

BID BOOK

FOR

2022-2026

PICKLEBALL CANADA

NATIONAL, REGIONAL, AND OPEN

CHAMPIONSHIPS

Updated: August 31, 2021





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1 GENERAL INFORMATION

- 1.1. All HOSTs of Pickleball Canada Organization (PCO) Events will be selected through a bidding process. PCO believes the procedures for determining a HOST, from the initial expression of interest to the selection of a HOST, will be based on an open dialogue and fair process. This process will be conducted in an ethical manner, including but not limited to the following qualities: fairness, openness, transparency, equity and respect.
- 1.2. The Bid Book outlines:
 - 1.2.1 PCO Event requirements;
 - 1.2.2 Approved framework for organizing a PCO Event;
 - 1.2.3 Bid Process and conditions; and
 - 1.2.4 The rights and obligations of a HOST and PCO.
- 1.3. PCO EVENTS include but are not limited to:
 - 1.3.1 PCO National Championship (Nationals);
 - 1.3.2 PCO Regional Championship (Regionals);
 - 1.3.3 PCO Open Championship (Open).
 - 1.3.4 Regional Championships (Regionals):
- 1.4. There are three Regional Championships:
 - a. Atlantic: New Brunswick, Nova Scotia, and Newfoundland (Prince Edward Island is not an affiliated province at this time.)
 - b. Central: Ontario and Quebec (Nunavut is not an affiliated territory at this time.)
 - c. Western: Manitoba, Saskatchewan, Alberta, British Columbia, and Yukon (Northwest Territories is not an affiliated territory at this time).
- 1.5. Host Provinces are as follows:
 - a. Atlantic:
 - 2021 Nova Scotia
 - 2022 New Brunswick
 - 2023 Newfoundland
 - 2024 Nova Scotia
 - 2025 New Brunswick
 - 2026 Newfoundland
 - b. Central:
 - 2022 Quebec
 - 2023 Ontario
 - 2024 Quebec
 - 2025 Ontario
 - 2026 Quebec
 - c. Western:
 - 2022 Saskatchewan
 - 2023 Alberta
 - 2024 British Columbia
 - 2025 Manitoba
 - 2026 Saskatchewan
- 1.6. Newfoundland and the Yukon will not be part of the rotation in their respective regions until they request inclusion in the rotation.
- 1.7. The rotation of host provinces will continue in sequencing 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. The host province can be moved from one province to another if both PTSOs and PCO agree.
- 1.8. The host club, city, and venue of a Regional Championship will be selected by the Provincial or Territorial Sports Organization (PTSO) of the host province. The host club must be an affiliate of their PTSO and PCO. The Host will specify what the intended use of any profit received will be. Such use is expected to align with the values of PCO.
 - 1.9. PCO EVENTS must meet PCO sanctioning requirements. PCO will not charge the HOST a sanctioning fee, however a PCO Events Rights fee will be payable (Section 5.4.3).
 - 1.10. HOST will work in partnership with PCO to ensure the event meets PCO standards.
 - 1.11. The host location has primary responsibility for the operation of the tournament with support from PCO. The Tournament Director may be selected by PCO and will at a minimum be approved by PCO.
 - 1.12. All play must follow International Federation of Pickleball (IFP) Rules in effect at the time of play.
 - 1.13. A HOST can consist of a single club or multiple clubs working together as one host.
 - 1.14. HOST will make every effort to provide services in both official languages, especially in Eastern Canada.
 - 1.15. 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.
 - 1.16. All policies of PCO must be agreed to and followed by HOST in the preparation of this Bid and the operation of the tournament. These can be found at <https://pickleballcanada.org/govern/policies-and-bylaws/>.
 - 1.17. The terms of the Bid Book are subject to change with appropriate consultation occurring with prospective or presumptive HOSTs.
 - 1.18. Any variations of terms must be agreed to by Pickleball Canada.
 - 1.19. The PCO Event Agreement is the final authority on any dispute between PCO and the HOST.
 - 1.20. The HOST should address all questions to PCO, Vice President of Sport Development and Competition at Deanna.Hanes@pickleballcanada.org, who will forward the questions and replies to all potential bid parties.

2 PCO EVENT REQUIREMENTS

2.1. Dates

- 2.1.1 The Regionals, ideally, will be held in July and follow provincial/territorial events, within their Region.
- 2.1.2 The Nationals, ideally, will be held in late August/early September.
- 2.1.3 The Open must not conflict with any other National, Regional, or provincial/territorial event held in the same year.

2.2. Participant Eligibility

- 2.2.1 The Nationals are CLOSED events. Participants must be a resident of Canada as verified by the possession of one of the following:



- Canadian Birth Certificate
 - Valid Canadian passport or Nexus card
 - Secure Certificate of Indian Status
 - Permanent Resident card
 - Canadian Citizenship Certificate dated after February 2012
 - Canadian Citizenship Card dated before February 2012
- 2.2.2 Priority registration should be given to regional event medal winners.
- 2.2.3 There is no residency requirement for PCO Open Championship participants.
- 2.2.4 Regional tournaments are recommended to be CLOSED or at a minimum to give priority registration to regional residents and provincial/territorial event medal winners. Hosts have the option to open participation to residents outside the region.
- 2.2.5 Medal winners at Nationals will be recognized as Canadian Champions.
- 2.2.6 Participants of the Nationals, Regionals, and Open must be current members of PCO throughout the tournament.
- 2.2.7 Where practical, current year Provincial medal winners will be provided an early registration opportunity for their Regional Championship and Regional medal winners will be provided an early registration opportunity for the National Championship.

2.3. General Facility Requirements

- 2.3.1 Facilities must be available for a minimum of three (3) days and longer if needed to adequately accommodate all events.
- 2.3.2 Appropriate technology will be on hand to ensure a successfully run tournament, including backup equipment in case of technology failure. The Event location must have reliable internet available at facility, preferably wired and wireless. A Public Address System is required.
- 2.3.3 Food service facilities must be available at the venue or within 500m of the venue.
- 2.3.4 The HOST will provide sufficient nets. Balls will be supplied by PCO In consultation with the HOST with regards to surface and facility.
- 2.3.5 There must be AED on site and an adequate numbers of people trained in first aid and use of an AED on site at all times during competition. Safety/first aid requirements must comply with any local/provincial guidelines for sporting events.

2.4. Playing Area Requirements

- 2.4.1 The Host must provide an adequate number of courts to accommodate all events in the time available. A minimum of 20 courts is recommended for the Nationals and the Open, and a minimum of 12 courts is recommended for Regionals.
- 2.4.2 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).
- 2.4.3 Pickleball court lines must be clearly distinguishable from the floor color and any other lines on the court surface.
- 2.4.4 Background color around the field of play must be pickleball appropriate.
- 2.4.5 Indoor Play:



- 2.4.5.1 Minimum ceiling height over all courts is 9 meters (30 feet).
- 2.4.5.2 Must have adequate window shading to ensure no interference from the sun during play.
- 2.4.5.3 Must have adequate ventilation/air conditioning to ensure the safety protocols can be met.

2.5. Events

- 2.5.1 The age for an event is determined as of the end of the calendar year of the PCO Event being held.
- 2.5.2 Required:
 - a. Open Men's & Women's (singles, doubles, and mixed) with Open events restricted to players of 4.5 or greater tournament rating.
 - b. Senior Open (50+) Men's and Women's (singles, doubles, and mixed)
 - c. Skill by age events (singles, doubles, and mixed)
 - d. Required - 3.0, 3.5, 4.0, 4.5
 - e. Required - 49 and under, 50+
 - f. Athlete with a Disability pickleball - to be considered
 - g. Pro Division – to be considered
- 2.5.3 Possible additional age categories:
 - a. <19 (Junior)
 - b. 19-34
 - c. 35-49
 - d. 50-59
 - e. 60-69
 - f. 70+
- 2.5.4 Consolidate by age first.
- 2.5.5 Optional Events: If court count of venue and time availability allows, expanded age category events (singles, doubles, and mixed) can be considered:
 - a. Incremental, 5- or 10-year age categories from 20 – 70+
 - b. No skill splits

2.6. Format

- 2.6.1 Double elimination with re-entry to championship bracket.
- 2.6.2 Championship side and medal matches: Best two (2) out of three (3) to 11 (win by two (2) no cap).
- 2.6.3 Loser side - one game to 15, win by two (2) no cap.
- 2.6.4 Preferred minimum of eight (8) teams per event. Small events (5 or fewer teams) may use Round Robin format as specified in IFP rules.
- 2.6.5 Maximum teams per event determined by court and time availability
- 2.6.6 Seeding:
 - a. Identified and transparent; use CTPR where available,
 - b. At least half the teams must be seeded, can seed the rest or do blind draw.
- 2.6.7 Competition Software:
 - a. HOST must use Pickleball Brackets tournament competition software.
 - b. PCO representative to be set up with Manager privileges for the software to provide back-up if needed and ensure Host compliance with commitments.



- c. PCO will provide standardized “boilerplate” formats for tournament use to ensure consistency among all PCO tournament properties.

2.7. Schedule

- 2.7.1 The Nationals, Regionals, and Open will run for at least 3 days from Friday to Sunday. The specific schedule will be determined in conjunction with PCO and will depend on the number of participants in the various categories.
- 2.7.2 If Optional Events are included, then the Nationals or Open will run on a minimum 5-day schedule, completing on a Sunday.
- 2.7.3 If outdoor championship, time is needed for a potential rain day (recommend Monday).

2.8. Officiating

- 2.8.1 Matches to be officiated in accordance with the standards prescribed on the Sanctioned Tournaments webpage.
- 2.8.2 The HOST/Tournament Director will appoint a Head Official, who will deal with any conflict resolution for the competition and whose say will be final.
- 2.8.3 The HOST will follow PCO’s Officiating Program minimum payment guideline; currently \$5 for Level 1, \$7 for Level 2 and \$10 for Certified Referees.

2.9. Medals and Awards

- 2.9.1 Medals only awarded for competed events, e.g. no age 60 – 69 medals if consolidated 50 – 69 age category
- 2.9.2 Medals to be provided by HOST. PCO to approve medal design.
- 2.9.3 PCO must approve medal presentation plan.
- 2.9.4 Venue must accommodate medal presentations with approved podium and media friendly area.
- 2.9.5 Electronic images of all medal presentations will be provided to PCO within five (5) days of the tournament.
- 2.9.6 HOST is responsible for all photography needs (volunteer photographers are sufficient) that include medal presentations and action shots of the PCO Event.
- 2.9.7 All photography to be done in accordance with applicable privacy laws.

3 FRAMEWORK FOR ORGANIZING THE PCO EVENT

- 3.1 The Host will form a Local Organizing Committee (LOC) that will include:
 - a. PCO Tournament Chair - appointed by Pickleball Canada
 - b. HOST Committee Chair
 - c. Tournament Director (may be selected by PCO and will at a minimum be approved by PCO.)
 - d. Event Manager
 - e. Head Official
 - f. Media Manager
 - g. Sponsorship Manager
 - h. Volunteer Manager
 - i. Medical Supervisor



3.2 The LOC will be responsible for the oversight, organization and onsite execution of all activities necessary to hold a successful event.

4 BID PROCESS AND CONDITIONS

4.1 Timelines

Deadline	Event
June 1, 2021	<ul style="list-style-type: none"> ▪ Opening of the bid process ▪ Bid Book sent to Provincial/Territorial Sports Organizations, Canadian Sports Tourism Alliance and posted to the PCO website.
July 30, 2021	<ul style="list-style-type: none"> ▪ Letter of Intent deadline for submission to PCO
September 1, 2021	<ul style="list-style-type: none"> ▪ PCO assigns representative to each bidder ▪ All questions and answers will be shared with all bidders
September 30, 2021	<ul style="list-style-type: none"> ▪ Deadline for bid submission
October 9, 2021	<ul style="list-style-type: none"> ▪ PCO Bid Committee evaluates bids
October 12, 2021	<ul style="list-style-type: none"> ▪ PCO Board of Directors selects the HOSTS for 2022 Nationals and 2022 Open
October 2021	<ul style="list-style-type: none"> ▪ Announcement of the 2022 HOSTS
December 1, 2021	<ul style="list-style-type: none"> ▪ Deadline for signing of PCO EVENT agreement between PCO and HOST for 2022 Nationals, Open, and Regional events
January 10, 2022	<ul style="list-style-type: none"> ▪ Opening of the bid process for 2023 and 2024 ▪ Bid Book sent to Provincial/Territorial Sports Organizations, Canadian Sports Tourism Alliance and posted to the PCO website.
February 28, 2022	<ul style="list-style-type: none"> ▪ Letter of Intent deadline for submission to PCO
March 4, 2022	<ul style="list-style-type: none"> ▪ PCO assigns representative to each bidder ▪ All questions and answers will be shared with all bidders
April 4, 2022	<ul style="list-style-type: none"> ▪ Deadline for bid submission
April 15, 2022	<ul style="list-style-type: none"> ▪ PCO Bid Committee evaluates bids
May 10, 2022	<ul style="list-style-type: none"> ▪ PCO Board of Directors selects the 2023 and 2024 HOSTs for Nationals and Open
June 1, 2022	<ul style="list-style-type: none"> ▪ Announcement of the 2023 and 2024 HOSTs for Nationals, Open, and Regional Events
July 1, 2022	<ul style="list-style-type: none"> ▪ Deadline for signing of PCO EVENT agreement between PCO and HOST for 2023 and 2024 Nationals, Open, and Regional Events
January 9, 2023	<ul style="list-style-type: none"> ▪ Opening of the bid process for 2025 and 2026 ▪ Bid Book sent to Provincial/Territorial Sports Organizations, Canadian Sports Tourism Alliance and posted to the PCO website.
February 28, 2023	<ul style="list-style-type: none"> ▪ Letter of Intent deadline for submission to PCO
March 3, 2023	<ul style="list-style-type: none"> ▪ PCO assigns representative to each bidder ▪ All questions and answers will be shared with all bidders
April 3, 2023	<ul style="list-style-type: none"> ▪ Deadline for bid submission
April 14, 2023	<ul style="list-style-type: none"> ▪ PCO Bid Committee evaluates bids
May 9, 2023	<ul style="list-style-type: none"> ▪ PCO Board of Directors selects the 2025 and 2026 HOSTs for Nationals and Open



June 1, 2023	<ul style="list-style-type: none"> ▪ Announcement of the 2025 and 2026 HOSTs for National, Open, and Regional Events
July 1, 2023	<ul style="list-style-type: none"> ▪ Deadline for signing of PCO EVENT agreement between PCO and HOST for 2025 and 2026 Nationals, Open, and Regional Events

4.2 Documents

- 4.2.1 Bid Submissions may be submitted in French, English, or both.
- 4.2.2 Maps and diagrams should be accurate and of good quality.
- 4.2.3 Digital photos of the venue are strongly encouraged.
- 4.2.4 The following materials must be included in the Bid Documents in the following order:
 - a. Exhibit A: A signed letter providing an overview of the bid
 - b. Exhibit B: Bid Submission Document. Bid documents, as described in Appendix B, should be prepared in a simple format and at a modest cost
 - c. Exhibit C: Bidding community site map with all venue locations
 - d. Exhibit D: Competition site floor plan and photos
 - e. Exhibit E: Operational budget in prescribed format
 - f. Exhibit F: Potential Host Committee Statement
 - g. Exhibit G: Letter of support from the applicable Provincial or Territorial Sports Organization

4.3 Bid Rules

- 4.3.1 By submitting Bid Documents, bidders understand and agree to all the terms of this Bid Book including Appendices.
- 4.3.2 Any requested variations of any of the terms must be explicitly stated in the Bid Documents.
- 4.3.3 The potential HOST accepts that their responses to the bid application may be made public at the discretion of PCO after the announcement of the HOST.
- 4.3.4 Bid Documents are to focus on what the potential HOST can offer the participating athletes, the HOST city, the HOST club, the sport, and PCO. Bid Documents should not be conditional on PCO providing anything beyond what is currently detailed in this Bid Book.
- 4.3.5 The PCO Event Agreement is the final authority on any dispute between PCO and the HOST.
- 4.3.6 Confidential information is defined as any document marked "confidential" and which requires secure storage and limited reproduction and distribution. Potential bidding organizations or communities should not use the information for any purpose other than to prepare their Bid. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

4.4 Communication between HOST and PCO

- 4.4.1 Potential HOST must address all questions by email to PCO, VP of Sport Development and Competition, at Deanna.Hanes@pickleballcanada.org who will forward the question and replies to all potential bid parties.



- 4.4.2 No formal or informal presentation or meeting in any way relating to the bid shall be held with PCO Board of Directors or the Bid Committee. No gifts or tokens of appreciation of any kind shall be offered to PCO Board of Directors, Bid Committee, or anyone involved in the selection process.
- 4.4.3 All Bid Documents and supporting materials must be submitted electronically in PDF format to PCO, VP of Sport Development and Competition, at Deanna.Hanes@pickleballcanada.org by the deadline indicated above.

5 RIGHTS AND OBLIGATIONS OF HOST AND PCO

5.1 Sponsorship Acquisition

- 5.1.1 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.
- 5.1.2 The Sponsor's involvement may include a presence at the tournaments (via banners, table, booth, etc.) as well as the PCO website, the Scoop newsletter, and other optional assets such as streaming opportunities provided by PCO.
- 5.1.3 An overall comprehensive package is more attractive and provides more value for the partners and generates more revenue for them, the tournament, and PCO.
- 5.1.4 The process needed to effectively implement this strategy is an ongoing two-way communication between the HOST and PCO.
- 5.1.5 The LOC will provide the name and contact information of the person(s) responsible for sponsorship to the PCO Executive Director, Carla Anderson at carla.anderson@pickleballcanada.org
- 5.1.6 All potential sponsors are vetted by PCO to avoid duplication of efforts and ensure maintenance of the PCO brand.
- 5.1.7 The tournament LOC will provide PCO with a list of potential sponsors they would like to approach before they approach them.
- 5.1.8 No sponsorship contract, arrangement, or agreement will be entered into without the consent of PCO. Any consideration of exclusivity agreements must be approved by the PCO Executive Director.
- 5.1.9 The LOC should create an agreement with their sponsors so that it is clear that they can promote themselves as sponsors of PCO's Nationals, Open or Regionals and not PCO.
- 5.1.10 Any suggestions on who PCO could approach are welcomed and will be followed up.
- 5.1.11 PCO will advise the LOC of PCO confirmed Nationals or Regionals sponsors.
- 5.1.12 Sponsorship provisions must comply with PCO Marketing Policy found at https://pickleballcanada.org/wp-content/uploads/2020/06/7.2.6.1_Marketing_Policy_2018.pdf



