



GYM nastics
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CANADA

Canadian Championships in Rhythmic Gymnastics

REQUEST FOR PROPOSALS

2017-2018

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Gymnastics Canada (GCG)

Vision Statement

Canada is recognized as a world leading gymnastics country through the achievement of international sport excellence, growth of the sport, and demonstrated sport organizational excellence.

Mission

We lead and govern the Canadian gymnastics system, direct High Performance in pursuit of international excellence, and guide and/or partner in the development of quality and innovative gymnastics programming.

Core Values

Gymnastics Canada (GCG) is athlete focused and believes in operating by the core values of:

- Accountability
- Collaboration and Teamwork
- Diversity
- Excellence
- Integrity and Fairness
- Safety

Canadian Championships in Rhythmic Gymnastics

The Canadian Championships in rhythmic gymnastics (RG) competition is a four and a half day (including set-up and take-down) national event held in May each year. On average, the event hosts 140 athletes, 30 coaches, and 20 judges.

The athletes at this event demonstrate their floor work using four apparatus: the rope, the hoop, the ball, the clubs, or the ribbon. For individual competition, the purpose of this event is to declare Canadian Championships in all categories, to initiate the selection process for GCG National Teams, and to identify and assign gymnasts to strategic international competitions. For the group competition, the purpose of this event is to determine the ranking of RG groups across Canada, and to identify and assign groups to strategic international competitions.

Canadian Championships in Rhythmic Gymnastics	
2017	May 17-21
2018	May 16-20

*These are preferred dates and include set-up and take-down time.

Request for Proposal Process and Timelines

This request for proposal (RFP) was developed by GCG with the purpose of facilitating the selection of host organizing committees for the 2017 and 2018 Canadian Championships in Rhythmic Gymnastics competitions. **Hosts may bid for 2017 and/or 2018.**

All hosting requirements for the Canadian Championships in Rhythmic Gymnastics can be found in GCG's 2017-2018 Hosting Manual. The Hosting Manual can be found on the Gymnastics Canada website under the Events section.

1. Availability of RFP

GCG's 2017-2018 Canadian Championships in RG RFP will be released on March 14th, 2016.

Cities, provincial/territorial gymnastics organizations (PTOs), and local gymnastics clubs may submit proposals.

2. Submission of proposals

Interested hosts must submit their proposal package no later than:

- For 2017: by May 27th, 2016
- For 2018: by June 24th, 2016

Proposal packages are to be submitted to Mariève Reid, Director – Events, either electronically at mmillaire@gymcan.org or by mail at 1900 City Park Drive, Suite 120, Ottawa, Ontario, K1J 1A3. If a proposal is submitted in paper form, then four (4) copies must be submitted to the GCG office. Please note that faxed proposals will not be accepted.

List of documents to be included in proposals:

1. Completed RFP Application Form
 - Including all attachments (i.e. floor plan, venue layout, etc.)
 - Note: Information found in the RFP Application Form may be presented in various ways. The application form is simply a guideline.
2. Letters of support from:
 - a. Host city;
 - b. Provincial or territorial gymnastics organization (if proposal is not from PTO);
 - c. Local club(s) who will be involved in hosting the event.
3. Draft budget
4. Any additional information

3. Review of proposals

All proposal application packages will be reviewed and evaluated by GCG staff using the attached evaluation grid (see *Appendix 1*). During the proposal review process, GCG has the right to request additional information concerning any aspect of the proposal.

4. Host selection finalized

GCG will announce the host organizing committees:

- 2017 host will be announced by June 17th, 2016.
- 2018 host will be announced by July 22nd, 2016.

A public announcement of the 2017 and 2018 Canadian Championships in RG hosts will be made following the process and completion of hosting agreements.

Request for Proposal Form

Event (year and title): _____

LOCAL ORGANIZING COMMITTEE

Complete Coordinates of Local Organizing Committee (LOC)	
Full Address	
Name of main contact person	
Phone number of main contact	
Email of main contact	
Name of secondary contact	
Website	

LOC	Name	Languages Spoken	Previous Hosting Experience
Chair			
Event Director			
Finance Manager			
Marketing and Communications Manager			
Logistics Manager			
Technical Manager			
Scoring Manager			
Protocol Manager			
Other			

Provide an organizational chart of the LOC.

