



# 2026 Gymnaestrada

REQUEST FOR PROPOSAL



## Table of Contents

|  |    |
|--|----|
| INTRODUCTION .....                       | 2  |
| ORGANIZATIONAL BACKGROUND/OVERVIEW ..... | 2  |
| EVENT OVERVIEW.....                      | 3  |
| DATES .....                              | 4  |
| EVENT FORMAT.....                        | 4  |
| TIMELINES & EVENT SCHEDULE .....         | 5  |
| FACILITY REQUIREMENTS .....              | 6  |
| EQUIPMENT .....                          | 6  |
| BUDGET & REGISTRATION FEES .....         | 6  |
| STAFFING & TECHNICAL .....               | 7  |
| COMMUNICATIONS & MARKETING.....          | 7  |
| SAFETY & INSURANCE .....                 | 8  |
| BID DOCUMENTS.....                       | 8  |
| QUESTIONS & PROPOSAL SUBMISSION .....    | 10 |
| BID TIMELINES .....                      | 10 |





## INTRODUCTION

Gymnastics Canada (GymCan) is soliciting proposals for cities to host the 2026 Canadian Gymnaestrada event in July 2026. This request for proposal (RFP) contains background information on GymCan, as well as specific information which must be included in the RFP response.

## ORGANIZATIONAL BACKGROUND/OVERVIEW

First established in 1969, Gymnastics Canada (GymCan) is the national governing body for the sport of gymnastics in Canada. GymCan operates under a remote work model, allowing our team members to collaborate effectively from various locations.

GymCan works closely with our provincial and territorial 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, GymCan 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.

Gymnastics is a multi-discipline sport with two identities, one as a foundation sport and the other as a competitive sport. Gymnastics in Canada is governed by GymCan, which is a federation of Provincial/Territorial members composed of clubs and individual members.

Gymnastics for All (GfA) is recognized as an official sport discipline by the Fédération Internationale de Gymnastique (FIG). As explained by the FIG, “the Gymnastics for All movement strives to bring nations together through a world of movement and physical activity, contributing to global health, fitness, and friendship. Anyone, regardless of age, shape, or ability can take part in Gymnastics for All activities as part of a daily fitness routine.”

## EVENT OVERVIEW

Consistent with the FIG's commitment to inclusive gymnastics programming, activities, and events, Gymnastics Canada (GymCan) also recognizes GfA as an integral part of the organization across Canada. The philosophy of GfA is Fun, Fitness, Fundamentals, Friendship, and Forever.

The Canadian Gymnaestrada is a nation-wide GfA event hosted by GymCan every 4 years (to align with the timing of the World Gymnaestrada event held the year after the Canadian event) providing participants with the chance to become spectators at a national event, gaining inspiration, motivation, and new ideas from other group performances, facilitating connections and collaborations between groups across the country. With its festival style approach, Gymnaestrada is like the Coachella or Glastonbury Festival of gymnastics. A massively fun Opening Ceremony kicks off the event, and afterward there are performances and activities throughout the city.

The 2018 Canadian Gymnaestrada was hosted in Richmond, BC with 1 154 participants and 49 groups and the 2022 Canadian Gymnaestrada was hosted in Edmonton, AB with 800 participants and 36 groups. The Canadian Gymnaestrada always takes place one year in advance of the international iteration – the World Gymnaestrada.

The Canadian Gymnaestrada provides a national platform for groups of 10 or more gymnasts from across the country to come together and share their passion and love of gymnastics. By featuring performances in both indoor and outdoor venues, the event format not only draws local spectators in, but it also brings the event out to the local community.

The Objectives of the Canadian Gymnaestrada are to:

- Promote the value and diversity of gymnastics to a wider public;
- Encourage the growth of Gymnastics for All across Canada;
- Celebrate creativity, innovation, and inclusion;
- Showcase regional/national culture, traditions, music, etc.;
- Inspire joy in exercise and physical activity;
- Foster collaboration and friendship between groups from across the country;
- Deliver educational workshops for gymnasts and coaches;
- Establish the Canadian delegation for the 2027 World Gymnaestrada in Lisbon, Portugal.