5.2 Marketing / Communications

- 5.2.1 “Championship” or “Open Canadian Championship” and the PCO logo and wordmark will always be used in conjunction with the PCO Event (name, year and location)
- 5.2.2 Any and all references regarding PCO must be approved by PCO. This includes social media, print material, radio, TV, media advertising. The correct spelling and name must be used. Pickleball Canada.
- 5.2.3 The PCO logo must be in at least equal size and prominence of the logos or texts of any other sponsor, supporter or funding party symbol displayed on the signage.
- 5.2.4 The HOST will use the PCO Event specific logo as provided by PCO.
- 5.2.5 The HOST will ensure that the PCO corporate identity and website are used and highly profiled throughout the PCO Event.
- 5.2.6 The HOST will ensure placement of PCO signage at all sites, electronic billboards, signs and screens (PCO logo and name) throughout the event.
- 5.2.7 Placement of signage must be in a prominent, highly visible location (including site entrances and stage viewing) so as to be clearly visible, to all participants, for broadcast/live streaming or recording. All signage placements must be approved by PCO prior to the event.
- 5.2.8 PCO will provide signage (or reimburse for the actual costs of production).
- 5.2.9 All communications-related products, including media releases must be approved by PCO.
- 5.2.10 Any concerns or questions about the use of PCO, its name, logo, wordmark etc, please contact PCO, VP of Sport Development and Competition, at Deanna.Hanes@pickleballcanada.org.

5.3 Non-Competition Event Activities

- 5.3.1 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.

5.4 Financial Obligations

- 5.4.1 The registration fees will be set in consultation with PCO.
- 5.4.2 The HOST will collect the registration fees for participants.
- 5.4.3 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 PCO Executive Director will work with the HOST to clarify the potential sponsorship revenue available.
- 5.4.4 PCO Events Rights Fees: The rights fee for National and Open Championships is the greater of \$5,000 and \$5 per participant. The rights fee for Regional Championships is \$5 per participant. The HOST will submit the rights fee to PCO within 30 days of conclusion of the event.
- 5.4.5 Each participant shall be provided with a complimentary tournament memento (Tee shirt or other) with a value of no less than \$15.
- 5.4.6 Participants, as PCO MEMBERS, are covered by PCO insurance.



- 5.4.7 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 as deemed necessary.
- 5.4.8 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.
- 5.4.9 The Host will specify what the intended use of any profit received will be. Such use is expected to align with the values of PCO.



Appendix A: BUDGET AND REPORTING TEMPLATE

SEND A REQUEST FOR BUDGET AND REPORTING TEMPLATE TO

Deanna.Hanes@pickleballcanada.org



Appendix B: BID SUBMISSION DOCUMENT

BACKGROUND	
Name and background of HOST bid group	
HOST Committee Chair's Name and Contact Information	
Please describe your bidding community	
What major sporting events has your bidding organization or community hosted previously	
Composition of HOST Committee and their event background and pickleball tournament experience? What is their contact information	
Proposed dates of the event (and possible alternative dates)	
FACILITIES and PLAYING AREAS	
Venue Name, Owner, Address	
Venue Contact, Phone, Email, Website	
Cost to rent venue	
What is the availability of the facility? Number of days for set up, practice, play, and tear down	



Number of courts and compliance with specifications outlined in section 2.4 "Playing Area Requirements" of the bid book (describe). Describe any variances with suggested requirements and ability to mitigate any potential hazards resulting from these variances. Court surface description.	
Air Conditioning or ventilation, if indoors, and adequacy to comply with safety standards	
Does the venue have any product or brand exclusivity	
Availability of change rooms and showers and public washrooms	
Describe the spectator seating area and capacity	
Describe accessibility to all facility functions	
A virtual tour (video) of the facility is required providing a walk-through of all the required spaces	
COMPETITION	
Proposed Events and Schedule	
Proposed Format	
Experience with the Pickleball Brackets tournament software	
Officiating capacity - training plan, availability and management of officials	



Describe Medal Presentation Plans	
Photography plans	
SPONSORSHIP AND MARKETING	
Has the LOC, or any other group involved with the event, received any commitments (financial or otherwise) from various local, municipal, regional, provincial or federal governments, organizations or institutions	
Please outline your marketing plan (sponsorships, ticketing, merchandising and fundraising). How will you be able to raise commercial revenues factoring in the marketing obligations	
FINANCES	
Provide a budget for the event in the prescribed format	
Will you comply with all financial obligations as set out	
COMMUNICATION, HOSTING SERVICES AND EVENT ACTIVATIONS	
Outline your communication plan - specifically how can you ensure that participants and local media will be kept informed	



