



Hosting and Bid Guidelines for Rowing Canada Aviron National Events

Introduction

The first part of this document (Part A) outlines how to bid to host the events and the second part (Part B) sets the generic framework for hosting a **Rowing Canada Aviron (RCA) National Event**.

An event Organizing Committee (OC) planning to host a National Event also needs to be familiar with the RCA Rules of Racing and must be cognizant of regatta safety and other staging requirements set out in the RCA Events Sanction policy and process available from the Provincial Rowing Associations (PRA).

Bidders are encouraged to submit their bid indicating how they will best achieve the goals laid out below.

A Hosting Agreement, not included in this document, will be drafted by RCA and be based on this document, the Technical Package and the contents of the successful bid.

PART A

1. BIDDING TO HOST A ROWING CANADA AVIRON NATIONAL EVENT

1.1 Bid Submission Deadline and Format for RCA National Events

The bid submission deadline date for National Events for 2024, 2025 and 2026 is **September 12, 2023**.

The **National Rowing Championships (NRC)** are to be held in British Columbia for three consecutive years before being held elsewhere during an Olympic and Paralympic year. This allows for Canadian National Team athletes to compete at NRC during non-Olympic and non-Paralympic years, while giving clubs in other provinces the opportunity to host during an Olympic and Paralympic year.

The **Canada Cup (CC)** is to be held yearly in Ontario or Quebec, as it will precede or follow the Royal Canadian Henley Regatta in St Catharines, ON. Priority will be given to Member Organizations that bid to host the Canada Cup (CC) in consecutive years. Bids received to host for one year will also be considered.

The **Canadian Masters Championships (CMC)** is to be held yearly in mid-to-late July and shall alternate between different regions year-on-year.

Member Organizations that bid to host the Canadian Masters Championships (CMC) do so with the understanding that the bid is to host the regatta for a single year. They can also bid on more than one year during the time period.

Bids will be accepted in English and/or French from Member Organizations that are in good standing with RCA and the PRA when applicable. Bids are to be submitted in electronic format (PDF files) and sent to the attention of **Rachel Wolff**, RCA National Events Manager, rwolff@rowingcanada.org by 9am, PDT on September 12, 2023.

1.2 Bid Documentation

As a minimum, the bid documents should contain the following information:

- A detailed description of the candidate's abilities to host the event, including any other rowing events the candidate has hosted at that venue;
- A proposed Organizing Committee structure and the names of the individuals who will fill key positions;
- 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), starting installations, timing and reporting equipment, docking facilities, and medal presentation facilities;
- Likely weather conditions;
- A plan of the regatta course showing the location of all buildings and structures, both permanent and temporary, and defining their use during the event;
- A description of the boathouse or boat storage area, including boat and oar capacity, security, and availability of shelter;
- An outline of the facilities available to competitors, including change rooms, showers, toilets, sheltered rest areas, and food services;

- A description of the facilities available for the management of the event, including coaches, umpires and officials meeting area, regatta office, communications center, media facilities, doping control facilities, and spectator facilities;
- A general description of the accommodations available (and their room rates) and their proximity to the course, transit arrangements, and parking availability;
- Possible arrangements for teams that must borrow equipment;
- A detailed draft Budget including revenues and expenses;
- Details of the venue for the Athlete Banquet, if applicable;
- Confirmation of municipal or provincial sport tourism grant;
- A cover letter signed by the president or chair of the bidding organization;
- Any other details which might assist your application;
- If the bid is from a club, or special association, a letter of endorsement from the PRA.

1.3 Selection Process for National Events

Once the September 12 deadline to submit a bid has passed RCA will commence reviewing the bids to establish a prioritized list of the submissions, which is anticipated to take up to four months.

All submitted bids will be reviewed by a panel to establish a prioritized list of the submissions and recommended host(s). The top candidate for each National Event will be recommended to the Chief Executive Officer, who will approve the recommendation. It is anticipated the successful bidding organization will be notified by telephone and in writing in January 2024.

