

World Snowshoe Federation



Winter 2022-2023

Event Bid/Event Sanction Application

World Snowshoe Federation

Event Bid/Sanction Application

Purpose

The purpose of the World Snowshoe Federation's events is to:

1. Promote the Sport of Snowshoeing to the general public as a safe, healthy, Enjoyable outdoor winter activity.
2. Promote the Sport of Snowshoe Racing to athletes of all ages and abilities.
3. Coordinate the efforts of National Snowshoe Organizations and snowshoe race event organizers around the World as the Sport moves towards eventual Winter Olympic inclusion.

The WSSF provides event organizers and LOCs (Local Organizing Committees) multiple opportunities to assist in supporting snowshoe racing events around the globe.

1. ***Basic Event Sanctioning (such as Masters Games, or Junior or Regional events)***
2. ***World Snowshoe Cup Event Sanctioning,***
3. ***Continental Snowshoe Championship Event Sanctioning,***
4. ***World Snowshoe Championship Event Sanctioning.***

Fees & Benefits of each level of support:

1 Basic Event Sanction: Sanction Fee = \$1000CAN.

- Benefits include -
- * Use of WSSF logo on event related materials
 - * Listing of event on WSSF Website and Social Media outlets
 - * Event information distributed directly to all WSSF members

2 Continental Championship Event Sanction: Sanction Fee = \$2000CAN.

- Benefits include -
- * Use of WSSF logo on event related materials
 - * Listing of event on WSSF Website and Social Media outlets
 - * Event information distributed directly to all WSSF members
 - * The Continental Championships are very prestigious, carefully selected events. These events also offer an element of exclusivity that enhances the prestige of each event. They are the immediate steppingstone to the world Championships!
 - * Continental Championship winners earn invitation to World Championship event

3 World Championship/Congress Event Sanction: Sanction Fee = \$5000CAN.

- Benefits include -
- * Use of WSSF logo on event related materials.
 - * Listing of event on WSSF Website and Social Media outlets.
 - * Event information distributed directly to all WSSF members.
 - * Cooperates with LOC to ensure proper event insurance.
 - * WSSF assists in providing international advertising.

The WSSF Continental Championships and WSSF World Snowshoe Championship events are **typically** comprised of an 8km to 12km cross county snowshoe race for all athletes (typically a 5km distance for Junior aged athletes). Awards are typically presented to the top 3-5 overall Junior Boys and Girls (will not turn 20 years of age in the Championship year), the top 3 overall Men and Women, and age group awards as specified in the [Race Guideline Agreement](#). Other groups may be recognized at individual WSSF sanctioned events as agreed upon by LOC and the WSSF.

NOTE: The WSSF World Snowshoe Championship Event

All WSSF sanctioned event race courses should meet all WSSF course design parameters and must be pre-approved by the WSSF.

Event Bid and Sanction Application Period

Completed applications for conducting 2022-2023 WSSF sanctioned events should be submitted **by August 1st, 2022**. Early submission of applications is strongly recommended. The WSSF does not award events on a multi-year basis. Successful applicants will be notified via email.

Application Instructions

- Complete the application as thoroughly as possible. Be specific and accurate in your responses. Some of this information may be distributed in press releases and/or event information.
- Additional materials and documentation describing the event may be included to enhance the application.
 - If more than one event organizer is involved in the proposed WSSF World Snowshoe Championship event, one must be designated as the primary WSSF coordinator/contact.
 - When complete, submit the Event Bid Application to the WSSF.

Application Submission

Submit the completed application by August 1st, 2022 to the WSSF Executive Committee via WSSF Secretary at hello@worldsnowshoe.org

Application Review Process

The completed Event Bid/Sanction Application will be distributed to the members of the WSSF's Executive Committee for review and selection.

Payment Schedule

The successful applicant will submit payment for 50% of the race sanction fee 6 months prior to the event, and the remaining 50% 3 months prior to the event. Along with the second payment, the race organizer shall provide proof of insurance, and documentation showing that the WSSF is covered under the race organizer's policy.

Summary of Benefits to the Event Promoters (Event Organizer will receive)

1. Increased exposure through website and Social media linkages with the WSSF.
2. Increased exposure through WSSF's advertising/promotion efforts, i.e. press releases issued to all WSSF magazine, newspaper, television, and radio contacts.
3. Increased exposure through the WSSF's international, national and regional distribution of event posters/flyers.

