



Triathlon Canada National High Performance
Event Hosting - Bid Guidelines

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1. Introduction

Triathlon Canada provides governance, resources and leadership for athletes seeking to achieve gold medals at the highest levels of competition in the sport of Triathlon as recognized by the International Olympic Committee (IOC), the International Paralympic Committee (IPC) and, World Triathlon.

An important strategy in achieving these goals is to ensure the provision of high quality and appropriate competitive racing opportunities at all levels. To that end, the Triathlon Canada Bid Process will prioritize events that fit with Triathlon Canada's published High Performance Plan and best benefits the current athlete pool within the High-Performance Program.

Hosting world-class triathlon events has been a critical part of Triathlon Canada's past successes from both a sport and business development perspective but, more importantly from an athlete performance perspective. For all these reasons, hosting excellence and building world class events here in Canada remains a high priority for the future.

Organizing Committees that host a national or international event can expect to realize some of the following benefits:

- » An improved sponsorship offering
- » International and/or National exposure
- » Increased event activities
- » Attraction of new competitors
- » Increase in number of competitors participating from outside of the region
- » Stronger community engagement and support
- » Development of a stronger local volunteer base and improved capacity to host national and international events

PLEASE NOTE: the following bid document only addresses events that fall within the Olympic/Paralympic pathway with the exception of the World Triathlon Multisport Championships.

Elite competitions offered by private organizations such as Ironman, Xterra, Super League, PTO and Major League Triathlon are not included in this document. Organizations seeking the endorsement of Triathlon Canada for the above-mentioned events should contact Joe Morissette – CEO – Triathlon Canada at joe.morissette@triathloncanada.com. Endorsements will be considered on a case-by-case basis.

2. Key Terminology

- » **Age Group:** Encompasses all recreational or competitive triathlon/multisport athletes who race only against their own age group or in an open para triathlon category in a given competition.
- » **Elite:** Encompasses all competitive athletes who race in "elite" designated categories. There are three sub-categories included within this designation: Junior, U23 and Para, which are further defined under the WT Competition Rules based on age or para classification. All elite athletes hold an International Competition Card (ICC).

- **Junior:** this is a category of elite athletes aged 16-19
 - **U23:** this is a category of elite athletes aged 20-23
 - **Para:** this is a category of elite athlete with a confirmed para classification
-
- » **National Development Series:** The National Development Series is geared towards athletes who do not currently hold a World Ranking in the 16-23 age category and is designed to prepare them for the transition into Continental racing. A point system has been developed to create a clear national ranking following a WT-like process. This Series is connected to the Elite National Championships and will have a focus both on quality racing experiences and professional development within a camp setting linked to a competition.
 - » **Local Organizing Committee (LOC):** is the host event operations team.
 - » **National Sport Organization (NSO) / National Federation (NF):** is Triathlon Canada.
 - » **Provincial Sport Organization (PSO):** is the provincial governing body for the sport in Canada.
 - » **Panamerican Triathlon Confederation (PATCO):** is the continental federation designated by World Triathlon responsible for all countries in the Americas (North, Central and South).
 - » **World Triathlon (WT):** The WT is the international governing body for the sport of triathlon, inclusive of all multisport disciplines.

3. National & International Event Hosting

Triathlon Canada is the sole body empowered to endorse bids to host national and international triathlon/multisport events within Canada. This includes all PATCO and WT events. Bids to host these events in Canada must also have the support of, and be fully sanctioned by, the affiliated Provincial Sport Organization (PSO).

These events draw Canadian and international athletes and supporters, drive significant local economic benefit, and can produce important sport legacies in communities that host them. Events hosting international athletes are also eligible to apply for government grants ([see Section 9](#)).

Please note that only international competitions are eligible to apply for Sport Canada funding.

4. Triathlon Canada High Performance Hosting Priorities

Triathlon Canada is currently focused on building a strong Next Generation program targeting the Olympic and Paralympic Games in Paris and then Los Angeles. This means creating a hosting strategy that provides appropriate high-quality racing opportunities to our developing athletes. Primary goals are:

1. **Athlete health** – events appropriate to skill level
2. **Athlete Development** – an overall calendar of events that provides a progression
3. **Athlete Success** – events that maximize opportunities for generating points

Olympic Program – For our current athlete pool the strategy above requires a high focus on World Triathlon Cup events and PATCO Continental racing, particularly Continental Cups and Continental Championships. Targeted distances are super sprint, sprint and relay.

Paralympic Program – Triathlon Canada’s Paralympic program needs World Para Triathlon Championship Series and World Para Triathlon Cup events accessible to all classifications.

The following table provides a comprehensive list of national, continental and international events available for bid. A priority designation is provided which aligns with the current Triathlon Canada High Performance Plan.

