



Canadian Fencing Federation Canada Cup and National Championships Bid Form

Host and Provincial Association

Event	<input type="checkbox"/> West <input type="checkbox"/> Central <input type="checkbox"/> East Event Date: _____
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
Preliminary budget for the event attached.	<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	
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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 showing full competition installation included with bid?	<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 Please describe	
Food services and free water for athlete on site	Please attached complete list of food services available and average costs and menu composition.
Outside catering allowed in venue for officials	<input type="checkbox"/> Y <input type="checkbox"/> N
Suggested catering service for officials	
Coffee, tea and refreshments provided by host (Some venues require use of their internal catering services)	<input type="checkbox"/> Y <input type="checkbox"/> N
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	
Ice available onsite	<input type="checkbox"/> Y <input type="checkbox"/> N
Additional meeting space for educational presentations and meetings (Include additional cost)	<input type="checkbox"/> Y <input type="checkbox"/> N Cost per day/hour: \$ _____
Distance of venue from nearest airport (km)	
Distance of venue from proposed host hotel (km)	

Technical Requirements

Requirement	Available Locally	Need to rented – Cost of Rental
<p>Pistes/Strips – 22 minimum (26 - 28 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 / Seating for 400</p>		
<p>Trash Bins – 10</p>		
<p>Barricades (There should be a clear distinction between the playing area and the athlete/spectator zones)</p>		
<p>500 W Sound System (Some events may require a smaller second system for medal presentations)</p>		
<p>Medal Presentation Podium (Distinct medal presentation zone required suitable for photography and spectators)</p>		

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	List Attached <input type="checkbox"/> Y <input type="checkbox"/> N
Number of local armourers and technicians Please attach list	List Attached <input type="checkbox"/> Y <input type="checkbox"/> N
Number of local secretariat Please attach list	List Attached <input type="checkbox"/> Y <input type="checkbox"/> N

Support Services

Official Hotel(s) Name Address Primary Contact Telephone Email	
Preferred Athlete Rate (\$ per night)	
Preferred Official Rate (Single Group) (\$ per night)	
Distance from hotel to venue (Kms)	
Local Airport (Name / distance to hotel Kms)	
Is there a shuttle service to and from the airport? Addition Cost?	<input type="checkbox"/> Y <input type="checkbox"/> N
List of restaurants near the hotel and gymnasium	List Attached <input type="checkbox"/> Y <input type="checkbox"/> N
Local/Regional Media Contacts (Attach List)	List Attached <input type="checkbox"/> Y <input type="checkbox"/> N

Host Chair initials

PSO President / Chair
initials

Read and Understood the CFF Competition Specifications and Standards booklet and all terms and conditions included.

Read and understood the CFF Canada Cup and National Championships hosting agreement and all terms and conditions included.

That we fully understand our liabilities and penalties that can be applied for hosting an event that is non-compliant with the CFF Competition Specifications and Standards and the hosting agreement.

By signing this bid document, we the undersigned confirm that we have read, understood and will comply with the terms and conditions of hosting a CFF competition and that the information provided in this bid process is accurate and will be complied with by the competition hosts.

For Provincial Association

For Host Committee

Signature

Signature

Print Name and Position

Print Name and Position