



**GYM**nastics  
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**CANADA**

# Canadian Gymnaestrada

**REQUEST FOR PROPOSALS**

**2018**

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
GYMNASTICS CANADA (GCG) .....	3
CANADIAN GYMNAESTRADA .....	3
REQUEST FOR PROPOSAL PROCESS .....	4
HOST CITY.....	5
EVENT REQUIREMENTS.....	5
ACCOMMODATIONS.....	7
TRANSPORTATION.....	8
MEALS.....	8
VOLUNTEERS.....	8
VALUE-ADDED ITEMS .....	8
HOW THE HOST CITY BENEFITS.....	9
APPENDIX A: BID EVALUATION GRID .....	10
APPENDIX B: IDEAL PERFORMANCE VENUE LAYOUT.....	12

## **GYMNASTICS CANADA (GCG)**

### **Vision Statement**

Canada is recognized as a world leading gymnastics country through the achievement of international sport excellence, growth of the sport, and demonstrated sport organizational excellence.

### **Mission**

We lead and govern the Canadian gymnastics system, direct High Performance in pursuit of international excellence, and guide and/or partner in the development of quality and innovative gymnastics programming.

### **Core Values**

Gymnastics Canada (GCG) is athlete focused and believes in operating by the core values of:

- Accountability
- Collaboration and Teamwork
- Diversity
- Excellence
- Integrity and Fairness
- Safety

## **CANADIAN GYMNAESTRADA**

The Canadian Gymnaestrada is a performance based event, held every four years, that provides the opportunity to celebrate movement and physical activity in a non-competitive environment while capturing the true essence of the 'Gymnastics for All' and 'Active for Life' philosophies of sport and recreation. Canadian Gymnaestrada enables active participation for everyone, regardless of age, gender, or ability. Participants share in the fun and excitement of performing and demonstrating their physical, technical, and creative abilities inspired by a wide variety of traditional and non-traditional gymnastics disciplines.

The Canadian Gymnaestrada is truly an event for all ages, with participants ranging from 10 to 90 years old. In 2014, over 850 gymnasts and 200 coaches and team managers took part in the Canadian Gymnaestrada making it the largest to date! The goals of this event are to showcase the passion, creativity, and inclusive nature of the gymnastics community through performances by the Canadian Gymnaestrada groups, to continue to increase participation, and to provide an environment that mimics the World Gymnaestrada and to give Gymnastics Canada an opportunity to evaluate the groups in preparation for the 2019 World Gymnaestrada.

**The 2018 Canadian Gymnaestrada is to be held from June 28<sup>th</sup> to July 1<sup>st</sup> 2018. Dates are firm.**

## REQUEST FOR PROPOSAL PROCESS

This request for proposal (RFP) was developed by GCG with the purpose of facilitating the selection of a host city for the 2018 Canadian Gymnaestrada.

### 1. Availability of RFP

GCG's 2018 Canadian Gymnaestrada RFP will be released on **May 6<sup>th</sup>, 2016**.

### 2. Submission of bids

A **letter of intent** is to be submitted to Mariève Reid, Director of Events ([mmillaire@gymcan.org](mailto:mmillaire@gymcan.org)) by **August 5<sup>th</sup>, 2016**.

All **BID packages** are to be received no later than **October 7<sup>th</sup>, 2016**.

BID packages are to be submitted to Mariève Reid, Director – Events, either electronically at [mmillaire@gymcan.org](mailto:mmillaire@gymcan.org) or by mail at 1900 City Park Drive, Suite 120, Ottawa, Ontario, K1J 1A3. If a proposal is submitted in paper form, then four (4) copies must be submitted to the GCG office.

### 3. Review of bids

All bid packages will be reviewed and evaluated by GCG staff using the GCG evaluation grid (see *Appendix A*). Only candidates that are short-listed will be contacted for further information and site visits.

### 4. Host selection finalized

GCG will announce the host city of the 2018 Canadian Gymnaestrada by **December 9<sup>th</sup>, 2016**.

## DRAFT EVENT SCHEDULE

Thursday, June 28 <sup>th</sup> :	Set-up and delegation arrival
Friday, June 29 <sup>th</sup> :	Rehearsal day, Opening ceremonies
Saturday, June 30 <sup>th</sup> :	Indoor Performances
Sunday, July 1 <sup>st</sup> :	Indoor and Outdoor City Performances, Closing ceremony, take-down (if possible)
Monday, July 2 <sup>nd</sup> :	Possible sightseeing, delegation departure, take-down (if not on July 1 <sup>st</sup> ).

## HOST CITY

Each bid must include the following information about their city:

- Ease of access to the city by air, train, car, etc.
- Public transportation networks (inner city, airport, train, etc.);
- Media access (local, provincial, national);
- Tourism attractions;
- Any additional information that may be pertinent to the bid – not to exceed 7 pages.

