

**Triathlon
CANADA**



**National Federation for the Sport of Triathlon and Duathlon in Canada
Fédération nationale de triathlon et duathlon au Canada**

**CRITERIA
for
HOSTING NATIONAL
CHAMPIONSHIPS**

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1. INTRODUCTION TO TRIATHLON CANADA

TRIATHLON CANADA, the national governing body of Triathlon and Duathlon in Canada, is the sole body empowered to sanction a Canadian National Championship or National Qualifying Event in Canada in any distance or format in the multi-sport consisting of a combination of swimming, cycling, and/or running. Consistent with World Championships sanctioned by the International Triathlon Union, Triathlon Canada may sanction National Championships in related multi-sport events, such as Duathlon, Winter triathlon, Cross triathlon, triathlon relay and aquathlon.

TRIATHLON CANADA sets the rules governing the conduct, format, distance, number and eligibility of entrants in the events. The International Triathlon Union Competition Rules, and the TRIATHLON CANADA Event Organizers Manual govern the events.

TRIATHLON CANADA has sole authority with respect to:

- a) Canadian National elite team membership
- b) Canadian U23 team membership
- c) Canadian junior sprint team membership
- d) Canadian age group team membership
- e) Canadian triathletes participating in World Championship and multi-sport competitions (i.e., Olympic Games, Pan American Games, Commonwealth Games and the like).

The National Championships and Qualifying Events are used as part of the determination of eligibility of an athlete for membership on a National team.

Standard distance triathlon championships, sprint distance triathlon championships and long distance triathlon championships, are held every year. Other National Championships (aquathlon/duathlon/winter triathlon/off-road triathlon) are held at the discretion of TRIATHLON CANADA.

This document sets out the terms and conditions that must be met by a race organization in the hosting of a National Championship or Qualifying Event. Any variations from the terms and conditions set out herein must be specifically agreed to by both parties. If a race organization is selected to host one of these events, the Criteria together with the Bid Package submitted by the Local Organizing Committee (LOC) form the contract between the LOC and TRIATHLON CANADA.

2. THE BIDDING PROCESS

1. Bids to host a National Championship must be submitted by the deadline set out by Triathlon Canada. Bids shall follow the form set out in Appendix A to this document.
2. Both the PGB and the LOC must be in good standing with TRIATHLON CANADA. The LOC must be in good standing with its PGB. Good standing means all outstanding sanction fees, membership fees or other obligations to TRIATHLON CANADA or the PGB have been met. In the case of a new LOC appropriate letters of reference must accompany bid.
3. A PGB will submit the bid to TRIATHLON CANADA on behalf of the LOC after the LOC has completed the provincial sanctioning requirements.
4. TRIATHLON CANADA shall set submission dates for the receipt of bids.
5. This document sets out the terms and conditions to be met by the LOC in respect of a bid to host a National Championship or National Qualifying Event. Any variations from the terms and conditions set out herein must be specifically agreed to by both parties. If the LOC is successful with its bid, the criteria together with the Bid Package submitted by the LOC form the contract between the LOC and TRIATHLON CANADA. The substance of the bid may not be changed without the express agreement of TRIATHLON CANADA.
6. All bids received become the property of TRIATHLON CANADA.
7. Each bid shall be accompanied by a deposit made payable to TRIATHLON CANADA in the sum of \$500.00 or 10% of the sanction fee, whichever is greater. The deposit shall be refunded within 60 days of the final bid selection or credited toward the sanction fee of the depositor's event. The deposit shall be forfeited if the event is canceled by the LOC, or if contractual payment dates with TRIATHLON CANADA are not met.
8. The applicable sanction fees shall be paid to TRIATHLON CANADA by either the PGB or the LOC, less the deposit submitted with the bid, no later than 60 days prior to the event, unless otherwise agreed to by TRIATHLON CANADA.

