



Canadian Fencing Federation 2011 Competitive Season Bid Form

Event	<input type="checkbox"/> November 17-20, 2011 – Central (ON/MB) <input type="checkbox"/> January 27-29, 2012 – East (QC, NB, NS, NL, PE) <input type="checkbox"/> May 18-21, 2012 – West (SK, AB, BC)
Name provincial branch responsible for bid	
Name of host club responsible for bid	
Name of primary contact Telephone Email	

Organising Committee

Chair Name and phone number Email	
Equipment manager Name and Phone number Email	
Installation manager Name and phone number Email	
Volunteer manager Name and phone number Email Estimated number of volunteers	
Communications manager Name and phone number Email	

Provincial association committee designate	
Was this bid produced with the support of local municipality or sport commission?	<input type="checkbox"/> Y <input type="checkbox"/> N
Was this bid put forward to the local hotel commission for competitive bid and potential sponsorship	<input type="checkbox"/> Y <input type="checkbox"/> N

Competition Venue

Name of venue Address Website	
Primary venue contact Telephone Email Supported languages (EN/FR)	
Venue cost (per day/per hour)	
Total estimated cost of venue for event (Final costs should not vary from estimate by more than 5% excluding taxes, differences of greater than 5% deducted from hosting grant)	
Hours of operation	
Proposed venue installation date and time	
Competition area suitable for installation of fencing pistes/strips	<input type="checkbox"/> Y <input type="checkbox"/> N
Competition venue accepts tape for installation	<input type="checkbox"/> Y <input type="checkbox"/> N
Competition area sole use (no other participants in competition area)	<input type="checkbox"/> Y <input type="checkbox"/> N
Floor plan of proposed competition area Required Plan included?	<input type="checkbox"/> Y <input type="checkbox"/> N
Dimensions in metres	

Surfacing on field of play	
Lighting type (Wattage/ Lumens)	
Number of electrical outlets (Identify on floor plan)	
Number of emergency exits (Identify on floor plan)	
Officials lounge/meeting area (suitable space for officials)	
Directoire Technique – proposed location	
Armoury area – proposed location	
Medical area – proposed location	
Vendor space available (All vendors require approval by the CFF upon submission of the appropriate forms and fees)	
Change rooms and shower facilities for athletes	
Food services and free water for athlete on site	Please attached complete list of food services available and average costs and menu composition.

<p>Outside catering allowed in venue for officials</p>	<p style="text-align: center;"><input type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>Suggested catering service for officials</p>	
<p>Coffee, tea and refreshments provided by host (Some venues require use of their internal catering services)</p>	<p style="text-align: center;"><input type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>On site medical, PT, sports injury personnel available. If additional cost, if so please state rate for coverage of days of competitive from: 8:00-17:00hrs</p>	
<p>Ice available onsite</p>	
<p>Additional meeting space for educational presentations and meetings (Include additional cost)</p>	<p style="text-align: center;"><input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Cost per day/hour: \$ _____</p>
<p>Distance of venue from nearest airport (km)</p>	
<p>Distance of venue from proposed host hotel (km)</p>	

Technical Requirements

Requirement	Available Locally	Need to rented – Cost of Rental
<p>Pistes/Strips – 20 minimum (21 pistes/strips ideal) All strips should be in good order and have 5 ohm or less resistance</p>		
<p>Number of scoring sets (1.5/strip min) Specify type</p>		
<p>Floor Cables/Ground Cords (1.5/strip min)</p>		
<p>Reels (3/strip min) Specify type</p>		
<p>Extension Cords</p>		
<p>Power Bars</p>		
<p>Tables – 50</p>		
<p>Chairs – 50</p>		
<p>Trash Bins – 10</p>		

Barricades (There should be a clear distinction between the playing area and the athlete/spectator zones)		
500 W Sound System (Some events may require a smaller second system for medal presentations)		
Medal Presentation Podium (Distinct medal presentation zone required suitable for photography and spectators)		

Human Resources

All human resources must have been contacted prior to the bid application submission and be aware and agree to being counted in submission. False declarations of support may result in a reduction of hosting grant.

Technical Officials

Number of local referees Please indicate the number and attach a list stating their name and certification level by discipline	
Number of local armourers and technicians Please attach list	
Number of local secretariat Please attach list	

Support Services

Official Hotel(s) Name Address Primary Contact Telephone Email	
Preferred Athlete Rate	
Preferred Official Rate (Single Group)	

Distance from hotel to venue	
Local Airport	
Is there a shuttle service to and from the airport? Addition Cost?	
List of restaurants near the hotel and gymnasium	
Local/Regional Media Contacts (Attach List)	

CFF RESPONSIBILITIES:

1. To review, negotiate and sign contracts with:
 - The venue.
 - The hotel.
 - Equipment rental.
 - Transportation costs, for said equipment.
 - Noon meals for technical officials
2. Competition entry forms.
3. Schedule for competition.
4. Registration
5. Travel for all of the technical officials (armourer, DT, referees, etc)
6. Hiring of all technical staff (DT, referees, secretariat, armourer, etc.)
8. Posting results to the CFF web site
9. Assuring compliance with FIE and CFF rules

The CFF also supplies the following grants and services

- All costs related to the technical staff (DT, armourers, referees, secretariat, etc.): travel, hotel, lunches, and honoraria.
- Rental costs of the equipment and its transport to the competition venue and back.
- The cost of putting down and taking up of the strips (\$25.00 / strip).
- The cost for the tape (for holding down the strips).
- A grant to the organisers: **\$2500.00**
- Information distribution on CFF website

ORGANISERS' RESPONSIBILITIES:

1. Respect the rules and regulations of the CFF and FIE
2. Display the CFF and its sponsors' banners.
3. Return 50% (monies) of all competition sponsorships to the CFF (see appendix 1).
4. Installation of the venue, as per CFF diagrams.
5. Provide internet access for Secretariat for CFF website and results.
6. Supply 6 volunteers per day for the duration of the competition. The volunteer duties shall be delineated by CFF.
7. Supply refreshments water, coffee, or juice and snacks to all technical delegates throughout the days of the competition.
8. Seek approval of all costs to the CFF prior to commitment

SIGNATURE OF COMMITMENT: UPON SUBMITTING THIS TOURNAMENT BID FOR AN EVENT SANCTIONED BY THE CFF, THE UNDERSIGNED HAS AGREED TO ABIDE BY THE CURRENT RULES AND REGULATIONS OF THE CFF. THE UNDERSIGNED WILL ALSO PERMIT THE DISPLAYING OF ANY CFF BANNERS AS WELL AS BANNERS OF THE SPONSORS OF THE CFF FOR PROMOTIONAL PURPOSES. THE UNDERSIGNED ALSO CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND SHALL BE SUBJECT TO ANY CONSEQUENCE OF THE INACCURACY RECORDED, INCREASES IN HOTEL/VENUE OR QUOTED COSTS MORE THAN 5% SHALL BE BORNE BY THE BIDDING HOST. THE UNDERSIGNED IF SELECTED, ACCEPTS THE MANAGEMENT OF THIS TOURNAMENT AT HIS/HER OWN RISK AND RELEASES THE CFF AND ITS COMMITTEES AND PERSONNEL FROM ANY LIABILITY.

Signature

Date