



 **Sport
Langley**
MULTISPORT & RECREATION

Langley, BC

Endless Possibilities



Why Langley

Conveniently located 40 minutes from Vancouver at the hub of the Fraser Valley, Langley has easy access to the Canada/US border, BC Ferry Terminals and Vancouver and Abbotsford International Airports. Langley provides the ultimate in urban amenities, yet is committed to upholding its agricultural history. The community has grown over the past 150 years into a thriving urban center surrounded by a rich agricultural community. A strong heritage is present throughout Langley, with national historic sites and museums; and exciting attractions including the Greater Vancouver Zoo, Twilight Drive-in Theater and Cascades Casino provide an urban experience.

Langley's exceptional sport facilities, diverse accommodations, mild West-Coast climate and outstanding support and services make it an ideal destination for a variety of sporting events. Committed community sport volunteers and experienced recreation staff ensure each sport event held in Langley is an unparalleled experience for all those involved.



Sports in Langley

From Hockey to Gymnastics to Soccer, Langley is ready to host your Sporting Event and is here to help you from the starting gate to the finish line. Name your sport; Langley has a reputation for hosting sporting events of all kinds and sizes. Our location, excellent facilities and dedicated volunteers work with our active sports community to ensure the delivery of high caliber sporting events.

Langley is home to many sport associations with local organizations capacity (i.e. Langley Gymnastics Foundation), University sport teams (i.e. Trinity Western University, Kwantlen Polytechnic University) and major sport partners that include the BC Hockey League's Langley Chiefs, Langley Thunder Junior and Senior A Lacrosse teams and the Vancouver Titans International Basketball League.

Sports have been recognized as a strength for Langley and our sport venues include: the brand new Langley Events Centre with a 5,000 seat arena, triple gymnasium and its 20,000 square foot gymnastics training facility; more than 40 baseball/softball diamonds, 2 aquatic facilities, 7 golf courses, 36 soccer fields, track and field stadium, BMX track, rowing & paddling facility and two equestrian centers.

Sport Hosting Portfolio

- 2010 BC Summer Games
- 2009 Canadian National Junior League Championships
- 2009 Borderline Nationals
- 2009 Western Canadian University Rowing Championships
- 2009 Canadian Junior Leagues Baseball Championships

Working Together

Sport Langley is represented by the City of Langley, the Township of Langley and Tourism Langley as such; all areas of government and tourism are in full support of increasing sport tourism in Langley. Once you have decided to look at Langley as a potential location for your sporting event we are here to help. All of Sport Langley's services are provided at no cost to you.

Site inspections

Let us know what the requirements of your event are and we will arrange a customized site inspection of the potential sports facility and accommodation options.

Securing Accommodation

Sport Langley will help you create a Request for Proposal, forward it to the appropriate accommodation providers, and assist you in selecting and securing a room block for your participants and out of town spectators.

Liaising with Suppliers

Do you need catering, Audio Visual or transportation services for your event? No matter what your need, we can connect you with local businesses that can get the job done.

Bid Book creation

Sport Langley will work with you to create a professional bid document to showcase what Langley can offer as the host city for your event.

Provide financial and in-kind support

We will present you with all the options that exist for grants and sponsorship when hosting an event in Langley.

Letters of endorsement

We will gather letters from key stakeholders in the community to show your decision makers just how much Langley wants to host your event.

Volunteer Support

Langley has a well established volunteer base; many of who have previously volunteered at a sporting event. Let us connect you with this important component of your event.

Hosting Event Kit

Sport Langley can provide organizers with additional tools and equipment i.e. tents, two way radios, audio equipment etc to ensure the ease of delivery of a successful event.

Coordination of First Aid

Sport Langley has the resources to provide First Aid services at your event for a minimal cost.

Delegate Collateral

From our Visitor Guide to specialized guides on topics such as parks and trails or artisan food and wine we have the information to share with your participants and their families.

Image Bank and Video access

Sport Langley has an extensive image bank and video that we are happy to share with you to help in the promotion of your event.

Assist in determining the economic impact of your event

Sport Langley can provide you with access to The Sport Tourism Economic Assessment Model (STEAM), a cutting-edge, economic impact assessment tool that predicts and measures the economic impact of a sporting event on a community in Canada.



Financial Support

A variety of Sponsorship and Grant opportunities exist for sporting events hosted in Langley. We can work closely with you on the application process.

Sport Langley Sport Hosting Incentive Program

Funding is granted based on the competition level of the event and will vary up to a maximum of \$5000.

Tourism Langley's Sponsorship Program

Funds for events are for the purpose of sponsorship. Tourism Langley will act as other commercial sponsors in terms of recognition and benefits.

City of Langley Community Grants

The City of Langley supports the enhancement of a positive quality of life for all its residents. One means of achieving this goal is through the provision of grants to organizations that contribute to the general interest and advantage of the City and its residents.

Township of Langley Community Grants

A maximum grant of \$2,500 is available for special events that benefit the community, involve the Township of Langley residents and are held in the Township of Langley.

Major Events Policy

This program is available to non-profit groups, cultural, recreational and sport organizations to offset the facility rental costs of hosting a major Regional, Provincial, National, or International events at a Township-owned facility. The level of support to major special events and competitions will vary according to the scope of the event.

Accommodation

There are over 900 hotels and motel rooms in Langley, along with several campgrounds and can accommodate several different events. Depending on the size of your event and the specific requirements of each team or player involved more than one hotel may need to be used. Tourism Langley will assist teams looking to host an event with their accommodation needs; including securing accommodation, pricing and room blocks.

Property	Address	# of Rooms	100% n/s	Mtg Facility	Dining	Pool	Kitchen Units	TBC Approved	Additional Information
Best Western Country Meadows	3070 264th Street Aldergrove	78	No		✓			✓	ABC Restaurant; Full Continental Breakfast
Best Western Langley	5978 Glover Road Langley	78	Yes	40-50 ppl		✓	✓	✓	Bus Parking; Continental Breakfast
Canada's Best Value Westward Inn	19650 Fraser Hwy Langley	55	No	No			✓	✓	
Coast Hotel & Convention Centre	20393 Fraser Hwy Langley	76	No	25000 Sq. ft	✓		✓	✓	Bus Parking
Days Inn Suites	20250 Logan Ave. Langley	62	No	30 ppl				✓	Bus Parking; Continental Breakfast
Goodknight Inn	5796 200th Street Langley	22	No	No				✓	
Holiday Inn Express Hotel & Suites	8750 204th Street Walnut Grove	85	Yes	4500 Sq.ft	✓	✓	✓	✓	Ricky's Restaurant; Continental Breakfast
Sandman Hotel & Inns - Langley	20169 88th Ave. Walnut Grove	144	No	40-50 ppl	✓		✓	✓	Bus Parking, Denny's & Shark Club;
Super 8 Motel	6722 Glover Road Langley	46	Yes	No				✓	Continental Breakfast
Super 8 Motel Langley	26574 Gloucester Way. Aldergrove	81	Yes	40-50 ppl		✓	✓	✓	Waterslide & pool; Full Continental Breakfast
Travelodge Langley City	21653 Fraser Hwy Langley	59	No	No	✓				Dining w/in walking distance; Continental Breakfast
Travelodge Walnut Grove	20470 88th Ave. Walnut Grove	58	No	No		✓		✓	Outdoor pool; Bus Parking; dining w/in walking distance
West Country Hotel	20222 56th Ave. Langley	50	No	50 ppl	✓			✓	

Event Scheduling Checklist

6 to 12 months ahead

- Decide event purpose (raise funds, visibility, celebration, etc.)
- Choose a theme
- Visit potential sites
- Research/appoint an event coordinator/manager
- Research/select committees/chairpersons
- Chairperson forms subcommittees
- Get cost estimates (site rental, food, drinks, sound/lights, etc.)
- Get recommendations for entertainment; hold auditions
- Get bids for entertainment
- Get bids for decorations
- Get bids for design/printing
- Get bids for other major items
- Finance committee drafts initial budget
- Decide on admission cost
- Create sponsorship amounts/levels
- List items to be underwritten and possible sources
- Research/approach honorees

