



**SPEED  
SKATING  
CANADA**

# **NATIONAL EVENT HOST APPLICATION**

**2024-25 & 2025-26 National  
Competition Seasons**

## **PURPOSE**

This request for proposal (RFP) was developed by Speed Skating Canada (SSC) with the purpose of facilitating the selection of a host city for competitions in the aforementioned competition season.

Speed Skating Canada and the selection committee reserve the right to make changes to the bid criteria at any point in time as may be deemed necessary. SSC and its designated selection committee also reserve the right to request additional information from the potential host sites concerning any aspect of the application or subsequent materials supplied throughout the bid process.

The Host Bid Application will be scored out of 100. The points allotted to each category are outlined following the category name.

### **Bid Process Submission:**

Completed applications are to be submitted to **Jill Lynch** at [jlynch@speedskating.ca](mailto:jlynch@speedskating.ca) by **Sunday, April 28, 2024.**

## 2024-25 & 2025-26 HOSTING OPPORTUNITIES

Please select the competition(s) for which you would like to be considered by placing an "X" in the Request to Bid column.

2024-25 Competitions	Dates	Request to Bid
Canadian Junior ST Championships	October 11-13, 2024	
Canadian Neo-Junior ST Championships	November 9-10, 2024	
Junior ST Open	January 11-12, 2025	
ST Canada Cup Junior Final	March 21-23, 2025	
Canadian Youth Short Track Championships - East	March 28-30, 2025	

2025-26 Competitions	Dates	Request to Bid
Canadian Youth Short Track Championships - East	March 27-29, 2026	
Canadian Youth Short Track Championships - West	March 27-29, 2026	

**A) GENERAL INFORMATION**

**Club/Organizing Committee Information:**

Name:

Address:

City:

Postal Code:

Phone:

Email:

**Contact Person(s):**

Name:

Phone:

Email:

**Affiliated PTSO:**

**Name of City / Region:**

**B) TRANSPORTATION (5 points)**

Name of nearest airport (include airport code):

Please indicate the distances (in KM) between the various sites/venues:

	Main Venue	Hotel 1	Hotel 2	Airport
Main Venue				
Hotel 1				
Hotel 2				
Airport				

What is your transportation plan for named Officials for the following:

- A) Between Airport and Hotel:
- B) Between Hotel and Venue:

**C) COMMUNITY (5 points)**

Please describe how your community will support the event (e.g., existing volunteer base, local partners/sponsors, city or tourism body support, etc.):

**E) HOSPITALITY (10 points)**

The Organizing Committee will be required to reserve a block of rooms at local hotel(s) to accommodate the following:

- Athletes
- Families
- Coaches
- Team Staff

The Organizing Committee will be required to book rooms for the following groups. Please note that the following groups should not be split into different hotels:

- Officials
- Speed Skating Canada Representatives

**Hotel Information**

***Hotel 1***

Name of Hotel:

Address:

Phone Number:

How many rooms will be available for participants?

What is the average price per room?

Is breakfast included?	Yes	No
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Is there a shuttle provided to/from the airport?	Yes	No
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***Hotel 2***

Name of Hotel:

Address:

Phone Number:

How many rooms will be available for participants?

What is the average price per room?

Is breakfast included?	Yes	No
------------------------	-----	----

Is there a shuttle provided to/from the airport?	Yes	No
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Please outline the proximity of the hotel(s) to nearby restaurants:

**F) VENUE REQUIREMENTS (25 points)**

Venue Name:

Address:

Is the venue indoors or outdoors?

Indoor          Outdoor

What is the size of the ice surface?

400m Oval

NHL (85ft x 200ft)

International (100ft x 200ft)

Other, please specify:

Number of permanent seats in the venue:

Number of additional seats in the venue:

Is there a designated area for athletes to warm-up? If so, how many stationary bikes are available?

Number of change rooms available:

Does the venue have the ability to remove plexiglass?

Yes          No

Type of padding used in competition rink:

Level 5 (Boardless/Hybrid)

Level 4 (Boarded Rink)

Level 3

Has the **venue** hosted Speed Skating events in the past?

Year	Name of Event

Please outline any additional Venue Requirements you feel are important:

**G) EQUIPMENT (5 points)**

Does the Organizing Committee have access to electronic timing equipment?

Yes                      No

Does the Organizing Committee have access to electronic starting equipment?

Yes                      No

Does the Organizing Committee have access to photo finish equipment?

Yes                      No

Does the Organizing Committee have access to the Meet Manager program?

Yes                      No

**H) MEDICAL REQUIREMENTS (15 points)**

Does the Organizing Committee have a Medical Coordinator?

Yes                      No

Does the Organizing Committee have a medical/first aid room?

Yes                      No

Is there an ambulance within eight (8) minutes to the venue? If not, how will you address this?

Yes                      No

Is there a hospital within the host city?

Yes                      No

Does the Organizing Committee have an Emergency Action Plan in place? If so, SSC will review at a later time.

Yes                      No



Please outline any additional Medical Requirements you feel are important:

**I) OFFICIALS (5 points)**

Does the Organizing Committee have enough minor level Officials to support all components of the competition?

Yes

No

Does the Organizing Committee have enough trained volunteers to support all components of the competition?

Yes

No

**J) PUBLIC RELATIONS AND AWARDS (10 points)**

Please briefly outline your public relations plan focusing on local promotion of the event and strategies to increase attendance:

Please outline your plan for athlete prizing (outside of Championships medals provided by SSC):

**K) FACILITY AMENITIES (5 points)**

Does the venue have separate washrooms for participants and spectators?

Yes                      No

Does the venue offer concessions?

Yes                      No

Does the venue have a volunteer room?

Yes                      No

Is the venue equipped with sufficient internet access?

Yes                      No

Is the venue equipped with sufficient electrical power?

Yes                      No

Is the venue wheelchair accessible?

Yes                      No

**Meeting Spaces**

Location	Number of meeting rooms that can accommodate ~15 people
Competition Venue	
Hotel 1	
Hotel 2	

**L) LIVE STREAM (10 points)**

Does the Organizing Committee have the capacity to live stream the event on Speed Skating Canada’s YouTube channel?

Yes                      No

**M) VALUE-ADDED ITEMS (5 points)**

*Value-added items are unique characteristics that may enhance the bid.*

Will professional development opportunities be offered to coaches and officials throughout the event? If so, please elaborate.

Yes

No

Will the Organizing Committee develop strategies to make the event more sustainable? If so, please elaborate:

Yes

No

**Is there anything else you would like to elaborate on to enhance your application?**

## **RESPONSIBILITIES**

### **Responsibilities of the Organizing Committee**

The Competition/Event Organizer will be responsible for meeting all requirements set out by the sanction agreement and all other services described within the SSC Hosting Manual.

### **Rules and Regulations**

Competitions and events carried out under an SSC selection/International sanction shall be governed by ISU rules unless specifically stated within SSC's High Performance Bulletin or these procedures and regulations.

By Submitting a National Event Host Application to Speed Skating Canada, you are consenting to follow all of Speed Skating Canada's Procedures and Regulations as outlined in the Red Book.

Signature of Club / Organizing Committee President

Date

Signature of PTSO President

Date