



Triathlon Canada Events
Request for Bids

2018

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1. INTRODUCTION

Governed worldwide by the International Triathlon Union (ITU) and upholding the Olympic and Paralympic ideals of solidarity and fair play, Triathlon Canada provides governance, resources and leadership for athletes seeking to achieve gold medals at the highest levels of competition in the sport of Triathlon as recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC) and, the ITU.

Triathlon Canada, as set out in its new [2017-2020 Strategic Plan](#), is committed to:

- bringing our country together under one Triathlon Canada nation;
- achieving excellence at all levels;
- putting more Canadians at all levels on the start line; and,
- more high-performance athletes on the podium.

An important strategy in achieving these goals is to ensure the provision of high quality and appropriate competitive racing opportunities at all levels.

In addition to performance goals, Triathlon Canada has developed a branding and communications strategy to assist in building stronger corporate partnerships and enhancing the overall promotion of the sport to the benefit of Local Organizing Committees (LOC) and Triathlon Canada.

Hosting world-class triathlon events has been a critical part of Triathlon Canada's past successes from both a sport and business development perspective but, more importantly from an athlete performance perspective. For all these reasons, hosting excellence and building world class events here in Canada remains a high priority for the future.

2. TRIATHLON CANADA MANDATE – ITU AND NATIONAL EVENT HOSTING

Triathlon Canada is the sole body empowered to endorse ITU World Triathlon Series (WTS), World Cup and Continental Championship (CAMTRI) events; as well as sanction Canadian Championship (Elite, Para, Junior Series and Age Group) and Age-Group World Championships Qualification Events in Canada - in any distance or format, inclusive of Multisport events.

3. INVITATION TO BID ON 2018 EVENTS

For 2018, Triathlon Canada is seeking to better align Triathlon Canada and ITU (including CAMTRI) events to the achievement of Triathlon Canada's strategic goals. Adjustments to the overall bidding and hosting strategy have been made to accomplish this.

Local Organizing Committees (LOCs), with the support of their Provincial Sport Organization (PSO) can now bid on hosting Elite and Age Group events open to able-bodied and paratriathletes.

These events draw Canadian and international athletes and supporters, drive significant local economic benefit, and can produce important sport legacies in communities that host them.

4. KEY TERMINOLOGY

Term	Description
Age Group Athlete	<p>Encompasses all recreational or competitive triathlon/multisport athletes who race only against their own age group or paratriathlon classification in a given competition.</p> <ul style="list-style-type: none"> • Includes all ITU age categories beginning at 16 to 19, and then going up in 5-year increments • Highest Competition Level: ITU Age Group World Championships <ul style="list-style-type: none"> ○ <i>Elite may race as “Age Group Athletes” at certain competitions</i>
Elite Athlete	<p>Elite athletes compete in overall categories outside of age group designations, often for prize money.</p> <ul style="list-style-type: none"> • All Elite athletes must have an International Competition Card (ICC) • Highest Competition Level: Olympics/Paralympics, ITU World Championship Events <p>The “Elite” category includes two streams; triathlon and multisport. Within those streams are two development stages (Junior and U23), as well as an Elite Paratriathlon designation; all of which are further defined under the ITU Competition rules based on age, race distance or para classification. The Elite subcategories are:</p> <ul style="list-style-type: none"> • Junior: Elite athletes aged 16 to 19 • U23: Elite athletes aged 16 to 23 • Paratriathlon: Elite athletes with a valid paratriathlon classification

5. OVERVIEW OF ITU AND TRIATHLON CANADA EVENTS

5.1 ITU Events

5.1.1 World Triathlon Series (WTS) and World Cup Events

2018 and 2019 WTS and World Cup events have already been awarded by the ITU, with the exception of ITU Paratriathlon events. A Letter of Intent deadline of September 4th, 2018 has been circulated: [ITU Paratriathlon Event Bid Document](#)

LOC’s interested in bidding on ITU World Cup Events in 2019 or beyond should contact Triathlon Canada Sport Development Officer at: Rachel.Macatee@triathloncanada.com

5.1.2 Confederacion Americana de Triathlon (CAMTRI) Events

CAMTRI caters specifically to Junior, U23, and Elite categories in the Sprint, Standard and Mixed Team Relay triathlon disciplines. CAMTRI is a Continental Confederation of the ITU, and these races include a regional international component and draw from a larger participant base in the targeted categories. These are critical National Development Team races, and include an opportunity for athletes in these targeted groups to gain ITU ranking points. CAMTRI events that run in a semi/final format will be given priority.