3. BID ASSESMENT

TRIATHLON CANADA shall assess bids taking into account, but not limited to, the following criteria:

1. Physical suitability of the proposed site for an event sanctioned by TRIATHLON CANADA. Consideration will include, but not be limited to: the experience of the LOC, the suitability of the course; travel access; water quality and accommodation.
2. Provisions made to accredit and service National media, where applicable.
3. Evidence of the financial ability to host and produce an event sanctioned by TRIATHLON CANADA, taking into account National sponsors.
4. Community support and enthusiasm for hosting such an event as well as the allocation of special venues and VIK support from the host community.
5. The ability to conduct the event according to the TRIATHLON CANADA rules governing the conduct, format, distances, number and eligibility of entrants in the event, ITU Competition Rules, and the TRIATHLON CANADA Event Organizers' Manual.
6. TRIATHLON Canada's commitment to the development of Triathlon as a viable lifestyle activity in all regions of Canada.
7. Such other factors as TRIATHLON CANADA may deem relevant to the ability of the LOC to stage a National championship or qualifying event.

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4. TERMS AND CONDITIONS

4.1 GENERAL

1. Upon awarding of a National Championship, TRIATHLON CANADA shall appoint
 - A TRIATHLON CANADA Technical Delegate responsible for the event in respect of all technical matters relevant to the event; AND
 - A TRIATHLON CANADA Board of Director Liaison or staff person responsible for planning and administrative matters relevant to the event.
2. The TRIATHLON CANADA Technical Delegate and TRIATHLON CANADA Board Liaison shall have final authority with respect to their respective areas. In the event of a conflict the Board Liaison shall have the final authority.
3. The LOC will make all reasonable efforts to provide services and a website in both official languages, French and English, at National Championship and National Qualifying Events.
4. The LOC will follow all the requirements and protocols in the TRIATHLON CANADA EVENT ORGANIZER'S MANUAL. Any modification to these requirements must be negotiated with the Technical Delegate and Board Liaison.
5. The LOC will provide:
 - a comprehensive security plan covering all athletes' equipment from time of check-in to the time of pick up;
 - a venue branding plan to the TRIATHLON CANADA designate to ensure all sponsors, including TRIATHLON CANADA's sponsors, receive appropriate exposure according to the event branding guidelines provided by TRIATHLON CANADA;
 - At its own expense, all necessary venues, locations, facilities, permits, licenses, approvals, equipment, supplies, services, personnel, officials, volunteers, hosting expenses and any other expenses associated with the event;
 - Ground transportation and accommodations for the Technical Delegate, Team Leader and Head Referee. The LOC must include the entire officiating team in the event volunteer plan (i.e. provide a t-shirt, on-site feeding and access to discounted accommodations at the race hotel).
6. TRIATHLON CANADA shall arrange any doping control required. The Technical Delegate shall provide direction to the LOC with respect to doping control. The LOC will provide appropriate facilities and personnel under the TD's direction and will refrain from interference in Doping Control. Facilities required include a dedicated secure area (including washroom) for selected athletes to provide a sample and sufficient sealed liquid refreshments for all tested athletes. Personnel required include one adult chaperone per athlete to be tested, and of the same sex as the athlete. Exact numbers required will be announced by Triathlon Canada prior to the event. The LOC will include on its athlete waiver to be signed by each competitor: "I recognize that I may be subject to drug testing as provided for by TRIATHLON CANADA's agreement with the Canadian Centre for Ethics in Sport." This applies to *all* competitors. TRIATHLON CANADA recommends the LOC include consent to receive medical treatment on its athlete waiver.
7. The LOC will ensure that TRIATHLON CANADA is acknowledged as the governing authority of the event in all announcements, advertisement, materials, event specific clothing, promotion, or other media related to the event and prominently display the TRIATHLON CANADA logo in all advertising and promotion.

