

Proposal (RFP) Handbook

Canadian Junior Track and Field
Championships

2009-2010



Athletics Canada
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I. ATHLETICS CANADA

Athletics Canada is the national sport governing body for the sport of track and field including cross-country running and road running. Its purpose is the pursuit of leadership, development and competition that ensures world-level performance in athletics. The association believes in physical health and fitness, individual excellence and personal growth, individual development beyond sport, as well as inclusiveness and integrity. Track and field is a sport for people of all ages and abilities. Athletics Canada is headquartered in Ottawa, ON with 10 provincial branches located across the country.

We at Athletics Canada are looking forward to working with you to host a Canadian championship event. As you read through this RFP, please take note of our instructions and requests for information. We want to work with you to organize the national championships, and ensure that all by-laws, rules, and regulations are followed. These competitions are designed to showcase top-level competition at quality sites around Canada and provide competitive opportunities for Athletics Canada member athletes and the sporting public. Athletics Canada Canadian Championships are held in all categories from youth to senior, and across all disciplines from track and field to marathon running. After reviewing the attached RFP information, if you have any further questions about our Championship events please contact the Events and Membership department.

Ivonne Shoucair, Manager of Membership & Events

ishoucair@athletics.ca

(613) 260-5580 x.3311

II. FAST FACTS

What: The Canadian Junior Track & Field Championships is Athletics Canada's premier event for our junior athletes (19 years and under), and serves as a stepping stone in their development. It can also serve to select athletes to represent Canada in outdoor competition, including the Pan Am Junior Championships and World Junior Championships.

Dates: 2009 – August 6-9
2010 – July 15-17

Estimated Participation:	550-750	Athletes
	150-250	Athlete representatives – coaches, agents, trainers, etc.
	80-100	Athletics Canada Competition Officials
	2-5	Athletics Canada Personnel
	5-10	Members of the media (national, international, photographers)
	100-200	Volunteers
	500-1,500	Daily attendance (depending upon stadium capacity)

Minimum Requirements: In order to host the Canadian Junior Track & Field Championships, the following minimum requirements are necessary. You will find more detailed information as you progress through these guidelines.

1. 8 lane track that includes all necessary field event facilities (preferably on the infield), as well as a secondary track or large field for warm-up.
2. Letter of endorsement from your city/facility
3. Letter of endorsement from your provincial branch
4. Ability to host the Championships during July (are their specific dates or should it just be mid-July?)
5. Facilities for CCES (doping control) & Medical staff
6. Facilities for Technical Meeting & other meetings as necessary
7. Facilities for National Team Area (only in years where the Championships serve as a selection meet)
8. Hotel beds for approximately 1100+ people
9. Necessary transportation from the meet hotel(s) to the track

Language: The Canadian Junior Track and Field Championships are a completely bilingual event. Signage, announcers, programs, etc. must be produced in both English and French. (If you have any concerns or questions regarding bilingualism at the event, please contact the Athletics Canada Events Department).

The Canadian Junior Track and Field Championships are awarded to a Host Organizing Committee (HOC) for two consecutive years. If after the first year there are issues raised from the post event report by any issues (Athletics Canada or HOC), the hosting of the second year will be re-evaluated.

It is our goal for the bid process to be “user-friendly.” Therefore, if you are unable to meet certain suggested criteria or guidelines as set forth in this document or any related materials, we urge you to continue on a positive course of action by submitting a counteroffer for consideration.

THE 2009 & 2010 CANADIAN JUNIOR TRACK AND FIELD CHAMPIONSHIPS EVENT PROGRAM

The following is a list of events to be included in the 2009 & 2010 Canadian Junior Track and Field Championships. As the IAAF updates the international event program, other events may be added. Exhibition events such as youth and open events may also be added. All events and the format of the competition must be approved by Athletics Canada.

EVENT	Men	Women
100m	X	X
200m	X	X
400m	X	X
800m	X	X
1500m	X	X
3000m		X
5000m	X	
100mH		X
110mH	X	
400mH	X	X
2000mSC		X
3000mSC	X	
10km RW	X	X
4x100m (Club)	X	X
4x400m (Club)	X	X
High Jump	X	X
Pole Vault	X	X
Long Jump	X	X
Triple Jump	X	X
Shot Put	X	X
Discus	X	X
Hammer	X	X
Javelin	X	X
Heptathlon		X
Decathlon	X	

III. RFP INSTRUCTIONS

It is important that all prospective bidders review these instructions closely and comply with each specific request. Athletics Canada will not review submitted proposals that are incomplete. (Note: Please label all responses with the appropriate topic heading and number scheme.)