There are three different levels of CAMTRI events:

1. CAMTRI Continental Cup
2. CAMTRI Continental Championship
3. CAMTRI Regional Championship

All CAMTRI events hosted in Canada must be approved and endorsed by Triathlon Canada and approved and sanctioned by CAMTRI. In addition to the Triathlon Canada Bid process, CAMTRI events have separate bid requirements. For 2018, priority will be given to bids that align CAMTRI events with:

- Triathlon Canada Elite and U23 Championships,
- Development Series events, and
- Complement the US Triathlon Junior/ CAMTRI event schedule to ensure greater cross border participation and greater competitive racing opportunities for athletes on the high-performance pathway.

5.2 Triathlon Canada Events

5.2.1 National Triathlon Championships (Elite/Age Group)

The National Triathlon Championships represents the highest level of triathlon competition across Canada for both the Elite and Age Group pathways.

- **Elite:** This is a key selection event for high performance athletes on the Olympic/Paralympic pathway in all Elite categories. Triathlon Canada requires all Canadian National Team and National Development Team athletes to compete at this events.
- **Age Group:** The Age Group National Championships are normally held in conjunction with the Elite National Championships. Participation is based on age-category, and while athletes of all abilities are welcome to compete, the winners receive the honour of being awarded the Canadian National Age Group Championship title in their age group/gender. This is also an Age Group World Championship qualifying event.

5.2.2 National Multisport Championships

The National Multisport Championships represent the highest level of multisport competition across Canada, and are held for each of the multisport disciplines, including: Aquabike, Aquathlon, Cross Triathlon, Duathlon, Long Distance Triathlon, and Winter Triathlon. There are further sub-categories within these disciplines based primarily on distance. These events are held for both Elite and Age Group athletes, and may be hosted separately or in combination. Events that hold multiple disciplines will be given priority.

5.2.3 Development Series

The National Development Series is designed to develop competition opportunities within Canada geared specifically towards athletes in the U26 category. In order to establish a strong pathway for young triathletes, there needs to be an accessible event structure in place to foster upward pressure and competitive hardiness. We need to create opportunities for these developing triathletes to race in

draft-legal events against deep fields of their peers in the Super Sprint, Sprint, and Mixed Team Relay triathlon disciplines. Multisport disciplines such as aquathlon and duathlon may also be considered.

The Triathlon Canada Development Series is a critical step in talent development and part of the competitive development strategy outlined in the Triathlon Canada Long Term Athlete Development (LTAD) Model.

5.2.4 Age Group World Championship Qualification Events

These events are an opportunity for athletes to qualify to represent Age Group Team Canada at World Championships races in the following year in all World Championship Triathlon and Multisport disciplines. Triathlon Canada receives 20 spots (*per age group, per gender*) for all international World Championship events, and 25 spots for domestic World Championship events. Triathlon Canada is moving to a “Qualification Only” model for Age Group World Championship spots, meaning that athletes MUST race and qualify if they wish to go to the World Championships. For 2018, Triathlon Canada will be distributing these spots to the Provincial Sport Organizations based on their national percentage of adult members. The PSOs will decide whether or not to purchase the allocated spots and then distribute them amongst their provincial events at their discretion.

Events wishing to host Age Group World Championship spots should reach out and express interest to their respective Provincial Sport Organization. With the “qualification only” model in place for 2018, these will be popular age group races.