During the review process, RCA may request further information from any submitting candidate.

A Hosting Agreement is to be signed before the event is officially awarded and announced.

Member Organizations interested in hosting a National Event are encouraged to contact RCA early in the bid process. Questions on the hosting requirements and/or the bid process/requirements may be directed to **Rachel Wolff**, RCA National Events Manager, via email at rwolff@rowingcanada.org or by phone at **365.378.3596**.

To assist you in preparing your bid a Bid Submission Checklist is included in **Appendix A**.

PART B

1. HOSTING A NATIONAL EVENT

1.1 Hosting Eligibility

Any RCA Member Organization in good standing may host a National Event provided the hosting criteria will be met.

1.2 Dates and Locations of National Events

The dates and locations for National Events for 2024, 2025 and 2026 are outlined in Table 1.

Table 1 - Dates and Locations for National Events

Event	2024		2025		2026	
	Date	Location	Date	Location	Date	Location
National Rowing Championships	October 11-13	Central - Preference in Ontario	October 10-12*	Preference in BC	TBA*	Preference in BC
Canada Cup	Between August 28-September 1**	Central	5 days prior/after Royal Canadian Henley	Central	5 days prior/after Royal Canadian Henley	Central
Canadian Masters Championships	Mid-to-late-July	Any Region**	Mid-to-late-July	Any Region**	Mid-to-late-July	Any Region**

*Pending confirmation of the World Rowing Championships Date.

**Dates changed due to World Rowing Championships in St Catharines.

***RCA will aim to alternate the location throughout the regions of Canada with the goal of hosting it in a different region year on year.

1.3 Hosting Responsibilities

Sections 2-5 of Part B outline the established requirements for all RCA National Events, while Section 6 contains specific requirements for each.

A high-level breakdown between Organizing Committee and Rowing Canada Aviron responsibilities when hosting a National Event is provided in Table 2.

Table 2 - Summary of Event Hosting Responsibilities

Tasks	Rowing Canada Aviron	Organizing Committee
Sanction Application		X (Section 2.2)
OC Structure & Meetings		X (Section 2.3)
Volunteers		X (Section 2.9)
Translation	X (Section 2.4)	Must provide all public communications for translation
Regatta Bulletins	Subject to RCA approval	X (Section 2.5)
Registration & Regatta Central		X (Section 2.5 & Section 3)
Facilities & Infrastructure		X (Section 2.8)
Meals & Accommodations	X (Section 4.4)	X (Section 2.10 & Section 4.4)
Medals	Subject to RCA approval	X (Section 3.5)
Umpires	X (Section 4.4)	
Vendors		X (Section 5.3)
Sponsorship	Subject to RCA approval	X (Section 5.3)
Merchandise	X (Section 5.2)	
Streaming	X (Section 6)	
Photography	X (Section 5.5)	
Promotion	X (Section 5.1)	X (Section 5.1)
Ancillary Events	X (Section 6)	X (Section 6)
Grant Applications	RCA to provide assistance	X (Section 5.4)
Budget	Subject to RCA approval	X (Section 7)
Post Event Survey		X (Section 2.6)
Post Event Report		X (Section 2.7)

2. ORGANIZING COMMITTEE RESPONSIBILITIES

Successful staging of the Event requires close co-operation between the host Organizing Committee and RCA. The host member organization shall appoint an Organizing Committee that is based in the municipality of the venue. The OC shall appoint a Regatta Chair. RCA shall appoint its National Events Manager to liaise with the Regatta Chair and the Organizing Committee. If any problems arise, the OC must notify the RCA staff person without delay.

Individuals on the Organizing Committee will be required to consent to the processes of the Office of the Sport Integrity Commissioner.