Table 1. Elite National & International Events

PRTY	QNTY	EVENT TYPE	DISCIPLINE	BID DEADLINE
NATIONAL EVENTS				
1	1	National Elite Triathlon Championships	Sprint/Super Sprint/Para	September
1	6-8	National Development Series	Sprint/ Super Sprint	September
CONTINENTAL EVENTS				
1	1-2	PATCO Continental Cup	Super Sprint/Sprint	September
1	1	PATCO Para Continental Cup	Para Triathlon	September
1	1	PATCO Junior Continental Cup	Sprint	September
2	1	PATCO Continental Championship	Sprint/Team Relay	September
2	1	PATCO Para Continental Championships	Para Triathlon	September
3	1	PATCO NA Junior Continental Championship	Sprint	September
INTERNATIONAL EVENTS				
1	1-2	World Triathlon Cup	Sprint	WT Bid Timeline
1	1	World Para Triathlon Cup	Para	WT Bid Timeline
1	1	World Para Triathlon Championship Series	Para	WT Bid Timeline
2	1	World Triathlon Championship Series	Sprint	WT Bid Timeline
3	1	World Triathlon Multisport Championships	Multisport	WT Bid Timeline
NA	1	World Triathlon Championship Series Final	Standard, Super Sprint, Para	WT Bid Timeline
NA	1	World Triathlon Sprint & Relay Championships	Sprint, Team Relay	WT Bid Timeline

Triathlon Canada places a high value on courses that drive skill development. Technical bike handling in particular is a high priority. Flat, multi-lap, highly technical courses will be targeted for hosting. The following table provides an outline of required distances, preferred formats, and minimum age requirements for each event type.

Table 2. Elite Triathlon Race Distances & Preferred Formats

TRIATHLON	Distances & Preferred Format			Min. Age	Elite Cats
	Swim	Bike	Run		
Team Relay	250 to 300m 1 lap	5 to 8km 2-3 laps	1.5 to 2km 1 lap	15	Jr, U23, Elite
Super Sprint Triathlon	250 to 500m 1 lap	6.5 to 13km 2-3 laps	1.7 to 3.5km 1-2 laps	15	Jr, U23, Elite
Sprint Triathlon	Up to 750m 1 lap	Up to 20km 4-6 laps	Up to 5km 1-3 laps	16	Jr, U23, Elite
Standard Triathlon	1500m 1-2 Laps	40km 6-10 laps	10km 4-6 laps	18	U23, Elite
Para Triathlon	Up to 750m 1 lap	Up to 20km 2-5 laps	Up to 5km 1-3 laps	16	Para Triathlon
Para Team Relay*	250 to 500m 1 lap	6.5 to 13km 1-2 laps	1.7 to 3.5km 1-2 laps	16	Para Triathlon

*The Para Team Relay is still under development and the final format hasn't been confirmed.

5. Event Overview

Descriptions of available events are provided below. Events that meet the “Ideal Format Requirements” will be given priority by Triathlon Canada. These format criteria have been outlined to best promote the goals of Triathlon Canada’s High Performance program. Triathlon Canada will only support events that directly benefit the current high performance athlete pool.

6. National Elite Events

Triathlon Canada is focusing on ensuring all elite national events are targeting skill development and generating upward pressure within the high performance program. This is the primary reason why the bid process for elite national championships has been separated from the age group program. Ideally a host event can provide appropriate competition for elite and age group athletes at the same venue. However, using age group courses for elite competitions will negatively impact the bid evaluation.

National Elite events may be paired with continental or international competitions where appropriate alignment can be found. These events are meant to set up Canada’s elite athletes for success at the continental level.

6.1 ELITE NATIONAL TRIATHLON CHAMPIONSHIPS

The Elite National Triathlon Championships are typically awarded on a two-year agreement. This is a mandatory event for all Canadian high-performance athletes*. Elite competitions that align with a PATCO Continental Cup will be given priority.

**Please note that athletes within the high-performance program will be given exemptions if National Championships conflicts with key targeted races (ie. During the Olympic/Paralympic Qualification periods all events with Olympic/Paralympic Ranking points will be given priority).*

Ideal Format Requirements:

- » **Competition:** Paired with PATCO Continental Cup (A/B/C Final)
- » **Format:** Semi-Final/Finals (Day 1 - Super Sprint Heats, Day 2 - Sprint Finals)
- » **Bike Course:** Draft-legal, multi-loop, technical course (ideal: 2 km loop)
- » **Run Course:** Multi-loop, technical course (ideal: 1.5km loop)

6.2 NATIONAL DEVELOPMENT SERIES

The National Development Series is designed to develop competition opportunities within Canada geared specifically towards the Junior and U23 categories. In order to establish a strong pathway for young triathletes, there needs to be an accessible event structure in place to foster upward pressure and competitive hardiness. We need to create opportunities for these developing triathletes to race in draft-legal events against deep fields of their peers in the Super Sprint, Sprint, and Team Relay triathlon disciplines. Multisport disciplines such as aquathlon and duathlon may also be considered.

The Triathlon Canada Development Series is a critical step in talent development and part of the competitive development strategy outlined in the Triathlon Canada Long Term Athlete Development (LTAD) Model.

Ideal Format Requirements:

All National Development Series events should be hosted as a single category (ages 16-23). The focus is on providing high quality racing and deep fields. The integrity of this focus is reduced when the field is divided into smaller age brackets. It is acceptable for youth/junior athletes to race on the same course as older athletes as long as the distances are age appropriate.

