



REQUEST FOR PROPOSAL

2024 / 2025 / 2026 Canadian Mountain Running Championships

2025 / 2026 Canadian Trail Running Championships



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Overview

Athletics Canada (AC) in collaboration with the Canadian Mountain Running Association (CMRA) and the Association of Canadian Ultramarathoners (ACU) (Hereinafter referred to as “Governing Bodies”) is currently searching for hosts for the 2024, 2025, and 2026 Canadian Mountain & Trail Running Championships. These 1 or 2-day events showcase Canada’s elite Mountain & Trail runners and provide opportunities for the age-group and recreational runner.

Previous Host Cities	
Year	City
2023	Squamish, BC
2022	Vernon, BC

The Canadian Mountain & Trail Running Championships are comprised of four distinct races, and applicants may apply to host any or all of these races, depending on any number of factors such as terrain, organizational capacity, etc.

Mountain Running Championships:

1. “Classic Up & Down”
2. “Vertical”

Trail Running Championships:

1. “Short Race”
2. “Long Race”

The Governing Bodies delegate the organization and staging of the Canadian Mountain & Trail Running Championships, by written agreement, to a Local Organizing Committee (LOC).

The successful LOC must demonstrate the ability to stage a national sporting event in a highly successful and cost-effective manner with a focus on excellence in the areas of event management, community financial assistance, sponsorship, and human resource support.

Revenue opportunities included in a successful host bid should encompass projected government and / or community-based grants, local sponsorship, Value in Kind (VIK) commitments, hotel rebates or commissions, etc.

Benefits of Hosting

Economic Impact & Visibility

The hosting of a Canadian Championship event offers a host city the opportunity to attract participants and spectators from across Canada. The host city will benefit from tourism and additional accommodation requirements booked by participants, spectators, and others attending the events. The positive media exposure generated by hosting an event provides the city with a strong platform to promote itself as a national sporting destination.



Additionally, the host city will see economic benefits from the use of third-party suppliers including, but not limited to, equipment rentals, media partners, timing services, and medical providers.

Proposal to Host Process

It is important all prospective bidders review these instructions closely and comply with each specific request. The Review Committee will not consider proposals that are incomplete and not presented thoroughly. The following information will assist you when you prepare your application to host the Canadian Mountain & Trail Running Championships.

Objectives

In preparing proposals, applicants should consider how their event could support AC's strategic objectives, which include:

- Lead, Develop and Deliver a Positive Experience, for all Canadians, in the Sport of Athletics;
- Present a top tier event that showcases athletes and presents Canada as a global leader in the sport;
- Increase the number of high level competitions in Canada;
- Increase membership and participation at the grassroots level;
- Provide a superior entertainment experience for all spectators and viewers;
- Maximize exposure of the event through the media and spectators at the event;
- Consistency amongst AC's Canadian Championship Series;

Timelines

The following timelines have been established for the bid process:

Key Dates	
Circulation of Bid Handbook	November 17, 2023
Letter of Intent due to Athletics Canada	December 15, 2023
Proposal to Host due to Athletics Canada	January 30, 2024
Review	February 2024
Decisions and notifications	February 12-16, 2024
Announcement	February 26, 2024

Letters of Endorsement

The hosting of a Canadian Championship requires a strong partnership between the LOC, Provincial/Territorial Branch Office (e.g., BC Athletics), and local municipality. Although any group is encouraged to submit a Proposal to Host, all three partners must endorse the Proposal.