2.1 Hosting Agreement and Event Sanction

The OC will be required to sign a Hosting Agreement that will formalize the commitments of RCA and the OC. The responsibilities of each party, as outlined in these guidelines, will form the basis of the agreement. The agreement is to be signed before the Event is officially awarded and announced.

In addition to the Hosting Agreement, the OC will be required to apply for event sanction to the respective PRA and RCA. The timing of the sanction application should be in line with PRA protocols.

2.2 Organizing Committee Meetings

The OC shall be responsible for the planning and management of all activities leading up to and including the regatta. The Regatta Chair shall hold formal meetings to plan and manage the Event. Minutes of these meetings shall be sent to the RCA staff person. Wherever possible, the RCA staff person should attend all OC meetings either in person or virtually. The RCA appointed Chief Umpire shall be invited to participate in the OC's meetings.

2.3 Official Languages

As a condition of support from Sport Canada, RCA National Events must be delivered in both official languages. The OC should aim to have bilingual personnel on-site and all formal promotional content will be issued in both official languages.

2.4 Correspondence

The OC shall provide all correspondence relating to the regatta to RCA. Correspondence shall include content for Regatta Bulletins leading up to the event. The OC should aim to prepare content for Regatta Bulletin No. 1 six months before the start date of the regatta.

In addition to the above, the OC will use the services of RegattaCentral to handle receipt and payment of entries to the regatta. The OC shall utilize the RegattaCentral website to post information about the regatta.

2.5 Post-Event Survey

Within 3 days of the end of the regatta, the OC shall conduct a post-event survey of the regatta participants and key stakeholders. The survey must be distributed in both English and French. The OC is responsible for analysing the responses received and providing a summary to RCA as part of the Follow Up Report.

2.6 Follow Up Report

Within 60 days of the end of the regatta, the OC shall provide RCA with a draft event debrief report.

The report shall include:

- A summary of the events and the results;
- A summary of the participants broken down by number of entries per event and by PRA;
- The final OC structure and responsibilities and the number of volunteers who worked the event;
- Observations of “what worked” and “what didn’t” recommendations for future events;
- A summary of participant feedback (generated from the post-event survey);
- A draft financial statement of revenues and expenses.

2.7 Facilities and Equipment

In addition to the infrastructure requirements outlined in the Technical Package, the OC shall be responsible for providing the following facilities and equipment:

- Enclosed location for coaches, umpires and officials meetings, etc.;
- Enclosed regatta office room(s);
- Adequate washrooms, change rooms, showers, and supplies for athletes, Para athletes, volunteers, and officials (spaces must be accessible to persons with a disability, and gender-neutral options available);
- Adequate washrooms and sheltered areas for spectators (spaces must be accessible to persons with a disability, and gender-neutral options available);
- When applicable a weigh-in center suitable for the time of year, with weigh scales and test weights;
- Adequate storage space for boats and oars;
- Access to a telephone and high-speed Internet for the OC, RCA and media;
- Appropriate shelter for medical staff;
- A public address system;
- Computer(s) and printer(s) for the draw, progression system, results posting, etc.;
- A High-Definition digital camcorder and computer to record photo finishes, time trial times and interval times*;
- A back up manual timing system;
- Office quality photocopier;
- Adequate facilities for a doping control station;
- Medal presentation area;
- Other items and facilities as outlined in the sanctioning document.

*A FinishLynx photo finish camera timing system is available from RCA.

The above items represent the minimum facilities and equipment that should be provided. The OC should ensure that adequate “back-up” equipment is available on site and may supplement the list as necessary.

