Canadian Fencing Federation

2024-2025

Competition Hosting Bid Form

**Canada Cup 1/Senior Nationals │ Canada Cup 2 │ Canada Cup 3/Cadet & Junior Nationals │**

**Youth/Veteran Nationals**

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

**EVENT OF INTEREST**

|  |
| --- |
| **Canada Cup 1/Senior Nationals (Y14, Cadet, Junior & Senior events)  Preferred dates: Sep 20-22, 2024**  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Canada Cup 2 (Cadet, Junior, Senior & Veteran events)  Preferred dates: Nov 29-Dec 1 or Dec 6-8, 2024**  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Canada Cup 3 /Cadet & Junior Nationals (Y12, Y14, Cadet & Junior events)  Preferred dates: TBD Feb 2025**  **Proposed City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2024 Youth/Veteran Nationals (Y12, Y14, Cadet, Junior, Senior & Veteran events)  Preferred dates: May 16-19, 2025**  **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. Is there an opportunity for local or provincial grant funding? Yes  No    
   If yes, what is the anticipated grant amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is there an opportunity for local event sponsors? Please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Was this bid submitted to a local hotel commission for competitive bids? 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? |  |  |
| Flooring suitable to place metal fencing pistes (**Important: Confirm with venue**) |  |  |
| Availability of a secure and covered storage area 24-48 hours prior to the start and 24 after the completion of competition? |  |  |
| Access granted the afternoon/evening prior to competition for the purposes of field of play set-up (minimum five hours)? |  |  |
| Tables and chairs available? If so, how many?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Barricades or stanchions available to separate pistes from spectators? |  |  |
| In-house food / drink available for purchase by athletes & spectators?  *If yes, please attach a complete list of food services available and average costs and menu composition with the bid application.* |  |  |
| Coffee, tea and refreshments provided by host for volunteers and officials?  *(Some venues require use of their internal catering services)* |  |  |
| In-house catering services available for officials?  *If yes, please attach catering options with the bid application.* |  |  |
| If no, are outside catering providers allowed?  *If yes, attach recommended local catering providers with the bid.* |  |  |
|  |  |  |
| **COMPETITION AREA** | | |
| Venue floor plan(s) included with bid. (inclusion is **MANDATORY**) |  |  |
| *If yes, does the floor plan(s) include the following information:* | | |
| *Full competition area dimensions in metres (FoP; Admin; Armoury etc.)* |  |  |
| *Field of Play (FoP) dimensions in metres (Competitive area + access)* |  |  |
| *Location of secure and covered equipment storage area*  *(minimum 115 m2)* |  |  |
| *Secure daily storage area for organizers/vendors, etc.* |  |  |
| *Location of all electrical outlets* |  |  |
| *Loading dock(s) / Bay Doors* |  |  |
| *Emergency exits* |  |  |
| Proposed locations of: |  |  |
| *Officials lounge/meeting area* |  |  |
| *Directoire Technique* |  |  |
| *Armoury* |  |  |
| *Medical Services* |  |  |
| *Vendors / Sponsors* |  |  |
| *Bag Storage* |  |  |
| *Exclusive use of all areas supporting the competition?* |  |  |
| *Change rooms and shower facilities?* |  |  |
| *Water fountains available?* |  |  |
| *Additional meeting space available for educational presentations and meetings?* |  |  |
| *Internal climate must be considered a comfortable temperature for all participants. Does the venue commit to adjusting if necessary, regardless of time of year?* |  |  |
| **FIELD OF PLAY / EQUIPMENT** | | |
| Field of play must accommodate a minimum of 6 to 8 pods **30,000 – 32,000 sq ft or 24,000 – 32,000 sq m for field of play plus additional spaces for services, vendors and spectators.** |  |  |
| Venue accepts tape for piste installation? |  |  |
| Is lighting a minimum of 600 lumens of illumination 1m above floor? |  |  |
| Surface on field of play (bare concrete not preferred): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Does the host have pistes? If yes, please indicate type & quantity? |  |  |
| Does the host have scoring machines, reels, floor cords & grounding wires? If so, how many complete sets |  |  |
| Does the host have weights & shims for the referees? If so, how many sets? |  |  |
| **SPECTATOR AREA** | | |
| Is there a dedicated seating area for spectators? Please indicate capacity |  |  |
| 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? |  |  |
| Meeting space? |  |  |
| Are guest rooms commissionable? |  |  |
| Complimentary internet? |  |  |
| Can attrition clauses be waived? |  |  |
| Complimentary parking? |  |  |

**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  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  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  NO  YES  NO |
| COMPETITION  SET-UP | Evening  Prior to Competition | 12+ | • 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.  **Estimated time 5 hours** | YES  NO |
| CHECK-IN | Competition days | 1 | Greet participants and verify details for events and check into event management system.  MUST be bilingual and responsible  **Full day support** | YES  NO |
| ARMOURY TECHNICIAN\*  *\** ***Volunteer position****, training provided* | Evening Prior to and days of competition | 3 | • 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  NO |
| OFFICIALS SUPPORT | Competition Days | 1 | • 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  NO |
| EVENT TAKEDOWN | Last day of competition | 12+ | • 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  NO |
| VENUE CLEANERS | Competition days | 1-2 | • 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  NO |
| OFFICIALS TRANSPORT TO AIRPORT | Final Day | 1-3 | • Drive officials to airport in time for flights on an as agreed plan.  • Note: This service may or may not be required depending upon venue / hotel services and location to airport. | YES  NO |
| TRANSPORT DISPATCH | Following competition | 4 | * If required, meet with driver and help facilitate the loading of equipment from event storage area and return to CFF warehouse. | YES  NO |

**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” for Canada Cups and Nationals)*: