



**2020 CANADIAN NATIONAL
ARTISTIC SWIMMING QUALIFIER**

**HOST INFORMATION
& BID GUIDELINES**

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OVERVIEW

Canada Artistic Swimming is now accepting proposals from Canadian communities interested in hosting the 2020 Canadian National Artistic Swimming Qualifier (National Qualifier).

The National Qualifier is the largest event in the domestic artistic swimming competition calendar. It features events in all national age groups (13-15, junior, senior) competing in over 20 events (solo, duet, mixed duet, team, combo, team highlight). Over 450 athletes, 100 coaches and 50 officials & staff are expected.

The event attracts participants and visitors from outside the host city - upwards of 1000 hotel room nights will be reserved by the Canada Artistic Swimming Organizing Committee alone to accommodate athletes, coaches, officials and staff, not including those used by family and friends, and spectators attending the event. The positive media exposure generated by hosting an event of this stature provides the host city with a strong platform to promote itself as a national sport destination.

National Qualifier events are webcast around the World through live streaming on digital platforms.

The competition has been hosted previously in the following cities:

- 2019 - Montreal, QC
- 2018 - Calgary, AB
- 2017 - Quebec City, QC
- 2016 - Quebec City, QC
- 2015 - Victoria, BC
- 2014 - Montreal, QC
- 2013 - Calgary, AB

The bid process and site selection will be managed by the Canada Artistic Swimming national office.

GENERAL INFORMATION

The National Qualifier is one of several annual national events hosted by Canada Artistic Swimming. Canada Artistic Swimming will oversee all aspects of the event, however will delegate the recruitment and supervision of volunteers as well as other aspects of the execution of the event to a local organizing committee (LOC). The LOC must agree to sign a hosting agreement, to abide by the conditions outlined in the agreement, to comply with the most recent version of FINA rules and the Canada Artistic Swimming rule book including any changes and/or updates, and to meet all event execution standards directed by Canada Artistic Swimming.

The full Organizing Committee will include a local volunteer team assembled by the host Club and Provincial Sport Organization (PSO), invited technical officials, and Canada Artistic Swimming national office staff members. Working together, the OC will serve as the host of the National Qualifier.

The successful host city must demonstrate the ability to stage major national sporting events in a highly successful and cost-effective manner with a focus on excellence in the areas of facility and event management/operations and ticket sales, as well as offering the community's financial, local sponsorship and human resource support.

Revenue opportunities are required to be identified in a successful host bid. These opportunities should include all levels of government and/or community-based host funding or grants, local sponsorship/VIK commitments, hotel rebates or commissions, and pool concessions. Venue incentives may consist of a reduction in the facility license fee, percentage rebate of food and beverage sales, portion of parking fees, etc. as applicable.

MULTI-YEAR BIDS

Canada Artistic Swimming will entertain two-year bids from the same host community. If you are interested in bidding for the same event in more than one year, please indicate this in the letter of intent.

COMPETITION DATES

The tentative dates for the competition will be

March 23 – 29, 2020

COMPETITION & EVENT SCHEDULE

The competition schedule will be similar to the last National Qualifier events held by Canada Artistic Swimming, with events starting on Tuesday and running until Saturday.

It may include a VIP reception and a Welcome Ceremony.

13-15 and/or Junior National Team Trials may be held during the competition.

GENERAL REQUIREMENTS OF HOST COMMUNITY

- ❖ Accessibility of the city by air from national destinations.
- ❖ Ability to recruit an adequate volunteer team to staff all competition committees.
- ❖ Local community financial support to help offset competition expenses, either through value-in-kind (e.g., hospitality, meals, various supplies) or cash contributions.
- ❖ Commitment from the LOC to sign an official hosting agreement with Canada Artistic Swimming outlining all responsibilities and terms under which the event will be executed.
- ❖ Promotion of the event within the host community and region through locally focused press releases, local sponsorship packages, and other community awareness activities, including websites and local media sources

MINIMUM FACILITY REQUIREMENTS

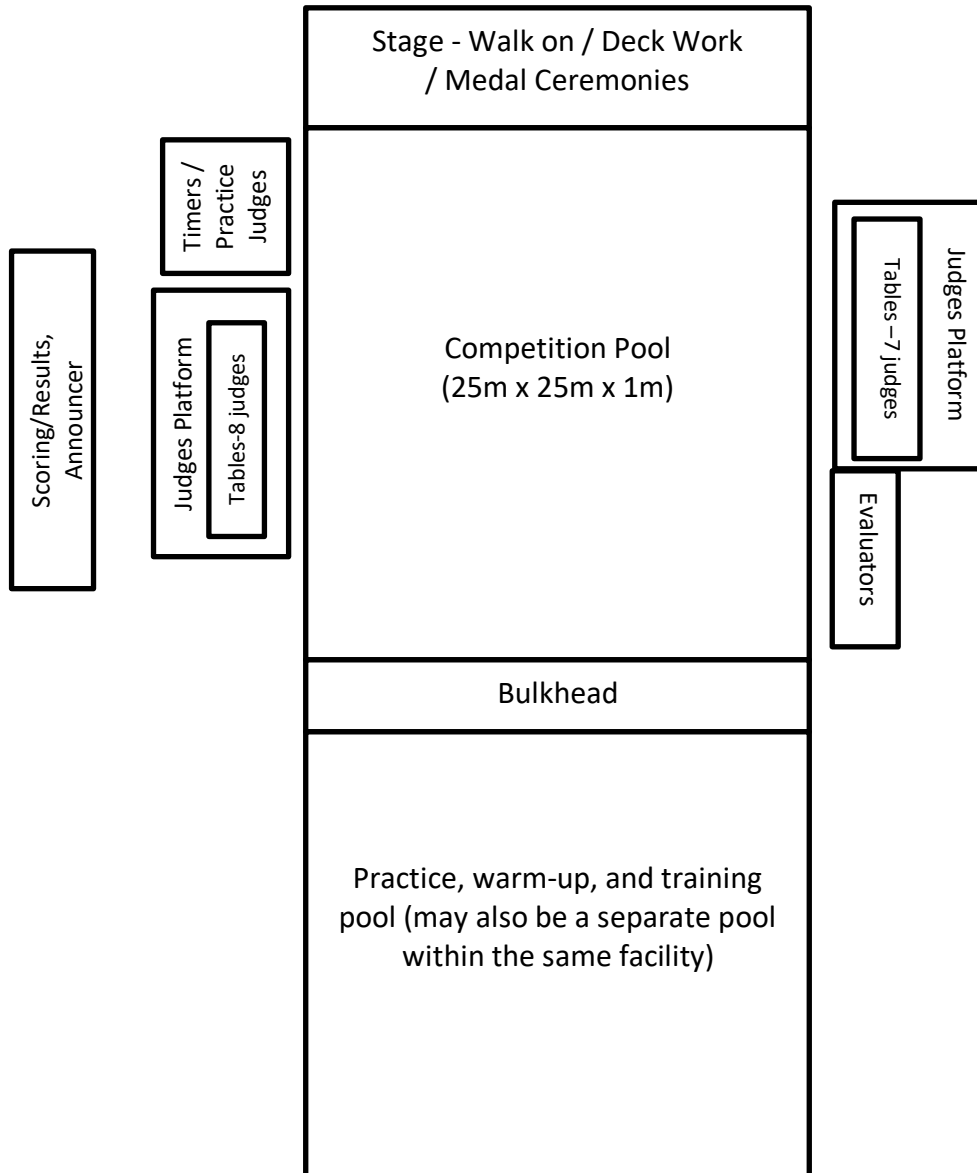
1. A facility containing two 25-metre pools or one 50-metre pool (preferred), subdivided by a bulkhead into one competition pool and one training pool is required. The competition pool must have minimum seating for 500 people. The facility should be situated not further than a 30-minute drive from the hotel where participants are housed.
2. Both pools are required to be used exclusively by athletes – no other community activities can be scheduled during the set up and competition days without express agreement of Canada Artistic Swimming.
3. The minimum size requirements for the competition pool are:

Length	25 meters
Width	20 meters
Depth	At least 12 meters at 3m deep, 2m at its shallowest point, but ideally 3m throughout
4. The water temperature of the competition pool must be a minimum of 24° C.
5. The water must be of sufficient clarity for the bottom of the pool to be visible (as per rule FR 10.6 in the FINA manual.)
6. If available, a diving tank may be used for training and/or figures events during the competition.
7. The minimum size requirements for the training pool are:

Length	25 meters
Width	20 meters
Depth	2.0 meters
8. If there is existing signage or advertising in the pool area, it must be removed or covered for the duration of the event. The only acceptable advertising in the pool area will be the event logo, host city logo and/or the logo or name of the pool.
9. A large video screen of at least 3 by 5 meters is required to display results and video from the competition. Connection to the board must be allowed at no extra charge.
10. All available rooms in the venue must be lockable and Canada Artistic Swimming will receive a minimum of 2 sets of keys for each lock.
11. The pool must have the space to accommodate 2 elevated judges' platforms which will be built on either side of the competition pool in accordance with specifications provided by Canada Artistic Swimming. These platforms will include sufficient tables and chairs to seat 15 judges in total at no additional charge to the LOC (see requirement below). See diagram on the following page.

