



Canadian Fencing Federation

2019-2020 & 2020-2021

Competition Hosting Bid Form

Canada Cup 1 | Canada Cup 2 | National Championships

Final bids are to be submitted through the local provincial fencing association who will be required to endorse the bid application.

EVENT OF INTEREST

2019 Canada Cup 1 – September 27-29, 2019

Proposed City: _____

2020 Canada Cup 2 – January 24-26, 2020

Proposed City: _____

2020 National Championships – May 8-11, 2020 or May 15-18, 2020

Proposed City: _____

2020 Canada Cup 1 – September 25-27, 2020

Proposed City: _____

2021 Canada Cup 2 – January 22-24, 2021

Proposed City: _____

2021 National Championships – May 14-17, 2021 or May 21-24, 2021

Proposed City: _____

Provincial Branch Responsible for Bid:

Host Club Responsible for Bid:

Primary Contact: _____



Telephone: _____

Email: _____

ORGANISING COMMITTEE MEMBERS

CHAIR: _____

Phone: _____

Email: _____

EQUIPMENT MANAGER: _____

Phone: _____

Email: _____

VOLUNTEER MANAGER: _____

Phone: _____

Email: _____

Estimated number of volunteers: _____

1. Was this bid produced with the support of local municipality or sport commission? Yes No
2. Was this bid put forward to the local hotel commission for competitive bid and potential sponsorship? Yes No

COMPETITION VENUE

NAME OF VENUE: _____

Address: _____

Website: _____

Hours of Operation: _____

PRIMARY VENUE CONTACT:

Telephone: _____

Email: _____

Supported languages: English French

Venue Cost (per day / per event): _____

Total Estimated Cost of Venue for Event: _____

Final costs should not vary from estimate by more than 5% excluding taxes, differences of greater than 5% deducted from hosting grant.

Distance of venue from nearest airport (km): _____

Distance of venue from designated hotel (km): _____



PROPOSED COMPETITION VENUE SUITABILITY CHECKLIST

NOTE: *Competition Area relates to areas required to support all activities related to the event. Field of Play relates specifically to the area where competition takes place.*

Checklist must be completed in full.

ITEM	YES	NO
VENUE		
Venue access available from 7h00 to 21h00?	<input type="checkbox"/>	<input type="checkbox"/>
Flooring suitable to place metal fencing pistes (Important: Confirm with venue)	<input type="checkbox"/>	<input type="checkbox"/>
Availability of a secure and covered storage area 24 hours prior to the start and 24 after the completion of competition?	<input type="checkbox"/>	<input type="checkbox"/>
Access granted the evening prior to competition for the purposes of field of play set-up (minimum five hours)?	<input type="checkbox"/>	<input type="checkbox"/>
Tables and chairs available? If so, how many? _____	<input type="checkbox"/>	<input type="checkbox"/>
In-house food / drink available for purchase by athletes & spectators? <i>If yes, please attach a complete list of food services available and average costs and menu composition with the bid application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Coffee, tea and refreshments provided by host for volunteers and officials? <i>(Some venues require use of their internal catering services)</i>	<input type="checkbox"/>	<input type="checkbox"/>
In-house catering services available for officials? <i>If yes, please attach catering options with the bid application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
If no, are outside catering providers allowed? <i>If yes, attach recommended local catering providers with the bid.</i>	<input type="checkbox"/>	<input type="checkbox"/>
COMPETITION AREA		
Venue floor plan(s) included with bid. (inclusion is MANDATORY)	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO
<i>If yes, does the floor plan(s) include the following information:</i>		
<i>Full competition area dimensions in metres (FoP; Admin; Armoury etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Field of Play (FoP) dimensions in metres (Competitive area + access)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Location of secure and covered equipment storage area (minimum 115 m²)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Secure daily storage area for organizers/vendors, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Location of all electrical outlets</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Loading dock(s) / Bay Doors</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Emergency exits</i>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed locations of:		
<i>Officials lounge/meeting area</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Directoire Technique</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Armoury</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Medical Services</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vendors / Sponsors</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Bag Storage</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Exclusive use of all areas supporting the competition?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Change rooms and shower facilities?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Water fountains available?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Additional meeting space available for educational presentations and meetings?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Internal climate must be considered a comfortable temperature for all participants. Does the venue commit to adjusting if necessary, regardless of time of year?</i>	<input type="checkbox"/>	<input type="checkbox"/>
FIELD OF PLAY / EQUIPMENT		
Field of play must accommodate a minimum* of 6 to 8 pods, 30,000 – 32,000 sq ft or 2800 – 3200 sq m for field of play plus additional spaces for services, vendors and spectators.	<input type="checkbox"/>	<input type="checkbox"/>
Venue accepts tape for piste installation?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting a minimum of 600 lumens of illumination one metre above the floor?	<input type="checkbox"/>	<input type="checkbox"/>
Surface on field of play (bare concrete not preferred): _____		
Does the host have pistes? If yes, what type? If not, where are the pistes being sourced? _____	<input type="checkbox"/>	<input type="checkbox"/>
Does the host have scoring boxes, reels?	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL SERVICES		
On site medical, athletic therapist, and/or sports injury personnel	<input type="checkbox"/>	<input type="checkbox"/>

ITEM	YES	NO
available 8:00- until end of competition on competition days? If additional cost, please state day rate: \$ _____		
Ice available onsite?	<input type="checkbox"/>	<input type="checkbox"/>
SPECTATOR AREA		
Is there a dedicated seating area for spectators (minimum 400)?	<input type="checkbox"/>	<input type="checkbox"/>
If no, what is proposed for spectator seating? _____ _____		

PROPOSED HOST HOTEL SUITABILITY CHECKLIST

One full service hotel rated 3 stars or higher, must be proposed as part of the competition bed. An overflow hotel may also be proposed if it is within the immediate area of the host hotel.

