



**ATHLETICS
ATHLÉTISME
CANADA**

REQUEST FOR PROPOSAL

2027 – 2028 Canadian Track & Field Championships

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Overview

Athletics Canada is currently searching for a host city for the 2027 Canadian Track & Field Championships (World Trials) and 2028 Canadian Track & Field Trials for the Olympic and Paralympic Games. The Canadian Track & Field Championships include U20, Open and Para Athletics competition.

Athletics Canada oversees all aspects of planning and execution of Canadian Championship Series events and will, by written agreement, delegate aspects of the execution of the event to a Local Organizing Committee (LOC).

The successful host city must demonstrate the ability to stage a major national sporting event in a highly successful and cost-effective manner with a focus on excellence in the areas of facility and event management, profitable ticket sales potential, community financial assistance, sponsorship, human resource support, and environmental sustainability considerations.

Host Cities	
Upcoming Host	
2025-2026	Ottawa, ON
Past Hosts	
2024	Montreal, QC
2022-2023	Langley, BC
2021	Montreal, QC
2020	Cancelled – COVID-19 Pandemic
2019	Montreal, QC
2017-2018	Ottawa, ON
2015-2016	Edmonton, AB
2013-2014	Moncton, NB
2011-2012	Calgary, AB

Athletics Canada wishes to ensure that the Canadian Track & Field Championships are staged in a manner which, while meeting all technical requirements for the event, gives athletes the opportunity to perform to the best of their ability, provides a maximum of enjoyment and excitement to spectators, offers great visibility for the sport, and offers the LOC and Athletics Canada the potential to realize a financial profit from its efforts in hosting this event, while minimizing the environmental impacts of hosting.

Benefits of Hosting

Economic Impact

Montreal, Quebec was the host city for the 2024 Canadian Track & Field Championships (known as the Bell Track & Field Trials) which featured over 1,750 National Championships participants, over 300 coaches, 265 volunteers, 122 officials, 86 media personnel, and other team personnel from across the country.

Out-of-town athletes and coaches generally arrive at the host city two days before their respective competition - filling hotels and restaurants for several nights with opportunities for short excursions and incremental tourism throughout the week. The Economic Impact for the Region is an estimated \$9,000,000 and a complete Economic Impact Report Summary can be provided upon request.

Visibility

The Canadian Track & Field Championships attracts visitors from across Canada and the United States. The host city will benefit from tourism and additional accommodation requirements booked separately by spectators, media, sponsors and others attending the event. The positive media exposure generated by hosting the event provides the city with a strong platform to promote itself as a national sporting destination. Athletics Canada works in collaboration with its broadcast partner, RunnerSpace, to live stream all events.

Finances

Athletics Canada wishes to ensure that the Canadian Track & Field Championships are staged in a manner which, while meeting all technical requirements for the event, gives athletes the opportunity to perform to the best of their ability, provides a maximum of enjoyment and excitement to spectators, and offers the LOC and Athletics Canada the potential to realize a financial profit from its efforts in hosting this event. All financial elements of the Championships will run through Athletics Canada (revenues and expenses).

Revenue Opportunities

The LOC is responsible for the organization and staging of competition, including but not limited to local transportation, accreditation, security, promotions, facilities, competition officials, hospitality, and volunteers. The LOC must secure a minimum of \$125,000 per year in funding for the event through corporate sponsorships, municipal, provincial, tourism grants, or accommodation incentives. Athletics Canada will provide an annual hosting grant in the amount of \$25,000 to the LOC with the opportunity to increase the amount with the successful execution of the event:

- \$25,000 annual hosting grant will be paid following the submission and approval of the Championship Critical Path, Organizational Chart (with outlined roles & responsibilities), Event Promotional Plan, and Local Sponsorship Plan.

- Athletics Canada and the LOC will split net revenues from the Championships 50/50. Revenue pool items include local event sponsorship, national event sponsorship, athlete, and coach entries, local, provincial, and national grants, concession sales, parking, and hotel royalties. Merchandise sales are excluded from the shared revenue pool.

Opportunity to be a Sustainability Leader

Hosting the Canadian Track & Field Championships offers a unique opportunity to position your city as a leader in sustainability. Athletics Canada is committed to reducing the environmental impact of its events, and by adopting certain initiatives, the host city can demonstrate leadership in this important area. This commitment not only enhances the city's reputation but also paves the way for future environmentally responsible events and partnerships.

Proposal to Host Process

Objectives

In preparing proposals, applicants should consider how best to meet Athletics Canada's objectives:

- Present a world-class event that showcases the athletes and presents Canada as a global leader in sport.
- Provide a superior entertainment experience for spectators and viewers.
- Maximize exposure of the event through the media, television, and spectators at the event.
- Prominent promotion and exposure in local and national media.
- Best in Class event execution that supports athlete success.
- Ensure ongoing sustainability by operating a financially viable event.
- Display considerations for the management of environmental impacts of the event.

Timelines

The following timelines have been established by Athletics Canada for the RFP process:

Key Dates	
Circulation of Bid Opportunities	October 2024
Letter of intent due to Athletics Canada	November 30, 2024
Proposal to Host due to Athletics Canada	March 31, 2025
Athletics Canada Review	April 2025
Decisions and notifications	May 2025
Announcement	June 2025

Proposal to Host Requirements

Your proposal to Host must include the following:

- Appendix A – Application to Host
- Appendix B – Hotel Proposal Confirmation
- Appendix C – Protected Partnerships Agreement

- Appendix D – Proposed Budget
- Appendix E – Technical Requirements
- Appendix F – Emergency Action Plan
- Letters of Endorsement
- Host City Profile
- Revenue Generation Plan
- Proposed Venue Plan (Venue Map)
- Proposed Organizational chart
- Sustainability Plan

Letters of Endorsement

The hosting of an Athletics Canada Canadian Championships Series event requires a strong partnership between the LOC, Provincial Branch Office, and local municipality. The Provincial Branch Office can function as the LOC. Although any group is encouraged to submit a Proposal to Host, all three partners must endorse the Proposal.

The letter of endorsement may be co-signed or may be three separate endorsement letters from:

- Athletics Canada member branch
- LOC (club, council, etc.)
- Host Municipality

Host City Profile

Proposals to Host should contain an overview of the host community, host region as well as any other unique characteristics which may enhance the event.

The host city profile may include:

- Demographic data
- Transportation Hubs (airports, highways, train stations)
- Public Transportation Networks
- Media Support (local, regional, national)
- Active Volunteer Community
- Tourist Attractions
- The municipality's commitments to environmental sustainability, including any emission-reduction targets.
- Any other information pertinent to the Proposal to Host (What will differentiate your community from others looking to host the Championship?)

Revenue Generation Plan

Proposals to Host must include a Revenue Generation Plan which details how the LOC plans to maximize revenue opportunities in hosting the event.

The total amount of revenue being provided by the host community (e.g. Municipal, Provincial, and Tourism Grants) will be a key piece of the comparison process between bidding communities.

Ticket Sales

A successful ticket campaign is vital to the event. Ticket sales are a primary source of revenue and are crucial in creating an energetic atmosphere for competitors and spectators.

Athletics Canada relies on the knowledge of the host community to effectively promote the event and maximize ticket sales. By creating an Event Promotion Plan, outline all major promotional opportunities Athletics Canada will have access to as well as any guaranteed support from the host community.

Items to include in the Event Promotions Plan:

- City/Community signage
- Preferred rates with local media outlets for paid advertising and media partners
- Presence at community events (booth space, giveaways)
- Visibility on websites and social media; note Athletics Canada current assets will be used as main communication channels. The LOC cannot create distinct social media accounts or websites in the name of the championship.

Funding Partners

Funding partners are an important part of the revenue plan, and a source of important connections that can truly make an event memorable. The LOC must secure a minimum of \$125,000 per year in funding for the event through corporate sponsorship, municipal, provincial, tourism grants, or accommodation incentives. Please provide the details of the funding opportunities and

confirmed funding from the following sources:

- Local municipality
- Provincial government
- Local or regional tourism and / or economic development bureau
- Tourism grants and funding

Please provide letters of support from all agencies that will help fund the championships.

Local Sponsorship

Please provide the details of a local sponsorship strategy and plan detailing all levels of sponsorship, including, but not limited to:

- local sponsorship strategy
- Critical timeline for securing sponsors
- List of potential and confirmed sponsors, including the details of the sponsorship

Local sponsorship plan needs to recognize Athletics Canada's sponsorship guidelines and exclusivities as well as detail any in kind partners who may be able to assist in the event.

Venue Plans

Proposals must include venue plans with proposed locations for the following:

- Competition Stadium Plan
- Race Walk Competition Venue

Competition Stadium Plan

Proposals must include venue maps with proposed locations for the following areas of operations:

Athlete warm-up area (accessible to wheelchair racers and seated throwers)	Competition Areas	Call Room
Announcers Booth	Change rooms / washrooms	Anti-Doping Area
Media Mixed Zone & Media Work Zone	Storage Areas (including for wheelchairs)	Officials Lounge
Athlete Entrance	Raised camera positions	Volunteer Lounge
Spectator Entrance(s)	Implement Check-in	VIP Lounge
AthleticsCanada.tv broadcast location	Para Classification rooms (2)	Awards Area
Concessions	Technical Information Centre (TIC)	Medical
Combined Events Rest Area		

Race Walk Competition Venue

Proposal must include a venue and operations plan for the Race Walk competitions.

Specific Requirements:

- The circuit shall be no shorter than 1km and no longer than 2km with a possible start and finish in a stadium.
- The course must be measured by an "A" or "B" grade World Athletics/AIMS approved measurer
- There must be at a minimum three Judges who are either World Athletics Level or Area Level International Race Walking Judges.

Event Structure and Organizing Committees

A Local Organizing Committee (LOC) consisting of volunteer supervisors and coordinators is required to successfully plan and execute an event.

Local Organizing Committee

The LOC should be made up of people with expertise and knowledge in a variety of different fields relevant to the LOC roles.

The following positions are ones that each Local Organizing Committee is required to fill	
LOC Chair	Media & Communications Supervisor
Volunteer Coordinator	Technical Information Centre (TIC) Supervisor
Ceremonies Supervisor	Competition Manager
Medical Supervisor	Transportation Supervisor
Local Promotions Supervisor	Para Programming Supervisor
Local Sponsorship Supervisor	Athletics Canada Technical Delegate(s)

Ticketing Supervisor	Transportation & Hospitality Supervisor
Security Supervisor	Accreditation Supervisor
Finance Coordinator	Equipment Manager
Officials Supervisor	Sustainability Supervisor

**The list of LOC roles is subject to change based on the needs of Athletics Canada, and the event. **

Depending on size and scope of the event, some of these roles may be combined at the discretion of the LOC and under Athletics Canada's approval.

Local Volunteers

The LOC will be responsible for the recruitment, selection, and scheduling of a contingent of approximately 225-250 volunteer roles for the event to run efficiently. Volunteers will work in a variety of capacities to ensure that the event is planned and executed to the standards of Athletics Canada.

Volunteer Positions	# Required
Officials	100-130
Ceremonies	5-6
Technical Information Centre	4-6
Lounges (Officials, Volunteers, VIP)	6-8
Field of Play <ul style="list-style-type: none"> • Start/Finish area • Equipment • Baskets • Minor Officials • Warm-up area 	40-50
Medical Services (includes medical room and track-side coverage)	10-15
Ticket Sales and Takers (depends on the number of entrances)	8-10
Accreditation (Athlete, Coaches, Officials, Media, etc)	8-10
Security/Access Control (will vary depending on venue set-up)	10-12
Transportation	4-6
Anti-Doping Chaperones (final number will be confirmed by CCES)	10-12
Media Services	4-6
Sustainability Services	4-6
Volunteer Services	2-3

**The list of areas and number of volunteers is subject to change based on the needs of Athletics Canada, and the event. **

Sustainability Plan

Proposals must include a comprehensive Sustainability Plan detailing how environmental sustainability will be integrated into the planning and execution of the event. This section should demonstrate the host's commitment to reducing the environmental impact of the event and achieving long-term sustainability goals. The Sustainability Plan can cover some or all of the following areas:

General

- How sustainability measures will be integrated into the decision-making process for the event.

Transportation

- Transportation methods, excluding air travel, that are available for athletes and participants arriving in the city (e.g., bus or train services).
- How emissions will be minimized for transporting participants between event locations, including any potential incentives for eco-friendly transport, such as priority parking for electric vehicles, bike racks, or public transit passes.

Energy

- The source of electricity for the venue (e.g., grid power, onsite renewables, purchased renewable energy).
- The type of HVAC system used in the venue.
- Descriptions of any energy-saving measures in place at the venue.

Waste Management

- How waste will be minimized and diverted away from landfill, including the types of recycling (i.e. aluminum, plastic, cardboard) and compost.
- Information on waste disposal, recycling and compost partners involved in facility operations.
- How the use of plastic water bottles and other single-use plastics will be minimized.
- Description of any strategies that are in place at the venue to minimize water consumption (e.g. low-flush toilets and automated systems).

Procurement

- An overview of food options at the venue, including the names of any third party food & drink providers and the availability of food options with lower carbon footprints (i.e. plant-based and/or local options).
- A high-level overview of how the environmental impact of goods procured may be minimized, which may include reference to any local suppliers that may be used, or sustainable procurement strategies that may be followed.

Carbon Accounting

- Details of the plan to measure the carbon emissions of the event, including any third-party consultants or tools that may be used.
- Note: Athletics Canada recommends the measurement of Scope 1-3 carbon emissions for this event. There are numerous tools and service providers available for carbon measurement. Athletics Canada can recommend a service provider to Hosts to support these activities upon request.

Carbon Offsetting

- Details of any plans to mitigate any or all of the carbon emissions that cannot be avoided from the event through the purchase of carbon credits. Athletics Canada can recommend a service provider to Hosts to support this activity upon request.

Messaging & Communication

- Description of how sustainability initiatives will be communicated to athletes, staff, and spectators, including any signage, announcements, or digital communications to promote eco-friendly actions during the event?

Other Sustainability Initiatives

- Any other sustainability initiatives or innovative strategies not already mentioned that you plan to implement or explore.

Assessment Criteria

When choosing the location for the Canadian Track & Field Championship, Athletics Canada will assess proposals to host based on the following criteria:

Evaluation Criteria		Evaluation Criteria	
Host Community		Operations	
Success of hosting past events	5%	Local Organizing Committee and volunteers	15%
Host city location & Profile	10%	Letters of Endorsement	5%
Venues		Intangibles	
Quality of competition facility with appropriate warm-up area / plans	20%	Eco-responsibility & Sustainability	5%
Financials		Other	
Revenue Generation Plan	35%		

Requests for Additional Information

If you have any questions or require additional information, please direct them to:

Maxim Chiasson
Events and Marketing Manager
maxim.chiasson@athletics.ca
613 260 5580 x 3309

Hosting Standards

Accommodations

The hotels should be located as close to the venue as possible and within proximity to each other (if multiple hotels are used). Hotels must be wheelchair accessible. Multiple hotels will be required to house all the following participants:

- Competitors – majority are double rooms
- Coaches and club staff – double and single rooms
- LOC – double rooms
- Media – single rooms
- Officials – double rooms
- Athletics Canada Executives – single rooms
- Athletics Canada Staff – double rooms
- Athletics Canada Guests and Sponsors – single and double rooms

Rooming Requirements Summary

Room Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Single Queen or King	0	10	30	40	40	40	30
Db/Db/ or QQ	15	50	300	350	350	350	150
Total	15	60	330	390	390	390	180

Hotels should also meet high sustainability standards and prioritize environmentally responsible practices. Hotels should demonstrate efforts in areas such as energy efficiency, water conservation, waste reduction, and sustainable sourcing, including holding recognized sustainability certifications such as LEED, Green Key, and EarthCheck) or demonstrate adherence to recognized environmental management systems (e.g., ISO 14001).

Media Operations

Media Operations is responsible for the planning, preparation and provision of services and facilities for accredited written and photographic press, as well as non-rights-holding broadcasters and support staff who cover Athletics Canada events.

- Media work area
- Media Mixed zone
- Organization of pre-competition press conference

Live Streaming

A high-speed dedicated internet line with a minimum of 1 Gbps upload & download bandwidth will be required for AthleticsCanada.tv live streaming. An operational space for a team of at least four operators, preferably near the results area is required with the ability to safely and cleanly run cable between the operational space and cameras.

Transportation

Ground transportation must be provided for athletes, coaches, officials, and staff between the event hotel(s) and the competition venue. Wheelchair-accessible transportation must also be made available.

Plans should be implemented to minimize emissions from ground transportation (e.g. by having hotels that are within walking distance of the venue, or using subway systems or electric shuttles). Additionally, either the total fuel consumption or the total distance driven by this ground transportation will need to be measured to guide total carbon emissions measurements.

Medical Overview

- The LOC will appoint a medical supervisor for the Championship.
- The Medical supervisor will develop a medical service delivery plan, which will be approved by Athletics Canada.
- 10-15 medical volunteers.

Medical Service Delivery Plan Should Include:

- Medical coverage required at all times of competition and training. Medical staff to be in place at least 1 hour prior to competition and remain on site until 30 minutes after the last event.
- Require a Medical doctor on site throughout the championships
- Medical team to provide coverage to the field of play, training/warm up facility, and spectators.
- Medical team may be comprised of doctors, nurses, firefighters, first responders, etc.
- Personnel should be familiar with the types of injuries/medical emergencies that may occur at a Track & Field Competition. (e.g. heat distress, cardiac events, muscle tears, fainting/collapse, falls, cuts, and rare but serious injuries related to Blunt Force Trauma (Shot Put, Hammer, Discus, Javelin).
- Medical team should have a “field hospital” prepared to treat athletes, coaches, officials, and spectators. Requires privacy.
- Medical team should have a communication system to alert and direct Higher Levels of care (e.g. Ambulance arrival and direction).
- Medical team should ensure a process is in place to monitor air quality and heat levels, ensuring necessary safety measures for extreme weather conditions.
- Equipment would include:
 - Automated external defibrillators (AEDs). These should be accessible and be able to be used within minutes anywhere in the facility.
 - a comprehensive first aid kit at the “field hospital” plus smaller first aid kits with attendant throughout the facility.
 - Cold tub(s) to quickly and easily cool athletes dealing with heat distress
 - Communication system (walkie talkies) to communicate easily across distances the need for medical assistance.
 - Access to ice machine

Schedule

Activity	Date
Set-up	Monday
Set-up	Tuesday
Accreditation Opens	Tuesday/Wednesday
Para Athletics Classification	Tuesday/Wednesday
Practice/Training Session	Tuesday/Wednesday
Competition Day #1	Wednesday
Competition Day #2	Thursday
Competition Day #3	Friday
Competition Day #4	Saturday
Competition Day #5	Sunday
Teardown	Sunday/Monday

Venue Requirements

Dates

The competition date will be finalized based on the International Calendar, typically the event is held late June or early July. Dates for the 2027 and 2028 events have yet to be identified.

