



# **2020 JUNIOR / SENIOR CANADIAN CHAMPIONSHIPS HOSTING APPLICATION & REQUEST FOR PROPOSAL**

May 2019

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## INTRODUCTION

The 2020 Junior / Senior Canadian Championships are available on a priority basis to the **Greater Toronto Area and Southern Ontario Region**.

If no bid is received from that region, then the bid will be open to any location.

## EVENT

The 2020 Junior / Senior Canadian Championships will be held on March 27-29, 2020. The event will include the following competition schedule:

- Friday: Junior Men's Freestyle and Women's competition
- Saturday: Senior Men's Freestyle and Women's competition
- Sunday: Junior and Senior Men's Greco-Roman competition

## PARTICIPANT DETAILS

Participation at the annual Junior / Senior Canadian Championships varies from year to year depending on location and local athlete participation, however historical average participation consists of 250 wrestlers (300 registrations), 100 Coaches and Support Staff and 50 Officials / Pairing Masters. The event on average attracts 1,200 spectators over the 3 days.

## ARRIVAL & DEPARTURE

Anticipated arrival and departure of participants is characteristically driven by the location of the event and access to flights. Typically, if the event is in Eastern Canada, participants from the West arrive earlier and depart sooner, while if the event is in Western Canada, participants arrive later and depart later.

On average, about 15% of participants arrive on the Wednesday, with the balance of the participants arriving on the Thursday. Typically about 10 % depart on the Saturday, 80% on Sunday (evening), with the remaining participants departing on Monday.

## BID PROCESS

All applications will be reviewed and assessed by WCL's Events and Hosting Advisory Committee (EHAC). Applications that fail to meet the required Technical Requirements (Appendix B) may be rejected unilaterally by the EHAC. All other submissions will be assessed based on the Scoring Matrix (Appendix C). Based on the scoring matrix, the EHAC will make a recommendation to WCL Board of Directors, who will approve the successful applicant and award the event. WCL will inform all applicants, in writing, of the outcome of the bid process, within 10 calendar days of the WCL Board decision.

The successful Applicant will be required to provide WCL with the Venue and Hotel Confirmation and sign a Hosting Agreement within 4 weeks of being awarded the bid.

## **BID SUBMISSIONS**

Applications must be submitted electronically by June 14<sup>th</sup>, 2019 (12 pm noon ET) to WCL and include the following:


- Completed Bid Application (Appendix A)
- Event Budget (Appendix E – sample budget)
- Venue Proposal
- Hotel Proposal
- Letter of support from PTSO
- Details on Organizing Committee and Key Personal

In completing the Bid Application, it is important for the Applicant to provide succinct but sufficient information to enable WCL to analyze, assess and compare the submission. It is optimal if the applicant is able to secure funding agreements prior to application, however it is also acceptable for applicants to identify unconfirmed sources (provide details) as well.

### **Bids are to be submitted electronically to:**

Wrestling Canada Lutte  
c/o Tamara Medwidsky, Executive Director  
Email: [tamara@wrestling.ca](mailto:tamara@wrestling.ca)

## APPENDIX A

	<p align="center">Application to Host the 2020 Junior / Senior Canadian Championships March 27 – 29, 2020</p>
Applicant:	
Address:	
Key Contact:	
Phone:	
Fax	
E-mail:	
<b>Host City</b> Description of City / Access from across Canada / Transportation options for participants.	
<b>Host venue</b> Include description of Field of Play, practice & warm up area, meeting room breakdown and meal arrangements.	
<b>Host Hotel</b> Distance between Airport/Hotel/Venue. Availability & rates, meeting space options, restaurants & other services.	

## Hosting Application Questionnaire

Please provide details and information to the following areas related to your bid to host the indicated WCL event. Information should be brief, but included sufficient details and specifics to support their application. Where possible, provide written confirmations and documentation to support. Applications that lack details and specifics are difficult to be evaluated and greatly reduce the potential for a successful application.

<b>Financial</b> Having existing resources with the ability to access and securing external funding is vital to successfully hosting WCL events.	External Fundraising & Sponsorship	
	Provincial Government Resources	
	Municipal Government Resources	
	Tourism Agencies Resources	
<b>Organizational Support</b> Having the support of other organizations to assist the HOC is important to the successful operation of a WCL event.	PTSO	<input type="checkbox"/> Letter of Support Attached
	Club	<input type="checkbox"/> Letter of Support Attached
	Others	<input type="checkbox"/> Letter of Support Attached
<b>Host Organizing History</b> Prior successful experience in hosting WCL and other events is a strong indicator for being able to successfully host future WCL events.	Prior Experience Hosting WCL Events	
	Prior Experience Hosting International Events	
	Have you had any past issues complying with WCL Technical Requirements	
	What is your ability to access volunteers for this event?	

<b>Event Enhancements</b> Successfully hosting a WCL event is more than meeting the required minimums. Beyond the competition, successful WCL events also provide other experiences to the participants.	<b>Plans (commitments) to Elevate Event</b> (venue upgrades / raised podium / enhanced video, etc.)	
	<b>Access to Food at Venue</b>	
	<b>Give distance between Hotel and Venue.</b>	
	<b>Parking at Venue</b> (cost / availability / distance)	
	<b>Tourism Opportunity</b> (additional activities that would appeal to participants)	
	<b>Other</b>	
<b>Legacy Impact on Local Community</b> After the competition is over, successful WCL events leave a legacy for the local Community.	<b>Equipment &amp; Infrastructure</b>	
	<b>Participants</b> (Wrestlers/Coaches/Officials)	
	<b>Other</b>	

<b>Other</b> Provide any other information that is unique to your bid.		
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## Required Attachments:

- ☐ Event Budget
- ☐ Venue Proposal (confirming tentative availability and rate)
- ☐ Hotel Proposal (confirming tentative availability and rate)
- ☐ PTSO Letter of Support Attached
- ☐ Details on Organizing Committee and Key Personal

## Applicant's Commitment

We, the applicant, agree and commit to the following:

That we will meet and fulfill all of the minimum requirements outlined in WCL Technical requirements for the Junior / Senior Canadian Championships. Furthermore, we understand and accept that failure to meet our commitments and obligations will result in the financial consequences outlined in the Technical Requirements document.

That the contents and representations in this application have been made in good faith and to the best of our knowledge are true.

If our application is accepted, that we will accept the awarding of the event, and agree to host the event, as proposed in our application. Furthermore, we will enter into a formal hosting agreement with Wrestling Canada Lutte.

Applicant (Host Organizing Committee): \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B – TECHNICAL REQUIREMENTS

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## **OBJECTIVES OF THE CHAMPIONSHIPS**

The Canadian Championships are held every year to achieve the following outcomes:

- Determine the Canadian Champion and ranking of the top 3 wrestlers in each weight category for each of Men's Freestyle, Women's and Men's Greco-Roman styles.
- Ensure the highest quality presentation of the sport of wrestling for spectators and fans.
- Promote the sport of wrestling at the national, provincial and local level.