12. The pool will need to secure an area on the side of the competition pool for scoring personnel, announcer, music and technical committees/evaluators. This area must have sufficient power outlets provided by the venue.
13. A to wired internet connection must be supplied with a minimum of 15 Mb of upload capacity.
14. The pool must provide a high-quality sound system which includes built in house speakers for audience areas, and up to four additional speakers added onto the deck area, as well as two (2) underwater speakers. This system must be capable of diffusing music and PA sound effectively and clearly for all seating areas, in the pool area, and be accessible from the pool deck computerized music playback system.
15. Canada Artistic Swimming requires unlimited back-of-house access with the exception of those areas normally used for food preparation by in-house catering, facility management office space, electrical and other facility operational rooms.
16. All existing changing rooms and storage space, unless specifically prohibited, will be made available to Canada Artistic Swimming for the purpose of back-of-house set up. From the time Canada Artistic Swimming has contracted a venue for a Canada Artistic Swimming event subsequent tenant agreements must factor these previous commitments into the new agreement(s).
17. A hair gelling room (minimum size 12 sq meters) must be provided for all athletes during competition times, equipped with sufficient power to support 5 kettles and 10 buckets for bobby pins.
18. The facility will be responsible for any relocation and storage costs of venue contents in order to provide sufficient back-of-house space to Canada Artistic Swimming for the duration of the event.

SAMPLE POOL DECK DIAGRAM



ADDITIONAL REQUIREMENTS

MEETING/TECHNICAL ROOMS (SEE ALSO FACILITY SPACE ASSIGNMENT CHART BELOW)

- ❖ A meeting/hospitality room, large enough for all the judges (approximately 100 sq meters). The room must contain fridges to store food, and access to a kitchen is preferred. It must be available prior to the start of the meet and at times as determined by the Chief Judge and Meet Manager throughout the event.
- ❖ A Scoring room at the pool that can be locked and cooler than the pool area where personal belongings can be secured, and to support panel discussions and view videos for up to 10 persons. This room must include a photocopier with capacity to print 30 pages per minute supplied at no charge to the OC.
- ❖ A hospitality area for teams to eat meals during the competition located proximal to the pool but not on deck
- ❖ A hospitality area large enough to hold 50 volunteers located within the facility but not necessarily on deck

REGISTRATION AREA

- ❖ 3 long tables, skirted
- ❖ 6 chairs
- ❖ Telephone and/or cell phone access
- ❖ Signage (supplied by Canada Artistic Swimming)

FACILITY SPACE ASSIGNMENT

SPACE	DETAILS	USED BY
Pool	Field of play and training	Athletes
Locker Room "Women"	Signage required	Athletes, Coaches, Officials, Volunteers
Locker Room "Men"	Signage Required	Athletes, Coaches, Officials, Volunteers
Scoring / Results Room	Close to deck, lockable	Scoring Officials/ Results Personnel
Referees Room (attached or close to deck)	2 long tables, 4 chairs, photocopier (if possible)	Referees (duration of the meet)
Music area on deck	Dry, away from traffic at back, 2 long tables, 4 chairs	Music Technician and Helper, Practice Supervisor
Announcer Area on deck	Between computer and music, 1 table, 2 chairs	Announcer, Prompter
Judges / Officials Room (preparation, hospitality, and relaxation)	Away from pool, air-conditioned, lockable, tables and chairs to accommodate	Judges, Officials, Volunteers
Media Room / Office	Attached to pool deck, large	Athletes, media, CAS Staff
Athletes Room (if applicable)	Relaxation / lunch area	Athletes
Coaches Room (if applicable)	Relaxation area; on or close to deck, tables and chairs to accommodate (can be combined with athletes area)	Coaches
Video operator area	Video Recording in Spectator Gallery (requires power outlets)	Video camera operators/ Volunteers, Judges and Officials
Spectator Gallery	Viewing area, includes area for VIPs	Spectators and Athletes (athletes not to be positioned in prime seating)
VIP Reception Room	Near pool with viewing if possible	Sponsors, guests