8. The LOC will include a designate from TRIATHLON CANADA and from its own PGB, should the PGB desire, in all ceremonies, social functions and presentations of athlete awards. The awards ceremonies must be rehearsed and follow the protocols in the Event Organizer's Manual.
9. The LOC will purchase, at cost, official Triathlon Canada medals to be presented to the top three finishers in each category at the event's official awards ceremonies. These medals will be provided, at cost, to the LOC. The LOC will be responsible for customizing the medal with the date and place.
10. The LOC will purchase, at cost, swim caps from Triathlon Canada for triathlon championship events.
11. The LOC will employ a chip timing company who can provide results immediately following the event in a format specified in the TC Event Organizers Manual. The timing company must also generate a separate set of results as if the event was taking place on Dec 31 of the following year in order to identify qualifying athletes for the ITU World Championships. These electronic files must be provided to TC within an hour following the event.
12. The LOC of the Canadian Triathlon Championships will work cooperatively with TC to provide a venue and plan for the annual Triathlon Canada Awards ceremony.
13. The LOC will incorporate a Mixed Relay competition into the National Triathlon Championships.
14. The LOC agrees to indemnify, defend and hold TRIATHLON CANADA, its sponsors, and every officer, director, employee, volunteer or agent of TRIATHLON CANADA harmless from and against any and all damages, losses, actions and liabilities whatsoever and from all costs and expenses incident thereto (including, but not limited to, attorney fees, arising directly or indirectly from the actions or omissions of the LOC, its agents, sponsors, contracted person or entities, volunteers or others involved with the conduct of the event) in relation to the sanctioned event.
15. This contract is entered into by the parties under the laws of Ontario.

4.2 SPONSORSHIP / MARKETING RIGHTS AND RESPONSIBILITIES

1. TRIATHLON CANADA warrants that it has the right to assign rights, privileges and grant permission to use, to the local organizing committee (LOC), the following:
 - a) local event advertising
 - b) sponsorship rights (except those of Triathlon Canada's charter and supplier sponsors)
 - c) tour / travel and hospitality rights
 - d) national grants and service support
 - e) exhibition space revenue (except TRIATHLON CANADA charter and supplier sponsors)
 - f) event merchandising
2. TRIATHLON CANADA retains the right to solicit Naming Rights sponsors for its championship events. TRIATHLON CANADA may assign the right to the LOC to solicit Naming Rights sponsor. The proceeds from a naming sponsor will be negotiated and shared based on an appropriate and fair formula relevant to the particular sponsorship.
3. The LOC cannot accept sponsors that conflict with TRIATHLON CANADA's Charter Sponsors and Official Supplier Sponsors (see Appendix B) (hereinafter "Sponsors") without the written permission of TRIATHLON CANADA. The LOC will provide full cooperation and support to TRIATHLON CANADA and its Sponsors in executing these marketing rights at the particular event.
4. In the event that TRIATHLON CANADA obtains a sponsor after the awarding of an event, TRIATHLON CANADA cannot impose the sponsor on the LOC; however, the LOC agrees that it

will try to find common ground with TRIATHLON CANADA and the Sponsor and resolve the issue in a timely manner that is beneficial to both parties.

5. TRIATHLON CANADA shall provide the LOC with all relevant information about a Sponsor pertinent to the event within 15 days of the awarding of the sanction or the signing of the new Sponsor.
6. In the event that a TRIATHLON CANADA Championship event shares a venue with an INTERNATIONAL TRIATHLON UNION event a branding and marketing plan will be negotiated with representatives of TRIATHLON CANADA, ITU and the LOC.
7. The LOC may use other entities to assist in the conduct of the event or the promotion and sale of marketing properties, **subject to the approval of TRIATHLON CANADA** which approval shall not be unreasonably withheld. The names of these entities shall be supplied to TRIATHLON CANADA at the time of the bid. Should the LOC desire to engage other entities after awarding of the sanction, the LOC shall obtain TRIATHLON CANADA's approval which approval shall not be unreasonably withheld prior to the commitment.
8. The LOC will execute a promotion and publicity campaign for the event as agreed to by TRIATHLON CANADA. This will include the appointment of a media coordinator for the event to work in conjunction with TRIATHLON CANADA.
9. LOC's shall provide TRIATHLON CANADA's Sponsors with:
 - a) free event standard size booth for display sale of product
 - b) free advertisement page (four color if available) and a logo on the cover of official event program if such a program is published
 - c) logo identification on event website
 - d) logo identification on entry forms, press release, advertising, results and any official print material
 - e) the rights to distribute premiums at the event at no charge as agreed to
 - f) the right to participate in the presentation of awards at the awards ceremony.
 - g) fifteen tickets to viewing areas (if tickets are used or sold).
 - h) four tickets to all social events (if tickets are used or sold)
 - i) signage (supplied by sponsor) in prominent locations including the race finish area, transition area, swim area, swim finish and any other areas determined. If sponsors are not available to place signs, this shall be the responsibility of the LOC following the approved branding plan.
10. TRIATHLON CANADA may offer a Sanctioned Event the opportunity to be included on a "National Series". LOC's will be informed of the responsibilities and benefits entailed and if there are additional responsibilities involved that the LOC is not prepared to meet, the LOC may decline to be included in the series.
11. The LOC cannot accept sponsorship from tobacco or related sponsors.
12. The LOC agrees that TRIATHLON CANADA has the right to market and sell merchandise at the event and at all associated activities specifically for the purpose of raising revenues for TRIATHLON CANADA, at no cost for booth or display space.