For organizational purposes, the Junior and Senior Canadian Championships are to be held in conjunction with each other for 2020.

The competition will be held according to the WCL Rules.

## **RESPONSIBILITIES OF WRESTLING CANADA LUTTE (WCL) FOR THE CHAMPIONSHIPS**

WCL is the National Sport Organization for wrestling in Canada. With respect to these championships, WCL has the following responsibilities:

1. Ensure the Rules and Regulations of these championships are followed and respected during the running of the competition.
2. Arrange and pay for the following:
  - a) All airport transportation for WCL staff & WCL VIPs to and from the host location.
  - b) All airport transportation for assigned CAWO Clinician (1), Head Officials (2), Head Pairing Master (1), and Pairing Master Clinician (1) to and from the host location.
  - c) All accommodations and per diem costs for the assigned CAWO Clinician (1), Head Officials (2), Head Pairing Master (1), and Pairing Master Clinician (1).
3. Provide the HOC with all Medals, Outstanding Wrestler Awards, Provincial and Club Awards, and any WCL awards to be presented at the event.
4. Provide the camera and streaming equipment and facilitate the broadcasting of web based streaming services.
5. Provide WCL sanctioned tournament software to the HOC to operate the draw and electronic clock and score display system at each mat.
6. Provide one video playback unit per mat for the Official's video review.
7. Assign, through CAWO, CAWO Clinician (1), CAWO Head Officials (2), Head Pairing Master (1), and Pairing Master Clinician (1) to operate each event. All costs for these officials will be covered by WCL.
8. Each PTSO is responsible for assigning officials as outlined in the Athlete-Officials Ratio Guidelines and all costs, with the exception of ground transportation and provision of lunch and possibly supper on competition days in the host city, associated with these officials' travel to and from the host city from their respective Province or Territory.

## **RESPONSIBILITIES OF HOST ORGANIZING COMMITTEE (HOC) FOR THE CHAMPIONSHIPS**

The HOC is the group or club that has bid for the right to host these championships for the designated year. The HOC will be led by the Tournament Conveyor, who is responsible for being the key contact with WCL.

During the event, HOC members should be easily identifiable by wearing standardized event apparel (Jackets / Golf Shirt / T-shirt).

In addition to the Tournament Conveyor (Chair), the HOC will identify one key person responsible for the following functions:

- Technical (Venue / Security / Weigh-ins / Medical)
- Financial (Budgets/ Financial Reporting)
- Hospitality (Accommodation / Food Service / Volunteers)
- Protocol (Advertising / Media / Sponsorship / Grants / Tickets / Ceremonies / Signage / Announcers / Bilingual Services)
- Transportation (WCL Staff / VIPs / Officials / Pairing Masters)

The HOC has the following responsibilities:

1. Support WCL in ensuring the rules and regulations of these championships are followed and respected during the competition.
2. Ensure the safety of all participants, volunteers and others and to keep order in the sport hall.
3. Be responsible for organizing and all costs associated with ground transportation for WCL staff, WCL VIPs and CAWO officials between airport, accommodation site and the competition venue.
4. Provide and cover all costs associated with the Venue, Field of Play, Equipment and services consistent with the technical requirements of WCL for Canadian Championships.
5. Provide and cover all costs associated organizing and hosting the Technical Meeting, Officials Clinic and Pairing Master's clinic at the host hotel.
6. Provide and cover all costs associated the Medical and Weigh-in at the host hotel.
7. Provide and cover all costs associated with signage, advertising and promotion of the event.
8. Organize and conduct the Ceremonies and Medal Presentations, including determining the presenters.
9. Provide and pay for Medical Staff and Announcers as required.
10. Provide all the necessary volunteers required to operate the event, including at least one bilingual translator to enable all services are provided in French and English.
11. Provide and pay for the cost of Liability Insurance Coverage.

## TECHNICAL CONDITIONS

### Venue

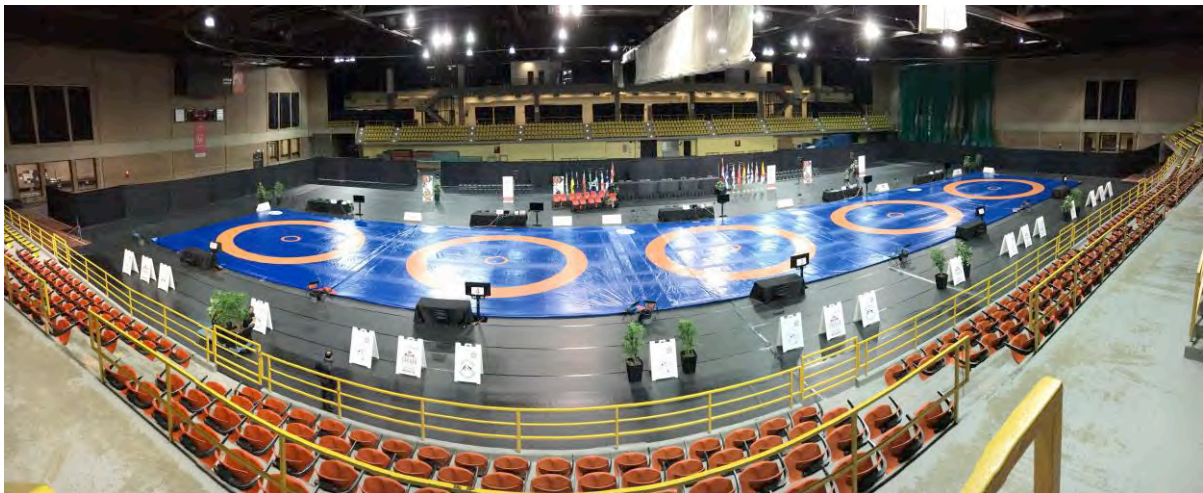
The venue must:

- Meet the WCL “Field of Play” standards (as outlined below).
- Be available 7 am to 11 pm for the following days:
  - One day (minimum) before the competition for set-up;
  - Friday, Saturday and Sunday for the competition; and
  - At least 12 hours after the competition for take-down.
- Be able to seat 800 spectators plus all the wrestlers, coaches, team leaders and other team support with an ambient temperature of the 18° to 22°C.
- Provide the following (on each competition day):
  - Change rooms (male and female, including showers) for the wrestlers.
  - Change rooms (male and female) for the officials;
  - Meeting Room for the officials away from the field of play. The meeting room needs to have sufficient capacity for 40 officials and have a large display screen (minimum of 50”) with capability to be connected to a computer / tablet.