- » Must be provincially sanctioned
- » Must be draft-legal
- » Maximum distance: Sprint

Two development camps are being targeted as part of the Dev Series to be run in conjunction with a competition. The intent is to increase value of travelling to a key event by offering additional training and professional development opportunities. Host venues capable and willing to host a development camp in the week prior to competition will be prioritized.

7. PATCO Continental Events

The Panamerican Triathlon Confederation (PATCO) is the continental federation for the Americas. Continental competitions are the bridge between the national and international racing circuits and are the first opportunity for elite athletes to begin generating World Ranking points. This level of racing is critical for our development athletes in Canada.

All bids for PATCO events must be submitted by Triathlon Canada. PATCO controls the final format of the event. The PATCO hosting requirements include hosting fees, technical requirements, prize money and anti-doping. These are set by PATCO and are subject to change. A summary of current fees is provided in **APPENDIX C**.

7.1 PATCO CONTINENTAL CUP

These events are for Elite, Junior and U23 athletes over the Sprint or Standard distances. They are critical development races that include an important opportunity for newer athletes to gain World Ranking Points. Continental Cups have a maximum quota of 14 athletes per category. However, it is very common to see 60+ Canadians per gender at domestic PATCO Continental Cups. Triathlon Canada is prioritizing PATCO Continental Cup events using the semi-final to final format over the Sprint and Super Sprint distances, as these distances are open to all Juniors.

Ideal Format Requirements:

- » **Format:** Semi-Final/Finals (*Day 1 - Super Sprint Heats, Day 2 - Sprint Finals*)
- » **Bike Course:** Draft-legal, Multi-loop, technical course (*ideal: 2 km loop*)
- » **Run Course:** Multi-loop, technical course (*ideal: 1.5km loop*)

7.2 PATCO PARA CONTINENTAL CUP

PATCO has just started to establish a program of Para Continental Cup events. The Para Continental Championships have been the only event offered. A Continental Cup would follow the format requirements outlined in **Section 7.5 (PATCO Para Continental Championships)**.

7.3 PATCO JUNIOR CONTINENTAL CUP

This event caters to Junior athletes in the Sprint, Super Sprint and/or Mixed Relay categories. Triathlon Canada will support bids that include the super sprint and mixed relay.

Ideal Format Requirements: Super Sprint / Team Relay

- » **Bike Course:** Draft-legal, Multi-loop, technical course (*ideal: 2 km loop*)
- » **Run Course:** Multi-loop, technical course (*ideal: 1.5km loop*)

7.4 PATCO CONTINENTAL CHAMPIONSHIPS

This event caters to Elite, U23 and Junior categories in the Sprint, Standard and Mixed Relay events, and generates World Ranking Points at a higher level than PATCO Continental Cup events. Triathlon Canada is focusing exclusively on the Sprint and Team Relay events. A Team Relay bid may be a stand-alone event or linked with an individual sprint event bid.

Ideal Format Requirements: Sprint / Team Relay

- » **Bike Course:** Draft-legal, Multi-loop, technical course (*minimum 2km loop, maximum 5km loop*)
- » **Run Course:** Multi-loop, technical course (*minimum 1.5km loop, maximum 2.5km loop*)

7.5 PATCO PARA CONTINENTAL CHAMPIONSHIPS

This event is critical to the para triathlon pathway. Continental Championships is the only opportunity in the Americas for new athletes to undergo classification. Classification is the gateway to the high performance pathway for all paratriathletes. This designation determines which competition category an athlete is eligible to race in. Para triathlon is held over the sprint distance. A pilot program began in 2022 to also establish a para team relay with the intent of having it included in 2028 Paralympic Games.

Ideal Format Requirements: Sprint / Team Relay

- » **Course Requirements:** Must be accessible to all classes (*Standing, Wheelchair and Visually Impaired*).

7.6 PATCO NORTH AMERICAN JUNIOR CONTINENTAL CHAMPIONSHIPS

This is an entry level international opportunity for young athletes competing in the Sprint category.

Ideal Format Requirements: Sprint

- » **Bike Course:** Draft-legal, Multi-loop, technical course (*minimum 2km loop, maximum 5km loop*)
- » **Run Course:** Multi-loop, technical course (*minimum 1.5km loop, maximum 2.5km loop*)

8. WORLD TRIATHLON INTERNATIONAL EVENTS

World Triathlon (WT) runs the racing circuit for all international competitions at the World Cup level and higher. Opportunities for athletes to generate World Ranking (and Olympic/Paralympic Ranking Points) points increase with the level of events.

All bids for WT events must be submitted by Triathlon Canada. WT controls the final format of the event, and there are significant fees applied by WT to host these events (hosting fees, technical requirements, prize money, anti-doping). A summary of current fees is provided in .

8.1 WORLD TRIATHLON CUP (WTC)

A World Triathlon Cup is an elite event over the sprint or standard triathlon distances. These are critical events for generating WT World Ranking Points required for access to WT start lists. During the Olympic Qualifying period, World Triathlon Cups also contribute to Olympic Ranking. World Cups draw a larger number of international athletes than PATCO events. Based on Canada's current athlete pool the WTC events are a high priority.