The following letters of support should also be included:

- City;
- Facility;
- Groups that support the bid (for example: venues, hotels, local gymnastics clubs, volunteer groups).

## EVENT REQUIREMENTS

The 2018 Canadian Gymnaestrada requires two (2) types of venues. One indoor and one outdoor. The following sections will provide requirements for each venue.

### General Indoor Venue Requirements

- The host city will secure at a reduced cost, or no cost to GCG, the indoor venue space required for the duration of the event.
- Non-unionized facilities highly preferred. If facility is unionized, the bid must provide a list of additional costs related to union fees and services.
- A CAD plan must be submitted with the proposed floor plan and must show all required areas.
- List of any exclusive agreement in place with facility and/or city sponsors/partners.
- Venue must have a dedicated internet line able to support webcasting.
- Venue must be wheelchair accessible.
- Please see Appendix B for ideal indoor performance space layout.

### Technical Indoor Venue Requirements

**Venue space required (3 separate areas):**

- *Performance venue:* 10,000 square feet, column free (can include seating space)
  - Minimum seating: 2,500 seats.

- The group entrance and exit should be separate from spectators.
  - A barrier must separate spectators from performance area. I.e. boards or pipe and drape or fencing, etc.
  - When the competition floor is concrete, the floor area must be covered by GCG approved flooring. I.e. rubberized flooring, Teraflex, carpet, etc.
  - Hardwood floor surface (not covered) is highly preferred.
- *Holding area*: able to hold up to 150 gymnasts' comfortability and have a secure area for belongings. Must be attached or very short walking distance (across hall) from performance venue. This area will be used to line-up groups waiting to perform. Participants will be moving around and mostly standing.
  - *Warm-up venue*: 7,000 square feet, column free, separate from performance venue. No more than 5 minute walk from holding area.
  - Minimum ceiling height: 26.5 feet or 8.1 metres.
  - Lighting: should be indirect with halogen or halide being the best. 540 lux (or 50 foot-candle) is too low; 100 foot-candle is good. A venue without windows is preferable. If there are windows, preferably they would be covered.
  - Preferable Temperature: 21° to 23° C (must be air conditioned).

### **In-Venue Support Facility Requirements**

- At least one change room per gender with a minimum capacity of 50 people.
- One studio type space that can accommodate up to 250 people in an activity workshop (i.e. Yoga, Zumba, choreography class, etc.).
- One classroom type space that can accommodate up to 250 people for presentations (i.e. auditorium, large banquet space, etc.).
- Uniform fitting room: minimum 1,000 square of open space to be configured by GCG.
- Additional room space required:
  - Event office space;
  - Vendor space area;
  - Ticket booth area;
  - Volunteer room;
  - Meal room (if lunch served at venue for participants);
  - Medical room.
- Loading dock with capacity to receive a 53 feet tractor trailer, and other delivery vehicles.
- Parking that can accommodate at least 2,000 spectators. Preferably at no cost. If there is a cost, please outline in bid.

- Bus loading zone available as GCG will provide transportation to participants if venue is not walking distance from the host accommodations.
- GCG must have the ability to provide meals to its staff and volunteers, as well as provide lunch at the venue for all participants. GCG highly prefers to have the ability to cater its own meals without having to go through a third party. Please indicate venue meal restrictions if applicable.

### **Outdoor Facility Requirements**

The host city will secure at a reduced cost, or no cost to GCG, an outdoor venue space that meets the following requirements:

- Must be in a high traffic area of the city and combined with Canada Day Festivities.
- Ideally, the outdoor city performance venue is on a 20' wide by 15' deep covered stage, in case of rain. The venue must have a sound system with microphone. The size of the sound system must provide proper sound coverage of the area.
- A performance window of 2 hours is needed. May be reduced to 1 hour if two sites are available for one hour each.
- If the city performance venue is on concrete, grass, or any surface that is deemed unsafe by GCG, a gymnastics floor will need to be installed.

### **GCG Staff Site Visit**

Interested host cities must be prepared to provide a site visit to two (2) GCG staff if short-listed.

- 2 economy class roundtrip tickets from Ottawa (air or train);
- 1 double room for GCG Staff (assumes same gender staff);
- 3 meals a day or per diem equivalent;
- Local transportation during site visit.

## **ACCOMMODATIONS**

Canadian Gymnaestrada participants highly prefer residence style accommodations. The 2018 Canadian Gymnaestrada is expected to grow to a minimum of 1200 participants. The following are the assumptions being made on housing trends of this group:

- 70% residence, 30% hotel;
- 800 participants will stay in quadruple occupancy = 200 quadruple rooms per night;
- 400 participants will stay in double occupancy = 200 double rooms per night;
- Total rooms per night required is 400;
- Average stay is 4 nights for a total 1600 room nights. This is for participants only. Spectator room nights are extra.

