



2025 Nordiq Canada Ski Nationals Bid Package Outline

Nordiq Canada is interested in receiving Letters of Interest and Bid Packages to Host the 2025 Nordiq Canada Ski Nationals. The applicant must be a Nordiq Canada Club in good standing or an organization with a proven event management track record endorsed by the hosting Division.

The Event Organizing Committee (OC) can assume the following:

1. The Nordiq Canada Official's Working Group and the Event and Official's Manager will name a Selection Committee, chaired by the Sport Development Director, to govern over this process.
2. The Assessment Guideline below will serve as common ground for members of the Selection Committee to evaluate the Bid Package. Weighting will be added to each element to reflect current event hosting priorities and LTAD models
3. Bids received by **March 3, 2024** will be evaluated and the successful applicant will be announced before March 31, 2024.
4. This selection process is for the Nordiq Canada Ski Nationals. Expected field size is 500 + athletes supported by 100 + staff. The Ski Nationals also include the Canadian Colleges and University Championships (CCUNC) and Para Nordic Nationals. Additional events (e.g., US Super Tour finals, Masters categories) may be added to the Nationals following awarding of the event. This will be done in consultation with the OC, the High Performance Director and the Sport Development Director.
5. Nordiq Canada owns the Title sponsor property for the Nordiq Canada Ski Nationals. This includes primary signage locations at the venue, naming rights and brand identification on race bibs.
6. Nordiq Canada is looking for an athlete centered event hosted by a club or organization with a proven hosting record and a solid athlete development program.
7. The successful bid committee will be expected to form an OC and sign an Agreement to Host with Nordiq Canada stating compliance with the 2025 Nordiq Canada Ski Nationals Technical Package by October 1, 2024
8. A sanction and registration fee of \$2000 will be payable to Nordiq Canada by the successful applicant by October 1, 2024.
9. Bidding clubs must present FIS homologated competition courses for the Open Category with the submission of this bid.

10. All bids must be accompanied by documentation from the Host Division, the Host Region and venue operator indicating support of the bid and accepting the terms and conditions outlined in this letter and the Nordiq Canada Ski Nationals Technical Package.

Reference Materials:

Refer to the Nordiq Canada Document Center:

- The Nordiq Canada Ski Nationals Technical Package.
- Rules governing the sport can be found in the most current version of the CCR/FIS ICR and yearly precisions.
- Financial Forecast – template.

Submitted by: _____ Position: _____

Date: _____

Email address: _____ Cell Phone: _____

Name of Host Club/OC: _____

Name of Chair, Bid Committee: _____
(Please print)

Telephone email

Please complete a bid package and return it to Ilona Gyapay: igyapay@nordiqcanada.ca: No later than March 3, 2024.

NOTE: Members of the Selection Committee live in all regions of the country. To facilitate exchange of bid information, sites are asked to submit all documents in electronic form.

GENERAL AREAS OF EVALUATION FOR THE SELECTION COMMITTEE

The Selection Committee will review each bid under 4 categories. Within each category, specific characteristics will be weighted by the Committee depending upon the importance of the area defined, impact on athletes and coaches and relative importance to Nordiq Canada's development programs.

Total score per characteristic will be based on the Point allocation as noted weighted factor below.

NOTE: It is recommended that the OC's putting in bid proposals have read the Nationals Technical Package thoroughly to ensure they can meet the requirements of hosting as well as present a bid package that reflects that capacity. Below is a high-level list of requirements, but it is not comprehensive nor inclusive of all that will be evaluated.

LEADERSHIP AND ADMINISTRATION

Please include the names & positions of key members of the organizing committee, level of experience and their certification levels.

Provide a preliminary event Statement of Revenues and Expenses, showing in kind donations, letters of support and sponsorship from the host community and Tourism Offices.

Identify plans for fundraising, public partner support/ available event hosting grants and promotion.

Identify ways your OC can help stimulate local and national media coverage and community involvement.

Identify leadership and development in club programming. Please include an outline of the club's current activities in the following areas.

- # of Jackrabbits, Racing Rabbits & licensed skiers
- # of junior racers, # of active senior racers, # of active certified coaches and their levels
- # of Para-Nordic racers and classification and plans to expand in this area,
- # of athletes attending each of the last three Canadian Ski Nationals

PARTICIPANT SUPPORT

There needs to be sufficient capacity and cost-efficient units (including housekeeping units for - 500-800 participants. Please provide the accommodation plan including:

- Any partnerships or plans with local accommodations as well as cost and proximity of accommodations to race site;
- Available food services and proximity to accommodations and race site.

Additional plans for participant support that needs to be presented:

- Plans for hospitality;
- Banquet facilities or creative alternatives.
- Extracurricular activities.

Medical and Emergency Action Plans

- Please provide detailed medical and emergency action plans for participants and spectators

Covid Protocols or other exceptional circumstances

- Please be prepared to present a Covid Protocol (or other as needed) as per the most current standards of the region – including Federal, Provincial, Municipal and NSO guidelines.

TECHNICAL

Provide trail and stadium information (i.e., maps, course profiles, and FIS Homologation #'s) for courses including Sprint and Team Sprint competitions. The OC will work with the Sport Development Director and High Performance Director to develop the competition calendar for the event.

Please outline your current and planned stadium configuration and trail capacity for the proposed events.