Ideal Format Requirements:

- » **Format:** Heats/Finals (*Day 1 - Super Sprint Heats, Day 2 - Sprint Finals*)
- » **Bike Course:** Draft-legal, Multi-loop, technical course (*ideal: 2 km loop / maximum 5 km loop*)
- » **Run Course:** Multi-loop, technical course (*ideal: Maximum - 2.5 km loop*)

8.2 WORLD PARA TRIATHLON CUP (WPC)

World Para Triathlon Cup Events are the second tier of international para triathlon event outside of the World Para Triathlon Championship Series. These are key opportunities for generating World Ranking Points and Paralympic Ranking points required for WPS entry and Paralympic qualification. In a Paralympic year, the qualification window will be a significant factor in hosting.

Ideal Format Requirements:

WPC must meet the WT criteria for para triathlon and be accessible to all para triathlon classifications. Course width is of particular importance to ensure a safe event.

8.3 WORLD TRIATHLON CHAMPIONSHIP SERIES (WTCS)

WTCS events are the highest level of international elite competition outside of World Championships and the Olympic Games. Series events are available in the Sprint, Standard and Team Relay triathlon disciplines. While these events are critical for generating World Ranking and Olympic Ranking Points, they are not targeted domestically as so few Canadians are able to benefit from this level of competition, let alone earn a place on the start list. **World Cup events are a higher priority.**

Ideal Format Requirements:

The Canadian High Performance program is focusing on the Sprint and Team Relay events.

8.4 WORLD PARA TRIATHLON CHAMPIONSHIP SERIES (WPCS)

WPCS Events are the highest level of international para triathlon competition outside of World Championships and the Paralympic Games. There are approximately three events world-wide at this level that make up the WPCS. These are critical events for generating World Ranking Points and Paralympic Ranking points required for WPCS entry and Paralympic qualification respectively. The Canadian High Performance program benefits from having one WPCS event in Canada.

Ideal Format Requirements: WPCS must meet the WT criteria for para triathlon and be accessible to all para triathlon classifications. Course width is of particular importance to ensure a safe event.

8.5 WORLD TRIATHLON CHAMPIONSHIP FINALS (WTCF) - Previously the WT Series Grand Final

The WTCF is the last event of the World Triathlon Championship Series. World Triathlon has divided up the World Championship races across three events. The new WTCF format includes the following competitions:

- » Elite/U23: Standard Triathlon (*finals*)
- » Para: Sprint Triathlon (*finals*)
- » Age Group: Standard Triathlon, Super Sprint Triathlon, Standard Aquabike (*finals*)

The WTCF is critical for generating World Ranking Points as well as Olympic/Paralympic Ranking Points during the relevant qualification window. This event also draws the following international field:

- » Elite: 65 men, 65 women
- » U23: 70 men, 70 women
- » Para: 122 total across all classes
- » Age Group: 1500+

Ideal Format Requirements:

- » **Elite/U23 Bike Course:** Draft-legal, Multi-loop, technical course
- » **Elite/U23 Run Course:** Multi-loop, technical course
- » **Paratriathlon Bike Course:** Non-drafting, multi-loop, accessible to all paratriathlon classes
- » **Paratriathlon Run Course:** Accessible to all paratriathlon classes
- » **Age Group Bike Course:** Non-drafting Standard (*1 to 2 laps*), and Super Sprint (*1 lap*)
- » **Age Group Run Course:** 1 to 2 laps

This event was hosted in Canada in 2021 (*Edmonton, Alberta*), and is not currently a targeted race for domestic hosting by Triathlon Canada.

2024 World Paratriathlon Championships

During a Games year, the Para Triathlon World Championships often become a stand-alone event. Having this event in Canada would be very beneficial to Triathlon Canada's Paralympic team.

8.6 WORLD TRIATHLON SPRINT & RELAY CHAMPIONSHIPS (WTSRC)

The WTSRC is a new event for 2022. World Triathlon split up the events that were previously included in the "Grand Final". This competition will feature the following:

- » Elite: Super Sprint Triathlon, Mixed Relay
- » Junior/U23: Mixed Relay
- » Junior: Sprint Triathlon
- » Age Group: Sprint Triathlon, Mixed Relay

The Mixed Relay is now an Olympic event, ensuring that this will be a critical race for generating World Ranking Points as well as Olympic Mixed Relay Ranking during the designated qualification period for the Olympic Games. This competition is expected to draw an international field of 65 Elite men and 65 Elite women, 70 U23 men and 70 U23 women, 70 Junior men and 70 junior women, 22 relay teams (4 per team), and 1500+ Age Group Athletes.