A bid must include both residence and hotel properties that can accommodate the above statistics. Residences should not exceed \$60 a day per bed, with a preferred bathroom ratio of 4:1. Hotel should not exceed \$130 per night up to quadruple occupancy. A property that has breakfast included is highly preferred.

Each accommodation must be located within 30 minutes' drive of the venue. Accommodations in walking distance of the venue are highly preferred.

## **TRANSPORTATION**

GCG will provide transportation to the participants throughout the event. Please include any information on the following:

- Public transit access between host accommodations and venues.
- Airport shuttles available.
- Local transportation companies.

## **MEALS**

A meal plan with the residences must be available through the university or college cafeteria. Please provide information on available meal plans for delegates that will be staying in residences at less than \$60 a day per person.

Please indicate whether or not GCG would be able to provide meals to its volunteers and staff, as well as possibly lunch for participants, at the venue. Include any restrictions in this area.

## **VOLUNTEERS**

The host city must demonstrate that it has a strong volunteer base and provide GCG with access to its volunteer databases.

## **VALUE-ADDED ITEMS**

Bids may be enhanced by offering in-kind or discounted prices on products, equipment, and/or services that will be needed during the event. These value-added items will be considered when evaluating a bid. They can include, but are not limited to:

- 4 double rooms on a complimentary basis at the host hotel for GCG staff and key volunteers for the duration of the event;
- List of provincial and municipal grants available;

- Release to permit “outside” food to be brought into the competition facility in order to feed volunteers and staff, and provide lunch to delegates when needed;
- List of local performing art groups that may be contracted for opening ceremonies;
- Discount or free public transit passes for delegates;
- In-kind dedicated internet connection at the venue for webcast purposes;
- Sponsor a welcome social for team managers, coaches, staff, and VIPs;
- List of local suppliers of the following services:
  - Bus companies
  - Event rentals (tables, chairs, tablecloths, pipe and drape, walkie-talkies, etc.)
  - A/V companies (screen, projector, sound system, computers, etc.)
  - Photocopier.

## **HOW THE HOST CITY BENEFITS**

In partnership with Gymnastics Canada, you can further gymnastics in Canada locally and on a national scale, as well as promote your city nationwide through various media outlets and webcasting.

- Over 1,200 athletes, coaches, and team managers as well as over 1,000 spectators are expected to attend the 2018 Canadian Gymnaestrada from across the country.
- Participants vary in age between 10 to 90 years old with the majority being under 30 years old and will travel with friends and family. They will require housing, food, and travel and will visit local tourist attractions.
- The 2018 Canadian Gymnaestrada will require a minimum of 1,600 room nights for participants alone staying an average of 4 nights.
- Your city will gain national visibility through media exposure including print, television, website, and webcast.
- A preliminary economic impact study was conducted and it is estimated that the total economic impact for the host province/territory will be over \$1.7 million, with \$1.2 being in the host city.

## APPENDIX A: BID EVALUATION GRID

Criteria	Weight	Definition	GCG Evaluation
Host City	3	The city is easily accessible from across the country at reasonable commercial rates for participants. It features good tourist attractions and has a good public transit system.	
Indoor Competition Venue(s)	10	The proposed venue(s) will accommodate the ideal performance floor plan, is well lit, column free, has a minimum of 2,500 seats, is connected to a holding area and has a training venue less than 5 minute walk away. The venue's infrastructure is in good condition and is aesthetically pleasing.	
Outdoor Competition Venue (s)	10	The proposed venue(s) are associated with Canada Day activities, located in high traffic area, will be available for 2 hours of programming and have a suitable performance area.	
Facility Amenities	5	The facility offers large dressing rooms for participants and separate washrooms for participants and for spectators. The facility offers, at proximity of the performance floor, a separate space for: studio, classroom, uniform room, office, vendor, ticket spaces, as well as a volunteer and meal room. The facility is equipped with the necessary internet access and has sufficient electrical power. The venue is wheelchair accessible.	
Accommodations	7	The city offers a sufficient number of residence and hotel type rooms to accommodate the number of anticipated participants at preferred rates. Accommodations are less than 30 minutes from the venue. Preferably in walking distance from the venue.	
Transportation	4	The city is served by an extensive public transit system, and airport shuttles.	

Meals	4	<p>The university/college associated with the residence accommodations offers a meal plan at a cost less than \$60 a day per person.</p> <p>There are multiple restaurants around the host hotels.</p> <p>GCG has the ability to feed meals at the venue.</p>	
Volunteer	4	<p>The city demonstrated it has a strong volunteer base and is willing to share said base with GCG.</p>	
Value-added Items	3	<p>The city has included value-added items to enhance its bid. Such item will help reduce the operational cost of the event and/or enhance the event experience for the participants.</p>	

**TOTAL = /50**

# APPENDIX B: IDEAL PERFORMANCE VENUE LAYOUT

## Canadian Gymnaestrada Ideal Floor Plan

