



Triathlon Canada Event Hosting Bid  
Guidelines

2019

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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;
- more high-performance athletes on the podium;
- achieving excellence at all levels; and
- putting more Canadians at all levels on the start line.

An important strategy in achieving these goals is to ensure the provision of high quality and appropriate competitive racing opportunities at all levels. However, the 2019 Triathlon Canada Bid Process will prioritize events that fit with Triathlon Canada's published Olympic/Paralympic Podium Pathway and current athlete pool within the High Performance Program. This includes paratriathlon, team relay and events at the continental level that best promote opportunities for Canadian athletes to generate points.

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. Key Terminology

- a) Age Group Athlete:** Encompasses all recreational or competitive triathlon/multisport athletes who race only against their own age group or paratriathlon classification, as defined by the ITU, in a given competition.
- b) Confederacion Americana de Triathlon (CAMTRI):** Regional federations have been designated within the International Triathlon Union (ITU), of which CAMTRI is responsible for all countries in the Americas (North, Central and South).
- c) Elite Athlete:** The "Elite" category includes two streams; triathlon and multisport. Within those streams are two development stages (Junior and U23), as well as Paratriathlon; all of which are further defined under the ITU Competition rules based on age, race distance or para classification. All elite athletes hold an International Competition Card (ICC).

d) **International Triathlon Union (ITU):** The ITU is the international governing body for the sport of triathlon, inclusive of all multisport disciplines.

e) **Race Distances and Disciplines:**

	Distances			Min. Age
<b>TRIATHLON</b>	<b>Swim</b>	<b>Bike</b>	<b>Run</b>	
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
<b>MULTISPORT</b>				
<b>TRIATHLON</b>	<b>Swim</b>	<b>Bike</b>	<b>Run</b>	
Long Distance	1000 to 4000m	100 to 200km	10 to 42.2km	18
<b>DUATHLON</b>	<b>Run</b>	<b>Bike</b>	<b>Run</b>	
Team Relay	1.5 to 2km	5 to 8km	0.75 to 1km	15
Sprint Distance	5km	20km	2.5km	16
Standard Distance	5 to 10km	30 to 40km	5km	18
<b>AQUATHLON</b>	<b>Run</b>	<b>Swim</b>	<b>Run</b>	
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
<b>CROSS TRIATHLON</b>	<b>Swim</b>	<b>Mountain Bike</b>	<b>X-Country Run</b>	
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
<b>AQUABIKE</b>	<b>Swim</b>	<b>Bike</b>		
Long Distance	1000 to 4000m	100 to 200km		18

### 3. National/International Event Hosting

Triathlon Canada is the sole body empowered to endorse domestic national and international events. This includes National Development Series, National Championship, CAMTRI, and ITU events, as well as Age Group World Championship Qualification event – in any distance or format inclusive of all Triathlon and Multisport disciplines. Bids to host national or international events in Canada must also have the support of, and be fully sanctioned by, the affiliated Provincial Sport Organizations (PSO).

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. Events hosting international athletes are also eligible to apply for government grants.

#### 4. Events Available for Bid in 2019:

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. All events should, where possible, include a kids’ triathlon event. As stated above, Triathlon Canada will prioritize bids that align with the High Performance Strategic Plan and published Olympic/Paralympic Podium Pathway.

Please note that all bids at the ITU/CAMTRI level will require supplemental bid documents to be submitted. These documents are owned by the ITU /CAMTRI, but MUST be submitted through Triathlon Canada in compliance with the ITU/CAMTRI bid procedure. Any bids for ITU/CAMTRI level events will NOT be supported by Triathlon Canada unless the bid documents are submitted through this process.

ITU bid documents are available for reference and download here:

<https://www.triathlon.org/about/downloads/category/bids>

PRIORITY	EVENT TYPE	DISCIPLINE	QNTY	BID DEADLINE
1	ITU World Paratriathlon Series	Paratriathlon	1	Nov 15, 2018
2	ITU Paratriathlon World Cup	Paratriathlon	1	Nov 15, 2018
3	ITU World Cup	Sprint / Team Relay	1	Nov 15, 2018
4	CAMTRI Continental Championship	Sprint / Team Relay	1	Oct 30, 2018
5	CAMTRI Continental Cup	Super Sprint / Sprint	4 - 6	Oct 30, 2018
6	National Development Series	Super Sprint / Sprint / Relay	4 - 6	Oct 30, 2018
7	CAMTRI North American Junior Championships	Sprint	1	Oct 30, 2018
8	Multisport National Championships	Aquabike, Aquathlon, Cross Triathlon, Long Distance Triathlon, Sprint Duathlon, Standard Duathlon,	1 per	Nov 15, 2018

#### 5. Event Information & Requirements

Descriptions of available events are provided below. Note that events that meet the “Ideal Format Requirements” will be given priority by Triathlon Canada. These format criteria have been outlined to best promote the goals of Triathlon Canada’s High Performance program.

