



## **REQUEST FOR PROPOSAL:**

### **2025 / 2026 CANADIAN WRESTLING CHAMPIONSHIPS (Senior, U20-Junior, U17-Cadet)**

May 2023

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## INTRODUCTION

The Canadian Wrestling Championships (Senior, U20-Junior, U17-Cadet), together referred to as the “Championships” are operated under sanction of Wrestling Canada Lutte (“WCL”) in accordance with the Hosting Regulations: Canadian Wrestling Championships (Senior, U20-Junior, U17-Cadet) (“Regulations”) (<https://wrestling.ca/wp-content/uploads/2023/05/Hosting-Regulations-Canadian-Wrestling-Championships-Senior-Junior-Cadet-2023.pdf>).

WCL is seeking bids from Host Organizing Committees (HOCs) to host the Championships under the defined Regulations on a best bid basis for 2025 and 2026. Bids can be made for one or more of the events. The events will take place on May 29-31, 2025 and May 28-30, 2026, respectively.

*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.*

## EVENTS

The Championships will include the following schedule:

- Wednesday: team arrivals & technical meetings
- Thursday: U17-Cadet Women (WW) and Men’s Freestyle (FS) competition
- Friday: U20-Junior Women (WW) and Men’s Freestyle (FS) competition
- Saturday: Senior Women (WW) and Men’s Freestyle (FS) competition
- Sunday: Coaches meetings & departure

*Note: Venue setup typically occurs on the Wednesday.*

*Note: Venue takedown typically occur on the Saturday evening / Sunday.*

## PARTICIPANT DETAILS

Participation at the Championships will vary depending on location and local athlete participation, however WCL estimates that there will be 420 wrestlers, 100 coaches and support staff, 40 officials & pairing masters and 10 WCL staff, VIPs & dignitaries.

## ARRIVAL & DEPARTURE

Anticipated arrival and departure of participants is characteristically driven by the location of the event and access to flights.

Most participants will arrive on the Wednesday and depart on the Sunday, with a minority arriving on Thursday or Friday and departing on Saturday. The majority of 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 June 26<sup>th</sup>, 2023. Interested parties can submit any questions or requests for additional information through email ([info@wrestling.ca](mailto:info@wrestling.ca)) prior to June 26<sup>th</sup>, 2023. WCL will provide written responses to any and all parties that have provided WCL with the above letter of interest.

Interested parties will have until July 25<sup>th</sup>, 2023 to submit their completed and signed bid application electronically in a single document (PDF) to WCL (refer to Appendix B).

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's 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 the end of July or early August 2023.

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 the Championships must be submitted electronically by no later than July 25<sup>th</sup>, 2023 to WCL and include the following:

- Sign & complete bid application document (please use format as per Appendix B)
- Event budget (should support the size and nature of the event)
- Details on Host Organizing Committee and key personnel
- Venue confirmation
- Hotel confirmation
- Rental car confirmation
- Letters of support from tourism/municipal office; and
- Any other optional letters of support (eg. PTSO, local club, etc.)

In completing your bid, it is critically important for the candidate to be very familiar with the requirements outlined in the hosting regulations. Submissions should be succinct but provide sufficient information to enable WCL to analyze, assess and compare the submission (do not assume that evaluators know your venue, location or personnel). 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](mailto:info@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			
Location	Costs to participants & ease of travel (based on location)		3	0
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
	Proximity between airport - hotel - venue			
	Access to food & parking at venue			
	Tourism & other opportunity			
Participant Experience	Athletes / Coaches / Officials / WCL / Parents & Friends		2	0
Legacy Impact on Local Community	Equipment		1	0
	Other			
Rotation	If the event was held in a different region the prior year, a bonus will be applied (6 points)		1	0
<b>Total</b>				0