6. HOSTING REQUIREMENTS BY EVENT TYPE

	Distances			Min. Age
TRIATHLON	Swim	Bike	Run	
Team Relay	250 to 300m	5 to 8km	1.5 to 2km	15
Super Sprint	250 to 500m	6.5 to 13km	1.7 to 3.5km	15
Sprint Distance	Up to 750m	Up to 20km	Up to 5km	16
Standard Distance	1500m	40km	10km	18
MULTISPORT				
TRIATHLON	Swim	Bike	Run	
Long Distance	1000 to 4000m	100 to 200km	10 to 42.2km	18
DUATHLON	Run	Bike	Run	
Team Relay	1.5 to 2km	5 to 8km	.75 to 1km	15
Sprint Distance	5km	20km	2.5km	16
Standard Distance	5 to 10km	30 to 40km	5km	18
Middle Distance	10 to 20km	60 to 90km	10km	18
AQUATHLON	Run	Swim	Run	
Standard Distance	2.5km	1000m	2.5km	16
Standard (Cold Water)		1000m	5km	16
Long Distance	5km	2000m	5km	18
Long Distance (Cold Water)		2000m	10km	18

WINTER TRIATHLON	X-Country Run	Mountain Bike	X-Country Ski	
Team Relay	2 to 3km	4 to 5km	3 to 4km	15
Sprint Distance	3 to 4km	5 to 6km	5 to 6km	16
Standard Distance	7 to 9km	12 to 14km	10 to 12km	18
S3 WINTER TRIATHLON	X-Country Run	Skate	X-Country Ski	
Standard Distance	4 to 6km	10 to 14km	7 to 9km	16
CROSS TRIATHLON	Swim	Mountain Bike	X-Country Run	
Team Relay	200 to 250m	4 to 5km	1.2 to 1.6km	15
Sprint Distance	500m	10 to 12km	3 to 4km	16
Standard Distance	1000m to 1500m	20 to 30km	6 to 10km	18
AQUABIKE	Swim	Bike		
Long Distance	1000 to 4000m	100 to 200km		18

7. TRIATHLON CANADA EVENT GOALS

Events sanctioned by Triathlon Canada have the following goals:

- Safe and fair competition
- Strong partnership between the LOC, PSO, and community to provide a world-class professional event
- Inclusion of paratriathlon events to support participation and growth of paratriathlon
- Inclusion of significant age-group competition from kids to adult to grow triathlon and its related disciplines and celebrate the sport of triathlon
- Development of the sport and maximized exposure for triathlon
- Strong corporate support
- Strong competition for elite athletes
- Competitive opportunities that support long-term athlete development
- Competitive age-group athlete racing opportunities to field strong age-group teams at World Championship events

8. BENEFITS OF HOSTING ITU AND TRIATHLON CANADA EVENTS

8.1 Increased profile, participation and sponsorship opportunities

LOC's that host an ITU or Triathlon Canada event can expect to realize some of the following benefits:

- An improved sponsorship offering
- International and/or National exposure for your event
- Increased event activities
- Attraction of new competitors to your events
- Increase in number of competitors participating in your event from outside of your region
- Stronger community engagement and support for your event
- Development of a stronger local volunteer base and improved capacity to host national and international events

8.2 TRIATHLON CANADA INVESTMENT AND SUPPORT SERVICES

Triathlon Canada will provide the following investment and support services for all Triathlon Canada endorsed or sanctioned events:

- Technical support and professional guidance and advice
- Management of Elite start lists for ITU events
- Medals for Canadian Championship events to top 3 winners in each competition and age-category
- Swim caps for Canadian Championship, CAMTRI and Development Series events
- National Event promotion through website, all social media and sponsor channels, direct news bulletins to athletes and pre-post race news articles
- Branding, event scrim and event guide (*under development*)
- Liaise with the Canadian Centre for Ethics in Sport (CCES) and assist the LOC in ensuring compliance with the Canadian Anti-Doping Program; and
- Manage and ensure compliance and serve as liaison and signatory for Sport Canada Hosting Program (*applicable only for ITU/CAMTRI events*) and/or any other funding partners as required.

9. TRIATHLON CANADA 2018 EVENT BID OPPORTUNITIES

Triathlon Canada is seeking bids for the following events in 2018. Bid proposals may include one or more events or disciplines and may be for future or multi-year proposals. Triathlon Canada may award multiple years to one event or set a series of events up to 2020. All events should, where possible, include a kids' triathlon event.