Outline any previous event experience of the LOC and/or host city.

Volunteer Information:

Please include a brief volunteer recruitment plan.

HOST CITY

Host City Location:

City: _____

Province: _____

Information about the Host City:

Each bid must describe the Host City.

- Geographical location
- Tourism attractions
- Community
- Culture
- Any additional information the city feels is pertinent to their proposal without exceeding five (5) pages.

Letters of Support

Letters of support from the host city, the PTO (if hosted by club), and local clubs that will be involved in the event.

FINANCE

Please include the projected budget for the event including:

- Projected revenues (may include but not limited to):
 - Registration fees
 - Provincial and/or municipal grants
 - Cash and in-kind sponsorships
 - Ticket sales
 - Merchandise sales
- Projected expenses (may include but not limited to):
 - Facility expenses (rental, cleaning, etc.)
 - Non-gymnastics equipment (tables, chairs, podium, draping, A/V, sound, etc.)
 - Transportation (LOC, judges)
 - Hospitality
 - Volunteers
 - Office, stationary
 - Sponsor servicing
 - Marketing, merchandise

GCG will add a \$35 fee to all participants' registration fees that will be retained by GCG. The profit or loss generated by the event will be the responsibility of the LOC.

COMPETITION VENUE

For the Canadian Championships in Rhythmic Gymnastics competition, the following minimum venue requirements must be met.

Lighting: should be indirect with halogen or halide being the best; fluorescent is not great; avoid sodium or mercury vapor; 540 lux (or 50 foot-candle) is much too low; 100 foot-candle is good. A gym without windows is preferable; if there are windows, they should not be on the west side and preferably covered.

Preferable Temperature: 21° to 23° C

Minimum size of competition venue: 7,000 square feet, column free

Minimum ceiling height: 26.5 feet or 8.1 metres. Preferred height is 30 feet or 9.1 metres.

- Minimum seating: 500
- When the competition floor is concrete, the floor area must be covered
- Suitable number of changing rooms for the athletes
- Technical meeting rooms:
 - One meeting room for judges (25 people, in boardroom style)
 - One room for technical meeting;
- See Hosting Manual for all technical details

Venue Contact Information	
Name of Facility	
Full Address	
Phone Number	
E-mail	
Website	

Venue Specifics	
Competition Area	
Dimensions Width:	Length:
Ceiling height from lowest hanging point:	
Lighting type and candle-foot:	Seating capacity (seating space must not be counted in competition area):
Venue Amenities	
Number of meeting rooms and size:	Space available for vendors :
Number of parking spots:	Cost of parking:
Storage available: Yes/No	Concession: Yes/No
Type of Internet available:	Loading docks: Yes/No
Washroom and Change Area Information	
Number of washrooms:	
Number of change rooms:	
Additional Venue Features:	

Include a floor plan (blue print) of the facility. Please illustrate venue layout by labeling assigned areas.

TRANSPORTATION

The LOC may choose to offer a Meal/Accommodation/Local Transportation package. At a minimum, local transportation for judges and GCG representatives must be provided.

Event Transportation	
Transportation to Host City	
Explain the possible and recommended ways to get to the Host City (air, ground, etc.)	
Local Transportation for Judges	
Explain the transportation system provided by LOC to and from the venue	
Delegates Transportation (if applicable)	
If a meal, accommodations and local transportation package is offered. Please provide information on how delegates will be transported between airport-hotel-venue.	
Local Transportation	
Types of public transportation	
Any additional information concerning the local/city transportation systems:	

SCORING SYSTEM

The scoring system used will be Score2u. Please specify who the head scoring technician will be.

MEALS

Option #1:

Provinces will be responsible for their own meals, however the LOC is responsible for providing meals for judges and some hospitality to coaches, staff, and volunteers. Provide information on proposed plan for meals/snacks.

Option #2:

The LOC will offer a meal, accommodations, and local transportation package to delegates. In this case, please provide details on how delegates will be provided meals. In this option, the LOC is also responsible for providing meals for judges during competition and some hospitality to coach, staff, and volunteers at the venue.

Insert a list of restaurants at proximity to the hotel and/or competition venue.

ACCOMMODATIONS

Option #1:

Provinces will be responsible for booking their own accommodations. The LOC is responsible for blocking enough rooms for the number of anticipated participants. Please provide a list of anticipated host hotels.

