



# HOST INFORMATION AND BID GUIDELINES

2017 & 2018 SYNCHRO CANADA ESPOIR CHAMPIONSHIPS

## Table of Contents

<b>Overview</b>	3
<b>General Information</b>	4
<b>Competition Dates</b>	5
<b>Sample Competition Schedule</b>	5
<b>General Requirements of Host Community</b>	
✓ Minimum Facility Requirements	6
✓ Sample Pool Deck Diagram	6
<b>Additional Requirements</b>	
✓ Meeting/Technical Rooms	8
✓ Registration Area	9
✓ Facility Space Assignment	9
<b>Accommodation Requirements</b>	
✓ Minimum Hospitality Requirements	10
✓ Meeting Space	10
✓ Bedroom Requirement Summary	10
<b>Bid Process</b>	11
<b>Timetable</b>	12

## Overview

Synchro Canada is now accepting proposals from Canadian communities interested in hosting the 2017 and 2018 Synchro Canada Espoir Championships.

The event attracts participants and visitors from outside the host city – approximately 400 hotel room nights will be reserved by the Synchro Canada Organizing Committee alone, 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 sporting destination.

Synchro Canada Espoir Championships events are broadcast in Canada through live streaming on digital platforms.

The Synchro Canada Espoir Championships has been hosted previously in the following cities:

2016 – Winnipeg, Manitoba

2015 – Saint John, New Brunswick

2014 – Kamloops, British Columbia

2013 – Ottawa, Ontario

The bid process and site selection for the Synchro Canada Espoir Championships will be managed by Synchro Canada national office.

## General Information

The Synchro Canada Espoir Championships is one of several annual national events hosted by Synchro Canada. Synchro Canada will oversee all aspects of the Espoir, 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 Synchro Canada rule book including any changes and/or updates, and to meet all event execution standards directed by Synchro Canada.

The full Organizing Committee will include a local volunteer team assembled by the host Provincial Sport Organization (PSO), invited technical officials, and Synchro Canada national office staff members. Working together, the LOC will serve as the host of the Synchro Canada Espoir Championships.

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**

Synchro Canada 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 practice and competition dates will be May 30 – June 4, 2017 and May 29 – June 3, 2018

