



Triathlon Canada Events
Request for Bids

2020 Winter Triathlon

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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 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. 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) 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).
- c) International Triathlon Union (ITU):** The ITU is the international governing body for the sport of triathlon, inclusive of all multisport disciplines.
- d) Winter Triathlon:** A winter multisport event governed by the ITU consisting of running, mountain biking and cross-country skiing.
- e) S3 Winter Triathlon:** A winter multisport event governed by the ITU consisting of running, skating and cross-country skiing

f) Race Distances and Disciplines:

	Distances			Min. Age
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 9 km	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

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 may also be eligible to apply for government grants.

4. Bid Process

Triathlon Canada is seeking bids for the following events for 2020. 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.

Please note that all bids at the ITU level will require supplemental bid documents to be submitted. These documents are owned by the ITU but MUST be submitted through Triathlon Canada in compliance with the ITU bid procedure. Any bids for ITU level events will NOT be accepted by the ITU unless the bid documents are submitted by and with the support of Triathlon Canada. Any event bidding to host at this level must be compliant with the relevant ITU hosting requirements in addition to Triathlon Canada's requirements outlined in this document.

ITU bid documents are available for reference and download here:

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

5. Events Available for Bid – 2020

PRIORITY	YEAR	EVENT TYPE	DISTANCE	QNTY	BID DEADLINE
NA	2020	ITU Winter Triathlon World Cup	Standard	1	April 30, 2019
NA	2020	ITU S3 Winter Triathlon World Cup	Standard	1	April 30, 2019
1	2020	ITU Winter Triathlon International Invitational	Standard	1	April 30, 2019
1	2020	ITU S3 Winter Triathlon International Invitational	Standard	1	April 30, 2019
1	2020	Winter Triathlon National Championships	Standard	1	April 30, 2019
2	2020	Winter Triathlon Age Group World Championship Qualifying Events	Standard	3 - 4	April 30, 2019

6. Event Information and Requirements

6.1 ITU Winter Triathlon World 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.

6.2 ITU Winter Triathlon / S3 Winter Triathlon World Cup

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). The additional ITU Bidding and Hosting documents are available on the ITU website: www.triathlon.org.

Any LOC interested in bidding on ITU World Cup Event in 2020 or beyond should contact the Triathlon Canada Sport Development Officer at: Rachel.Macatee@triathloncanada.com

Please note that the Pre-Participation Medical Exam (PPE) requirements for all elite athletes are enforced by the ITU for this event unless an exemption is obtained. Age Group competition must be hosted in 5-year age categories.

6.3 ITU Winter Triathlon / S3 Winter Triathlon International Invitational

The ITU Winter Triathlon International Invitational is an international competition that is not required to follow the ITU elite entry procedures. ITU ranking points will NOT be generated for elite athletes at this event. It may be hosted in either format: Winter Triathlon or S3 Winter Triathlon pending approval by Triathlon Canada and the ITU.

6.4 Winter Triathlon National Championships (Elite/Age Group)

The National Winter Triathlon Championships represent the highest level of winter triathlon competition within Canada and may be held in either/both recognized winter triathlon formats: 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 category. This is also an Age Group World Championship Qualification Event.

6.5 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. Qualification events may be hosted in either format: Winter Triathlon or S3 Winter Triathlon.

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

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 funding partners as required.

9. Hosting & Technical Fees

PLEASE NOTE: The costs outlined in this section are projections only for the purposes of establishing a baseline for budgeting and ability to host. These fees may adjust from year to year, and the final cost structure will be determined in the formal hosting agreement between the LOC and Triathlon Canada taking into consideration the final format of the race inclusive of the number of events hosted and days required.

