with the letter of intent.
- b. A second fee payment of \$5000 is required when the Bid package is submitted.
- c. The Bid Committee will present a financial report following the completion of the bid procedures which will include Site Evaluation Team expenses.

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2.3 Financial Responsibility

Financial responsibility for the preparation of a bid in response to this invitation to bid rests exclusively with the Host Candidate City. The Host Candidate City shall have no right to assert any claim or to commence any action against the North American Indigenous Games Council or its partners for any losses, costs or damages incurred by the Host Candidate City in the preparation of its bid.

Further, in preparing its bid, the Host Candidate City shall not agree to or promise any duty or obligation, financial or otherwise, on behalf of NAIG Council or any of its partners. The decision to proceed with a bid is made on the understanding that all financial risk is assumed by the Host Candidate City solely, and the Host Candidate City hereby indemnifies and saves harmless NAIG Council and its partners for and against any claim, action, costs, expenses, legal fees on a solicitor-client basis, etc. for which they become liable for in respect of the Host Candidate City's bid and/or any matter related, directly or indirectly, thereto.

2.4 Accepting Bids

The NAIG Council only accepts bids to host the NAIG from communities that:

- a. Submit a letter of intent and other documentation by the deadline
- b. Submit the 1st installment of the bid fee by the deadline
- c. Are part of a region in good standing on the NAIG Council. A region in good standing is defined as having paid the annual membership fee and submitted a letter of mandate for the representative.
- d. Have the approval of the recognized Provincial/Territorial Aboriginal Sport Body (P/TASB). Only one bid per P/T will be accepted.
- e. Bids will only be accepted from Canadian cities/communities/organizations.

The Bid Fees cover administrative and logistical costs associated with coordinating the bid procedures including staff time, operational expenses and site evaluation tours. Any surplus will be allocated to monitoring and evaluating the successful bid.

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2.5 2020 NAIG Bid Procedures Timeline

The steps involved in the bid process and timeframe are described below:

Procedure	Timeline - 2020 NAIG	Months Out
Bid Process opened	Feb 13, 2017	40
Letter of Intent and 1st Installment Bid Fee (\$5000)	April 13, 2017	38
Bid Package submission and 70% of revenue identified	June 30, 2017	36
Final Installment: Bid Fee (\$5000)	June 30, 2017	36
Bid Package(s) Evaluation	Week of: August 14, 2017	35
Site Evaluation Tour	September 2017	34
Site Evaluation Tour Report	Completed by: October 1, 2017	34
Reports, Presentation(s) & Selection	AGM - October 2017	33
Planning Period	October 2017	33-0
Joinder Agreement	November 30, 2017	32
Unencumbered cash (\$500K)	January 15, 2018	30
Board development		28
Host Society Incorporation		28
Signed Host Agreement		28
Multi-Party Agreement		28
Draft 1 business plan		28
Host Society announcement		28

2.6 Bid Procedures Scoring System

The NAIG Council utilizes a scoring system that assists the Bid Committee and Council with awarding the games to the best prepared and most qualified host candidate city.

- a. Three areas are scored: bid books, site evaluation tours and bid presentations.
- b. Scores are not calculated by comparing the Host Candidate Cities with each other. They are compared to a standard pre-approved list of requirements specific to each area.

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- c. Scores are calculated for the **bid book review** through group consensus by the Bid Committee. Bid books scores are out of a possible 760 points.
- d. Scores are calculated for the **site evaluation tour** through group consensus by the Site Evaluation Team. The score is out of a possible 675 points. Scores are released to Council following the bid presentations and ranking process.
- e. Host Candidate Cities make a final bid presentation to the entire Council. The Host Candidate Cities are ranked, i.e. 1st to 3rd, by each NAIG Council member in attendance. Each rank has a point scale (1st=50 pts, 2nd=30 pts, 3rd=20 pts, 4th= 10 pts, and so forth). The total ranking score can fluctuate based on number of voting members in attendance. For example, 12 regions ranking, potential 12 - 1st place rankings, 12 x 50 pts = 600.
- f. All scores from the bid book review, site evaluation tour and bid presentation ranking are added together to give an overall score. The overall scores will be approved by Council before the announcement is made.
- g. The host candidate city with the highest overall score will be awarded the right to host the 2020 North American Indigenous Games.