- 2027 World Athletics Championships – Sat, Sept 11 – Sun, Sept 19, 2027
- 2028 Olympic Games - Fri, Jul 14, 2028 – Sun, Jul 30, 2028
- 2028 Paralympic Games - Tue, Aug 22, 2028 – Sun, Sep 3, 2028

Competition Venue

The competition stadium should be in close proximity to the Official Hotel and must have seating for a minimum of 3500 spectators.

Stadium & Technical Specifications:

Mandatory	
Track Certification	Minimum World Athletics Certified Class II
Minimum Lanes	8 Lanes
Equipment	World Athletics Certified
Implements Certified	All personal and those provided by the LOC
Timing	<ul style="list-style-type: none"> • Fully automatic timing obtained from a Photo Finish System • Ability to run sprints on both the Front and Back stretch
Measurement	Electronic Distance Measurement (EDM) for Horizontal Jumps and Throws
Electronic False Start / Start Information System (SIS)	Required (AC Owned System)
Results	AthleticLive

Warm-up Area	Adequate for all disciplines (Para & Able Bodied)
Accessibility	Grandstand & Competition Venues are Wheelchair Accessible
Min. Spectator Capacity	3,500
Data processing	ResultTV Compatible. (Requires Lynx.)
Electronic Wind Gauges	Required
Display	Minimum 4 clocks, Electronic infield Boards for all Field Events.
Video Screen	Minimum 1 (minimum size 40m2) with both Image and data
World Para Association (WPA) Sanctioning	Required

Video / Signage / Lighting

- Ability to remove or cover existing signage or advertising. Ability to install temporary signage;
- In order to deliver entertainment along with replays / times, Athletics Canada requires a video board which would ideally be 16:9 aspect ratio and HD output. Video board specifications must be provided with submission of proposal;
- Ability to provide adequate lighting for evening sessions;
- Stadium must possess a sound system capable of distributing PA sound and music evenly across the venue to all seating areas;
- Have, or have the ability to install platforms for cameras, broadcasters, etc.

Back of House and Function Space

- Athletics Canada requires back-of-house access with the exception of key areas used for every day facility operations such as food preparation, management office space, electrical and maintenance etc.;
- Venue room and space requirements:
 - Change rooms and washrooms (wheelchair accessible),
 - Space to hold classification of para athletes (two days before competition starts)
 - Space for AC merchandise pop-up tent and storage;
 - Space for athleticscanada.tv, including commentators, storage, etc.;
 - Space to host Officials Lounge (approximately 100 people);
 - Space to host Volunteers Lounge (approximately 100 people);
 - Space to host VIP Lounge (minimum 100 people);
 - Space for media mixed zone at track level (near the finish line)
 - Space for media workspace
 - In addition to the dedicated internet line for athleticscanada.tv, additional internet lines for media, results, etc.
 - Area for medal ceremonies
 - Space for Technical Information Centre (close to warm-up area)

Local Organizing Committee Obligations*

Local Sponsorships

The LOC is responsible for sourcing Local Sponsorships including:

- Local business and community support through value-in-kind (e.g. hospitality, meals, office supplies, transportation) or cash contributions to help offset event expenses;
- The LOC agrees not to solicit local sponsors that are in the same categories as Athletics Canada's partners. As well, the LOC will utilize the official event title and logo and comply with branding/merchandise directives.
- The LOC should aim to engage with sponsors who demonstrate engagement in sustainability practices and align with the sustainability goals of the event.

Local Promotion

The LOC is responsible for seeking out and executing promotional opportunities within the host community, region, and province. Promotions will be pre-approved by Athletics Canada who will supply and approve any materials required.

Event Officials

The LOC is responsible for identifying, inviting, scheduling, and overseeing the event officials. The list of officials must be approved by the Athletics Canada Technical Delegate.

Local Volunteers

The LOC will assume responsibility for the recruitment, actions, and activities of volunteers selected to have roles during the event, including the development of volunteer schedules by area.

Athletics Canada Obligations*

Ownership and Management of the Event

All rights, titles and interest in the event are owned by Athletics Canada. The event will be managed by Athletics Canada staff in conjunction with the LOC.

Registration and Accreditation

Athletics Canada will lead the online registration process and will provide templates for accreditations.

