



REQUEST FOR PROPOSAL

CANADIAN TEAM TRIALS 2023

March 2022

INTRODUCTION

The Canadian Team Trials (“CTT”), the domestic selection event for athletes to represent Canada at the 2024 Olympic Games in Paris, France, are operated under sanction of Wrestling Canada Lutte (“WCL”) in accordance with the Hosting Regulations - Canadian Team Trials (“Regulations”).

WCL is seeking bids from Host Organizing Committees (HOCs) to host the Canadian Team Trials under the defined Regulations on a best bid basis, to be held on December 8-10, 2023 or December 15-17, 2023.

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 Team Trials will include the following schedule:

- Wednesday: Team Arrivals
- Thursday: Team Arrivals & Technical Meetings
- Friday: Men’s Freestyle (FS) & Women’s Freestyle (WW) pool qualifications
- Saturday: Men’s Freestyle (FS) & Women’s Freestyle (WW) ladder competition
- Sunday: Men’s Greco-Roman (GR) pool qualifications, ladder competition & Team Departures
- Monday: Team Departures

PARTICIPANT DETAILS

Participation at the Canadian Team Trials varies depending on location and local athlete participation, however historical average participation consists of 85 wrestlers (105 registrations), 45 Coaches and Support Staff, 11 Officials & Pairing Masters and 8 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, about 20% of participants typically arrive on the Wednesday, with most of the remainder arriving on Thursday. Typically, about 50% depart on the 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 22th, 2022. Interested parties can submit any questions or requests for additional information through email (info@wrestling.ca) prior to April 22th, 2021. WCL will provide written responses to any and all parties that have provided WCL with the above letter of interest no later than May 2nd, 2022.

Interested parties will have until May 24th, 2022 to submit their completed and signed Bid Application (refer to Appendix B) electronically in a single PDF document to WCL.

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. Each remaining submission 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 in June 2022.

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 Canadian Team Trials must be submitted electronically by no later than May 24th, 2022 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 at: info@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			
Total				0

APPENDIX B

 <p>WRESTLING TEAM TRIALS ÉPREUVES DE SÉLECTION DE LUTTE</p>	<h3>Application to Host the Canadian Team Trials 2023</h3>	
Preferred Date:		December 8-10, 2023
		December 15-17, 2023
Applicant HOC (Host Organizing Committee): (contact name) (address) (phone) (email)		
Applicant Tourism Agency (co-host): (contact name) (address) (phone) (email)		
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 (must be confirmed to apply)		
Competition Venue Name		
Venue Address		
Contact Name & Title		
Telephone Number		
Venue website		
Year of construction		
Year of last major renovations		
Availability	Is the venue available from Wednesday to Sunday from 8 AM-11 PM?	
WEIGH-IN VENUE		
Location	Where (hotel / venue & room name) will weigh-ins be held?	
Size	Is your weigh-in area a minimum of 10 m x 12 m?	
Requirements	Does the room have a separate entrance and exit? Does the room have a hard surface under scales? Do you have 5 electronic scales (type)?	

FIELD OF PLAY	
Competition floor (provide dimensions & diagram of competition area, warm-up/training area)	Do you have 2 regulation (12 m x 12 m) mats? Is the competition area larger than 25.5 m x 35 m?
Type of Facility (Arena/Gym/Conference Centre)	
Lighting (lux amount)	
Floor Covering Type	
Seating Capacity (must be able to support a minimum of 1000 people)	Describe (number & type) proposed seating (attach diagram).
Dressing Rooms / Showers (description of rooms, #s, etc.)	
Does the venue have concessions?	
Venue Accessibility (describe)	
Meeting spaces available?	
Warm Up / Corral Area (dimensions)	Is the warm-up / corral area a minimum of 14 m x 14 m? Does it have a regulation (12 m x 12 m) mat? How far are warm-up mats from competition mats?
TRAINING VENUE (must be confirmed to apply)	
Training Venue Name	
Training Venue Address	
Contact Name & Title	
Telephone Number	
Training venue website	
Year of construction	
Type of floor	
Type of facility	
Training area floor (provide dimensions & diagram)	Is the training area a minimum of 26 m x 14 m? Does it have two regulation (12 m x 12 m) mats?
Availability	Is the training venue available from Wednesday to Saturday 8 AM-8 PM?
Other amenities (confirm training venue has a sauna, cardio & other training equipment)	
DOPING CONTROL (must be confirmed to apply)	
Location	Where will Doping Control occur in the competition venue?
Size	
Requirements (# of toilet stalls / fridge availability / seating capacity)	
MIXED ZONE (MEDIA) (must be confirmed to apply)	
Location	Where (hotel / venue & room name) is the mixed zone for media?
Size	

HOST HOTEL #1					
<i>Hotels with a minimum of 300 total rooms must be confirmed to apply.</i>					
Hotel Name					
Hotel Owner					
Hotel Address					
Telephone					
Hotel Website Address					
Opening Year					
Last Renovations					
ROOM TYPE	Hotel Capacity	Rooms Secured	Room Rates	Extra Guests	Taxes/Fees
Single (king or queen)					
Double (2 beds)					
Double (1 bed & 1 pullout)					
Triple (3 beds)					
CHARACTERISTICS – AVAILABILITY / DATES					
Number of stars					
Meeting space availability (provide details)					
# of restaurants in hotel					
Services available in rooms					
HOST HOTEL #2 (if required)					
<i>Hotels with a minimum of 300 total rooms must be confirmed to apply.</i>					
Hotel Name					
Hotel Owner					
Hotel Address					
Telephone					
Hotel Website Address					
Opening Year					
Last Renovations					
ROOM TYPE	Hotel Capacity	Rooms Secured	Room Rates	Extra Guests	Taxes/Fees
Single (king or queen)					
Double (2 beds)					
Double (1 bed & 1 pullout)					
Triple (3 beds)					
CHARACTERISTICS – AVAILABILITY / DATES					
Number of stars					
Meeting space availability (provide details)					
# of restaurants in 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		
Financial Having existing resources with the ability to access and secure external funding is vital to successfully hosting WCL events.	Existing Resources (list cash resources on hand)	
	External Fundraising & Sponsorship	
	Provincial Government Resources	
	Municipal Government Resources	
	Tourism Agencies Resources	
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.	PTSO	Letter of support attached.
	Club(s)	Letter of support attached.
	Others	Letter of support attached.
HOC 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 or Hosting Regulations?	
	What is your ability to access volunteers for this event?	

		EVENT ENRICHMENT	
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 (upgrade venue / 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 availability and rate)
- Hotel Confirmation (confirming availability and rate)
- PTSO Letter of Support
- Local Tourism Agency Letter of Support
- 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 Team Trials; 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: _____