



Triathlon Canada Events
Request for Bids

2019 Winter Triathlon National
Championships

TABLE OF CONTENTS

1. INTRODUCTION	3
2. TRIATHLON CANADA MANDATE – ITU AND NATIONAL EVENT HOSTING	3
3. INVITATION TO BID ON 2019 WINTER TRIATHLON EVENTS	3
4. KEY TERMINOLOGY	4
5. OVERVIEW OF ITU AND TRIATHLON CANADA WINTER TRIATHLON EVENTS	4
6. HOSTING REQUIREMENTS BY EVENT TYPE	5
7. TRIATHLON CANADA EVENT GOALS	6
8. BENEFITS OF HOSTING ITU AND TRIATHLON CANADA EVENTS	6
8.1 INCREASED PROFILE, PARTICIPATION AND SPONSORSHIP OPPORTUNITIES	6
8.2 TRIATHLON CANADA INVESTMENT AND SUPPORT SERVICES	7
9. TRIATHLON CANADA 2019 EVENT BID OPPORTUNITIES	7
9.1 ITU WORLD WINTER TRIATHLON CHAMPIONSHIPS	7
9.2 ITU WINTER TRIATHLON WORLD CUP (INCLUDES S3)	7
9.3 WINTER TRIATHLON NATIONAL CHAMPIONSHIPS	7
9.4 AGE-GROUP WORLD CHAMPIONSHIP QUALIFICATION EVENTS (<i>ALL DISCIPLINES</i>)	8
9.5 EVENT TYPES, AVAILABLE CATEGORIES & TOP PRIORITIES	8
10. BID REQUIREMENTS	8
10.1 ITU REQUIREMENTS	8
10.2 AGREEMENT	9
10.3 LOC RESPONSIBILITIES	9
10.4 REGISTRATION	9
10.5 TRIATHLON CANADA ENDORSEMENT AND SANCTION FEES	9
10.6 LOC RESPONSIBILITIES	10
11. TRIATHLON CANADA BID ASSESSMENT	11
12. BID SELECTION TIMELINE	12
APPENDIX A – TRIATHLON CANADA 2019 WINTER TRIATHLON BID DOCUMENT	15

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 enhance the overall promotion of the sport to the benefit of LOC's 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, and sanction Canadian National Championship (Elite, Para, Junior Series and Age Group) and Age-Group World Championship Qualification Events in Canada - in any distance or format, inclusive of Multisport events.

3. INVITATION TO BID ON 2019 WINTER TRIATHLON EVENTS

Triathlon Canada is seeking to better align Triathlon Canada and ITU 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 para-triathletes.

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 para 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
Winter Triathlon	Cross-Country Run, Mountain Bike, Cross-Country Ski
S3 Winter Triathlon	Cross-Country Run, Skate, Cross-Country Ski

5. OVERVIEW OF ITU AND TRIATHLON CANADA WINTER TRIATHLON EVENTS

5.1 ITU Events

5.1.1 World Cup / World Championships

ITU Winter Triathlon World Cup events are available in both recognized formats: Winter Triathlon (Cross-Country Run, Mountain Bike, Cross-Country Ski) and S3 Winter Triathlon (Cross-Country Run, Skate, Cross-Country Ski). ITU Winter Triathlon World Championships are available in the Winter

Triathlon format only (does not include S3 Winter Triathlon). ITU Bidding and Hosting documents are available on the ITU website: www.competitions.triathlon.org.

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

5.2 Triathlon Canada Events

5.2.1 National Winter Triathlon Championships (Elite/Age Group)

The National Winter Triathlon Championships represent the highest level of winter triathlon competition across Canada, and may be held in either recognized winter triathlon format: Winter Triathlon or S3 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.

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 Qualification Event.

5.2.2 Age Group World Championship Qualification Events

Age Group World Championship Qualification Events present an opportunity for athletes to qualify to represent Age Group Team Canada at World Championship 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.

Events wishing to host Age Group World Championship spots should reach out and express interest to their respective Provincial Sport Organization.

6. HOSTING REQUIREMENTS BY EVENT TYPE

Disciplines, Distances, and Minimum Age Requirements:

WINTER TRIATHLON	Distances			Min. Age
	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	Min. Age
Standard Distance	4 to 6km	10 to 14km	7 to 9km	

Category Hosting Requirements:

	Elite	U23	Junior	Age Group	Para*	MTR
ITU World Championships	YES	YES	YES	YES	YES	YES
ITU World Cup	YES					
Canadian National Championships	YES	YES	YES	YES	YES	
AG WC Qualification Event				YES	YES	

**PTS2, PTS3, PTS4, and PTS5 ONLY*

7. TRIATHLON CANADA EVENT GOALS

Events sanctioned by Triathlon Canada have the following goals:

- A safe and fair competition
- A strong partnership between the LOC, PSO and host community to provide a world-class, professionally executed event
- Inclusion of paratriathlon events to support participation in, and growth of, winter paratriathlon
- Inclusion of a full range of age group competition categories from kids and youth through to all adult divisions to grow winter triathlon and celebrate the sport
- Strong competition opportunities for elite athletes, including Junior and U23 divisions
- Support for Long Term Athlete Development
- High quality domestic racing opportunities

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 # 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
- Manage Elite start lists for ITU events
- Provide medals for Canadian Championship events to top 3 winners in each competition and age-category;
- 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 2019 EVENT BID OPPORTUNITIES

Triathlon Canada is seeking bids for the following events in 2019. 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' winter triathlon event.

9.1 ITU World Winter Triathlon Championships

Bids for ITU World Championship events must be submitted per the ITU calendar requirements. Currently, the ITU will not consider events outside of Europe for World Winter Triathlon Championship events due to the developing nature of the sport.

9.2 ITU Winter Triathlon World Cup (Includes S3)

Bids for ITU World Cup events must be submitted per the ITU calendar requirements. Winter Triathlon and S3 Winter Triathlon are both acceptable formats for this event. Please note that the new Pre-Participation Medical Exam (PPE) requirements for all elite athletes WILL be enforced for this event. Age Group competition must be hosted in 5-year age categories.

9.3 Winter Triathlon National Championships

This event can be hosted in either Winter Triathlon format; however, Winter Triathlon will be given priority over S3 Winter Triathlon. The National Championship event must include age group and elite competition.

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

Spots for the Winter Triathlon Age Group World Championships will be allocated by the Provincial Sport Organizations (PSO). Bids for these spots should be sent to the associated PSO for consideration.

9.5 Event Types, Available Categories & Top Priorities

National Championships – Winter Triathlon		
AVAILABLE EVENTS	AVAILABLE CATEGORIES	TOP PRIORITIES
Winter Triathlon – Sprint	Junior/Age Group/Open Para	Age Group/Open Para
Winter Triathlon – Standard	Elite/U23	Elite/U23
S3 Winter Triathlon - Standard	Age Group/Open Para	Age Group/Open Para
Age Group World Championship Qualification – Triathlon or Multisport		
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 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.

The following will apply for ITU Winter Triathlon World Cup bids:

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) can be used as a working document for the LOC and includes all the necessary additional information to deliver the event details. 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 document 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:

Purpose	Parties
To obtain Triathlon Canada endorsement	LOC + Triathlon Canada
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 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	\$50/Spot	\$0
National Winter Triathlon Championship (<i>Elite & Age Group</i>)	\$750	\$15
ITU Winter Triathlon World Cup	\$1,250	\$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

- National Championship medals, where applicable
- Sponsor development support as needed, and
- Triathlon Canada legacy and development programs

Deposits consisting of 50% of the base fee must accompany a signed hosting agreement. The final 50% of the hosting fee must be paid within 30 days of completion of the event. 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., ITU versus Age-Group Qualification Event) and local/regional capacity. 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) program and other triathlon development programming in Canada. This “per athlete fee” will be charged automatically at the point of registration in 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 winter 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.

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 2019 are due by April 1st, 2018 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
April 1 st , 2018	Triathlon Canada Bid applications due. 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.
April 15 th , 2018	Provincial Sport Organization complete bid review and endorsement
May, 2018	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 2019 WINTER TRIATHLON BID DOCUMENT

The offer to host a National Championship shall be submitted in the format set out on the next three pages. Referencing an event website or sharing 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. Age Group World Championship 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	
	Finish area design	
	Course dimensions of all course elements	
	Laps of run, bike and ski (or run, skate and ski)	
	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	
	Vehicles / Snowmobiles	
	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 2019”. The final agreement template is available upon request.

Applicant

Date