## APPENDIX B

	<b>Application to Host the Canadian Wrestling Championships (Senior, U20-Junior, U17-Cadet)</b>
<b>Years Applied:</b> (Wednesday to Saturday)	May 29-31, 2025 ONLY
	May 28-30, 2026 ONLY
	EITHER May 29-31, 2025 OR May 28-30, 2026
	BOTH May 29-31, 2025 AND May 28-30, 2026
<b>Applicant HOC (Host Organizing Committee):</b> (contact name) (address) (phone) (email)	
<b>Applicant Tourism Agency (co-host):</b> (contact name) (address) (phone) (email)	
<b>Hosting Application Questionnaire</b> 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.	
<b>Host City</b> (description of city / access from across Canada / transportation options for participants)	
<b>COMPETITION VENUE (must be confirmed to apply)</b>	
<b>Competition Venue Name</b>	
<b>Venue Address</b>	
<b>Contact Name &amp; Title</b>	
<b>Telephone Number</b>	
<b>Venue website</b>	
<b>Year of construction</b>	
<b>Year of last major renovations</b>	
<b>Availability</b>	Is the venue available from Wednesday to Saturday from 8 AM-11 PM?
<b>WEIGH-IN VENUE</b>	
<b>Location</b>	Where (hotel / venue & room name) will weigh-ins be held?
<b>Size</b>	Is your weigh-in area a minimum of 10 m x 20 m?
<b>Requirements</b>	Does the room have a separate entrance and exit? Does the room have a hard surface under scales? Do you have 4 electronic scales (type)?

<b>FIELD OF PLAY</b>	
Competition floor (provide dimensions & diagram of competition area, warm-up/training area)	Do you have 4 regulation (12 m x 12 m) mats? Is the competition area at least 61 m x 24.5 m?
Type of Facility (Arena/Gym/Conference Centre)	
Lighting (lux amount)	
Floor Covering Type	
Seating Capacity (must be able to support a minimum of 500 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 242 m <sup>2</sup> that can hold 2 wrestling mats? How far are warm-up mats from competition mats?
Training Area (dimensions)	Is the training area a minimum of 363 m <sup>2</sup> that can hold 3 wrestling mats? Is this facility separate from the warm-up / corral? Does this facility have a sauna and cardio equipment?
<b>DOPING CONTROL (must be confirmed to apply)</b>	
Location	Where will Doping Control occur in the competition venue?
Size	
Requirements (# of toilet stalls / fridge availability / seating capacity)	
<b>HOST HOTEL</b> <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	
<b>ROOM TYPE</b>	<b>Hotel Capacity</b> <b>Rooms Secured</b> <b>Room Rates</b> <b>Extra Guests</b> <b>Taxes/Fees</b>
Single (king or queen)	
Double (2 beds)	
Double (1 bed & 1 pullout)	
Triple (3 beds)	
<b>CHARACTERISTICS – AVAILABILITY / DATES</b>	
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		
<b>Financial</b> 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	
	Government (Provincial / Municipal) Resources	
	Tourism Agencies Resources	
HOC ORGANIZATIONAL CAPACITY		
<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	Letter of support attached.
	Club(s)	Letter of support attached.
	Others	Letter of support attached.
<b>HOC 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 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. Beyond the competition, successful WCL events also provide other experiences to the participants.	<b>Plans (commitments) to elevate Event</b> (upgrade venue / raised podium / enhanced video, etc.)		
	Access to food at venue		
	<b>Parking at venue</b> (cost / availability / distance)		
	<b>Tourism Opportunity</b> (additional activities that would appeal to participants)		
	Other		
<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)		
	Other		
<b>Other</b> Provide any other information that is unique to your bid.			

### Required Attachments:

- Event budget (preliminary budget should support the expectations of meeting the requirements as well as any enhancements being proposed)
- Venue confirmation (confirming tentative availability and rate)
- Hotel confirmation (confirming tentative availability and rate)
- PTSO and / or local tourism agency letter of support attached
- Details on organizing committee and background / experience of key HOC 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 the Hosting Regulations: Canadian Wrestling Championships (Senior, U20-Junior, U17-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: \_\_\_\_\_