For 2018 and 2019, the following events have been confirmed:

- World Triathlon Series Edmonton
- World Triathlon Series Montreal

No other events have been confirmed for 2018. The events open for bidding are listed below:

9.1 National Triathlon/Multisport Championship Events (*All Disciplines*)

This includes National Triathlon Championships (*elite and age group*), as well as National Multisport Championships (*all disciplines for elite and age group*).

9.2 CAMTRI Continental Cup

Super Sprint, Sprint and Mixed Team Relay events will be given priority. Please note that these events are eligible for Sport Canada funding, but it is NOT guaranteed. Bids for CAMTRI events must be submitted to Triathlon Canada and then approved by CAMTRI. There will be a secondary hosting agreement required between the LOC and CAMTRI.

9.3 Development Series Events

Three to four events with priority given to Development Series Events also bidding to host a CAMTRI event. The following criteria must be followed for all Development Series events:

- Must be provincially sanctioned
- All athletes must race in a single Development Series category
- Must be draft-legal (*no draft-legal certification required*)
- Maximum distance is a Sprint

9.4 Age-Group World Championship Qualification Events (*All Disciplines*)

Spots for the Age Group World Championships will be allocated by the Provincial Sport Organizations for 2018.

9.5 Event Types, Available Categories & Top Priorities

National Championships - Triathlon or Multisport		
AVAILABLE EVENTS	AVAILABLE CATEGORIES	TOP PRIORITIES
TRIATHLON		
Mixed Team Relay	Junior/U23/Elite	Junior/U23/Elite
Sprint	Junior/U23/Elite/Elite Para/AG/Open Para	Junior/Elite/Elite Para/AG/Open Para
Standard	U23/Elite/AG/Open Para	U23/Elite/AG/Open Para
MULTISPORT		
Aquabike - Long Distance	AG/Open Para	AG/Open Para
Aquathlon - Standard	Junior/U23/Elite/Elite Para/AG/Open Para	Junior/U23/Elite/Elite Para/AG/Open Para
Cross Triathlon – Sprint	Junior/AG/Open Para	Junior
Cross Triathlon - Standard	U23/Elite/AG/Open Para	U23/Elite/AG/Open Para
Duathlon - Sprint	Junior/U23/Elite/Elite Para/AG/Open Para	Junior/U23/Elite/Elite Para/AG/Open Para
Duathlon - Standard	U23/Elite/AG/Open Para	U23/Elite/AG/Open Para
Triathlon - Long Distance	Elite/Elite Para/AG/Open Para	Elite/Elite Para/AG/Open Para
Winter Triathlon – Sprint	Junior/AG/Open Para	AG/Open Para
Winter Triathlon – Standard	Elite/U23	Elite/U23
S3 Winter Triathlon – Standard	Elite/AG/Open Para	AG/Open Para
Development Series/CAMTRI - Triathlon		
TRIATHLON		
Mixed Team Relay	Junior/U23/Elite	Junior/U23/Elite
Super Sprint	Junior/U23/Elite/Elite Para/AG/Open Para	Junior/U23/Elite/Elite Para
Sprint	Junior/U23/Elite/Elite Para/AG/Open Para	Junior/U23/Elite/Elite Para
Standard	U23/Elite/AG/Open Para	U23/Elite
<i>Please note that Age Group events and distances may be hosted in conjunction with CAMTRI events as long as they still adhere to the CAMTRI criteria for hosting (ie. road closures etc.)</i>		
Age Group World Championship Qualification – Triathlon or Multisport		
TRIATHLON		
Sprint	Age Group/Open Para	YES
Standard	Age Group/Open Para	YES

MULTISPORT		
Aquabike - Long Distance	Age Group	YES
Aquathlon - Standard	Age Group/Open Para	YES
Aquathlon - Long Distance	Age Group/Open Para	NO
Cross Triathlon - Sprint	Open Para	NO
Cross Triathlon - Standard	Age Group/Open Para	YES
Duathlon - Sprint	Age Group/Open Para	YES
Duathlon - Standard	Age Group/Open Para	YES
Duathlon - Middle Distance	Age Group/Open Para	NO
Triathlon - Long Distance	Age Group/Open Para	YES
Winter Triathlon - Sprint	Age Group/Open Para	YES
S3 Winter Triathlon - Standard	Age Group/Open Para	NO
<i>Top Priorities in the Age Group Qualification section are dictated by the events hosted at the World Championships. Those listed as "No" are not WC events.</i>		

10. BID REQUIREMENTS

Bid submissions must meet the following requirements as well as consider the “Bid Assessment” criteria set out further in this document.