The 2026 Canadian Gymnaestrada will feature indoor and outdoor performances, a closing showcase/gala, educational workshops, and community integration. The 4-day event is expected to attract 1000–1200 participants ranging from age 8 to 80+.

Nearly 60% of the 2022 Canadian Gymnaestrada participation was from out of the host province of Alberta:

This event will help identify the Canadian delegation for the 2027 World Gymnaestrada in Lisbon, Portugal. Normally 90% of the participants from Canadian Gymnaestrada will go onto attend the World Gymnaestrada, therefore the Canadian event will have significant participation.



Appendix A includes the sample information from the 2022 Canadian Gymnaestrada.

## **DATES**

The proposed dates for hosting are June 30 – July 4, 2026 (dates can be flexible but normally reside around Canada Day given its festival nature).

## **EVENT FORMAT**

- The event is made up of the following components:
  - Rehearsals
    - One day prior to the start of indoor performances;
    - Groups rehearse their full performance with music and apparatus in the indoor venue.
  - Educational and practical workshops for coaches and gymnasts
    - One day prior to the start of indoor performances;
    - Facilitated by participating group coaches, choreographers, leaders, etc., and/or experts from the local community.
  - Opening ceremony
    - Typically held in the indoor venue and includes an introduction of participating clubs and provincial and territorial gymnastics associations speeches and presentations from dignitaries, sponsors, organization leaders, and special performances featuring local performers/talents, and a selection of routines from local gym club(s) and/or attending groups.
  - Indoor Group Performances
    - Each performance area is approximately 400 m<sup>2</sup> (20m x 20m) with seating capacity for a minimum of 2000 spectators.
    - Groups must have a minimum of 10 active gymnasts on the performance floor;
    - Indoor groups perform twice in the indoor venue;
    - The maximum durations of an indoor group performance are:
      - 10 to 19 gymnasts are limited to a maximum 5-minute performance
      - 20 to 35 gymnasts are limited to a maximum 10-minute performance
      - 36 or more gymnasts are limited to a maximum 15-minute performance
  - City Group Performances
    - City groups perform twice, once in the indoor venue and once in the outdoor venue;
    - The outdoor performance is typically hosted in conjunction with the local community's Canada Day celebrations.



- The outdoor performance area is dependent on the space provided by the local community (preferred size is a minimum of 12m x 12 m, covered with a clearance of 6m);
- The maximum duration of the city group performance is dependent on the number of active participants:
  - 10 to 19 gymnasts are limited to a maximum 3-minute performance.
  - 20 or more gymnasts are limited to a maximum 5-minute performance.
- Showcase/Closing Gala
  - Features a selection of performances from attending groups;
  - Typically takes place on the evening of the second indoor performance day.

## TIMELINES & EVENT SCHEDULE

| Administration  |   |
|---|---|
| In advance of signing                                       | Budget  |
| August/September  | LOC Organizational Chart – 60 days after signing of the hosting agreement |
| Business Operations   |   |
|   | Sponsorship package – if applicable                                       |
|   | Marketing Strategy – if applicable  |
|   | Communication Plan  |
| Event Operations  |   |
| 6 months before event                                       | Draft schedule  |
| Support GymCan with Information for Public Document Release |   |
| 4 months before event                                       | Directive & Risk Assessment   |
| Ongoing   | Website   |
| 4 weeks before event  | Delegate Handbook with final schedule                                     |
| Post-Event  |   |
| 3 months after event  | Post-event report – no later than 90 days post-event                      |

Sample Event Schedule:



|       |  |
|-------|--|
| Day 1 | Group Arrivals<br>Registration<br>Orientation Meeting & Venue Tour                                     |
| Day 2 | Outdoor City Performances<br>Sightseeing & Tourist Activities<br>Canada Day Festivities<br>Welcome BBQ |
| Day 3 | Indoor Rehearsals and Workshops<br>Opening Ceremonies  |
| Day 4 | Indoor Performances  |
| Day 5 | Indoor Performances<br>Gala/Showcase<br>Closing Ceremonies   |
| Day 6 | Group Departures   |

## FACILITY REQUIREMENTS

- Indoor and Outdoor performances and activities can occur across multiple venues with transportation being a factor in making this possible. Contingency plans for indoor space should be made in case of inclement weather at the outdoor venue.
- Indoor: Minimum of 2 performance areas and 1 warm up area (each is approximately 400 m<sup>2</sup> (20m x 20m).
- Indoor: Seating capacity for a minimum of 2000 spectators
- Outdoor: This depends on the space provided by the local community (the preferred size is a minimum of 12m x 12 m, covered with a clearance of 6m)
- Indoor: Minimum 4 room/open spaces for Workshops (each to fit up to 250 people)
- Indoor/Outdoor: Designated vendor area
- Gymnastics equipment to be provided by GymCan

## EQUIPMENT

- GymCan will supply and cover the cost of all required gymnastics equipment, including the costs of transportation, to and from supplier's warehouse and the venue, from GymCan official equipment supplier, Spieth America.
- GymCan will organize specific equipment with our supplier as per similar to World Gymnaestrada equipment requirements

## REGISTRATION FEES

- LOC and GymCan agree to work cooperatively on a budget for the event.
- GymCan will provide support, if required, to LOC's efforts to secure hosting grants for the event.
- LOC and GymCan agree to the registration fees and split below:
  - \$310 per athlete: \$230, \$80 to GymCan;
  - \$310 per coach: \$230, \$80 to GymCan;



- c. \$310 per support staff: \$230, \$80 to GymCan;
- d) LOC will retain all profits and assume all deficits related to the event after splitting the registration fee as noted above.

## **STAFFING & TECHNICAL**

GymCan will provide the following:

- Support from many GymCan department including Sport Development, Safe Sport, Marketing/Communications, Finance, national events, sponsorship, and merchandise departments
- Work in cooperation with the LOC to set an initial draft schedule, based on estimated registration numbers. A final schedule will be set once final registrations are confirmed.

LOC will provide the following at their cost

- Accommodation (single room per technician), local transportation and on-site meals for up to six (6) technicians from the official equipment supplier, Spieth America.
- Provide volunteers with sufficient equipment for set up, take down, and on-site equipment requirements.
- Provide a forklift at each venue, including a certified/ticketed operator for both setup and take down, as required.
- Work in cooperation with GymCan to set a schedule for the event.

## **REGISTRATION**

- GymCan will operate and manage event registration (including collecting registration fees through Activity Messenger).
- GymCan will remit the registration fees to LOC in (2) installments.
  - The first installment will represent 50% of the registration fee total based on the agreed split and will be paid to the LOC by January 31, 2026.
  - The second installment, the remaining 50%, plus any subsequent registration revenue less required refunds, will be paid to the LOC once they have completed all hosting duties

## **COMMUNICATIONS, MARKETING, SPONSORSHIP & MERCHANIDSE**

- GymCan to provide national Livestream free of charge to LOC with host branding provided on the stream at Gym Can discretion.
- GymCan will work with LOC to develop Communications Plan
- GymCan will provide social media and digital presence for GymCan needs at GymCan cost. Photography for purchase can be organized by the LOC.
- GymCan will provide event brand guidelines, official logo and theme
- LOC to provide local/regional marketing and promotion of the event
- Support in both official languages will be provided by GymCan given its Sport Canada requirements.





- GymCan will provide signage for the event for national sponsors and GymCan at GymCan cost
- Typically, it'll provide list of national sponsors that must be protected with category exclusivity by March 31, 2026. GymCan retains the right to sell title or presenting sponsorship event naming rights by March 31, 2026. All national sponsorship revenue is retained by Gym Can.
- Merchandise: GymCan partner has the first right of refusal to official event merchandise sales. If actioned, the LOC must provide space for a booth location free of charge. All merchandise proceeds are retained by GymCan partner.