9.1 Triathlon Canada Endorsement and Sanctioning Fees / Technical Program Fees

BID OPTIONS	BASE FEE	TECHNICAL	PER ATHLETE
ITU Winter Triathlon / S3 Winter Triathlon World Cup	\$1,250	\$4000	NA
ITU Winter Triathlon / S3 Winter Triathlon International Invitational	\$750	\$4000	NA
Winter Triathlon National Championship (<i>Elite & Age Group</i>)	\$1,250	\$4000	\$15
Age Group World Championship Qualification	\$50/Spot	PSO	NA
<p>a. Base fees are waived if a higher category is also hosted – only the highest base fee will be charged</p> <p>b. 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</p> <p>c. Age group world championship spots must be purchased from the Provincial Sport Organizations (PSOs) – “one spot” is the equivalent of one spot per age group, per gender</p> <p>d. 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>			

*Spot fees are subject to change for 2020 and beyond

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 planning and media relations support
- Event management support and guidance
- Government liaison, support and endorsement 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.

9.2 Per Athlete Fee

Triathlon Canada requires that each athlete participating a Winter Triathlon National Championship event be charged a \$15/athlete fee. This fee supports Triathlon Canada's contributions required to host a National Championship (such as presence at the event, medals, etc.), as well as ongoing development of the sport in Canada targeted at programs such as coaching, officiating, and KITCan (Kids in Triathlon Canada). This "per athlete fee" will be charged automatically at the point of registration in the NTRS.

9.3 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. Based on feedback from 2018 host events, this fee 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.

9.3.1 Technical Program Accommodation Requirements

Accommodation for officials must be provided per the details 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 Events and Technical Officials Coordinator.

Core Team:

Technical Delegate(s), Assistant Technical Delegate(s), Race Referee(s)

- 1 day prior, 1 day post-event

Age Group Race Referee, Medical Delegate

- 1 days prior, 1 day post-event

Senior Team:

Sector Chiefs (CTOs)

- 1 day prior

Development Team (NTOs):

Sector Assists (NTOs)

- NA

**Please note that the requirements outlined above are estimations based on typical event formats to provide a clear outline for budgeting and planning purposes. The requirements may be adjusted due to the timing of the briefings or other event logistics.*

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/Triathlon Canada Hosting Requirements

All events must be compliant with the [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 Canadian Winter Triathlon 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. 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.

Executing the details is a matter of agreement between the LOC, Triathlon Canada, and the ITU (*if applicable*). The Triathlon Canada event bid documents and other resources are available here: <https://www.triathloncanada.com/publications/#eventresources>

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 and endorsed by 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.

11. Triathlon Canada Bid Assessment

Triathlon Canada will assess bids based on the following criteria:

- Alignment with Triathlon Canada vision, mandate, 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
 - 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.
- Reasonable entry fees that represent value for money to competitors
- Quality of competitor experience and services provided
- Quality of spectator experience
- Quality of marketing and communication plans and exposure
 - Social media statistics, sponsorship support etc.

- Support of regional opportunities and accessibility to participate in the sport of winter triathlon – regions for these purposes are:
 - West: BC/AB
 - Mid-West: SK/MB
 - Central: ON/QC
 - Atlantic: NFL/PEI/NB/NS
- Support for the effort to align membership and events through the National Triathlon Registration System (*NTRS*)
- Flexibility where possible on event date to accommodate the full scope of national scheduling

12. Bid Selection Timeline

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

- a) Expressions of Interest (EOI)
- b) 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 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

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 2020 must be submitted as outlined in Appendix "A", and are due by April 30, 2019. Triathlon Canada has no obligation to consider bids submitted after the due date.

12.3 Terms and Conditions

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

- a) Late proposals will not be accepted
- 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

- i. 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
 - iv. Triathlon Canada will not be required to provide reasons for accepting or not accepting any Bid
 - v. To evaluate separately the individual components of each proposal, and decide to contract with such LOC for any such individual component(s)
 - vi. 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
 - vii. To alter the proposed implementation schedule at its sole discretion
 - viii. 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
 - ix. To contact LOCs to clarify or confirm information or invite LOC's to provide brief presentations, without obligation to other LOCs
 - x. 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
 - i. 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 2020 Bid Submission Template

The 2020 Triathlon Canada Bid Submission Template is available on the Triathlon Canada website:

<https://www.triathloncanada.com/publications/#eventresources>

Appendix B – Triathlon Canada 2020 Hosting Agreement Template

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