3 to 6 months ahead

- Begin monthly committee meetings
- Write/send requests for funding or underwriting to major donors, corporations, sponsors
- Request logos from corporate sponsors for printing
- Review with graphic artist invitations, programs, posters, etc.
- Prepare final copy for invitations, return card, posters
- Prepare final copy for tickets
- Complete mailing lists for invitations
- Order invitations, posters, tickets, etc.
- Sign contract with entertainment company
- Make list of locations for posters

2 months ahead

- Hold underwriting or preview party to coincide with mailing of invitations; invite media
- Assemble/address invitations
- Mail invitations
- Distribute posters
- Finalize transportation/hotel accommodations for staff, VIPs, honorees
- Obtain contracts for decorations and rental items
- Confirm TV/radio participation
- Release press announcements about celebrities, VIPs, honorees
- Follow up to confirm sponsorships and underwriting

- Compile mailing lists
- Check proposed date for potential conflicts, finalize date in writing
- Get written contracts for site, entertainment, etc.
- Develop alternative site (if event is outdoors)
- Consider pre-party event for publicity or underwriting
- Invite/confirm VIPs
- Pick graphic artist; begin invitation design
- Create logo for event with graphic artist
- Order hold-the-date cards or other event announcements
- Set marketing/public relations schedule
- Develop press release and calendar listings
- Select photographer; arrange for photos of VIPs, chairmen, honorees
- Get biographical information on VIPs, celebrities, honorees, chairmen
- Investigate need for special permits, licenses, insurance, etc

- Finalize mailing lists; begin soliciting corporations and major donors
- Obtain lists from honorees, VIPs
- Obtain radio/TV sponsors, public service announcements, promos
- Set menu with caterer for food and beverages
- Secure permits and insurance
- Get written confirmation of celebrity participation/special needs
- Finalize audio/visual contract
- Select/order trophies/awards

- Obtain logos from corporate sponsors for program printing
- Review needs for signs at registration, directional, etc.
- All major chairpersons to finalize plans
- Hold walk-through of event with responsible committees, chairpersons and responsible site staff members at event site
- Review/finalize budget, task sheets and tentative timeline
- Start phone follow-up for table sponsors (corporate, VIP, committee)

1 month ahead

- Phone follow-up of mailing list (ticket sales)
- Place newspaper ads, follow up with news media, on-air announcements
- Confirm staff for registration, hosting, other
- Write to VIPs, celebrities, program participants, confirm participation
- Complete list of contents for VIP welcome packets
- Get enlarged site plan/room diagram, assign seats/tables
- Give estimate of guests expected to caterer/food service
- Meet with all outside vendors, consultants to coordinate event
- Review script/timeline
- Continue phone follow-ups for ticket/table sales
- Continue assigning seats; set head table, speaker's platform

1 week ahead

- Meet with all committees for last-minute details
- Finish phone follow-ups
- Confirm number attending
- Finish seating/table arrangements
- Hold training session with volunteers; finalize assignments
- Secure two or three volunteers to assist with emergencies
- Finalize registration staff
- Distribute seating chart, assignments to hosts/hostesses
- Schedule pickup or delivery of any rented or loaned equipment
- Double-check arrival time and delivery times with vendors

Day before event

- Lay out all clothes that you will need the day of the event
- Recheck all equipment and supplies to be brought to the event

Event Day

- Arrive early (with change of clothes)
- Unpack equipment, supplies and make sure nothing is missing
- Be sure all VIP's are in place and have scripts
- Reconfirm refreshments / meal schedule for volunteers