### Field of Play - Mats

The Field of Play for the Junior / Senior Canadian Championships must be:

- A minimum of 70 meters X 24.5 meters holding 5 WCL regulation mats (11.4 to 12 meters X 11.4 to 12 meters) in single file with spectator seating along one side; and
- A minimum of 5 meters of carpet and a security (metal bike) fence surrounding the perimeter of the Field of Play.



### Field of Play - Security

Provision must be made by the HOC for a combination of paid security personnel and volunteers, as well as security barriers (eg. metal bike fence) to ensure that all spectators and non-competing athletes are kept a minimum of five (5) metres way from the field of play.

Provision must be made by the HOC to ensure that the field of play is secured to appropriately accredited individuals. This includes mat surfaces, officials' tables, the head table, announcer's table and pairing area. Non-authorized individuals will not have access to the field of play and surrounding area.

### **Field of Play - Competition Accessories**

The HOC will be responsible to wash the mats with a 10% bleach solution at the start and between rounds. The HOC will also be responsible to have volunteers at each mat to clean mats (blood, etc.) during matches if required.

The HOC will also provide the following for each mat:

- One skirted table (80 centimeters X 2 meter) with three chairs (Mat Chairmen, Scorer & Mat Maintenance) and one skirted table (80 centimeters X 1 meter) with one chair (Judge) on opposite side of the mat. Both tables will have a supply of pens for the officials.
- Two sets of official scoring paddles (each consisting of 4 red paddles marked "1-2-4 and 5" respectively / 4 blue paddles marked "1-2-4 and 5" respectively / white paddle – red paddle – blue paddle).
- A "red" Coach's Challenge cube, "blue" Coach's Challenge cube and white "STOP" device (used by the mat chairman for stopping the match).
- A computer (with power and cable connections) and one HDM 17" desktop monitor for the scoring system. (Note: two additional computers will be on site to serve as backups).
- Two (2) 5 contacts power bar, with extension cords to each LED Video scoreboard.
- One (1) LED Video Scoreboard (minimum of 50") on view to the public and one (1) LED Video Scoreboard (minimum of 36") on view to officials and competitors.
- One(1) 1-meter, one (1) 4-meter HDMI and one (1) 15-meter HDMI cable and HDMI splitter.
- Two chairs in each corner of the mat for the Coaches to sit on.
- One tripod and tablet clamp for officials' video review unit (a chair will be required for the volunteer).
- A skirted table (80 centimeters X 2 meter) to house webcast equipment as well as power (through a power bar), High speed modem, "hard-wired" (minimum of 30-meter of Ethernet cable) high-speed connection internet (40 MB minimum symmetrical bandwidth) service, one computer laptop & monitor, and a tripod with mounting hardware (WCL will supply the camera and broadcasting system).

The HOC will also provide the following on the Field of Play area:

- A centrally located raised (0.5 meter to 1 meter) platform (minimum of 2.5 meters X 10 meters) for members of WCL, HOC and special guests. The platform will be behind the mats and opposite the spectators. The platform will have skirted tables and seating for up to 12 people, with appropriate stairs and back drop draping (10 feet high pipe & drape) behind the platform.
- A separate designated seating area, at least 5 meters away from the mat surface, to seat 30 officials.
- Two (2) three-level (Silver-Gold-Bronze) medal podiums located in close proximity to the spectator viewing area (to allow space and a reasonable vantage point for those taking pictures of the presentations). Each podium will have the standard WCL branding signage, with back drop draping (8 feet high pipe & drape) behind, and surrounded with one (1) Canadian Flag, one (1) Provincial flag of the Host and at least one (1) WCL National Championship Banner or three (3) WCL Pull-Up banners.

### **Practice Facilities**

On the day prior to the competition, the HOC will provide a practice facility, at either the host hotel or the venue (at sole discretion of the HOC). The practice facility will:

- Be available from 8 am to 8 pm the day before the competition.
- Have a sauna accessible to the wrestlers (alternatively this may be located in close proximity to the weigh in area at the hotel).
- Have a minimum of two full-size regulation mats.
- Clubs may request the facility be reserved for semi-exclusive (one mat) use up to 50 minutes per club, as long as they make a reservation with the HOC, a minimum of two weeks prior to the start of the Championships, and the total reserved use does not exceed 25% of the total availability of the practice center. Large groups may also request the HOC to locate additional locations (on a best efforts basis), however any and all costs associated with this will be covered by the group requesting.

### **Warm-up Area**

The warm-up area will be available on all competition days (starting 90 minutes before the start of the competition and available until 15 minutes after the conclusion of competition). The warm-up will be a secured area (accredited access), and include a minimum of one full-size mat, separate from the Field of Play (but within 50 meters of the field of play). Wrestlers and their coaches (maximum 2) will be escorted to the field of play by HOC volunteers, just prior to their match.

Information to keep the wrestlers and coaches updated on the tournament rounds and match progression will be displayed in the warm-up facility.

### **Medical**

On each day of the competition, starting 90 minutes prior to the start of the competition and for 15 minutes after, the HOC will arrange and pay for the following:

- Medical service (minimum of two (2) certified members of the CATA or CPA/SPD and one (1) physician on site throughout the tournament) will be made available to the accredited wrestlers, coaches, officials, pairing masters, team leaders, medical staff, WCL staff, VIPs and other accredited personal, at the HOC's expense.
- First aid personnel and a first aid room to provide care for spectators in the venue, with all the equipment necessary for first-aid (including a defibrillator), as prescribed by the local Health Regulations.

### **Pairings**

Pairing masters will use the WCL provided tournament draw software to generate the draws and score sheets. The Pairing Area must be equipped with two computers plus two high speed printer-photocopiers with the required internet connections. In addition, one computer and printer must be available for back-up.

The Pairing Area will be located in close proximity to the competition area to permit observation of the mats and the tournament progression. The area will be large enough to have seating and workspace for up to 7 Pairing Masters. The HOC must provide the Pairing Team with all the office equipment and

stationary (printer cartridges, paper, pens & pencils) as well as connections (power & cables) to establish the pairings, bout lists, score cards, result cards and all other necessary information.

Wall charts should be displayed in both the secured area for wrestlers/coaches and an area accessible to spectators. Wall charts will display QR codes to allow everyone to access the draws live on their mobile devices.

### **Doping Control**

Doping control, managed by the Canadian Centre for Ethics in Sport (CCES) will be in effect at the Junior / Senior Canadian Championships. The HOC will assist WCL and CCES by providing the following for each competition day:

- A secure separate room large enough to seat 20 people with a segregated toilet stall (each large enough to allow for two people in the stall at a time) and a lockable fridge for storage.
- A Supervisor and one “Marshall” (responsible mature volunteer of the same gender) per athlete per day to be tested.
- Chilled (in a cooler) refreshments (individually sealed) for the wrestlers. Beverages should include water, juices, and at least one non-caffeinated beverage.
- Various supplies including clipboards, pens, stapler, paper, garbage bags, paper towels, disinfectant, table and chairs.

