



## **HOSTING & BID GUIDELINES**

### **ROWONTARIO Provincial Rowing Championships Regatta**

#### **Introduction**

ROWONTARIO is a self-governing, not-for-profit organization formally recognized by the Ministry of Tourism, Culture and Sport as the governing body of amateur rowing in Ontario. The primary function of ROWONTARIO is the development of athletes, coaches and umpires. ROWONTARIO's vision is to be a national leader in providing rowing programs and governance services that support members to achieve organization and individual excellence. Through the concentrated effort on specific pillars and the strengths of the people committed to ROWONTARIO, we will achieve our vision by 2020. The ROWONTARIO property events, including the Provincial Rowing Championships, represent a significant opportunity to achieve that vision in service of our member clubs, athletes, coaches and umpires.

This document constitutes a Request for Proposal (RFP), which specifies ROWONTARIO's requirements for a host for the ROWONTARIO Provincial Rowing Championships (PRC). The first part of this document sets the framework for hosting the PRC and the second part outlines the bid process. An Organization (to be defined as the Host) interested in hosting the PRC must be familiar with the RCA Rules of Racing, as well as the safety and staging requirements outlined in the RCA Event Sanction Policy.

Information about your Organization as well as your hosting plan should be included in your submission. All pricing information should be fully disclosed, with all charges clearly defined. Please feel free to address any additional services not specifically mentioned in this RFP that may be of potential benefit to ROWONTARIO.

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#### **OBJECTIVE**

The objective of this RFP is to select a host for the ROWONTARIO Provincial Rowing Championships.

#### **TERMS OF CONTRACT**

ROWONTARIO is seeking a three (3) year hosting agreement (2018-2020, inclusive), commencing March 1<sup>st</sup>, 2018 and ending October 31, 2020, with an option to renew,

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pending agreement from both parties. Ninety (90) days written notice must be provided if either party wishes to terminate the agreement prior to the contract's expiry date.

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### **PART ONE: HOSTING AGREEMENT FRAMEWORK**

#### **1. HOSTING THE REGATTA**

##### **1.1 Hosting Eligibility**

Any Organization may apply to host the PRC provided the proposed venue fulfills the requirements outlined in this document. Member clubs/associations must be in good standing to apply.

##### **1.2 Date and Location of the Provincial Rowing Championships**

ROWONTARIO requires the PRC regatta to be held in the same location for three years to enable the host and ROWONTARIO to build on the success of each year's regatta and to maximize the ability of the host to create a legacy from hosting the PRC.

The PRC is a two-day regatta (Saturday and Sunday), and the course shall be exclusively available for practice rows on the Friday afternoon/evening, as well as before racing begins and after racing ends each day, time and conditions permitting.

The PRC is traditionally held on the last weekend of July, or the second-to-last weekend before the Royal Canadian Henley Regatta. However, ROWONTARIO is open to negotiating a date change (provided the regatta is held in July) to accommodate the most successful bid. Please note that selection could be based on course availability.

Please include dates for the 2018, 2019 and 2020 PRC as part of your proposal, including rationale for the date relative to the summer regatta calendar and your specific requirements as host.

##### **1.3 Organizing Committee**

Successful staging of the regatta requires close co-operation between the host and ROWONTARIO. The host shall appoint a Local Organizing Committee (LOC) that is based in the municipality of the venue. ROWONTARIO will appoint at least one representative to the LOC.

###### **1.3.1 LOC Meetings**

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The host shall have LOC meetings during the planning and preparation periods leading up to the regatta. The host shall advise ROWONTARIO of the date, time, location and agenda for all LOC meetings, and will provide a copy of the minutes of these meetings to the ROWONTARIO office. ROWONTARIO may choose to send a representative to these meetings.

### **1.3.2 Facility Test Walk-Through**

Authorized representatives of ROWONTARIO (Regatta Chair, Chief Umpire, and Sport Development Manager) and the host will conduct a walk-through of the regatta facilities and equipment (except start system) at a pre-arranged time on the Friday preceding the regatta to ensure all requirements as agreed to in the hosting agreement are in place. Any deficiencies observed during this walk-through will be remedied by the host by 8:00PM on Friday.

A test of the start system will be conducted by the host with the Regatta Chair and Chief of the Timing Team 1 hour before the first race on regatta days. Any issues preventing the proper use of the start system will be resolved by 15 minutes before the first race, and verified by subsequent testing by the host with the Regatta Chair and Chief of the Timing Team to ensure the start and timing system is in complete working order prior to the start of racing each day.

## **1.4 Hosting Agreement**

The host will be required to sign a three (3)-year Hosting Agreement that will formalize the commitments of ROWONTARIO and the host. The responsibilities of each party, as outlined in this document, will form the basis of the agreement. The target date to have this agreement signed is February 28<sup>th</sup>, 2018.

## **2. Host Club Responsibilities**

### **2.1 Risk Management & Safety**

The host shall ensure that the competition venue and regatta are in compliance with RCA Event Sanction and Safety policies, procedures and guidelines.

### **2.2 Facilities & Equipment**

In addition to the facilities and equipment stipulated in the RCA Event Sanction document, the host shall be responsible for providing the following facilities and equipment.

Please ensure your RFP specifically addresses how you plan to provide “adequate” services for an event this size, where appropriate. In 2017, 27 clubs participated in the PRC, including approximately 1000 athletes, at least 100 coaches, and an unknown number of spectators. It is ROWONTARIO’s goal to continue to grow the PRC throughout the term of this contract.

### 2.2.1 Course Requirements

- Traffic and warm-up patterns shall be clearly marked with large buoys, as directed by the Chief Umpire
- The standard minimum course length for hosting the PRC shall be a 2000m racing distance.
- The first 100m shall be marked by different coloured buoys than the rest of the course.
- The minimum number of lanes shall be seven i.e., six plus an “up” lane.
- The minimum lane width shall be 13.5m. A course with lanes 12.5m wide could be considered.
- A true Albano buoy system with buoy spacing every 10m is preferred. The minimum acceptable lane marking is seven lines for six racing lanes with buoys spaced 12.5m apart.
- No stream on the race course is preferred. Any stream existing should be so slight as to not give rise to unequal conditions on the different lanes.
- Equipment/facility to allow for proper alignment of crews by the judge at the start.
  - Start pontoons with adjustable fingers to allow the bows of boats of different classes to be aligned on the zero line so that each class races over 2000m exactly is preferred. An absolute minimum requirement is that in each race the boat bows can be aligned evenly. The start pontoons, therefore, would need to be designed to accommodate this requirement. A proper sighting device would need to be provided for the judge at the start/aligner.
- Timing system that will provide finish times for all competing crews. Automatic timing preferred i.e., Finish Lynx
- A starter’s tower located above and behind the start line is preferred. If this not available, then at an absolute minimum, sound speakers must be located on each starting platform to allow each crew to hear the start signal at the same instant. A light system, in conjunction with the audio system, is preferable over an audio only system.

### 2.2.2 Safety Equipment

- 6 Umpire Boats (wakeless launches preferred)
- 6 Safety Boats (zodiacs preferred) for regatta and practice times

### 2.2.3 Docking

- Adequate docking at primary launch and recovery site area
- Hot-seat dock, or a plan to accommodate hot-seating crews on the primary launch and recovery dock
- Dock at the finish line for medical personnel

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### 2.2.4 Additional Regatta Facilities

- Clearly identified area restricted to only registered athletes and coaches (minimum the launch/hot seat docks, weigh-in area, coach's meetings, and regatta office)
- Sheltered area with power for control commission
- Sheltered area for starters
- Sheltered area for finish line judges and timing team (ideally a finish tower)
- Sheltered and clearly marked areas for medical personnel in the designated participant area and at the finish line.
- Medical services tents must be clearly marked, and include a gurney, table and five chairs, as well as appropriate medical supplies and adequate capability to serve athletes e.g., cooler for water/ice

### 2.2.5 Regatta Administration Office

- A minimum 1,000 sq foot space for up to four (4) ROWONTARIO staff to work to address coaches' needs, as required
- Photocopying capabilities

### 2.2.6 Meeting Spaces

- Coaches' meetings
- Umpires' meetings
- Separate and confidential space to respond to issues as required, e.g., to address protests, medical emergencies, anti-doping procedures

### 2.2.7 Weigh-In Facilities

- Sheltered area for weigh-ins (if a tent, must have 4 tent walls)
- 3 tables with 2 chairs each
- 2 calibrated scales + 1 calibrated scale for coxswain dead weight. Weight readings must be in metric.
- Sand for coxswain weight, as well as bags and tape
- Master weights to verify scale calibration

### 2.2.8 Communication Services

- Access to hard-wired telephone and high-speed internet for safety, medical and weather information, and communication between the Regatta Office and timing/results team
- Public Address system covering the control commission and designated participant area

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- Public Address system covering the finish area
- A communication system allowing free communication between the start, finish, control commission, dock master, results/timing team, regatta office, Regatta Chair and Chief Umpire
  - C.B. radios required at Control Commission, Start and Finish
  - Radios must be able to transmit the full length of the course
- Radio communication between members of the Jury
- Designated area to post land and on-water traffic patterns

### 2.2.9 Sanitary Facilities and Washrooms

- Adequate sanitary facilities (e.g., hand wash stations) and washrooms at the start, finish and any dock areas
- Adequate sanitary facilities (e.g., hand wash stations) and washrooms at any designated participant and spectator areas

### 2.2.10 Waste Management

- Adequate garbage cans and recycling, if applicable, in all designated areas

### 2.2.11 Equipment Storage

- Adequate space for trailer parking (2017: 25 trailers) with adequate storage space for boats and oars (i.e., space around each trailer, boat and/or oar racks)
- Safe and secure storage for all ROWONTARIO regatta equipment and assets until such time the host is no longer the named host of the ROWONTARIO Championships Regatta.
  - ROWONTARIO regatta equipment and assets are to be used only at ROWONTARIO events unless otherwise permitted by ROWONTARIO.

### 2.2.12 Results Tracking and Presentations

- Medal presentation area, preferably at the finish area with docking facilities
- Designated area for results posting

### 2.2.13 Parking

- Adequate parking facilities for participants, volunteers, trailers, etc. as per section 2.4

### 2.2.14 Food/Beverage Services

- Adequate food/beverage for regatta personnel, including lunch and snacks/beverages throughout the day

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- At least two food vendors. If designated participant and spectator areas are separate, minimum one food vendor shall be located in each area.

### 2.2.15 Security

- Fully-trained night security staff from a recognized security company who understand their responsibility to provide security to boats and equipment belonging to member clubs

**These represent the minimum facilities and equipment that should be provided. The host shall ensure that adequate back-up equipment is available on site.**

**The host shall have an authorized representative on-site throughout the regatta who has the authority and ability to address any facility concerns as soon as they are identified by an authorized representative of ROWONTARIO.**

### 2.3 Volunteers

The host shall be responsible for securing all volunteer staff necessary for the safe and efficient running of the regatta, excluding umpires. The numbers below represent the number of volunteers required *per shift* (expect two shifts per racing day). This shall include:

- Set-up/Tear-Down staff
  - Control Commission set-up by 5:45am Saturday and Sunday
  - Start and Finish (including timing systems) set-up by 7:00 am Saturday and Sunday
  - Weigh-in centre accessible to umpires by 5:30 am Saturday and Sunday
- Medical staff
  - Must be on-site 60 minutes prior to the first race each day and remain on site until all crews have returned to the dock following the last race of each day. Note medical staff are required in two locations (in the designated participant area and at the finish line)
- 6 Boat Drivers for Umpire Boats
- 6 Boat Drivers for Safety Boats
- 6 Boat holders
- 1 Start Assistant
- 1 Finish Assistant
- 2 Weigh-In Assistants
- 4 Control Commission Assistants
- 1 Dock Marshall
- 1 Safety Officer
- 1 Volunteer Co-ordinator
- 4 Back-Up Timers

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- Additional Timing Staff as required by system
- 1 Runner – gas, food, etc.
- Adequate Parking staff/shuttle drivers (if required) for all designated parking areas
- Adequate Back-up Personnel for all positions described above

In the instance where the regatta is delayed to due inclement weather, host volunteers shall be available to allow racing to continue until 7:00pm each racing day.

### **2.4 Parking**

The host shall be responsible for providing adequate parking for trailers, spectators, athletes, umpires, volunteers, and coaches. ROWONTARIO shall be consulted regarding parking layouts and parking fees before being implemented by the host. These revenues, and any parking related expenses, shall be included in the final regatta report submitted by the host on or before September 1 each year of the regatta.

ROWONTARIO agrees to sanction any participants and/or the rowing club which they represent who do not follow specific parking and vehicle traffic plans implemented by the host and/or the host municipality and/or the venue authority when violators can be clearly identified.

### **2.5 Follow-up**

The host is required to submit a regatta follow-up report from the perspective of the host club outlining what worked, areas of concern, recommendations for future regattas and reporting on all other items referenced in the above framework.. This report shall be submitted to ROWONTARIO by September 1 of the regatta year.

As part of its final report, the host agrees to present a complete Statement of Income and Expenses which shall include all forms of income, including but not limited to: vendor fees, program sales, concessions, and parking revenues generated by the regatta and paid to the host.

## **3. ROWONTARIO Responsibilities**

### **3.1 Compliance**

- ROWONTARIO, in consultation with the host, will complete the Application for Regatta Sanction
- ROWONTARIO, in consultation with the host, will request the Certificate of Insurance from RCA, naming the host and any other required parties e.g., municipality
- ROWONTARIO shall ensure that all competitors are registered with ROWONTARIO and RCA and meet all other competition eligibility criteria



### **3.2 Regatta Personnel**

- ROWONTARIO shall appoint the Regatta Chair and Chief Umpire
- ROWONTARIO is responsible for the recruitment, travel, accommodation and assignment of umpires for the Championship regatta.
- Regatta Administration Office staff as required

### **3.3 Regatta Administration**

- ROWONTARIO will determine the list of events for the regatta and the progression system for racing.
- ROWONTARIO will be responsible for the distribution of entry information, the regatta draw, and regatta results.
- ROWONTARIO will be responsible for the collection of entries and entry fees ROWONTARIO shall supply the required number of Gold, Silver and Bronze medals.
- ROWONTARIO-appointed persons will award medals

### **3.5 Correspondence & Communications**

- ROWONTARIO will be responsible for information provided to host. ROWONTARIO shall approve any communication provided to the general public for the purpose of promoting the PRC e.g., invitations to dignitaries, media releases ROWONTARIO will produce a summary of entries and number of participants, as well as a summary of results

## **4. Finances**

### **4.1 Host Service Fee**

The host shall be entitled to receive a host service fee for hosting the regatta each year.

The total host service fee will be negotiated between ROWONTARIO and the host prior to signing the hosting agreement.

Any cost overruns on the operating expenses budget will be absorbed by the host. Any savings achieved on the operating expenses budget will be retained by the host.

ROWONTARIO agrees to cover any costs incurred by the host to provide additional items specifically requested by ROWONTARIO after the signing of the hosting agreement, not outlined in the hosting agreement.

The host service fee will be payable to the host in two (2) installments:

1. 50% on the regatta data
2. 50% upon receipt of the post regatta report

#### **4.2 Regatta Expenses (Operating)**

The following items shall be considered as regatta expenses included in the host service fee. (This list is intended to present examples and is not exhaustive. Final details will be negotiated between ROWONTARIO and the host.)

- Fuel and oil for motor boats
- Event personnel food/beverages – This shall include host volunteers, umpires and ROWONTARIO board members and staff
- Rental of essential equipment for the event
- Venue Security services
- Medical services
- Other items as agreed by both parties as outlined in the Regatta Operating Budget.

The host shall be responsible for all negotiations and final arrangements with the suppliers of all required goods and services. The host shall be responsible for the timely payment of invoices for all regatta related expenses presented by all suppliers as arranged and negotiated by host.

In the event the host does not fulfill its obligations as outlined in this agreement, the ROWONTARIO Executive Director and an approved representative of the host will negotiate and agree upon a discounted rate on the host service fee to compensate for not fulfilling all the obligations within the hosting agreement.

#### **4.3 Concessions & Vending**

ROWONTARIO reserves the right to itself vend or have its official apparel supplier vend ROWONTARIO-branded merchandise at its Championships.

Additional prospective on-site vendors shall negotiate terms directly with the host. Any revenues collected from these vendors shall be retained by the host. These revenues shall be included in the final regatta report submitted by the host on or before September 1 each year of the regatta.

*ROWONTARIO must approve all prospective on-site vendors before space is granted by the host.*

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The host shall have the right to sell regatta programs at a price agreed to by ROWONTARIO and the host. Proceeds from program sales shall be retained by the host. These revenues shall be included in the final regatta report submitted by the host on or before September 1 each year of the regatta.

ROWONTARIO will provide one complimentary copy of the race draw to each registered coach at the regatta for each day of racing.

### **4.4 Sponsorship**

The host will not procure any sponsorship for the PRC without the approval of ROWONTARIO. Revenue sharing of such an arrangement will be negotiated between ROWONTARIO and the host on a case-by-case basis.

ROWONTARIO reserves the right to solicit and obtain sponsorship and advertising agreements for the PRC. ROWONTARIO will support initiatives of the host to secure sponsorship and advertising agreements, but must be a signatory to any such agreements. Revenue sharing of such arrangements will be negotiated between ROWONTARIO and the host on a case-by-case basis.

### **4.5 Television**

The television rights to the ROWONTARIO Championships belong to ROWONTARIO, although they may be granted to the host/LOC upon request. If these rights are assigned to the host/LOC, ROWONTARIO shall be apprised of all negotiations and be a signing party of any agreement pursuant to such negotiations. ROWONTARIO and the host shall share any income arising from the sale of these rights.

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## **PART TWO: RFP PROCESS AND TIMELINES**

Member clubs/associations that bid to host the Provincial Rowing Championships do so with the understanding that the bid is to host the regatta for three (3) consecutive years. Bids received to host for any more or less than three (3) years will not be considered.

### ***December 22<sup>nd</sup>, 2017***

Bids to host the PRC for the years 2018-2020 (inclusive) must be submitted to the ROWONTARIO office by December 22<sup>nd</sup>, 2017. Bids must be submitted in electronic format, in a PDF file. In addition, five (5) hardcopies of the RFP must be submitted to the ROWONTARIO office by January 2<sup>nd</sup>, 2018.

Bids are to be sent to the attention of Andrea Miller, Sport Development Manager:

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ROWONTARIO  
19 Waterman Ave. Suite 206  
Toronto, ON M4B 1Y2

Email: [andrea@rowontario.ca](mailto:andrea@rowontario.ca)

Bidders are solely responsible for the method of conveyance of their proposal to the receiving point. If necessary, ROWONTARIO may request further information to supplement a submitted proposal.

ROWONTARIO reserves the right to accept any proposal submitted or to reject all proposals.

### ***January 12<sup>th</sup>, 2018***

ROWONTARIO to communicate to the successful Organization that they are invited to the interview/presentation stage of the selection process.

### ***Week of January 29<sup>th</sup>, 2018***

Interviews/presentations to the ROWONTARIO search committee. Interviews and presentations will only be conducted in person at the ROWONTARIO office in Toronto.

### ***Week of February 12<sup>th</sup>, 2018***

ROWONTARIO will notify the successful Organization and all respondents.

### ***February 28<sup>th</sup>, 2018***

Target signing date for three (3) year hosting agreement with the successful host.

### ***March 1<sup>st</sup>, 2018***

ROWONTARIO and successful host to release a joint press release notifying ROWONTARIO member clubs/associations of the location and date for the 2018-2020 (inclusive) Provincial Rowing Championships.

ROWONTARIO reserves the right to reject any or all submissions and to waive, modify or amend any requirements of the RFP.

### **Bid Documentation**

The awarding the bid will be based upon the bid documentation as received. As a minimum, bid documents should contain the following information:

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- Information about your Organization, including a detailed description of your abilities to host the PRC and information regarding any other rowing events you have hosted at the proposed venue;
- A detailed outline of the hosting fee for each year of the hosting agreement;
- A detailed operations budget for each year of the hosting agreement;
- All pricing information fully disclosed, with all charges clearly defined;
- Proposed dates for the 2018, 2019 and 2020 PRC, including rationale for the dates relative to the summer regatta calendar and your specific requirements as host;
- A proposed LOC structure, including the titles of the positions on the LOC and proposed meeting schedule;
- A completed RCA Event Sanction Application Form detailing your Organization ability to meet the minimum standard required by that document;
- For each item outlined in the framework, specifically address how your Organization plans to provide “adequate” services for an event this size, specifying relevant details as required i.e., number of required items, service schedule;
- A detailed, technical description of the regatta course and its installations, including buoy system, number of lanes, direction of the course in relation to the prevailing winds (include details on susceptibility to adverse wind conditions), start installation, timing and reporting equipment, docking facilities and medal presentation facilities;
- A plan of the regatta site showing the location of all buildings and structures, both permanent and temporary, defining their use during the regatta, as well as outlining areas that are restricted to registered athletes and coaches;
- A parking plan that outlines the location of designated parking areas for boat trailers and car-tops, regatta personnel, participants and spectators, as well as proposed parking fees and a detailed parking management plan;
- A description of the boathouse or boat storage area(s), including boat and oar capacity, security, and availability of shelter;
- An outline of the facilities available to participants, including changerooms, showers, toilets, hand washing stations, sheltered rest areas, and food services, as well as an outline of the facilities available to spectators;
- A description of the facilities available for the management of the event, including meeting areas, regatta office, control commission, media facilities, doping control facilities, and spectator facilities;
- A general description of the accommodations available and their proximity to the course, transit arrangements, and parking availability;
- Any other details that may assist your application;
- A cover letter signed by the President or Chair of the bidding Organization.

Questions regarding the hosting requirements and/or the bid process/requirements may be directed to Andrea Miller, Sport Development Manager, ROWONTARIO at [andrea@rowontario.ca](mailto:andrea@rowontario.ca) or 416-759-8405.