2.8 Event Volunteers

A number of volunteers are required to successfully organize, stage and run a national level regatta. The following is a brief list of personnel needed and is not exhaustive:

- Persons needed to assist the Jury members on the Control Commission (see section 4.4 for more details)
- Doping control chaperones, when applicable
- Regatta Safety Advisor
- Safety boat drivers and safety boat personnel
- Regatta Medical Advisor
- First aid / massage therapist / physiotherapist
- Umpire boat drivers
- Start pontoon boat holders
- Course marshals
- Interval timers and finish line assistants
- PA announcer(s)
- Start line assistants
- Personnel to receive the entries, create the draw, work the progression system, race sheet publication and results posting
- Food service providers
- Course maintenance/power boat maintenance personnel

2.9 Team and Jury Accommodations and Meals

The OC shall arrange group rate discounts with the local hotels and block a sufficient number of rooms for teams, the Jury, and RCA officers and staff. Information on the hotel rates and cut-off dates is to be included in the Regatta Bulletin.

Accommodations and meals for the non-RCA supported Jury members will be covered by the OC (or through an alternative method such as through the PRA). The OC is required to ensure the cost of lunches and snacks for the Jury during the event are covered.

3. ENTRIES, FEES AND REGATTA DRAW

As noted above, the OC is expected to use RegattaCentral to receive and record entries to develop the regatta draw. The closing date for entries shall be 14 days prior to the first day of the competition. Entry fees are to be collected by the OC and recorded as event revenue as noted in the Finances section in this document. Regatta fees will be a budget line item of the OC's regatta operating budget and as such, will be agreed upon by the OC and RCA in the context of the Hosting Agreement. All regatta fees are to be circulated in Bulletin No. 1.

RCA strongly recommends that the OC use Regatta Master software to manage the draw and progressions and race reports. Regatta Master is fully compatible with RegattaCentral and with FinishLynx photo finish timing systems. It is the responsibility of the OC to ensure that the information on both RegattaCentral and RegattaMaster is always consistent.

3.1 Late Entries

Late entries may be received by the OC, with a fee to be listed in the event budget. A late entry deadline is to be set by the OC and included in the Regatta Bulletin.

Administration of late entries and collection of the appropriate fees shall be the responsibility of the OC. The OC shall provide RCA with a summary of the late entries and the fees collected.

3.2 Incomplete Entries

Incomplete entries (for example, entries which do not provide the required competitor's age for an age-specific event (e.g. Under 23) are not to be accepted.

3.3 Scratches and Scratch Fee

Teams may scratch an entry before the draw date without penalty. A scratch made after the draw date shall be subject to a scratch fee, to be collected by the OC.

3.4 Regatta Draw

A preliminary draw is to be posted by the OC not less than four days before the start of the regatta.

3.5 Medals and Trophies

The OC shall supply the required number of medals or trophies for the events. The type of winner recognition (medals or trophy) shall be determined by RCA. The design and quality of the medals are subject to RCA approval.

4. ROWING CANADA AVIRON RESPONSIBILITIES

The Regatta shall be staged with close co-operation between the OC and RCA. RCA shall provide guidance in the selection of the Organizing Committee (assigning RCA staff), ensure timely progression of the event planning, assist in funding applications, and any additional requests from the Organizing Committee. RCA will also provide the following services as well as any specific services identified in the Hosting Agreement.

4.1 Communications and Resources

RCA will provide overall strategic advice and direction related to the communications plan for the event. This will also include administrative support, including a service at no cost to the OC to translate event material. RCA may require a one-week lead-time for any large translation requirements. RCA reserves the right to edit material. RCA will promote the event through its official channels (direct e-mail, website, social media) with timely information provided by the OC. RCA will provide the OC with the RCA logo and brand guidelines and Sport Canada/Government of Canada wordmark specifications.

RCA shall also assist with and approve all materials and templates as requested for the OC. These may include, but are not limited to, graphics, signage templates, technical packages, regatta manuals, etc. RCA shall offer all resources in both French and English.

RCA will provide on-site communications and promotions support in the lead-up, during and post-event.

4.2 Competitor Registration

RCA will confirm with the OC that the competitors are in good standing with RCA.

4.3 Event Sanction

RCA shall provide the required event sanction if the application for sanction has been approved by the respective PRA and the application meets the minimum standards as determined by the RCA Safety and Events Committee.