Before submitting this Bid/Sanction Application, make sure you have; included all requested information and supplemental materials, obtained all necessary signatures and read and understood the bidder statement, which is part of the bid application.

For assistance in completing this Bid Application, contact the WSSF at hello@worldsnowshoe.org

Part I—Primary Contacts

Bid Submission Date:

Event(s) Site(s):

Event Organizer/Bidder

Contact Name _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Fax: _____

_____ Cell: _____

Website: _____ Email: _____

Event/Race Director (if different from above)

Contact Name _____ Work Phone: _____

Address: _____ Home Phone: _____

_____ Fax: _____

_____ Cell: _____

Website: _____ Email: _____

Part II– Year and Event Sought

Year	Event
2023	Basic Event Sanction
2023	Continental Cup Series Event
2023	World Snowshoe Cup Event
2023	Continental Championship Event
2023	WSSF World Snowshoe Championship Event

Part III– Event Details

A) Event Site(s) (Facility and/or Park name and location)

B) Proposed Event Title:

C) Preferred Event Date(s):

First Choice:

Second Choice:

D) Proposed Start Time(s):

This proposed time schedule is: (circle one) Fixed

Flexible

E) Please list other similar events that have been conducted on these sites and whether this event is being conducted in conjunction with some other Non-Championship event(s). If so, please describe other event.

F) Please include a Course Map that shows the course layout, i.e. start/finish lines, stadium, elevations, etc. Indicate on Course Map the location of registration center, aid and medical stations, toilet facilities, etc.

G) Course composition: _____% Uphill _____% Downhill _____% Flat
 _____% Groomed Trail _____% Single Track
 _____% Untracked Powder

H) Weather Conditions for this time of year:
Avg. temperature during race time: _____ Avg. Humidity _____ Avg. Wind _____

I) Provide name and full contact information of the individual(s) and/or company providing timing and results for this event.

Part IV- Local, Regional, State, National Associations

Please list contact information for any and all Local, Regional, National Associations that are assisting with the conduct of this event:

Briefly describe the role these Local, Regional, and National Associations play in planning and staging this event. (attach additional sheets if necessary)

Part V– Local Organizing Committee Details (attach additional sheets with responses)

A) Provide the legal name, address, website URL, and telephone numbers of the sponsoring organization bidding for this event, if different from that listed in Part I

B) List the names and professional background information of key organizing committee personnel who will be responsible for the conducting of this event. Provide an organizational chart or listing of the proposed event management team.

C) Name other organizations, if any, that will conduct or assist in the conducting of this event. Explain the relationships and responsibilities of any such organizations.

Part VI– World Snowshoe Championship Liaison

The World Snowshoe Federation designates a World Championship Liaison, (typically a member of the WSSF Executive Committee), whose role is to: serve as an intermediary between the bidder/race host and the WSSF, serve as a Referee or on the Jury of Appeals, provide technical assistance to the bidder/race host, serve as a resource for athletes, supervise race preparation and race day execution of the event, and to report back to the WSSF on the success of the event.

◆ The WSSF World Snowshoe Championships LOC is asked to reimburse the WSSF Liaison up to \$1500CAN or \$1000Euros in travel expenses. YES or NO?

The WSSF requests that bidders/race hosts consider providing transportation, housing (up to 5 nights), meals or per diem (\$50CAN or 40Euros) and race credentials for the WSSF World Championship Liaison during the Championships. Indicate whether you will be able to provide the following for the WSSF Liaison:

Transportation (event related local)	Yes	No
Hotel	Yes	No
Per Diem (\$50CAN or 40Euros/Day)	Yes	No
Meals	Yes	No
Race Credentials	Yes	No

The WSSF World Championships Liaison, along with any other race officials may contact the timing/results provider to ensure that the timing will be conducted in accordance with WSSF Official Rules.

Part VII– Officials

The WSSF World Championships Liaison and bidder/race hosts shall determine a process to select a Jury of Appeals and will determine how many other officials will be necessary to conduct the event.

- ◆ The selected WC LOC is also asked to provide a \$200CAN or 150Euros daily fee for certified WSSF Race Officials who officiate their event. YES or NO?

