



GYM nastics
nastique

CANADA

Canadian Championships in Acrobatic Gymnastics

REQUEST FOR PROPOSALS

2019

Table of Contents

Table of Contents	2
Gymnastics Canada	3
Canadian Championships in Acrobatic Gymnastics.....	3
Request for Proposal Process and Timelines	4
Request for Proposal Form.....	6
Appendix A: Acro Event Hosting Regulations	15
Appendix B: Bid Evaluation Grid.....	20

Gymnastics Canada

Vision

Be THE foundation sport in Canada. Consistently achieve international success.

Mission

Build the foundation. Create champions. Inspire the nation.

Values

- Collaboration
- Dedication
- Excellence
- Innovation
- Integrity

Canadian Championships in Acrobatic Gymnastics

The inaugural Canadian Championships in Acrobatic Gymnastics (ACRO) is a four day national event held in June. An estimated 200 athletes, 20 coaches and 20 judges are expected to take part in the first ACRO Canadian Championships.

Acrobatic gymnastics favours body control in various positions, both on the ground and in the air. Acrobatics is practised as men's, women's or mixed pairs, as women's groups (3 gymnasts) or as men's groups (4 gymnasts). The exercises must include a harmonious combination of choreography, collective acrobatic elements (holds, throws, catches), and individual acrobatic elements (floor acrobatic series), all in perfect synchronisation. The purpose of this event is to declare national champions in all categories and promote and celebrate acrobatics gymnastics in Canada.

Request for Proposal Process and Timelines

This request for proposal (RFP) was developed by GCG with the purpose of facilitating the selection of a host organizing committee for the 2019 Canadian Championships in Acrobatic Gymnastics.

Canadian Championships in Acrobatic Gymnastics	
2019	May 30 – June 2*

*These are preferred dates. Alternate dates in the month of June will also be accepted. The dates include one set-up day, one training day, two competition days and take-down at the end of competition.

All hosting requirements for the Canadian Championships in Acrobatic Gymnastics competition can be found in Appendix A of this document and in GCG’s Hosting Manual. The Hosting Manual can be found on the Gymnastics Canada website [HERE](#). The 2019-2020 Hosting Manual is currently being updated to include ACRO.

1. Availability of RFP

Cities, provincial/territorial gymnastics organizations (PTOs), and local gymnastics clubs may submit a bid. Should a city or a club bid, they must receive a letter of support from their respective provincial/territorial gymnastics organisation.

2. Submission of bids

Interested hosts must submit their bid package no later than **January 4th, 2019**.

Proposal packages are to be submitted to Mariève Reid, Director – Events, either electronically at mreid@gymcan.org or by mail at 1900 City Park Drive, Suite 120, Ottawa, Ontario, K1J 1A3. If a proposal is submitted in paper form, then four (4) copies must be submitted to the GCG office. Please note that faxed proposals will not be accepted.

List of documents to be included in proposals:

1. Completed RFP Application Form
 - Including all attachments (i.e. organizational chart, venue layout, budget, etc.)
 - Note: Information found in the RFP Application Form may be presented in various ways. The application form is simply a guideline.
2. Letters of support from:
 - a. Host city;

- b. Provincial or territorial gymnastics organization (if proposal is not from PTO);
 - c. Local club(s) who will be involved in hosting the event.
3. Draft budget
4. Any additional information pertinent to the bid.

3. Review of proposals

All proposal application packages will be reviewed and evaluated by GCG staff using the attached evaluation grid (see Appendix B). During the proposal review process, GCG reserves the right to request additional information concerning any aspect of the proposal.

Applicants must be prepared to provide detailed information regarding the venue which may include photos, maps, room schematics/blueprints, etc. If this requirement is not met, the applicant must be prepared to provide 2 GCG staff with a site visit including flights, accommodations, meals and local transportation.

4. Host selection

GCG will inform the applicants who have submitted a bid of its decision no later than January 25th, 2019.