The letter of endorsement may be co-signed or may be three separate endorsement letters from:

- Athletics Canada member branch (e.g., BC Athletics)



- Venue (e.g., Mountain resort, golf course, park)
- Host Municipality

Proposal to Host Requirements

Your Application to Host must include the following completed Appendices:

- Appendix A - Application to Host
- Appendix B - Letters of Endorsement
- Appendix C - Course Map / Venue Plan

Venue Plans

Competition Plan

Applications must include course maps with proposed locations for the following areas of operations:

Athlete Warm-up	Start/Finish Lines	Anti-Doping Area
Announcers Tent/Booth	Change rooms/Washrooms	Athlete Entrance
Mixed Zone (Media)	Spectator Entrance	Sponsor / partner expo (If applicable)
Medical		

Assessment Criteria

When choosing the location for the Canadian Mountain & Trail Running Championships, the Committee will assess proposals to host based on the following criteria:

Evaluation Criteria		Evaluation Criteria	
	Host community		Operations
20%	Success of past events (Elite athlete participation, # of participants, % participation from outside host region, etc.)	20%	LOC and Volunteers
10%	Airport – Ease of travel in and out	10%	Organizational chart / team leaders
	Venues	10%	Intangibles
20%	Quality of competition course and venue		
	Accommodations		
10%	Location, quality, and options		



Requests for Additional Information

If you have any questions or require additional information about the Canadian Mountain & Trail Running Championship, please direct them to:

Chris Winter
Director, Domestic Programs & Safe Sport, Athletics Canada
Email: chris.winter@athletics.ca

Event Structure and Organizing Committees

A Local Organizing Committee (LOC) consisting of supervisors and coordinators is required to successfully plan and execute a Canadian Championship.

Local Organizing Committee

The LOC should be made up of people with expertise and knowledge in a variety of different fields relevant to the LOC roles.

The following positions are ones that each Local Organizing Committee is recommended to fill:	
LOC Chair / Race Director	Media Supervisor
Volunteer Supervisor	Results Supervisor
Ceremonies Supervisor	Registration Supervisor
Medical Supervisor	Transportation Supervisor
Local Sponsorship & Marketing Supervisor	Athletics Canada Organizational Delegate
CMRA Organizational Delegate	Athletics Canada Technical Delegate
ACU Organizational Delegate	

**Depending on size and scope of the event, some of these roles may be combined at the discretion of the LOC.*

Hosting Standards

Accommodations

Hotel(s)

The LOC shall delegate an official race hotel(s) for athletes, coaches, officials, volunteers, and media. The hotel(s) should be located as close to the competition venue as possible and within close proximity to each other (if multiple hotels are used). Hotels must be wheelchair accessible.



Accommodation Rates

The LOC shall use their best efforts to obtain the best rates possible for athletes, coaches, media, and Organizational Delegates.

Technical Officials and Technical Delegate

The LOC will provide accommodation, meals, and transportation to Organizational Delegates or Officials (no more than 2) and the Athletics Canada Technical Delegate (1), for a period of not more than one night prior to the championships until the morning after the championships. Athletics Canada will attempt to secure officials and a Technical Delegate from the region/city where the event is taking place.

Transportation

The LOC shall provide an adequate, reliable, and complimentary transportation system during the competition for athletes, coaches, and officials between the official race hotel and the start/finish during the day of competition.

Medical

General

- The LOC shall be responsible for providing adequate medical care and facilities for the Championships. Such medical care shall be provided for all participating athletes, officials, media, volunteers, spectators, and all others involved in the event.

Duties of the Medical Services Team

- To recruit and coordinate the utilization of community medical resources;
- To provide primary and emergency care to all above-mentioned people at the various venues of the Championships; and
- To provide other medical support services needed to ensure the safety and health of the aforementioned.

Location of Medical Sites

- Medical services should be available on the course and at the start/finish lines.

Spectator Areas

- The provision of emergency care and first aid for spectators is the responsibility of the medical organization. Community resources such as St. John's may be recruited to assist in this endeavour.

Doping Control

- Athletics Canada will coordinate, in collaboration with the Canadian Centre for Ethics in Sport (CCES), which will assume responsibility for associated costs, the In-Competition Doping Control procedures required during the Championships. The LOC will be required to assist the CCES in preparing for and carrying out the doping control procedures. There will be a CCES delegate on-site for the Championships and will look after training the volunteers.
- Complete details of the doping control procedures will be provided by CCES and can be found at



www.cces.ca. The following are some of the requirements of the LOC.