Ideal Format Requirements: Super Sprint / Team Relay

- » **Format:** Finals over Super Sprint distance
- » **Bike Course:** Draft-legal, Multi-loop, technical course (*minimum 2km loop, maximum 5km loop*)
- » **Run Course:** Multi-loop, technical course (*minimum 1.5km loop, maximum 2.5km loop*)

Ideal Format Requirements: Sprint

- » **Bike Course:** Draft-legal, Multi-loop, technical course (*minimum 2km loop, maximum 5km loop*)
- » **Run Course:** Multi-loop, technical course (*minimum 1.5km loop, maximum 2.5km loop*)

8.7 WORLD TRIATHLON MULTISPORT CHAMPIONSHIPS (WTMC)

World Triathlon Multisport Championships Festival is a 10-day festival offering a full roster of multisport events to Elite, U23, Junior, Para, and Age Group athletes. Required events include:

- | | |
|--|---------------------------|
| » Sprint Duathlon (<i>draft-legal</i>) | » Aquathlon |
| » Standard Duathlon | » Long Distance Triathlon |
| » Cross Triathlon | » Long Distance Aquabike |

Penticton, BC, was the inaugural host of this festival format in 2017. This event is not a targeted event for the high performance program but was very well received by Canadian athletes (elite and age group). Each event is formatted as a single race meeting the distance and drafting requirements of each discipline as outlined in the WT rules.

Triathlon Canada will support bids for World Triathlon Multisport Championships that do NOT fall on a summer Olympic/Paralympic Games year.

9. Federal Sport Hosting Grants

Federal Sport Hosting Grants are available through Sport Canada for international competitions under the “International Single Sport Events (ISSE)” hosting program. Triathlon Canada is the sole body empowered to submit applications for federal funding related to triathlon competitions.

National events (National Championships, National Development Series) are NOT eligible for ISSE funding as stand-alone events. Priority for funding is based on connection to the Olympic and Paralympic pathway. The current slate of Olympic and Paralympic events is as follows, including those targeted for future inclusion:

Olympic Events:

- » **Standard Triathlon** (*Included in 2000*)
- » **Team Relay** (*Included in 2020*)

Paralympic Events:

- » **Para Triathlon** (*Included in 2016*)
- » **Para Team Relay** (*Targeted for 2028*)

Please read and fully understand the eligibility requirements prior to applying for this funding. Information about the Federal Sport Hosting Grants can be found at the link below. In accordance with the Federal Hosting Policy, funding for ISSE must adhere to the applications deadlines linked below.

Please Note: Triathlon Canada is working to establish Sprint-distance events as eligible for Sport Canada funding. Key points for qualification are generated at these events, and they are a priority for Triathlon Canada. **Please also be aware that Sport Canada funding may NOT be used for prize money.**

[Federal Hosting Policy](#)

[Single Sport - Application Deadlines.](#)

10. Hosting Fees

10.1 CONTINENTAL & INTERNATIONAL HOSTING FEES

PATCO and World Triathlon have their own hosting requirements, which include a fee structure. The bid documents for the respective organizations are the official source of information, but a summary of hosting fees from the 2022 season is provided in **APPENDIX C** as a guideline of what to expect.

On top of the outlined fees, there are hosting requirements around providing accommodations, transportation, travel grants, etc., that can generate significant expenses for a host organizing committee. Please ensure the full bid documents are reviewed and hosting requirements are understood.

10.2 TRIATHLON CANADA HOSTING FEE SUMMARY

PLEASE NOTE: The costs outlined in this section are projections only for the purposes of establishing a baseline for budgeting and ability to host. These fees may adjust from year to year, and the final cost structure will be determined in the formal hosting agreement between the LOC and Triathlon Canada taking into consideration the final format of the race inclusive of the number of events hosted and days required.

Table 3. Triathlon Canada Hosting Fees

EVENT TYPE	BASE FEE	TECHNICAL	PER ATHLETE FEE
NATIONAL EVENTS			
National Elite Triathlon Championships	\$3,000	TBD	NA
National Development Series	\$1,500	TBD	NA
CONTINENTAL EVENTS			
PATCO Continental Championship	\$3,500	TBD	NA
PATCO Para Continental Championships	\$3,500	TBD	NA
PATCO Continental Cup	\$3,000	TBD	NA
PATCO Para Continental Cup	\$3,000	TBD	NA
PATCO North American Junior Continental Championship	\$2,500	TBD	NA
PATCO Junior Continental Cup	\$2,500	TBD	NA
INTERNATIONAL EVENTS			
World Triathlon Cup	\$5,000	TBD	NA
World Para Triathlon Cup	\$2,500	TBD	NA
World Triathlon Championship Series	\$20,000	TBD	NA
World Para Triathlon Championship Series	\$2,000	TBD	NA
World Triathlon Championship Series Final	\$20,000	TBD	\$20
World Triathlon Sprint & Relay Championships	\$20,000	TBD	\$20
World Triathlon Multisport Championships	\$20,000	TBD	\$20
Please Note:			
a) Triathlon Canada encourages hosting multiple events at a single venue. A single hosting fee will be generated accounting for all race categories.			
b) Where more than one event is hosted at a single venue, the technical program will be adjusted based on the requirements of the events, with a single technical program fee generated.			

