



**2024 WHEELCHAIR RUGBY CANADA NATIONAL CHAMPIONSHIPS
REQUEST FOR PROPOSAL**

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SECTION 1: BACKGROUND INFORMATION

The following section provides a high-level overview of the Wheelchair Rugby National Championships requirements. Please refer to the Wheelchair Rugby Canada Hosting Manual for a more in-depth and comprehensive breakdown on running a large-scale tournament, such as Nationals.

1. INTRODUCTION

The purpose of the Request for Proposals is to provide a guideline for interested members to submit their intention to host the 2024 Wheelchair Rugby National Championships. Please fill out this form, in its entirety, to the best of your ability. Wheelchair Rugby Canada understands that there may be some information that potential hosts will not be able to confirm at this point in time. This form is meant to showcase to WRC that interested parties could feasibly host a high-quality event with necessary facilities, with an emphasis on the safety of participants while also generating community interest and respectfully representing the Wheelchair Rugby Canada brand.

2. BID PROPOSAL

Wheelchair Rugby Canada (WRC) will accept bids for the 2024 Wheelchair Rugby National Championships until Friday, April 28, 2023. The Domestic Programs Committee (DPC) will, with WRC, utilize a scoring system to review and select a host, subject to WRC Board approval. In the event that there are changes to the format of the tournament, the contract would be revised, allowing the selected host first right of refusal to host the competition under the new parameters.

3. BACKGROUND and HISTORY

Wheelchair Rugby, originally named “Murderball,” is a Canadian Heritage Sport, having been invented in Winnipeg, MB, in 1977 by quadriplegic athletes Duncan Campbell, Gerry Terwin, Randy Dueck, and Paul LeJeune. The four athletes wanted a sport which would allow players with reduced arm and hand function to participated equally.

The Wheelchair Rugby National Championships is the highest level of domestic competition outside of international matches. The tournament typically consists of a two Divisions, competing concurrently over the span of three days. Nationals has been a regularly programmed event in Canada since 1979. A Division II competition was introduced in 2006. Link to archived hosts, Champions & Award Winners can be found [HERE](#).

The purpose of the Wheelchair Rugby National Championships is to provide high quality competition to provincial level athletes and to grow the sport of wheelchair rugby in Canada.

4. EVENT OWNERSHIP

WRC owns the Wheelchair Rugby National Championships while working in collaboration with the local Host Organization to ensure a successful event. Wheelchair Rugby Canada shall make all determinations of player eligibility and interpret the rules of the competition.

5. WRC GRANT

WRC will grant the selected Host Organization \$25,000.00 to aid in the cost of running this event.

6. DATES OF THE EVENT

The exact dates of the tournament in 2024 is not yet determined, however the event is typically hosted in late April or early May. Games will be played on Friday, Saturday, and Sunday, with classification taking place on the Thursday. The 2024 bid is open for the following dates:

- Thursday, May 2 – Monday, May 6, 2024
- Thursday, May 9 – Monday, May 13, 2024
- Thursday, May 16 – Monday, May 20, 2024

7. BID PROCESS

7.1 TIMELINES

The following is a schedule of activities which comprise the bid process. As needed, adjustments in the schedule and logistics may be made at the discretion of WRC.

All bids will be accepted until **Friday, April 28th, 2023, 5:00pm ET** to Meg Ritcey at meg@wheelchairrugby.ca. Upon receiving the bids, the Domestic Programs Committee (DPC) will review, score and compare bids. Based on this review, the DPC will evaluate all bids, and bring forth their recommendation to the WRC Board of Directors, who will then make the final decision.

Once a decision is made, WRC will advise the Host Organization of their winning bid, no later than **Tuesday, May 31st, 2023**. The Host Organization that is awarded the 2024 Wheelchair Rugby National Championships will be required to enter into a Hosting Agreement outlining the responsibilities of the Hosting Organization and WRC as applicable. WRC will publicly announce the upcoming year's Nationals & Logo at the 2023 Nationals Banquet.

7.2 RULES

All bids must meet minimum standards outlined in Section 10 of this document to host National Championships. In some instances, applicants may not be able to answer all questions outlined in the bid application, though they are encouraged to fill it out to the best of their ability. Applicants are highly encouraged to attach any required appendices to help support their bid. The DPC reserves the right to refuse any bid.

8. ROLES AND RESPONSIBILITIES

The success of the Wheelchair Rugby National Championships is dependent on the collaboration across multiple stakeholders. In an effort to provide clarity, listed below are some key deliverables against the appropriate stakeholders. A more thorough breakdown of roles and responsibilities can be found in the Hosting Manual.

8.1. WHEELCHAIR RUGBY CANADA

The responsibilities of WRC include, but are not limited to:

- Reviewing/ Approving bid applications
- Hosting Agreements
- Sanctioning the event and provide CGL insurance coverage
- Liaising with National sponsors/ National sponsor activation
- Provide the Host Organization with WRC-branded rugby balls

- Assign and pay Technical Delegate, Head Referee, and Head Classifier
- Support webcasting services

8.2. HOST ORGANIZATION

The responsibilities of the Host Organization include but are not limited to:

- Securing a safe and accessible venue with a minimum of two (2) courts
- Securing a host hotel
- Securing ground transportation between airport and host hotel, and if necessary, daily transportation between the host hotel and venue
- Arranging for daily lunches at the venue on the Friday, Saturday, and Sunday of competition
- Arrange for welding and wheelchair repair
- Arrange for daily First-Aid service at the venue
- Volunteer outreach and training

The above responsibilities are a launching pad for all necessary requirements at a Wheelchair Rugby National Championship tournament. Please refer to the Hosting Manual for an in depth break down of the event, including roles and responsibilities.

9. EVENT RIGHTS

9.1 SPONSORSHIP RIGHTS

The Host Organization is permitted to secure local sponsors to help offset the costs of executing the event.

Sponsors are not permitted in the categories that have WRC exclusivity, to be verified prior on annual basis.

9.2. BROADCAST AND STREAMING RIGHTS

WRC owns the broadcast and streaming rights to the Wheelchair Rugby National Championships.

9.3. MARKETING RIGHTS

The Host Organization may use the WRC logo in conjunction with its printed and digital information but only with prior approval from WRC Marketing and Communications Manager, Nathan Lederer.

10. MINIMUM HOSTING REQUIREMENTS

10.1. ACCESSIBILITY

The majority of participants at the Wheelchair Rugby National Championships are wheelchair-users or use some form of mobility aid. It is therefore imperative that all spaces associated with the event be barrier-free. Examples of ensuring an accessible environment may include, but are not limited to:

- Reserving fully accessible rooms in the hotel room block
- Communicating to the hotel ahead of time that some bed frames may need to be lowered at the guest's discretion
- Ensuring that doorframes at the venue are wide enough to accommodate a rugby chair
- Ensuring that hotel washrooms have adequate clearance to accommodate a day chair
- Ensuring that there is an adequate number of fully accessible washrooms at the venue
- Ensuring that points of entry are accessible, paying particular attention to:

- Curbs
 - Ramp inclines
 - Number of elevators
- Ensuring that transportation services can accommodate a large number of wheelchair users

10.2. VENUE

a) Courts

There must be at least two (2) regulation-sized rugby courts. The playing surface must meet WWR minimum standards, including dimensions, safety perimeter, and surface.

b) Spectator Area

Seating is required, keeping in mind that a large number of spectators use wheelchairs. If bleachers are provided, ensure to provide adequate space for wheelchair-users. Parking must be available onsite.

It is up to the discretion of the LOC as to whether there will be an entry fee for spectators to take part in the event.

c) Washrooms

Adequate washrooms for participants and spectators must be readily available, keeping in mind accessibility. Ideally, washrooms will be on the same floor as the courts to minimize elevator usage.

A private washroom space must be available for antidoping purposes.

d) Officials' Locker Rooms

A minimum of two locker rooms that include showers will be required for game officials: one for male referees, and the other for female referees. Ideally, there should be a private meeting space made available for officials' use as well.

e) Team Areas

Locker rooms are not required for participating teams. However, a clear area near the courts must be cordoned off and clearly labelled for team areas to store chairs and equipment. In some instances, pipe and drape is installed to provide a degree of privacy.

f) Classification

A private space (such as a large locker room or classroom) and court space must be made available for classification on the Thursday before competition. Classifiers will require reliable Internet access, and a printer. Classifiers will also require courtside tables to observe players during the tournament.

g) Adequate Space

Beyond the minimum court sizes, it is imperative that there be enough space in the gym to accommodate at minimum: elevated camera set up for webcasting, seating, a registration table, team areas, merchandise table, and sponsor requirements.

10.3. HOTEL(S)

Ideally, the Host Hotel will be within walking/wheeling distance of the venue. The Host Hotel(s) must

be large enough to ensure rooms for all players, coaches, staff, officials, classifiers, and Host Organization. Hotels that provide a hot breakfast are preferred, though not required.

10.4. TRANSPORTATION

Transportation must be provided to participants between the airport and Host Hotel. If the Host Hotel is not within walking/wheeling distance of the venue, then transportation must be provided to participants each day of competition.

10.5. MEDICAL SERVICES

First-Aid support must be on site 30 minutes before the first tip-off and 30 minutes after the last game of the day.

The Host must also have an **Emergency Action Plan** in place for the competition venue.

10.6. FOOD AND BEVERAGE

It is up to the Host Committee on which meals they provide to participants. Traditionally, lunch has been provided to participants on the Friday, Saturday, and Sunday of competition. If the Host Hotel offers breakfast, this is preferred, though not a requirement. Dinners have usually been the responsibility of the participant.

A Banquet is offered to all participants at the conclusion of the tournament on the Sunday evening. This is typically hosted at the Host Hotel and is the time in which awards are distributed. The cost of Banquet is absorbed through the team registration fee.

10.7 VOLUNTEERS

A large number of volunteers are required in order to run this event successfully. Examples of volunteer requirements include, but are not limited to:

- Table officials
- Set-Up Crew – assist with pre-event setup of courts, including floor taping if necessary
- Breakdown Crew – assist with the teardown and cleanup of venue
- Equipment Transportation – tag and sort chairs; transport between venue and airport
- Webcasting

SECTION 2: BID APPLICATION

Please fill out this bid application form to the best of your ability. WRC recognizes that there may be some information that you cannot provide at this point in time. Where needed, you may leave sections blank, with the expectation that answers be provided to WRC in a timely manner. The DPC highly encourages applicants to an appendices with supporting documentation, such as photos of the proposed venue, maps, etc... to support their bid.

PART 1: BASIC INFORMATION

1. PRIMARY APPLICANT NAME: _____
2. PRIMARY APPLICANT ORGANIZATION: _____
3. PRIMARY EMAIL: _____
4. PRIMARY PHONE NUMBER: _____
5. ADDITIONAL ORGANIZATIONS INVOLVED IN BID:

6. CITY AND PROVINCE: _____
7. NEAREST AIRPORT: _____
8. MAJOR ATTRACTIONS: _____
9. WHICH WEEKEND(S) ARE COVERED BY THIS BID (please select):

- Thursday, May 2 – Monday, May 6, 2024
- Thursday, May 9 – Monday, May 13, 2024
- Thursday, May 16 – Monday, May 20, 2024

10. HAVE YOU EVER HOSTED A WHEELCHAIR RUGBY EVENT? IF YES, PLEASE PROVIDE CONTEXT:

- YES
- NO

IF YES, PLEASE LIST THE EVENT(S):

11. WHY SHOULD YOUR ORGANIZATION HOST THIS EVENT? What would hosting the National Championships mean to the sport of wheelchair rugby in your province or region?