Do you intend to have the event live streamed? If yes, please give details in the live streaming plan as well as the type of support the HOST Committee will provide to the webcaster/broadcaster	
What type of services to the media do you intend to provide during the event	
What type of hosting services do you intend to provide to VIPs and sponsors	
Do you intend to organize other activities related to the event such as opening / closing ceremonies, special events, final banquet, or a festival	
Please provide an outline of the social events schedule for the duration of the event	
OPERATIONS	
Describe accommodation capacity and proximity to venue	
Describe transportation links: airport, public transportation, distances, and frequency	
What will be your official language plan for this event? Comment on provision of bilingual services where appropriate	
Is Workers' Compensation Insurance available, if required	



<p>What type of medical services do you intend to provide, and where?</p>	
<p>What is the number of parking spaces and their proximity to the venue?</p>	
<p>Please describe the technology infrastructure that will be available at the venues. Describe the technology, internet, and public address system that will be available.</p>	
<p>LEGACY</p>	
<p>What benefit will hosting this event make to your club, community, and province</p>	
<p>Why should your bid be selected to host the event</p>	



Appendix C POTENTIAL HOST COMMITMENT STATEMENT

The Potential Host Committee (PHC) represented by [organization name] _____ and the Provincial or Territorial Sport Organization (PTSO) 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 PCO Championship Event listed below (the Event) and assume responsibilities for all expenses concerning the Event. We agree that all contents of the Bid Documents submitted by the PHC and PTSO are binding, unless it conflicts with the obligations listed in the Bid Book issued for the Event, in which case the obligations in the Bid Book take precedence. Any changes to the Bid Documents once the Event has been awarded must be approved by PCO prior to taking effect.

No more than 30 days after being awarded the Event, the PHC and PTSO will create a Local Organizing Committee (LOC) which shall be responsible for the organization of the Event. This HOST must be a non-profit organization. The members of the LOC are ideally comprised of one member from each of the following organizations:

- PCO (required)
- PTSO
- PHC

The appointment of the LOC is conditional upon the LOC undertaking, in form and substance satisfactory to PCO, to fully comply with the terms and conditions of the obligations listed in the Bid Document. The LOC shall be liable for all commitments entered into by the PHC, individually or collectively, in connection with the organization and staging of the Event, including any obligation under the Bid Book for the Event.

PCO NATIONAL EVENT _____

POTENTIAL HOST COMMITTEE

PTSO

Organization

Organization

Name (print)

Name (print)

Position (print)

Position (print)

Signature

Signature



Appendix D CRITERIA AND WEIGHTING USED TO EVALUATE BID

		Weighting %
1	Background & Overall Bid Presentation	10
2	Facilities and Playing Area	20
3	Competition and Officiating	10
4	Sponsorship and Marketing	10
	4.1 Marketing Plan	
5	Finance (including revenue generation)	15
	5.1 Financial risk assessment (including detailed budget and confirmed revenues and fee structure/profit sharing proposed)	
6	Communication, hosting services and events	15
	6.1 Communication plan	
	6.2 Media services during the event	
	6.3 Hosting services (VIPs and sponsors)	
	6.4 Other activities related to the event: Opening/closing/special events/final banquet/festival	
		15



7	<p>Operation</p> <ul style="list-style-type: none"> 7.1 Accommodation 7.2 Registration and accreditation 7.3 Airport accessibility 7.4 Local transportation 7.5 Medical 7.6 Official languages 7.7 Technology 	
8	<p>Legacy</p> <p>8.1 What type of legacy will this event leave at the local, regional, Provincial and national level?</p> <p>8.2 Why should we select your organization or community to host this event?</p>	5
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