## Sample Competition Schedule

2017 Synchro Canada Espoir Championships, May 30 – June 4		
Championnat de qualification Synchro Canada 2017, 30 mai au 6 juin		
<b>Tuesday May 30</b>		
Spacing	07h30 – 14h30	Entraînement avec musique
11-12 Testing	14h30 – 17h30	Évaluation 11-12
Coaches Meeting	17h35 – 18h35	Réunion des entraîneurs
Officials Meeting - (Multipurpose room) pool	20h00 – 21h30	Réunion des officiels (Salle multifonctionnelle à la piscine)
<b>Wednesday May 31</b>		
Lap Warm Up – 13-15 Figures	08h55 – 09h15	Échauffement en longueurs – Figures 13-15
Warm Up – 13-15 Figures (2 groups 20 mins each)	09h15 – 09h55	Échauffement – Figures 13-15 (2 groupes 20 mins chacun)
<b>13-15 Figures (Phase 1 of NTT)</b>	<b>10h00 – 14h00</b>	<b>Figures 13-15 (Phase 1 des essais de l'équipe nationale)</b>
BREAK	14h00 – 15h30	PAUSE
Warm up – 13-15 Duet Prelims (1st half)	15h30 – 15h50	Échauffement – Préliminaires Duo 13-15 (1ère moitié)
<b>13-15 Duet Prelims (Warm Up ½ way)</b>	<b>16h00 – 19h00</b>	<b>Préliminaires Duo 13-15 (échauffement à la ½)</b>
<b>Thursday June 1</b>		
Lap Warm Up – 11-12 & AWD Figures	07h55 – 08h15	Échauffement en longueurs – Figures 11-12 & AWD
Warm Up – 11-12 & AWD Figures	08h15 – 08h40	Échauffement – Figures 11-12 & AWD
<b>11-12 (2 panels) &amp; AWD Figures (1 panels)</b>	<b>08h45 – 11h45</b>	<b>Figures 11-12 (2 ateliers) &amp; Figures AWD (1 ateliers)</b>
BREAK	11h45 – 12h15	PAUSE
<i>Awards Presentation – 11-12 &amp; AWD Figures</i>	<i>12h05 – 12h15</i>	<i>Remise de récompenses – Figures 11-12 &amp; AWD</i>
Warm Up – 13-15 Solo (1 <sup>st</sup> half)	12h15 – 12h35	Échauffement – Solos 13-15 (1e moitié)
<b>13-15 Solo Prelims (20 min Warm Up ½ way)</b>	<b>12h40 – 14h50</b>	<b>Préliminaires Solo 13-15 (échauffement de 20 min à la ½)</b>
Warm Up – 11-12 Duet Final	14h50 – 15h10	Échauffement – Finale Duo 11-12
Parade of athletes – 11-12 Duet Final	15h20 – 15h30	Parade des athlètes – Finale Duo 11-12
<b>11-12 Duet Final</b>	<b>15h30 – 16h25</b>	<b>Finale Duo 11-12</b>
BREAK	16h25 – 16h45	PAUSE
<i>Awards Presentation – 11-12 Duet</i>	<i>16h35 – 16h45</i>	<i>Remise de récompenses – Duo 11-12</i>
Welcome Ceremony	16h45 – 17h15	Cérémonie de Bienvenue
Warm Up – 13-15 team prelims (1st half)	17h15 – 17h45	Échauffement - Préliminaires Équipes 13-15 (1e moitié)
<b>13-15 Team Prelims (20 min Warm Up ½ way)</b>	<b>17h45 – 20h45</b>	<b>Préliminaires Équipes 13-15 (échauffement de 20 min à la ½)</b>
<b>Friday June 2</b>		
Lap Warm Up – 13-15 Figures (Phase 2 of NTT)	09h25 – 09h45	Échauffement en longueurs – Figures 13-15 (Phase 2 des Essais EN)