- Confirm transportation schedules: airlines, trains, buses, cars, limos
- Confirm hotel accommodations
- Prepare transportation and accommodations (include arrival time, flight number, airline, person assigned to meet flight)
- Confirm special security needed for VIPs, event
- Prepare welcome packet for VIPs, chairmen, and key staff
- Schedule deliveries of special equipment, rentals
- Confirm setup and tear down times with event site
- Finalize plans with party decorator
- Give caterer revised numbers
- Meet with chairpersons, key staff to finalize any of the above

- Reconfirm event site, hotel, transportation
- Deliver final scripts /timelines to all program participants
- Finalize catering guarantee, refreshments
- Confirm number of volunteers
- Make follow-up calls to news media for advance and event coverage
- Distribute additional fliers
- Final walk-through with all personnel
- Schedule rehearsals
- Schedule volunteer assignments for day of event
- Establish amount of petty cash needed for tips and emergencies
- Write checks for payments to be made for the day of the event

- Have petty cash and vendor checks prepared

- Go over all the final details with caterer and setup staff
- Check with volunteers to make sure all tasks are covered

Venues

An overview of Langley's extensive venue inventory is provided below. For detailed information on each including images, and exact specifications please visit www.hostingbc.ca/content/langley.

Aldergrove Athletic Park

A multi-sport facility which includes a baseball diamond, three softball diamonds, six soccer fields, two lit all-weather fields, and tennis courts.

City Park & Al Anderson Memorial Pool

Located in Downtown Langley, City park and the Al Anderson Memorial Park can host a variety of sporting events including, swimming, soccer, football, hardball and softball, lacrosse and field or ball hockey.

George Preston Recreation Centre

Offers all the amenities to host a curling, hockey or ice skating event, with each sport supported by a local sport organization.

Langley BMX Track

A national facility, drawing crowds from around Western North America. The track is 1100 feet long, with an electronic start gate and asphalt start hill and compact ground finish lines.

Langley Event Centre

The pinnacle of sporting facilities, home to the Willoughby Community Centre and 8 sports teams including Langley Gymnastics, BCHL Langley Chiefs, Trinity Western University Spartans Athletics and the IBL Vancouver Titans. Within this 250,000 square foot facility there is a 5,000 seat arena, a triple gymnasium, a 20,000 square foot, certified gymnastics training area and a 500 seat banquet hall.

Langley Rowing and Paddling Centre

Features a 2000-metre, six lane rowing course anchored by the newly developed Fort Langley Rowing Club boathouse.

McLeod Athletic Park

A multi-sport facility with the ability to host several different sports including, softball, baseball, track and field, soccer, football, lacrosse and tennis.

Noel Booth Park

Located in South Langley, with six softball diamonds, four soccer fields and two lit all-weather fields.

Sportsplex

Features two NHL size ice rinks as well as two 2 professional size roller hockey rinks. The Sportsplex draws more than half a million people through its doors each year.

Thunderbird Show Park

North Americas premier equestrian facilities on 85 acres and hosts over 100 shows each year. This amazing facility has everything necessary to host a world class event.

Twin Rinks

Located in the heart of the Fraser Valley, Canlan Ice Sports - Langley Twin Rinks has become a premier destination amongst ice sport enthusiasts.

Walnut Grove Community Center

The mecca of aquatic facilities. Built in 1999 this 50m pool has hosted several swimming and diving championships and in the summer the walls open up to allow spectators to enjoy the summer sunshine.

Willoughby Community Park

Located next the brand new Langley Events Center, the Willoughby Community Park provides host organizations with first class facilities both on the field and off. As a true multi-sport facility, it has fields for a variety of outdoor sports.

Contact Us

Ready to take the first step? Contact us today to get started:

City of Langley
Christine Daum
20339 Douglas Crescent
Langley BC V2Y 3J1
514 2941
cdaum@langleycity.ca

Township of Langley
David Leavers
20338 65th Avenue
Langley, BC V2Y 3J4
604 533 6158
dleavers@tol.bc.ca

Tourism Langley
Deborah Kulchiski
7888 200th St
Langley, BC V3A 4B3 604
604 888 1477
deborah@tourismlangley.ca

