



## CAPG CONFERENCE CONTRACT

### Outlining

### CAPG AND HOST COMMITTEE RESPONSIBILITIES

#### Background

The Canadian Association of Police Governance (CAPG) was formed in 1989 to provide a national voice for civilian governance of policing in Canada. One of its major initiatives is its annual conference that brings together delegates who serve on police boards and commissions across Canada. The conference offers professional development sessions dealing with major topics on policing, and delegates vote on resolutions, submitted by member boards, that provide direction to CAPG for its initiatives. Opportunities also exist to discuss policing issues and best practice strategies employed in various regions. Social activities, including a golf tournament and events that often showcase the cultural uniqueness of the host site, help to ensure that each conference offers a rich blend of educational and social experiences for delegates. The conference helps CAPG fulfill its mission of improving police governance and promoting greater public safety for all Canadians. Advantages to the host committee include economic benefits derived from an influx of large numbers of visitors and an increased profile for policing in the local community.

#### Purpose

This contract outlines the responsibilities of CAPG and the Host Committee in planning and staging the conference. A clear understanding of the responsibilities of each party will contribute to smooth collaboration, minimal duplication of effort and the most cost-effective approach to staging a successful conference.

### **JOINT RESPONSIBILITIES of the HOST COMMITTEE and CAPG**

#### Planning

Members of the Host Committee (staff and/or volunteers) work with the CAPG Conference Committee and the CAPG Executive Director to oversee all aspects of planning, budgeting and the development of the conference program.

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### Conference Program

- CAPG and the Host Committee collaborate on the theme, program content and speakers for the sessions. Program decisions are based on previous experience, current issues, and local expertise.
- CAPG will prepare the speaker list in consultation with the Host Committee. CAPG will prepare biographies, letters of invitation and thank you letters to the speakers.
- CAPG will develop the conference evaluation form. Volunteers will assist with its distribution to all delegates. Analysis of the evaluations is used by CAPG to assist with planning for future conferences.

### Financial

Successful revenue generation enables CAPG and the Host Committee to plan and stage a first-class educational and entertainment experience for all delegates.

Conference revenue is derived from three sources:

- a minimum \$25,000 fee provided by the Host Committee
- a \$5,000 sponsorship from next year's Host Board
- a registration fee assessed all delegates by CAPG
- sponsorships, cash and in-kind.

CAPG and the Host Committee collaborate in identifying sponsors with final sponsorship selection the responsibility of CAPG. This is to ensure that competitive sponsors (e.g. Coca Cola and Pepsi) are not selected without their approval and to ensure that sponsors chosen do not compromise the high ethical and legal standards promoted by CAPG (e.g. a local or national sponsor involved in a lawsuit). **The Host Committee is potentially financially and legally liable for sponsorship decisions not approved by CAPG.**

- CAPG and the Host Committee collaborate to develop recognition for sponsors, sponsor liaison services, development and maintenance of the sponsorship database, sponsorship revenue processing and bookkeeping.

### Social Program and Special Events

- CAPG and the Host Committee collaborate in the planning and execution of the opening and closing ceremonies, receptions, dinners and luncheons, entertainment and décor.

### Media Services

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- CAPG and the Host Committee collaborate in the preparation and dissemination of all media releases prior to and during the conference, media interviews and press conference arrangements.

### Communications/Marketing (internal/external)

- CAPG is responsible for the preparation and dissemination of conference information and materials, development of the conference program guide and preparation and placement of conference advertising on appropriate internet sites.
- The Host Committee is responsible for coordinating and assembling letters of welcome from the Host Chair, the Lieutenant Governor, the Police Chief and local, provincial and national politicians for inclusion in the program guide.

### Signage

- CAPG and the Host Committee collaborate in the selection of a sign company to prepare conference banners and signs which cannot be prepared in house, layout, graphic design and print coordination for welcome and sponsorship banners, meeting and event signs, conference vehicle identification and on-site sign preparation, placement and storage.

### Printing

- CAPG is responsible for conference printing, layout and graphic design coordination for all print materials (e.g. brochures, registration packages, program guide, business cards), development of printing deadlines, printing, proofing and delivering and storage of all print materials.
- The Host Committee will prepare strategies for short notice printing during the conference and arrange for on-site photocopying requirements.

### Volunteers

- The Host Committee will identify volunteer requirements, develop and implement volunteer recruitment, selection and allocation plans, screen and train volunteers, provide on-site volunteer management (including identification, parking, reporting lines, clothing, food and beverage requirements), identify trouble shooters, and plan and coordinate volunteer orientation and appreciation events.
- The Host Committee will provide a roster of 10 (or more) volunteers to serve at the conference site with the following responsibilities:
  - to unpack boxes and help prepare delegate kits two days prior to the conference.

