

**2020 CANADIAN**

08

**Fall**

**ARTISTIC SWIMMING CHAMPIONSHIPS**

**APPLICATION TO**

**ORGANIZE AND HOST**

**STÉPHANE CÔTÉ**

COMMUNICATIONS & EVENTS DIRECTOR

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CHECKLIST

Please ensure the following checklist is completed before submitting of the **Application to Organize and Host**:

|  |  |
| --- | --- |
| **SECTION** | **DONE (X)** |
| 1. Applicant Information |  |
| 2. Organizing Committee |  |
| 3. Competition Dates |  |
| 4. Pool Information  General Information  Meeting Rooms  Venue Map & Competition Flow  Depth Profile  Estimated Costs |  |
| 5. Hotel Information |  |
| 6. Transportation information  General Information  Distances |  |
| 7. Funding/Support Opportunities |  |

DEADLINES

Deadline for filing Application to Host 2020 Canadian Championships **February 15, 2019**

Please send application and all related documents to:

**Stéphane Côté**

[stephane@artisticswimming.ca](mailto:stephane@artisticswimming.ca)

1. APPLICANT INFORMATION

**Name of Applicant City:**

**Name of Application Organization** *(list all parties involved in hosting – including, if applicable, club, PSO, Tourism Bureau, etc):*

**The applicant’s PSO is aware that Applicant Organization will file this Application to Host**

**Contact Name(s)** *(people Canada Canada Artistic Swimming should contact for more information):*

**Contact Organization:**

**Contact Daytime Phone:**       **Contact Cell Phone:**

**Contact email:**

**List major competitions hosted by applicant city in the past 3 years** *(international and national competitions/events only – indicate name + year)***:**

1.

2.

3.

2. ORGANIZING COMMITTEE

**Organization Committee Chair:**

**Meet Manager(s)** *(must be available at venue during whole competition):*

**List previous competitions organized and held by LOC Chair and Meet Manager:**

1.

2.

3.

**Indicate which organizations could supply volunteers (prior and during competition):**

3. COMPETITION DATES

**Proposed Dates:**

**Is Venue on hold for dates above?**

4. POOL INFORMATION

General Information

|  |  |
| --- | --- |
| Name of Pool facility |  |
| Address of facility |  |
| Contact name of facility representative |  |
| Telephone number of facility representative |  |
| Email address of facility representative |  |
| Size of main competition pool *(indicate length (m) and width (lanes))* |  |
| Other pools available *(indicate size and depth)* |  |
| Seating capacity of main competition area |  |
| Is there a scoreboard capable of showing video at the venue? If so, please indicate size and resolution |  |
| Is Internet connection available for webcast? Indicate maximum upload speed (at least 15 Mb) |  |
| Changing rooms available at pool *(indicate how many and capacity)* |  |
| Is parking free or paid? Cost? How many complimentary parking spaces are available for event staff and volunteers? |  |
| Are there restrictions regarding merchandise sales in the facility? |  |
| Can outside food be brought into the pool for athletes and volunteers? |  |
| Is there a sufficiently large area to set up an athlete area for meals? |  |

Meeting Rooms

|  |  |
| --- | --- |
| Number of meeting rooms at pool |  |
| Is there a meeting room large enough for officials meeting/eating room *(approximatelly30 people)* |  |
| Please describe all rooms that would be used for competition  *(location, use, capacity)* |  |
|  |
|  |
|  |
|  |
|  |
|  |

Venue Map & Competition Flow

Please attach pool diagram showing locker room entrances/exits, spectator stands, location of judges’ platforms as well as competition flow (location of start deck, which way athletes dive in, where they swim out and where they receive their marks).

Make sure you indicate dimensions of pool deck all around competition pool.

Does the competition area have any permanent advertising that cannot be removed or draped? If so, please provide a list of advertisers. It may be required that the competition pool area is “clean” in terms of advertising boards for this competition.

Depth Profile

Using the diagram below, please indicate the depth of the pool at point:



A

B

C

D

E

If pool doesn’t follow this profile, please give more detailed explanation below or provide detailed map of depth profile.