Warm Up – 13-15 Figures (Phase 2 of NTT)	09h45 – 10h25	Échauffement – Figures 13-15 (Phase 2 des Essais EN)
<b>13-15 Figures (Phase 2 of NTT)</b>	<b>10h30 – 13h00</b>	<b>Figures 13-15 (Phase 2 des Essais EN)</b>
BREAK	13h00 – 13h30	PAUSE
Warm Up – 11-12 Solo Final	13h30 – 13h50	Échauffement – Finale Solo 11-12
Parade of athletes – 11-12 Solo Final	13h55 – 14h05	Parade des athlètes – Finale Solo 11-12
<b>11-12 Solo Finals</b>	<b>14h05 – 16h20</b>	<b>Finale Solo 11-12</b>
BREAK	16h20 – 16h50	PAUSE
<i>Awards Presentation – 11-12 Solo</i>	<i>16h40 – 16h50</i>	<i>Remise de récompenses – Solo 11-12</i>
Warm Up – 13-15 Solo Final	16h50 – 17h10	Échauffement – Finale Solos 13-15
Parade of athletes – 13-15 Solo Final	17h15 – 17h25	Parade des athlètes – Finale Solo 13-15
<b>13-15 Solo Final</b>	<b>17h25 – 18h45</b>	<b>Finale Solos 13-15</b>
<i>Awards Presentation – 13-15 Solo</i>	<i>19h00 – 19h10</i>	<i>Remise de récompenses – Solo 13-15</i>
<b>Saturday June 3</b>		
Lap Warm Up – 13-15 Duet Final	09h10 – 09h30	Échauffement en longueurs – Finale Duo 13-15
Warm Up – 13-15 Duet Final	09h30 – 09h50	Échauffement – Finale Duo 13-15
Parade of athletes – 13-15 Duet Final	09h55 – 10h05	Parade des athlètes – Finale Duo 13-15
<b>13-15 Duet final</b>	<b>10h05 – 11h20</b>	<b>Finale Duo 13-15</b>
BREAK	11h20 – 12h00	PAUSE
<i>Awards Presentation – 13-15 Figures and Duet</i>	<i>11h50 – 12h00</i>	<i>Remise de récompenses – Figures et Duo 13-15</i>
Warm Up – AWD Solos and 11-12 Team Final	12h00 – 12h30	Échauffement – Solos AWD et Finale Équipes 11-12
Parade of athletes – AWD Solos and 11-12 Team Final	12h35 – 12h45	Parade des athlètes – Solos AWD et Finale Équipes 11-12
<b>11-12 Team Final</b>	<b>April</b>	<b>Finale Équipes 11-12</b>
<b>AWD Solo Final</b>	<b>14h10 – 14h30</b>	<b>Finale Solo AWD</b>
BREAK	14h30 – 15h00	PAUSE
Warm Up – 13-15 Team Final	15h00 – 15h30	Échauffement – Finale Équipes 13-15
Parade of athletes – 13-15 Team Final	15h35 – 15h45	Parade des athlètes – Finale Équipes 13-15
<b>13-15 Team Final</b>	<b>15h45 – 17h15</b>	<b>Finale Équipes 13-15</b>
<i>Awards Presentation – all Team finals, 11-12 skill testing &amp; AWD Solo + Coach of the Year Award</i>	<i>17h15 – 17h45</i>	<i>Remise de récompenses – Équipes, évaluations 11-12 &amp; Solo AWD + Entraîneur de l'année</i>
Athletes Social	18h30 – 21h30	Activité sociale des athlètes
Synchro Canada VIP Reception	19h00 – 21h00	Soirée VIP de Synchro Canada
<b>Sunday June 4</b>		
<b>13-15 National Team Trials – Phase 3</b>	<b>08h00 – 15h00</b>	<b>Essais de l'Équipe Nationale 13-15 – Phase 3</b>

