



**JUDO**

BIDDING GUIDELINES  
JUDO CANADA

[judocanada.org](http://judocanada.org)



## INTRODUCTION

Judo Canada (JC) is the National Sport Organization (NSO) for the sport of Judo in Canada.

Founded in 1956, Judo Canada includes over 25,000 players from 10 provinces and 3 Territories as well as over 1500 coaches and 600 officials. JC is the owner, on behalf of its Members, of the Event. In all of our work, Judo Canada is guided by our core values:

- Prioritize Health and Safety
- Embody the Values Of Fair Play and Drug-Free Sport
- Seek Excellence
- Positive Leadership and Respect for Others
- Be Transparent and Policy-Based in Decision Making

Website: [www.judocanada.org](http://www.judocanada.org)

## EVENTS OVERVIEW

The events being hosted and open for bids are:

- 1- 2019-2020-2021 Elite National Championships**
- 2- 2019-2020-2021 National Open Judo Championships**

While the Elite National Championships and the National Open Judo Championship are essentially two separate events, these events requires a clear understanding of roles and responsibilities. The following is an overview of the key stakeholder's responsibilities in the Event to give context to those details that follow:

**Provincial Judo Associations:** The provincial judo associations are members of JC. They are also indispensable JC partners in hosting any major event. All bids must receive the endorsement of their provincial or territorial judo association before being considered for this bid process. Provincial/Territorial judo associations will be free to endorse more than one bid if they so choose.

**Local Judo Clubs:** Local judo clubs are a vital part of the process from the bidding stage through to execution. While not a requirement, often the local judo club is the hosting organization. If the local club or provincial association is not hosting the Event, it is essential that the Host Committee secure the support of these important partners.

**Host Committee:** The Host Committee is the body with which JC will contract to host the Event. The Host Committee must be fully constituted according to their provincial societies incorporation act and must be free to contract. In the case of the Event, this is often a local club or provincial/territorial judo association.

## **BID SUBMISSIONS**

Bidding committee should produce a complete document that outlines their bid, the support they have in executing the bid (and during the Event if successful in the bid) and their community. While each bid will be unique in its theme and flavor (which is important in providing the participating athletes with an unforgettable experience). It is important for the delegates to have sufficient basic information to accurately review and compare the bids received. Consequently, the bid submission document will consist of two parts:

**Part 1** comprising the basic information complying with the technical requirements / information in a consistent format.

And

**Part 2** comprising any other information the bidder wishes to present, all of which can be presented in a manner that reflects the uniqueness of the community and region submitting the bid.

The Bid Document, consisting of both Parts 1 and 2 will be provided in accordance with the timeline outlined below.

## **BID OVERVIEW**

The bid process presents an incredible opportunity to excite and electrify the judo communities and the hosting region by welcoming judo's best athletes.

Another opportunity exists to connect with your community at large and forge more partnerships. Even those bids that are not successful will benefit from the connections, thoughts and relationships that are required to put the bid together.

### **Bid Timeline for 2019 Event**

**December 1st, 2017**     Deadline to submit bids to Judo Canada

**February 1st, 2018**     Deadline for technical visit (if needed) & bid review

**March 1st, 2018**     Decision by JC selection committee to Award the Event

## **EVENT REQUIEREMENTS**

In order to ensure the Event is held to the highest standards, JC has created the minimum following Event requirements. Bidding committees are encouraged to read and understand these requirements before proceeding with their bid.

### **Bid Submission, Site Visit & Selection Process**

The Bid selection committee will be faced with a difficult decision to select from among several well-prepared bidding groups, all of whom could be more than capable of hosting an unforgettable event.

Bidding groups will submit their bids in accordance with the time frame and in the format outlined in this document. After receiving the draft bid, JC might conduct an on-site evaluation, and a report will be shared with the bid selection committee.

### **Site Visit - Travel and Accommodations**

Bidding groups will need to fund the travel and accommodation for one member of the Selection Committee to conduct a site visit.

### **Venues and Presentation**

The site visit will take place over the course of one day. Along with a member (or members) of the bid group, the Selection Committee delegate shall visit all competition venues, special events locations and the proposed host hotel.

At the discretion of the bid group, a formal presentation of the bid package may take place. The presentation must not exceed 20 minutes in length.

### **Selection Procedures**

The selection of the successful Bid will be conducted by the Selection committee.

The selection committee shall consist of the JC's CEO, COO, Sport Director and a board member.

This group will review the bids and provide a recommendation to the Judo Canada Board of Directors for approval in accordance with the timeline outlined.

### **Agreement with Judo Canada**

At least one year from the commencement of the Event, the Host Committee will enter into an agreement with Judo Canada regarding the technical, financial and operating arrangements and other activities contained in the successful bid document, along with specification of roles and responsibilities.

Judo Canada is ultimately responsible for financial losses incurred at the Event and is the recipient of all surpluses from the Event.

**Please submit your bids or direct your questions to Patrick Esparbès COO Judo Canada at:**

[p.esparbes@judocanada.org](mailto:p.esparbes@judocanada.org)

Confirmation of receipt for bid submissions will be issued within two working days.

Any additional information the Bid Committee wishes to include that is not requested elsewhere in the Bid Document can be added.

## **LIST OF THE MINIMUM VENUE REQUIREMENTS**

### **ELITE NATIONALS**

**Physical event footprint:** 16m x 16m

**(NOTE:** It does not consider tiered spectator seating requirement of at least 500 individuals.)

Access to hall sound system, Wi-Fi access as well as a dedicated (10mb upload) capacity, additional area for doping (CCES) control, 30 metal barriers, 3 medical tents (w/ treatment beds), podium with 2 bronze medal positions, 24 tables of at least 8' in length, 60 chairs.

Warm-up area of at least 10m x 10m either in same hall, or within close proximity to the competition venue. This area must offer internet connectivity.

Additional meeting rooms at the event main accommodation for meetings, draws, weigh-in and accreditation processes.

### **OPEN NATIONALS**

22m x 54m (72' x 177') if the venue offers a rectangular lay out option or 36m x 36m (118' X 118') if the venue offers a square lay out option. The rectangular lay-out is preferable.

**(NOTE:** It does not consider tiered spectator seating requirement of at least 1500 individuals.)

Access to sound system within hall, 15 amp \* 6 independent power circuits, 54 barricades of 6' length, 4 medical tents with treatment beds, segregated area for doping (CCES) control, podium with 2 bronze medal positions, Wi-Fi access as well as upload of (10mb upload) for live streaming, 60 chairs, 28 tables of 8' length minimum, warm-up area of 200 square meters minimum that is located in same hall as the competition area, or within proximity. The warm up area must offer internet connectivity if not located in same area as competition.

Additional meeting rooms at event main accommodation for meeting, draw, weigh-in and accreditation processes.

## DETAILED INFORMATION

### Accommodations:

**Host Hotel:** accommodations, for the Board members and JC staff attending the Event

**Officials Hotel:** accommodations, for the Officials attending the Event

**Athletes' Hotels:** accommodations, for the teams attending the Event

### The following rooms are required (minimum):

#### Guest Rooms

- Open Nationals +/- 375 double room or 750 dormitory single bed room
- Elite Nationals +/- 80 double room

#### Host Hotel (Staff and officials)

- Open Nationals +/- 40 double room
- Elite Nationals +/- 20 double room

## REQUIRED VENUES AND SERVICES

### Athlete Change Rooms

Change rooms in each playing venue measuring approximately 20' x 20' (400 square feet) and includes a private toilet and sink, and stalled shower facilities. It is expected the change rooms will be clean, and acceptably maintained for a national level event.

### Media Room

Separate location with power, telephone and internet access, and space for media to file reports and players to be interviewed in an appropriate environment.

### Medical Services

Separate and private first aid location at playing venue. The first aid room must be easily accessible from the playing venue and should not be accessible to spectators. The Host Committee will have first aid attendants and first aid kits available at venue with access to a qualified physician within minutes. Ambulance services would be coordinated so that appropriate coverage would be in place. The main medical center would be located at the competition Venue where all medical personnel would be dispatched. On site medical centers would be clearly identified and visible to all participants, volunteers and spectators. Other services such as general physiotherapy advice would be available and coordinated through the medical headquarters.

## **Doping Control**

As Judo Canada adheres to the drug policy and enforcement under the Canadian Centre for Ethics in Sport (CCES), participants at this event will be subject to scheduled drug testing throughout the weekend of the Event. CCES will work with the Host Committee via Judo Canada to engage in this activity; however the successful bidder should be prepared to have on hand independent volunteers to assist as chaperones in conducting the necessary testing.

## **Merchandise Service**

Location of approximately 600 square feet at playing venue, or as ultimately determined by the Official Merchandise Supplier. JC will contract an official merchandiser for clothing and branded souvenir. During the Event, the Host may not allow or arrange for branded merchandise sales by other vendors.