The announcement of the 2019 Canadian Championships in Acrobatic Gymnastics host will be made following the completion of the selection process.

Request for Proposal Form

Event (year and title): _____

LOCAL ORGANIZING COMMITTEE

Coordinates of Local Organizing Committee (LOC)	
Full Address	
Name of main contact	
Phone number of main contact	
Email of main contact	
Name of secondary contact	
Email of secondary contact	

Position*	Name	Languages Spoken	Previous Hosting Experience
Chair			
Event Director			
Finance Manager			
Sponsorship Manager			
Marketing Manager			
Ticketing Manager			
Communication Manager			
Technical Manager			
Operations Manager			
Event Production Manager			

Volunteer Manager			
----------------------	--	--	--

*This is based on the proposed organizational structure in the Hosting Manual. Alternate configurations accepted.

Please provide an organizational chart of the proposed local organizing committee (LOC).

HOST CITY

Host City Location:

City: _____

Province: _____

Event Dates: _____

Information about the Host City:

Each bid must describe the Host City.

- Geographical location
- Tourism attractions
- Community
- Culture
- Any additional information the city feels is pertinent to their proposal without exceeding five (5) pages.

Letters of Support

Letters of support from the host city, the PTO (if hosted by club or city), and local clubs that will be involved in the event.

FINANCES

Gymnastics Canada will provide the following services and equipment:

- Operate and manage event registrations (including collecting registration fees and safe sport requirements);
- Gymnastics equipment provided by GCG's equipment partner Gymnova SA;
- Gymnastics equipment transportation to and from supplier's warehouse and competition venue;
- Scoring System;
 - Additional equipment will be required. See list in Appendix A.
- 1 review video camera, with memory cards and tripod;
- Event website through GCG's website event section;
- Event Logo;

- Support from the Director of Events, Sport Development Manager, Events & Marketing Coordinator and Director of Communications and Marketing;
- Travel costs and accommodations for all GCG staff;
 - LOC to provide local transportations and meals.
- GCG signage as well as GCG partner and sponsor signage;
- Webcast for the duration of the event with head technicians;
 - LOC will provide dedicated internet connection, space to set-up, and extension cords where needed.
 - LOC to provide local transportation, accommodations and meals.
- Creation of the competition schedule;

Gymnastics Canada will add a \$35 fee to every athlete, coach and support staff registration. This fee will be retained by GCG.

All other revenues and costs are the responsibility of the LOC. The profit or loss generated by the event will be the responsibility of the LOC.

Please submit the projected budget for the event including:

- Projected revenues (may include but are not limited to):
 - Registration fees
 - Provincial and/or municipal grants
 - Cash and in-kind sponsorships
 - Ticket sales
 - Merchandise sales
- Projected expenses (may include but are not limited to):
 - Facility expenses (rental, cleaning, etc.)
 - Non-gymnastics equipment (tables, chairs, staging, draping, A/V, sound, etc.)
 - Transportation (LOC, judges)
 - Hospitality
 - Volunteers
 - Office, stationary
 - Sponsor servicing
 - Marketing and Communications
 - Event Production

COMPETITION VENUE

The following minimum venue requirements must be met to host the Canadian Championships in Acrobatic Gymnastics.

Minimum size of competition/training venue: 7,000 square feet (100 feet long by 70 feet wide), column free. These dimensions are only for the field of play (competition and training) and **does not include** seating or any ancillary spaces. Competition and training spaces can be in separate spaces.

Minimum ceiling height: 23 feet or 7 metres from lowest hanging point.

Lighting: should be indirect with halogen or halide being the best; fluorescent is not great; 540 lux (or 50 foot-candle) is much too low; 100 foot-candle is good. A space without windows is preferable; if there are windows, they should not be on the west side and preferably covered.

Preferable Temperature: Appropriate ventilation system to keep temperature between 21° and 23° C.

Seating: Minimum 400 seats.

