# Contents

- Purpose .................................................................................................................. 2
- About GymCan ........................................................................................................ 2
- 2022 Canadian Gymnaestrada ................................................................................ 2
- Request for Proposals Deadline ............................................................................ 3
- Bid Review and Host Selection ............................................................................... 3
- Proposed Event Schedule ....................................................................................... 3
- Host City .................................................................................................................. 3
- Event Requirements ................................................................................................. 4
- GymCan Staff Site Visit .......................................................................................... 6
- Accommodations ...................................................................................................... 6
- Transportation .......................................................................................................... 6
- Meals ........................................................................................................................ 7
- Volunteers ................................................................................................................. 7
- Value-Added Items ................................................................................................... 7
- How The Host City Benefits .................................................................................... 7
- Appendix A: Bid Evaluation Grid ............................................................................. 9
- Appendix B: Ideal Performance Venue Layouts ..................................................... 10
**Purpose**

This request for proposal (RFP) was developed by Gymnastics Canada (GymCan) with the purpose of facilitating the selection of a host city for the 2022 Canadian Gymnaestrada.

**About GymCan**

First established in 1969, Gymnastics Canada has been supporting the mastery of movement in Canada for five decades as the not-for-profit charitable national governing body for the sport of gymnastics in Canada. We work closely with the twelve provincial federations and 700 local clubs to provide a broad range of programs and services to meet the needs of all participants. From athlete development, to coach and judge education, Gymnastics Canada sets the operating standards and practices for the sport in Canada. Our mandate is to promote and provide positive and diverse gymnastics experiences through the delivery of quality and safe gymnastics programming. From here, we soar.

**2022 Canadian Gymnaestrada**

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

The Canadian Gymnaestrada is truly an event for all ages, with participants ranging from 10 to 90 years old. In 2018, over 1170 participants took part in the Canadian Gymnaestrada making it the largest to date! The goals of this event are to showcase the passion, creativity, and inclusive nature of the gymnastics community through performances by the Canadian Gymnaestrada groups, to continue to increase participation, and to provide an environment that mimics the World Gymnaestrada and to give Gymnastics Canada an opportunity to evaluate the groups in preparation for the 2023 World Gymnaestrada.

*The 2022 Canadian Gymnaestrada is to be held from June 30th to July 5th 2022. Dates are firm.*
Request for Proposals Deadline

Interested parties are to submit their proposal by December 18, 2019 to Meredith Warner, Program Manager, Sport Development, either electronically at mwarner@gymcan.org or by mail at 1900 City Park Drive, Suite 120, Ottawa, Ontario, K1J 1A3. If a proposal is submitted in paper form, then four (4) copies must be submitted to the GymCan office.

Bid Review and Host Selection

All bid packages will be reviewed and evaluated by GymCan staff using the Evaluation Grid (Appendix A). Only candidates that are short-listed will be contacted for further information and possible site visits.

GymCan will announce the host city for the 2022 Canadian Gymnaestrada by February 12th, 2020.

Proposed Event Schedule

<table>
<thead>
<tr>
<th>Thurs June 30</th>
<th>Fri July 1</th>
<th>Sat July 2</th>
<th>Sun July 3</th>
<th>Mon July 4</th>
<th>Tues July 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indoor venue</td>
<td>City</td>
<td>Rehearsals</td>
<td>Group</td>
<td>Group</td>
<td>Delegation</td>
</tr>
<tr>
<td>set-up</td>
<td>Performances (Outdoor stage, integrated into Canada Day Festivities)</td>
<td>and workshops (Indoor venue)</td>
<td>performances (Indoor Venue)</td>
<td>performances (Indoor Venue)</td>
<td>Departures (possible group sightseeing/excursions)</td>
</tr>
</tbody>
</table>

Delegation Arrivals

| Delegation Arrivals (continued) | Opening Ceremonies (Indoor venue) | Evening Group Activity (Indoor Venue) | Closing Showcase (Indoor Venue) | Indoor venue take-down |

Host City

Each bid must include the following information about their city:

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

The following letters of support should also be included:

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

The 2022 Canadian Gymnaestrada requires a minimum of two (2) types of venues. One indoor and one outdoor. The following sections will provide requirements for each venue.

General Indoor Venue Requirements

- The host city will secure at a reduced cost, or no cost to GymCan, the indoor venue space required for the duration of the event.
- Non-unionized facilities highly preferred. If facility is unionized, the bid must provide a list of additional costs related to union fees and services.
- A CAD plan must be submitted with the proposed floor plan and must show all required areas.
- List of any exclusive agreement in place with facility and/or city sponsors/partners.
- Venue must have a dedicated internet line able to support webcasting (minimum 15 Mbps).
- Venue must be wheelchair accessible.
- Please see Appendix B for ideal indoor performance space layout examples.

Technical Indoor Venue Requirements

Performance Area:
- Must be ground level (i.e. not elevated on a stage or platform) and column free
- Total size of performance area depends on floor surface type (2 options):
  - Performance Surface Option 1: Hardwood Floor (8,000 square feet, approx. 80 x 80 feet)
  - Performance Surface Option 2: Non-Hardwood Floor (10,800 square feet, approx. 80 x 135 feet)
- Minimum ceiling height: 26.5 feet or 8.1 metres from lowest hanging point.
- Minimum seating capacity: 2,000 seats.
- The performance floor entrance and exit should be separate from spectators.
- When the performance area floor is concrete, the floor area must be covered by GCG approved flooring, i.e. rubberized flooring, Teraflex, carpet, etc.
- Hardwood floor surface (not covered) is highly preferred.
- Lighting should be indirect with halogen or halide being the best. 540 lux (or 50 foot-candle) is too low; 100 foot-candle is good. A venue without windows is preferable. If there are windows, preferably they would be covered.
- Preferable Temperature: 21° to 23° C (must be air conditioned).

Holding Area:
- Capacity to comfortably hold up to 150 participants.
- Reserved bag drop area within close proximity to secure belongings during performance.
- Must be attached or very short walking distance (across hall) from performance area. This area will be used to line-up groups waiting to perform after their official warm-up. Participants will be moving around/standing.

Warm-up venue:
- 7,000 square feet, column free, separate from performance area.
- No more than 5 minute walk from holding area.
- Floor type, ceiling height, lighting and temperature should be same as performance area.
Ancillary Indoor Venue Requirements

- At least one change room per gender with a minimum capacity of 50 people.
- Two studio type spaces that can each accommodate up to 150 people in an interactive workshop (i.e. Yoga, Zumba, choreography class, etc.). Substantial sound barrier required between the workshop spaces.
- Two classroom type space that can each accommodate up to 150 people for presentations (i.e. auditorium, large banquet space, etc.). Substantial sound barrier required between the presentation spaces.
- Uniform fitting room: minimum 1,000 square of open space to be configured by GymCan.
- Additional room space required:
  - Event office space;
  - Vendor space area;
  - Ticket booth area;
  - Volunteer room;
  - Meal room (if lunch served at venue for participants);
  - Medical room.
- Loading dock with capacity to receive a 53 feet tractor trailer, and other delivery vehicles. At level dock preferred.
- Parking that can accommodate at least 2,000 spectators. Preferably at no cost. If there is a cost, please outline in bid.
- Bus loading zone available as GymCan will provide transportation to participants if venue is not walking distance from the host accommodations.
- GymCan must have the ability to provide meals to its staff and volunteers. (GymCan highly prefers to have the ability to cater meals without having to go through a third party. Please indicate venue meal restrictions if applicable.

General Outdoor Venue Requirements

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

- Must be in a high traffic area of the city and combined with July 1st Canada Day Festivities.
- Ideally, the outdoor city performance venue is on a 40 x 40 feet or similar stage, covered in case of rain with a clearance of 20 feet (6 m). (Open to other configurations but the priority is participant safety.)
- The venue must have a sound system with microphone. The size of the sound system must provide proper sound coverage of the area.
- A performance window of 2 hours is needed. May be reduced to 1 hour if two sites or two time blocks are available for one hour each.
- If the city performance venue is on concrete, grass, or any surface that is deemed unsafe by GymCan, a gymnastics floor will need to be installed.
- Waiting area for performers with designated bag drop space considered an asset.
**GymCan Staff Site Visit**

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

- Roundtrip tickets from Ottawa (air or train);
- Accommodations including 3 meals a day or per diem equivalent;
- Local transportation during site visit.

**Accommodations**

Canadian Gymnaestrada participants highly prefer residence style accommodations. The 2022 Canadian Gymnaestrada is expected to grow to a minimum of 1200 participants. The following are the assumptions being made on housing trends of this group:

<table>
<thead>
<tr>
<th>Residence/Hotel Mixed Options</th>
<th>Hotel Only Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% residence, 30% hotel</td>
<td>100% hotel</td>
</tr>
<tr>
<td>800 participants will stay in residence style accommodations</td>
<td>800 participants will stay in quadruple occupancy (200 quadruple rooms per night)</td>
</tr>
<tr>
<td>400 participants will stay in hotel accommodations:</td>
<td>400 participants will stay in double occupancy (200 double rooms per night)</td>
</tr>
<tr>
<td>o 240 in quadruple occupancy (60 quadruple rooms per night)</td>
<td>Total rooms per night required is 400</td>
</tr>
<tr>
<td>o 160 in double occupancy (80 double rooms per night)</td>
<td></td>
</tr>
</tbody>
</table>

These trends are based on participant accommodations only. Spectator room nights are extra.

A bid must include properties that can accommodate the above statistics. Residences should not exceed $60 a day per bed, with a preferred bathroom ratio of 4:1. Hotel should not exceed $180 per night up to quadruple occupancy, preferably inclusive of all taxes and fees. If taxes and fees are not included in proposed rate, please outline all that applies.

A property that has breakfast included is highly preferred.

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

**Transportation**

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

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

Ideally the bid will include an optional meal plan.
- **Option 1**: Breakfast only (hotel/residences)
- **Option 2**: Full meal plan. Please provide information on available meal plans for delegates that preferably does not exceed $60 per day.

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

Volunteers

The host city must demonstrate that it has a strong volunteer base and provide GymCan with access to its volunteer databases (volunteers from local gymnastics clubs are ideal).

Value-Added Items

Bids may be enhanced by offering in-kind or discounted prices on products, equipment, and/or services that will be needed during the event. These value-added items will be considered when evaluating a bid. They can include, but are not limited to:
- 4 double rooms on a complimentary basis at the host hotel for GymCan staff and key volunteers for the duration of the event;
- List of provincial and municipal grants available;
- Release to permit “outside” food to be brought into the competition facility in order to feed volunteers and staff, and provide lunch to delegates when needed;
- List of local performing art groups that may be contracted for opening ceremonies;
- Discount or free public transit passes for delegates;
- In-kind dedicated internet connection at the venue for webcast purposes;
- Sponsor a welcome social for team managers, coaches, staff, and VIPs;
- List of local suppliers of the following services:
  - Bus companies
  - Event rentals (tables, chairs, tablecloths, pipe and drape, walkie-talkies, etc.)
  - A/V companies (screen, projector, sound system, computers, etc.)
  - Photocopier.
  - Integration in other Canada Day activities (i.e. parade, etc.)

How The Host City Benefits

In partnership with Gymnastics Canada, you can further gymnastics in Canada locally and on a national scale, as well as promote your city nationwide through various media outlets and webcasting.
- Over 1,200 gymnasts, coaches, and team managers as well as over 1,000 spectators are expected to attend the 2022 Canadian Gymnaestrada from across the country.
- Participants vary in age between 10 to 90 years old with the majority being under 30 years old and will travel with friends and family. They will require housing, food, and travel and will visit local tourist attractions.
- The 2022 Canadian Gymnaestrada will require a minimum of 2000 room nights for participants alone staying an average of 5 nights.
• Your city will gain national visibility through media exposure including print, television, website, and webcast.