Checklist must be completed in full.

HOTEL		
Proposed Host Hotel(s)	•	
Distance of hotel and competition venue to airport?	Km	Km
Airport shuttle services available?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting space?	<input type="checkbox"/>	<input type="checkbox"/>
Meeting space large enough to accommodate seated dinner for 200, plus stage and dance floor? (National Championships only)	<input type="checkbox"/>	<input type="checkbox"/>
Are guest rooms commissionable?	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary internet?	<input type="checkbox"/>	<input type="checkbox"/>
Can attrition clauses be waived?	<input type="checkbox"/>	<input type="checkbox"/>
Complimentary parking?	<input type="checkbox"/>	<input type="checkbox"/>

VOLUNTEER COMMITMENT CHECKLIST

In submitting this bid, you are committing to the responsibility of the staffing the following volunteer positions.

Checklist must be completed in full.

POSITION	DAY	#	DESCRIPTION	AGREED
GROUND TRANSPORTATION OF OFFICIALS		4-5	Pick-up/Drop off of Officials from/to airport. Large vehicle or van required. Schedule to be determined in advance. Mileage will be reimbursed by the CFF	YES <input type="checkbox"/> NO <input type="checkbox"/>
		4-5	Daily transportation of Officials to and from competition venue from/to the host hotel. Morning schedule to be determined in advance. End of day will be determined by competition schedule. Mileage will be reimbursed by the CFF.	YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPETITION SET-UP	Evening Prior to Competition	12+	<ul style="list-style-type: none"> • Move any necessary materials down to the field of play. • Clean and prepare the field of play. • Move large tables and chairs into position. • Possibly help equipment vendor/supplier unload. • Layout strips and boxes according to design. • Attach grounding cables from the strip to the box. • Layout power cables and ensure runways are safe to travel. • Final clean up installation materials. <p>Estimated time 5 hours</p>	YES <input type="checkbox"/> NO <input type="checkbox"/>
CHECK-IN	Competition days	2	Greet participants and verify details for events and check into event management system.	YES <input type="checkbox"/> NO <input type="checkbox"/>
		2		
		2		

POSITION	DAY	#	DESCRIPTION	AGREED
			MUST be bilingual and responsible Full day support	
ARMOURY TECHNICIAN* * <i>Volunteer position, training provided</i>	Evening Prior to and days of competition	3 3 3 3	<ul style="list-style-type: none"> • Work in conjunction with the head armourer(s) to gain experience testing at an event. • Test masks, lame and body cords • Help maintain a clean venue environment • Maintain an equipment inventory of any equipment provided. Full day support; exception, (evening prior to competition).	YES <input type="checkbox"/> NO <input type="checkbox"/>
OFFICIALS SUPPORT	Competition Days	1 1 1	<ul style="list-style-type: none"> • Maintain the break area for the officials. • Ensure that coffee/tea and juice is stocked. • Clean up when required. • Put out food and monitor access to area. Full day support	YES <input type="checkbox"/> NO <input type="checkbox"/>
EVENT TAKEDOWN	Last day of competition	12+	<ul style="list-style-type: none"> • Starting around 3:30 on the final day of Competition. • Clean up and sorting of scoring equipment and packing pistes, etc. for transport. Estimated time 5 hours	YES <input type="checkbox"/> NO <input type="checkbox"/>
VENUE CLEANERS	Competition days	1-2 1-2 1-2	<ul style="list-style-type: none"> • Primarily in the morning and end of day clean and restage the venue in preparation for competition. • Occasionally during the day venue cleanup and restaging maintaining look and feel. 	YES <input type="checkbox"/> NO <input type="checkbox"/>
OFFICIALS TRANSPORT TO AIRPORT	Final Day	1-3	<ul style="list-style-type: none"> • Drive officials to airport in time for flights on an as agreed plan. • Note: This service may or may not be 	YES <input type="checkbox"/> NO <input type="checkbox"/>

POSITION	DAY	#	DESCRIPTION	AGREED
			required depending upon venue / hotel services and location to airport.	
TRANSPORT DISPATCH	Following competition	4	<ul style="list-style-type: none"> If required, meet with driver and help facilitate the loading of equipment from event storage area and return to CFF warehouse. 	YES <input type="checkbox"/> NO <input type="checkbox"/>

LOCAL RESOURCES

Please list local individuals with 'National' experience, who have been contacted and have agreed, that may be available to assist with the event, subject to their availability.

Secretariat:

Armoury:

Officials ("N" and high level "P"):