### **Media Mixed Zone**

An area will be set up immediately adjacent to the Field of Play, where the wrestlers exit, to allow the accredited media to interview wrestlers as they exit. This area will be exclusive to accredited media, wrestlers, coaches and WCL personnel.

## **ACCOMMODATIONS & HOSPITALITY**

The Host Hotel must provide for a minimum of 175 hotel rooms for accredited wrestlers, coaches, officials, pairing masters, team leaders, medical staff, WCL staff and VIPs. The Host Hotel must be able to supply good quality climate controlled accommodations, with elevator access and private bathrooms. The Host Hotel must provide restaurant service from 6 am to 11 pm on the day prior to and each day of the competition.

The HOC will arrange and cover the costs of the following at the Host Hotel:

- A large (15 meters X 30 meters) room on each competition day (7 am – 9 am) for the Medical Examination and Weigh-In.
- A space (minimum of 5 meters X 5 meters with tables and 4 chairs) at the host hotel to enable participants to pick up their accreditation on the day prior to competition (8 am – 8 pm).
- A meeting room (theatre style) for a minimum of 60 accredited coaches & other personal to host the Technical Meeting (report on final registration weight classes, rules and competition procedures) on the evening prior to the first day of competition (6 pm to 8 pm).
- A meeting room (lecture style with tables) for a minimum of 40 accredited officials to host the clinic for the officials on the evening prior to the first day of competition (5 pm to 9 pm). The room will be



equipped with a computer and a minimum 50" display screen (LED TV or LCD projector with connections).

- A meeting room (lecture style with tables) for a minimum of 10 accredited pairing masters to host the clinic for the Pairing Masters, on the day prior to the first day of competition (1 pm to 9 pm).
- A hospitality room for accredited personal (Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, VIPs, WCL Staff and VIPs) to meet and socialize on Thursday, Friday and Saturday evening (8 pm – 11 pm). Provision of food and beverages are at the discretion of the HOC, however there is to be no alcohol provided).

The HOC is responsible to provide a healthy and nutritious lunch each day of the competition, at the Venue, to all accredited Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, VIPs, WCL Staff and VIPs. The HOC will also be responsible to provide a healthy supper each day of the competition, at the Venue, to all accredited Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, VIPs, WCL Staff and VIPs, when the competition schedule continues after 6 pm on any competition day.

## **MEDICAL EXAMINATION AND WEIGH-IN**

The statutory medical examination and weigh-in of the wrestlers shall be carried out in the Host Hotel. The Medical and Weigh-in area must be in a secured (accredited access only) area and be a minimum of 15 meters X 30 meters.

The HOC will provide:

- Sufficient medical personal (including at least one medical physician) so that the medical control can be carried out efficiently. A private room available for use by the medical team, if required.
- One scale per 35 wrestlers competing per day. The scales are to have been recently calibrated.
- A large (visible within the room) clock to display the 60-minute weigh-in countdown.

## **TRANSPORTATION**

The HOC is responsible (and only if confirmed, with specific travel details, a minimum of 18 calendar days prior to first day of the competition) for the following transportation costs:

- Ground transportation for WCL Staff & VIPs between Host Airport, Host Hotel and the Venue.
- Ground transportation for CAWO officials between Host Airport, Host Hotel and the Venue.

## **OFFICIALS**

Assignment of Officials for the Canadian Championships is up to Wrestling Canada Lutte, the Canadian Association of Wrestling Officials (CAWO) and their Provincial Affiliates. Other than providing ground transportation and meals (lunch and possibly supper) as noted above, the HOC is not responsible for any other expenses relating to Officials.

## PROTOCOL

### Accreditation & Registration

All accreditation and registration is completed through Wrestling Canada Lutte. WCL will prepare, print and provide accreditation badges and lanyards for all accredited personnel.

All Wrestlers, Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, WCL Staff and VIPs will be required to register and apply for Accreditation, by the deadline established by WCL, and pay any fees applicable for the event (as established by WCL) directly to WCL.

WCL will provide the HOC with a final list of all the registered Wrestlers, Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, VIPs, WCL Staff, VIPs and other accredited personnel a minimum of 14 calendar days prior to the first day of competition.

The HOC will provide WCL, a list of all Volunteers and VIPs (invited guests) to WCL, a minimum of 7 days prior to the first day of the competition, to enable WCL to prepare accreditation badges.

The HOC will arrange and provide volunteers (minimum 2) and a space at the Host Hotel to enable registered and accredited participants to pick up their accreditation on the day prior to competition (between 8 am – 8 pm). WCL will have at least one (1) WCL staff on hand (or on call) to handle questions, deal with issues, etc.

### Signage

WCL will supply the HOC with the digital signage specification (WCL branding requirements) at least 6 months prior to the competition. The HOC will be responsible to acquire and pay for the following signage:

- Surrounding the WCL Platform:
  - Canadian Flag
  - Flags for all Provinces and Territories
  - WCL Canadian Championship banners (or 76 centimeter X 2 meter pull-up)
  - WCL Banners (or 76 centimeter X 2 meter pull-up)
  - HOC /Club Banners (or 76 centimeter X 2 meter pull-up)
- Each Mat will have the following signage:
  - Name/Number of the Mat (Mat A, Mat B, etc.) (30 centimeters X 1 meter “coroplast” trifold)
  - WCL (1 meter X 1 meter “coroplast” trifold)
  - Sport Canada (1 meter X 1 meter “coroplast” trifold)
  - PTSO (1 meter X 1 meter “coroplast” trifold)
  - HOC (1 meter X 1 meter “coroplast” trifold)
  - Sponsors as determined by the HOC (1 meter X 1 meter “coroplast” trifold)
- Spread throughout the Field of Play:
  - 3 CAWO (1 meter X 1 meter “coroplast” trifold)
- At each public/spectator access entrance to the venue:
  - WCL Canadian Championship banners (76 centimeter X 2 meter pull-up)
  - “Notification of Photography” signs
- At each podium:
  - One (1) Canadian flag and one (1) Provincial flag of the Host Province.



- WCL Canadian Championship banner as the backdrop (or three (3) 76 centimeter X 2 meter WCL pull-ups)
- WCL Podium Signage (as per WCL signage standards)
- At Awards and Hall of Fame (held just prior to the finals of the Senior Championships)
  - Two (2) Hall of Fame (76 centimeter X 2 meter pull-up) surrounding a WCL Banner (or 76 centimeter X 2 meter pull-up).

WCL is free to display additional other signage throughout the competition area for WCL sponsors. WCL will be responsible for any costs associated with such signage.