Following is an explanation of the RFP instructions, processes, and Athletics Canada's expectations of the bidding entity:

- A. Two (2) complete copies in print and one (1) electronic copy on cd rom (either text or PDF format) of the Canadian Junior Track and Field Championships proposal must arrive to the Athletics Canada National Office no later than Friday, March 28th, 2008. Please send bid applications to"

Ivonne Shoucair, Membership & Events Manager
Athletics Canada
2445 St. Laurent Blvd. B1-110
Ottawa, ON K1G 6C3
Fax: (613) 260-0341

- B. All RFP's must be accompanied by:
 - a. The signed "Memorandum of Understanding" found in the RFP package
 - b. A signed letter of support from your Provincial Branch
 - c. A signed letter of support from the community that you intend to host the Canadian Junior Track & Field Championships in (ex. Mayor or City Councillor)
 - d. A signed letter of support from the facility in which you intend to use to host the Canadian Junior Track & Field Championships.
 - e. Detailed Site Map of Stadium

IV. 2009 – 2010 CANADIAN JUNIOR TRACK AND FIELD CHAMPIONSHIPS SITE SELECTION TIMELINE

January 2008	Call for Letters of Intent
February 29 th , 2008	RFP packages sent out to entities expressing interest in bidding
March 28 th , 2008	Deadline for prospective bidders to submit official proposals
April 30 th , 2008	Site officially selected and bid awarded
May 25 th , 2008	Event contract signed between HOC and Athletics Canada

Inquiries regarding this RFP may be directed to:

Ivonne Shoucair, Manager of Membership & Events ishoucair@athletics.ca (613) 260-5580 x.3311	OR	Nicole Clarke, Events Coordinator nclarke@athletics.ca (613) 260-5580 x.3309
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V. THE HOST AND ITS COMMUNITY

Hosting the Canadian Junior TF Championships involves joining the efforts of the host community and Athletics Canada in areas such as event administration, corporate support, marketing, promotion, local government agency support, and the selection and management of volunteers and officials. Athletics Canada will work with the successful host organization to develop marketing strategies and to structure promotional programs, development clinics, sport science programs, coaching education clinics, school visits, and athlete programs. These events should take place prior to and during the Canadian Junior Track & Field Championships. Athletics Canada expects the successful bidder to provide the highest quality of products and support services available to athletes, coaches, officials, administrators, and spectators.

Selection of a site will be made by the Competition Committee and the appropriate technical advisors.

VI. HOST ORGANIZATION & BID CITY'S COMMITTEE OUTLINE OF REQUIREMENTS

A. The Host Organizing Committee (HOC)

The HOC is the catalyst for executing all local/regional event fundraising activities, building media relations and the development of public awareness campaigns. The goal of this HOC is to have representation on the committee from key local entities.

The primary goals of the HOC are to:

- Oversee the planning and presentation of Canadian Junior TF Championships;
- Provide the best possible conditions for athletes to achieve their optimum performance;
- Promote public awareness for the event within the community with the goal of maximizing ticket sales;
- Raise funds to support the staging of the Canadian Junior TF Championships;
- Work in conjunction with the Athletics Canada marketing department to secure local event sponsors and to develop tailored packages;
- Develop community outreach programs aimed at schools, services organizations, local businesses and local track clubs; and
- Create initiatives that provide the city/region with a sense of “ownership” and a platform for building a legacy association with the Canadian Junior TF Championships.

Please provide the following information concerning your proposed HOC:

1. Detailed information concerning the host organization's expertise in staging major athletic competitions or other events. Please specify the event name(s), date(s), nature of event, budget, number of competitors/participants and attendance figures and any other relevant information.
2. The legal name, address, web page address, telephone and fax numbers and the legal form of the sponsoring organization bidding for the Canadian Junior TF Championships. List name and background information of key management personnel who will be responsible for the conduct of this event. Provide an organization chart of the proposed event management team.
3. Name of other organization(s), if any that will conduct or assist in the hosting of the event (i.e. City Tourism Office, University, etc.) Explain the relationships and responsibilities of any additional organization(s). Include their event experience and background information.