4.4 Umpires

A Jury is required, including Umpires from across the country that will be selected by RCA. Additional Umpires will be selected following a local and/or PRA process. The Chief Umpire of the Jury, appointed by the UC, in consultation with the Regatta Chair, will co-ordinate all Umpires necessary to run the regatta in a safe and fair manner according to the RCA Rules of Racing and the RCA Event Sanction policy.

A breakdown of the roles the jury members fill in the operation of a regatta is provided here to assist the OC in providing volunteer support to the Jury:

- Chief Umpire;
- Deputy Chief Umpire;
- Starter;
- Judge at the Start;
- Time Trial pre-start Umpire;
- On-water Umpires;
- Chief Judge at the Finish;
- Finish judges;
- Control Commission Umpires.

An RCA staff person will co-ordinate the travel logistics for the RCA appointed umpires to the OC's nearest airport and to the hotel arranged by the OC.

The number of RCA appointed umpires generally does not constitute a jury at full complement. It is expected that the OC will work with its PRA and/or local umpires to arrange the balance of the Jury, including any transportation, accommodation, and meal costs with the aim of creating an equivalent experience for all umpires named to the Jury.

As a National Event, the accommodation and meals (except lunches) for the RCA supported Jury members will be covered by RCA.

5. OTHER CONSIDERATIONS

5.1 Promotion of the Event

The OC shall undertake to ensure the promotion of the Event by supplying RCA with information to publish to the RCA website and any other partner or avenue to promote the Event. Information recommended to be included on the Event website includes (but is not limited to):

- Events available and race schedule;
- Accommodation;
- Local, regional and international travel information (including public transport);
- Facilities available on-site;
- Information for spectators.

5.2 Merchandising

RCA shall take the lead on merchandising, though the OC shall be responsible for implementing these initiatives at the respective event. This includes ensuring there is a covered space (indoors or outdoors with a permanent or temporary covering) for the display and sale of merchandise, as well as providing a cash float for sales, and recruiting volunteers to administer the sales.

It is up to the discretion of RCA if merchandise shall be designated to a third party. The design and quality of the merchandise shall be in keeping with the RCA brand and shall be subject to the approval of RCA.

5.3 Vending Space, Sponsorship and Advertising

RCA may set up a kiosk on site in the vending area (space provided at no cost by the OC) for the sale of its properties at no cost to RCA and may request complimentary vendor space for RCA sponsors.

Additionally, if the OC has entered into a multi-year hosting agreement, in the final year of the multi-year hosting agreement, the OC shall provide one vendor space, at no cost, to the Organizing Committee that will stage the regattas in the years following the current hosting period.

As part of the Hosting Agreement, RCA shall inform the OC of the specific obligations that must be met for RCA's sponsors at the Event. RCA is permitted to introduce new sponsor requirements up to the week prior to the Event, in consultation with the OC with regards to feasibility. The OC is encouraged to seek sponsorship from local businesses and organizations.

In the case of national or international branded businesses, the sponsorship must come directly from the local office. No sponsorship, however, may be acquired in any category that RCA has an exclusive sponsor. All sponsorships shall be reviewed and approved by RCA.

As outlined in the RCA Rules of Racing, advertisement and identification markings are allowed on rowing boats, oars, equipment and clothing by manufacturers of both equipment, and clothing and by sponsors of a crew or club at any regatta. Except as otherwise specified in these rules, the content, placement, size, and density of advertisement is not restricted.

However, advertisements promoting products containing cannabis, e-cigarettes, tobacco, and products containing alcohol, including beer, wine, and liquor, are prohibited. All relevant Sport Canada policies shall apply. Copies of these policies shall be available from RCA upon request.

5.4 Engagement with Local and Provincial Governments

RCA expects and will assist the OC in making application for any local or provincial grants available to support and promote the event and the sport.

