



## **REQUEST FOR PROPOSAL**

# **CANADIAN WRESTLING TRIALS (SENIOR-JUNIOR- CADET)**

March 2021

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## INTRODUCTION

The Canadian Wrestling Trials are operated under sanction of Wrestling Canada Lutte (“WCL”) in accordance with the [Hosting Regulations - Canadian Wrestling Trials \(Senior, Junior, Cadet](#) (“Regulations”).

WCL is seeking bids, on a best bid basis, from Host Organizing Committees (HOCs) to host the 2023 Canadian Wrestling Trials to be held on March 9-12, 2023 and the 2024 Canadian Wrestling Trials to be held on March 14-17, 2024, under the defined Regulations.

*Please note that these Regulations are subject to change in order to respond to additional COVID protocols or other government (Federal, Provincial or Municipal) or Public Health Agency requirements, restrictions or approvals. There are currently many unknowns due to COVID that could impact the hosting of this event.*

## EVENTS

The Canadian Trials will include the following schedule:

- Wednesday: Team arrivals & Technical Meetings
- Thursday: Cadet Women & Men’s Freestyle competition
- Friday: Junior Women & Men’s Freestyle competition
- Saturday: Senior Women & Men’s Freestyle competition
- Sunday: Senior & Junior Men’s Greco-Roman competition
- Monday: Team departures

## PARTICIPANT DETAILS

Participation at the annual Canadian Wrestling Trials varies from year to year depending on location and local athlete participation, however historical average participation consists of 380 wrestlers (450 registrations), 110 Coaches and Support Staff, 45 Officials / Pairing Masters and 10 WCL Staff VIPs & Dignitaries.

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

## 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 Tuesday, with the balance of the participants arriving on the Wednesday. 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 April 15, 2021. Interested parties can submit any questions or requests for additional information through email ([info@wrestling.ca](mailto:info@wrestling.ca)) prior to April 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 April 30, 2021.

Interested parties will have until May 13, 2021 to submit their completed and signed Bid Application (Refer to Appendix B) electronically to WCL. **Please submit your application in a single PDF document.**

Applicants can bid for multiple events, but a separate application is required for each year. **Please note that WCL has removed the previous restriction for applicants to be considered for the same event in consecutive years.**

WCL Regulations indicate a standard venue size and may layout which is deemed to be optimal for WCL events. While preferential scoring will go to the standard layout, WCL may consider alternatives to the Venue's Field of Play area and layout of the mats in circumstances where the preferred standard is not available, subject to HOC being able to demonstrate that their proposed layout will continue to meet spectator seating, security perimeter and participant flow requirements within the venue. Detailed drawings with complete dimensions must be submitted with the rationale.

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.

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 early June, 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 2023 & 2024 Canadian Wrestling Trials must be submitted electronically no later than May 13, 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, in a single PDF document, to:**

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

## APPENDIX A

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

## APPENDIX B

		<h3>Application to Host the Canadian Wrestling Trials (Senior-Junior-Cadet)</h3>	
Dates:		March 9-12, 2023	
		March 14-17, 2024	
HOC Applicant: (name of Host Organizing Committee)			
Address:			
Key Contact:			
Phone:			
E-mail:			
<p><b>Hosting Application Questionnaire</b></p> <p>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.</p>			
Host City (Description of City / Access from across Canada / Transportation options for participants)			
<b>COMPETITION VENUE (must be confirmed to apply)</b>			
Venue Confirmation (Please attach)			
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)			
Venue Accessibility (eg. External access / internal access / washrooms)			