4.3 TELEVISION RIGHTS

1. TRIATHLON CANADA retains the exclusive property in the television rights to a TRIATHLON CANADA sanctioned event. TRIATHLON CANADA may assign television rights to the event to the LOC where the LOC agrees to:
 - a. Cover all costs associated with the television production; a minimum of 3 TV cameras is required to cover the event.
 - b. The LOC is responsible to provide suitable transport for the TV crew on site (e.g. motorcycles, motorcycle drivers and extra helmets; helicopter, golf carts etc.).
 - c. The LOC shall cooperate with TRIATHLON CANADA to ensure that:
 - I. TRIATHLON CANADA Sponsors have an opportunity to purchase television broadcast spot (s) through a designated network;
 - II. TRIATHLON CANADA Sponsors have the opportunity to purchase opening and closing billboards from the LOC at fair market value.

4.4 NATIONAL TEAM SIGN-ON PROCESS

1. TRIATHLON CANADA will provide the necessary athlete information with respect to team membership for inclusion in:
 - Event website
 - Athlete information package
2. The LOC will provide timely results sorted by the athletes' age as of the 31st of December in the year of the World Championship being qualified for.

4.5 NATIONAL CHAMPIONSHIPS

The following terms and conditions apply to the specific National Championship identified.

4.5.1 NATIONAL TRIATHLON CHAMPIONSHIP

1. The elite competition must be draft-legal with separate starts for the men and women's elite competition. The start times must ensure the men and women will not be on the bike course at the same time. This timing must be approved by the TRIATHLON CANADA Technical Delegate prior to publishing. Where the elite competition is combined with an ITU event, the ITU Event Organizers Manual must be adhered to.
2. The LOC shall:
 - a) ensure that each athlete entered in the draft-legal event certifies that he or she has completed a draft-legal event within the previous 12 months or that the athlete provides a certification from the Coaches Committee of TRIATHLON CANADA, authorizing the LOC to accept the athlete's entry. (Ref. 1999 Mid-winter Board meeting)
 - b) provide a minimum of \$10,000 in prize money to be divided equally between the men and the women in amount and depth, as per clause 5.0. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.
 - c) provide host hotel accommodations for 12 room nights at the host hotel at no charge to TRIATHLON CANADA.
 - d) Provide complimentary entry to a maximum 5 elite men and 5 elite women, to be allocated at the discretion of TRIATHLON CANADA.

- e) Produce all promotional material in the following format: “*Title Sponsor, Year Canadian Triathlon Championships/ Championnat Canadien de Triathlon*”.
- f) Provide a suitable meeting/office room for fifteen (15) attendees to conduct operational meetings starting three days prior to competition at no cost to TRIATHLON CANADA. This room must have phone, wireless internet and access to photocopying and be located in proximity to the venue.

4.5.2 NATIONAL JUNIOR (16-19years) SPRINT TRIATHLON CHAMPIONSHIP

Sprint Distance (750m swim, 20 km bike, 5km run)

Age as of December 31 in the year of competition

1. The elite competition at this event must be draft-legal with separate starts for the men and women’s junior elite competition. The start times must ensure the men and women will not be on the bike course at the same time. This timing must be approved by the TRIATHLON CANADA Technical Delegate.
2. The LOC shall:
 - a) ensure that no junior athlete is entered in the draft-legal event unless such entry is approved by the relevant PGB; (Reference: Feb. 2000 Board meeting)
 - b) Produce all promotional material in the following format: “*Title Sponsor, Year Canadian Junior Triathlon Championships/ Championnat Canadien de Junior Triathlon*”.