### **Awards Ceremonies**

Medals presentations are the responsibility of the HOC and will occur on the two (three-level) medal podiums located in close proximate to the spectator viewing area. WCL will supply, at no cost to the HOC, all the medals required for the event. All Ceremonies will be conducted in both English and French.

The HOC will be responsible for presenting the Club and Provincial team awards along with the “Outstanding Wrestler Awards” at the conclusion of each competition day. Such presentations are to occur in close proximate to the spectator viewing area. WCL will supply, at no cost to the HOC, all the Club, Provincial and Outstanding Wrestler Awards required for the event. All Ceremonies will be conducted in both English and French.

An Official Ceremony will be held prior to Finals matches, including the playing of the National Anthem. Representation from WCL, PTSO and the HOC will be invited to address the participants. At the discretion of WCL and the HOC, additional ceremonies may be planned and held to award and recognized special distinctions to persons whom WCL and or the HOC wishes to honour.

The HOC will be responsible to photograph all the medal winners and provide digital copies to WCL for their use in promoting and marketing the sport. The WCL will have all accredited personal (Wrestlers, Coaches, Officials, Pairing Masters, Team Leaders, Medical Staff, WCL Staff, WCL VIPs, as well as all HOC volunteers) sign a “Photographer Waiver” as part of the accreditation application. The HOC will notify spectators through appropriate signage at the entrances to the venue, that photographers are being taken.

### **Announcers**

The HOC will be responsible for providing personnel to perform the functions in both English and French.

### **VIPs (Invited Guests & Dignitaries)**

Accreditation for all VIPs will be provided by WCL.

### **Media / Webcasting**

All media accreditation will be handled by WCL.

Webcasting, including the provision of camera and broadcasting equipment, will be the responsibility of WCL. The HOC will provide a (80 cm X 2 meter table) table to house webcast equipment as well as the required equipment at each mat (see requirements under Field of Play – Competition Accessories and Appendix C).

### **Technical Meeting / Referees Clinic / Pairing Clinic**

The HOC will provide (arrange and cover the costs for) a room at the Host Hotel for WCL to hold a meeting for all accredited Coaches and other personnel at 7 pm on the evening prior to the first day of competition to verify and determine all the measures taken to ensure that the proper contest procedures have been carried out.

The HOC will provide (arrange and cover the costs for) a room at the Host Hotel for CAWO to hold a clinic and meeting for all of the Referees on the early evening of the day before the competition so that they can be given all the necessary instructions and information on the technical rules for the championships. The room will be equipped with a computer and a minimum 50" display screen (LED TV or LCD projector with connections).

The HOC will provide (arrange and cover the costs for) a room at the Host Hotel for CAWO to hold a clinic and meeting for all of the Pairing Masters on the late afternoon and early evening of the on the day before the competition so that they can be given all the necessary instructions and information on the rules and requirements for completing the "Pairing" for the championships.

## **VOLUNTEERS**

The HOC will supply (and arrange for accreditation through WCL) the following volunteers:

- One (1) person per mat for operation of timer and score systems.
- One (1) person per mat for Mat Maintenance (cleanup and other technical duties).
- Two (2) persons per scale to provide crowd control and security access for medical & weigh-ins.
- Two (2) persons per mat to escort wrestlers to and from the mats.
- One (1) person per mat to video matches for the Officials Review.
- Three (3) people to distribute and collect the score sheets.
- Security / Access Control: as required to control access (90 minutes prior and 30 minutes after the competition).
- Food service: sufficient personnel to serve as needed.
- Accreditation pick-up: at least two persons on the day prior to competition (8 am – 8 pm).

## **INSURANCE**

The HOC will provide WCL with proof of a minimum of \$5 million liability insurance coverage, with WCL listed as an additional Party.

## **FINAL EVENT REPORT**

The HOC will provide WCL with a final "Event Report" within 60 days of the event's conclusion. The final Event Report will provide a completed and detailed financial report, along with details on number of spectators, hotel rooms, transportation requirements, and an assessment of the event.

## **FINANCIAL**

### **Sanction Fees**

HOC agrees to pay WCL a Sanction Fee of \$9,000, 30 days in advance of the event. The Sanction Fee is established by WCL, and levied to offset the costs incurred by WCL, associated with all supplies, services and personal provided by and funded through the WCL, for these championships.

(Note: This single “known” fee replaces the traditional multiple (many of which were variable and unknown until after the event) fees previously charged by WCL).

### **Payments to HOC**

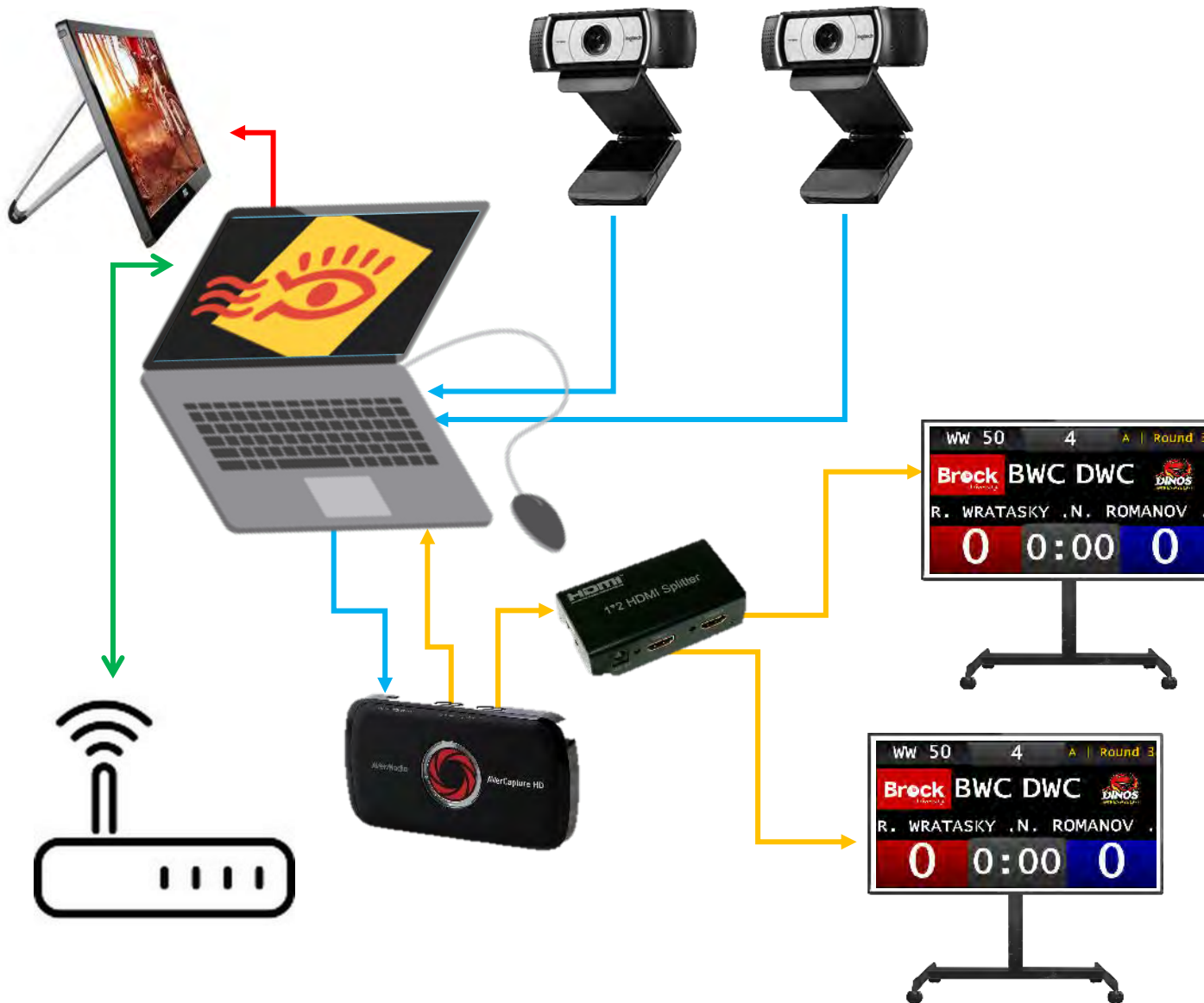
WCL establishes and collects all of the Registration and Accreditation Fees for all Accredited Participants. WCL will pay the HOC the following amounts:

