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** |
| --- | --- | --- | --- | --- |
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| GROUND TRANSPORTATION OF OFFICIALS  |

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| 4-54-5 |

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| --- |
| 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)*: