

**Triathlon
CANADA**



National Federation for the Sport of Triathlon and Duathlon in Canada
Fédération nationale de triathlon et duathlon au Canada

**2017 CRITERIA for
HOSTING CANADIAN CHAMPIONSHIP
EVENTS, JUNIOR SERIES EVENTS,
CANADIAN QUALIFYING EVENTS &
ITU/CAMTRI Events in Canada**

Copyright @ 2000 TRIATHLON CANADA. All rights reserved.

TRIATHLON CANADA Head Office

Unit 121 – 1925 Blanchard St, Victoria, British Columbia,
CANADA V8T 4J2

Email: info@triathloncanada.com Web: www.triathloncanada.com

TABLE OF CONTENTS

1. INTRODUCTION TO TRIATHLON CANADA	3
2. THE BIDDING PROCESS	4
3. BID ASSESMENT	4
4. BID STRATEGY	6
5. TERMS AND CONDITIONS.....	6
6. SPONSORSHIP / MARKETING RIGHTS AND RESPONSIBILITIES	8
7. TELEVISION AND ALL MEDIA RIGHTS.....	10
8. AGE GROUP NATIONAL TEAM SIGN-ON PROCESS	11
9. AGE GROUP CANADIAN CHAMPIONSHIPS	11
10. NATIONAL TEAM POSITIONS AND SANCTION FEES	13
11. PRIZE MONEY DISTRIBUTION GUIDELINES.....	15
APPENDIX A – EVENT HOSTING APPLICATION FORM.....	16
APPENDIX B - TRIATHLON CANADA CHARTER SPONSORS AND OFFICIAL SUPPLIER SPONSORS.	19
APPENDIX C - NATIONAL & INTERNATIONAL EVENTS CONFIRMED.....	20
APPENDIX D - NATIONAL QUALIFYING EVENTS AVAILABLE.....	21



1. INTRODUCTION TO TRIATHLON CANADA

TRIATHLON CANADA, the national governing body of Triathlon and Duathlon in Canada, is the sole body empowered to sanction a Canadian Championship and/or National Qualifying Events in Canada in any distance or format in the multi-sport consisting of a combination of swimming, cycling, running, skating, snowshoeing and/or skiing. Consistent with World Championships sanctioned by the International Triathlon Union (ITU), TRIATHLON CANADA may sanction Canadian Championships in related multi-sport events, such as Duathlon, Winter Triathlon, Cross Triathlon, Triathlon Relay, Aquabike and Aquathlon.

TRIATHLON CANADA sets the rules governing the conduct, format, distance, number and eligibility of entrants in the events. The International Triathlon Union (ITU) Competition Rules and the ITU Event Organizers Manual govern the events.

TRIATHLON CANADA has sole authority with respect to:

- a. Canadian Senior team membership
- b. Canadian U23 team membership
- c. Canadian Junior team membership
- d. Canadian age group team membership
- e. Canadian triathletes participating in World Championship and multi-sport competitions (i.e., Olympic Games, Pan American Games, Commonwealth Games and the like).

The Canadian Championship and Canadian Qualifying Events are used as part of the determination of eligibility of an athlete for membership on a National team.

This document sets out the terms and conditions that must be met by a race organization in the hosting of a Canadian Championship or Canadian Qualifying Event. Any variations from the terms and conditions set out herein must be specifically agreed to by both parties. If a race organization is selected to host one of these events, the Criteria, together with the Bid Package submitted by the Local Organizing Committee (LOC), form the basis of an agreement or contract between the LOC and TRIATHLON CANADA.

When considering Canadian Championships and Canadian Qualifying events TRIATHLON CANADA will give priority to established, and/or new, national/international events. TRIATHLON CANADA reserves the right to develop, establish, and/or give priority to its own and national/international events. TRIATHLON CANADA also reserves the right to call for, and or negotiate with any PSO and/or LOC that it believes provides strategic advantage to the quality, scheduling and regional sustainability of its national series, and that of the development of national talent, and/or development of its own national properties and programs.

2. THE BIDDING PROCESS

1. Bids to host a TRIATHLON CANADA or ITU event must be submitted by the deadline set out by TRIATHLON CANADA. Bids shall follow the form set out in Appendix A to this document.
2. Both the Provincial Sport Organization (PSO) and the Local Organizing Committee (LOC) must be in good standing with TRIATHLON CANADA. The LOC must be in good standing with its PSO. Good standing means all outstanding sanction fees, membership fees or other obligations to TRIATHLON CANADA or the PSO have been met. In the case of a new LOC appropriate letters of reference must accompany bid.
3. A PSO will submit the bid to TRIATHLON CANADA on behalf of the LOC after the LOC has completed the provincial sanctioning requirements.
4. TRIATHLON CANADA shall set submission dates for the final receipt of bids for a given season. TRIATHLON CANADA will accept bids for future seasons at any time.
5. This document sets out the terms and conditions to be met by the LOC in respect of a bid to host a TRIATHLON CANADA Event. Any variations from the terms and conditions set out herein must be specifically agreed to by both parties. If the LOC is successful with its bid, the criteria together with the Bid Package submitted by the LOC form the contract between the LOC and TRIATHLON CANADA. The substance of the bid may not be changed without the express agreement of TRIATHLON CANADA.
6. All bids received become the property of TRIATHLON CANADA.
7. A successful bidding LOC will be invoiced for an event deposit payable to TRIATHLON CANADA in the sum equal to 50% of the base sanction fee or the entire spot fee. The event will be confirmed and added to the event calendar once payment is received. The deposit shall be forfeited if the event is canceled by the LOC.
8. The applicable sanction fees shall be paid to TRIATHLON CANADA by either the PSO or the LOC, less the deposit submitted with the bid, no later than 60 days after the event.
9. Canadian events approved for 2017 national calendar are listed in APPENDIX C
10. Canadian Championship events and Canadian Qualifying events open and available for the 2017 national calendar are listed in APPENDIX D.

3. BID ASSESSMENT

TRIATHLON CANADA shall assess bids taking into account, but not limited to, the following criteria:

Primary Considerations

1. Event Sustainability – Established events that have the recognized resources to develop to a Canadian Championship and/or Canadian Qualifying standard.
2. Race Director/LOC Skill – Quality focused race organization that has a proven track record of working in collaboration with the PSO and TRIATHLON CANADA in the staging of successful events

3. Race Director/LOC Commitment – Recognition and enforcement to conduct the event according to the TRIATHLON CANADA rules governing the conduct, format, distances, number and eligibility of entrants in the event, ITU Competition Rules, the ITU Event Organizers' Manual, and the important role undertaken by Technical Officials in the staging of successful events
4. Race Director/LOC Technology – Official timing and placing equipment and software that will time, rank and place all Event finishers and supply as such to TRIATHLON CANADA within one hour following the completion of the Event. An age adjusted set of age group results must be provided for age group qualifying events.
5. National Sponsorship Exposure and Provisions as a TRIATHLON CANADA Series Event – Be prepared to be included in a TRIATHLON CANADA Series event, permitting TRIATHLON CANADA Series national sponsorship partners to receive full branding and sponsorship exposure opportunity. Including signage and exposure opportunities on finish chute, finish arch, field of play, transition area, entry forms, website and race day acknowledgements. In addition, be prepared to receive and use exclusively (if supplied), TRIATHLON CANADA Series swim caps, t-shirts, national magazine advertising, web recognition and national acknowledgement.
6. National Sponsor Sampling – Be prepared to provide sampling opportunities to TRIATHLON CANADA sponsors at the race venue, expo and race kits
7. National Media & National Sponsor Servicing – Be prepared to develop the provisions necessary to accredit and service national media and public relations, where applicable. In addition, ensure every effort in meeting the demands of national sponsors and national suppliers.
8. Race Director/LOC Sport Development Focus – Race organizations that are prepared to assist in the development of sport by agreeing to stage Kids of Steel (KOS) events and/or other development initiatives that promote Triathlon as a viable lifestyle activity in all regions of Canada.
9. Quality Competition – Events that will attract the best athletes, in quality head to head competition racing
10. Membership Concentration – Events that provide competition opportunities for the majority of members
11. Physical suitability of the proposed site for an event sanctioned by TRIATHLON CANADA. Consideration will include, but not be limited to: regional significance, sport tourism destinations, the experience of the LOC, the suitability of the course; travel and accommodation access; the ability to satisfy marketing and sponsorship commitments and water and terrain quality.
12. Township and Community support and enthusiasm, for hosting such an event as well as the allocation of special venues and VIK support from the host community.
13. Providing a national equality of national competition opportunity from coast to coast across Canada



14. Such other factors as TRIATHLON CANADA may deem relevant to the ability of the LOC to stage a Canadian Championship or Canadian Qualifying Event.

4. BID STRATEGY

1. Canadian Championships - Canadian Sprint Triathlon Championships (Draft Legal event)
Canadian Standard Triathlon Championships
Canadian Long Distance Triathlon Championships
Canadian Cross Triathlon Championships
Canadian Sprint Duathlon Championships (Draft Legal event)
Canadian Standard Duathlon Championships
Canadian Winter Triathlon Championships
Canadian Aquathlon Championships
Canadian Aquabike Championships
Canadian Paratriathlon Championships
2. PSO Regions -

Atlantic	NFL/PEI/NB/NS
Central	QC/ON
Mid-West	MB/SK
West	AB/BC
3. Canadian Qualifying Event Rotate within specific Regions, where sustainable and possible. Central Region will host a Canadian Championship or Canadian Qualifying Event each year in each province.
4. Stage a Kids of Steel (KOS) -Staged at each event in conjunction with Canadian Championship and Canadian Qualifying Events
5. ITU and CAMTRI Events- Host a minimum of 2 international events (CAMTRI, ITU World Cup or greater) each season.
6. Junior Series Events - Stage up to 5 Junior / Youth draft legal events with a mixed team relay event.