## **SAFETY & INSURANCE**

GymCan will provide Commercial General Liability insurance coverage for the event.

All volunteers and local organizing committee members must complete a media consent form and meets GymCan Safe Sport Screening requirements.

A risk assessment must be completed for the event and submitted 4 months before the start of the event.

## **BID DOCUMENTS**

GymCan requires the following bid documents to be submitted in accordance with the timelines listed. The Bid Package can either be submitted by a Provincial/Territorial Gymnastics Organization, Tourism Agency, Municipality, Event promoter, or combination of any. Bids should be developed in consultation with the relevant Provincial/Territorial Gymnastics Organization.

1. Letter of Intent – By June 13, 2025
  - a. Introduction to Hosting Group
  - b. Proposed Dates
  - c. Proposed Venue
  - d. Proposed Services (Transportation, Accommodations)
  - e. Host City Information
2. Bid Package – By June 28, 2025
  - a. Host City Profile
    - i. Flight Transportation Information
    - ii. Public Transportation Information
    - iii. Description of accommodation and meal plans (room types, quantity)
    - iv. Event Hosting Human Resources (local clubs, sport volunteers, event hosting staff)
  - b. Letters of Support
    - i. Venue(s)
    - ii. Local Tourism Organization
    - iii. Hotel/Accommodations Provider
  - c. Funding



- i. Available funding opportunities (including grants that can be applied for)
  - ii. Financial support from host location
  - iii. Contribution towards staff accommodation
  - iv. Additional VIK sponsorship of event expenses
  - v. Ticketing – ticket plan with price per ticket, packages, etc.
  - vi. Concession plan
- d. Venue
  - i. Location and Map
  - ii. Spectator Seating Layout (access to bleachers)
  - iii. Main Hall Layout
  - iv. Other rooms (meeting rooms, washrooms, etc.)
  - v. Parking
  - vi. Vendor/Merchandise
  - vii. Catering and Food/Beverage
  - viii. Sponsor/brand restrictions
  - ix. Hospitality (Media & VIPs)
  - x. Access to equipment (chairs, tables, etc.)
  - xi. Load and load out logistics (loading docs, etc.)
  - xii. Staging (Pip and Drape, Awards Stage)
  - xiii. Electronics/AV (Speakers, Music, Microphone, Screens)
  - xiv. Accessibility (elevators, bathrooms, etc.)
  - xv. Security
  - xvi. Medical
- e. Accommodations
  - i. Hotel – affordable room rates, and close proximity to venue
  - ii. Other options such as residence or dorms
- f. Catering / Food & Beverage
  - i. Concession options at venue
  - ii. Breakfast options at host accommodation
  - iii. Catering options at venue
- g. Transportation
  - i. Public transportation options for participants including airport transportation on arrival and departure days as well as local ground transportation between venue(s) and accommodation
- h. Event Staff & Volunteers
  - i. Access to local volunteer database
- i. Insurance
  - i. All insurance information including event cancellation and content insurance
- j. Additional Experience Value
  - i. Opportunities to meet with local professional teams
  - ii. Tours or other tourist attractions or destination promotions
  - iii. Onsite activations to promote local attractions

- iv. Community engagement and partnerships
- v. Sustainability and Legacy plans

## QUESTIONS & PROPOSAL SUBMISSION

Proposals will be evaluated based on the following criteria.

- Venue
- Accommodation
- Catering and Food and Beverage
- Transportation
- Event Staff and Volunteers
- Funding Opportunities
- Cultural /Participant Experience

## BID TIMELINES

Proposals Due:

July 1, 2025

Submit proposals:

Denise Alivantov  
[dalivantov@gymcan.org](mailto:dalivantov@gymcan.org)  
(437) 688-3579

GymCan will notify all participants of the result of the selection process via email. The host will be named by July 25<sup>th</sup>, 2025.

Any questions regarding GymCan's Gymnaestrada RFP can be directed to Denise Alivantov before the proposal deadline.

We appreciate your interest in hosting the 2026 Canadian Gymnaestrada and look forward to receiving your proposal.