Media and Public Relations

Athletics Canada and the LOC will work together to generate media interest for the event. All official communications are the responsibility of Athletics Canada and must be released simultaneously in both official languages (English and French), this includes:

- Press releases & media conferences
- Social media and website activity
- All promotional materials (i.e. posters, signage, etc.)
- In-venue announcements & signage

Awards & Ceremonies

Athletics Canada will provide the gold, silver, and bronze medals for the winners. Athletics Canada will work with the LOC to determine the process and protocol for medal ceremonies, including timing and presenters.

Post-Event Report

Athletics Canada and the LOC will work together to draft the post-event report. Athletics Canada is responsible for completing a final post-event report. This final report should be part of all the planning stations, and members of the LOC should be compiling information for this report from day one.

****The list of LOC and Athletics Canada obligations is subject to change based on the capabilities and needs of Athletics Canada and the LOC (to be agreed upon via a Memorandum of Understanding once a host is selected.)***

Proposal to Host Checklist

Checklist Item	Check
Appendix A – Application to Host	
Appendix B – Hotel Proposal Confirmation	
Appendix C – Protected Partnerships Agreement	
Appendix D – Event Budget	
Appendix E – Technical Requirements	
Appendix F – Emergency Action Plan	
Endorsement Letter(s) (Athletics Canada Branch, Club & Municipality)	
Host City Profile	
Revenue Generation Plan	
Proposed Venue Plan (Venue Map)	
Proposed Organizational chart	
Sustainability Plan	

APPENDIX A: APPLICATION TO HOST

ORGANIZATION SUBMITTING THE BID

Name of Applicant Organization	
Contact person	
Contact phone number	
Contact email	

MAJOR COMPETITIONS

List major competitions hosted by the organization in the past five years (international and national competitions/events only).

Event	Date

THIS APPLICATION WAS PREPARED BY:

Name	
Mailing address	
Daytime telephone	
Email address	
Signature	

HOST CITY INFORMATION

List any major activities or events scheduled to take place in the host city within a three-month period before and after the proposed dates of Championship being bid on:

Event	Date

Weather conditions for the time of year:

Average temperature:

Average humidity:

Average wind:

TRANSPORTATION

List Major airlines

What transportation services are available to participating athletes? Include here how emissions from this transportation will be planned to be minimized

Is wheelchair accessible transportation available?

What are the potential traffic problems travelling between the host hotel(s) and the venue?

Distances & Travel Times (NON-PEAK PERIODS)

	Competition Venue	Hotel 1	Hotel 2	Hotel 3	Hotel 4	Airport
Competition Venue		Km min	Km min	Km min	Km min	Km min
Hotel 1	Km min		Km min	Km min	Km min	Km min
Hotel 2	Km min	Km min		Km min	Km min	Km min
Hotel 3	Km min	Km min	Km min		Km min	Km min
Hotel 4	Km min	Km min	Km min	Km min		Km min
Airport	Km	Km	Km	Km	Km	

	min	min	min	min	min	
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Distances & Travel Times (PEAK PERIODS)						
	Competition Venue	Hotel 1	Hotel 2	Hotel 3	Hotel 4	Airport
Competition Venue		Km min	Km min	Km min	Km min	Km min
Hotel 1	Km min		Km min	Km min	Km min	Km min
Hotel 2	Km min	Km min		Km min	Km min	Km min
Hotel 3	Km min	Km min	Km min		Km min	Km min
Hotel 4	Km min	Km min	Km min	Km min		Km min
Airport	Km min	Km min	Km min	Km min	Km min	

AREA MAP

Include an area map showing the airport, venue, proposed hotels, nearby restaurants, and local attractions, etc.

VENUE INFORMATION

Name of Facility	
1	Address of Competition Venue
2	Contact name of competition venue
3	Telephone number of competition venue or course representative
4	Email of competition venue representative
5	Proximity of warm-up area to competition area
6	What is the composition of the warm-up area
7	Does the facility have all the necessary sport equipment to host the Championship? If no, what is your equipment plan?

8	Does the competition venue have any permanent advertising that cannot be removed or draped? If yes, please provide a list of advertisers.	
9	Number of change rooms in competition venue?	
10	Number of washrooms in competition venue?	
11	Number of waste stations in competition venue, including general waste, recycling, and compost	
12	Is an existing medical/training room available for event use?	
13	Are there appropriate facilities for anti doping (CCES) staff	
14	Number of function rooms available near the competition venue?	
15	Distance to closest hospital/emergency room?	
16	Can sponsored food/beverage be brought on site?	
17	Is there free parking available? If not, what is the cost, and how many complimentary parking spaces are available for staff and volunteers?	
18	Are there restrictions regarding merchandise sales?	
19	Is there sufficient space for all event presentation staff (including announcers, online streaming, etc.)?	
20	Is there an appropriate area to conduct ceremonies? (opening, medal, etc.)	
21	Is there the ability to install platforms for cameras and broadcasters?	

