



REQUEST FOR PROPOSAL

CANADIAN WRESTLING CHAMPIONSHIPS (U17 & U19)

December 2020

INTRODUCTION

The Canadian Wrestling Championships are operated under sanction of Wrestling Canada Lutte (“WCL”) in accordance with the [Hosting Regulations - Canadian Wrestling Championships](#) (“Regulations”).

WCL is seeking bids from Host Organizing Committees (HOCs) to host the Canadian Wrestling Championships under the defined regulations on a best bid basis for the following dates:

- 2022 – March 25-27, 2022
- 2023 – March 24-26, 2023
- 2024 – April 5-7, 2024

EVENTS

The Canadian Wrestling Championships will include the following schedule:

- Thursday: Team Arrivals & Technical Meetings
- Friday: U17 & U19 Women & Men’s Freestyle competition
- Saturday: U17 & U19 Women & Men’s Freestyle competition
- Sunday: Women & Men’s Greco-Roman competition
- Monday: Team Departures

Note: Venue Setup and takedown typically occur on the Wednesday and Sunday (evening).

PARTICIPANT DETAILS

Participation at the annual Canadian Wrestling Championships varies from year to year depending on location and local athlete participation, however historical average participation consists of 600 wrestlers (725 registrations), 175 Coaches and Support Staff, 77 Officials & Pairing Masters and 10 WCL Staff VIPs & Dignitaries. The event on average attracts 1,500 spectators.

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 25% of participants are expected to arrive on the Wednesday, with the balance of the participants arriving on the Thursday. Typically, about 10% depart on the Saturday, 80% on Sunday, with the remaining participants departing on Monday. Majority of the participants will double up in rooms with two beds. See regulations for minimum commitment of rooms.

BID PROCESS

Interested parties should provide WCL with a letter of interest by January 15, 2021. Interested parties can submit any questions or requests for additional information through email (info@wrestling.ca) prior to January 15, 2021. WCL will provide written responses to any and all parties that have provided WCL with the above letter of interest no later than January 22, 2021.

Interested parties will have until February 11, 2021 to submit their completed and signed Bid Application (Refer to Appendix B) electronically to WCL.

Applicants can bid for multiple events over the 2022-2024 period (a separate application is required for each year), but Applicants will not be awarded the same event in consecutive years.

All applications will be reviewed and assessed by WCL's Events and Hosting Advisory Committee ("EHAC"). Applications that fail to meet the required Hosting Regulations may be rejected unilaterally by the EHAC.

All other submissions will be assessed by the EHAC, based on the Scoring Matrix in Appendix A. Applications will be assessed in chronological order of the event (2022 first, then 2023, with 2024 last).

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 14-calendar days of the WCL Board decision.

It is expected, an announcement will be made by March 31, 2021.

The successful applicant will be required to provide WCL with contracts for both the venue and hotel, and sign a Hosting Agreement within 6 weeks of being awarded the bid.

SUBMISSION OF BID APPLICATIONS

Completed bids for 2022, 2023 & 2024 Canadian Wrestling Championships must be submitted electronically by no later than 3 PM EST on February 11, 2021 to WCL and include the following:


- Sign & Complete Bid Application document (please use format as per Appendix B).
- Event Budget.
- Details on Host Organizing Committee and key personnel.
- Venue Confirmation.
- Hotel Confirmation.
- Letters of Support from PTSO, Club, Tourism/Municipal office (if applicable)

In completing your bid, it is critically important for the candidate to be very familiar with the requirements outlined in the regulations. Submissions should be succinct but provide 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 submitting their bid, however it is acceptable for applicants to simply 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

APPENDIX A

	<h1>Bid Evaluation Matrix</h1>	Score 0=low /none 1= weak/poor 2=average 3=good 4=outstanding / strong	Weighting	Weighted Score
Financial	Financial Capacity of HOC		5	0
	External Fundraising			
	Government Grants			
	Tourism Support			
Support	PTSO		2	0
	Club			
	Tourism / Municipality Office			
HOC History	Prior Experience Hosting Events		3	0
	Past Compliance			
	Volunteer strength			
Enhancements	Venue Capacity (meeting requirements)		4	0
	Accommodations (meeting requirements)			
	Capacity to Elevate Event Beyond Basic Requirements (venue upgrades/raised podium/enhanced video)			
	Proximately between Airport - Hotel - Venue			
	Access to Food & Parking at Venue			
	Tourism & Other Opportunity			
Participant Experience	Athletes		2	0
	Coaches / Officials / WCL			
	Parents & Friends			
Legacy Impact on Local Community	Equipment		1	0
	Other			
Sub – Total				0
Rotation	Cost Offset (score 2 if prior year event was in or awarded to East/West opposite from Applicant)		8	0
Total				0

APPENDIX B

	<h3>Application to Host the Canadian Wrestling Championships (U17 & U19)</h3>	
Dates:	2022 – March 25-27, 2022	
	2023 – March 24-26, 2023	
	2024 – April 5-7, 2024	
HOC Applicant: (name of Host Organizing Committee)		
Address:		
Key Contact:		
Phone:		
E-mail:		
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 include sufficient details and specifics to support the 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.		
Host City Description of City / Access from across Canada / Transportation options for participants.		
COMPETITION VENUE		
Competition Venue Name		
Venue Address		
Contact Name & Title		
Telephone Number		
Venue website		
Year of construction		
Year of last major renovations		
Venue rental availability (dates/times)		

COMPETITION VENUE - FIELD OF PLAY	
Competition floor (sq/ft)	
Please include diagram of competition area, warm up area/training site	
Type of Facility (Ice Arena/Gym/Conference Centre)	
Lighting (lux amount)	
Overall Floor Covering Type	
Seating Capacity	Permanent Seating: Temporary Seating: Type of Seating:
Dressing Rooms (ie. Description of rooms, #'s, showers etc.)	
Does the venue have concessions?	
Venue Accessibility (describe)	
Meeting Spaces available throughout the competition venue	
Warm Up Area (sq ft) with distance to competition floor	
Flooring description for warm up area	
TRAINING VENUE	
Training Venue Name	
Training Venue Address	
Contact Name & Title	
Telephone Number	
Training venue website	
Year of construction	
Training venue (sq ft)	
Floor Type	
Type of facility	
Training venue rental Availability (dates/times)	
HOST HOTEL	
Hotel Name	
Hotel Owner	
Hotel Address	
Telephone	
Hotel Website Address	
Opening Year	

Last Renovations				
ROOM TYPE		CAPACITY		
	YEAR:			
	Hotel Capacity	Rooms Secured	Room Rates	Taxes/Fees
Single (1 bed)				
Double (1 bed)				
Double (2 beds)				
Triple (2 beds)				
Quad (2 beds)				
CHARACTERISTICS – AVAILABILITY / DATES				
Number of stars				
Meeting Space Availability (list rooms with sq ft – dates/times available)				
Training Area – dates/times and sq ft				
Weigh-In Area				
Number of restaurants in the hotel				
Services available in rooms				
TRANSPORTATION				
	Travel Time (min by car)		Travel Distance (km)	
Hotel to Airport				
Hotel to Competition Venue				
Hotel to Training Venue (if different)				
Financial 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			
Organizational Support 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		

Host Organizing History 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?	
Event Enhancements 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.	Plans (commitments) to elevate Event (venue upgrades / raised podium / enhanced video, etc.)	
	Access to Food at Venue	
	Parking at Venue (cost / availability / distance)	
	Tourism Opportunity (additional activities that would appeal to participants)	
	Other	

Legacy Impact on Local Community After the competition is over, successful WCL events leave a legacy for the local Community.	Equipment & Infrastructure	
	Participants (Wrestlers/Coaches/Officials)	
	Other	
Other Provide any other information that is unique to your bid.		

Required Attachments:

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

HOC Applicant's Commitment

We, the HOC applicant, agree, acknowledge and undertake to the following:

- That the contents and representations in this application have been made in good faith and to the best of our knowledge are true; and
- That if our bid is successful that we will:
 - Accept the awarding of the Event to our HOC, as proposed in our Application, and will enter into a formal hosting agreement with Wrestling Canada Lutte;
 - Meet and fulfill all of the minimum requirements outlined in WCL Regulations for the Canadian Wrestling Trials (Senior, Junior & Cadet); and
 - Understand and acknowledge that failure to meet our commitments and obligations will result in the financial consequences outlined in the Regulations.

HOC Applicant: _____

Date: _____