Ancillary facilities:

- 1 LOC headquarter (accommodate LOC, media and VIP’s);
- 1 meeting room (judges and GCG) for a minimum of 20 people;
- 1 volunteer room;
- 1 protocol area (awards);
- 1 hospitality room – coaches and judges (can be the same as the VIP);
- Storage room or storage area for GCG equipment;
- Vendor space at spectator entrance;
- Additional meeting rooms may be required depending on schedule.

Electrical Power: Multiple power sources will be needed for the event. The amount of power connections, extensions cords and power bars will depend on the floor plan.

At a minimum power will be required at the judges’ tables, GCG/Competition Operations table, scoring, music/announcer and webcast tables.

Internet connection: a dedicated internet line of at least 10Mbps is required to run the webcast and scoring systems.

Parking: 150+ (free if possible).

See Appendix A and the Hosting Manual for further details.

Venue Contact Information	
Name of Facility	
Full Address	
Phone Number of Contact Person	
E-mail of Contact Person	
Website	

Venue Specifics	
Competition and Training Area	
Total Dimensions: Width: _____ Length: _____	
Ceiling height from lowest hanging point: _____	
Lighting type: _____	Seating capacity (seating space must not be counted in competition area dimensions): _____
Venue Amenities	
Number of meeting rooms and size: _____	Space available for vendors and location in venue : _____
Number of parking spots: _____	Cost of parking: _____
Storage available: Yes/No	Concession: Yes/No
Dedicated Internet available/speed: _____	Loading docks: Yes/No At street level or truck level?
Washroom and Change Area Information	
Number of washrooms: _____	_____
Number of change rooms: _____	_____
Additional Venue Features: 	

Include a floor plan (blue print) of the facility. Please illustrate venue layout by labeling assigned areas.

TRANSPORTATION

The LOC may choose to offer a Meal/Accommodation/Local Transportation package. Should this be offered, the LOC is responsible for the management of the plan. At a minimum, local transportation for judges and GCG representatives must be provided.

Event Transportation	
Transportation to Host City	
Explain the available modes of transportations to get to the Host City (air, ground, etc.). Please include the distance (km) of the main terminals to the venue/host hotels.	
Local Transportation for Judges and GCG Staff	
Explain the transportation system provided by the LOC to and from the airport, host hotel and venue.	
Delegates Transportation (if applicable)	
If a meal, accommodations and local transportation package is offered. Please provide information on how delegates will be transported between airport-hotel-venue.	
Local Transportation	
Types of public transportation	
Any additional information concerning the local/city transportation systems:	

MEALS

Option #1:

Provinces will be responsible for their own meals, however the LOC is responsible for providing meals for judges and GCG Staff, as well as some hospitality to coaches and volunteers. Provide information on proposed plan for meals/snacks.

Insert a list of restaurants at proximity to the hotel and/or competition venue that would be accessible to the clubs.

Option #2:

The LOC will offer a meals, accommodations, and local transportation package to delegates. In this case, please provide details on how delegates will be provided three meals a day. In this option, the LOC is also responsible for providing meals at the competition venue for judges and GCG Staff as well as some hospitality to coaches, and volunteers during competition.

ACCOMMODATIONS

Option #1:

Provinces will be responsible for booking their own accommodations. The LOC must block enough rooms, at preferred rates, for the number of anticipated participants. A host hotel must be designated for judges. Please provide a list of anticipated host hotels.

Option #2:

The LOC will offer a meals, accommodations, and local transportation package. In this case, please provide details on the accommodations plan. If residences are used, the ratio of washroom to bed must not exceed 1:4.

HOST ACCOMMODATIONS

The LOC must block enough rooms/beds, at preferred rates, for the number of anticipated participants.

Host Accommodation 1	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	

E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	
Host Accommodation 2	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	
Host Accommodation 3	
Name of accommodation	
Rate (stars)	
Full address	
Phone number	
E-mail	
Website	
Distance from airport (km)	
Distance from venue (km)	

Please add additional hotel information as required.