5.5 Photography

RCA shall arrange photography and owns all imagery relating to the Event.

6. EVENT PARTICULARS

6.1 National Rowing Championships (NRC)

Course Open for Training

The OC shall plan to allow team boat trailers to arrive as early as two days before the regatta begins and shall have the rowing course open for practice at the same time. During the practice hours, on-water rescue boats are to be in operation and first aid available on land as per the RCA Sanction requirements.

Athlete Awards Banquet

An athlete awards banquet will be held on the Saturday evening of the regatta. The OC shall advise RCA on a suitable venue to stage the banquet and endeavor to assist with volunteers to help run the banquet. The OC shall work with the RCA appointed staff person for the banquet.

RCA shall supply the awards (at RCA's cost) for the banquet and provide staff and promotional support for the banquet.

Television and Live Streaming

The OC shall provide a live web stream, at a minimum, of the A and B Finals of the NRC Regatta. The rights to television, live streaming and recording of the Regatta belong to RCA. The rights to television, live streaming and recording of the Regatta belong to RCA. RCA shall source the broadcaster and consult the OC when researching companies, working with local businesses where possible. It shall be the responsibility of the OC to ensure proper spaces and infrastructure are allocated for broadcast equipment and personnel, including, but not limited to, power, internet, platforms/risers, tents, etc. Should RCA wish to pursue a telecast of a particular race, this must be agreed to by the OC, including all related costs and revenues.

6.2 Canada Cup (CC)

Course Open for Training

The OC shall plan to allow team boat trailers to arrive as early as three days before the regatta begins and shall have the rowing course open for practice two days before the racing begins. During the practice hours, on-water rescue boats are to be in operation and first aid available on land as per the RCA Sanction requirements.

Television and Live Streaming

It is not mandatory to televise, live stream or record the Canada Cup, but should RCA wish to pursue a telecast of a particular race, this must be agreed to by the OC, including all related costs and revenues. The rights to television, live streaming and recording of the Regatta belong to RCA. RCA shall source the broadcaster and consult the OC when researching companies, working with local businesses where possible. It shall be the responsibility of the OC to ensure proper spaces and infrastructure are allocated for broadcast equipment and personnel, including, but not limited to, power, internet, platforms/risers, tents, etc.

Ancillary Events

The OC shall provide adequate space for RCA to provide an educative program for athletes and coaches during the training days and evenings, at the discretion of RCA. If offered, these programs shall be organized by RCA and may include topics such as Canadian rowing technique, weightlifting technique, nutrition, recovery, mental performance, etc.

6.3 Canadian Masters Championship (CMC)

Ancillary Events

The OC is encouraged to organize a 'Masters Training Camp' in the days prior to racing that will involve various experts providing up-to-date information regarding rigging, biomechanics, video analysis, technique, nutrition, yoga, etc.

7. FINANCES

7.1 Budget

The OC shall draft an Event Budget and a separate Banquet Budget for RCA approval. The approved budgets will become an Appendix to the Hosting Agreement.

7.2 Financial Accounting

Detailed financial accounting must be kept by the OC in a format that has been approved by RCA. Event and Banquet revenue, expenses, surpluses, and deficits shall be recorded. A final accounting for the Event and Banquet must be provided within 90 days of the event.

7.3 Event Revenue

The following items shall be considered as revenue to the Event. This list is intended to present examples and is not exhaustive. Final details will be negotiated between RCA and the OC and will be identified in the Hosting Agreement.

- Entry fees;
- Sponsorship revenues;
- Advertising revenues;
- Grants;
- Donations.

7.4 Event Expenses

The following items shall be considered as expenses to the Event. This list is intended to present examples and is not exhaustive. Final details will be negotiated between RCA and the OC and will be identified in the Hosting Agreement.