10.3 TRIATHLON CANADA BASE FEE DESCRIPTION

The Triathlon Canada base hosting fees are used to offset some of the costs incurred by Triathlon Canada for the provision of:

- » Government liaison, support and endorsement where applicable, including:
 - Sport Canada - Hosting Grant applications, endorsement and final reporting
 - Canadian Centre for Ethics in Sport (CCES) - Doping Control Agreements where applicable.
- » National Technical Officials Program (Education, Administration and Development)
- » Communication planning and media relations support
- » Event management support and guidance
- » Event scrim / branding
- » Sponsor development support as needed, and
- » Triathlon Canada legacy and development programs

Deposits consisting of 50% of the base fee must accompany a signed agreement for an accepted bid. Addition to the Triathlon Canada event calendars will not be completed until payment is received. It is strongly recommended that LOC's submit an Expression of Interest and discuss any potential application with Triathlon Canada prior to submitting a bid application.

10.4 TRIATHLON CANADA PER ATHLETE FEE DESCRIPTION

Triathlon Canada requires that each athlete participating in the Triathlon Canada endorsed events outlined above be charged a \$20/athlete fee. This fee will support Triathlon Canada presence at races, coaching development, communication and promotion, and will further the development of the KITCan (Kids in Triathlon Canada) program and other triathlon development programming in Canada. This “per athlete fee” will be charged automatically at the point of registration in the NTRS.

10.5 TRIATHLON CANADA TECHNICAL PROGRAM DESCRIPTION

A Technical Program of officials is required for the successful running of all sanctioned events. The officials are there to ensure a safe and fair competition and are critical to the successful running of a quality event. The number and level of Technical Officials (TOs) officiating at a national/international event depends on the level and complexity of competition. The range of TO's required generally varies between 15 and 30.

Triathlon Canada's Technical Committee is currently reviewing the technical program requirements for events. More information on this will be included in the next iteration of this document. The goal is to provide a solid and transparent figure for budgeting purposes at the beginning of the bid process. The full program value includes honoraria, per diems, and travel subsidies. There is an accommodation requirement for the technical program as well, which is outlined below.

Accommodation Requirements:

Accommodation for some technical officials is required. Many LOCs manage the accommodation component through partnerships with their host cities or hotels. A variety of accommodation options are acceptable (hotel, AirBNB, university lodging, billeting etc.), as double-occupancy rooming. Officials

may NOT be accommodated in dorm-style hostels or similar. The accommodation plan must be provided to and approved by the sanctioning PSO and the designated Triathlon Canada staff member.

11. Bid Process

Triathlon Canada is seeking bids only for the events outlined above. Proposals may include one or more events and be for current, future or multi-year programs. As stated above, Triathlon Canada will prioritize bids that align with the High Performance Plan and published Olympic/Paralympic Podium Pathway. Eligibility to host is determined through the provincial event sanctioning process. Only fully sanctioned events with the support of their PSO will be considered. The process for bidding on national or international high performance events is as follows:

STEP 1: Submit an Expression of Interest (EOI) to Triathlon Canada for review

Expressions of Interest (*EOI's*) are welcome at any time. It is strongly recommended that a host LOC, as a first step, submit an EOI prior to submitting a formal Bid Application. EOI's will initiate a dialogue with Triathlon Canada staff. It is our goal to work with LOC's and answer any questions they may have before they decide to take on the formal bid application process. Expressions of Interest and any supporting materials must be submitted electronically in PDF format via email to: events@triathloncanada.com.

STEP 2: Formal bid submission to Triathlon Canada for approval

This requires submission of the appropriate bid form and supporting documents outlined in **Appendix A**. Triathlon Canada has no obligation to consider bids submitted after the due dates provided above or incomplete bid packages.

12. Bid Requirements

Bid submissions must meet the following requirements as well as consider the "Bid Assessment" criteria set out in **Appendix B** below.

12.1 BID TERMS AND CONDITIONS:

LOCs must follow these guidelines and requirements when preparing and submitting Bids:

- a) By submitting a Bid, the LOC agrees to all the terms and conditions of this document and must comply with any requirements outlined in the applicable Appendices
- b) Statements made in any Bids are considered binding
- c) Bids must be signed by an authorized representative of the LOC and an authorized member of the sanctioning PSO
- d) Late proposals may be refused
- e) Bids must remain firm for 120 days from the Due Date
- f) Bids must clearly state any need for sub-partners, the work they will perform, their names, addresses, telephone numbers, email addresses, and expertise

- a. Triathlon Canada will not refuse a Bid based upon the use of sub-partners; however, Triathlon Canada retains the right to refuse the sub-partners the LOC has selected
- g) The LOC, if chosen, shall undertake to indemnify Triathlon Canada and the sanctioning PSO against claims and litigation (including legal fees) related to/arising from the activities of the LOC
- h) The LOC(s) will indemnify and hold harmless Triathlon Canada and its directors, officers, consultants, agents and employees (*“Triathlon Canada Indemnified Parties”*) from and against any and all loss of, or damage to, property, or injuries to, or death of, any person or persons and will defend, indemnify and hold harmless Triathlon Canada Indemnified Parties, or any of them, from any and all claims, damages, suits, costs, expenses, liabilities, fines, obligations, penalties, demands, actions or proceedings of any nature or kind whatsoever (*including, without limitation, legal fees and disbursements*) of or by anyone whatsoever, resulting from, or arising out of, directly or indirectly this Bid
- i) The LOC, if chosen, shall undertake to disclose any conflicts of interests in the provision of the services as part of the bid process
- j) The LOC, if chosen, must sign a Hosting Agreement with Triathlon Canada and comply with all requirements outlined in the agreement, including payment of hosting fees in a timely manner
 - a. This agreement will be negotiated and agreed upon by the LOC and Triathlon Canada
 - b. All requirements in the agreement must be met and adhered to
 - c. This agreement must be signed before an event will be added to the National calendar

