

STANDARDS and EXPECTATIONS

for

PICKLEBALL CANADA

REGIONAL CHAMPIONSHIPS

WEST - CENTRAL - ATLANTIC



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1. Regional Tournament Locations

- 1.1. The goal of Pickleball Canada Organization (PCO) and Pickleball Canada Regional Championships is to support the growth of pickleball for all ages locally, provincially, regionally, and nationally.
- 1.2. There are three regional tournaments
 - 1.2.1. Atlantic: New Brunswick, Nova Scotia, and Newfoundland (Prince Edward Island is not an affiliated province at this time)
 - 1.2.2. Central: Ontario and Quebec (Nunavut is not an affiliated territory at this time)
 - 1.2.3. Western: Manitoba, Saskatchewan, Alberta, B.C. and Yukon (Northwest Territories is not an affiliated territory at this time)
- 1.3. Host Provinces are as follows:
 - 1.3.1. Atlantic
 - 2021 Nova Scotia
 - 2022 New Brunswick
 - 1.3.2. Central
 - 2021 Quebec
 - 2022 Ontario
 - 1.3.3. West
 - 2021 Saskatchewan
 - 2022 Alberta
 - 2023 B.C.
 - 2024 Manitoba
 - 1.3.4. Newfoundland and Yukon will not be part of the rotation in their respective region until they request inclusion in the rotation and can demonstrate to Pickleball Canada the capacity to undertake such an endeavour.
 - 1.3.5. The rotation of host provinces will continue in sequence for ensuing years. If a host province cannot host the event in their year for circumstances which Pickleball Canada believes is beyond their control, the host province will host the following year, resulting in the schedule being pushed back one year.
- 1.4. All clubs, cities, and venues to host (HOST) Regional Championships for PCO, will be selected by their province
 - 1.4.1. A HOST can consist of a single club or multiple clubs wanting to work together to host Regional Tournaments.

2. General Information

- 2.1. All play must follow International Federation of Pickleball (IFP) rules.
- 2.2. PCO Regional Tournaments must meet PCO sanctioning requirements. PCO will not charge the HOST a sanctioning fee.
- 2.3. The HOST location has primary responsibility for the operation of the tournament with support from PCO. PCO has primary responsibility for the presentation of the event with support from the HOST.
- 2.4. HOST will make every effort to provide services in both official languages, and in particular if the event is held in Eastern Canada. The entry procedure, if possible, will be bilingual.
- 2.5. The HOST, where required by law, will assume liability of ensuring all personnel employed by, or on behalf of the HOST, shall be covered by workers' compensation insurance.
- 2.6. All policies of PCO must be agreed to and followed by the HOST. These can be found at: <https://pickleballcanada.org/policies.php>

- 2.7. These Standards and Expectations are subject to change with appropriate consultation occurring with prospective or presumptive HOSTS.
- 2.8. By agreeing to host the Regional Tournament, the HOST understands and agrees to all the terms of this Regional Tournaments Standards and Expectations document.
- 2.9. Any requested variations of terms must be agreed to by Pickleball Canada.
- 2.10. The PCO Event Agreement is the final authority on any dispute between PCO and the HOST.
- 2.11. The HOST should address all questions by email to the PCO, VP of Sport Development and Competitions at vp-sport@pickleballcanada.org, who will forward the question and replies to all potential bid parties.

3. PCO Event Requirements

- 3.1. Regional Tournaments HOSTS will work with the PCO Tournament Chair in scheduling their event to avoid conflict with all other major pickleball tournaments and events.
- 3.2. Regional Tournaments are, open to all competitors from all countries. Participants **must** be current members of PCO.
- 3.3. Facilities must be available for a minimum of three days or longer to adequately accommodate all events.
- 3.4. Appropriate technology will be on hand to ensure a successful tournament, including backup equipment in case of technology failure. Reliable internet must be available at the facility, preferably wired and wireless. A public address system is required.
- 3.5. Food service facilities must be available within 250 meters of the venue.
- 3.6. The HOST will provide sufficient nets and balls.
- 3.7. The Official ball will be determined by PCO.
- 3.8. There must be at least two people on site at all times trained in first aid and the use of an AED defibrillator.

4. Playing Area Requirements

- 4.1. The HOST must provide an adequate number of courts for the time available to accommodate the completion of all events. A minimum of 20 courts is recommended.
- 4.2. The recommended minimum playing surface area per court measures 30 feet (9.14 m) wide and 60 feet (18.29 m) long. A preferred 10-foot (3.05-m) surrounding margin measures 40 feet (12.19 m) by 64 feet (19.51 m).
- 4.3. Pickleball court lines must be clearly distinguishable from the surface color and any other lines on the court.
- 4.4. Background color around the field of play must be contrasting, pickleball appropriate.
- 4.5. Indoor Play
 - 4.5.1. Minimum ceiling height, over all courts is 9 meters (30 feet).
 - 4.5.2. Must have adequate window shading to ensure no interference from the sun during play.
 - 4.5.3. Adequate ventilation/air conditioning to ensure safety protocols can be met.