- Fuel for the umpire and regatta safety and utility boats;
- Reasonable expenses incurred by volunteers;
- Lunches for regatta volunteers and Jury members;
- Equipment rental for essential equipment which may not be otherwise available;
- The services of RegattaCentral and Regatta Master;
- Security services;
- Sanitation services;
- Medical services;
- Mailing costs;
- Medals;
- Ground transportation for RCA appointed Jury members to/from hotel to the venue
- Streaming costs for events that require streaming;
- Banquet revenue and expenses for events that are required to offer a banquet.

Other items may be added to the list if approved by both parties. For example, a sponsor may wish to contribute a specific facility, such as a part of the course. Such items will be dealt with on a specific case basis by RCA and the OC.

7.5 Hosting Fees

Organizing Committees of successful bids are expected to pay a hosting fee to RCA. RCA and the Organizing Committee shall determine the amount when negotiating the Hosting Agreement (for example a set fee or a percentage of revenue generated by the Event). The agreed upon hosting fee will be outlined in the Hosting Agreement.

The OC will both retain any Event surplus and assume full responsibility for any deficit. Where funding has been received from Sport Canada, surplus revenue shall be considered legacy funds.

7.6 GST / HST

If the Event Host is a GST/HST registrant, neither GST/HST collected nor GST/HST paid will be reported on the Financial Report for the Event. If the Event Host is not a registrant, GST/HST paid will be included in the expenses shown on the Financial Report for the Event.

APPENDIX A

BID SUBMISSION CHECKLIST

Task	Completed	Need Additional Support from RCA
<p>1. Hosting Capacity 3-5 paragraphs should include:</p> <ul style="list-style-type: none"> • Ability to host the event; • Proposed venue; • Venue history (rowing and non-rowing events hosted). 		
<p>2. Organizing Committee Produce a chart that includes:</p> <ul style="list-style-type: none"> • Proposed OC structure; • Individuals who will fill key positions; • History of event hosting/expertise of each individual (rowing and non-rowing events included). 		
<p>3. Regatta Course 3-5 paragraphs should include:</p> <ul style="list-style-type: none"> • Technical description of the Regatta Course and its installations (# of lanes, direction, etc.); • Timing equipment; • Docking facilities; • Medal Presentation Facilities. 		
<p>4. Weather Conditions 1-2 paragraphs should include:</p> <ul style="list-style-type: none"> • Detail the likely weather conditions at the time of the Event; • Previous experience(s) with adverse wind conditions and how they were handled. 		
<p>5. Event Facilities Produce a chart that includes:</p> <ul style="list-style-type: none"> • All buildings and structures in relation to the regatta course; • Type of structures (temporary or permanent); • Planned usage for the structures (outline who the space is for and how it will be used - ex. Athlete gender neutral change rooms, spectator food service, media room, etc.); • Accessibility of said structures. <p>*Please include a map that provides a visual representation of where the structures are in relation to the regatta course*</p>		

Task	Completed	Need Additional Support from RCA
<p>6. Boats and Storage 2-4 paragraphs should include:</p> <ul style="list-style-type: none"> • Description of the boathouse/boat storage area; • Arrangements for borrowing equipment. 		
<p>7. Accommodations and Ancillary Events 2-4 paragraphs should include:</p> <ul style="list-style-type: none"> • Description of available accommodations; • Room rates; • Proximity to the course; • Transportation arrangements; • Venue/Program details for ancillary events (if applicable). 		
<p>8. Budget and Grants Provide a budget that includes:</p> <ul style="list-style-type: none"> • Detailed revenue streams; • Detailed expenses; • Confirmation of municipal/provincial sport tourism grant; • PRA support (if applicable). 		
<p>9. Letters of Endorsement Please include:</p> <ul style="list-style-type: none"> • A cover letter signed by the President/Chair of the bidding organization; • A letter of endorsement from the PRA (if applicable). <p>Optional:</p> <ul style="list-style-type: none"> • Letter(s) of endorsement from prominent community members (Mayor, municipal/regional/provincial politician). 		