10.1 ITU Requirements

All events must be compliant with the current [ITU Competition Rules](#). It is the LOC’s responsibility to be up-to-date on all rules and rule changes. Triathlon Canada will serve as a resource for any points of clarification or requests for exemptions.

Hosting an International event in Canada is a rewarding and challenging endeavour. Prior to bidding it is critical that Local Organizing Committees understand fully the requirements set out by the International Triathlon Union and by Sport Canada should federal funding be provided.

The *ITU Event Organisers Manual (EOM)* and the *ITU Local Organizing Committee Requirements for Continental Events* can be used as working documents for the LOC and include all the necessary additional information to deliver the event. Executing the details is a matter of agreement with the appointed Triathlon Canada Technical Delegate (TD) and the appointed Continental Technical Liaison (*if applicable*). The above documents and all ITU requirement documents are available in the download section on <https://www.triathlon.org/about/downloads>.

Information about Federal Sport Hosting Grants can be found at: [Federal Hosting Policy](#)

In accordance with this Policy, funding for International Single Sport Events must adhere to these application deadlines: [Single Sport - Application Deadlines](#).

10.2 Agreement

Bids must acknowledge that following a successful bid, the LOC will sign the applicable agreements provided in the Appendices:

Purpose	Parties
To obtain Triathlon Canada endorsement	LOC + Triathlon Canada
To obtain CAMTRI Sanction	LOC + Triathlon Canada + CAMTRI
To obtain ITU sanction	LOC + Triathlon Canada + ITU

10.3 LOC Responsibilities

- LOCs must comply with any requirements outlined in the applicable Appendices.
- LOCs must be supported by endorsement from the associated PSO.
- Race Directors must have Level 1 (PSO) Officials training and understand the importance of the roles undertaken by Technical Officials in the staging of successful events.

10.4 Registration

Bids must acknowledge the required use of the National Triathlon Registration System (NTRS) for any athlete entries that fall outside the ITU athlete entry system.

10.5 Triathlon Canada Endorsement and Sanction Fees

BID OPTIONS	BASE FEE	PER ATHLETE FEE
Age Group World Championship Qualification	Per Spot Fees	NA
Sprint Triathlon	\$750	
Standard Triathlon	\$750	
Long Distance Triathlon	\$750	
Multisport <i>(includes Sprint Duathlon, Standard Duathlon, Aquabike, Aquathlon, Cross Triathlon)</i>	\$750	
Winter Triathlon	\$50	
Development Series	\$500	NA
National Multisport Championship <i>(Elite & Age Group)</i>	\$1,250	\$15
CAMTRI Continental Cup	\$3,000	\$15
ITU World Triathlon Series	\$3,000	\$15
ITU World Paratriathlon Cup	\$3,000	\$15
National Triathlon Championship (Elite & Age Group)	\$6,000	\$15
<p>PLEASE NOTE:</p> <p>a. Base fees in light yellow are waived if a higher category is also hosted – only the highest base fee will be charged</p> <p>b. Age Group World Championship spots must be purchased from the Provincial Sport Organizations</p> <p>c. The National Multisport Championship base fee is charged once, regardless of the number of disciplines held – priority is given to events that hold multiple disciplines</p>		

The Triathlon Canada Endorsement and Sanction fees are used to offset some of the costs incurred by Triathlon Canada for the provision of:

- Technical Officials Program (Administration and Development)
- Communication support
- Event management support and guidance

- Government liaison, support and endorsement where applicable, including:
 - Sport Canada - Hosting Grant applications, endorsement and final reporting
 - Canadian Centre for Ethics in Sport (CCES) - Doping Control Agreements where applicable.
- Event scrim / branding
- Sponsor development support as needed, and
- Triathlon Canada legacy and development programs

Deposits consisting of 50% of the base fee must accompany a signed agreement for an accepted bid. Addition to the Triathlon Canada event calendars will not be completed until payment is received.