## **Officials Meeting Room**

Meeting room at the Officials Hotel to be available for use by the Officials throughout the Event.

Meeting room within the competition Venue to be used by JC staff and volunteers.

## **Judo Canada Office**

Meeting room within competition Venue for JC staff and volunteers.

## **Volunteer Services**

Location at competition venue for volunteers to report for duty and congregate during day.

## **Live webcast on judocanada.tv**

For each playing surface to set up webcast camera linked with the Shiai software tournament. Venue must offer suitable internet capabilities to provide HD webcast images.

## **VIP Services**

The following groups are designated VIPs for the Event and should receive preferential treatment such as access to all events/activities, preferred seating, and access to Event transportation:

- Judo Canada Board of Directors & Staff
- Key national and local sponsors
- Government Representatives
- Provincial/Territorial Judo Association Presidents

## **TRANSPORTATION**

### **Air Transportation**

The Host City must be easily accessible by air. The Host City should be serviced by an international airport with adequate number of non-stop flights and passenger seats each day.

### **Ground Transportation**

Transportation to/from the designated airport for the Board, staff and Officials of JC, including (if needed) transportation to/from competition venue and other event venues (ex: banquet).

## **PROTOCOLE**

### **Opening Ceremony**

The details of this activity will be at the discretion of the Host Committee, but should include entertainment, speeches by local and national dignitaries and introduction of the provincial/territorial Teams. The intent of this ceremony is to raise enthusiasm and excitement for the beginning of the Event..

### **Medal Presentations**

Medal presentations will take place following all the gold medals fights. The format of this presentation will be developed by the Host Committee in consultation with JC. This ceremony will include Gold, Silver and Bronze medal presentations (medals supplied by JC).

## **HUMAN RESSOURCES**

### **Officials**

JC will be responsible for identifying, selecting and scheduling the major officials who will be participating in the Event. The cost of the officials' accommodation (and food), travel expenses to the host city and back are borne by JC. The costs for local transportation for the officials will be borne by the Host Committee if needed.

### **Minor Officials**

The Host Committee will be responsible for the training, assignment and oversight of minor officials throughout the event. This will include announcers, scorekeepers and timekeepers. The training of a pool of minor officials will be an important pre-event function for the Host Committee and will provide the hosting community with an important legacy after the Event. Judo Canada staff will assist in this training on required basis.

### **Official Event Photographer**



An official event photographer will be identified by JC . Any other volunteer photographer can be accredited but should provide daily photos of fights and all activities associated with the Event to the Host Committee and JC. Photographs will be used for media and promotional purposes. At the conclusion of the Event, the photographs also become the property of JC with photo credit being given to the photographer.

### **Media Relations and Communications - Including Websites**

JC will designate a Media PR rep to work in consultation with JC's Media PR consultant to create awareness and provide general event information to the Media.

Judo Canada will provide the platform for the event website, online results system and access to the judocanada.tv network. All external communications must be provided in both official languages (press releases, website postings, etc).

### **Event Promotions and Ticket Sales**

The Host Committee with JC will be responsible for establishing a pre-events promotion and ticket sales. JC will work with the Host Committee to make athletes available (when possible) for any promotional events scheduled.

## **FINANCE**

### **Financial Requirements**

In order to create value for our stakeholders, we need to bring resources into the Event and allocate those resources prudently. This section deals with those elements and should be a part of the consideration of any group considering or working on a bid for these events.

### **Revenue Generation**

The Host Committee will need to generate adequate revenues in order to fulfill all of the obligations of the Event while still creating a legacy fund. Hosts can, and should expect revenue from the following sources (though others are certainly possible):

- **Local Sponsorship**

Host communities will be able to develop sponsorship packages for local sponsors.

- **Program Sales**

The Host Committee should develop a souvenir program for the event. The program should be available for free and online access. Some information for inclusion in this program will be supplied by JC.

- **50/50 and other Gaming Fund raisers**

Host Committees are free to pursue 50/50's and other similar fund raisers such as casino nights providing they secure proper registration/licensing from their respective municipal and/or provincial/territorial jurisdictions.

### **Economic Impact**

Historically, we have seen an economic impact on the hosting municipalities of the Open nationals in the range of \$3,500,000 and \$1,500,000 for the Elite Nationals.

### **Cost Management**

In order for the Event to be successful, the Host Committee will have to ensure that proper controls are in place to manage and limit costs.

### **Legacy Funds**

JC will be planning to create a surplus as a result of the hosting of this Event. As such, JC will be developing a plan for the use of the legacy funds to help further judo in the host province/territory and or in a host city.

## **STRUCTURE**

### **Host Committee**

At the heart of this project will lay a committed, passionate and effective Host Committee. The work of the Host Committee will vary greatly in scope and type and thus so too should the composition of the Committee.

### **Structure of the Host Committee**

The Host Committee will need to have a structure that is sufficiently flexible to allow it to adapt to the challenges throughout this process but sufficiently rigid that it can form the foundation of the Event. Striking this balance is no small feat. Regardless of the structure of the Host Committee, one of the keys to the success of the Event will be the people that make up the Host Committee and its sub-committees. People will need to bring passion, dedication and expertise in order to ensure accomplishment of the goals for this Event. In forming a Host Committee, bid personnel should be cognizant of the skill sets they will need on the Host Committee as well as the need for people to do the work. To that end, the following is a non-exhaustive list of skill sets that can be considered essential to the successful function of the Host Committee:

- Meeting planning and running meetings;
- Legal;
- Accounting and Financial management;
- Connections in the community;
- Knowledge of Sport Venues;

- Sponsors and service providers;
- Service clubs and other voluntary organizations; and
- Judo expertise and experience.

The structure of the Host Committee is also important, but will vary according to the strengths and attributes of the Host Committee members and the requirements of each unique community. However, as a basis for structure the following template is provided for consideration.

### **Co-Chairs**

The Event should have two Co-Chairs who jointly perform the leadership role for the Event. As with the other key roles in the Host Committee, the co-chair structure allows for some redundancy and avoids having the Host Committee become too reliant on one person. The Co-Chairs should be prepared to act as the official spokespeople for the Event in the community and to lead the efforts of the rest of the host group. At least one of the Co-Chairs should have experience in running meetings.

### **Director Hosting and Athlete Services**

This role attends to the transportation, housing and feeding of the athletes, coaches and officials at the Event. This role is broad and usually involves a large portion of the volunteer contingent for the Event. Key areas of this portfolio include hotel liaisons, athlete welcome packages and ground transportation for officials.

### **Director Volunteer Services**

The Event will require between 175 and 250 volunteers for the Open Nationals and between 70 and 80 for the Open Nationals. In this role, the Director will be in charge of recruiting, training and recognizing these irreplaceable volunteers. The person in this role will have to be able to liaise effectively with all other elements of the organization in order to gauge and fill each of their volunteer service needs.

### **Director Finance**

The Director of Finance in collaboration with JC will be charged with managing the financial well-being of the Event through the initial stages of the bid through to the completion and the creation of legacy funds. This role requires to work closely with all of the elements of the host group to determine and resource financial requirements.

### **Director Fundraising**

The Director of Fundraising plays an essential role in providing the financial support for the Event and engaging the local and surrounding communities, businesses and organizations, as well as city council in providing services (both cash and in-kind) to the Event. Ideally this individual needs to be someone passionate about judo, with contacts in the business community and an ability to sell the sport of judo.

## **Director Event Services**

The Event services element of the event will include the opening and closing ceremonies, fight presentation, medal ceremonies and other promotional events leading up to and including the weekend of the Event.

## **Representatives of Stakeholders**

Depending on the view of the Host Committee it may be prudent to include representatives of key partners on the Host Committee. These partners may include the municipality, the province/territory or a key funding agency. The inclusion of these people on the Committee can include ex officio (non-voting) roles or full membership.

All of these roles will be backed up with co-directors and with sub-committees. This structure will allow the Host Committee to spread out the work, and allow leaders in the community to take on particular areas (transportation for instance) without having to take on the entire "Athlete Services" portfolio.

The Host Committee will have some flexibility in terms of their organizational structure, but should expect to work with a structure similar to that outlined above.

## **Host Committee Relationship with Judo Canada**

Judo Canada has the honor and the challenge of hosting this major Event in our sport. Likewise, we will award a Host Committee with a similar challenge and honor; so we need to work together at every step of the way.

The COO and Sport Director of JC will be two ex officio (non-voting) member of the Host Committee and will participate in Host Committee meetings as required (either by the Host Committee or Judo Canada).

The Bid/Host Committee can expect that one or more members of the JC staff (at JC expense) will visit the bid/host community on at least two occasions: (1) after the initial bid submission and in advance of the vote for the bid selection, to conduct an on-site evaluation and provide feedback to the Bid Committee in advance of the final submission; and (2) in the months leading up to the Event to the Host Committee, and will participate in Committee meetings at that time. The JC staff has the experience of running this annual Event as well as the background that comes with being professional in sport administration. It will be important for Host communities to work closely with the JC staff at all times to ensure a positive outcome for the Event.

## **Judo Canada Board**

The Judo Canada Board will play a role (as voting delegates) in the very important duty of selecting the successful bidder for this Event. They will also be in attendance at the Event and are in charge of policy that may affect the operation of the Event. Although ultimately responsible for the Event, the Board does not typically get involved in the day-to-day preparations and operations for the Event. From time to time, the Board may request a report from the Host Committee about their progress. The Board will then provide feedback to the Host via the JC staff.

## **Volunteer Recruitment, Training and Recognition**

The Event simply will not happen if not for the considerable efforts of dedicated volunteers. Volunteers will be involved from the development of a bid package right through to after the Closing Ceremony.

Host Committees will need to have a plan in place to recruit these volunteers, train them for their specific roles and recognize them for their efforts. The bid package should include an overview in reference to the available volunteers (especially if the municipality or province maintains a volunteer skills inventory), plans for recruitment and plans for retention.

## **Host Committee Relationship with Key Partners**

The Host Committee will need to work closely with many key partners in order to make the Event a reality. Below is a short overview of some of these key partners.

- **Local clubs**

It will be imperative that the Host Committee have the full support of their local clubs in the area. The Event will require a great deal of volunteer support, a dedicated base of ticket buyers and the coordinated efforts of the entire judo community. Bid packages should include letters of support from all local clubs in the area.

- **Provincial/Territorial Judo Association**

As with the local clubs, the provincial/territorial judo association will be an irreplaceable part of the bid and the conduct of the Event. All bids require a letter of support from the provincial judo association. As with JC, the provincial judo association is a source of experience and information in terms of operating judo events, and should be consulted throughout the planning and execution of the Event.

- **Competing Provinces**

At the bid stage, the bid group will have limited, if any, interaction with the competing Provincial/Territorial Judo Organizations. As the Event date approaches, the Host Committee will work with these teams on logistical and promotional information on an ongoing basis.

- **Governments and Venues Owners**

A national championship event requires that the municipal and provincial/territorial levels of government become involved. Their involvement can be financial in the form of grants, and can also include promotional and logistical support. The governmental partners can also include local and provincial/territorial tourism boards that can provide irreplaceable support to the Host Committee through the bid process and into the operational phase of the event.

## **Post Event Report**

The Host Committee will be required to complete a post-event final report. This report will include information about the expenses, logistics as well as lessons learned from the experience of hosting.

## **General Requirements**

The following outlines some elements of an outstanding Event not captured in one of the headings above.

### **Relationship with the Federal Government**

Judo Canada may be able to find funding sources through the federal government such as Regional development agencies (e.g., Western Economic Diversification, Atlantic Canada Opportunities Agency), Human Resources Development Canada or other departments. Within the government, only Judo Canada will have contact with Sport Canada or the Department of Canadian Heritage. The Host must keep JC apprised of all contact with the federal government.

### **Relationship with Event Sponsors**

Host Committees and Judo Canada will need to work closely with their event sponsors to ensure that they get the best possible experience from their relationship with the Event. This will include VIP services for these sponsors, outstanding delivery on the deliverables in the sponsorship contract as well as working closely with JC's sponsors to ensure there are no sponsorship conflicts or other challenges.

### **Relationship with Broadcast Partners**

JC is the broadcast rights holder for this Event. As such, any broadcast agreement will be signed by JC. Although JC is the owner of the broadcast rights, the local Host Committee can and will be very involved in the broadcast of these events. This may include working with broadcast partners directly, ensuring that the broadcast partners have the facility access they need and having co-chairs and/or spokespeople available for interviews. In the realm of broadcast, it will be important that the Host Committee work closely with JC and that the Committee fully communicate the broadcast requirements to the rest of the Committee as broadcast requirements often touch on multiple elements of the operation.

### **Official Languages**

All communications in relation to this Event must be provided in both of Canada's Official Languages. This includes websites, promotional material, in-venue announcements and major signage in the venues. JC will be able to periodically help with translation services but Host Committees will need a plan for translations as well as for bilingual announcers/MC's for events.