- \$70 per athlete per style per day (50% paid at least 14 days prior to the first day of competition and the remaining 50% upon completion and submission of the Event Report by the HOC).
- \$35 per “accredited” Coach, Team Leader, Medical Staff, paid at least 14 days prior to the first day of competition.

### **Events of Default and Non-Compliance**

- WCL agrees to pay the HOC a fee of \$10,000, if WCL fails to substantially meet their obligations or fulfil their required responsibilities.
- The HOC agrees to forfeit the second payment of 50% of the registration fees collected by WCL, if the HOC fails to substantially meet their obligations or fulfill their required responsibilities.

## STREAMING & SCOREBOARD LAPTOP SET UP (per mat)



### Equipment and Cables

— USB 2.0

— HDMI

— Ethernet

50" flat screen  
w/stand

Video Capture  
device

Portable USB 3.0  
monitor

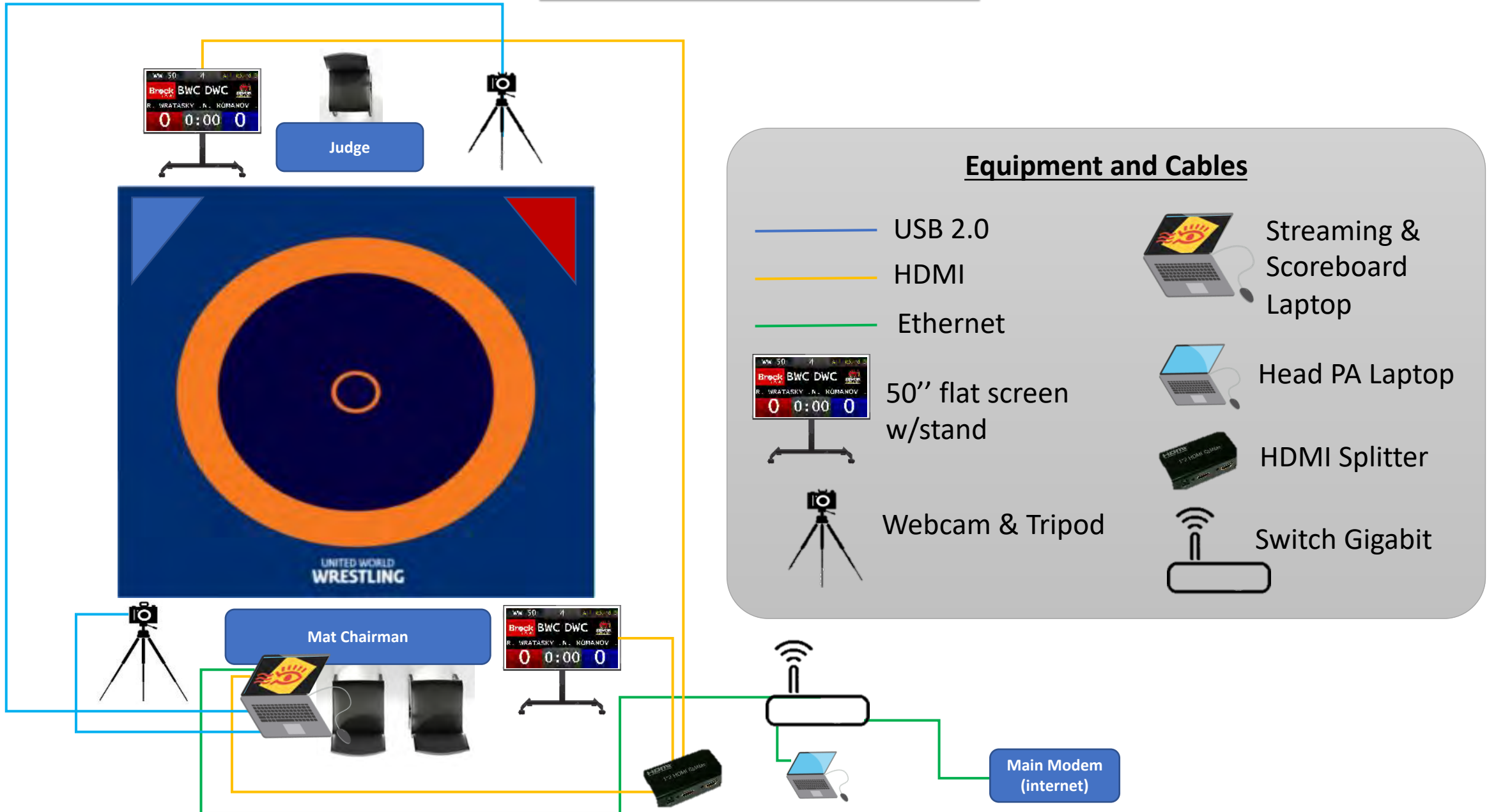
Streaming &  
Scoreboard  
Laptop

Webcam

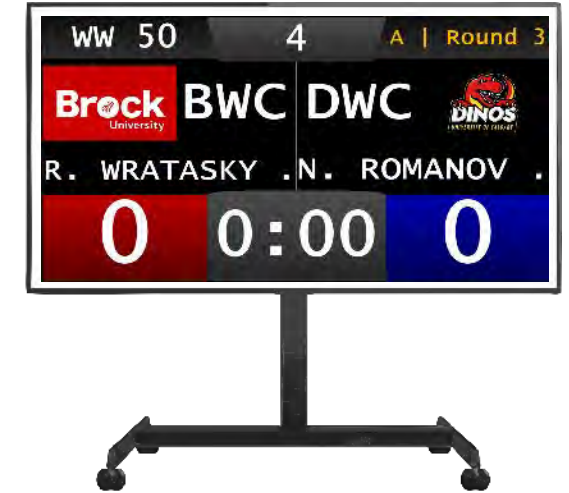
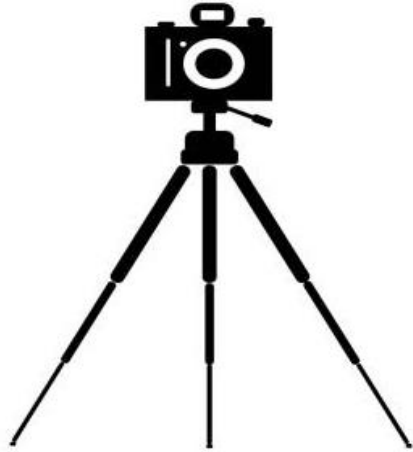
HDMI Splitter