It is strongly recommended that LOC’s submit an Expression of Interest and discuss any potential application with Triathlon Canada prior to submitting a bid application. Late payment of fees will result in a penalty of 20% per month of amount due.

10.6 LOC Responsibilities

10.6.1 Cost of Technical Officials

The number and level of Technical Official’s (TOs) officiating at a Triathlon Canada event depends on the level of event (e.g., CAMTRI versus Age-Group Qualification Event) and local/regional capacity. The range of TO’s required generally varies between 15 and 30. ITU World Championships events require a minimum of 50. The total number of officials will be determined and agreed on between the Technical Delegate (TD), the LOC, PSO and Triathlon Canada. Triathlon Canada will work with the PSO and LOC to identify and train local TOs to officiate the event. LOCs must meet the stated requirements and the following cost schedule will apply as outlined in the applicable appendices.

	TD	Race Referee / Medical Delegate	NTO	PTO
Honoraria (A)	\$1,000	\$400	\$75/day	Determined by PSO
Per diem	\$45/day	\$45/day	*incl. in honoraria	Determined by PSO
Travel Subsidy	Full cost of flight	Full Cost of flight	\$300*	Determined by PSO
Accommodation	3 days prior to event to end - provided by LOC	2 days prior to event to end - provided by LOC	1 day prior to event to end - provided by LOC	Determined by PSO

***Only provided to out-of-province NTO as required.**

10.6.2 Participant Fee

Triathlon Canada requires that each athlete participating in the Triathlon Canada endorsed event be charged a \$15/athlete fee. This fee will support Triathlon Canada presence at races, coaching development, communication and promotion, and will further the development of the KITCan (Kids in

Triathlon Canada) program and other triathlon development programming in Canada. This “Per athlete fee” will be charged automatically at the point of registration in the NTRS.

10.6.3 Sport Canada Hosting Grant

ITU and CAMTRI events that receive Sport Canada Hosting grants will be expected to use a portion of such hosting grant to cover the actual costs of officials.

10.7 Goals and Objectives

Bids must align with Triathlon Canada’s goals, objectives, and mandate.

11. TRIATHLON CANADA BID ASSESSMENT

Triathlon Canada will assess bids based on the following criteria:

- Alignment with Triathlon Canada vision, mandate and where applicable, Triathlon Canada’s high performance and talent development goals, objectives and strategies (see [2017-2020 Triathlon Canada Strategic Plan](#)).
- Evidence (from past events or initiatives) of strong collaboration among event committee, technical officials and volunteers to create a safe, fair and fun event for athletes.
- Evidence of strong working relationships characterized by a high level of integrity, respect and collaboration with all external stakeholder groups. Quality of safety documentation (risk assessments, emergency planning, traffic management, etc.).
- Demonstrated commitment to event sustainability and long-term development (i.e. equipment/facilities legacy, local capacity development, establishment of legacy trust funds, etc.).
- Evidence of ability to ensure ITU compliant competition, venue management practices and technical expertise.
- Evidence of strong fiscal management.
- Entry fee that represents value for money.
- Quality of competitor experience and services provided to competitors.
- Quality of spectator experience.
- Quality of marketing and communication plans and exposure (e.g., Social media statistics, sponsorship support).
- Supports regional opportunities and accessibility to participate in the sport of triathlon. The regions, for these purposes, are:

Atlantic:	NFL/PEI/NB/NS	Mid-West:	MB/SK
Central:	QC and ON	West:	AB/BC
- Supports the efforts to align membership and events through the platform of the National Triathlon Registration System (NTRS).
- Event Date – the major event program is complex and difficult to schedule and bids should provide a level of flexibility where possible.
- The National Triathlon Championships and Development Series events are often used as a selection tool for international races. As such, accessibility, scheduling and planning of these events must be flexible, prioritising integration with the Triathlon Canada High Performance program.

12. BID SELECTION TIMELINE

Successful Bids will be selected through the bidding process. The bid process has two components:

1. Expressions of Interest (EOI)
2. Bid Submission and Technical Application

12.1 Expressions of Interest (EOI's)

Expressions of Interest (*EOI's*) are welcome at any time. It is strongly recommended that an LOC, as a first step, submit an EOI prior to submitting a formal Bid Application. EOI's will initiate a dialogue with Triathlon Canada staff prior to a form submission. It is our goal to work with LOC's and answer any questions they may have before they decide to take on the formal bid application process.