HOTEL INFORMATION

Address				
Contact name				
Telephone number				
Email Address				
Hotel website				

Hotel sustainability measures (including any Sustainability Ratings such as LEED, Green Key, EarthCheck or ISO 14001)				
Number and style of bedrooms available to be used				
Number of single rooms and rates				
Number of double rooms and rates				
Number of triple rooms and rates				
Are rates guaranteed?				
Number of complimentary rooms				
List of available meeting rooms				
Will the hotel provide any required meeting space on a complimentary basis for event functions?				
Fitness centre/pool available?				
Guest parking available?				
Cost of parking?				
Number of complimentary parking spaces with in/out privileges available?				
Does the rate include WIFI? If no, what is the rate?				
Does the rate include breakfast?				

APPENDIX B: HOTEL RECOMMENDATIONS

Please include a list below of recommended hotel properties. The list should include the hotel name(s), hotel address(es) and the available space (i.e. number of rooms, room types). Athletics Canada will undertake contract negotiations with the hotel properties to confirm the room rates and secure the room blocks

Hotel name(s)	Hotel address(es)	Available Space

APPENDIX C: PROTECTED PARTNERSHIPS AGREEMENT

_____, the applicant organization, acknowledges that the partners listed below are current national partners of Athletics Canada and as such hold contractual rights as outlined in agreements between each partner and Athletics Canada. The applicant organization will honour the contractual agreements and will not solicit or enter into agreements with companies within the protected categories. All local sponsorships require Athletics Canada approval and Protected Categories are subject to change.

Date:

Name:

Signature:

☐ I have signing authority for the Applicant Organization

CURRENT ATHLETICS CANADA NATIONAL PARTNERSHIP LISTS AND PROTECTED CATEGORIES

Partner	Protected Category
Bell	Telecom
Nike	Clothing, shoes & apparel
Beynon	Track surface
RunnerSpace	Webcast
Organika	Hydration beverage

APPENDIX D: EVENT BUDGET

**** Budget Sample – Example Only ****

Revenues		Expenses	
Grants	\$200,000	Event Venue Rental	\$30,000
Sponsorship	\$150,000	Transportation	\$25,000
VIK	\$50,000	Catering (LOC, Volunteers, Officials)	\$80,000
Registration (Athletes, Coaches, etc.)	\$150,000	Medical	\$10,000
Ticketing	\$200,000	Security	\$20,000
Royalties (Hotel, Catering, etc)	\$10,000	Temporary Structures & Rentals	\$25,000
		Equipment & Operations	\$10,000
		Production / Presentation	\$65,000
		Signage	\$50,000
		Timing	\$10,000
		Jumbotron & Data Boards	\$75,000
		Volunteer & Officials Outfitting	\$30,000
		Para Classification	\$7,500
		Internet	\$5,000
		Announcers & DJs	\$15,000
		Officials (Accommodations & Travel)	\$60,000
		Marketing & Promotion	\$75,000
		Administration	\$20,000
		Coach Hospitality	\$10,000
		Officials Hospitality	\$10,000
		Live Broadcast	\$20,000
		LOC Hosting Grant	\$25,000
Total Revenue	\$760,000	Total Expenses	\$677,500
		Net Revenues	\$82,500

APPENDIX E: TECHNICAL REQUIREMENTS

Events Program

The Championship shall be comprised of events for the U20, Open, and Para categories. U20 Program

U20 Program

Men		
100m	400mH (0.914m)	Hammer (6kg)
200m	3000mSC	Javelin (800g)
400m	High Jump	Decathlon
800m	Pole Vault	10km Race Walk
1500m	Long Jump	4x100m Relay
3000m	Triple Jump	4x400m Relay
5000m	Shot Put (6kg)	
110mH (0.991m)	Discus (1.75kg)	

Women		
100m	400mH (0.762m)	Hammer (4kg)
200m	3000mSC	Javelin (600g)
400m	High Jump	Heptathlon
800m	Pole Vault	10km Race Walk
1500m	Long Jump	4x100m Relay
3000m	Triple Jump	4x400m Relay
5000m	Shot Put (4kg)	
100mH (0.840m)	Discus (1kg)	

Open / Senior Program

Men		
100m	400mH (0.914m)	Discus (2kg)
200m	3000mSC	Hammer (7.26kg)
400m	High Jump	Javelin (800g)
800m	Pole Vault	Decathlon
1500m	Long Jump	20km Race Walk
5000m	Triple Jump	4x100m Relay
110mH (1.067m)	Shot Put (7.26kg)	4x400m Relay

Women		
100m	400mH (0.762m)	Discus (1kg)
200m	3000mSC	Hammer (4kg)
400m	High Jump	Javelin (600g)
800m	Pole Vault	Heptathlon
1500m	Long Jump	20kmRace Walk
5000m	Triple Jump	4x100m Relay
100mH (0.840m)	Shot Put (4kg)	4x400m Relay