2.7 Bid Book

The bid book is the first major item to be studied by the NAIG Council 2020 NAIG Bid Committee. The following NAIG Hosting Standards has a complete layout and description of each area that needs to be addressed in your bid book.

- a. The bid book must be technically sound and convey an accurate assessment of the Host Candidate City's resources.
- b. Host Candidate City must present documentation for the following:

Financial guarantees totaling no less than 70% of the total estimated costs (i.e. \$7M of \$10M+ budget) to the Games along with plans to raise the remainder of the funding required to host the Games and can include:

- i. Letters of support and/or signed resolutions to support the bid;
- ii. Letters of support and/or signed resolutions to underwrite the hosting of the Games with amounts and schedules identified;
- iii. Irrevocable letters of credit, or named corporate pledges;
- iv. A Marketing Plan outlining the processes followed to secure funding through fundraising events, Sponsorship plans, donations, etc.

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- c. The bid book will be submitted electronically in a PDF format along with a pre-determined number of hardcopies to the 2020 NAIG Bid Committee as per the bid timelines (section 2.5).
- d. The BID BOOK must contain the information requested in the following 14 areas:
 - 1) Community Information
 - a) Population and demographic overview
 - b) Local/Traditional Indigenous Nations
 - c) Cultural background
 - d) Hotels and restaurants
 - e) School, college and university campuses in relation to major venue sites
 - f) Attractions
 - g) Transportation infrastructure - Airports, trains, public transportation, etc
 - h) Climate and Environmental for the region at games time
 - i) Previous event hosting – experience of your city over the last 5 years of National/World Championships, multi-sport games and other International level events
 - 2) Administration/Finance/Legal
 - a) Comprehensive overall Budget
 - b) CEO, COO office/Board Committees
 - c) Managers/Managing Directors
 - d) Headquarters Costs (rent, equipment, phone, fax, postage, etc)
 - e) Finance Costs (accounting, accounts payable/receivable, audits, banking, etc)
 - f) Risk Management Costs (Insurance, workplace safety, etc)
 - g) Games workforce and Human Resources admin for all staff categories (paid volunteer, contract) including recruitment, remuneration and benefits, staff planning, recognition, uniforms)
 - h) Strategic and Operational Planning, timelines and milestones
 - i) Procurement (Tendering process, supplier selection, contract admin)
 - j) Post-games dissolution and settlement of accounts, final financial results
 - k) Language Services (translation costs, etc)
 - l) NAIG Council Relations
 - m) Government funding
 - n) Fundraising
 - o) Legal Costs (Contract negotiation, brand protection, etc)
 - 3) Marketing
 - a) Advertising and Public Relations
 - b) Sponsorship sales and servicing
 - c) Merchandising
 - d) Publication of brochures and reports, games. programme

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- e) Communications and Community relations
 - f) Media relations
- 4) Technology and Telecommunications
- a) Information Systems
 - b) Telecommunications and other technologies
 - c) Internet
 - d) Sport results and technology
- 5) Sport Delivery
- a) Sport Program
 - b) Technical Packages
 - c) Sanctioning
 - d) Facilities
 - e) Sport Schedules
 - f) Sport Equipment and materials
- 6) Venue
- a) Sport Venues and Venue Agreements
 - b) Venue Overlay
 - c) Signage
- 7) Accommodations
- a) Venues/facilities used to house athletes, coaches and chaperones
- 8) Security
- a) At sport venues, villages, hotels, non-competition venues, during transport
 - b) Private security, law enforcement, volunteers
 - c) Planning and training
 - d) Risk Management plan
 - e) Equipment
 - f) Customs and Immigration details
- 9) Transportation
- a) Level and method of service
 - b) Athletes and Team Officials, Games workforce (paid staff, volunteers)
 - c) Spectator transport
- 10) Games Operations
- a) Logistics
 - b) Accreditation and Registration
 - c) Villages
 - d) Food Services

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11) Volunteers

- a) Recruitment, training and deployment

12) Medical

- a) Level and Method of service (facilities, transport)
- b) At venues, accommodations,
- c) Spectators, officials, athletes

13) Ceremonies and Culture

- a) VIP Services and Protocol
- b) Opening and Closing Ceremonies
- c) Medal Award Ceremonies
- d) Games Awards
- e) Cultural programming
- f) Educational programs

14) Legacy

- a) Infrastructure
- b) Equipment & Assets
- c) Financial

- e. In addition, the Host Candidate Cities can submit a video to showcase the community, venues, attractions and level of support. The video shall not exceed (15) minutes.

2.8 The Site Evaluation Tour

The SET will tour each Host Candidate City providing an opportunity to assess the strength and weakness of each bid through meetings, venue/facility tours and presentations. They measure the Host Candidate City's ability to host the event following the policies and standards as outlined in the NAIG Bid Procedures and NAIG Hosting Standards.

- a. The tour will be conducted over a five-day period, with three days for meetings, tours and presentations and two days set aside for travel.
- b. Tour dates must fall within the period identified in the bid timeline. Proposed dates outside of the period will require background information and approval by Council.
- c. The Host Candidate City must address the major areas as per the NAIG Hosting Standards.
- d. An itinerary is required one month prior to the tour dates covering all major areas.
- e. Tours and presentations will occur between 8:00AM and 5:00PM local time.
- f. Meetings will happen daily to review information presented/gathered to assess scores.

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- g. During the tour, one evening can be used for a special event presented by the Host Candidate City, i.e. meet & greet, sponsored dinner, etc. Other special events can be identified but remain optional for SET members.
- h. The Host Candidate City will advise of any Indigenous cultural protocol with regard to gifting.
- i. Presentation and receiving of gifts by the SET will be restricted to small, non-capital gifts with the understanding and respect of local traditional protocol.
- j. All gifts shall be noted and reported including their value (if applicable) to the NAIG Bid Committee.
- k. Host Candidate City must submit the following within ten business days after the tour:
 - i. Digital copies of all presentation materials
 - ii. Meeting minutes
 - iii. Transcripts of major discussions, questions and answers
- l. The Host Candidate City will be responsible for the SET members' flight, ground transportation and special event expenses during the tour.
- m. The NAIG Council will be responsible for SETs' administration costs, accommodations and per diems.

2.9 Bid Presentations

A final bid presentation is made to the NAIG Council at a pre-determined date and time. The presentation is immediately followed by a question and answer period. The Host Candidate City will summarize information described in the bid book and presented at the site evaluation tours.

- a. Presentation time: Up to 60 minutes
- b. Question and answer period: Up to 30 minutes
- c. All Host Candidate City committee members must be present and ready to present on the day identified.
- d. The Host Candidate Cities are responsible for their own travel, meal and accommodation costs.
- e. NAIG Council representatives from the bidding region can take part in the presentation

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- f. NAIG Council representatives from regions where bid competitors are from can hear each other's presentation but cannot take part in the question and answer session nor can they take part in the scoring process.
- g. NAIG Council representatives from competing bid regions can remove themselves from any part of the meeting. However, if one representative requests removal, the other representatives must excuse themselves.
- h. The NAIG Council will allocate a suitable amount of time at a meeting to complete the bid procedures.
- i. NAIG Council members will be introduced to the Host Candidate Cities on the first day of meetings and NAIG Council board members will be given a bid book and other reference materials.
- j. NAIG Council will approve an agenda and presentation order for day two.
- k. Host Candidate Cities will make their final presentation on day two and distribute presentation materials.
- l. Exact dates for day one and two will be identified by Council and reported to the Host Candidate Cities.

2.10 Awarding

The right to host the 2020 North American Indigenous Games will be awarded to the Host Candidate City that has:

- a. Adhered to all policies and met all other requirements of the 2020 NAIG Bid Procedures.
- b. Submitted all the necessary documentation within the timelines:
 - i. Documentation includes but not limited to; letter of intent, bid book, site evaluation report, any other report and all NAIG Council Presentations;
 - ii. The information submitted/presented should follow guidelines where guidelines exist or have met all requirements found in the supporting reference documents, i.e. NAIG Hosting Standards
- c. Has received the highest overall score when adding their bid book, site evaluation tour and presentation scores together. The scores are approved by the Council.

NAIG Council will formally announce the successful host candidate city for the 2020 North American Indigenous Games immediately following the presentation and acceptance of overall scores.

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2.11 Probationary Period

The NAIG Council's Executive Committee is responsible for monitoring the probationary period. The Host Candidate City shall enter into a probationary period lasting up to 8 months and must meet the following conditions in the time allowed.

Within 8 months of awarding:

- a. A Joinder Agreement must be signed between the lead organization undertaking the bid, host city and province/territory/state government transferring authority and all obligations from the host candidate city's Bid Committee to the Host Society once incorporated.
- b. The Host Society should have clear and unencumbered cash reserves of not less than \$500,000 for initial planning efforts;
 - i. Shall be in the form of bank account, escrow account or irrevocable line of credit
 - ii. NAIG Council shall be able to witness evidence of such account.
- c. Establish the Host Society, which includes;
 - i. Recruitment of the Host Society board of directors
 - ii. Incorporation as a non-profit organization
- d. Written confirmation of funding of 70% of the total estimated costs of the Games (no less than \$7 million) is required, which may include;
 - i. An original signed multi-party agreement with the key funding partners
 - ii. Original signed Band Council resolutions
 - iii. Irrevocable letters of credit, or named corporate pledges
 - iv. Contain provisions that the agreed to funding is forwarded upon meeting obligations as per the agreement
 - v. Will be forwarded in a manner supporting Host Society cash flow requirements
- e. Host Agreement negotiation and signing
- f. First draft of an itemized business plan with emphasis placed on obtaining balance of operating budget (35%)

Once all conditions have been met the host society will have met the probationary period and will continue planning for the 2020 NAIG.

The Host Society will be announced at the 2017 NAIG Council Annual General Meeting.

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2.12 Host Society Monitoring

The NAIG Council's Executive Committee and official representatives named to the Host Society board of directors are responsible for monitoring the progress of a Host Society during the hosting standards timeline. The hosting standards, hosting agreement, contractual milestones and bid documents will be used as the baseline for monitoring progress. Reporting requirements are set out in the hosting agreement.

2.13 Retraction of Hosting Rights

The North American Indigenous Games Council will immediately retract hosting rights of the NAIG from a Bid Committee or Host Society after it has been awarded if:

- i. It fails to meet the obligations of the probationary period
 - ii. It fails to comply with the terms and conditions of the Host Agreement
 - iii. It fails to comply with or meet the obligations of the Hosting Standards
- a. The Host Society will be required to present progress reports to the NAIG Council as per hosting agreement and provide all necessary documentation the Council needs to determine their readiness.
 - b. The NAIG Council representatives on the Host Society Board of Directors are required to monitor the progress of the Host Society and report any challenges.
 - c. NAIG Council reserves the right to conduct at its own cost and with sufficient notice an audit or review of financial and operational progress of the Host Society.
 - d. The NAIG Council will formally request that any allegations of illegal or unethical activities shall be put in writing and presented to Council. The Council will follow up accordingly.
 - e. The NAIG Council will seek legal counsel to determine any liability with retraction or any other course of legal action that may be taken by Council against the Host Society or vice versa.
 - f. NAIG Council will formally correspond with the Host Society if retraction is being considered either directly or through legal counsel.

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2.14 Transfer of Hosting Rights

A transfer of hosting rights will only be considered when:

- a. Unsuccessful bidders for that hosting year are available and interested in taking over hosting obligations;
 - i. Bidders will be contacted by order of their overall score following the scoring system
 - ii. If there were no other bid competitors, the Council will consider re-opening the bid process
- b. If there is sufficient time between retraction and hosting year to deliver minimum NAIG Hosting Standards the Council may elect to keep the original hosting year or postpone the NAIG to allow time for the contingency plan to be initiated.