Triathlon Canada reserves the right to and may exercise any or all the following rights and options:

- a) Triathlon Canada will not be liable for any costs or expenses incurred in the preparation of a Bid
- b) Triathlon Canada does not bind itself to accept either the lowest cost proposal or any proposal submitted
- c) Triathlon Canada may, at its discretion and without explanation, at any time choose to discontinue this process without obligation to such prospective LOCs
- d) To reject any and all Bids, to seek additional Bids, to enter into negotiations and subsequently contract with more than one company if such action is in the best interests of Triathlon Canada, and to award or refuse to award a contract on the basis of criteria other than price. Triathlon Canada will not be required to provide reasons for accepting or not accepting any Bid
- e) At its sole discretion to cancel or withdraw this Bid process with or without the substitution of another Bid, to alter the terms and conditions of this Bid (*including, without limitation, extending the times and deadlines referred to in this document*), and to conduct investigations as to the qualifications of each LOC at any time
- f) To alter the proposed implementation schedule at its sole discretion
- g) To not be bound at any time to the acceptance of any Bid and in no way does this invitation to treat process bind Triathlon Canada into any contractual relationship whatsoever.
- h) To contact sanctioning PSOs and/or LOCs to clarify or confirm information or invite LOCs to provide brief presentations, without obligation to other LOCs;
- i) To negotiate with one or more LOC.
- j) To evaluate separately the individual components of each proposal, and decide to contract with each LOC for any such individual component(s)
- k) The selection of any LOC is conditional upon the negotiation and execution of a satisfactory contract between Triathlon Canada and the LOC. Triathlon Canada will incur no liability to any LOC as a result of these discussions, negotiations or modifications.

12.2 ADDITIONAL LOC RESPONSIBILITIES:

- » Race Directors must understand the importance of the roles undertaken by Technical Officials in the staging of successful events, ideally having taken NTO training for event organizers
- » Event registration must be offered through the National Triathlon Registration System (NTRS)
 - Annual members of all PSOs must be recognized and must not be charged a “day license” fee or equivalent.

12.3 SPORT CANADA REQUIREMENTS

The hosting agreement between the LOC and Triathlon Canada clearly outlines all requirements associated with applications for Sport Canada funding. Please see **Section 9** for more information on Sport Canada funding.

13. Triathlon Canada Investment and Support Services

Triathlon Canada will provide the following investment and support services for all Triathlon Canada endorsed or sanctioned events:

- » Technical support and professional guidance and advice
- » Management of elite start lists for National Championships and National Development Series Events
- » National Event promotion through website, all social media and sponsor channels, direct news bulletins to athletes and pre-post race news articles
- » Branding, event scrim and event guide (*under development*)
- » Liaise and act as guarantor with the Canadian Centre for Ethics in Sport (CCES) and assist the LOC in ensuring compliance with the Canadian Anti-Doping Program; and
- » Manage and ensure compliance and serve as liaison and signatory for Sport Canada Hosting Program and/or any other funding partners as required.

Appendix A – Triathlon Canada Bid Submission Template

Please provide this application in an electronic format and email directly to Triathlon Canada’s Director of Paralympic & Development Programs: Rachel.Macatee@triathloncanada.com

Referencing an event website or sharing documents through online storage is acceptable in providing support for your bid. Incomplete applications will not be considered. Bids should address all the information requested below. Triathlon Canada has no obligation to consider bids submitted after the due date (*please see the appropriate bid document for deadlines*).

SECTION 1 – CONTACT INFORMATION

PROVINCIAL SPORT ORGANIZATION	
Sanctioning PSO	
PSO Business Address	
PSO Rep Name	
PSO Rep Phone	
PSO Rep Email	
GENERAL EVENT INFORMATION	
Business Name	
Incorporation Number	
Business Address	
RACE DIRECTOR	
Name	
Phone	
Email	

SECTION 2 – EVENT INFORMATION

GENERAL EVENT INFORMATION	
Event Name	
Event Date	
Event Address	
Event Website	

SECTION 3 – EVENTS INCLUDED IN BID (*Please check all that apply*)

EVENT	DISTANCE	BID
NATIONAL EVENTS		
National Development Series		
National Elite Triathlon Championships		
CONTINENTAL EVENTS		
PATCO Continental Cup		
PATCO Para Continental Cup		
PATCO Junior Continental Cup		
PATCO Continental Championship		
PATCO Para Continental Championships		
PATCO NA Junior Continental Championship		
INTERNATIONAL EVENTS		
World Triathlon Cup		
World Para Triathlon Cup		
World Triathlon Championship Series		
World Para Triathlon Championship Series		

World Triathlon Championship Series Final		
World Triathlon Sprint & Relay Championships		
World Triathlon Multisport Championships		