Expressions of Interest and any supporting materials may be submitted electronically in PDF format via email to: BidEOI@triathloncanada.com

12.2 Bid Submission and Technical Applications

The Formal bid submission will be received electronically (*in PDF format*) and requires endorsement by your PSO at that time.

All formal applications for 2018 are due by November 3rd, 2017 and must be submitted as outlined in Appendix "A".

Triathlon Canada has no obligation to consider bids submitted after the due date.

12.3 Summary of Deadlines and Required Documentation

Deadline	Required Documents
Anytime	Expressions of Interest are welcome at any time and initiate a dialogue with Triathlon Canada staff prior to a formal bid submission
September 10 th , 2017	ITU announces 2018 World Cup and World Triathlon Series event calendar
November 3 rd , 2017	Triathlon Canada Bid applications due. CAMTRI/Triathlon Canada Championships and Series events must submit bids that address the items on the Triathlon Canada Bids Checklist. Qualifying events do not need to complete the checklist, but follow the PSO sanctioning process.
November 10 th , 2017	Provincial Sport Organization completes bid review and endorsement
December, 2017	Confirmed calendar announced upon signing of Triathlon Canada Hosting Agreements

12.4 Terms and Conditions

LOC's must follow these guidelines and requirements when preparing and submitting Bids:

- a) Late proposals will not be accepted, opened, or read, under any circumstances.
- b) Statements made in any Bids are considered binding. Bids must be signed by an authorized representative of the LOC.

- c) Bids must remain firm for 120 days from the Due Date.
- d) Bids must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses, and expertise. Triathlon Canada will not refuse a Bid based upon the use of sub-partners; however, Triathlon Canada retains the right to refuse the sub-partners the LOC has selected.
- e) By submitting a Bid, the LOC agrees to all the terms and conditions of this document.
- f) The LOC, if chosen, shall undertake to indemnify Triathlon Canada against claims and litigation (including legal fees) related to/arising from the activities of the LOC.
- g) The LOC, if chosen, shall undertake to disclose any conflicts of interests in the provision of the services.
- h) Triathlon Canada will not be liable for any costs or expenses incurred in the preparation of a Bid.
- i) Triathlon Canada reserves the right to and may exercise any or all the following rights and options with respect to the Bid process:
 - i. Triathlon Canada does not bind itself to accept either the lowest cost proposal or any proposal submitted.
 - ii. Triathlon Canada may, at its discretion and without explanation, at any time choose to discontinue this process without obligation to such prospective LOCs.
 - iii. To reject any and all Bids, to seek additional Bids, to enter into negotiations and subsequently contract with more than one company if such action is in the best interests of Triathlon Canada, and to award or refuse to award a contract on the basis of criteria other than price. Triathlon Canada will not be required to provide reasons for accepting or not accepting any Bid;
 - iv. To evaluate separately the individual components of each proposal, and decide to contract with such LOC for any such individual component(s);
 - v. At its sole discretion to cancel or withdraw this Bid process with or without the substitution of another Bid, to alter the terms and conditions of this Bid (including, without limitation, extending the times and deadlines referred to in this document), and to conduct investigations as to the qualifications of each LOC at any time;
 - vi. To alter the proposed implementation schedule at its sole discretion.
 - vii. To not be bound at any time to the acceptance of any Bid and in no way does this invitation to treat process bind Triathlon Canada into any contractual relationship whatsoever.
 - viii. To contact LOCs to clarify or confirm information or invite LOC's to provide brief presentations, without obligation to other LOCs;
 - ix. To negotiate with one or more LOC's.
- j) The selection of any LOC is conditional upon the negotiation and execution of a satisfactory contract between Triathlon Canada and the LOC. Triathlon Canada will incur no liability to any LOC as a result of these discussions, negotiations or modifications.