Indicate if the following will be provided for the Certified WSSF Race Officials

Transportation	Yes	No
Meals	Yes	No
Lodging	Yes	No

Part VIII– Athletes

-
- Bidder/Race Host will provide a hospitality suite for athletes, staffed by LOC volunteers
Yes No
 - Bidder/Race Host will provide event T-shirt and/or other commemorative souvenir to all participants
Yes No
 - There will be an Awards Ceremony
Yes No
 - Other Events (if so describe)
Yes No

Part IX– Transportation

1) Name all airlines that serve local airport(s). Please include distance and time of travel from nearest major domestic airports to host city/race site.

2) Please provide a list of transportation systems within your city/community available for public use and providing access to racecourse and hotels.

3) Please list companies that provide car rental service and other transportation related information.

4) Please indicate which hotels provide free airport shuttle services.

Part X– Medical (Attach Additional Sheets with Responses)

Please attach a separate sheet detailing Bidder’s plans for ensuring adequate medical services for athletes and spectators. Please note that the adequacy of medical services must be pre-approved by the WSSF.

Nearest Hospital Name: _____ Location: _____
Distance from Event Venue: _____ Phone Number: _____

Will an ambulance be available? Yes No
How many medical staff will be on site? _____
How many radios and/or cell phones will be used for communication on the course? _____

Part XI– Business Issues

1. The Bidder will be required to execute a formal Championship agreement (see attached)
2. The Bidder must demonstrate its financial capabilities to cover expenses deemed their responsibility as agreed upon in conjunction with the WSSF.
3. The Bidder will submit a proposed budget with this Bid Application
4. The Bidder will be required to promote and advertise the event in a first-class manner using all customary means, i.e. print, radio, television, website, etc. All proposed advertising copy, designs, photos, drawings and logos must be pre-approved by the ISSF prior to publication.
5. The Bidder shall provide the WSSF sponsors the first right and opportunity to provide products and services for the event and to be associated with and/or included in all event advertising efforts.
6. The Bidder may not reach an agreement with any sponsor without the express written approval of the WSSF.
7. **The Bidder will submit a proposed insurance and risk management plan for the event. Insurance policy MUST explicitly provide coverage for the World Snowshoe Federation.**

Rights and Responsibilities

The WSSF is responsible for: (Depends upon level of Event and Sanction)

- WSSF staff & official assistance
- Editorial coverage posted on the WSSF website. Editorial coverage is also dependent upon the information give to the WSSF by the event organizers.
- The WSSF may coordinate various marketing programs, event operations and sponsorship partnerships with event organizers
- WSSF, in cooperation with LOC, ensures adequate insurance coverage for the event.
- Providing certified WSSF recognized race officials.
- The WSSF may coordinate various marketing programs, event operations and sponsorship partnerships with event organizers.

Event Organizers are financially responsible for:

- Event production and technical operations
- Course design and management
- Timing, staffing, results, media, sound, public address announcer, venue, banners
- Overall and category awards for both Sr and Jr Male and Female athletes as specified in the [Race Guideline Agreement](#). Medal or trophy design can be localized, but should incorporate the WSSF logo. Award design must be approved by the WSSF in advance.
- Some local, regional, and national advertising

Part XII– Additional Information

Please provide any additional information that you believe will assist the WSSF in deciding whether to award the World Snowshoe Championship event to your organization. (Attach additional sheets if necessary)

Please provide the following information:

1. Population of host community
2. Nearest major urban areas and cities to venue
3. Include brochures on proposed venue(s), venue facilities, community, hotels, area attractions, websites, etc.
4. Are you a non-profit or professional event organizer?
5. Please outline the event organization's staffing and volunteer structure.
6. Does the event organization have a relationship with the local convention and visitor's bureau?
7. Please outline the event organizer's measure of success for this event
8. Will there be any user fees, participant or spectator charges (i.e. parking fees, etc.)?
9. Please provide a topographical map of proposed racecourse(s). If possible.
10. Outline how the event will be timed.
11. Describe security for the venue, parking, expo areas
12. Outline the event organizer's pre-event marketing plan
13. Will the event organizer have a website/email address specific to the event?
14. Will online race registration be available? If yes, will it be through the event organizer's website or another online race registration company?
15. Outline the financial and in-kind services the hosting community will extend to the event organizer for the event.
16. Outline incentives that may be offered to participants that would favor this event over another event (i.e. accommodations, airline specials, special events, etc.)