SECTION 4 – COMPETITION CATEGORIES *(Please list all)*

COMPETITION CATEGORIES			
TYPE	DISTANCES	DRAFTING?	PARA CATEGORIES
<i>Sprint Triathlon</i>	<i>750m/20km/5km</i>	<i>Yes/No</i>	<i>Standing (PTS), Wheelchair (PTWC), Visually Impaired (PTVI)</i>

SECTION 5 – REQUIRED DOCUMENTATION

DOCUMENT TYPE	STATUS
Completed Sanctioning Package	
PSO Letter of Endorsement	
Technical Officials Plan	

SECTION 5 – AGREEMENT

The Applicant and Sanctioning PSO, as identified below, hereby offer to host the Event upon the terms and conditions set forth in the document **“Triathlon Canada National High Performance Event Hosting Bid Guidelines”** as well as the **Triathlon Canada Hosting Agreement** to be negotiated and completed by all three parties.

APPLICANT

LOC Representative (Print Name):

Signature

Date (DD/MM/YYYY)

SANCTIONING PSO

PSO Representative (Print Name):

Signature

Date (DD/MM/YYYY)

The 2019 Triathlon Canada Bid Submission Template is available on the Triathlon Canada website:
<https://www.triathloncanada.com/publications/#eventresources>

Appendix B – Triathlon Canada Bid Assessment Criteria

Triathlon Canada will assess bids based on the following criteria:

- » Alignment with Triathlon Canada’s vision, mandate, goals, objectives, and strategies (see [Strategic Plan](#))
- » Evidence of strong collaboration among the LOC, technical officials, and volunteers to create a safe, fair, and fun event for athletes (*from past events or initiatives*)
- » Quality of safety documentation (*risk assessments, emergency planning, etc.*)
- » Demonstrated commitment to event sustainability and long-term development (*equipment/facility/financial legacy, local capacity development, etc.*)
- » Evidence of strong fiscal management
- » Quality of experience and services provided to all participants.
- » Quality of marketing/communication plans and exposure (*social media, sponsorship support*)
- » Supports for regional opportunities and accessibility to participate in the sport of triathlon.
 - Regions, for these purposes, are:
 - West: BC/AB
 - Mid-West: SK/MB
 - Central: ON/QC
 - Atlantic: NFL/PEI/NB/NS
- Flexibly event date - the major event program is complex and difficult to schedule; bids should provide a level of flexibility where possible

Appendix C – Continental & International Hosting Fees:

Table 4. PATCO Hosting Fees

DESCRIPTION	AMOUNT
PATCO CONTINENTAL CUP*	
Licence/Sanctioning Fee	\$1,500 USD
Prize Money	\$10,000 USD**
PATCO CONTINENTAL CHAMPIONSHIP	
License/Sanctioning Fee	\$3,000 USD
Prize Money	\$10,000 USD**

*If a Junior Continental Cup is hosted in conjunction with an elite event, no fees will be applied to the Junior event.

**Prize money does not apply for para triathlon or junior events

Table 5. World Triathlon Hosting Fees

DESCRIPTION	AMOUNT
WORLD TRIATHLON CUP	
Licence/Sanctioning Fee	\$43,000 USD
Prize Money	\$60,000 USD
WORLD TRIATHLON PARA CUP	
License/Sanctioning Fee	\$2,500 USD
Prize Money	\$3,500 USD
WORLD TRIATHLON CHAMPIONSHIP SERIES	
License/Sanctioning Fee	\$150,000 USD
Broadcast – TV Production for Elite Competitions	\$250,000 USD
Prize Money (LOC to athletes)	\$150,000 USD
Overall Prize Money (LOC to WT)	\$50,000 USD
Relay Prize Money (if applicable)	\$70,000 USD
WORLD PARA CHAMPIONSHIP SERIES	
License/Sanctioning Fee	\$5,000 USD
Prize Money	\$3,500 USD
WORLD TRIATHLON CHAMPIONSHIP SERIES FINAL*	
License/Sanctioning Fee	\$410,000 USD
Broadcast – TV Production for Elite Competitions	\$250,000 USD
Broadcast – Graphics	\$16,000 USD
Prize Money (LOC to athletes)	\$340,000 USD
Overall Prize Money (LOC to WT)	\$50,000 USD
WORLD TRIATHLON SPRINT & RELAY CHAMPIONSHIPS*	
License/Sanctioning Fee	\$300,000 USD
Broadcast – TV Production for Elite Competitions	\$250,000 USD
Broadcast – Graphics	\$16,000 USD
Prize Money (LOC to athletes)	\$250,000 USD
Overall Prize Money (LOC to WT)	\$50,000 USD
WORLD TRIATHLON MULTISPORT CHAMPIONSHIPS	
License/Sanctioning Fee	\$200,000 USD
Prize Money (LOC to athletes)	\$300,000 USD

*These events receive a sponsorship payment of \$65,000 USD for WT's partnership with NTT

The full World Triathlon Bid Documents are available for reference and download here:

<https://www.triathlon.org/about/downloads/category/bids>

Please note that Sport Canada funding may NOT be used to cover Prize Money requirements.