The following is a list of suggested positions to include on the HOC:

1. Meet Director – Responsible for the overall organization of the Canadian Junior TF Championships
2. Volunteer Coordinator – Responsible for the recruitment of local individuals to work at the Canadian Junior TF Championships. This includes assigning duties, scheduling training, coordinating credentialing and uniform process, and daily event coordination for all volunteers.
3. Heat Sheet/Results Coordinator – Coordination of paper flow for heat sheets and results.
4. Facility Manager – Responsible for the operational aspects of the track and field facility, including that all necessary equipment, sectors, and personnel are in place. The set-up must be in accordance with Athletics Canada and IAAF technical rules.
5. Equipment Manager – Responsible for all equipment procurement, maintenance and set-up on the field of play. Oversees all volunteer crews that handle equipment on the field of play; (i.e. basket crews, hurdle crews, and block crews).
6. Medical Coordinator – Responsible for recruiting and organizing the medical staff required for the Canadian Championship, i.e. doctors, trainers, chiropractors, physiotherapists, etc. Orders all supplies and equipment that will be needed.
7. Communications Coordinator – Responsible for planning and managing the communications needs, i.e. cell phones, two-way radios, and pagers for the Canadian Junior TF Championships.
8. Security Coordinator – Secures and manages both volunteer and paid security staff for the Canadian Junior TF Championships. Must have knowledge of the facility, evacuation procedures and security/emergency awareness alerts/procedures.
9. Officials' Coordinator – Act as the main liaison with the National Officials Committee to secure enough officials and to provide opportunities for those in the upgrading process. Assign the officials to their positions for the weekend and lead the officials meeting at the start of the meet.
10. Transportation Coordinator – Responsible for developing and implementing the Canadian Junior TF Championships transportation plan. This includes transportation to and from all competition and practice venues, airport(s) and designated hotels.
11. Doping Control Liaison – Works with Athletics Canada and Canadian Centre for Ethics in Sport (CCES), to ensure that all volunteer chaperones and the testing area are organized and secured under the prescribed CCES protocol. Must be available to assist doping control staff for the duration of the Canadian Junior TF Championships.

Please include a list of potential candidates for each of these positions and their relevant experience.

Athletics Canada will also provide key staff people to support the planning and development of the meet, including: Director of National Team Programs, Manager of Events and Membership, Manager of Marketing & Communications, Events Coordinator, and Chair of National Officials Committee. Athletics Canada staff will act as advisors, and liaisons between the HOC and the National Office. They are there to assist the HOC and ensure that all Athletics Canada rules and regulations are being followed.

B. The Bidding Host City/Community

We welcome the opportunity to learn more about your community.

Please provide the following:

1. Pertinent details about the host city, population of the city, local demographics, local colleges and universities, the surrounding area(s), etc. List and/or discuss amenities or special features available in your community.
2. A list of local major and professional sports teams and local amateur sports development agencies.
3. A list of all major events to be hosted in your community six (6) months before, any that will take place at the same time of the Canadian Junior TF Championships, and all major events following the Canadian Junior TF Championships.

C. The Bidding Stadium & Facilities

We welcome the opportunity to learn more about your facilities. In this section we require certain information from you and also present our technical requirements for the event:

1. Provide the name and location of the stadium and/or other facilities where the Canadian Junior TF Championships will be conducted. The HOC must provide the exclusive use of the facility from the Thursday prior to the start of the Canadian Junior TF Championships through (and including) the Sunday. This time period will allow for proper set-up of the event, tear down, and clean up after the event. Please provide evidence of availability of facilities during the relevant time periods. Also, please provide the name(s) and title(s) of the individual(s) conferring the authority for such availability. The stadium should be clean of all advertising that conflicts with Athletics Canada Sponsors (please see Pages 25-26 for a list of current Athletics Canada sponsors).
2. Please list any/all major events to be hosted in your stadium six (6) months before the dates of the Canadian Junior TF Championships and list any known event(s) to be hosted immediately following the event.
3. TECHNICAL SPECIFICATIONS
The Canadian Junior TF Championships are a high-level track and field event. Accordingly, the facility, equipment and standards used must conform to standards, as listed in either/both the Athletics Canada and IAAF rulebooks. As such, the following is provided as a guideline for what is expected of a Canadian Junior TF Championships facility.

The organization wishing to bid to host this event should obtain both the current [Athletics Canada Competition Rulebook](#) and the [IAAF Handbook](#). These contain the technical

specifications for all track & field events and provide answers to most technical questions. However, while the standards in these books may be used in most areas, the specifications cited below supersede those contained in either/both of the rulebooks listed above.

Athletics Canada requires submission of detailed drawings to scale for the facility and track, and the layout diagram of the proposed field of play (i.e. actual competition areas). Athletics Canada must approve all facilities, proposed competition areas and equipment.

4. Track Specifications

The Stadium shall conform to the requirements of IAAF Rule 140 as well as the requirements of the IAAF Track and Field Facilities Manual. The 400m track shall be constructed of a synthetic material and shall contain at least 8 lanes in the oval and straights. The track should be bordered by a curb of suitable material, approximately 5 cm in height and minimum 5 cm in width. Track measurements shall conform to the requirements of IAAF Rule 160 as well as the requirements of the IAAF Track and Field Facilities Manual.

