



# DARTS ALBERTA POLICY

## PROVINCIAL CHAMPIONSHIP BID & EVALUATION PROCESS

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### 1 BIDDING & EVALUATION PROCESS

- 1.1 Darts Alberta shall advise each Member Leagues of the opportunity to host the upcoming Provincial Championships, by e-mail or post, by no later than **March 31** each year.
- 1.2 Darts Alberta shall post 'bid' notices on the Darts Alberta web site, by no later than **March 31** each year.
- 1.3 Darts Alberta shall accept bids for the upcoming Provincial Championships, until midnight on **April 30** each year.
- 1.4 A Sub-Committee of Darts Alberta Executive Members shall evaluate each bid, provide a score for each area of criteria and award the event based on the most suitable bid.
- 1.5 A Sub-Committee of Darts Alberta Executive Members shall evaluate all bids received prior to the deadline date and award the Provincial Championships by no later than **May 31** each year.
- 1.6 In the event that no bids are received by the deadline date, the Darts Alberta Executive Committee shall make appropriate arrangements for an appropriate venue, in a location considered to be convenient for the majority of its members.

### 2 PROVINCIAL CHAMPIONSHIP - CRITERIA EXPECTATIONS (EXPECTATIONS ARE LISTED UNDER EACH CRITERIA, IN ORDER OF PRIORITY)

#### 2.1 VENUE

- (a) The venue is sufficient in size to host the Provincial Championships.
- (b) The venue has been tentatively booked for the required dates.
- (c) The venue is available from 9:00 a.m. until the completion of play each day.
- (d) The venue has a suitable public address system.
- (e) The venue has experience hosting an event of this nature.

#### 2.2 HOTEL ACCOMMODATIONS

- (a) Hotel accommodations are available within the facility or within a reasonable distance of the venue.
- (b) The host hotel is willing to block a specific number of rooms until a specific deadline.
- (c) The host hotel is willing to offer a special 'darters' rate.
- (d) Hotel rates are reasonably priced.

#### 2.3 EQUIPMENT

- (a) The bidder has or has made arrangements for a sufficient number of dart set-ups.
- (b) Each dart set-up includes a NODOR board, portable stand (if not affixed to the wall), suitable lighting, suitable scoreboard.
- (c) The bidder has sufficient resources to construct and tear-down the venue, if portable set-up is required.

#### 2.4 VOLUNTEERS

- (a) The bidder has a sufficient number of volunteers for set-up and tear-down.
- (b) Number of volunteers the bidder is willing to assist during for the Championship.

#### 2.5 BAR SERVICE (NOT APPLICABLE TO YOUTH PROVINCIAL CHAMPIONSHIPS)

- (a) Bar service is available in the venue.
- (b) A reasonable preset bar rate will be secured by the bidder.
- (c) The venue has experience hosting an event of this nature.

#### 2.6 FOOD SERVICE

- (a) Food service will be available inside the venue.
- (b) Additional food service is available within a reasonable distance of the venue.
- (c) The venue has experience hosting an event of this nature.

#### 2.7 MEMBERSHIP

- (a) What is the percentage of membership located in the bidder's host city?
- (b) What is the percentage of membership for that region (i.e. North / South)?



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**PROVINCIAL CHAMPIONSHIP - EVALUATION CRITERIA**

**BIDDER #1:** \_\_\_\_\_

CRITERIA	VENUE X 5	HOTEL X 2	EQUIPMENT X 5	VOLUNTEERS X 1	BAR SERVICE X 2 (N/A FOR YOUTH)	FOOD X 2	MEMBERSHIP* X ½	TOTAL
<b>WEIGHTING</b>								
SCORE ( 0 to 3)								
SCORE x WEIGHTING								

**BIDDER #2:** \_\_\_\_\_

CRITERIA	VENUE X 5	HOTEL X 2	EQUIPMENT X 5	VOLUNTEERS X 1	BAR SERVICE X 2 (N/A FOR YOUTH)	FOOD X 2	MEMBERSHIP* X ½	TOTAL
<b>WEIGHTING</b>								
SCORE ( 0 to 3)								
SCORE x WEIGHTING								

**BIDDER #3:** \_\_\_\_\_

CRITERIA	VENUE X 5	HOTEL X 2	EQUIPMENT X 5	VOLUNTEERS X 1	BAR SERVICE X 2 (N/A FOR YOUTH)	FOOD X 2	MEMBERSHIP* X ½	TOTAL
<b>WEIGHTING</b>								
SCORE ( 0 to 3)								
SCORE x WEIGHTING								

**SCORING DEFINITIONS FOR HOST FACILITY:**  
 0 - Unsuitable, does not meet the minimum requirement/expectation  
 1 - Meets most of the requirements/expectations  
 2 - Meets all and exceeds some requirements/expectations  
 3 - Exceeds requirements/expectations in most or all aspects

**SCORING FOR MEMBERSHIP:**  
 The score will be the percentage of membership in that location, in relation to total Darts Alberta membership.  
 In the event the bid scores are in close proximity, the Evaluation Sub-Committee may take into consideration the percentage of membership for that region (i.e. North or South)

**WEIGHTING:**  
 5 = Critical component  
 2 = Important, but not critical  
 1 = An asset, but not important