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- arrange for two volunteers per shift ( 2 shifts daily of approximately 5 hours each) to work at the registration desk and day of the conference (Tuesday through Saturday inclusive).

### Optional Golf Tournament

- If the Host Committee chooses to have a golf tournament, they will establish their own committee to organize the golf for the day before the conference.
- The Host Committee is responsible for all aspects of planning including:
  - selection of golf course.
  - preparing promotional materials for the tournament.
  - transportation between the golf course and the host hotel.
  - volunteers to manage all aspects of the tournament.
  - door prizes from local businesses and boards.
  - trophies for the winning team, longest drive and closest to the pin.
  - registration of golfers including collecting payment for green fees, cart and club rentals.
- CAPG will assist by circulating information to potential golfers, post registration forms on the website, etc.

### Accommodation

- The Host Committee will recommend options for hotel accommodation.
- CAPG is responsible for negotiating and selecting all on-site conference and hotel accommodation including room arrangements for CAPG staff, the Board of Directors, VIPs and organizing committee members.

Final responsibility for conference site and hotel accommodations is the responsibility of CAPG. **The Host Committee is potentially financially and legally responsible for any accommodations or site selections not approved by CAPG.**

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### Reception Wednesday Evening, Thursday Evening Dinner & Saturday Evening Dinner

- The Host Committee, in consultation with the CAPG Executive Director to ensure costs are kept within budget, will sponsor the Host dinner on Thursday evening of the Conference.
- The Host Committee will
  - select a venue
  - arrange transportation between the venue and the hotel if necessary
  - organize catering and entertainment
  - liaise with venue staff
  - provide volunteers as required.

### **RESPONSIBILITIES OF CAPG**

#### Financial Management

- CAPG is responsible for developing and managing the overall financial plan for the conference including budget development and monitoring, revenue and expense monitoring and reconciliation, preparation and submission of financial reports, banking and handling cash.

#### Registration Package

- CAPG is responsible for registration package development and mailing, development and maintenance of the registration database, fee processing, registration confirmation, delegate kits, name badge production and support to on-site conference registration services provided by the Host Committee.

#### Food and Beverage Services

- In consultation with the Host Committee, CAPG is responsible for planning, directing and coordinating all conference food and beverage services including breakfasts, lunches, dinners, network breaks and managing hosting requirements.
- CAPG is responsible for food and beverage services for volunteers.

#### Audio Visual Requirements

- In consultation with the Host Committee, CAPG will procure, coordinate and manage audio visual requirements for meetings, presentations, special events and audio-visual support services.

Session Logistics

- CAPG is responsible for arranging meeting and session space requirements and assignments including furniture arrangement.

**RESPONSIBILITIES of the HOST COMMITTEE**

Protocol

- The Host Committee will ensure adherence to accepted protocols in singing of anthems, flag placements, use of sergeant-at-arms, staging, speaking order and VIP seating for the opening ceremonies.

Transportation

- The Host Committee will contract and secure vehicles to provide transportation as appropriate/necessary, the procurement and engagement of buses to move large groups, identification and management of loading zones for buses, arrangement of VIP transportation, identification of staffing requirements, schedule development, deployment and management of drivers and keys, portable radio and battery distribution, collection and management.

Administrative Services

- The Host Committee will provide services to conference headquarters including secretarial and administrative services, word processing, photocopying, fax and email message relay and other services as required.

Photography

- The Host Committee will arrange photographic services for events as required.

On-Site Information Services

- The Host Committee will collect and distribute tourist and local services brochures and print information.
- The Host Committee will develop and maintain message boards and provide information services and other assistance to delegates.

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### Companion Program

- The Host Committee will develop and conduct companion and youth programs including event planning and execution, facility rental, transportation, food service arrangements, preparation and collection of waiver forms where required and child care arrangements as required.
- If the companion program includes tours on Thursday and Saturday, the preferred option is to hire a tour company to arrange for transportation, guides, lunches, entry fees and other expenses.
- CAPG is responsible for expenses for tours and all contracts must be signed by CAPG so that the Host Committee is not held financially responsible.

### Mailing Lists

- The Host Committee will provide CAPG with a mailing list of police boards that are not members of CAPG. (RCMP advisory/consultative committees and First Nations police boards can also be included).

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This contract applies to the \_\_\_\_\_ CAPG Conference  
hosted by \_\_\_\_\_  
(date)

the \_\_\_\_\_ police commission/board.  
(site)

Signatures

\_\_\_\_\_  
CAPG representative (print)  
(print)

\_\_\_\_\_  
Host Committee representative

\_\_\_\_\_  
CAPG representative (title)  
(title)

\_\_\_\_\_  
Host Committee representative

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date