4.5.3 DUATHLON NATIONAL CHAMPIONSHIPS

1. The elite competition at this event must be draft-legal with separate starts for the men and women’s elite competition.
2. The LOC shall:
 - a) ensure that each athlete entered in the draft-legal event certifies that he or she has completed a draft-legal event within the previous 12 months or that the athlete provides a certification from the Coaches Committee of TRIATHLON CANADA, authorizing the LOC to accept the athlete’s entry. (Ref. 1999 Mid-winter Board meeting)
 - b) If possible, provide **prize money (suggest \$5000)** to be divided equally between the men and the women in amount and depth, as per as per clause 6.0. The prize money amount must be approved and confirmed by TRIATHLON CANADA prior to publishing on the event website. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.
 - c) Produce all promotional material in the following format: “*Title Sponsor, Year Canadian Duathlon Championships/Championnat Canadien de Duathlon*”.

4.5.4 LONG DISTANCE NATIONAL TRIATHLON CHAMPIONSHIPS

1. The LOC shall, if possible, provide **prize money (suggest \$5000)** to be divided equally between the men and the women in amount and depth, as per as per clause 6.0. The prize money amount must be approved and confirmed by TRIATHLON CANADA prior to publishing on the event website. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.

4.5.5 AQUATHLON NATIONAL CHAMPIONSHIP

1. There is no requirement for prize money for this event
2. There are no qualifying positions associated with this event at this time.

4.5.6 WINTER TRIATHLON CHAMPIONSHIP

1. There is no requirement for prize money for this event
2. There are qualifying positions associated with this event, however limited supports will be provided to athletes planning to attend the ITU World Championships.
3. The sanction fee is \$150 + \$10 per participating athlete.

4.5.7 CROSS (OFF-ROAD) TRIATHLON

1. There is no requirement for prize money for this event
2. There are qualifying positions associated with this event, however limited supports will be provided to athletes planning to attend the ITU World Championships.
3. The sanction fee is \$150 + \$10 per participating athlete.

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5. NATIONAL TEAM POSITIONS AND SANCTION FEES

National Team Positions relate to the qualification and selection of athletes to teams competing at ITU World Championship events. Sanction fees apply to National events sanctioned by Triathlon Canada including:

- Standard Distance Triathlons – Canadian Championships, Canadian Junior Championships, Canadian Sprint Championships and National Team Qualifying Events, Junior/U23 Sprint Series events
- Long Distance Triathlon
- Standard Distance Duathlon
- Long Course Duathlon

5.1 OLYMPIC & SPRINT DISTANCE TRIATHLON

5.1.1 Race Distances

Olympic -1.5km swim / 40km bike / 10km run

Sprint – 750m swim / 20km bike / 5km run

Mixed Relay – 200 - 250m Swim / 5 - 6.6km Bike / 1.2 – 1.6km Run

5.1.2 Team Positions

Category	Description
Elite Olympic	ITU regulations govern (maximum of six)
Under 23 Olympic	Total number to be determined by ITU and TC High Performance Committee
Junior Sprint Elite	Total number to be determined by ITU and TC High Performance Committee
Age Group	For both Olympic and Sprint Age Group competition at the World Championships Canada can send up to 20 athletes (25 if we are the host nation). Olympic Distance categories start at 18-19; 20-24;25-29;30-34 and so on. Sprint Distance categories start at 16-19, 20-24, 25-29, 30-24 and so on in five year increments. Team Positions are selected one year in advance of the ITU World Championship

5.1.3 Sanction Fees

Event	Sanction fee	Number of Qualifying Positions
National Triathlon Championships	\$2500 base fee +\$15 per participating athlete	Includes <ul style="list-style-type: none"> ▪ 10 age group positions ▪
National Junior Sprint Triathlon and Age Group Sprint Championships	\$2500 base fee + \$15 per participating athlete	Includes <ul style="list-style-type: none"> ▪ 10 age group positions
Qualifying events for Olympic Distance Age Group Triathlon Team	\$500 per spot	Spots assigned to PGB's annually based on decision of Triathlon Canada Technical & Events Dept.
Qualifying events for Sprint Distance Age Group Triathlon Team	\$500 per spot	Spots assigned to PGB's annually based on decision of Triathlon Canada Technical & Events Dept.