5. Warm-up Areas

In addition to the competition areas, a separate warm-up track and/or area is required. This area will function as a pre-event warm-up and warm-down site for all competing athletes, a preliminary clerking area, and a location for athletic trainer's work.

If the preceding type of facility is not available, the minimum acceptable warm-up facility will be a medium to large sized gymnasium that is near to the track or close enough to it that athletes can get to the track without having to access transportation.

6. Other Technical Areas & Systems

In addition to the facilities described above, there are other technical systems that are required and/or recommended for a site that will host the Canadian Junior TF Championships. Listed below are the details for the most important of these technical systems or areas.

- Within the stadium, there should be an adequate power system with access to power outlets.
- There must be a quality sound system for the entire stadium. This system must be capable of providing sound/announcements to the practice track/warm-up area(s).
- If possible there should be a high quality scoreboard in the stadium, which has the capability of being interfaced with the timing/results processing system. Facilities with advanced graphics and/or video capabilities on their scoreboards will be seen as optimal.
- The stadium should have a lighting system that is sufficient to meet the technical requirements of television broadcasts. This system must provide good lighting throughout the facility, including turns, infield and any field events areas located outside the track oval.

7. On-site Work & Meeting Rooms

At the Canadian Junior TF Championships, separate areas must be provided within the facility for the working press, the timing results processing team, the announcing/production team, and

the meet operations team. In addition, rooms are needed for other meet related activities, several of which are listed below.

- Athletics Canada National Team Office (must be at least 20x20 and be secure) for International Team Registration and/or uniform distributions
- Athletics Canada Meeting room
- Jury of Appeals Room
- Facilities for the carrying out of an extensive doping control operation. Ideally, there would be at least two, separate rooms located within facility which include bathroom facilities.
- A large room that will be used by the Competition Officials for meal service and meetings (if necessary). A toilet and changing facilities should be located near-by.
- A large room that will be used by the volunteers for staging, meetings and meal service.
- A room(s) for VIP/hospitality functions.
- A room(s) for both Emergency and Meet Medical service.
- An interview area (“mixed zone”) for the media to talk with the athletes should be located proximate to the common finish line on the track. This area should include tables and chairs for the athletes and their equipment.

8. Auxiliary Track and Field Areas/Facilities

Requirements

Practice and warm-up areas must be provided for the athletes and must be available for use for the duration of the Canadian Junior TF Championships. Both practice facilities and the medical training facilities should be available and be serviced by cleaning crews daily throughout the competition.

Requested Information:

- Indicate the type of warm-up areas available for the various events and the location(s) in relation to the stadium.
- Provide information on the number of practice facilities available within the city. Indicate the dates of the availability, the physical location(s), and the location(s) in relation to the stadium. Also indicate the track and field surfaces and infield surfaces of each facility.
- Indicate the type of cages available for each throwing event.
- Provide information on the number of medical training facilities available. Indicate the dates of availability, the physical location(s), and the location(s) in relation to the stadium. Also, indicate each location’s proximity to whirlpools, taping and treatment tables, servicing infirmaries and hospitals.
- Provide free parking for Athletics Canada officials, staff, and television production trailers, vehicles and staff.

9. Stadium and Event Operations

Requested Information:

- Describe the number of parking spaces available for the Canadian Junior TF Championships for automobiles and buses. Indicate the location of the parking area(s) in relation to the stadium (proximity, adjacency, etc.) (Note: Free parking must be made available for Athletics Canada's management team.)
- The minimum acceptable seating capacity is 1,000 (including permanent seating, temporary seating and standing room only). Please provide the arena capacity and seating chart for the event.
- Provide an emergency evacuation plan for the stadium and adjacent facilities being used for the event.
- Provide information regarding the press box/area(s). Indicate the number of existing workstations, available power supply and Internet access within the press box/area(s). Also, indicate the ability to convert areas into auxiliary press areas without dramatically creating a loss of seats for sale to the public. Indicate the number of auxiliary stations able to be created by the process and indicate the affect this will create on the public seating capacity. Indicate the location of a separate on-site air-conditioned room for Xerox copiers/press operations.
- Indicate availability of appropriate areas within the stadium for assigning television cameras (if applicable) and photographers.
- Indicate the possible available location(s) of permanent or temporary facilities and/or rooms for the following, at the stadium:
 - Drug testing, including restrooms for males and females. Be specific in providing information
 - National team operations and dedicated coaches' area.
 - Spectator area (merchandising, food concessions, product displays)
- Provide the total number of existing and/or proposed hospitality suites or areas within the stadium.
- Indicate the location of VIP seating.
- Indicate preliminary volunteer plan that includes recruitment, training, and management. The HOC is responsible for recruiting approximately 100 volunteers for event operations, drug testing, and various other assignments.

