

BID HANDBOOK



***2028 & 2029
LEGION NATIONALS***



CONTENTS

A. LEGION NATIONAL YOUTH TRACK AND FIELD CHAMPIONSHIPS	3
B. BID PROCEDURES AND TIMELINES	5
C. BID INSTRUCTIONS.....	6
C1. Bid Proposal Submission Format.....	6
C2. Bid Proposal Content.....	6
C3. Key Documentation Checklist.....	6
C4. Incomplete Bid.....	7
C5. Changes to the Bid Handbook	7
C6. No Lobbying Allowed	7
C7. Notification of unsuccessful bids	7
D. LEGION NATIONALS' MINIMUM REQUIREMENTS	8
D1. Host Community	8
D2. Local Organizing Committee	8
D3. Funding	9
D4. Competition Venue	10
D5. Hosting Venues	10
D6. Medical Requirements	11
D7. Transportation.....	12
D8. Accommodations.....	12
D9. Food Services.....	13
D10. Local Event Day.....	13
D11. Volunteers.....	13
D12. Marketing and Communications	14
E. EVALUATION CRITERIA.....	15
F. SELECTION COMMITTEE	15
G. SELECTION.....	16
H. BID INFORMATION.....	16
APPENDIX A: BID EVALUATION MATRIX	17
APPENDIX B: COMPETITION VENUE STANDARDS SUMMARY	19



A LEGION NATIONAL YOUTH TRACK AND FIELD CHAMPIONSHIPS

GENERAL

The Legion National Youth Track and Field Championships, also known as the Legion Nationals, is an annual event held at the beginning of August and staged at a selected track and field complex within Canada. It is the single most important event run by the Legion in its youth program. It is an important development step in the life of an athlete with aspirations to be the best in the world. The title tells the tale - "National" - and thus sets the parameters for the way matters should be handled regarding planning, management, protocol, and public relations.

Hosting the Legion Nationals involves joining the efforts of the host community and the Royal Canadian Legion (i.e., local – Legion branch, provincial – Provincial Command, and national – Dominion Command (DC)) in areas such as event administration, corporate support, marketing, promotion, local government agency support, and the selection and management of volunteers and officials. DC will work with the selected host organization to ensure the success of this event. The Royal Canadian Legion expects the selected host 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 Dominion Command Sports Committee.

PURPOSE

The purpose of the Legion Nationals is to give young Canadians 17 and under a chance to compete against the best, develop confidence, gain leadership skills, and better understand the tradition of remembrance. At the Royal Canadian Legion, we believe the primary purpose of sport is the human and social development of people. As a result, the Legion strives to encourage participation, fitness, and the development of leadership, to promote national unity, and to create an awareness of the Royal Canadian Legion and remembrance.

VALUES

The core values of the Royal Canadian Legion guide the vision and execution of the Legion Nationals. They are reflected in the three pillars of Legion work: Serving Veterans, Remembrance, and Community. It is expected that the selected host city ensures our values are evident throughout the Championships. These core values are:

- **SERVICE.** We provide dedicated support and compassionate assistance.
- **INTEGRITY.** We behave ethically and in a manner which inspires trust, mutual understanding, and confidence.
- **RESPECT.** We are supportive, inclusive, courteous, and fair to all, honouring dignity and worth of every person.
- **LOYALTY.** We are steadfast to our patriotic allegiance to the Sovereign, to our Country, to the Royal Canadian Legion, and to our Comrades.
- **TEAMWORK.** We cooperate and work together selflessly, in comradeship, to achieve our mission.

In addition to our core values, the Legion Nationals exemplifies values which contribute to our pillar of community. In other words, these values are critical to our goal of bringing people together and strengthening communities.

- **INCLUSIVITY.** We believe sport is for all youth in Canada and work towards delivering a national championship that celebrates every person for who they are.
- **CITIZENSHIP.** We strive to encourage, promote, and develop active citizens who positively contribute to their communities.

ESTIMATED PARTICIPATION

900	100+	70+	200-300	1,000	1,000	75,000
ATHLETES	COACHES	COMPETITION OFFICIALS	EVENT VOLUNTEERS	FAMILY MEMBERS AND FRIENDS	LOCAL SPECTATORS	NATIONAL ONLINE REACH

ORGANIZATION

The Legion Nationals is organized and conducted under the direction of DC which is assisted in its efforts by several organizations such as Athletics Canada (AC), the applicable provincial athletic organization and Trackie, as well as on-site by a Local Organizing Committee (LOC).

ACTIVITIES

The Legion Nationals include practice sessions, training activities, a three-day track and field meet, and various social or local cultural activities. The dates for the Championships are **August 11-13, 2028** and **August 10-12, 2029**.

LEGION TEAM STRUCTURE

Each Legion Provincial Command is authorized to send a team to a maximum of 48 persons. The approved structure is 40 athletes, four chaperones and four coaches.

OPEN ATHLETES

The competition is open to all athletes who meet the entry standards through verified qualifying performances.

GENERAL SCHEDULE OF EVENTS



THURSDAY

Athlete Clinic
& Practice
Opening Ceremony
DC Reception



FRIDAY

Competition
Officials
Appreciation
Reception



SATURDAY

Competition
Chaperones
Appreciation
Reception



SUNDAY

Competition
Coaches
Appreciation
Reception



MONDAY

Local/Cultural Tour
Closing Banquet



BID PROCEDURES AND TIMELINES

The bidding process for the Legion Nationals involves the bid submission, initial review by the Dominion Command Sports Committee, and a scheduled visit (if required) to review the facilities and confirm plans. Once the bid has been accepted, a Memorandum of Understanding will be signed by both parties to the agreement.



BID PERIOD OPENS

May 26, 2025

BID SUBMISSION DEADLINE

August 29, 2025

SITE VISIT

If required

SELECTION OF WINNER

October 2025



C. BID INSTRUCTIONS

1. BID PROPOSAL SUBMISSION FORMAT

- ☐ Bids must be submitted in PDF format
- ☐ Bids are to be submitted electronically as a minimum but can also be submitted via mail to the Royal Canadian Legion – National Headquarters.
- ☐ The Legion National Youth Track and Field Championships are a completely bilingual event. Bids may be submitted in either English or French.

2. BID PROPOSAL CONTENT

- ☐ How your objectives align with the purpose of the Legion National Youth Track and Field Championships and the values of the Royal Canadian Legion.
- ☐ Proof that your content meets the minimum standards required
- ☐ Creative freedom that best represents your bid
- ☐ Photos and visuals that enhance the quality of the bid proposal

3. KEY DOCUMENTATION CHECKLIST

- ☐ **Letters of Support**
 - ☐ Letter of endorsement from your city/facility
 - ☐ Letter of endorsement from your athletic provincial branch
 - ☐ Letter of endorsement from your Legion local branch
 - ☐ Letter of endorsement from your Legion Provincial branch
 - ☐ Any other relevant letters of endorsement
- ☐ **All information requested as part of the Bid Handbook and the Host Application Form. This includes, but is not limited to:**
 - ☐ Host City / Community
 - ☐ Local Organizing Committee
 - ☐ Funding
 - ☐ Venues
 - ☐ Medical Requirements
 - ☐ Transportation
 - ☐ Accommodations
 - ☐ Catering Facilities
 - ☐ Local Event Day
 - ☐ Volunteers
 - ☐ Marketing and Communication Strategy

4. INCOMPLETE BID

All bid proposals will be viewed by the Royal Canadian Legion – Dominion Command. DC reserves the right, at DC's sole discretion, to allow minor errors or gaps in bid proposals to be repaired or revised without disqualifying the bid. If there is any substantive gap in the proposal, or if the proposal does not meet any minimum bid requirements, the bid proposal will be deemed incomplete and be disqualified from the bid process.

5. CHANGES TO THE BID HANDBOOK

At any time in the bid process DC may make changes to the Bid Handbook which will be communicated to you in advance.

6. NO LOBBYING ALLOWED

Bidders may not contact DC or the Dominion Sports Committee for the purpose of lobbying; any attempts to do so will disqualify the bid.

7. NOTIFICATION OF UNSUCCESSFUL BIDS

Only after formal acceptance by the successful bidder will all other bidders be notified of the results.

BID BOOK INQUIRES AND SUBMISSION

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The Royal Canadian Legion –
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1. HOST COMMUNITY

- 1.1. Pertinent details about the host community, population, local demographics, local colleges and universities, the surrounding area(s), etc. List and/or discuss amenities or special features available in your community.
- 1.2. Detailed information concerning the host organization's expertise in staging major athletic competitions or other events. Please specify the event names(s), date(s), nature of event, budget, number of competitors/participants, attendance figures, and any other relevant information.
- 1.3. A list of all major events to be hosted in your community six months before and after, as well as any events that will take place at the same time as the Legion National Youth Track and Field Championships.
- 1.4. Provide details on community and organizational support in the form of services and/or funding as applicable.
- 1.5. A list of local track and field clubs.
- 1.6. Submissions to host two consecutive years are preferred; however, single year application to host will be accepted and reviewed.
- 1.7. A relationship with the Legion local branch(es) and Legion Provincial Command must be established.

2. LOCAL ORGANIZING COMMITTEE

- 2.1. The host must have an organizing committee structure with a minimum representation of the following areas:

- | | | |
|------------------|----------------------------------|---------------------------------|
| • Chair | • Communications | • Presentation of Medals |
| • Vice-Chair | • Registration | • Sergeant at Arms |
| • Secretary | • Entertainment | • Housing |
| • Treasurer | • Public Relations and Promotion | • Volunteer Coordinator |
| • Meet Director | • Sponsorship/Fundraising | • Competition Venue Coordinator |
| • Transportation | • Security | • Medical Coordinator |

- 2.2. The tentative Chair, Vice-Chair, and Meet Director must be identified as part of the bid proposal. However, there is no requirement to name individuals for each LOC position.

3. FUNDING

A minimum fundraising requirement of \$100,000 is expected, plus-in kind sponsorships. Costs are shared between the LOC and DC as outlined throughout this bid document.

3.1. The LOC is responsible for the solicitation and generation of funds at the local and provincial level and must meet the financial commitments of hosting this event.

3.2. The Legion National Youth Track and Field Championships draws competitors, volunteers, families, and officials from across the country. The revenue generated is substantial for the host community and as such, this should be leveraged to help offset the cost of this non-profit event. It is expected that the LOC explore the following revenue generation:

3.3. PROVINCIAL AND MUNICIPAL GRANTS/SUBSIDIES: All provinces and host city municipalities have tourism and/or assistance grants to help offset the costs of hosting events such as national championships. The LOC is required to investigate and secure available grants as part of their fundraising efforts.

3.4. SPONSORSHIP: The LOC has full authority to generate funds through sponsorship at the local and Provincial level. DC has exclusive rights to all National sponsors. All LOC sponsors must be approved by DC prior to any agreement being finalized. Additionally, sponsorship needs to be carefully monitored to ensure the appropriateness for an event that focuses on youth. No alcohol, marijuana, or cigarette companies will be approved as sponsors.

3.5. ADVERTISING: Advertising revenue can be generated in the event program, on the official website, through the live stream, and at the competition venue.

3.6. EVENT PROGRAM: The event program is produced by the LOC and contains competition specific information such as records, the competition timetable, remembrance articles, etc. This can be sold at the event or accompany entrance fees.

3.7. COMPETITION ADMISSION: The LOC is responsible for developing a ticketing sales strategy. All ticket sales go to the LOC. Veterans and Legion members will be provided admission free of charge.

3.8. PARKING: Available parking areas must be secured, and a daily parking fee may be charged.

3.9. CONCESSIONS: Food or retail concessions must be secured, and a percentage may be returned to the LOC. Unless a concession has a varied menu and the ability to handle a large amount of customers, there should be consideration to contracting several food vendors.

3.10. EVENT PHOTOGRAPHER: An event photographer must be secured to take pictures of the event and may offer the product for sale to the participants. All pictures will be turned over to DC at the end of the event for DC use. These pictures will also be displayed on the Legion website after the event and can be offered for sale by the original photographer.

3.11. MERCHANDISE SALES: The LOC will receive a percentage of official event merchandise sales.

3.12. OTHER SOURCES: The LOC may explore other sources of revenue that are typical of a national sporting event. All other sources of revenue must be pre-approved by DC.

4. COMPETITION VENUE

- 4.1.** A minimum 1,500 seat stadium with 8-lane track that includes all necessary field event facilities.
 - 4.2.** Secondary track or large field for warm-up adjacent to competition stadium.
 - 4.3.** The stadium shall conform to the requirements of World Athletics Technical Rule 2, as well as the requirements of the World Athletics 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.
 - 4.4.** A fully automatic timing system to be used for the Championships.
 - 4.5.** A functional scoreboard capable of graphics. Audio and video capability is preferred.
 - 4.6.** The LOC must provide the exclusive use of the facility from the Monday prior to the start of the Championships through to the following Tuesday.
 - 4.7.** There must be a quality sound system for the entire stadium.
 - 4.8.** The stadium must have internet access with the capability of at least 100Mbps upload speed for live streaming purposes.
 - 4.9.** Within the stadium, there must be an adequate power system with access to power outlets.
 - 4.10.** All other information as requested in the Host Application Form, including detailed diagram of the competition venue.
-

5. HOSTING VENUES

- 5.1. OPENING CEREMONY.** The opening ceremony is held on Thursday evening at the competition venue.
- 5.2. OPENING CEREMONY VIP RECEPTION.** DC will host a VIP reception immediately following the opening ceremony. The LOC is required to provide a venue capable of hosting approximately 70 personnel for this reception. It is preferred that the venue location is within the competition stadium. DC will provide the LOC with funds to help cover the costs of the VIP reception.
- 5.3. LEGION CHAPERONES' RECEPTION.** The LOC is required to identify a Legion Branch interested in hosting this reception for approximately 60 guests. Costs are covered by the LOC and subsidized by DC.
- 5.4. LEGION COACHES' RECEPTION.** The LOC is required to identify a Legion Branch interested in hosting this reception for approximately 50 guests. Costs are covered by the LOC and subsidized by DC.
- 5.5. OFFICIALS' RECEPTION.** The LOC is responsible for hosting a reception for the officials at a location of their choosing. All costs associated with the officials' reception are the responsibility of the LOC.
- 5.6. CLOSING BANQUET.** The closing banquet is held on Monday evening and a venue capable of hosting 430 personnel is required. Closing banquet meal costs for the Legion teams are covered by DC.



5.7. ON-SITE WORK AND MEETING ROOMS. 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 or temporary structures are needed for other meet related activities, including but not limited too:

- Restrooms for males and females.
- Dedicated coaches' area.
- Spectator area (merchandising, food concessions, product displays).
- Location of VIP seating.
- Legion Athletes' Village.
- DC National Office.
- Meeting room that holds up to 60 personnel.
- Jury of Appeals room.
- 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 within close proximity to the common finish line on the track.
- A room or trailer with internet access for the live streaming team.
- A room or trailer with internet access for the results processing team.

5.8. The LOC is responsible for all costs associated with on-site facility requirements.

6. MEDICAL REQUIREMENTS

- 6.1.** The LOC is responsible for developing and executing a comprehensive medical plan.
- 6.2.** The event medical plan must include treatment procedures for Legion teams while in quarters.
- 6.3.** An on-site medical facility must be set up for the days of competition. At least 2 tents or rooms with tables, chairs, cots, and blankets/pillows will be required at the track to be used primarily for first aid and any additional services such as athletic therapy, physiotherapy, massage therapy, etc.
- 6.4.** Casualty evacuation procedures must be developed and clearly communicated to all medical staff on site.
- 6.5.** An appropriate medical team composed of a physician, physiotherapist, nurses, and EMTs must be prepared and available to provide applicable medical care during the event as required. All costs associated with on-site medical care are the responsibility of the LOC.



7. TRANSPORTATION

- 7.1.** The LOC is responsible for arranging transportation requirements throughout the week including all Legion participants, officials, ceremonies, clinics, practices, tour day, and receptions. If the competition venue is not within walking distance from the Legion Teams' accommodations, a total of nine buses are required (1 bus per command, except PEI and Newfoundland/Labrador ride together) for transport at the start and finish of each competition day.
- 7.2.** The LOC will arrange for the pickup and delivery of athlete equipment from the airport if required.
- 7.3.** A shuttle service consisting of four minivans with drivers must be provided for the duration of the event.
- 7.4.** The LOC will provide DC with 3 courtesy vehicles for on-site use.
- 7.5.** The LOC is responsible for arranging the necessary transportation for open category athletes from the selected event hotels to the facility and return.
- 7.6.** Competition venue transport will be provided by the LOC (i.e., golf carts, ATVs, etc.).
- 7.7.** DC covers airfare and bussing costs to/from the airport for all Legion teams. Remainder of airport pickup for DC personnel and Legion VIPs are the responsibility of the LOC.
- 7.8.** LOC covers all other transportation costs for the event to include individual and group transport.
- 7.9.** LOC covers the rotational transport between the event hotels and competition facility.
- 7.10.** Officials transport is the responsibility of the LOC.

8. ACCOMMODATIONS

- 8.1. HOST HOTEL.** The LOC must identify and arrange for an official host hotel for the event and, in consultation with DC, reserve the necessary block(s) of rooms.
- 8.2. LEGION TEAMS.** The LOC is responsible for securing a dorm accommodation to house 400 people (athletes, coaches, chaperones). Accommodations must be capable of providing basic amenities (i.e., bedding). DC will cover the accommodation costs for all Legion athletes, coaches, and chaperones.
- 8.3. OPEN ATHLETES.** The LOC is responsible for arranging event hotels for open athletes, coaches, and family members. There should be approximately 700+ hotels rooms available in the host city. The LOC must arrange special block rates with a few select hotels where a shuttle service will be provided.
- 8.4. OFFICIALS.** The LOC is responsible for arranging the recruitment and housing of all required officials for the event.



9. FOOD SERVICES

- 9.1.** The dorm accommodations must include a cafeteria or catering option capable of feeding and seating up to 400-500 people.
- 9.2.** Food services must be capable of providing boxed meals when required.
- 9.3.** Food services must be capable of providing flexible meal hours to meet the demanding competition schedule.
- 9.4.** The food services company must be capable of providing a healthy, well- balanced diet appropriate for high performance youth athletes. Both the variety and quantity must be flexible in order to accommodate all athlete participants. An example menu relative to the quoted costs per meal must be provided as part of this bid proposal.
- 9.5.** The food services company must be capable of accommodating special dietary restrictions and food allergy requirements.
- 9.6.** DC will cover the food costs for all Legion athletes, coaches, and chaperones.
- 9.7.** Officials requiring meals for the competition are the responsibility of the LOC.
- 9.8.** Volunteer meal costs are the responsibility of the LOC.

10. LOCAL EVENT DAY

- 10.1.** The LOC is responsible for organizing a local event, on the day following competition, which highlights what the local area has to offer. The selection of an activity is proposed by the LOC and then approved by DC.
- 10.2.** As the promotion of remembrance is an important aspect of the Legion Nationals, incorporating remembrance activities is desired.
- 10.3.** The event day activity must align with the values of DC and should provide the athletes with a profoundly positive experience.
- 10.4.** The LOC is responsible for all costs associated with the local event day, with the exception of lunch for the Legion teams.

11. VOLUNTEERS

- 11.1.** The LOC is responsible for providing and coordinating all volunteers. It is expected that 200+ volunteers are required to run this event. The LOC must recruit, train, and manage the volunteers for event operations, field of play, and various other assignments.
- 11.2.** The LOC is responsible for creating and sharing their process on ensuring all volunteers meet the appropriate vulnerable sector requirements.



12. MARKETING AND COMMUNICATIONS

- 12.1.** The LOC is responsible for producing a marketing and promotional strategy for their local market, with the oversight approval from DC. The promotional and marketing strategies must align with the DC National Strategy.
- 12.2.** The LOC must use the dedicated championship website as created by DC to post content/updates on the event. No other website shall be created for the sole purpose of the championships.
- 12.3.** All information provided to DC for the championship's website is subject to approval by DC.
- 12.4.** The LOC is responsible, in consultation with DC, for coordinating a media conference prior to the event.
- 12.5.** The LOC will be provided with the official social media accounts of the Championships. No other social media accounts shall be created for the sole purpose of promoting the event. All content posted on the official Legion Nationals social media accounts must be approved by DC.
- 12.6.** The LOC is responsible for producing a program booklet for the event. This can be printed or a downloadable file easy to access.
- 12.7.** The LOC, in concert with the DC Public Relations Officer, will coordinate all media activities and requirements during the competition.

Language: *The Legion National Youth Track and Field Championships are a completely bilingual event. Signage, announcers, programs, etc. must be produced in both English and French.*

Legion Trademarks: *The Royal Canadian Legion Badge, the Legion logo, and the Legion T&F logo are trademarks of The Royal Canadian Legion – DC. Use of these trademarks by the LOC must be co-ordinated with the DC National Meet Coordinator.*



EVALUATION CRITERIA

The Royal Canadian Legion is seeking creative proposals to meet the purpose, exemplify the values, and enhance the profile of the Legion National Youth Track and Field Championships. A bidder's ability to satisfy these criteria will be considered in the bid selection process.

See **Appendix A** for the evaluation matrix that will be utilized by the Dominion Sports Committee for selection.



SELECTION COMMITTEE

The Royal Canadian Legion – Dominion Command Sports Committee will analyze all bid proposals and make the final selection based on evaluation criteria. The Dominion Command Sports Committee includes:

- | | |
|---------------------------------------|--|
| A. Sports Committee Chair | E. Technical Representative |
| B. Sports Committee Vice-Chair | F. Sports Committee Coordinator |
| C. Member | G. Sports Committee Assistant Coordinator |
| D. Member | |

Any representative with a perceived conflict of interest will be excused from making a recommendation on behalf of the Dominion Sports Committee.



G. SELECTION

The successful bidder will be required to sign a memorandum of understanding (MOU) with DC. DC reserves the right to:

- A.** Reject any or all offers and discontinue this bid process without obligation or liability to any potential bidder.
- B.** Revoke its notification that a bidder is the winner of the bid and/or rescind the MOU if DC determines that a bidder made a misrepresentation or submitted inaccurate or incomplete information.



H. BID INFORMATION

If you have any questions or require additional information about The Royal Canadian Legion National Youth Track and Field Championships, please visit www.legionnationals.ca or contact:

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National Meet Coordinator

The Royal Canadian Legion – National Headquarters

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APPENDIX A: BID EVALUATION MATRIX

All bid proposals will be evaluated on the criteria outlined within the matrix. The bid evaluation matrix demands that all proposals meet the minimum requirements and outlines those areas that may enhance the score of a proposal.

CRITERIA	SUMMARY	ASSESSMENT WEIGHT
PART 1 & 2: HOST COMMUNITY AND LOC		
I. Minimum Requirements	Ability to meet all requirements as outlined in D1 & D2.	10%
II. Letters of Support	- Letters of support express significant investment into hosting the Legion Nationals. - Partners demonstrate a desire for active engagement to ensure the success of the event. - Detailed statement outlining level of support from community organizations.	
III. Host City	- Demonstrates alignment with RCL-DC values. - History of hosting Legion Nationals, if applicable.	
PART 3: FUNDING		
I. Minimum Requirements	Ability to meet all requirements as outlined in D3.	10%
II. Funding	- Clearly demonstrates an ability to generate required funds. - Outlines confirmed sources of funding within an established budget proposal.	
PART 4: COMPETITION VENUE		
I. Minimum Requirements	Ability to meet all requirements as outlined in D4.	15%
II. Facility	See Appendix B.	
PART 5: HOSTING VENUE		
I. Minimum Requirements	Ability to meet all requirements as outlined in D5.	10%
II. Receptions	- Relationships established with potential venues to host all receptions. - Commitment to creating meaningful experiences during the opening ceremony, closing banquet, and receptions.	
III. Other Facilities	Presents a detailed facilities plan.	
PART 6: MEDICAL REQUIREMENTS		
I. Minimum Requirements	Ability to meet all requirements as outlined in D6.	5%
II. Event Medical Plan	- Demonstrated ability and commitment to provide a multi- professional medical team. - Ability to deliver comprehensive medical services.	