ACCOMMODATION REQUIREMENTS

MINIMUM HOTEL REQUIREMENTS

- ❖ A minimum room block totaling 250 rooms per night between all properties. The fewest number of hotels (maximum 4) with a combination of close proximity to the pool with best rates and appropriate amenities is the preferred scenario.
- ❖ Block must include mainly double-bedded rooms - for teams, a hotel with kitchenettes or suites is preferred.
- ❖ Hotel rates in different properties should be comparable.
- ❖ Clubs will book directly with the hotels, using a special code that will identify them as participating athletes, coaches, etc. Open blocks are required for the team bookings.
- ❖ A closed block of 35-40 rooms in one hotel which will be designated the official hotel is required and will be controlled by a rooming list prepared by Canada Artistic Swimming. The official hotel needs to include one complimentary hospitality suite from the bedroom inventory for the duration of the stay.
- ❖ Canada Artistic Swimming also requires the following amenities in all hotels: complimentary internet access, complimentary parking, on site restaurants, hot/cold breakfast included in room rate (if possible), 1 in 40 or better room credit, and commission on rates payable to Canada Artistic Swimming.
- ❖ Preference is for the Canada Artistic Swimming family to be housed in one hotel, if possible. If not, the groups will be split as follows:
 - Official Hotel
 - Judges and other Officials (housed in double bedded rooms)
 - Canada Artistic Swimming sponsors
 - Canada Artistic Swimming staff and executives
 - Additional Hotels (if necessary)
 - Competitors/Teams -majority of double-bedded rooms, suites, kitchenettes
 - Coaches, and Team Officials

MEETING SPACE

- One hospitality suite taken from the bedroom inventory will be required in the official hotel for several functions during the event.

BEDROOM REQUIREMENTS SUMMARY – OFFICIAL HOTEL

Summary for Judges/Officials, Canada Artistic Swimming Staff/ Executives, and Sponsors/VIPs only.

ROOM TYPE	MON	TUE	WED	THU	FRI	SAT
1-King Bedrooms	5	10	10	10	10	10
2-Queen Bedrooms	10	30	30	30	30	30
TOTAL	15	40	40	40	40	40

BID PROCESS

Canada Artistic Swimming is accepting bid proposals from applicant host communities upon submission of the following items:

1. LETTER OF INTENT

Host communities interested in submitting a bid to host the 2020 National Qualifier must submit a letter of intent before the deadline as indicated in the timetable. A sample of the Letter of Intent is available on Appendix A. This letter acts as the host community's intent to prepare and submit their application.

2. APPLICATION FORM

Complete and submit the information required on the **Application to Organize and Host**, including providing at least three appropriate hotel proposals. Prior to a decision being made, the short-listed host cities will be notified and may be asked to supply further information.

3. SITE VISIT

If necessary, a site visit may be conducted by Canada Artistic Swimming staff and a representative from the LOC which would include the pool facility and potential hotel(s).

4. HOST CITY CHOSEN AND ANNOUNCED

When the host city is chosen, Canada Artistic Swimming will work with the host to make a formal media announcement including quotes from city officials as directed by the host city.

TIMETABLE FOR 2020 BID PROCESS

Date	Action
December 2018	Bid information available to clubs/cities
January 15, 2019	Completed Letter of Intent [Submission by email to stephane@artisticswimming.ca]
	Bid Application provided to interested bid communities
February 15, 2019	Full Bid Application Deadline [Submission by email to stephane@artisticswimming.ca]
March 15, 2019	Announcement of Host City

APPENDIX A - SAMPLE LETTER OF INTENT

Date

Stéphane Côté
Communications and Events Director
Canada Artistic Swimming

Mr Côté,

It is the intention of [name of bid city] to submit a proposal to host the 2020 Canadian National Artistic Swimming Qualifier. We will complete and submit the full Bid Application by **February 15, 2019**.

We look forward to participating in this process.

Sincerely,

[Signature of person with authority to bind the host city]

Name of Bid City Representative

Name of Bid City Organization

Street address

City, Province

Postal code

Contact Tel Number