Estimated Costs

|  |  |
| --- | --- |
| Pool rental cost  *(per hour or daily - based on 12 hours)* |  |
| Lifeguard costs to guard whole pool *(per hour or daily - based on 12 hours)* |  |
| Other costs (caretaking, etc) |  |
| Estimated total costs for venue *(based on 7 days x 12 hours)* |  |
| Does the facility offer special rates or financial help for competitions? |  |

5. HOTEL INFORMATION

A Request for Proposals (RFP) for hotels should be done with the help of the local Tourism Bureau prior to submitting this application. The information received may be compiled in the table below, but **all proposals received should also be shared with Canada Artistic Swimming**.

**Official Hotel  
(for officials + teams) Club Hotel #1 Club Hotel #2**

|  |  |  |  |
| --- | --- | --- | --- |
| Hotel Name |  |  |  |
| Address |  |  |  |
| Contact name  Telephone number  Email address |  |  |  |
| Number of rooms available |  |  |  |
| Complimentary rooms? How many? |  |  |  |
| # 2-bed Rooms in block  *Indicate if double beds or queens* |  |  |  |
| # Single King Rooms in block  *Indicate if queen beds or Kings* |  |  |  |
| Proposed rate(s) | Rate for 2-bed rooms  Rate for 1-bed rooms | Rate for 2-bed rooms  Rate for 1-bed rooms | Rate for 2-bed rooms  Rate for 1-bed rooms |
| Commission on rooms (% or $) |  |  |  |
| Are rates guaranteed for 2020? |  |  |  |
| Meeting Room Available for Officials Meeting (complimentary) |  |  |  |
| Breakfast included? If not, indicate price |  |  |  |
| Complimentary wifi? |  |  |  |
| Guest parking available? |  |  |  |
| Cost of parking? |  |  |  |
| Number of complimentary parking spaces with in/out privileges available? |  |  |  |
| On-site restaurants? |  |  |  |
| Type of menus/price range |  |  |  |
| Restaurant hours of operation |  |  |  |

6. TRANSPORTATION INFORMATION

General Information

|  |  |
| --- | --- |
| Name of nearest airport |  |
| Major airlines serving area |  |
| Transportation must be provided for arrival and departure of officials, staff and other Canada Artistic Swimming representatives. Please describe how the Host Organization plans on providing this service and approximate costs. |  |
| A complimentary shuttle system must be provided between the hotels and facility for officials, staff and other Canada Artistic Swimming representatives to fit the competition schedule. Please describe how the Host Organization plans on providing this service and approximate costs. |  |
| Are there potential traffic problems travelling between the facility and hotels? |  |

Distances

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pool** | **Officials Hotel** | **Airport** |
| **Pool** |  |  |  |
| **Officials Hotel** |  |  |  |
| **Airport** |  |  |  |

7. FUNDING/SUPPORT OPPORTUNITIES

Contributing Partners become part of the local supplier program with entitlement to tangible deliverables, which will be confirmed closer to the event date. The total amount of funding support provided by the host community will be weighted heavily in the comparison process between bidding communities.

Indicate in the questionnaire the funding opportunities available from the following sources:

**Provincial Government:**

**Municipal Government:**

**Local Tourism:**

**Venue discounts/rebates:**

**Potentials local business sponsorship (cash & value-in-kind):**

We encourage the host city and tourism group to provide contact information for local suppliers in an effort to promote community participation, reinvestment in the local economy and broaden awareness of the event.

Areas of participation by local suppliers could include:

* Cash donations
* Rental cars/gas
* Shuttle buses
* Photocopiers/paper/printing services
* Food and beverage (including but not limited to, milk products, coffee, tea, bottled water, healthful snack foods, bread, fruit, vegetables, volunteer meals)
* Radio/communication devices
* Gifts for officials, athletes, VIPs
* Volunteer clothing/uniforms/ training programs
* Hospitality activities
* Hotel room night rebates and meeting/function space
* Media partners
* Retail stores (hardware, soft goods, drug stores)

Please attach potential local suppliers and anticipated amount of contribution.