VOLUNTEERS

Please include a brief volunteer recruitment plan.

MEDICAL

Please provide a preliminary medical coverage plan.

SPONSORSHIP

Any event sponsorship acquired cannot conflict with GCG’s sponsors. Current GCG sponsors are:

- Gymnova S.A.: Gymnastics equipment category;
- BMO: Credit Card.

*GCG reserves the right to make changes to this list at any time. Good communication between GCG and the LOC regarding sponsorship is key.

MEDIA

Hosts will be responsible for generating local media (radio, television, newspapers) interest and coverage around the event. Please list available media outlets.

Medium <i>(Radio, TV, newspaper, etc.)</i>	Name

It is encouraged to include a draft communications and marketing plan.

ADDITIONAL INFORMATION

Add any additional information you may deem necessary to your proposal.

APPENDIX A: ACRO EVENT HOSTING REGULATIONS

GCG Acrobatic Gymnastics Technical Regulations

Section 5

Hosting Requirements: Canadian Championships in Acrobatic Gymnastics

5.1) Venue Requirements

a) Size of the competition venue:

- i. 7,000 square feet (100 feet long by 70 feet wide), column free. These dimensions are only for the field of play (competition and training) and **does not include** seating or any ancillary spaces. Competition and training spaces can be in separate spaces.
- ii. Competition floor 12x12 metres with a minimum of 1 meter border clear of obstructions, AG sprung floor
- iii. Warm-up floor 12x12 metres, AG sprung floor
- iv. General warm-up and stretching area 12x12 metres

c) Ceiling Height: 23 feet or 7 metres from lowest hanging point

d) Lighting: Lighting should be indirect with halogen or halide being the best; fluorescent is not great; avoid sodium or mercury vapour; 540 lux (or 50 foot-candle) is much too low; 100 foot-candle is good. A space without windows is preferable; if there are windows, they should not be on the west side and preferably covered.

e) Preferable Temperature: Appropriate ventilation system to keep temperature between 21° and 23° C.

f) Seating: minimum 400

g) Rooms / ancillary facilities:

- 1 LOC headquarter (accommodate LOC, media and VIP's)
- 1 meeting room (judges and GCG) for a minimum of 20 people
- 1 volunteer room
- 1 protocol area (awards)
- 1 hospitality room – coaches and judges (can be the same as the VIP)
- Storage room or storage area for GCG equipment
- Vendor space at spectator entrance
- Additional meeting rooms may be required depending on schedule

h) Electrical Power: Multiple power sources will be needed for the event. The amount of power connections, extensions cords and power bars will depend on the floor plan. At a minimum power will be required at the judges table, GCG/Competition Operations table, scoring, music/announcer and webcast table.

- i) **Internet Connection:** a dedicated internet line of at least 10Mbps is required to run the webcast and scoring systems.
- j) **Parking:** 150+ (free if possible)

5.2) Technical Requirements

- a) **Scoring System:** Gymnastics Canada will provide the scoring system. However, some items are still required from the organizing committee. The quantities of these items are dependent on the site plan:
 - Internet connection dedicated to scoring to ensure live results. Hard line connection mandatory as it is more stable than wireless
 - Projection screen(s) to project results to spectators (minimum 9'x11') and athletes, coaches and Chair of Judges' Panel (CJP)
 - Projector (rear projection preferred)
 - Printer/copier
 - Scoring stationary: paper, paperclips, pencils, pens, stapler, staples, file folders, etc.
 - Power bars and extension cords (power required at the judge table, GCG/Competition Operations table, scoring, music/announcer and webcast table)
- b) **Floor Manager:** Main responsibilities are to ensure the competition runs on-time, as well as to ensure the competition is presented in the most professional way possible. This includes, but is not limited to, coordinating the rotations, ensuring only properly accredited individuals are on the field of play, coordination with GCG's staff for competition related issues, ensuring the field of play is kept clean at all times, etc.
- c) **Technical Personnel:** The following individuals are required to support the judge panel throughout each competition session:

Timer

- There is one Timer per panel
- This role may be filled by a judge, volunteer or staff member
- Must be a minimum age of 16 years
- Positioned on panel near the CJP
- Times the duration of all exercises
- Records and submits the official time of each exercise to the CJP

Line Judge

- There is one or two Line Judges per panel
- This role may be filled a judge, volunteer or staff member
- Must be a minimum age of 16 years
- Positioned in opposite corners of the podium floor
- Signals, by lifting a hand if there is a boundary fault

Runner

- There is one runner per panel
- Must be a minimum age of 12 years
- Collect the marked score sheets from the panel judges and deliver to the CJP
- Collect the recorded score sheets from the CJP and deliver to the Scorekeeper

Scorekeeper

- There is one scorekeeper per panel
- Must be a minimum age of 16 years
- Collect the score sheets from the runner and records them to determine the final score
- Post (and save) the scores immediately to athletes, coaches and audience. This may be done using a computer for scoring calculations but a back-up must be created
- Obtain the CJP’s signature on the official results

d) Technical Meetings

There are numerous meetings that will take place throughout a GCG event. The Technical Manager will work closely with GCG in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a GCG event. Note that additional meetings may be added.

Technical Meeting for Coaches

The Coaches’ Technical Meeting usually takes place prior to the start of the first “General Warm-Up” and before the start of competition. A space within the competition venue that is big enough to accommodate all of the registered coaches and team managers should be set aside for this meeting. In some cases a screen and projector may be needed.

Judges Meeting

A meeting room should be dedicated to the judges throughout the entire event. The assigned room is also where the judges’ hospitality and meals should be served. This room must be large enough to hold approximately 20 judges in a classroom, boardroom or u-shape set-up, have a screen and projector and be a short distance from the field of play.

Additional meetings and/or courses may occur throughout the event. The Canadian Chair of Judges Panel and GCG’s Director – Events will work with the Technical Manager to complete the schedule.

5.3) Non-Technical Equipment Requirements

Table numbers are based on 6 feet tables. All tables on the competition floor and in the view of the public must be covered. White table cloth and black skirt are preferred.

All risers must meet the provincial safety regulations. At a minimum the podium must have a rail at the back and a step or stairs if more than 12” high.

Numbers may vary depending on venue.

AREA	WHAT IS NEEDED	TOTAL REQUIRED
COMPETITION FLOOR (1 meter border, free of obstructions on all 4 sides)	9 Chairs for Judges / 6 tables	14 chairs & 6 tables
	1 Chair for Timer	
	1 Chair for Runner	

	1 Chair for Scorekeeper	
	2 Chairs for Line Judges	
Location of tables	Side by side 1m from the border of floor	
Kiss and Cry	Seating for 4 with pipe and drape backdrop (couch/bench/chairs)	4 chairs & 1 section of 10' wide X 8' tall pipe and drape
Location of Kiss and Cry	Side on from the audience, full view of scores required (or smaller screen provided for Kiss and Cry)	
GCG Head Table	4 chairs / 2 tables	4 chairs & 2 tables
	Podium minimum 1 m	
Scoring Table	2 chairs / 2 tables	2 chairs & 2 tables
Announcer and Music Table	2 chairs / 2 tables	2 chairs & 2 tables
Judges meeting room	20 chairs / 7 tables	20 chairs & 7 tables
Miscellaneous (medical, security, kiosk, volunteer room, registration)	30 chairs / 20 tables	30 chairs & 20 tables
TOTAL		76 chairs & 39 tables

Other non-technical equipment required from LOC:

- 1 good quality sound system that can play music from a CD, iPod and a computer. The system must be adapted for one music device and microphone to operate simultaneously;
- 1 microphone (wireless preferred);
- 8-12 walkie-talkie for key members of the LOC;
- Awards podium that must be approved by GCG to fit up to 4 athletes on each level;
- Sufficient venue approved tap to cover all exposed wires and trip hazards;
- Garbage/recycling bins for athlete waiting area, scoring and head table;
- Flags of each participating Provinces/Territories (can be provided by GCG if requested in advance);
- Bilingual event signage throughout venue;
- Trays for awards (can be provided by GCG if requested in advance);
- Mailbox for each participating clubs/delegation (not necessary with online results);
- General office supplies: staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three hole punch, white-out, paper clips, elastics, scotch tape;
- 2 stop watches;
- Chalk and 2 chalk buckets;

- Areas to post results for public and for coaches on the competition floor.
- Cleaning supplies for equipment: vacuum, mop, etc.

5.4) Protocols and Ceremonies

Please see the 2019-2020 Hosting Manual for the following protocols:

- Accreditations – appendix L;
- Medical – appendix M;
- Ceremonial Protocols – appendix N;
- Awards Protocol – appendix O;
- Ancillary Protocols – appendix Q.

APPENDIX B: BID EVALUATION GRID

Criteria	Weight	Definition	Evaluation
Organizing Committee	8	The applicant is presenting a strong organizing committee structure with a history of organizing successful gymnastics events.	
Host City	2	The city, as presented in the bid, offers a variety of social and cultural experiences accessible to the participants.	
Budget	5	The applicant prepared a realistic budget for the event while providing the best possible competition environment for participants.	
Competition Venue	10	The proposed venue will comfortably accommodate all competitive gymnastics and non-gymnastics equipment. The floor plan will allow competitors, medical, technical, and assigned media staff to circulate easily around the floor and will allow for large waiting areas (with stretching zones). The venue's infrastructure is in good condition.	
Ancillary facilities	8	The facility offers large dressing rooms for participants and, ideally, separate washrooms for participants, judges, and spectators. The facility offers, at proximity of the field of play, all of the ancillary spaces required. The facility is equipped with the necessary power and internet requirements. The venue is wheelchair accessible.	
Seating Capacity and Style	4	The competition venue can seat a minimum of 400 spectators.	
Transportation (to the city)	3	The host city has a major airport within one hour or less of the event site that offers a wide selection of flights at affordable prices. Train and bus routes are a bonus.	
Transportation (local)	5	<p>Shuttle plan for judges and GCG staff between the airport, venue and host hotel is presented.</p> <p><i>If a package is offered:</i> The shuttle plan is well structured and comprehensive.</p> <p>Travel time between the host accommodations and the venue is less than 30 minutes.</p>	

Meals & Hospitality	5	<p>Comprehensive plan to provide meals for judges and GCG staff as well as some hospitality for coaches and volunteers.</p> <p>There are a number of quality restaurants at proximity to the hotel and/or competition venue for participants.</p> <p><i>If a package is offered:</i> Delegate meals will be served at proximity to accommodations and the competition venue at flexible hours. The menu will offer a variety of options to accommodate dietary needs.</p>	
Accommodations	5	<p>The LOC offers enough hotels to accommodate the number of anticipated participants at preferred rates.</p> <p><i>If a package is offered:</i> All participants will be accommodated within the same facility or at close proximity to each other. The LOC can offer one bed per participant. If residences are used, the ratio of washrooms to participant is 1:4. A hotel style option is available for judges and GCG staff.</p> <p>Host accommodations are less than 30 minutes from the venue. Preferably in walking distance.</p>	
Volunteer / Community Support	5	<p>Included in the bid are letters from local clubs and a government official that will provide support to the event.</p> <p>The proposed host community has a history of supporting gymnastics events at all levels. (Financially, volunteer support, promotional initiatives, etc.)</p> <p>A preliminary volunteer recruitment plan was presented.</p>	
Medical Services	5	<p>The medical team is experienced and coverage will be according to the GCG medical protocol.</p>	
Media / TV Coverage	3	<p>The host city is an important media market with an interest for amateur sport. There is a wide range of accessible media that can be used for advertising and promotion of the sport of gymnastics and of the event.</p>	

Point Total: /68