Para Program

**Athletics Canada will work with the technical delegate to combine classes whenever possible.*

Men / Women	
100m Ambulatory / Wheelchair	High Jump Ambulatory
200m Ambulatory / Wheelchair	Long Jump Ambulatory
400m Ambulatory / Wheelchair	Shot Put Ambulatory / Seated
800m Ambulatory / Wheelchair	Discus Ambulatory / Seated
1500m Ambulatory / Wheelchair	Club Throw Seated
5000m Ambulatory / Wheelchair	Javelin Ambulatory / Seated

Required Equipment

The following chart outlines the equipment that is required to host the Championships.

Type of Equipment	Quantity
Track Events	
Hurdles	100
Spare Hurdle bars	10
Relay Batons	16
Set of Lane Markers	1 (Ideally 2)
Steeplechase barriers (set of 4; 3x3.96m, 1x5m)	1
Steeplechase water jump bar	1
Starters Stand	2 (Ideally 3)
Break line indicators cones in orange colour (150mm high)	20
Starting blocks with false start system	24
Guide and Assistant Vests (For Visual Impairment)	12
High Jump	
High Jump standards (pair)	2
High Jump crossbars	5
High Jump flexbar	2
High Jump landing area	1 (Ideally 2)
High Jump measuring device	1
Pole Vault	
Pole Vault standards (pair)	2
Pole Vault bar placer	2
Pole Vault crossbars	10

Pole Vault flexbar	5
Pole Vault high measurer	1
Pole Vault landing area	1 (Ideally 2)
Pole Vault rack	1
Long Jump / Triple Jump	
Long Jump distance indicator	2
Triple Jump distance indicator	2
Run-up markers	30
Sand pit leveler	1
Plasticine (for boards)	5-10 packages
Rakes	4
Discus	
Discus rack/cart	1
Distance Marker Boxes (30m-70m, every 10m) – Set (also for Hammer and Javelin)	2
Implements (at least 4 per weight required)	12
Hammer	
Hammer rack/cart	1
Hammer conversion circle	1
Implements (at least 4 per weight required)	12
Javelin	
Javelin rack/cart	1
Run-up markers	20
Implements (at least 4 per weight required)	8
Shot Put	
Shot Put rack/cart	1
Distance Marker Boxes (12m-20m, every 2m)	1 (2 if 2 circles can be run at same time)
Implements (at least 4 per weight required)	12
Seated throws	
Tie down rails	1-2 (facilities dependent)
Ratchet Straps	2 sets
Club Throw	
Implements	1
Generic Equipment	
Champ Record Indicator (throws, long/triple jump)	4
Qualifying Mark Indicator (throws, long/triple jump)	6
Chalk Stands	2-4
Wind Socks	6
Cones	20
Judges Flags Set (yellow/white/red)	15

APPENDIX F: EMERGENCY ACTION PLAN

Medical and Emergency Services

- The LOC will appoint a medical supervisor for the Championship;
- The Medical supervisor will develop a medical service delivery plan, which will be approved by Athletics Canada.
- 10-15 medical volunteers

Medical Service Delivery Plan Should Include:

- Medical coverage required at all times of competition and training. Medical staff to be in place at least 1 hour prior to competition and remain on site until 30 minutes after the last event.
- Require a Medical doctor on site throughout the championships
- Medical team to provide coverage to the field of play, training/warm up facility, and spectators.
- Medical team may be comprised of doctors, nurses, firefighters, first responders, etc.
- Personnel should be familiar with the types of injuries/medical emergencies that may occur at a Track & Field Competition. (e.g. heat distress, cardiac events, muscle tears, fainting/collapse, falls, cuts, and rare but serious injuries related to Blunt Force Trauma (Shot Put, Hammer, Discus, Javelin).
- Medical team should have a “field hospital” prepared to treat athletes, coaches, officials, and spectators. Requires privacy.
- Medical team should have a communication system to alert and direct Higher Levels of care (e.g. Ambulance arrival and direction).
- Equipment would include:
 - Automated external defibrillators (AEDs). These should be accessible and be able to be used within minutes anywhere in the facility.
 - a comprehensive first aid kit at the “field hospital” plus smaller first aid kits with attendant throughout the facility.
 - Cold tub(s) to quickly and easily cool athletes dealing with heat distress
 - Communication system (walkie talkies) to communicate easily across distances the need for medical assistance.
 - Access to ice machine

Elements to be considered by the LOC in constructing the Emergency Action Plan.

1. Immediate emergencies
2. Heat and climate related emergencies, including air quality
3. Injury not requiring 9-1-1
4. Other injuries, no medical team member present
5. Ambulance access
6. Non-emergency transport