5. Regional Tournament Events

- 5.1. Age is determined as of the end of the calendar year of Regional Tournaments.
- 5.2. In doubles play, both players must meet the age requirement of the division.
- 5.3. A competitor may play in a younger age division.
- 5.4. Events Required:

- 5.4.1. Open Men's and Women's (singles, doubles and mixed)
- 5.4.2. Senior Open (50+) Men's and Women's (singles, doubles and mixed)
- 5.4.3. Skill by age events (singles, doubles and mixed)
- 5.4.4. Required - 3.0, 3.5, 4.0, 4.5
- 5.4.5. Required - 49 and under, 50+
- 5.4.6. Pro Division - to be considered
- 5.4.7. Para pickleball - to be considered
- 5.5. Possible additional Event age categories:
 - 5.5.1. Under 19 (Junior)
 - 5.5.2. 19-34
 - 5.5.3. 35-49
 - 5.5.4. 50-59
 - 5.5.5. 60-69
 - 5.5.6. 70+
- 5.6. If there is a small registration within an age group consolidate ages within a skill group
- 5.7. Optional Events – If court count of venue and time availability allows, expanded age category events (singles, doubles and mixed)
 - 5.7.1. Incremental, 5- or 10-year age categories, from 20 to 70+
 - 5.7.2. No skill splits

6. Regional Tournament Format

- 6.1. Double elimination.
 - 6.1.1. Re-entry to championship bracket.
- 6.2. Championship side and medal matches.
 - 6.2.1. Best two out of three, to 11, win by two, no cap.
 - 6.2.2. Loser side - one game to 15, win by two, no cap.
- 6.3. Preferred minimum of 8 teams per event. Small events (five or fewer teams) may use round robin format as specified by IFP rules.
- 6.4. Maximum teams per event determined by court and time availability
- 6.5. Seeding
 - 6.5.1. Identified and transparent; use UTPR ratings and/or PCTR, if available.
 - 6.5.2. At least half the teams must be seeded, can seed the rest or by blind draw.
 - 6.5.3. Involve PCO Competitions Chair to finalize seedings.
- 6.6. Competition Software
 - 6.6.1. HOST must use pickleball tournament competition software approved by PCO.
 - 6.6.2. Results in appropriate digital form, must be submitted to PCO within two weeks of the completion of the tournament.
 - 6.6.3. PCO representative to be set up with "Administrator privileges" for the software to provide back-up if needed and ensure HOST compliance with commitments.
 - 6.6.4. PCO will provide standardized tournament "boilerplate" formats to ensure consistency among all PCO Championship and Regional Tournaments.

7. REGIONAL TOURNAMENTS Schedule

- 7.1. Regional Tournaments will run for at least 3 days from Friday to Sunday. The schedule will be determined in conjunction with PCO and will depend on the number of participants in the different competitive categories.

- 7.2. If Optional Events are included, Regional Tournaments will run on a 5-day schedule starting on a Wednesday and completing on the Sunday.
- 7.3. For outdoor championship, if necessary, the rain out day will be Monday.

8. REGIONAL TOURNAMENTS Officiating

- 8.1. All matches to be officiated by PCO certified officials, levels 1 to 3.
- 8.2. Medal matches will have 4 lines people.
- 8.3. Pro, Open and Senior championship matches will have, if possible, Level 3 Referees.
- 8.4. The HOST will appoint a Referee-In-Chief, who will deal with any conflict resolution for the competition and whose say will be final.
- 8.5. The HOST will follow the PCO official's payment guidance - a minimum of \$3 per match.

9. REGIONAL TOURNAMENTS Medals and Awards

- 9.1. PCO must approve medal design.
- 9.2. Medals to be provided by the HOST.
- 9.3. Medals will only be awarded for competed events. For example, no age 60 – 69 medals if they are consolidated into a 50 – 69 age category.
- 9.4. Venue must accommodate medal presentations with PCO approved podium and media friendly area.
- 9.5. Electronic images of all medal presentations will be provided to PCO within 5 days of the tournament.
- 9.6. The HOST is responsible for all photography needs (volunteer photographers are sufficient) that include medal presentations and action shots of Regional Tournaments.
- 9.7. All photography to be done in accordance with applicable privacy laws.

10. Framework for Organizing Regional Tournaments

- 10.1. The Host will form a Local Organizing Committee (LOC) that will include:
 - 10.1.1. PCO REGIONAL TOURNAMENTS Tournament Chair - appointed by Pickleball Canada
 - 10.1.2. HOST Committee Chair
 - 10.1.3. Tournament Director
 - 10.1.4. Event Manager
 - 10.1.5. Referee-In-Chief
 - 10.1.6. Sponsorship Manager
 - 10.1.7. Volunteer Manager
 - 10.1.8. Medical Supervisor
- 10.2. The LOC will be responsible for the oversight and organization of all activities necessary to hold a successful event.

11. Timelines

- 11.1. The Host Province should select the Tournament HOST by July 1st of the preceding year.