12. HOW WILL YOU ENCOURAGE COMMUNITY INVOLVEMENT IN THIS EVENT? *In the spirit of reconciliation, WRC highly encourages its partners to seek Indigenous community involvement.*

13. Date application submitted: _____

PART 2: VENUE

Please complete the following section to the best of your ability, providing at least two (2) potential options for host venues. Where possible, we encourage applicants to submit photos and maps of the facilities in the appendices.

PROPOSED VENUE #1

1. NAME: _____
2. ADDRESS: _____
3. GYM SIZE: _____
 - a) Length of gym: _____
 - b) Width of gym: _____
 - c) Distance between try line and wall/perimeter, if applicable: _____
4. FLOOR TYPE: _____
5. Please confirm that there is adequate Wi-Fi capability at the venue

- Yes

- No

- Unsure

6. Please confirm that an ethernet cable can be run from an outlet to a courtside computer in the gymnasium for streaming services.

- Yes

- No

- Unsure

7. How many washrooms are available at the venue? _____

8. Are the washrooms fully accessible?

- Yes

- No

- Unsure

Please provide descriptions if possible.

9. How many parking spaces available? _____

10. Is parking free?

• Yes

• No

• Unsure

11. Are there any restrictions related to vendor food prep on site?

a. Yes

b. No

c. Unsure

If yes, please provide details

12. DESCRIPTION OF SPECTATOR AREA:

13. DESCRIPTION OF TEAM AREAS:

14. ARE THERE ANY SPECIAL REGULATIONS OR RULES THAT WE SHOULD BEAR IN MIND AT THIS VENUE? I.E. , NO FOOD ALLOWED COURTSIDE, NO OUTSIDE FOOD VENDORS, PAID PARKING, STICKUM FREE, ETC.

15. ARE THERE ANY ADDITIONAL SERVICES THAT THE VENUE OFFERS? I.E., THE VENUE OFFERS CATERING.

16. IF POSSIBLE, PLEASE ATTACH A MAP OF THE VENUE AND INCLUDE ALL FUNCTIONAL AREAS.

17. IF POSSIBLE, PLEASE ATTACH PHOTOGRAPHS OF COURTS, TEAM AREAS, LOCKER ROOMS, ACCESSIBLE WASHROOMS, ETC.

Where possible, we encourage applicants to include a secondary venue option should the first one fall through. If you are able, please fill out the following section with a potential second venue option to the best of your ability.

PROPOSED VENUE #2

1. NAME: _____
2. ADDRESS: _____
3. GYM SIZE: _____
 - d) Length of gym: _____
 - e) Width of gym: _____
 - f) Distance between try line and wall/perimeter, if applicable: _____
4. FLOOR TYPE: _____
5. Please confirm that there is adequate Wi-Fi capability at the venue

• Yes

• No

• Unsure

6. How many washrooms are available at the venue? _____

7. Are the washrooms fully accessible?

a. Yes

b. No

c. Unsure

Please provide descriptions if possible.

8. How many parking spaces available? _____

9. Is parking free?

a. Yes

b. No

c. Unsure

10. Are there any restrictions related to vendor food prep on site?

a. Yes

b. No

c. Unsure

If yes, please provide details

11. DESCRIPTION OF SPECTATOR AREA:

12. DESCRIPTION OF TEAM AREAS:

13. ARE THERE ANY SPECIAL REGULATIONS?

14. WHAT SERVICES ARE OFFERED AT THIS VENUE?

15. Please attach a map of the venue and include all functional areas.
16. Please attach photographs of courts, team areas, locker rooms, accessible washrooms, etc.

PART 3: HOTEL

Please complete the following section to the best of your ability, providing at least two (2) potential options for host hotels.

PROPOSED HOTEL #1

1. NAME OF HOST HOTEL: _____
2. HOTEL ADDRESS: _____
3. DISTANCE FROM HOST HOTEL TO VENUE: _____
4. DISTANCE FROM AIRPORT: _____
5. NUMBER OF FULLY ACCESSIBLE ROOMS: _____
6. PLEASE ATTACH A MAP/BLEUPRINT OF THE PROPOSED HOST HOTEL, INCLUDING ALL FUNCTIONAL AREAS IN THE APPENDICES.
7. IF POSSIBLE, PLEASE ATTACH PHOTOGRAPH OF HOTEL ROOMS, FULLY ACCESSIBLE ROOMS, WASHROOMS, AND BANQUET SPACE IN THE APPENDICES.

PROPOSED HOTEL #2

1. NAME OF HOST HOTEL: _____
2. HOTEL ADDRESS: _____
3. DISTANCE FROM HOST HOTEL TO VENUE: _____
4. DISTANCE FROM AIRPORT: _____
5. NUMBER OF FULLY ACCESSIBLE ROOMS: _____
6. PLEASE ATTACH A MAP/BLEUPRINT OF THE PROPOSED HOST HOTEL, INCLUDING ALL FUNCTIONAL AREAS IN THE APPENDICES.
7. IF POSSIBLE, PLEASE ATTACH PHOTOGRAPH OF HOTEL ROOMS, FULLY ACCESSIBLE ROOMS, WASHROOMS, AND BANQUET SPACE IN THE APPENDICES.

PART 4: PARTICIPANT TRANSPORTATION

1. NAME OF PROPOSED TRANSPORT COMPANY: _____

2. DESCRIPTION OF THE TYPE(S) OF TRANSPORTATION THAT WILL BE PROVIDED FOR PARTICIPANTS:

3. IF POSSIBLE, PLEASE ATTACH PHOTOS OF THE PROPOSED METHODS OF TRANSPORTATION

PART 5: EQUIPMENT TRANSPORTATION

1. NAME OF PROPOSED TRANSPORT COMPANY: _____

2. DESCRIPTION OF THE TYPE(S) OF TRANSPORTATION THAT WILL BE PROVIDED FOR EQUIPMENT:

3. IF POSSIBLE, PLEASE ATTACH PHOTOS OF THE PROPOSED METHODS OF TRANSPORTATION IN THE APPENDICES.

PART 6: FUNDING

PROPOSED TEAM ENTRY FEE: _____

PROPOSED EXTRA FEES FOR ADDITIONAL TEAM MEMBERS: _____

PLEASE PROVIDE A LIST OF SPONSORS CURRENTLY ASSOCIATED WITH THE LOC OR HOST PROVINCE WHO WILL BE ATTACHED TO THE EVENT?

DESCRIBE ANY KNOWN POTENTIAL CONFLICTS IN SPONSORSHIP TARGETS:

PLEASE LIST WHAT IS COVERED BY THE ENTRY FEE:

WHAT COSTS ARE THE RESPONSIBILITY OF THE PARTICIPANTS:

SAMPLE BUDGET

Note that many of the anticipated expenditures can be donated or sponsored to help save on costs.

Anticipated Revenues Description	Anticipated Revenues (\$)	Anticipated Expenditures Description	Anticipated Expenditures (\$)
WRC Grant	\$25,000	Venue/Gym Rental	\$7,000
Provincial Grant	\$15,000	Ground Transportation	\$6,500
Municipal Grant	\$15,000	Officials and Classifiers' Flights	\$14,000
Team Registration Fees	\$22,000	Officials and Classifiers' Hotel	\$6,000
Additional Banquet Tickets	\$750	Officials' Game Fees	\$3,000
Sponsorship	\$5,000	Classifiers' Fees	\$4,000
		First-Aid	\$1,500
		Signage/Printing/Marketing	\$1,500
		Lunches	\$10,000
		Snacks/supplies	\$1,000
		Banquet Dinner	\$7,500
		Banquet Space Rental	\$500
		Awards/Medals	\$1,000
		Photography	\$500
		Audio Visual	\$1,000
		Pipe and Drape	\$2,000
		Athlete Swag Kits (approx.. \$20 pp)	\$2,400
		Contingency (20% of total costs)	\$12,380
	TOTAL: \$82,750		TOTAL: \$80,280
TOTAL SURPLUS/DEFICIT:	\$2,470.00		