## 5.1 ITU World Triathlon Grand Final – 2022 Onwards

### Eligible for Sport Canada Funding

ITU World Triathlon Grand Final event is the last event of the World Triathlon Series. This event also includes the Paratriathlon World Championships, U23 World Championships, Junior World Championships, and Age Group World Championships events. The ITU Grand Final (elite/para category) is critical for generating ITU World Ranking Points required for World Triathlon/Paratriathlon and World Cup entry. During the Olympic Qualifying period (May 11, 2018 to May 10, 2020), the WTS Grand Final also contribute to Olympic Ranking. This may also be true for the Paralympic Qualification period. The WTS Grand Final draws the biggest international field with 65 Elite men and 65 Elite women, 70 U23 men and 70 U23 women, 70 Junior men and 70 junior women, 100 paratriathlon men and 100 paratriathlon women across all categories, and 2000+ Age Group athletes.

### Ideal Format Requirements:

**Format:** Finals - standard distance (Elite, U23 and AG) and sprint distance (Junior, AG)

**Elite/U23/Junior Bike Course:** Draft-legal, Multi-loop, technical course (ideal: 4-8 km loop)

**Elite/U23/Junior Run Course:** Multi-loop, technical course (ideal: 2.5 km loop)

**Paratriathlon Bike Course:** Non-drafting, multi-loop course, accessible to all paratriathlon classes

**Paratriathlon Run Course:** Accessible to all paratriathlon classes

**Age Group Bike Course:** Draft-legal Sprint, Non-drafting Standard (1 to 2 loops)

**Age Group Run Course:** 1 to 2 loops

## 5.2 ITU Mixed Relay World Series and World Championships– 2022 Onwards

### Eligible for Sport Canada Funding

ITU Mixed Relay World Series and World Championships is for the Elite category with World Championships also offering a Junior / U23 event and AG events. These are critical events for generating ITU Mixed Relay World Ranking Points and during the Olympic Qualifying period (May 11, 2018 to May 10, 2020), also contributing to Olympic Mixed Relay Ranking.

### Ideal Format Requirements:

**Format:** Finals over Super Sprint distance

**Bike Course:** Draft-legal, Multi-loop, technical course (ideal: 2 km loop)

**Run Course:** Multi-loop, technical course (ideal: 1.5km loop)

## 5.3 ITU Multisport World Championships Festival – 2022 Onwards

### Eligible for Sport Canada Funding

ITU Multisport World Championships Festival is a 10-day festival offering many disciplines to Elite, U23, Junior, Paratriathlon and Age Group athletes. The disciplines include long distance triathlon, cross-triathlon, aquathlon, aquabike, and duathlon in both the sprint and standard distances.

### Ideal Format Requirements:

**Format:** Finals – meeting the distance and drafting requirements of each discipline as outlined in the ITU rules.

#### 5.4 ITU World Paratriathlon Series Events (WPS) – 2020 onwards

##### Eligible for Sport Canada Funding

ITU **World Paratriathlon Series Events** are the highest level of international paratriathlon event outside of the Paralympic Games. There are approximately 3 events world-wide at this level that make up the ITU **World Paratriathlon Series**. These are critical events for generating ITU Paratriathlon World Ranking Points and Paralympic Ranking points required for WPS entry and Paralympic qualification respectively. The Paralympic Qualification period is June 29<sup>th</sup>, 2019, to June 29<sup>th</sup> 2020.

##### Ideal Format Requirements:

WPS must meet the ITU criteria for paratriathlon and be accessible to all paratriathlon classifications. Course width is of particular importance to ensure a safe event.

#### 5.5 ITU World Triathlon Series Events (WTS) – 2021 onwards

##### Eligible for Sport Canada Funding

ITU World Triathlon Events are for the Elite category in the Sprint, Standard and Team Relay triathlon disciplines. While these events are critical for generating ITU World Ranking and Olympic Ranking Points, they are not required domestically as so few Canadians are able to benefit from this level of competition, let alone earn a place on the ITU start list. ITU World Cup events are a higher priority.

##### Ideal Format Requirements:

The Canadian High Performance program is focusing on the Sprint and Team Relay events.

