Canadian Fencing Federation

2018-2019 Competition Hosting Bid Form

**Regional Canada Cups │ Canada Cup │ National Championships**

Clubs, provincial fencing associations, cities, sports commissions or similar organizations are eligible to submit a host bid for one of the two regional Canada Cups.

**Final bids are to be submitted through the local provincial fencing association who will be required to endorse the bid application.**

**EVENT OF INTEREST**

|  |
| --- |
| **2018 Canada Cup East –** **October 26-28, 2018 or Nov 3-5, 2018\***  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *East zone (Atlantic, Quebec and Ontario)*  **2018 Canada Cup West – October 26-28, 2018 or Nov 3-5, 2018\***  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *West zone (Manitoba, Saskatchewan, Alberta and British Columbia)*  **2019 Canada Cup –January 25-27, 2019 (preferred) or January 18-20, 2019**  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2019 National Championships –** **May 10-13 or May 17-20, 2019**  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\* Preference will be given to proposals that offer non-conflicting date options for the regional Canada Cups.* |
| Provincial Branch Responsible for Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Host Club Responsible for Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ORGANISING COMMITTEE MEMBERS**

**CHAIR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EQUIPMENT MANAGER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER MANAGER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was this bid produced with the support of local municipality or sport commission? Yes  No
2. Was this bid put forward to the local hotel commission for competitive bid and potential sponsorship? Yes  No
3. Is a preliminary budget for the event attached? Yes  No

**COMPETITION VENUE**

**NAME OF VENUE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIMARY VENUE CONTACT:**

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supported languages: English  French**

**Venue Cost (per day / per hour):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Estimated Cost of Venue for Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Final costs should not vary from estimate by more than 5% excluding taxes, differences of greater than 5% deducted from hosting grant.*

**Distance of venue from nearest airport (km):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distance of venue from designated hotel (km):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSED COMPETITION VENUE SUITABILITY CHECKLIST**

NOTE: *Competition Area relates to areas required to support all activities related to the event. Field of Play relates specifically to the area where competition takes place.*

**Checklist must be completed in full.**

| **ITEM** | **YES** | **NO** |
| --- | --- | --- |
| **VENUE** | | |
| Venue access available from 7h00 to 21h00? |  |  |
| Flooring suitable to place metal fencing pistes (Important: Confirm with venue) |  |  |
| Availability of a secure and covered storage area 24 hours prior to the start and 24 after the completion of competition? |  |  |
| Access granted the evening prior to competition for the purposes of field of play set-up (minimum five hours)? |  |  |
| Tables and chairs available? |  |  |
| In-house food / drink available for purchase by athletes & spectators?  *If yes, please attach a complete list of food services available and average costs and menu composition with the bid application.* |  |  |
| Coffee, tea and refreshments provided by host for volunteers and officials?  *(Some venues require use of their internal catering services)* |  |  |
| In-house catering services available for officials?  *If yes, please attach catering options with the bid application.* |  |  |
| If no, are outside catering providers allowed?  *If yes, attach recommended local catering providers with the bid.* |  |  |
| **COMPETITION AREA** | | |
| Venue floor plan(s) included with bid? |  |  |
| *If yes, does the floor plan(s) include the following information:* | | |
| *Full competition area dimensions in metres (FoP; Admin; Armoury etc.)* |  |  |
| *Field of Play (FoP) dimensions in metres (Competitive area + access)* |  |  |
| *Location of secure and covered equipment storage area*  *(minimum 115 m2)* |  |  |
| *Secure daily storage area for organizers/vendors, etc.* |  |  |
| *Location of all electrical outlets* |  |  |
| *Loading dock(s) / Bay Doors* |  |  |
| *Emergency exits* |  |  |
| Proposed locations of: |  |  |
| *Officials lounge/meeting area* |  |  |
| *Directoire Technique* |  |  |
| *Armoury* |  |  |
| *Medical Services* |  |  |
| *Vendors / Sponsors* |  |  |
| *Bag Storage* |  |  |
| Exclusive use of all areas supporting the competition? |  |  |
| Change rooms and shower facilities? |  |  |
| Water fountains available? |  |  |
| Additional meeting space available for educational presentations and meetings? |  |  |
| Internal climate must be considered a comfortable temperature for all participants. Does the venue commit to adjusting if necessary, regardless of time of year? |  |  |
| **FIELD OF PLAY** | | |
| Field of play must accommodate a minimum\* of 6 to 8 pods, each 21.5 x 21.5 m (2,800 – 3,700 m2)?  *\* Canada Cup West requirement will be for 3 to 4 pods (1,400 – 1,850 m2)* |  |  |
| Venue accepts tape for piste installation? |  |  |
| Is lighting a minimum of 600 lumens of illumination one metre above the floor? |  |  |
| Surface on field of play (bare concrete not acceptable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **MEDICAL SERVICES** | | |
| On site medical, athletic therapist, and/or sports injury personnel available 8:00- until end of competition on competition days?  If additional cost, if so please state day rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Ice available onsite? |  |  |
| **SPECTATOR AREA** | | |
| Is there a dedicated seating area for spectators (minimum 400)?  *(Smaller is acceptable for Regional Canada Cup)* |  |  |
| If no, what is proposed for spectator seating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**PROPOSED HOST HOTEL SUITABILITY CHECKLIST**

One full service hotel rated 3 stars or higher, must be proposed as part of the competition bed. An overflow hotel may also be proposed if it is within the immediate area of the host hotel.

**Checklist must be completed in full.**

|  |  |  |
| --- | --- | --- |
| **HOTEL** | | |
| Proposed Host Hotel(s) |  | |
| Distance of hotel and competition venue to airport? | **Km** | **Km** |
| Airport shuttle services available? |  |  |
| Meeting space? |  |  |
| Meeting space large enough to accommodate seated dinner for 200, plus stage and dance floor? (National Championships only) |  |  |
| Are guest rooms commissionable? |  |  |
| Complimentary internet? |  |  |
| Can attrition clauses be waived? |  |  |
| Complimentary parking? |  |  |

**VOLUNTEER COMMITMENT CHECKLIST**

In submitting this bid, you are committing to the responsibility of the staffing the following volunteer positions.

**Checklist must be completed in full.**

| **POSITION** | **DAY** | **#** | **DESCRIPTION** | **AGREED** |
| --- | --- | --- | --- | --- |
| |  | | --- | | GROUND TRANSPORTATION OF OFFICIALS | | |  | | --- | |  | | |  | | --- | | 4-5  4-5 | | |  | | --- | | Pick-up/Drop off of Officials from/to airport. Large vehicle or van required. Schedule to be determined in advance. Mileage will be reimbursed by the CFF  Daily transportation of Officials to and from competition venue from/to the host hotel. Morning schedule to be determined in advance. End of day will be determined by competition schedule. Mileage will be reimbursed by the CFF. | | YES  NO  YES  NO |
| COMPETITION  SET-UP | Evening  Prior to Competition | 12+ | • Move any necessary materials down to the field of play.  • Clean and prepare the field of play.  • Move large tables and chairs into position.  • Possibly help equipment vendor/supplier unload.  • Layout strips and boxes according to design.  • Attach grounding cables from the strip to the box.  • Layout power cables and ensure runways are safe to travel.  • Final clean up installation materials.  **Estimated time 5 hours** | YES  NO |
| CHECK-IN | Competition days | 2  2  2 | Greet participants, and verify details for events and check into event management system.  MUST be bilingual and responsible  **Full day support** | YES  NO |
| ARMOURY TECHNICIAN\*  *\** ***Volunteer position****, training provided* | Evening Prior to and days of competition | 3  3  3  3 | • Work in conjunction with the head armourer(s) to gain experience testing at an event.  • Test masks, lame and body cords  • Help maintain a clean venue environment  • Maintain an equipment inventory of any equipment provided.  **Full day support; exception, (evening prior to competition).** | YES  NO |
| OFFICIALS SUPPORT | Competition Days | 1  1  1 | • Maintain the break area for the officials.  • Ensure that coffee/tea and juice is stocked.  • Clean up when required.  • Put out food and monitor access to area.  **Full day support** | YES  NO |
| EVENT TAKEDOWN | Last day of competition | 12+ | • Starting around 3:30 on the final day of Competition.  • Clean up and sorting of scoring equipment and packing pistes, etc. for transport.  **Estimated time 5 hours** | YES  NO |
| VENUE CLEANERS | Competition days | 1-2  1-2  1-2 | • Primarily in the morning and end of day clean and restage the venue in preparation for competition.  • Occasionally during the day venue cleanup and restaging maintaining look and feel. | YES  NO |
| TRANSPORT DISPATCH | Following competition | 4 | * If required, meet with driver and help facilitate the loading of equipment from event storage area and return to CFF warehouse. | YES  NO |

**LOCAL RESOURCES**

Please list local resources with ‘National’ experience that may be available to assist with the event, subject to their availability.

Secretariat:

Armoury:

Officials *(“N” Nationals & Canada Cup / “N” and “P” for Regional Canada Cups)*: