



**TAEKWONDO  
CANADA**

# REQUEST FOR PROPOSAL



## INTRODUCTION

Taekwondo Canada is the National Sport Organization for the sport of Taekwondo in Canada.

Taekwondo Canada has over 15,000 members from 10 Provinces and 1 territory as well as over 500 coaches and 200 officials.

Taekwondo Canada is guided by our core values:

- Community Outreach
- Leadership
- Inclusivity
- Morality (Ethical Standards)
- Accountability
- Team work
- Excellence

## EVENT OVERVIEW

The events being hosted and open for bids are:

- 2019, 2020 Canadian National Taekwondo Championships
- 2018, 2019, 2020 Canada Open



**NATIONAL TAEKWONDO  
CHAMPIONSHIPS**  
**CHAMPIONNATS NATIONAUX  
DE TAEKWONDO**

Canadian National Taekwondo Championships is the premier National level taekwondo event in the country. It is an event that includes team selection and participation divisions. This is open to all of Taekwondo Canada's athletes.



The Canada Open is the signature annual international event hosted by Taekwondo Canada and it is sanctioned by World Taekwondo. This event will allow athletes to accumulate points towards their world and Olympic ranking. It has occurred annually since 2012 and has provided Canadian athletes with world class competition against some of the best international taekwondo athletes.

# BID REQUIREMENTS



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The bid should include the following information:

- The year and event that the City is bidding to host.
- A breakdown of what assistance the city is offering Taekwondo Canada, including all grants.
- Proposed venue information
- Proposed hotel information
  - Hotel name, address, and group affiliation
  - Distance to and from the proposed venue
  - Room number, type, and rate
  - Listing of meeting rooms as per event requirements listed in this package
  - Concessions and incentives
- Detailed contact information for your key contact in the bid process

# BID RESULTS

When choosing the location for the above mentioned events, Taekwondo Canada will consider several important factors:

1. Financial incentives being offered in each bid coming from the City, the tourism bureau, hotel associations and/or properties, the provincial government, local event sponsorship opportunities.
2. Reductions in our budgeted hard costs, especially facility rental charges, seating, technology, and decoration.
3. Transportation services provided (shuttles between hotels and airport, shuttles between hotels and competition venue).
4. Travel allowances for site visit during the negotiation phase and leading to the competition.
5. Services for outsourcing local suppliers, developing media relations, and building strong communications campaigns.

In awarding a bid, Taekwondo Canada may also consider:

1. Ease of travel for participants to reach the event destination;
2. Adequate hotel availability;
3. Capacity of the provincial member organization to host the event(s).



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## TIMELINE

December 15, 2017	the deadline to submit bids and/or submit the expression of interest in hosting the events to <a href="mailto:events@taekwondo-canada.com">events@taekwondo-canada.com</a>
January 5, 2018	A short list will be released
January 31, 2018	Official announcement

## EVENT ORGANIZATION

Once Taekwondo Canada will choose the host/Cities, Taekwondo Canada will work directly with Provincial member organizations to strike an event-specific organizing committee. The city is not responsible for the event organizing, simply for the submission of the proposals.



*(2017 National Taekwondo Championships, photo by Amanda Ubell)*

# CANADIAN NATIONAL TAEKWONDO CHAMPIONSHIPS



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## Overview

The Canadian National Taekwondo Championships is the premier National level taekwondo event in the country. It is an event that includes team selection and participation divisions. This is open to all Taekwondo Canada's athletes from age 5 to over 65. The event runs for four (4) days of competition with two additional days of preparation and tear-down.

- Annual tournament, in January or February
- 4 days of competition (Thursday – Sunday)
- Setup from Wednesday morning and tear down is Sunday end of day
- Over 500 room nights
- Over 800 athletes, coaches, officials, and delegates
- Approximately 1200-1500 spectators.

## Venue

<b>VENUE SPACE: minimum of 60m x 75m</b>
Venue layout: 5 rings of 10*10 meters plus 1 ring 12*12 meters or 6 rings of 10*10 meters plus 1 ring 12*12 meters
Protocol area: Opening ceremony and medal ceremonies
Technical area: Ring management / inspection area
Technical area: Control desk area
Medical area
<b>WARM UP AREA</b>
400 square meters, must be in the venue or very close by.
<b>SEATING IN BLEACHERS</b>
Seating in bleachers for 1000
<b>TECHNOLOGY NEEDS</b>
Wired Upload 10mbps internet speed for live streaming
4*60" monitors for match calling
2*36" monitors at each ring
Sounds system in the venue and warm up area
1 PoE 4 port switch for each ring



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## OTHER REQUIREMENTS

Open area for accreditation pick up, admission, vendors, and sponsors booth
Lunch room for referees, VIPs and volunteers for 40 people sit
Meeting room for referees /Organizing committee: 130 square meters
Weigh-in rooms for both male and female competitors
Change rooms for both male and female competitors
Independent washrooms and waiting/sitting area for anti-doping testing (male and female)
Complimentary parking
Ice machine station

## ➤➤➤ Hotel

### ACCOMMODATION REQUIRED

Breakfast inclusion is preferred
Parking and wifi complimentary
Transport provided to and from the venue, if the venue is further than 5 min walk
Transport provided to and from the airport is preferred
Double rooms: 3 rooms on Monday, 25 rooms on Tuesday, 100 rooms each from Wednesday to Saturday, 65 rooms on Sunday, 5 rooms on Monday.

### MEETING SPACE REQUIRED

Accreditation on Wednesday only if the competition venue is not in hotel: 110 square meters.
Weigh-in rooms for male on Wednesday only if the competition venue is not in hotel <ul style="list-style-type: none"><li>• 40 square meters for 10-12 people;</li><li>• Wooden floor platform is preferred;</li><li>• 1 table and 2 chairs;</li><li>• 4 hours.</li></ul>
Weigh-in rooms for female on Wednesday only if the competition venue is not in hotel <ul style="list-style-type: none"><li>• 40 square meters for 10-12 people;</li><li>• Wooden floor platform is preferred;</li><li>• 1 table and 2 chairs;</li><li>• 4 hours.</li></ul>

Coaching workshop on Wednesday

- 9am-5pm;
- wifi;
- Theatre style for 30 people or less.

Referee seminar on Tuesday and Wednesday

- 9am-5pm;
- wifi;
- Theatre style for 30 people or less.

Technical Meeting on Wednesday

- 6pm – 8pm;
- Theatre style for 120 people.

Referee meeting on Wednesday

- 8pm-9pm;
- Theatre style for 40 people.



*(2017 National Taekwondo Championships, photo by Andrius Sarapnickas)*



# CANADA OPEN

## Overview

The Canada Open is the signature annual international event hosted by Taekwondo Canada and it is sanctioned by World Taekwondo. This event will allow athletes to accumulate points towards their world and Olympic ranking. It has occurred annually since 2012 and has provided Canadian athletes with world class competition against some of the best international taekwondo athletes.

- Annual tournament, during September
- 3 days of competition – Friday, Saturday and Sunday
- Set up from Thursday morning and tear down is Sunday end of day
- Over 600 room nights
- Over 1200 athletes, coaches, officials, delegates
- Around 2000 spectators.

## Venue

<b>VENUE SPACE: minimum of 95m x 65m</b>
Venue layout: 5 rings of 10*10 meters plus 1 ring 12*12 meters or 6 rings of 10*10 meters plus 1 ring 12*12 meters
Protocol area: Opening ceremony and medal ceremonies
Technical area: Ring management / inspection area
Technical area: Control desk area
Medical area
Mixed zone (media area)
<b>WARM UP AREA</b>
400 square meters, must be in the venue or very close by.
<b>SEATING IN BLEACHERS</b>
Seating in bleachers for 1200.
<b>TECHNOLOGY NEEDS</b>
Wired Upload 10mbps internet speed for live streaming
4*60" monitors for match calling
2*36" monitors at each ring



Sounds system in the venue and warm up area
1 PoE 4 port switch for each ring
<b>OTHER REQUIREMENTS</b>
Open area for accreditation pick up, admission, vendors, and sponsors booth
Lunch room for referees, VIPs and volunteers for 40 people sit
Meeting room for referees /Organizing committee: 1300 square meters
Weigh-in rooms for both male and female competitors
Change rooms for both male and female competitors
Independent washrooms and waiting/sitting area for anti-doping testing (male and female)
Complimentary parking
Ice machine station

## »»» Hotel

<b>ACCOMMODATION REQUIRED</b>
Breakfast inclusion is preferred
Parking and wifi complimentary
Transport provided to and from the venue, if the venue is further than 5 min walk
Transport provided to and from the airport is preferred
Double rooms: 15 rooms on Monday, 30 rooms on Tuesday, 125 rooms each from Wednesday to Saturday, 60 rooms on Sunday, 10 rooms on Monday.
<b>MEETING SPACE REQUIRED</b>
Accreditation on Wednesday only if the competition venue is not in hotel: 130 square meters
Weigh-in rooms for male on Wednesday only if the competition venue is not in hotel <ul style="list-style-type: none"> <li>• 40 square meters for 10-12 people;</li> <li>• Wooden floor platform is preferred;</li> <li>• 1 table and 2 chairs;</li> <li>• 4 hours.</li> </ul>
Weigh-in rooms for female on Wednesday only if the competition venue is not in hotel <ul style="list-style-type: none"> <li>• 40 square meters for 10-12 people;</li> <li>• Wooden floor platform is preferred;</li> <li>• 1 table and 2 chairs;</li> <li>• 4 hours.</li> </ul>



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Coaching workshop on Thursday

- 9am-5pm;
- wifi;
- Theatre style for 50 people or less.

Technical Meeting

- 6pm – 8pm;
- Theatre style for 120 people.

Referee meeting

- 8pm-9pm;
- Theatre style for 40 people.



*(2017 Canada Open Championships, photo by Luciano Amato)*