Subject to changes / sujet aux changements

## 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 Synchro Canada 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

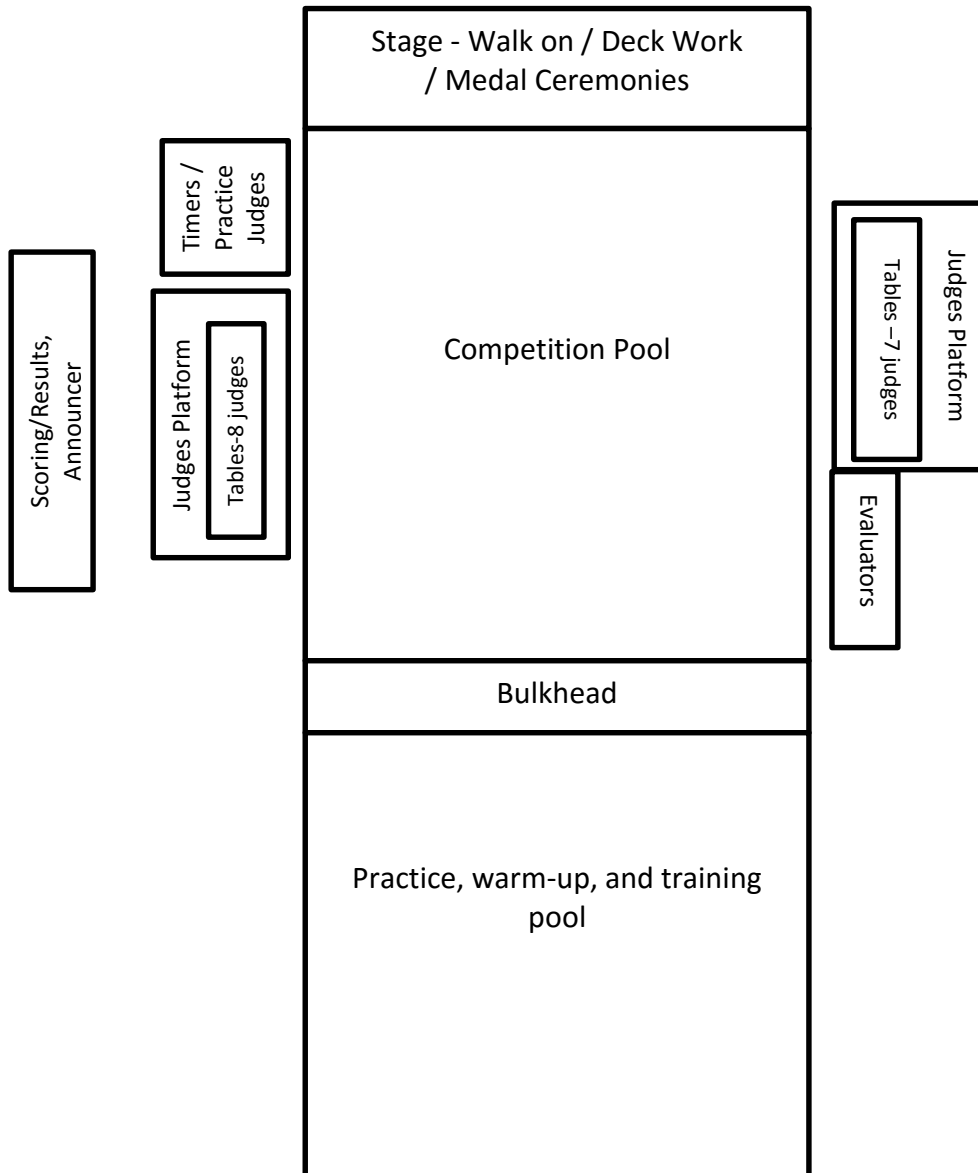
### Minimum Facility Requirements

1. A facility containing two 25 m pools or one 50 m 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 2 set up days and four days of competition.
3. The minimum size requirements for the competition pool are:  
Length - 25 meters  
Width - 25 meters  
Depth – 3 meters
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 – 25 meters  
Depth – 2.5 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. An LED video screen of approximately 3 by 5 meters or a Jumbotron, is required to inform and entertain the public and is to be hung at a reasonable height above the spectators in the competition area. The video screen provided by the venue must be compatible with Synchro Canada's computer system
10. All available rooms in the venue must be lockable and Synchro Canada will receive a minimum of 2 sets of keys for each lock.
11. The pool must have the ability to construct two (2) elevated judges' platforms which will be built on either side of the competition pool in accordance with specifications provided by Synchro Canada. 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. The area must also have access to wired internet access to support a minimum of 4mg of upload capacity.
13. Additionally, a 'Stage' platform must be constructed at the end of the pool deck with ample room for a Synchro Canada backdrop with easy access for athletes.
14. The pool must provide a high quality sound system which includes built in house speakers, 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. Synchro Canada 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 Synchro Canada for the purpose of back-of-house set up. From the time Synchro Canada has contracted a venue for a Synchro Canada 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 Synchro Canada 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). This room 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 Referee’s room including space for writing the judges' exam (time and place to be determined by the Chief Judge and Meet Manager). This room must have a capacity of 10 persons.
- 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 Synchro Canada)

### Facility Space Assignment

Space	Details	Used By
Pool (water) 50m pool preferred with 25m dedicated to competition; approx. 25m dedicated to training (including bulkhead if applicable)	- Length – approx. 25m - Width – approx. 25m - Depth <ul style="list-style-type: none"> <li>• Figures: 12m x 12m area of 3m depth (minimum)</li> <li>• Routines: 25m x 25m area of 3m depth (minimum)</li> </ul> - Water temperature minimum 24°C – ideal about 29°C - Clarity – bottom lines visible (per FINA manual)	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 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
Judges Exam Room	Quiet, away from pool, tables and chairs to accommodate (can be combined with Referees room)	Officials and one Evaluator
Media Room / Office	Attached to pool deck, large	Athletes, media, Synchro Canada Staff
TV Space (if applicable)	Track space along poolside; interview areas on deck, "kiss and cry" area	Broadcaster, Interviewers, Synchro Canada 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 400 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 Synchro Canada. The official hotel needs to include one complimentary hospitality suite from the bedroom inventory for the duration of the stay.
- Synchro Canada 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 Synchro Canada.

- Preference is for the synchro 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)
    - Synchro Canada sponsors
    - Synchro Canada 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, Synchro Canada Staff/ Executives, and Sponsors/VIPs only.

<b>Room Type</b>	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>	<b>SAT</b>
Traditional Single	3	10	10	10	10	10
Traditional Double	5	30	30	30	30	30
<b>Total</b>	<b>8</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

**Bid Process**

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

**1. Letter of Intent**

A sample of the Letter of Intent is included in the Application to Organize and Host the Synchro Canada Espoir Championships. 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 (Phase 1) as well as providing at least three appropriate hotel proposals and including the Facility Terms of Agreement and Facility Management Advertising Waiver. Prior to a decision being made, the short-listed host cities will be notified and provided with Phase 2 of the application process. Phase 2 should outline a host plan, which will serve as a guide for the execution and financial support of the event. Phase 2 of the Host Plan must include the following information:

1. LOC Leadership Team	Proposed organizational chart naming the key local Volunteers Leadership Team (VLT) members.
2. Public Relations Plan	Public relations plan focusing on local promotion of the event through press releases, community awareness and involvement, includes a list of local supportive businesses, media partners, etc.
3. Funding and Support Opportunities	Outline of a local sponsorship plan that includes a list of businesses, who have committed to financially support the event through cash and/or VIK contribution, list of potential grants from government, companies, etc. Specific funding amounts available should be listed wherever possible.

### 3. Site visit

At this time a site visit may be conducted by Synchro Canada staff and a representative from the LOC. As a minimum the site visit will include the pool facility and potential hotel(s).

### 4. Host City Chosen and Announced

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

## Timetable for 2017 Bid Process

Date	Action
April 15 <sup>th</sup> , 2016	Bid information available to clubs/cities
May 15, 2016	Completed Letter of Intent [Submission by email]
	Phase 1 of Application provided to interested bid communities
June 1, 2016	Phase 1 deadline [Submission of Application to Organize and Host Phase 1 + hotel proposals + Terms of Agreement + Facility Management Advertising Waiver]
June 15, 2016	Shortlisted host cities will be contacted and sent Phase 2 of Application
July 1, 2016	Phase 2 deadline [Submission of Application to Organize and Host Phase 2]
July 15, 2016	Announcement of host city

## Timetable for 2018 Bid Process

Date	Action
April 15, 2016	Bid information available to clubs/cities
June 1, 2016	Completed Letter of Intent [Submission by email]
	Phase 1 of Application provided to interested bid communities
June 15, 2016	Phase 1 deadline [Submission of Application to Organize and Host Phase 1 + hotel proposals + Terms of Agreement + Facility Management Advertising Waiver]
July 1, 2016	Shortlisted host cities will be contacted and sent Phase 2 of Application
August 1, 2016	Phase 2 deadline [Submission of Application to Organize and Host Phase 2]
September 1, 2016	Announcement of host city

### Submit all parts of application to:

**Vivianne Slade**

*Projects and Events Manager,*

Synchro Canada

T: (613) 748-5674 x 223

Email: [vivianne@synchro.ca](mailto:vivianne@synchro.ca)

**Synchro Canada Office**

700 Industrial Ave.

Suite 401

Ottawa, ON

K1G 0Y9