#### 5.6 ITU Paratriathlon World Cup – 2019 Onward

##### Eligible for Sport Canada Funding

ITU **Paratriathlon World Cup** Events are the second tier of international paratriathlon event outside of the ITU World Paratriathlon Events. These are key opportunities for generating ITU Paratriathlon World Ranking Points and Paralympic Ranking points required for WPS entry and Paralympic qualification respectively. The Paralympic Qualification period is June 29<sup>th</sup>, 2019, to June 29<sup>th</sup> 2020.

##### Ideal Format Requirements:

WPE must meet the ITU criteria for paratriathlon and be accessible to all paratriathlon classifications. Course width is of particular importance to ensure a safe event.

#### 5.7 ITU World Cup – 2020 Onwards

##### Eligible for Sport Canada Funding

ITU World Cup events cater specifically to the Elite category in the Sprint and Standard triathlon disciplines. These are critical events for generating ITU World Ranking Points required for World Triathlon and World Cup entry. During the Olympic Qualifying period (May 11, 2018 to May 10, 2020), World Cups also contribute to Olympic Ranking. As World Cups draw a larger number of international athletes than CAMTRI events, the maximum quota for Canadians is seven (7) per gender, per category.



**Ideal Format Requirements:****Format:** Heats/Finals (Day 1 - Super Sprint Heats, Day 2 - Sprint Finals)**Bike Course:** Draft-legal, Multi-loop, technical course (ideal: 2 km loop / maximum 5 km loop)**Run Course:** Multi-loop, technical course (ideal: Maximum - 2.5 km loop)

### 5.8 CAMTRI Continental Championship\* - 2020 Onward

**Eligible for Sport Canada Funding**

This event caters to Elite, U23 and Junior categories in the Sprint, Standard and Mixed Relay categories, and generates ITU World Ranking Points at a higher level than CAMTRI Continental Cup events. Triathlon Canada will be focusing exclusively on the Sprint and Team Relay events. A Team Relay bid may be a standalone event or linked with an individual sprint event bid. Continental Championships have a maximum quota of three to five athletes (3-5) per gender, per category. This is a critical event for earning Junior quota spots for World Championship events.

**Ideal Format Requirements:** Sprint / Team Relay**Bike Course:** Draft-legal, Multi-loop, technical course (minimum 2km loop, maximum 5km loop)**Run Course:** Multi-loop, technical course (minimum 1.5km loop, maximum 2.5km loop)

### 5.9 CAMTRI North American Junior Championships\* - 2020 Onwards

**Eligible for Sport Canada Funding**

This is an entry level international opportunity for young athletes competing in the Sprint category. Events that fall between May 12<sup>th</sup>, 2019 and July 1<sup>st</sup>, 2019 will be given priority.

**Ideal Format Requirements:** Sprint**Bike Course:** Draft-legal, Multi-loop, technical course (minimum 2km loop, maximum 5km loop)**Run Course:** Multi-loop, technical course (minimum 1.5km loop, maximum 2.5km loop)

### 5.10 CAMTRI Continental Cup\* - 2019 Onward

**Eligible for Sport Canada Funding**

Continental Cup events are sanctioned by CAMTRI, the continental triathlon federation for the Americas. These events are for Elite athletes over the Sprint and Standard distances. Ideally, Triathlon Canada National Championships are a Continental Cup as these events are critical Development Team races and include an important opportunity for developing athletes to gain ITU World Ranking Points. Continental Cups have a maximum quota of 14 athletes per category. However, it is very common to see 60+ Canadians per gender at domestic CAMTRI Continental Cups.

Triathlon Canada is prioritizing CAMTRI Continental Cup events using the semi-final to final format over the Sprint and Super Sprint distances, as these distances are open to all Juniors.

**Ideal Format Requirements:****Format:** Semi-Final/Finals (Day 1 - Super Sprint Heats, Day 2 - Sprint Finals)**Bike Course:** Draft-legal, Multi-loop, technical course (ideal: 2 km loop)

**Run Course:** Multi-loop, technical course (ideal: 1.5km loop)

\*For 2019, priority will be given to bids that align CAMTRI events with:

- Triathlon Canada Elite National Triathlon 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

### 5.11 Elite National Triathlon Championships

The Elite National Triathlon Championships are typically awarded on a two-year agreement. This event will be hosted as part of the Kelowna Apple Triathlon for 2019. Bidding information for 2020 and beyond will be published separately.