NOTE – If the National Triathlon Championships and Sprint Triathlon Championships are held at the same time and place the base fee will be charged only once.

5.2 LONG DISTANCE TRIATHLON

5.2.1 Race Distance

Between two or three times the standard triathlon distance: 3 km Swim/80 km Cycle/20 km run to 4km Swim/ 120km Bike / 30km Run

5.2.2 Team Positions

Team Positions are selected one year in advance of the ITU World Championship.

Category	Description
Elite:	Total number to be determined by ITU and TC High Performance Committee
Age Group:	20 positions for Canadians are available for the World Championships (25 if Canada is the host nation)

5.2.3 Qualifying Events

Qualifying Events	Sanction Fee	Number of Qualifying Positions
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Qualifying Events	\$150 per spot	Spots assigned to PGB's annually based on decision of Triathlon Canada Technical & Events Dept.
National Championship	\$1,000 base fee + \$15 per participating athlete	10 age group spots 4 elite positions

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5.3 DUATHLON:

5.3.1 Race Distance

Sprint – 5km run/ 20km Bike / 2.5km Run

Standard -10km run / 40km Bike / 5km Run

Long – 20km Run / 80km Bike / 10km Run

Relay – 2km Run / 8km Bike / 1km Run

5.3.2 Team Positions

Category	Description
Elite & U23	Total number to be determined by ITU and TC High Performance Committee
Junior Elite	Total number to be determined by ITU and TC High Performance Committee
Age Group	20 positions

5.3.3 Sanctioning Fee

Event	Sanction fee	Number of Qualifying Positions
National Duathlon Championships	\$ 1000 base fee + \$15 per participating athlete.	Includes: Number of elite & U23 team positions to be announced Junior Sprint positions to be announced 10 age group
Qualifying Events for Age Group Duathlon Team	\$150 per spot	Spots assigned to PGB's annually based on decision of Triathlon Canada Technical & Events Dept.

6. PRIZE MONEY DISTRIBUTION GUIDELINES

6.1 Introduction

The Prize Money Percentages were created to provide a fair and equitable formula to distribute prize money to athletes.

If an Event Organizer wants to modify these percentages, they must apply in writing to Triathlon Canada. If the modification is approved, it must be posted on the Event's webpage.

The amount and depth of prize money must be equal for women and men. There is no modification to this.

The table below shows the four basic prize money percentages.

For an easy tool to calculate the prize money percentage based on the event prize money, please visit www.triathlon.org.

	Top 15 (40 001 USD and more overall prize money)	Top 10 (10 001 – 40 000 USD overall prize money)	Top 5 (3 001 – 10 000 USD overall prize money)	Top 3 (3 000 USD and less overall prize money)
1.	25.00%	25.00%	30.00%	50.00%
2.	20.00%	20.00%	25.00%	30.00%
3.	15.00%	15.00%	20.00%	20.00%
4.	10.00%	10.00%	15.00%	
5.	7.00%	8.00%	10.00%	
6.	6.00%	7.00%		
7.	5.00%	6.00%		
8.	3.00%	4.00%		
9.	2.25%	3.00%		
10.	1.75%	2.00%		
11.	1.50%			
12.	1.25%			
13.	1.00%			
14.	0.75%			
15.	0.50%			

7. APPENDIX A – Event Hosting Application Form

The offer to host a National Championship and/or National Qualifying Event shall be submitted in the format set out on the forms provided on the next two pages.

Please provide this application in an electronic format. This application must be submitted by the Provincial Governing Body of the host province and therefore must receive prior approval and support from said PGB.