10. Event Equipment, Implements, and Devices

- Provide the type and brand name of timing devices, including starting block system, used at the stadium (Note: Athletics Canada requires a fully automatic timing system to be used for the Canadian Junior TF Championships).

- Indicate the type and brand name of the event equipment, implements and measurement boards and devices to be used at the Canadian Junior TF Championships (i.e. hurdles, landing pits, jump/vault standards, etc.) Also provide the quantities of each.
- Provide the number of stadium scoreboards (if available). Indicate the size(s) and location(s). Also, indicate the capabilities of the scoreboard(s) (i.e. graphics, audio, video, etc.).

VII. TECHNICAL REQUIREMENTS

Technical Delegate

Athletics Canada will appoint a Technical Delegate (ACTD) who will be responsible for ensuring that Canadian Junior TF Championships comply with the technical rules of the International Association of Athletics Federations (IAAF) and will assist in the presentation of the Canadian Junior TF Championships.

Technical Meeting

The HOC, in collaboration with Athletics Canada, shall be responsible for the organization of a Technical Meeting. The HOC shall secure a room for this purpose large enough to accommodate at least 80 people. The HOC will offer refreshments for coaches following the Technical Meeting. The agenda for the Technical Meeting shall be developed jointly by the HOC and Athletics Canada.

Registration

Athletics Canada will provide the on-line system registration (//:ACDirect) for Canadian Junior TF Championships. Entries will be processed the system and managed by Athletics Canada in conjunction with the HOC.

Athletics Canada will collect and process all fees for entry and late registration and will advance up to 70% of the expected entry fees (based on historical information) from the 50% share, 60 days prior to the event. The rest of the amount will be provided to the HOC upon receipt of final financial statements and event report

Foreign Athlete Registration

Athletics Canada, in consultation from the HOC, reserves the right to accept registrations from foreign athletes. In order to register, foreign athletes must submit the Foreign Athlete Application Form and submit it to Athletics Canada. Once approved, the athlete will be able to register online.

Foreign athletes are accepted not only on the basis of their performance, but also what they can bring to the Canadian Junior TF Championships (increased performance level for our athletes, to complete fields, etc.)

Technical Equipment

The HOC shall be responsible for providing all technical equipment required for the staging of the Canadian Junior TF Championships. All technical equipment should be in good repair and conform to the IAAF standards for a competition of this level.

Technical Officials

The HOC in conjunction with Athletics Canada and the National Officials Committee (NOC) shall nominate the required number of technical officials to officiate at the Canadian Junior TF Championships. The HOC of the successful bidder is responsible for housing and meals for a designated number of competition officials for the duration of the competition. The National Officials Committee will develop the selection process for all competition officials who must be certified and approved by Athletics Canada. Please provide the number of Athletics Canada certified officials within your association.

VIII. HOUSING AND MEALS

Housing, meals and meeting rooms are a necessary and essential aspect of conducting the 2009-2010 Canadian Junior TF Championships. The basic requirements include: Championship hotel, secondary athlete housing options and housing for competition officials.

- A. List the names of the hotels or other properties that will participate in your proposed hosting program(s), the number of total rooms available per hotel and/or properties, proposed rate (with or without meals) for singles, doubles, triples, all suites, etc., as well as meeting room space availability. Please provide evidence of firm, but not binding, advance commitments or confirmation of availability and pricing. Please note that HOCs may contract with hotels to generate rebates and commissions for non-credentialed person, but the Championship hotel and other accommodation shall not include any commission, rebates, surcharges, or other so-called "up-charges."
- B. Bidder shall provide housing and meals to all competition officials and ACTD, free of charge during the Canadian Junior TF Championships (one day prior to start of to one day after completion of the Canadian Junior TF Championships)
- C. Adequate housing and meals must be available for press, administrators, coaches, and VIP's. Those individuals will cover the cost of these items. Briefly explain your proposed accommodation program for these groups of people. Indicate where each housing and dining facility option is located with respect to the stadium and the Canadian Junior TF Championship hotel.
- D. If bidder is proposing to use local colleges and universities for on-campus housing, please provide information about room availability, location of each residence and dining facility in relation to the stadium, costs per room (with or without meals), type of room, number of person per room, available housekeeping service and type of cooling system (i.e. available air-conditioning), etc. If bathrooms are shared, indicate how they are shared. (Note: On-campus housing should be a housing option, and there should be at least one Hotel option (min. 3-star)).
- E. List eating establishments, fast food or otherwise, within easy walking and driving distance of all proposed housing properties submitted. Specify distance (in km) to the stadium and hotels and the restaurant dining hours.
- F. Indicate hospitality arrangements (i.e. welcome function, on-site at stadium).

