

Appendix A – Triathlon Canada 2019 Bid Submission Template

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

Referencing an event website or sharing documents through online storage is acceptable in providing support for your bid. Incomplete applications will not be considered. Additional ITU and CAMTRI Bid Documents must be submitted to Triathlon Canada.

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 2019” and the Agreement Template as referenced in Appendix “B” and posted on-line.

Applicant

Date