Switch Gigabit

# ONE MAT SET UP LAY OUT



# UNITED WORLD WRESTLING



## MAT CHAIRMAN TABLE LAY OUT



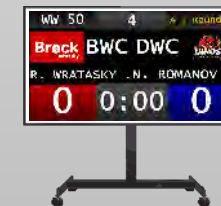
Webcam  
& Tripod



Portable Monitor



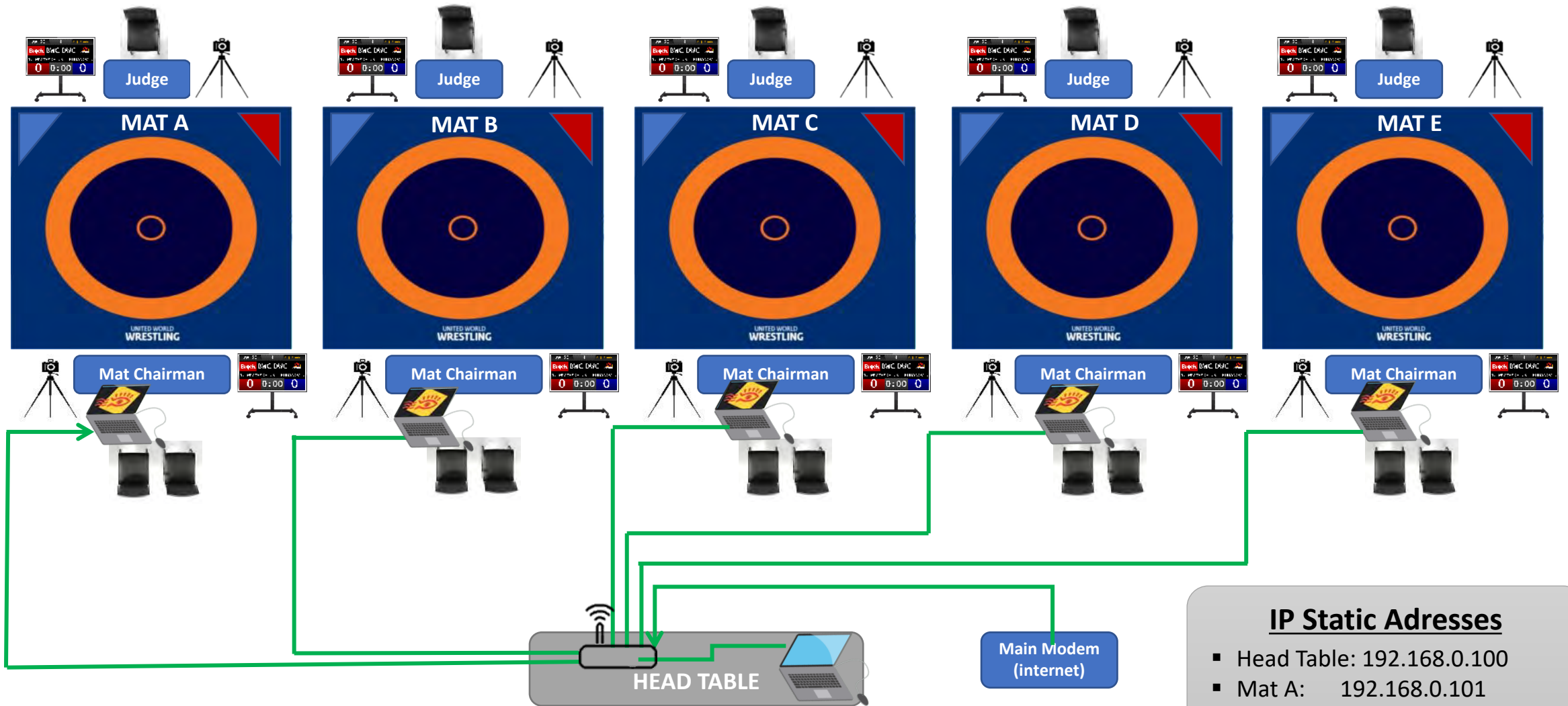
Streaming &  
Scoreboard Laptop



50" flat screen  
w/stand



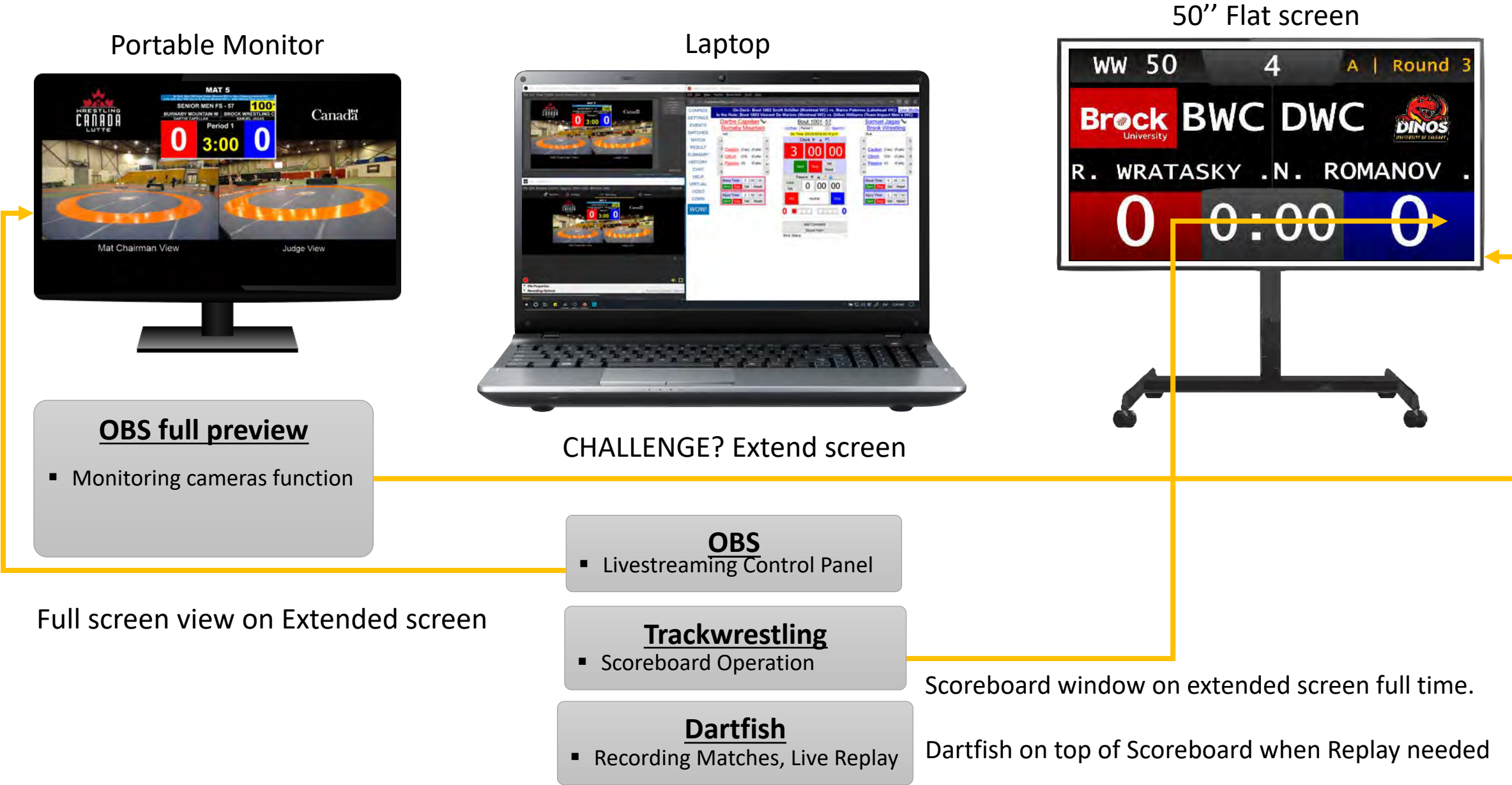
## ETHERNET CABLES LAY OUT (5 mats)



### IP Static Addresses

- Head Table: 192.168.0.100
- Mat A: 192.168.0.101
- Mat B: 192.168.0.102
- Mat C: 192.168.0.103
- Mat D: 192.168.0.104
- Mat E: 192.168.0.105


# LIVESTREAMING, SCOREBOARD & REPLAY (CHALLENGE) OPERATION DIAGRAM






Responsible	Equipment	Per Mat
WCL	Laptop (Win 10, Processor Corei7)	1
	Wide Angle webcams	2
	Tripods	2
	USB extension cords (20m)	1
	USB extension cords (5m)	1
	Thunderbolt adaptors (to HDMI)	2
	LG Video Capture Device	1
	Dartfish 10 license	1
	Switch Gigabit 16 ports	1
	Tablet	2
Host	40mb minimum symetrical internet bandwidth	1
	High speed modem	2
	Ethernet Cable 100feet	1
	50" flat screen TV	1
	36" flat screen TV	1
	HDMI 15 feet cords	1
	HDMI 50 feet cords	1
	HDMI 1m cords	2
	HDMI Splitter	1
	Power outlet (5 contacts)	2
	HDM 15" to 17"Desktop Monitors	1
	Tables	2

## APPENDIX D

	Bid Evaluation Matrix	Score 0=low /none 1= weak/poor 2=average 3=good 4=outstanding	Weighting	Weighted Score
Financial	Financial Capacity of HOC		5	0
	External Fundraising			
	Provincial Government Grants			
	Local/Municipal Government Grants			
	Tourism Support			
Support	PTSO		1	0
	Club			
	Others			
HOC History	Prior Experience Hosting WCL Events		3	0
	Prior Experience Hosting International Events			
	Past Compliance			
	Volunteer strength			
Enhancements	Capacity to Elevate Event Beyond Basic Requirements (venue upgrades/raised podium/enhanced video )		6	0