VIII. LOGISTICS

A. Transportation

A complete transportation plan should be submitted:

1. Provide a list of transportation systems within your city/community available for public use and providing access to the facility and hotels.
2. The HOC should arrange for free transportation (i.e. shuttle bus) for athletes, coaches and officials to and from the airport and the housing facilities throughout the competition, beginning two (2) days prior to the first day of competition, and must also furnish transportation services to and from the housing and the stadium during the competition and practice periods (if the housing is more than walking distance away from the stadium).
3. List companies that provide rent-a-car services, taxis, limousine, and any other transportation related information.
4. Provide plan for transporting vaulting poles to/from airport, practice, and competition venues from proposed housing locations.
5. Provide distance from airport to hotels. Indicate those hotel(s) providing free airport shuttles.
6. Describe the plan for airport greeting and shuttle bus services.

B. Security

Please provide your security plans for the following:

1. The HOC in consultation with Athletics Canada will produce the event accreditation to control access at key venues (warm-up, practice, and competition), event transportation, and hospitality (athletes, coaches, officials, and Athletics Canada VIP guests). Athletics Canada reserves the right to place national sponsor or supplier advertising on Canadian Junior TF Championships accreditation.
2. The event accreditation access and distribution plan will be negotiated between Athletics Canada and the HOC.
3. Athletics Canada will be responsible for the media accreditation process, including registration and distribution.
4. Outline recruitment, staffing, and implementation of uniformed security for all key venues and hotels (if necessary)

C. Medical

Please provide a medical plan that includes (but not limited to) the following:

1. Emergency medical services for spectators, officials and competitors, with defibrillator. Include on site medical services as well as name(s) of hospital(s) and location(s) in proximity to the track and emergency transportation modes.
2. Indicate areas and locations available for athlete massage and related medical/training services at the facility.
3. Indicate plan for recruitment and staffing of medical professional to work at the Canadian Junior TF Championships. It is recommended that at least one physician and 4 trainers/massage therapists are available during the event.
4. Indicate plan for procurement of relevant supplies and equipment.
5. Provide a communications plan for the medical crew.

IX. CLIMATE REPORT

A complete report of weather conditions for the months of June, July, and August must be submitted as part of the Proposal. This is necessary to assess the considerations that may affect transportation, attendance, and athlete warm-up. Include a report from the national and local weather services. Please provide complete reports that include:

1. Temperature ranges
2. Rain
3. Humidity
4. Air Pollution levels (indicate peak periods for allergy and asthma sufferers)
5. Contingency plan for extreme weather (i.e. heat & humidity)

X. BUSINESS SECTION

A. General Requirements

1. The successful bidder will be required to execute and be bound by the obligations contained in the Bidder Statement and the formal Canadian Junior TF Championships Memorandum of Understanding.
2. The bidder must demonstrate its financial obligation to pay all of the expenses of the Canadian Junior TF Championships. When requested, the host must show evidence of financial fitness and must furnish Athletics Canada with periodic financial statements from the date of award of the Canadian Junior TF Championships through the competition (with regards to the Championships only). The successful bidder shall permit Athletics Canada to inspect and audit its financial statements and records upon five (5) days notice.
3. HOC will be required to promote and advertise the Canadian Junior TF Championships in a first class manner employing all customary means (print, radio, television, website, etc.). All proposed advertising copy, designs, photos, drawings and logos must be approved in advance by Athletics Canada's Marketing & Communications department, prior to publication. HOC shall give Athletics Canada sponsors first right and opportunity to provide and be associated with and/or included in all Canadian Junior TF Championships advertising efforts. Athletics Canada requires a minimum of five (5) business days to review and approve all marketing, advertising and promotional materials. All existing or planned promotional, advertising, and ticket sales plans or programs must be detailed.
4. A draft budget must be submitted with the Proposal (see budget expense lines guide).
5. Athletics Canada will provide General Liability Insurance (\$2,000,000.00). The HOC must provide a complete list of all persons and organizations which need to be included in this insurance policy at least 60 days prior to the Canadian Junior TF Championships.
6. Athletics Canada owns all revenue sources, as well as all media and licensing rights, associated with the event; however, some of these rights will be granted pre-emptively to the HOC and others. Athletics Canada will grant rights to ticket sales, in-stadium food and beverage concessions, merchandise sales and certain local partnerships ("local revenues") to the HOC. Accordingly, HOCs should propose a complete local revenue plan as part of its bid. This plan must include a comprehensive ticket and event marketing plan and promotion program. Advice from Athletics Canada may be provided to HOCs as it relates to marketing and promotions packages upon request. However, no negotiations will occur until after the site has been selected.

The HOC may host an exposition (spectator) area and charge local partners and suppliers for the rights to display their goods and services; provided, however, that Athletics Canada's Sponsors and suppliers will be given first right and opportunity to obtain prime locations in said exposition area free of charge.

B. Typical Allocations of Revenue Sources (Subject to Negotiation)

Athletics Canada Rights

Bidder Rights

National Sponsors

Local Sponsor/Promotional Partners

50% Entry Fees

50% Entry Fees

One Hospitality Suite (if applicable)

Tickets/Gate Receipts (subject to providing Athletics Canada, at no cost, with adequate tickets to fulfil its sponsors and volunteer obligations – Refer to sponsor table for exact numbers.

National Marketing and Promotion Programs

Merchandise (Design and product must be approved by Athletics Canada)

Television Broadcast Rights

Contributions, Grants, Value in Kind and Other Supporters

Event Publications and Souvenirs

Food and Beverage Concessions

Spectator Parking

Event Expo

Hotel rebates for non-credential visitors

C. Marketing/Sponsorship

The operations and National Teams of Athletics Canada are dependent on the support it receives from corporate partners. Athletics Canada has granted certain rights to its corporate sponsors in exchange for financial contributions, services and/or products. Servicing of the Athletics Canada Sponsors, including implementation of all contractual obligations, is crucial in ensuring the marketing program of Athletics Canada continues to grow and prosper. In this respect, Athletics Canada requires the assistance of the HOC to help ensure the Athletics Canada Sponsors' contractual rights are delivered. As a condition of being awarded the right to host, the HOC accepts that these agreements will be exclusive to the particular product categories of each Athletics Canada Sponsor. Exclusivity must be provided to Athletics Canada Sponsors.

It is important that all sponsors (Athletics Canada Sponsors and local sponsors) receive the complete support of all parties involved in the Canadian Junior TF Championships and that any advertising or promotions other than those conducted by the Athletics Canada Sponsors must be cleared with Athletics Canada prior to any commitment being made by the HOC. Under no circumstances should the HOC provide visibility and support for any competitor of Athletics Canada's Sponsors. Athletics Canada will provide a complete list of rights granted to its Sponsors by January 1 in the year of the competition.

Supply of Sponsor Products

While it is not an obligation of all Athletics Canada Sponsors to provide product and/or services to the HOC, Athletics Canada shall use its best efforts to secure products and/or services which are required by the HOC for the successful staging of the competition.

Rights Granted to the Host Organizing Committee

Athletics Canada recognizes the need for the HOC to secure income and services/products through local sponsors.

Athletics Canada will work closely with the HOC in attempting to secure local sponsors.

The HOC agrees that it will seek approval in writing from Athletics Canada prior to discussing sponsorship opportunities with any potential local sponsor and will not negotiate with any potential sponsor whose products or services may conflict with those of any existing Athletics Canada Sponsor.

ATHLETICS CANADA SPONSOR DETAILS CHART

Sponsor	Category	Requirements
NIKE	Apparel (including timing devices)	Logo on bib Full page ad in souvenir program Logo on event poster Logo on accreditations Recognition on event website Minimum of 8 signage positions Recognition in awards presentation area Recognition on sponsor recognition board 2 distinct PA announcements 10 VIP packages 20 general admission tickets On-site display Opportunity to present medals Category exclusivity Use of logo on any / all printed materials
RBC Financial Group	Financial	Logo on bib Full page ad in souvenir program Logo on event poster Logo on accreditations (lanyards) Recognition on event website Minimum of 6 signage positions Recognition in awards presentation area Recognition on sponsor recognition board 2 distinct PA announcements 4 VIP packages 10 general admission tickets Opportunity to present medals Category exclusivity Use of logo on any / all printed materials
TransCanada		1/4 ad in souvenir program Logo on event poster Recognition on event website Minimum of 4 signage positions 2 VIP packages 10 general admission tickets Category exclusivity

Sponsor	Category	Requirements
Mondo	Track surfaces	1/4 ad in souvenir program Logo on event poster Recognition on event website Minimum of 6 signage positions Recognition in awards presentation area Recognition on sponsor recognition board 4 VIP packages 10 general admission tickets Opportunity to present medals Category exclusivity
Hershey's		1/2 ad in souvenir program Logo on event poster Recognition on event website Minimum of 2 signage positions Recognition on sponsor recognition board Opportunity to sample products Opportunity for on-site display Category exclusivity
CBC Sports	Broadcast Television	1/4 ad in souvenir program Logo on event poster Recognition on event website Minimum of 2 signage positions Recognition on sponsor recognition board 2 distinct PA announcements Category exclusivity
Sport Canada	Funding Partner	1/4 ad in souvenir program Logo on event poster Logo on accreditations Recognition on event website Minimum of 2 signage positions Recognition on sponsor recognition board
Athletics Canada		Use of logo in any printed material Minimum of 6 signage positions Full page ad in souvenir program 20'x20' tent Recognition on event website Recognition on sponsor recognition board Recognition in awards presentation area

Title Category

The Title Sponsor category is a property owned and controlled by Athletics Canada. The HOC cannot seek, without prior consent from Athletics Canada, a sponsor to fill the Title category. The HOC's sponsorship revenue shall be derived from local partners that do not conflict with Athletics Canada's Sponsors.

Title Sponsor Splits

If no Title Sponsor is in place, and the HOC is successful in filling the category*, the sponsorship split is as follows:

Revenue to HOC – 85%

Revenue to Athletics Canada – 15%

*The minimum investment level for a title sponsor is \$5,000 in cash.

The HOC must notify Athletics Canada before they enter into any agreement for the Title Sponsor category.

Banners/Signage in the Stadium

A signage plan shall be developed jointly by Athletics Canada and the HOC. Athletics Canada shall approve the placement of all signage in the stadium. Priority of signage placement shall respect the marketing hierarchy, with Athletics Canada Sponsors receiving prominent recognition. The HOC must return all signage provided by Athletics Canada to the Athletics Canada office in appropriate packaging. Failure to return banners, or banners returned damaged will result in the HOC being charged accordingly. Any local sponsor(s) brought on by the HOC must purchase signage to match Athletics Canada's existing signage system. Information on the signage supplier will be provided to the HOC.

Tickets

The HOC shall provide to Athletics Canada for their own use and for distribution to Athletics Canada Sponsors, a minimum of 50 best category tickets. The HOC shall provide these tickets to Athletics Canada no later than one month prior to the Canadian Junior TF Championships. Any tickets not distributed by Athletics Canada will be returned to the HOC.

XI. PROTOCOL INFORMATION

VIP Hospitality

The HOC may provide a VIP area, at their expense, for their local sponsors. If a VIP area is available, the HOC will provide Athletics Canada with a small quantity of passes (not to exceed 10).

Award Ceremonies and Medals

Medals, provided by Athletics Canada, will be presented to the first three placed athletes in all championship events. Medals shall be presented in ascending order – 3rd, 2nd, 1st.

The HOC will be responsible for providing an appropriate number of volunteers to ensure the athletes and presenters arrive on time at the designated area. Athletics Canada will work together with the HOC in determining the list of medal presenters.

The HOC may opt to host an opening and/or closing ceremony as part of the Canadian Junior TF Championships, however they are not required.

Flowers

The presentation of flowers to medal winners is optional and shall be at the discretion of the HOC.

XII. BUDGET

The HOC will be responsible for the development of an event budget. The following items should be included in the budget:

Revenue:

- Ticket Sales
- Event Publication and Souvenir Sales
- Contributions, Grants, VIK, and Other Support
- Food and Beverage Concessions
- Advertisements (to be approved by Athletics Canada)
- Event Expo rental (to be approved by Athletics Canada)

Expenses:

- a. Meet Operations
 - i. Facilities Rental and Venue Services
 - ii. Telecommunications
 - iii. Equipment Rental
 - iv. Medical Services
 - v. Competition Equipment
 - vi. Doping Control
 - vii. Drinks for Athletes and Officials
 - viii. Technical Officials Housing and meals
- b. Athlete Services
- c. Meet Management
- d. Event Signage and Stadium Dressing
- e. Uniforms (Volunteer, Organizing Committee, Officials)
- f. Security
- g. Ground Transportation
- h. Ceremonies (Opening and/or Closing) (Optional)
- i. Ticketing
- j. Media Services
- k. Awards and Ceremonies
- l. Promotions and Marketing
- m. Volunteer Services
- n. Host Broadcast (if applicable)
- o. Administration and Office Costs:
 - Staff Salaries and Benefits
 - Travel and Meetings
 - Temporary Services
 - Supplies and Stationery
- p. Technology

XIII. FINAL REPORT

The HOC will provide Athletics Canada a final report (See Template in Appendix B), including a financial report, no later than **90 days** after the conclusion of the Canadian Junior TF Championships. Athletics Canada will retain 25% of the HOC's share of the entry fees until this report is received.