12. Rights and Sponsorship Obligations of Host and PCO

- 12.1. PCO works to create national relationships with partners who help fund PCO programs by being involved with numerous assets that can be packaged together to provide them with an attractive and varied program to ensure they can see the benefits of investing in a PCO sponsored event.

- 12.2. The Sponsor's involvement may include a presence at the tournaments for example: banners, table, booth, etc. It may also include the PCO website, the Scoop newsletter or streaming opportunities provided by PCO.
- 12.3. A comprehensive package is more attractive and provides more value for the partners and generates more revenue for them, the tournament and PCO.
- 12.4. The process needed to effectively implement this strategy is an ongoing two-way communication between the HOST and PCO.
- 12.5. The LOC will provide the name and contact information of the person(s) responsible for REGIONAL TOURNAMENTS sponsorship to PCO, Executive Director of Strategic Alliances at partnerships@pickleballcanada.org
- 12.6. All potential sponsors are vetted by PCO to avoid duplication of efforts and ensure the maintenance of the brand.
- 12.7. The LOC will provide PCO with a list of potential sponsors they would like to approach *before* they approach them.
- 12.8. No sponsorship contract or arrangement will be entered into without the consent of PCO. Exclusive agreements must be approved by the PCO, Executive Director of Strategic Alliances at partnerships@pickleballcanada.org
- 12.9. PCO will advise the LOC who they have contacted and come to a sponsorship agreement with.
- 12.10. Sponsorship provisions must comply with PCO Marketing Policy found at https://pickleballcanada.org/docs/7.2.6.1_Marketing_Policy_2018.pdf.

13. REGIONAL TOURNAMENTS Marketing

- 13.1. The PCO logo and wordmark will always be used in conjunction with Regional Tournaments.
- 13.2. The HOST will use the PCO event specific logo as provided or approved by the PCO.
- 13.3. The HOST will ensure the PCO corporate identity and website are used and highly profiled throughout the PCO Event.
- 13.4. HOST will provide, free of charge, PCO signage placement (PCO logo and name). Placement of signage must be prominent, highly visible location so as to be clearly visible for broadcast/life streaming. PCO will provide signage (or reimburse for the actual costs of production).
- 13.5. All media releases must be approved by PCO.

14. Non-Competition Event Activities

- 14.1. The HOST is encouraged to offer activities beyond tournament play for participants and spectators. For example, clinics, demonstrations, a food court, activities for children, and other entertainment-type activities.

15. Financial Obligations

- 15.1. The HOST will collect the registration fees for participants. (This may change with the implementation of PCO Integrated Technology Platform as may the entire registration process). The registration fees will be set in consultation with PCO.
- 15.2. PCO will collect and hold in trust for the HOST the sponsorship revenues that it generates that are attributable by PCO to the Event. The Executive Director of Strategic Alliances will work with the HOST to clarify the potential sponsorship revenue available.
- 15.3. The HOST will submit a \$5 per participant charge to PCO two weeks before the start of the Championship.
- 15.4. Participants, through their membership with PCO, are covered by PCO insurance.

- 15.5. The HOST will submit a financial report in the prescribed format to PCO within 60 days of the end of the tournament. PCO reserves the right to review and verify the report.
- 15.6. The HOST and PCO are jointly responsible for the financial success of the tournament. PCO will not accept any responsibility if a financial loss were to occur as a result of shortfalls in revenue or an excess of expenditures compared to the HOST's Budget where such shortfalls or excesses are out of PCO's direct control.
- 15.7. The Host will specify what the intended use of any profit received will be.



Appendix A: Budget and Reporting Template

To request a Budget and Reporting Template send email to PCO, VP Sport Development and Competitions at vp-sport@pickleballcanada.org



Appendix B: Host Committee Statement

The Host Committee (HC) represented by [organization name]:

and the Provincial or Territorial Sport Organization (PSO/TSO) represented by [name]:

agree to comply with the following statement:

We will cooperate fully with Pickleball Canada Organization (PCO) in the staging and hosting of the Pickleball Canada Regional Championship and assume responsibilities for all expenses concerning Regional Tournaments. We agree that all contents of the Standards and Expectations Document are binding. Any variations from these Standards and Expectation must be approved by PCO prior to taking effect.

No more than 30 days after being awarded Regional Tournaments, the HC and PSO/TSO will create a Local Organizing Committee (LOC) which shall be responsible for the organization of Regional Tournaments. **The LOC must be legally formed and be a non-profit organization.** The members of the LOC are ideally comprised of one member from each of the following organizations:

- PCO (required)
- PSO/TSO
- HC

The appointment of the LOC is conditional upon the LOC undertaking, in form and substance satisfactory to PCO, to comply with the terms and conditions of the Standards and Expectations document. The LOC shall be liable for all commitments entered into by the Host Committee, individually or collectively, in connection with the organization and staging of Regional Tournaments.

Host Committee

Provincial/Territorial Sport Organization

Organization

Organization

Name (print)

Name (print)

Position (print)

Position (print)

Signature

Signature

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