	Proximately between Airport - Hotel - Venue			
	Access to Food at Venue			
	Access to Parking at Venue			
	Tourism Opportunity			
	Other			
Technical	City (accessibility for participants across Canada)		4	0
	Venues (extent that it exceeds minimum requirements)			
	Hotel (affordability & extent that it exceeds minimum requirements)			
Legacy Impact on Local Community	Equipment		2	0
	Participants (Wrestlers, Coaches & Officials)			
	Other			
Sub – Total				0
Rotation	Cost Offset (score 2 if other nationals are in East/West)		8	0
NOTE: Maximum score is 100.				Total 0

## APPENDIX E – SAMPLE BUDGET

		Junior / Senior Canadian Championships	Sub-Total	Total
<b>REVENUES</b>				
<b>Entry Fees</b>	Athlete Registration (300@\$70)	\$21,000	<b>24,500</b>	
	Coaches/Support Registration (100@\$35)	\$3,500		
<b>Ticket Sales</b>	Event (1200@\$10)	\$12,000		<b>\$12,000</b>
<b>Grants</b>	Provincial Grants	\$5,000	<b>\$14,000</b>	
	Local Grants	\$4,000		
	Tourism	\$3,000		
	PTSO	\$2,000		
<b>Sponsorship</b>	Hotel	\$1,500	<b>\$11,500</b>	
	Sponsorship	\$5,000		
	Club Support	\$5,000		
<b>Total Revenues</b>				<b>\$62,000</b>
<b>EXPENSES</b>				
<b>Technical</b>	Venue	\$16,000	<b>\$39,500</b>	
	Staging	\$8,000		
	Medical	\$4,000		
	Equipment & Supplies	\$6,000		
	Signage	\$5,500		
<b>Hospitality</b>	Food Service	\$4,000	<b>\$6,000</b>	
	Social	\$500		
	Volunteer Clothing	\$1,500		
<b>Protocol</b>	Announcer	\$800	<b>\$11,000</b>	
	Sanction Fees	\$9,000		
	Advertising	\$1,200		
<b>Transport</b>	Transportation	\$1,000		<b>\$1,000</b>
<b>Other</b>	Administration (Insurance)	\$3,500	<b>\$4,500</b>	
	Contingency	\$1,000		
<b>TOTAL EXPENDITURES</b>				<b>\$62,000</b>
<b>Shortfall</b>				<b>\$0</b>