**Ideal Format Requirements:**

**Competition:** Paired with CAMTRI Continental Cup (A/B/C Final)

**Format:** Semi-Final/Finals (Day 1 - Super Sprint Heats, Day 2 - Sprint Finals)

**Bike Course:** Draft-legal, Multi-loop, technical course (ideal: 2 km loop)

**Run Course:** Multi-loop, technical course (ideal: 1.5km loop)

### 5.12 Age Group National Triathlon Championships

The Age Group National Triathlon Championships are typically awarded on a two-year agreement. This event will be hosted as part of the Kelowna Apple Triathlon for 2019. Bidding information for 2020 and beyond will be published separately.

### 5.13 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, Sprint/Standard Duathlon, and Long Distance 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. Events that must be hosted at the same venue include:

- Long Distance Triathlon and Aquabike
- Standard Duathlon (*Non-Drafting*) and Sprint Duathlon (*Draft-Legal*)

Bids to host National Multisport events must be supported and sanctioned by the associated Provincial Sport Organization (PSO).

#### 5.14 National Development Series

The National Development Series is designed to develop competition opportunities within Canada geared specifically towards Junior, U23 and younger Elite categories. 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 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.

##### **Ideal Format Requirements:**

All National Development Series events should be hosted as a single category. The focus is on providing high quality racing, and deep fields. The integrity of this focus is reduced when the field is divided into smaller age brackets. It is acceptable for youth/junior athletes to race on the same course as older athletes as long as the distances are age-appropriate.

- Must be provincially sanctioned
- Must be draft-legal
- Maximum distance: Sprint

#### 5.15 Age Group World Championship Qualification Events

These events are an opportunity for athletes to qualify to become a member of Age Group Team Canada and compete at Age Group World Championship events in the following year. This includes the following events and disciplines:

- ITU Multisport World Championships Festival
  - Sprint/Standard Duathlon
  - Long Distance Triathlon/Aquabike
  - Cross Triathlon
  - Aquathlon
- ITU World Triathlon Grand Final
  - Sprint/Standard Triathlon

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 has moved 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, unless they purchase a Charity Entry. For 2019, Triathlon Canada will be distributing these spots to the Provincial Sport Organizations based on their national percentage of adult members. Triathlon Canada has the right to distribute spots to National Championships and the Charity Program outside of the provincial slot allocation. 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.

## 6. 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
- Strong competition for elite athletes on the Olympic/Paralympic pathway
- 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
- Competitive opportunities that support long-term athlete development
- Competitive age-group athlete racing opportunities to field strong age-group teams at World Championship events

## 7. Benefits of Hosting ITU, CAMTRI and Triathlon Canada Events

### 7.1 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

### 7.2 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.

## 8. Hosting Fees & Technical Fees

### 8.1 Triathlon Canada Endorsement and Sanction Fees / Technical Program Fees

BID OPTIONS	BASE FEE	TECHNICAL	PER ATHLETE FEE
ITU World Triathlon Series (WTS)	\$10,000	\$22,850	\$15
National Triathlon Championship (Elite & Age Group)	\$6,000	\$21,350	\$15
ITU World Cup (WC)	\$3,000	\$15,725	\$15
CAMTRI Continental Championship	\$3,000	\$15,725	\$15
CAMTRI Continental Cup	\$3,000	\$17,750	\$15
CAMTRI North American Junior Championship	\$1,500	\$15,725	\$15
ITU World Paratriathlon Series (WPS)	\$1,500	\$15,725	\$15
ITU Paratriathlon World Cup (PWC)	\$1,500	\$15,725	\$15
National Multisport Championship ( <i>Elite / Age Group</i> )	\$1,250	\$21,350	\$15
National Development Series	\$500	PSO	NA
<b>Age Group World Championship Qualification</b>			NA
Sprint Triathlon	\$750	PSO	
Standard Triathlon	\$750	PSO	
Long Distance Triathlon	\$750	PSO	
Multisport ( <i>includes Sprint Duathlon, Standard Duathlon, Aquabike, Aquathlon, Cross Triathlon</i> )	\$750	PSO	

*Please Note:*

- Base fees in light yellow are waived if a higher category is also hosted – only the highest base fee will be charged
- Where more than one event is hosted at a single venue, the technical program will be adjusted based on the requirements of the events, with a single technical program fee generated.
- Age group world championship spots must be purchased from the Provincial Sport Organizations (PSOs)
- 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
- The Technical Program for Multisport National Championships is based on a festival format with multiple disciplines hosted at one venue.

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.