PART 7: TRANSPORTATION		
I. Minimum Requirements	• Ability to meet all requirements as outlined in D7.	5%
II. Local Transportation	• Accessibility to a major airport. • Access to competition venue transportation. • Transport plan for Legion teams in relation to accommodations.	
PART 8: ACCOMMODATIONS		
I. Minimum Requirements	• Ability to meet all requirements as outlined in D8.	10%
II. Legion Teams	• A cost-effective dorm style accommodation plan is available to house the Legion Teams. • Location of accommodation building in relation to the competition stadium. • Amenities included in the accommodations plan are outlined. • Accommodations are equipped with air conditioning (preferred but not required).	
PART 9: FOOD SERVICES		
I. Minimum Requirements	• Ability to meet all requirements as outlined in D9.	15%
II. Menu	• The draft menu provided clearly demonstrates the ability to meet the nutritional needs of young high-performance athletes. • A cost-effective food services plan is available to feed the Legion Teams.	
PART 10: LOCAL EVENT DAY		
I. Minimum Requirements	• Ability to meet all requirements as outlined in D10.	5%
II. Proposed Event(s)	• The proposed event presents a transformative opportunity for participants through a profoundly meaningful experience.	
PART 11: VOLUNTEERS		
I. Minimum Requirements	• Ability to meet requirements as outlined in D11.	5%
PART 12: MARKETING AND COMMUNICATIONS		
I. Minimum Requirements	• Ability to meet all requirements as outlined in D12.	10%
II. Marketing and Promotional Strategy	• A marketing and promotional strategy which seeks to showcase the event locally. • A demonstrated ability to market and promote a national sporting event of this size. • A commitment to ensuring the event is marketed as a values-based sporting event which seeks to build youth communities in Canada through sport.	

APPENDIX B: COMPETITION VENUE STANDARDS SUMMARY

The Competition Venue Standards Summary below will be used by the Dominion Sports Committee when evaluating a community's ability to host the Legion National Youth Track and Field Championships. The summary outlines the critical venue requirements, including, but not limited to: number of facilities required, field of play dimensions, surface type, access to venue, etc.

MINIMUM COMPETITION VENUE REQUIREMENTS				
FIELD OF PLAY	DIMENSIONS	SURFACE	ANCILLARY	TECHNOLOGY
• 1 track & field facility/stadium • Track with 1 water jump on track's second semi-circle • Field events inside the stadium for competition • 2 parallel long jump runways with pits at both ends • 2 parallel triple jump runways with pits at both ends • 1 parallel pole vault runway • 1 High Jump Fan • 1 javelin runway and sector • Shot, discus, and hammer circles and sectors (cage for discus & hammer circle)	• Track: • 400m • 8 lanes • Maximum lateral inclination of track: 1:100 • Minimum width of track: 9.76m • Length of parallel stretches: 84.39m • Length of radius of semi-circle: 36.5m • Water jump: • 3.66m W x 3.66m L x 70.0cm D • Shot, discus, and hammer circles, sectors and landing areas: • As per WA TR 32-37 • Javelin runway, sector, and landing area: • As per WA TR 32.9-32.12 • Long/Triple Jump runway and pits: • As per WA TR 29-31 • High Jump apron: • Big enough for 2 pits • As per WA TR 27.3 • Pole Vault runway: • As per WA TR 28.6	• All weather track • Throw landing areas are natural grass (exception: shot put on stone dust)	• Fencing separating athlete competition from spectator zones • Secure storage room for all equipment • Accessible Change rooms: • 185.0m² for males • 185.0m² for females • 1 officials change room • Technical Information Centre/ Competition Office	• Electrical/communications conduits under finish line area of track

MINIMUM PRACTICE/WARM-UP VENUE REQUIREMENTS	ENHANCED COMPETITION OR PRACTICE/WARM-UP VENUE REQUIREMENTS
GENERAL • The track & field facility must also serve as the practice facility outside of competition • 1 warm-up area adjacent to stadium • Warm-up circles for shot, discus, and hammer located outside of infield DIMENSIONS • Warm-up area: • Large field adjacent to stadium • Warm-up circles: • As per WA rules • Warm-up/training circle: • As per WPA rules SURFACE • Track: same material as competition surface (if available) • Field: same surface as competition	FIELD OF PLAY • Water jump outside the track's running lanes • 2 runways for pole vault WARM-UP • Separate outdoor or indoor track for warm-up TECHNOLOGY • Finish line timing on both sides of the track (two potential finish line areas) ANCILLARY • Finish line tower (at main finish line)



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