Option #2:

The LOC will offer a meal, accommodations, and local transportation package. In this case, please provide details on the accommodations plan. If residences are used, the ratio of washroom to bed must not exceed 1:4.

HOST ACCOMMODATIONS

The LOC must block enough rooms for the number of anticipated participants.

Host Accommodation 1	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	

E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

Host Accomodation 2	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

Host Accomodation 3	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

Please add additional hotel information as required.

SPONSORSHIP

Please outline any known sponsorship commitments involved with the proposed event (facility or otherwise). These sponsors cannot conflict with GCG’s National Sponsors.*

Sponsor	Category

*Please refer to the Hosting Manual for list.

MEDIA

Hosts will be responsible for generating local media (radio, television, newspapers) interest and coverage around the event. Please list available media outlets.

Medium <i>(Radio, TV, newspaper, etc.)</i>	Name	Contact Info

It is encouraged to include a draft communications and marketing plan.

ADDITIONAL INFORMATION

Add any additional information you may deem necessary to your proposal.

APPENDIX 1: BID EVALUATION GRID

Criteria	Weight	Definition	GCG Evaluation
Competition Venue(s)	5	The proposed venue(s) will comfortably accommodate all competitive gymnastics and non-gymnastics equipment (for the proposed event format). The floor plan will allow competitors, medical, technical, and assigned media staff to circulate easily around the floor and will allow for large waiting areas (with stretching zones). The venue's infrastructure is in good condition and is aesthetically pleasing.	
Seating Capacity and Style	3	The competition venue can seat a minimum of 500 spectators per discipline. The style and layout of seating is spectator friendly.	
Facility Amenities	4	The facility offers large dressing rooms for participants and separate washrooms for participants and for spectators. The facility offers, at proximity of the competition floor, a separate space for: organizing committee office, media zone, VIP zone, judges meeting rooms, scoring, protocol, and volunteer zone. The facility is equipped with the necessary electronic equipment (sound system, microphones, screen, etc.), provides proper internet access and has sufficient electrical power. The venue is wheelchair accessible.	
Medical Facilities & Services	4	The medical team is experienced and coverage will be according to the GCG medical protocol. The local hospital is at proximity to the competition venue. (Bonus)	
Organizing Committee	5	The applicant is presenting a strong organizing committee structure with a history of organizing successful gymnastics events.	
Proposed Budget	5	The applicant prepared a realistic, conservative budget showing a net profit.	

Accommodations	4	<p>The city offers several hotels at proximity to the competition venue at reasonable prices.</p> <p><i>If a package is offered:</i> All participants will be accommodated within the same facility or at close proximity to each other. The OC can offer one bed per participant. If residences are used, the ratio of washroom/showers per participant is 1/4 or less. The OC is able to offer a more upscale accommodation for officials and GCG staff.</p>	
Meals & Hospitality	4	<p>Comprehensive plan to provide meals for judges and staff as well as some hospitality for coaches and volunteers. There are a number of quality restaurants at proximity to the hotel and/or competition venue.</p> <p><i>If a package is offered:</i> Delegate meals will be served at proximity to accommodations and the competition venue at flexible hours. The menu will offer a variety of options to satisfy dietary needs.</p>	
Transportation (to the city)	3	<p>The host city must have a major airport within one hour or less of the event site that offers a wide selection of flights at affordable prices. Train and bus routes are a bonus.</p>	
Transportation (to the venue)	3	<p>Transportation must be of a short distance (no more than 20 minutes one-way) and a structured shuttle plan for judges must be presented.</p> <p><i>If a package is offered:</i> The shuttle plan is well structured and comprehensive.</p>	
Host City	2	<p>The city, as presented in the bid, offers a variety of social and cultural experiences accessible to the participants.</p>	
Volunteer / Community Support	4	<p>Included in the bid are letters from at least two local clubs and a government official that will provide support to the event. The proposed host community has a history of supporting gymnastics events at all levels.</p>	

		(Financially, volunteer support, promotional initiatives, etc.)	
Media / TV Coverage	3	The host city is an important media market with an interest for amateur sport. There is a wide range of accessible media that can be used for advertising and promotion of the sport of gymnastics and of the event.	