- k) The LOC(s) will indemnify and hold harmless Triathlon Canada and its directors, officers, consultants, agents and employees (“Triathlon Canada Indemnified Parties”) from and against any and all loss of, or damage to, property, or injuries to, or death of, any person or persons and will defend, indemnify and hold harmless Triathlon Canada Indemnified Parties, or any of them, from any and all claims, damages, suits, costs, expenses, liabilities, fines, obligations, penalties, demands, actions or proceedings of any nature or kind whatsoever (including, without limitation, legal fees and disbursements) of or by anyone whatsoever, resulting from, or arising out of, directly or indirectly this Bid.

APPENDIX A – TRIATHLON CANADA 2018 BID DOCUMENT

The offer to host a CAMTRI, National Championships, and/or Development Series shall be submitted in the format set out on the next three pages. Referencing an event website or sharing through documents through online storage is acceptable in providing support for your bid.

Please provide this application in an electronic format and email directly to Triathlon Canada – Sport Development Officer: rachel.macatee@triathloncanada.com

Incomplete applications will not be considered.

Bids should address the items on the checklist below. Qualifying events being proposed do not need to complete this checklist but must follow the PSO sanctioning process.

SECTION ONE

Race Director Name	
Proposed Event Date (start and end)	mm/dd/yyyy - mm/dd/yyyy
Alternate Date (1):	mm/dd/yyyy - mm/dd/yyyy
Alternate Date (2)	mm/dd/yyyy - mm/dd/yyyy
Brief Description of Event	
Email	
Address of Event	
Province / State	
Postal / Zip Code	
Country	
Phone	
Logo Image File	
Event Website	
Incorporation Name	
Incorporation Number	

SECTION TWO

Information	Details	v
TECHNICAL		
Event Information	Event Name & Location	
	Map of site	
	Maps of course & transition	
	Course Description	
	Accommodation information	
	Closest Airport	
	Local Transportation Plan for athletes	
	Suggested Date / Other possibilities	
	Tentative Event Schedule	

Course Lay-out	Transitions & flow diagram	
	Info on swim / surf, depth, waves, water quality	
	Finish area design	
	Course dimensions of swim, bike & run	
	Laps of swim, bike and run	
	Surface description	
	AWAD friendly	
	Spectator Considerations	
	Accessibility	
	Course Control	Road Closures / permits
Police Monitoring		
Traffic Patterns		
Hazards		
Security / Accreditation		
Plan for Officials	Accommodations	
	Ground Transport	
	Motorbikes / Boats	
	Dedicated Radios	
	Provision for officials and Rule Enforcement	
Medical Plan	(As per Event Organizers Manual)	
Communications Plan	(As per Event Organizers Manual) Radios / Cell phones	

SECTION THREE

LOC Organization	Event Hosting History	
	Provide LOC Structure/Org Chart	
	Depth/Variety of Skill of LOC Members	
	Previous Event Organizers' Experience	
	Local and Experienced Staff/Volunteers	
	Set-up and Tear-down Crews	
	Commitment to work in partnership with Triathlon Canada and its sponsors and government funding agencies in producing the event and other commercial obligations	
Letters of Support	Letters of Support - City, Province, Other Stakeholders	
Marketing	Media / Promotions Plan	
	Expo Plan	
	Branding Plan	
Sponsor Information	Sponsorships – list current sponsors	
	Ensure no potential conflicts with Triathlon Canada sponsors	
Official Languages	Official Language commitment	
	Sport Canada obligations	
Hosting	Opening Ceremony	
	Closing Ceremony	
	VIP Hosting	
	Athlete Hosting	

	Technical Official Hosting	
	Translation Services	
	ITU Meeting Support	
Event Budget	Budget (Predicted Funding, Revenue and Expenses)	
	Sponsorship, grant predictions	
Legacy	Legacy Plan	
Sanction and Endorsement	Deposit of 50% base Sanctioning fee	

AGREEMENT

The Applicant, as identified below, hereby offers to host the Event upon the terms and conditions set forth in the document “Triathlon Canada Events – Request for Bids 2018” and the Agreement Template as referenced in Appendix “B” and posted on-line):

Applicant

Date

APPENDIX B - TRIATHLON CANADA AND LOC - EVENT AGREEMENT TEMPLATES

1. National Triathlon Championships
2. CAMTRI
3. Development Series
4. World Triathlon Series