PGB's must email this application directly to the TRIATHLON CANADA Chair of Events and Technical:

DAVID MARKHAM
dmarkham@shaw.ca

and mail a copy with sanctioning deposit fee directly to:

TRIATHLON CANADA
106 – 3 Concord Gate, Toronto, Ontario, M3C 3N7
Phone: 416-426-7180
Fax: 416-426-7294
Email: info@triathloncanada.com

Incomplete applications will not be considered.

Triathlon Canada Bid Document
Offer to host National Championship and/or National Qualifying Event

The Offeror, as identified below, hereby offers to host the following named National Championship and/or National Qualifying Event upon the terms and conditions set forth in the document “Criteria for Hosting National Championship and/or National Qualifying Event and as set out in this Offer to Host:

Name of Race Director (“the offeror”): _____

Address of Race Director: _____

City/Province: _____ Postal Code: _____

Phone #: (Res.) _____ (Bus.) _____ Fax #: _____

Location: _____ Date: _____ Email: _____

Alternate Dates (1) _____ (2) _____ Web site: _____

Type of Race (for example. Duathlon Canadian Championships) : _____

Sanction Fee: _____

7.1 Triathlon Canada Bids Checklist

Bids should address the items on the checklist below. If you require assistance to complete a bid or have any inquiry requiring the bid contact the Events and Technical Chair: David Markham at dmarkham@shaw.ca or call 1-204-688-4112.

Information	Details	√
A Event Information	Event Name & Location	
	Map of site	
	Maps of course & transition	
	Course Description	
	Accommodation information	
	Closest Airport	
	Local Transportation Plan for athletes	
	Suggested Date / Other possibilities	
	Tentative Event Schedule	
B Course Lay-out	Transitions & flow diagram	
	Info on swim / surf, depth, waves, water quality	
	Finish area design	
	Course dimensions of swim, bike & run	
	Laps of swim, bike and run	
	Surface description	
	AWAD friendly	

		Spectator Considerations	
		Accessibility	
C	Course Control	Road Closures / permits	
		Police Monitoring	
		Traffic Patterns	
		Hazards	
		Security / Accreditation	
D	Draft Media & Promotions Plan	Local and National marketing plan	
		Provisions for televising event	
E	Plan for Officials	Accommodations	
		Ground Transport	
		Motorbikes / Boats	
		Dedicated Radios	
		Provision for officials and Rule Enforcement	
F	Budget Information	Predicted revenues & expenses	
		Sponsorship, grant predictions	
G	Sponsor Information	Ensure no potential conflicts with Triathlon Canada sponsors	
		Commitment to work in partnership with Triathlon Canada and its sponsors and government funding agencies in producing the event. Trican sponsors and funding agencies are listed on Trican website	
H	Letters of Support	Provincial Governing Body	
		Municipality & other government	
I	Committee	Names and Positions of key event organizers including Competition Manager or Event Director	
		Names of and positions of committee members.	
		Summary of previous hosting experience	
J	Medical Plan	(As per Event Organizers Manual)	
K	Communications Plan	(As per Event Organizers Manual) Radios / Cell phones	
L	Sanction Fee Deposit	Greater of \$500 deposit or 10% of sanction fee (see clause 2.7)	
M	Exceptions	ANY EXCEPTIONS DESIRED BY THE LOCAL ORGANIZING COMMITTEE TO THE TERMS AND CONDITIONS SET OUT IN THE <u>CRITERIA FOR HOSTING NATIONAL CHAMPIONSHIPS AND NATIONAL QUAIFYING EVENTS</u> MUST BE NOTED IN THE BID	

Signature:

Date

Race Director, Local Organizing Committee

TRIATHLON CANADA:

(1) accepts the offer as proposed

OR

(2) accepts the offer as proposed, subject to the agreement by the offeror to the following terms and conditions:

Dated _____

President, TRIATHLON CANADA _____

Chairperson, Events Committee _____

8. APPENDIX B - Triathlon Canada Charter Sponsors and Official Supplier Sponsors

Teck



The LOC cannot accept sponsors that conflict with TRIATHLON CANADA's Charter Sponsors and Official Supplier Sponsor, above, (hereinafter "Sponsors") without the written permission of TRIATHLON CANADA.

Interested LOCs and PCs should contact the President of Triathlon Canada for details and/or to apply for permission.