- Staffing
 - Assistants to witness the urine collection (These are provided by CCES).
 - An appropriate number of trained escorts (Approx. 3-5) for the athlete's notification (this involves gathering the athlete after the race and taking them to the doping control area).
- Facilities, materials, number of samples
 - A secure waiting room with adequate seating (5 – 10 people), and a variety of refrigerated sealed drinks.
 - An adjacent secure working room equipped with the necessary furniture for at least four people attending the sampling procedure.
 - An adjacent secure room where blood samples can be taken when required.
 - Toilets adjoining the working room, at least 2 toilets (male and female).
 - Light refreshments that the athletes can have once they have completed their testing.
 - Transportation for the athletes and the CCES Delegate back to the hotel at the end of the control.

Competition Dates & Schedule

The preference is to host the Canadian Mountain & Trail Running Championships between the months of June to November with preference for events held in June, July, and early August. Preference will be given to events that align with and avoid conflict with the 2025 World Mountain & Trail Running Championships (Sept 25-28, 2025; Canfranc-Pirineos, Spain) and the 2024 NACAC Mountain & Trail Running Championships proposed for Sept 7-8, 2024.

Championship Race Distances

The Canadian Mountain & Trail Running Championships are comprised of four distinct races, and applicants may apply to host any or all of these races, depending on any number of factors such as terrain, organizational capacity, etc.:

Mountain Running Championships

3. "Classic Up & Down": 5km to 6km for U20 (Men & Women); 10km to 12km for Senior (Men & Women). See reference to the vertical gain/loss expectations below.
4. "Vertical": It should have at least 1000m of positive vertical elevation and measured in a certified manner to an accuracy of +/- 10m. See reference to the minimum incline below.

Trail Running Championships

3. "Short Race": The distance should be between 35km and 50km with at least 1500m of elevation gain/loss.
4. "Long Race": The distance should be between 70km and 100km with at least 2500m of elevation gain/loss.



Venue / Course Requirements

Competition Course

- The disciplines of Mountain and Trail Running take place on various types of natural terrain (sand, dirt roads, forest paths, single track footpaths, snow trails, etc.), and in various kinds of environment (mountains, forests, plains, deserts, etc.).
- Races take place mostly on off-road surfaces, however sections of paved surfaces (e.g., asphalt, concrete) are acceptable as a way to reach or link the trails of the course but should be kept to a minimum. Preferably existing roads and trails should be used.
- For mountain race only, some special exceptions do exist where races are held on a paved surface but are only acceptable when there are large elevation changes on the course.
- The course must be marked in such a way that no navigation skills will be required from the athletes.
- Mountain races are traditionally divided into “up and down” and “Uphill” races. The average altitude gain or loss can vary from approx. 50 – 250 meters per kilometer.
 - In “Up and Down” races, the average incline should be between 5% (or 50m per km) and 25% (or 250m per km). The most preferable average incline is approximately 10%-15% provided that the course remains runnable.
 - In the “Uphill” or Vertical category the incline shall be not less than 25%.

Start

- Mountain & Trail races typically have mass starts. Runners can also start separated by competition gender or age-related categories.

Official Race Timing

- Three methods of timekeeping shall be recognized as official:
 - Hand Timing;
 - Fully Automatic Timing obtained from a Photo Finish System;
 - Timing provided by a Transponder System
- All methods must be started by the Starter’s gun or synchronized with the start signal.
- It is important that when using transponder timing that appropriate back-up systems are put in place by the Organizers. The provision of back-up Timekeepers, and more importantly Finish Judges to adjudicate on close finishes (which might not be differentiated by chip timing) is strongly recommended.

Safety, Environment

- The Local Organizing Committee shall ensure the safety of athletes and officials. Specific conditions, such as high altitude, changing weather conditions, and available infrastructure should be respected. The Race organizer is responsible for taking care for the environment when planning the course, during and after the competition.
- Water and other suitable refreshments shall be available at the start and finish of all races. Additional drinking / sponging stations should be provided at suitable places along the course.



- Aid stations shall be sufficiently spaced out. For the Mountain Race, it is recommended that Aid Stations be positioned every 2 km. Outside aid is permitted within 100 m of the aid station.

Equipment

- Mountain and Trail races do not imply the use of a particular technique, alpine or other, or the use of specific equipment, such as mountaineering equipment. The use of hiking poles could be permitted at the discretion of the Race organization. The Race Organizer may recommend or impose mandatory equipment due to the conditions expected to be encountered during the race, which will allow the athlete to avoid a situation of distress or, in the case of an accident, to give the alert and wait in safety for the arrival of help.

Race Organization

- The Organizer shall, prior to the race, publish specific regulations of the race including at minimum:
 - Details of the organizer responsible (name, contact details)
 - Program of the event
 - Detailed information about the technical characteristics of the race: total distance, total ascent / descent, description of the main difficulties of the track
 - A detailed map of the course
 - A detailed profile of the course
 - Course marking criteria
 - Location of the control posts and medical/aid stations (if applicable)
 - Allowed, recommended or mandatory equipment (if applicable)
 - Safety rules to be followed
 - Penalties and disqualification rules
 - Time limit and cut-off barriers (if applicable)

Audio / Signage / Lighting

- Ability to install temporary signage;
- Venue must possess (or acquire) a sound system capable of distributing PA sound and music evenly across the start/finish areas;

Function Spaces

- Venue to provide athletes and teams with a dry and warm area to assemble and rest at the start/finish line or very close to it;
- Appropriate facilities for Anti Doping (CCES) and medical staff;
- Area for medal ceremonies.

Officiating

Athletics Canada Technical Delegate (ACTD)

- The ACTD, if appointed, is responsible for ensuring that National Championship events comply with the applicable technical rules. In addition, the ACTD supports the Senior Event Management with presentation aspects of the National Championships. The ACTD is appointed by Athletics Canada in



consultation with the Chair of the National Officials’ Committee.

Race Officials / Referee

- One or more race referees may be appointed to the National Championships to assist the ACTD with ensuring compliance of applicable technical rules. Race Officials / Referees are appointed by Athletics Canada or the Prov/Terr Branch in consultation with the National Officials’ Committee.

Awards & Elite Athlete Support

Prize Money & Awards

The LOC will be responsible for providing a suggested minimum prize money pool to Canadian athletes as follows. It is suggested that the prize money be split amongst the top 3 finishers.

Vertical	\$5,000 (\$2,500 per gender)
Classic Up & Down	\$5,000 (\$2,500 per gender)
Short Trail Race	\$5,000 (\$2,500 per gender)
Long Trail Race	\$5,000 (\$2,500 per gender)

For the purpose of eligibility for placing and prize money, Canadian athletes are defined here as athletes holding Canadian Citizenship and subject to Athletics Canada Residency and Membership Rules (you can find more information on this on the Athletics Canada website, www.athletics.ca, or by contacting Athletics Canada).

Only current members of an Athletics Canada Branch are eligible to be declared Canadian Champions and receive a medal, award, or prize money. Athletes competing in the Short & Long Trail races are also required to be current members of the ACU.

The LOC can broaden the invitation list to include other Canadian athletes as well as athletes living in Canada and abroad but not holding Canadian Citizenship. The LOC can offer an “Open” Prize package structure in addition to the “Canadian Only” Prize package; this can be open to all athletes entered in the competition regardless of which country they represent.

Elite Athlete Support

To help encourage and support Canada’s Top Mountain & Trail Runners to compete at these Championships the LOC will be responsible to provide one or both of the following support programs:

- Complimentary entries to a minimum of 5 (five) athletes, per gender, per event.
- Financial support to help cover the cost of travel and/or accommodations (minimum of 1 (one) athlete, per gender, per event).

Application Checklist



Checklist Item	Check <input type="checkbox"/>
Appendix A – Application to Host	
Appendix B – Endorsement Letter(s) (Provincial/Territorial Branch, Venue & Municipality)	
Appendix C – Course Map / Venue Plan	



APPLICATION TO HOST

**2024 / 2025 / 2026 CANADIAN MOUNTAIN & TRAIL RUNNING CHAMPIONSHIPS
2025 / 2026 CANADIAN TRAIL RUNNING CHAMPIONSHIPS**

APPLICATION FORM

ORGANIZATION SUBMITTING THE APPLICATION

Name of Applicant Organization	
Contact Person	
Contact Phone Number	
Contact Email	

CHAMPIONSHIP (Select one or more of the following events)

2024, 2025, & 2026 Canadian Mountain Running Championships	
Vertical Uphill	
Classic Up & Down	
Both	
2025 & 2026 Canadian Trail Running Championships	
Short Race	
Long Race	
Both	
2024 (Mountain Only), 2025, & 2026 Combined Canadian Mountain & Trail Running Championships	

RACE DETAILS

Race name	
Location (city, venue/facility)	
Proposed race date	
Proposed race(s) distances	
Proposed race(s) elevation gains	
Please attach a map of the proposed course showing elevation	Attached (Yes/NO)
Proposed prize money & structure	
Proposed entry fee	
Is this part of a pre-existing race?	
If Yes, number of years the event has been hosted	
If Yes, number of participants at last edition	
Will the pre-existing race and the Championship races be run at the same time?	



RACE VENUE/FACILITY INFORMATION

Address of Venue/Facility	
Does the venue/facility have access to indoor space?	
Does the venue/facility have washrooms? Number?	
Does the venue/facility have changerooms? Number?	
Distance to closest hospital/emergency room?	
Is there free parking available? If not, what is the cost, and how many complimentary parking spaces are available for staff and volunteers?	

AIRPORT

Name of the nearest airport	
List Major Airlines	
What transportation services are available to participating athletes? (Airport to Race Hotel)	

HOTEL INFORMATION

Hotel Name	
Address	
Contact Name	
Telephone	
Email Address	
Hotel Website	
Distance from Hotel to race venue/facility	
What transportation services are available to participating athletes?	
What are the potential traffic problems travelling between the host hotel(s) and the event venue/facility?	

TECHNICAL REQUIREMENTS

EVENTS PROGRAM (Please sign below that the below requirements will be met)

Mountain Running Championships	
Classic Up & Down*	
U20 M/W	5km to 6km
Senior/Open M/W	10km to 12km
	*Average incline should be between 5% (or 50m



	per km) and 25% (or 250m per km). The most preferable average incline is approximately 10%-15% provided that the course remains runnable.
Vertical Uphill	
Senior/Open M/W	Should have at least 1000m of positive vertical elevation and be measured in a certified manner to an accuracy of +/- 10m.
Trail Running Championships	
Short Race	
Senior/Open M/W	35km – 50km with at least 1500m of elevation gain/loss.
Long Race	
Senior/Open M/W	70km – 100km with at least 2500m of elevation gain/loss.

RACE REQUIREMENTS (Please sign below that the below requirements will be met)

Race Timing	Official Timing (Chip Timing, Hand Timing, Photo Finish)
Race Registration	Online Registration Platform (i.e., Race Roster, Trackie, etc.)
Sanctioning & Insurance	Organizers must sanction the event with their respective Provincial/Territorial Branch and carry a liability insurance policy in favor of the athletes, officials, and spectators, to cover risks for which they may be liable.
Results	The results should ideally be posted live on the event website and sent at the conclusion of the meet to Athletics Canada (email: results@athletics.ca), the Provincial/Territorial Branch, the Canadian Mountain Running Association, and the Association of Canadian Ultramarathoners.
Race logistics, including flagging and marshals	The course must be marked in such a way that no navigation skills will be required from the athletes.
Medical	Adequate Medical and Emergency Services on site, including emergency assistance and ambulance service, and minor stitching.
Anti-Doping	Anti-Doping at the discretion of Athletics Canada
Equipment	Start/Finish Line Banner, Timing Clocks, Podium, Course Flagging, Starting Gun/Horn.



Signature : _____ Date : _____