<b>COMPETITION VENUE - FIELD OF PLAY</b>	
<i>NOTE : if the facility has a non-standard sized FOP, WCL may consider alternative mat layouts from the preferred standard, subject to the HOC being able to demonstrate their proposed layout continues to meet spectator seating, security perimeter and participant flow within the venue.</i>	
Competition floor (Does competition area meet minimum requirements ? Provide dimensions & diagram of FOP and warm-up area. Confirm #, size & configuration of mats). Detailed drawings must be submitted.)	
Type of Facility (Ice Arena/Gym/Conference Centre)	
Lighting (lux amount)	
Overall Floor Covering Type	
Seating Capacity (Provide # and type (permanent or temporary) seating. Confirm all mats have seating adjacent to the mat.)	
Change Rooms (ie. Description of rooms, size, #s)	
Showers (describe # and availability)	
Access to Food at Venue (describe type of food & service and include pictures)	
Parking at Venue (cost / availability / distance)	
Warm Up Area (Does it meet minimum requirements? Provide dimensions)	
EOD Coaches Meeting ~15 min after last match (Describe size of room and features)	
Doping Control Area (Does area meet minimum requirements? Provide dimensions)	
Staging & Signage Identify (existing vs. rental vs. purchase) source of staging & signage.	
<b>TRAINING VENUE</b>	
Venue Confirmation (please attach)	
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)	
Training Area (Does it meet minimum requirements? Please provide dimensions.)	
Layout (please insert drawing)	
<b>WEIGH-IN VENUE</b>	
Location (hotel / venue & room name)	
Size (Does the area meet minimum requirements ? Describe room and provide dimensions ; provide # of scales.)	
<b>MEETING ROOMS</b>	
Accreditation Area (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	
Check Scale (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	
Pairing Clinic (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	
Officials Clinic (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	
Technical Meeting (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	
Hospitality Room (Does area meet requirements?) (Indicate location, describe room, provide dimensions & insert diagram or picture).	

HOST HOTEL					
Total Rooms Confirmed (attach confirmation)					
HOST HOTEL #1					
Hotel Name					
Hotel Owner					
Hotel Address					
Telephone					
Hotel Website Address					
Opening Year					
Last Renovations					
ROOM TYPE	CAPACITY				
	YEAR:				
	Hotel Capacity	Rooms Secured	Room Rates	Extra Guests	Taxes/Fees
Single (1 bed)					
Double (1 bed & 1 pullout)					
Double (2 beds)					
Triple (2 beds)					
Number of stars					
# of restaurants					
Room amenities					
	Travel Time (min by car)		Travel Distance (km)		
Hotel to Airport					
Hotel to Venue					
Hotel to Training Venue (if different)					
HOST HOTEL #2					
Hotel Name					
Hotel Owner					
Hotel Address					
Telephone					
Hotel Website Address					
Opening Year					
Last Renovations					
ROOM TYPE	CAPACITY				
	YEAR:				
	Hotel Capacity	Rooms Secured	Room Rates	Extra Guests	Taxes/Fees
Single (1 bed)					
Double (1 bed & 1 pullout)					
Double (2 beds)					
Triple (2 beds)					
Number of stars					
# of restaurants					
Room amenities					
	Travel Time (min by car)		Travel Distance (km)		
Hotel to Airport					
Hotel to Venue					
Hotel to Training Venue (if different)					

		FINANCIAL	
Budget Preparation (Describe the level of research and assurance with respect to Revenues and Expenses.)			
Existing Resources (List cash & other existing resources on hand.)			
Sponsor & Fundraising			
Provincial Grants			
Municipal Grants			
Tourism Agency Grant			
Contingency (How will your HOC cover unexpected overages.)			
		HOC ORGANIZATIONAL CAPACITY	
Organizational Support Having the support of other organizations to assist the HOC is important to the successful operation of a WCL event. Describe level of support and attach letters of support.	PTSO		
	Club(s)		
	Local Tourism Agency		
	Others		
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. Describe how the experience & knowledge of your HOC will operate this event successfully.	Prior Experience Hosting WCL Events		
	Prior Experience Hosting International Events		
	Have you had any past issues complying with WCL Technical Requirements or Hosting Regulations?		
	What is your ability to access volunteers for this event?		

		EVENT ENRICHMENT	
<b>Event Enhancements</b> Successfully hosting a WCL event is more than meeting the required minimums.  Describe enhancements and indicate if they are commitments or ideas.	<b>Plans to Elevate Event</b> (Upgrades to venue / video / audio, / lighting / elevated mats / etc.)		
	<b>Tourism Opportunity</b> (Extra activities that would appeal to participants.)		
	<b>Other</b>		
<b>Legacy Impact on Local Community</b> Beyond the competition, successful WCL events also provide other experiences to the participants.  Describe the experience each group will experience.	<b>Wrestler's Experience</b>		
	<b>Coach's Experience</b>		
	<b>Officials' Experience</b>		
	<b>WCL's Experience</b>		
	<b>Spectator's Experience</b>		
	<b>Community's Experience</b>		
<b>Other</b> Provide any other information that is unique to your bid.	<b>Equipment or Financial Legacy</b>		

### 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: \_\_\_\_\_