5. TERM & CONDITIONS

1. Upon awarding of a TRIATHLON CANADA Event, TRIATHLON CANADA shall appoint
 - A TRIATHLON CANADA Technical Delegate responsible for the event in respect of all technical matters relevant to the event; AND
 - A TRIATHLON CANADA Liaison or staff person responsible for planning, marketing, sponsorship, and administrative matters relevant to the event.
2. The TRIATHLON CANADA Technical Delegate and TRIATHLON CANADA Chief Executive Officer shall have final authority with respect to their respective areas.

3. The LOC will make all best efforts to provide services and a website in both official languages, French and English.
4. The LOC will follow all the requirements and protocols in the ITU ORGANIZER'S MANUAL. Any modification to these requirements must be negotiated with the Technical Delegate and Board Liaison.
5. The LOC will provide:
 - a comprehensive security plan covering all athletes' equipment from time of check-in to the time of pick up;
 - a venue branding plan to the TRIATHLON CANADA designate to ensure all sponsors, including TRIATHLON CANADA Series' sponsors, receive appropriate exposure according to the event branding guidelines provided by TRIATHLON CANADA;
 - At its own expense, all necessary venues, locations, facilities, permits, licenses, approvals, equipment, supplies, services, personnel, officials, volunteers, hosting expenses and any other expenses associated with the event;
 - Ground transportation and accommodations for the Technical Delegate(s), Team Leader and Race Referee. The LOC must include the entire officiating team in the event volunteer plan - provide a t-shirt, on-site feeding and accommodations. National and international events require a significant number of officials (20+). The LOC may be responsible for expenses incurred by the host Provincial Sport Organization (PSO) to have the appropriate number of local/provincial officials on site. Contact your PSO for this information.
6. TRIATHLON CANADA shall arrange any doping control required. The Technical Delegate shall provide direction to the LOC with respect to doping control. The LOC will provide appropriate facilities and personnel under the TD's direction and will refrain from interference in Doping Control. Facilities required include a dedicated secure area (including washroom) for selected athletes to provide a sample and sufficient sealed liquid refreshments for all tested athletes. Personnel required include one adult chaperone per athlete to be tested, and of the same sex as the athlete. Exact numbers required will be announced by TRIATHLON CANADA prior to the event. The LOC will include on its athlete waiver to be signed by each competitor: "I recognize that I may be subject to drug testing as provided for by TRIATHLON CANADA's agreement with the Canadian Centre for Ethics in Sport." This applies to *all* competitors. TRIATHLON CANADA recommends the LOC include consent to receive medical treatment on its athlete waiver.
7. The LOC will ensure that TRIATHLON CANADA is acknowledged as the governing authority of the event in all announcements, advertisement, materials, event specific clothing, promotion, or other media related to the event and prominently display the TRIATHLON CANADA logo in all advertising and promotion.
8. The LOC will include a designate from TRIATHLON CANADA and from its own PSO, should the PSO desire, in all ceremonies, social functions and presentations of athlete awards. The awards ceremonies must be rehearsed and follow the protocols in the Event Organizer's Manual.



9. For Canadian Championship events, the LOC must present official TRIATHLON CANADA medals to the top three finishers in each category at the event's official awards ceremonies. These medals will be provided to the LOC. The LOC will be responsible for customizing the medal with the date and place. For qualifying events, the TRIATHLON CANADA logo must appear on any medal/award or lanyard presented to podium athletes at the LOCs own cost.
10. TRIATHLON CANADA may provide swim caps at some triathlon championship events. The LOC must provide swim caps, including the TRIATHLON CANADA logo and a design approved by the Technical Delegate, at national events where TRIATHLON CANADA does not supply a swim cap.
11. The LOC will employ a chip timing company who can provide results immediately following the event in a format specified in the ITU Event Organizers Manual. The timing company must also generate an age adjusted set of results as if the event was taking place on Dec 31 of the following year in order to identify qualifying athletes for the ITU World Championships. These electronic files must be provided to TC within an hour following the event.
12. The LOC will post on their website and advertise all information provided by TRIATHLON CANADA regarding Age Group World Championship qualification.
13. The LOC of the Canadian Triathlon Championships will work cooperatively with TC to provide a venue and plan for the annual TRIATHLON CANADA Awards ceremony, if applicable.
14. The LOC will incorporate a Junior / Youth Mixed Relay and Paratriathlon competition into the Canadian Triathlon Championships.
15. The LOC agrees to indemnify, defend and hold TRIATHLON CANADA, its sponsors, and every officer, director, employee, contractor, volunteer, representative or agent of TRIATHLON CANADA harmless from and against any and all damages, losses, actions and liabilities whatsoever and from all costs and expenses incident thereto (including, but not limited to, attorney fees, arising directly or indirectly from the actions or omissions of the LOC, its agents, representatives, sponsors, contracted person or entities, volunteers or others involved with the conduct of the event) in relation to the sanctioned event.
16. This contract is entered into by the parties under the laws of British Columbia.

6. SPONSORSHIP / MARKETING RIGHTS AND RESPONSIBILITIES

1. TRIATHLON CANADA retains all marketing, sponsorship, media, copyright and commercial rights to TRIATHLON CANADA Events and warrants that it has the right to assign rights, privileges and grant permission to use, to the local organizing committee (LOC), the following:
 - local event advertising
 - sponsorship rights (except those of TRIATHLON CANADA suppliers and sponsors)

- tour / travel and hospitality rights
 - national grants and service support (Note: TRIATHLON CANADA will recover actual expenses incurred in servicing an event (officials accommodation and transportation etc.) through holding back grant money where applicable).
 - exhibition space revenue (except TRIATHLON CANADA suppliers and sponsors)
 - event merchandising not in conflict with TRIATHLON CANADA uniform and apparel suppliers and sponsors.
2. TRIATHLON CANADA retains the right to solicit Naming Rights, Presenting sponsors and other sponsors for its championship events. In this case, the Canadian Triathlon Championships will be referenced in conjunction with the Naming Rights and Presenting sponsors in all marketing and communications. Additional sponsors will also be referenced accordingly. TRIATHLON CANADA may assign the right to the LOC to solicit Naming Rights sponsor. The proceeds from a naming sponsor will be negotiated and shared based on an appropriate and fair formula relevant to the particular sponsorship.
 3. The LOC cannot accept sponsors that conflict with TRIATHLON CANADA's Sponsors and Official Supplier Sponsors (see Appendix B) (herein after "Sponsors") without the written permission of TRIATHLON CANADA. The LOC will provide full cooperation and support to TRIATHLON CANADA and its Sponsors in executing these marketing rights at the particular event. Should TRIATHLON CANADA be in advanced negotiations with a Sponsor, both TRIATHLON CANADA and LOC will act reasonably and in good faith in keeping the category or categories open until such time as either the Sponsor is confirmed or it is determined the partnership will not be completed in time for the Canadian National Championships event. It is further confirmed that TRIATHLON CANADA sponsors may secure exclusivity in supplier categories that are directly integrated in the Canadian National Championships event such as hotel and accommodation. For example purposes, the LOC must then use the TRIATHLON CANADA hotel and accommodation sponsor for the event.
 4. In the event that TRIATHLON CANADA obtains a sponsor after the awarding of an event, TRIATHLON CANADA cannot impose the sponsor on the LOC; however, the LOC agrees that it will try to find common ground with TRIATHLON CANADA and the Sponsor and resolve the issue in a timely manner that is beneficial to both parties.
 5. TRIATHLON CANADA shall provide the LOC with all relevant information about a Sponsor or Sponsor category pertinent to the event within 60 days of the awarding of the sanction or the signing of the new Sponsor.
 6. In the event that a TRIATHLON CANADA Championship event shares a venue with an INTERNATIONAL TRIATHLON UNION event a branding and marketing plan will be negotiated with representatives of TRIATHLON CANADA, ITU and the LOC.
 7. The LOC may use other entities to assist in the conduct of the event or the promotion and sale of marketing properties, subject to the approval of TRIATHLON CANADA which approval shall not be unreasonably withheld. The names of these entities shall be supplied to TRIATHLON CANADA at the time of the bid. Should the LOC desire to engage other entities after awarding of the sanction, the LOC shall obtain TRIATHLON CANADA's approval which approval shall not be unreasonably withheld prior to the commitment.

8. The LOC will execute a promotion and publicity campaign for the event as agreed to by TRIATHLON CANADA. This will include the appointment of a media coordinator for the event to work in conjunction with TRIATHLON CANADA.
9. LOC's shall provide TRIATHLON CANADA's Sponsors with:
 - free event standard size booth, in a high demand and prominent area, for the purposes of display and sale of product
 - free advertisement page (four color if available) and a logo on the cover of official event program if such a program is published
 - logo identification on event website
 - logo identification on entry forms, press release, advertising, results and any official print material
 - the rights to distribute premiums at the event at no charge as agreed to
 - the right to participate in the presentation of awards at the awards ceremony.
 - fifteen tickets to viewing areas (if tickets are used or sold).
 - four tickets to all social events (if tickets are used or sold)
 - signage (supplied by sponsor) in prominent locations including the race finish area, transition area, swim area, swim finish and any other areas determined. If sponsors are not available to place signs, this shall be the responsibility of the LOC following the approved branding plan.
 - category exclusivity unless otherwise approved by TRIATHLON CANADA.
10. TRIATHLON CANADA may offer a Sanctioned Event the opportunity to be included on a "National Series". LOC's will be informed of the responsibilities and benefits entailed and if there are additional responsibilities involved that the LOC is not prepared to meet, the LOC may decline to be included in the series.
11. The LOC cannot accept sponsorship from alcohol, tobacco or related sponsors.
12. The LOC agrees that TRIATHLON CANADA has the right to market and sell merchandise at the event and at all associated activities specifically for the purpose of raising revenues for TRIATHLON CANADA, at no cost for booth or display space.

7. TELEVISION AND ALL MEDIA RIGHTS

1. TRIATHLON CANADA retains the exclusive copyright and property in television and all media rights to a TRIATHLON CANADA sanctioned event. TRIATHLON CANADA may at its sole discretion assign television rights to the event to the LOC where the LOC agrees to:
 - Cover all costs associated with the television production; a minimum of 3 TV cameras is required to cover the event.
 - The LOC is responsible to provide suitable transport for the TV crew on site (e.g. motorcycles, motorcycle drivers and extra helmets; helicopter, golf carts etc.).
 - The LOC shall cooperate with TRIATHLON CANADA to ensure that:



- TRIATHLON CANADA Sponsors have a first opportunity for 60 days to purchase television broadcast spot (s) through a designated network;
- TRIATHLON CANADA Sponsors have the first opportunity for 60 days to purchase opening and closing billboards from the LOC at fair market value.

8. AGE-GROUP NATIONAL TEAM SIGN-ON PROCESS

1. TRIATHLON CANADA will provide the necessary athlete information with respect to team membership for inclusion in the LOC:
 - Registration information required including Annual Provincial Membership Number and whether the athlete is a Canadian Citizen or Permanent Resident
 - Event website
 - Athlete information package
2. The LOC will provide results within 24 hours of event sorted by the athletes' age as of the 31st of December in the year of the World Championship being qualified for.

9. CANADIAN CHAMPIONSHIPS

The following terms and conditions apply to the specific National Championship identified.

1. Canadian Triathlon Championships

- The Senior, U23, Junior and Youth competition must be draft-legal with separate starts for the men and women's elite competition. The start times must ensure the men and women will not be on the bike course at the same time, and the bike course is closed to all vehicle traffic for the duration of the bike leg. This timing must be approved by the TRIATHLON CANADA Technical Delegate prior to publishing. The ITU Event Organizers Manual must be adhered to.
- The LOC shall:
 - ensure that each athlete entered in Youth and Junior draft-legal events are draft legal certified before accepting them into the race.
 - provide a minimum of \$10,000 in prize money to be divided equally between the Senior men and the Senior women in amount and depth. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.
 - provide the ITU LOC Requirements for hosting an ITU or CAMTRI elite level event to be held in conjunction with the Canadian elite championships.
 - provide host hotel accommodations for 12 room nights at the host hotel at no charge to TRIATHLON CANADA.
 - Provide complimentary entry to a maximum 5 Senior men and 5 Senior women, to be allocated at the discretion of TRIATHLON CANADA
 - Produce all promotional material in the following format: *"Title Sponsor, Year Canadian Triathlon Championships/ Championnat Canadien de Triathlon"*.

- Provide a suitable meeting/office room for fifteen (15) attendees to conduct operational meetings starting three days prior to competition at no cost to TRIATHLON CANADA. This room must have phone, wireless internet and access to photocopying and be located in proximity to the venue.

2. CANADIAN JUNIOR TRIATHLON CHAMPIONSHIP & NATIONAL JUNIOR SERIES (16-19 years)

- Junior -Sprint Distance (750m swim, 20 km bike, 5km run)
- Age as at 31st in the year of competition
- The Junior competition at this event must be draft-legal with separate starts for the men and women's junior competitions. The start times must ensure the men and women will not be on the same section of the bike course at the same time, and the bike course is closed to all vehicle traffic for the duration of the bike portion. This timing must be approved by the TRIATHLON CANADA technical Delegate.
- Age as of December 31 in the year of competition
- The LOC shall:
 - ensure that all junior athlete's entered are draft-legal certified (Reference: Feb. 2000 Board meeting)
 - Produce all promotional material in the following format: *"Title Sponsor, Year Canadian Junior Triathlon Championships/ Championnat Canadien de Junior Triathlon"*.
 - Schedule and stage a Mixed Team Relay, as per ITU rules (ie 200-250m Swim/5-6.6K Bike/1.2-1.6 K Run, no sooner than 24 hours after the Canadian Junior Championships. This event will allow Provincial Teams consisting of both youth and junior athletes to participate on teams submitted by the PSO head coach.

3. CANADIAN YOUTH TRIATHLON CHAMPIONSHIP (13-15 years)

- Youth – Super Sprint Distance (250m-500m Swim/6.5k-13k Bike/1.7-3.5K Run)
- Age as of December 31 in the year of competition
- The Youth competition at this event must be draft-legal with separate starts for the men and women's Youth competitions. The bike course is closed to all vehicle traffic for the duration of the bike portion. This timing must be approved by the TRIATHLON CANADA Technical Delegate.
- The LOC shall:
 - ensure that all Youth athletes are draft-legal certified (Reference: Feb. 2000 Board meeting)
 - Produce all promotional material in the following format: *"Title Sponsor, Year Canadian Youth Triathlon Championships/ Championnat Canadien de Jeunesse Triathlon"*.

4. Canadian Duathlon Championships

- The elite competition (if held) at this event must be draft-legal with separate starts for the men and women's elite competition. The AG sprint race is also draft-legal.
- The LOC shall:

- ensure that any Junior athlete entered in a draft-legal event are draft-legal certified (Ref. 1999 Mid-winter Board meeting)
- If possible, provide **prize money (suggest \$5000)** to be divided equally between the men and the women in amount and depth. The prize money amount must be approved and confirmed by TRIATHLON CANADA prior to publishing on the event website. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.
- Produce all promotional material in the following format: *“Title Sponsor, Year Canadian Duathlon Championships/Championnat Canadien de Duathlon”*.

5. Canadian Long Distance Triathlon Championships

- The LOC shall, if possible, provide **prize money (suggest \$5000)** to be divided equally between the men and the women in amount and depth. The prize money amount must be approved and confirmed by TRIATHLON CANADA prior to publishing on the event website. The prize money shall be delivered to TRIATHLON CANADA at least 60 days prior to the event, unless otherwise expressly agreed by TRIATHLON CANADA and the LOC.

6. Canadian Aquathlon and Aquabike Championships

- There is no requirement for prize money for this event
- Contact TRIATHLON CANADA to enquire on available qualifying spots

7. Canadian Winter Triathlon Championships

- There is no requirement for prize money for this event
- There are qualifying positions associated with this event, however limited supports will be provided to athletes planning to attend the ITU World Championships at this time.

8. Canadian Cross Triathlon Championships

- There is no requirement for prize money for this event
- There are qualifying positions associated with this event, however limited supports will be provided to athletes planning to attend the ITU World Championships.

9. ITU and CAMTRI Events

- Prize Money is set by contractual obligations with the ITU and/or CAMTRI.
- There will be a TRIATHLON CANADA sanction fee of \$3000 base fee, \$15 per athlete plus a share of any hosting grants to cover the actual costs of the officials. Where an international event also hosts a TRIATHLON CANADA events, only one base fee will be charged.

10. AGE-GROUP NATIONAL TEAM POSITIONS AND EVENT SANCTION FEES

1. Age Group National Team Positions

For competition at the World Championships, Canada can send up to 20 athletes per age category (25 if Canada is the host nation). Standard and longer distance categories start at 18-19; 20-24; 25-29; 30-34 and so on. Sprint Distance categories start at 16-19, 20-24, 25-29, 30-34 and so on in five year increments. Team Positions are selected one year in advance of the ITU World Championships.

2. Qualifying Spots

If an event has one spot, the first place person in every age category would qualify for the team. If they have 5 spots, the first 5 finishers in each category would earn a spot on the team.

Event	Number of Qualifying Spots – Age Group
Canadian Championship	10 x age group spots per category.
Qualifying events	10 spots are available nationally. An event may bid to host up to 5 spots.

3. ITU and CAMTRI sanctioned events in Canada

Hosting ITU and CAMTRI events in Canada will be at the discretion of TRIATHLON CANADA and within its international event hosting plan. There will be a TRIATHLON CANADA sanction fee of \$3000 base fee, \$15 per athlete plus a share of any hosting grants to cover the actual costs of the officials. Where an international event also hosts a TRIATHLON CANADA event(s), only one base fee is applicable.

4. Sanction Fees

EVENT	SANCTION FEES	Responsibility/Sanctioning
Triathlon Championships	\$3000 base fee + \$10 per participating athlete	TC, PSO
Triathlon Series Events	\$500 per spot + \$10 per participating athlete	TC, PSO
Junior Series Events	\$1000 base fee + \$10 per participating athlete	TC, PSO
Multisport Championships: Long Distance Triathlon Championships, Duathlon Championships, Cross Championships, Aquathlon	\$1000 base fee + \$10 per participating athlete	TC, PSO

Championships, Aquabike Championships, Winter Triathlon Championships		
Multisport Qualifying spots LD Triathlon; Sprint Duathlon; Standard Duathlon; Cross Triathlon; Aquathlon; Aquabike	\$250 per spot	PSO
ITU / CAMTRI events	\$3000 base fee + \$10 per participating athlete + share of hosting grants to cover technical officiating costs.	TC, PSO

- LOCs hosting multiple events will only be charged a single (largest) base fee.
- LOCs will be invoiced for an event deposit to confirm the event on the TC calendar. It will consist of 50% of the base fee or the entire spot fee.
- The “per participating athlete” fee will be invoiced post-race and be based on the official final results.
- Events hosting qualifying events which are not subject to a “per athlete” fee, will be sanctioned a run solely by the host province following ITU Competition Rules.
- TRIATHLON CANADA will assign all triathlon standard and sprint age group spots to events with large competitive fields. These events will be part of a Series.
- All Age Group Championship events include 10 spots to the ITU Age Group World Championships in the following year. Results are age adjusted to the year the World Championship.
- All national events must meet standards described in the bid criteria document including completing the host PSO sanctioning process and following the ITU Event Organizer Manual.
- Race Day insurance fees cannot be charged to entries where the participant is a member in good standing of TRIATHLON CANADA and/or its provincial affiliates.
- NO SANCTION FEES WILL BE COLLECTED BY TRIATHLON CANADA FOR EXPENSES INCURRED BY THE HOST PSO. These fees must be invoiced and collected separately by the PSO.

11. PRIZE MONEY DISTRIBUTION GUIDELINES

1. Introduction

- The Prize Money Percentages were created to provide a fair and equitable formula to distribute prize money to athletes.
- If an Event Organizer wants to modify these percentages, they must apply in writing to TRIATHLON CANADA. If the modification is approved, it must be posted on the Event’s webpage.

- The amount and depth of prize money must be equal for women and men. There is no modification to this.

2. Prize Money Breakdown

- See The ITU Competition Rules for detailed prize money percentages to be paid out to the top performers. For an easy tool to calculate the prize percentage based on the event prize money visit www.triathlon.org.



APPENDIX A – Event Hosting Application Form

- The offer to host a Canadian Championship and/or Canadian Qualifying Event shall be submitted in the format set out on the forms provided on the next three pages. Referencing an event website or sharing through documents through online storage is acceptable in providing support for your bid.
- Please provide this application in an electronic format. This application must be submitted by the Provincial Governing Body of the host province and therefore must receive prior approval and support from said PSO.
- PSO's must email this application directly to the TRIATHLON CANADA Chair of Events and Technical:
DAVID MARKHAM dmarkham@shaw.ca
- Mail a copy directly to:
TRIATHLON CANADA
Unit 121 – 1925 Blanchard Street
Victoria, British Columbia, V8T 4J2
Email: info@triathloncanada.com
- Incomplete applications will not be considered.



TRIATHLON CANADA Bid Document
Offer to host Canadian Championship and/or Canadian Qualifying Event

The Offeror, as identified below, hereby offers to host the following named Event upon the terms and conditions set forth in the document "Criteria for Hosting Canadian Championship, Canadian Qualifying Events & ITU Events In Canada" and as set out in this Offer to Host:
Event(s) _____

Name of Race Director/ LOC Chair ("the offeror"): _____

Contact Address: _____

City/Province: _____ Postal Code: _____

Phone #: (Res.) _____ (Bus.) _____ Fax #: _____

Email: _____

Event Location: _____ Date: _____

Alternate Dates (1) _____ (2) _____

Event Website: _____

The offeror accepts the conditions of this agreement with the following exceptions (if any):

Date

Race Director / Local Organizing Committee Chair

TRIATHLON CANADA:

(1) accepts the offer as proposed

OR

(2) accepts the offer as proposed, subject to the agreement by the offeror to the following terms and conditions:



Dated _____

CEO, TRIATHLON CANADA _____

Chairperson, Events Committee _____

TRIATHLON CANADA Bids Checklist for ITU/CAMTRI/ TC Championships and Series Events

Bids should address the items on the checklist below. Qualifying events do not need to complete this checklist, but follow the PSO sanctioning process. If you require assistance to complete a bid or have any inquiry requiring the bid contact the Events and Technical Chair: David Markham at dmarkham@shaw.ca or call 1-204-688-4112.

	Information	Details	✓
A	Event Information	Event Name & Location	
		Map of site	
		Maps of course & transition	
		Course Description	
		Accommodation information	
		Closest Airport	
		Local Transportation Plan for athletes	
		Suggested Date / Other possibilities	
		Tentative Event Schedule	
B	Course Lay-out	Transitions & flow diagram	
		Info on swim / surf, depth, waves, water quality	
		Finish area design	
		Course dimensions of swim, bike & run	
		Laps of swim, bike and run	
		Surface description	
		AWAD friendly	
		Spectator Considerations	
		Accessibility	
C	Course Control	Road Closures / permits	
		Police Monitoring	
		Traffic Patterns	
		Hazards	
		Security / Accreditation	
D	Draft Media & Promotions Plan	Local and National marketing plan	
		Provisions for televising event	
E	Plan for Officials	Accommodations	
		Ground Transport	
		Motorbikes / Boats	
		Dedicated Radios	
		Provision for officials and Rule Enforcement	

F	Budget Information	Predicted revenues & expenses	
		Sponsorship, grant predictions	
G	Sponsor Information	Ensure no potential conflicts with TRIATHLON CANADA sponsors	
		Commitment to work in partnership with TRIATHLON CANADA and its sponsors and government funding agencies in producing the event and satisfying all marketing, sponsorship and other commercial obligations.	
H	Letters of Support	Provincial Governing Body	
		Municipality & other government	
I	Committee	Names and Positions of key event organizers including Competition Manager or Event Director	
		Names of and positions of committee members.	
		Summary of previous hosting experience	
J	Medical Plan	(As per Event Organizers Manual)	
K	Communications Plan	(As per Event Organizers Manual) Radios / Cell phones	
M	Exceptions	ANY EXCEPTIONS DESIRED BY THE LOCAL ORGANIZING COMMITTEE TO THE TERMS AND CONDITIONS SET OUT IN THE <u>CRITERIA FOR HOSTING NATIONAL CHAMPIONSHIPS AND NATIONAL QUALIFYING EVENTS</u> MUST BE NOTED IN THE BID	



APPENDIX B - TRIATHLON CANADA Charter Sponsors and Official Supplier Sponsors

- Eyewear – ZIZU Optics
- Casual Apparel & Footwear (TBA)
- Competition Apparel - Project
- Travel & Accommodation – Flight Centre
- Coaching/Training Software – Training Peaks
- Wetsuit & Aquatic Equipment (TBA)
- Bicycle & Bike Equipment (TBA)
- Time/Heart Rate/Training Aids (TBA)
- Motor Vehicle (TBA)
- Financial Institution (TBA)
- Legal Services (TBA)
- Real Estate (TBA)
- Snack Food (TBA)
- Energy (TBA)

The LOC cannot accept sponsors that conflict with TRIATHLON CANADA's Sponsors and Suppliers Sponsor, (hereinafter "Sponsors") without the written permission of TRIATHLON CANADA.

Interested LOCs and PSOs should contact the CEO of TRIATHLON CANADA for details and/or to apply for permission.

APPENDIX C – National & International Events Confirmed

- 2017 ITU Winter Triathlon World Cup and Canadian Championships – QUEBEC CITY, QC – Feb 25/26
- 2017 Canadian Standard Distance Triathlon Championships – OTTAWA, ON – June 17/18
- 2017 Canadian Sprint Distance Triathlon Championships – OTTAWA, ON – June 17/18
- 2017 CAMTRI Cup – OTTAWA, ON- June 17/18
- 2017 CAMTRI Junior Championships – MAGOG, QC – July 14/15
- 2017 Canada Summer Games – WINNIPEG, MB – July 27 – August 4
- 2017 ITU World Triathlon Series – EDMONTON, AB – July 29/30
- 2017 ITU World Triathlon Series – MONTREAL, QC – August 5/6
- 2017 ITU Multisport World Championships – PENTICTON, BC –August 18-27

APPENDIX D – Qualifying Events Available

- 2017 Canadian Triathlon Series Races – Sprint Distance Triathlon (Draft Legal)
- 2017 Canadian Triathlon Series Races – Standard Distance Triathlon
- 2017 Canadian Long Course Triathlon Championships
- 2017 Canadian Duathlon Championships
- 2017 Canadian Aquathlon Championships
- 2017 Canadian Cross Championships
- 2017 Canadian Aquabike Championships
- 2017 Canadian Qualifying Race – Long Distance Triathlon
- 2017 Canadian Qualifying Race – Standard Distance Duathlon
- 2017 Canadian Qualifying Race – Sprint Distance Duathlon (Draft Legal)
- 2017 Canadian Qualifying Race – Cross Triathlon Standard
- 2017 Canadian Qualifying Race – Aquathlon
- 2017 Canadian Qualifying Race – Cross Triathlon
- 2017 Canadian Qualifying Race – Aquabike
- 2017 Canadian Qualifying Race – Winter Triathlon

2018> – all events