• A preliminary economic impact study was conducted and it is estimated that the total economic impact for the host province/territory will be over $1.7 million, with $1.2 being in the host city.
## Appendix A: Bid Evaluation Grid

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Definition</th>
<th>GymCan Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host City</td>
<td>3</td>
<td>The city is easily accessible from across the country at reasonable commercial rates for participants. It features good tourist attractions and has a good public transit system.</td>
<td></td>
</tr>
<tr>
<td>Indoor Performance Venue(s)</td>
<td>10</td>
<td>The proposed venue(s) will accommodate the ideal performance floor plan, is well lit, column free, has a minimum of 2,000 seats, is connected to a holding area and has a training venue less than 5 minute walk away. The venue’s infrastructure is in good condition and is aesthetically pleasing.</td>
<td></td>
</tr>
<tr>
<td>Outdoor Performance Venue(s)</td>
<td>10</td>
<td>The proposed venue(s) are associated with Canada Day activities, located in high traffic area, will be available for 2 hours of programming and have a suitable performance area.</td>
<td></td>
</tr>
<tr>
<td>Facility Amenities</td>
<td>5</td>
<td>The facility offers large dressing rooms for participants and separate washrooms for participants and for spectators. The facility offers, at proximity of the performance floor, a separate space for: studio, classroom, uniform room, office, vendor, ticket spaces, as well as a volunteer and meal room. The facility is equipped with the necessary internet access and has sufficient electrical power. The venue is wheelchair accessible.</td>
<td></td>
</tr>
<tr>
<td>Accommodations</td>
<td>7</td>
<td>The city offers a sufficient number of residence and/or hotel type rooms to accommodate the number of anticipated participants at preferred rates. Accommodations are less than 30 minutes from the venues. Preferably in walking distance from the indoor venue.</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>4</td>
<td>The city is served by an extensive public transit system, and airport shuttles.</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>4</td>
<td>The university/college associated with the residence accommodations offers a meal plan at a cost less than $60 a day per person. There are multiple restaurants around the host hotels. GymCan has the ability to serve meals at the venue.</td>
<td></td>
</tr>
<tr>
<td>Volunteer</td>
<td>4</td>
<td>The city demonstrated it has a strong volunteer base and is willing to share said base with GymCan.</td>
<td></td>
</tr>
<tr>
<td>Value-added Items</td>
<td>3</td>
<td>The city has included value-added items to enhance its bid. Such items will help reduce the operational cost of the event and/or enhance the event experience for the participants.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL = 50**
Appendix B: Ideal Performance Venue Layouts

There are two ideal options outlined but alternate layout suggestions will be accepted.

Option 1 (hardwood floor):

- Stadium or tiered seating (2,000+ spectator capacity)
- A-frame dividers
- Performance floor (14m x 14m carpet with 5m clearance)
  *Performance area is at ground level (not elevated on a stage or platform)
- 3m clearance carpet to A-frame
- 2m clearance A-frame to seating
- Announcer/Music
- Group Entrance
- Curtain/Backdrop
- Gymnast holding area (20-100 gymnasts will line up here before performance)
- Apparatus storage
- Group Exit
- Webcastin
- Back of House Area(s)
  Warm-up / Bag Drop / Change Rooms
Option 2 (non-hardwood floor):

Performance floor (14m x 14m carpet with 5m clearance)
*Performance area is at ground level (not elevated on a stage or platform)

Performance floor (14m x 14m carpet with 5m clearance)
*Performance area is at ground level (not elevated on a stage or platform)

Stadium or tiered seating (2,000+ spectator capacity)

Curtain/Backdrop

Announcer/Music

Gymnast holding area (20-100 gymnasts will line up here before performance)

Apparatus storage

Group Entrance

Group Exit

2m clearance A-frame to seating

3m clearance carpet to A-frame

3m clearance carpet to carpet

Webcasting

Back of House Area(s)
Warm-up / Bag Drop / Change Rooms