Please note that site facilities and courses identified for the Open category must be homologated to COC FIS standards at the time of your bid submission as per the 2019 Canadian Homologation Guidelines.

The host club is responsible for all costs and required permits.

Within the bid package please outline your Venue plan detailing parking and facilities for shelter, sanitation, waxing and public access/support. Note ventilated wax facilities are required as per the 2023 Technical Package considering the health and safety of wax technicians.

Provide the temperature and snow conditions in mid to late March over the past few years at your site.

Show and list snow management capacity (equipment and fertilizer application permits – if required).

Please include a list of timing equipment and show results communications plan.

Outline recent events hosted by your club at this facility and include date, event name, number of Competitors, number of Categories and level of sanction.

LEGACY

Show the impact, of hosting the event on the club's Athlete, Coach and Officials Development Program(s), and of other programs within the club & division.

NATIONALS BID PACKAGE ASSESSMENT GRID

The Selection Committee will review each bid under 4 categories. Within each category, specific characteristics will be weighted by the Committee depending upon the importance of the area defined, impact on athletes and coaches and relative importance to CCC's Events program. Total score per characteristic will be based on the Point allocation as noted weight factor below.

Point Allocation

- 0 – No supporting evidence in bid documents
- 1 – Inadequate, minimal or unsuitable documentation
- 2 – Adequate evidence
- 3 – Well documented support/planning

Leadership and Administration (25%)	Organizing Committee	Lists Key members of the OC and their experience/certification level Evidence of work plan and meeting schedule (NQ representation required)
	Hosting Support	Proof of hosting support from local and provincial governments, tourism board Proof of hosting support from Division Proof of any financial support, in kind support, etc.
	Finance	Preliminary event Statement of Revenues and Expenses
	Fundraising	Detailed concept and plan for fundraising Plan for merchandising
	Promotion and Media	Evidence of past media support and reach Plans to connect with and enhance national coverage Plans for media coverage - electronic, print, radio, etc.
	Athlete Development Programs	Evidence that OC and associated clubs are providing quality athlete development programming Metrics provided as requested

PARTICIPANT SUPPORT (20%)	Accessibility	Race Venue and all associated locations (warming areas, wax huts, bathrooms) are accessible to all Para Nordic athletes as well as all participants regardless of race, gender, age, or other.
	Accommodations	Evidence of sufficient reasonably priced and close accommodations Evidence of availability of accommodations with kitchens, living space
	Food and Water Services	Evidence of food and water services on site Evidence of food services in close proximity to the race venue
	Banquet Capacity	Evidence of sufficient capacity and ability to honour common food requirements/allergies
	Hospitality	Evidence of plans for hospitality of coaches, athletes, VIP, etc.
	Medical and Emergency Action Plan	Evidence of clear, concise, and effective Medical and EAPs Proximity to local hospital and clinic
	Transportation/Ease of Travel	Proximity to major airport, direct flights Availability of rental vehicles Availability of public transportation
	Covid/Exceptional Circumstances	Evidence of Covid protocol that adheres to municipal, provincial, and federal guidelines as well as NSO requirements Evidence of other required protocols that adheres to municipal, provincial, and federal guidelines as well as NSO requirements

TECHNICAL CONSIDERATIONS (30%)	Race Venue	Attached Venue plan outlining: Stadium, parking, facilities, etc. Attached schematic of area including course maps, trail capacity and stadium capacity (mass starts) Power capacity to support onsite operations (Communications, wax cabins, etc.) Evidence of all permits required
	Wax Facilities	Evidence of ventilation capacity Evidence of sufficient numbers of waxing facilities
	FIS/WPNS Homologated Courses	Evidence (FIS #s) of sufficient FIS homologated courses to support event calendar Evidence (WPNS #s) of sufficient WPNS homologated courses to support event calendar
	Courses	Sufficient terrain/trails to support all age categories on developmentally appropriate courses
	Weather and Snow Conditions	Historical weather and snow conditions provided for the mid to late March time period over the past few years. Evidence of any snow farming, snow making, fertilizer capacity
	Grooming Equipment and Trail Maintenance	List of snow making, snow acquisition, snow grooming and trail maintenance equipment
	Results and Timing	Evidence of high-speed internet at Race Venue Evidence of necessary equipment or hired provision for race results and timing as required by FIS
	Communication	Evidence of print and electronic capacity Evidence of onsite loudspeaker capacity
	Technical Package	Evidence of being able to meet all requirements as outlined in the Nationals Technical Package
	Public Access	Evidence of viewing access, food services, announcing capacity, etc.
	Back Up Site Plan	Plan for back up site and proximity to current proposed venue
	Officials	Access to sufficient and appropriately qualified officials. Evidence of Official's training plan as required
Hosting Experience	List hosting experience within the past 2 years List any planned activities in preparation for ski nationals	

LEGACY FOR HOST REGION AND SPORT (25%)	Athlete Development	Evidence of investment into programming and athlete development - both streams
	Officials Development	Evidence of investment into officials' development
	Coach Development	Evidence of investment into coach development
	Infrastructure	Improvements anticipated as a result of hosting event
	National Sponsor Impact	List of available grants Elements of the host site that would influence the participation and support of sponsors and suppliers
	National Rotation	Identify why regional opportunities to host are important for your Club/Division LTAD
	Balance of Schedule	Considerations of other national races, trials, selection, etc.