## 8.2 Per Athlete 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.

## 8.3 Technical Program

A Technical Program of officials is required for the successful running of all sanctioned events. The officials are there to ensure a safe and fair competition, and are critical to the successful running of a quality event. The number and level of Technical Officials (TOs) officiating at a Triathlon Canada event depends on the level of the event (e.g., CAMTRI versus Age-Group Qualification Event). The range of TO's required generally varies between 15 and 30. ITU World Championships events require a minimum of 50. Please note that Sport Canada funding can be applied to the costs associated to the Technical Program. Triathlon Canada will work with the PSO and LOC to identify and train local TOs to officiate the event.

Set fees for a technical program meeting the requirements of each event type have been generated. For 2019, based on feedback from 2018 host events, this will be published as a full program value rather than breaking out individual costs to be calculated out post event. The goal is to provide a solid and transparent figure for budgeting purposes at the beginning of the bid process. The full program value includes honoraria, per diems, and travel subsidies. There is an accommodation requirement for the technical program as well, which is outlined below. Many LOCs manage the accommodation component through partnerships with their host cities or hotels.

**Accommodation Requirements:**

Accommodation for officials must be provided per the table below. A variety of accommodation options are acceptable (hotel, AirBNB, university lodging, billeting etc.), as double-occupancy rooming. Officials may NOT be accommodated in **dorm-style** hostels or similar. The accommodation plan must be provided to and approved by the Triathlon Canada Technical Director.

BID OPTIONS	# of EVENT days	TOTAL DAYS REQUIRED		
		TD*	RR/MD*	Officials
ITU World Triathlon Series (WTS)	2	6	5	4
ITU World Paratriathlon Series (WPS)	1	5	4	3
ITU World Cup (WC)	1	5	4	3
ITU Paratriathlon World Cup (PWC)	1	5	4	3
CAMTRI Continental Championship	1	5	4	3
CAMTRI North American Junior Championship	1	5	4	3
CAMTRI Continental Cup ( <i>Heats/Finals</i> )	2	6	5	4
National Multisport Championship ( <i>Elite &amp; Age Group</i> )	2	6	5	4
National Triathlon Championship (Elite & Age Group)	2	6	5	4
Development Series	1	5	4	3
Age Group World Championship Qualification	1	5	4	3

\*TD: Technical Delegate (3 days prior, 1 day post)

\*RR: Race Referee (2 days prior, 1 day post)

\*MD: Medical Delegate (2 days prior, 1 day post)

## 9. Bid Requirements

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

### 9.1 ITU Requirements

All events must be compliant with all [ITU 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. For non-ITU level events, Triathlon Canada may use discretion on the level of implementation of the full rule book with priority given to safety and meeting strategic goals of the High Performance program.

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](#).

## 9.2 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 + PSO + Triathlon Canada
To obtain CAMTRI Sanction	LOC + PSO + Triathlon Canada + CAMTRI
To obtain ITU sanction	LOC + PSO + Triathlon Canada + ITU

## 9.3 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 (NTO & Event Organizers) Officials training and understand the importance of the roles undertaken by Technical Officials in the staging of successful events.

## 9.4 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. 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:
  - West: BC/AB
  - Mid-West: SK/MB
  - Central: ON/QC
  - Atlantic: NFL/PEI/NB/NS
- 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.

## 11. 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

### 11.1 Expressions of Interest (EOI's)

Expressions of Interest (*EOI's*) are welcome at any time. It is strongly recommended that a 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 formal 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](mailto:BidEOI@triathloncanada.com)

### 11.2 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 must be submitted as outlined in Appendix "A", and are due according to the following schedule:

- CAMTRI Events – October 31<sup>st</sup>
- All other events – November 15<sup>th</sup>

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

### 11.3 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 1 <sup>st</sup> , 2018	ITU 2019 World Cup and World Triathlon Series event calendar published
October 31 <sup>th</sup> , 2018	Triathlon Canada bid applications due for all CAMTRI events in the format provided below.
November 15 <sup>th</sup> , 2018	Triathlon Canada bid applications due for all remaining events in the format provided below. Age Group World Championship Qualifying Events do not need to complete the checklist, but must follow the PSO sanctioning process.
November 30 <sup>th</sup> , 2018	Provincial Sport Organization completes bid review and endorsement
December 15 <sup>th</sup> , 2018	Confirmed calendar announced upon signing of Triathlon Canada Hosting Agreements

### 11.4 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 Bid Submission Template

The 2019 Triathlon Canada Bid Submission Template is available on the Triathlon Canada website:  
<https://www.triathloncanada.com/publications/#eventresources>

## Appendix B – Triathlon Canada 2019 Hosting Agreement Template

The 2019 Triathlon Canada Hosting Agreement Template is available on the Triathlon Canada website:  
<https://www.triathloncanada.com/publications/#eventresources>