

Pickleball Canada's 2023-2026
Bid Book for National, Regional
and Open Championships

Updated: October 6, 2023



Benefits of Hosting a PCO Championship

Financial Benefits:

- Revenue generation opportunities (participant registration, merchandise, food and beverage sales, etc.)
- Potential positive economic impact to the city, region, and province from participant and spectator spending
- Potential eligibility for event hosting (or other) grants
- Ability to leverage investments by accessing funding from federal and provincial governments, as well as financial support from private donations and corporate Canada
- Short and long-term sponsorship opportunities
- PCO pays the Events Rights Fee
- PCO provides Franklin balls for all National and Regional Events
- PCO provide/pays for logo design for medals
- PCO Sponsorship Revenue Sharing

Community Benefits:

- Increase media exposure of the city and club – locally, regionally and nationally
- Strengthen the culture of pickleball in the community
- Build community pride
- Promote volunteer engagement
- Showcase local venues

Benefits for the Sport:

- Introduce pickleball to more residents of the host community
- Demonstrate to municipal and provincial governments the value of pickleball in the community
- Opportunities to host clinics/lessons/introductory sessions in association with the event, engaging new participants
- Ability for local players to compete in a national championship without traveling

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1. GENERAL INFORMATION

1.1. All HOST's 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).

1.4. There are three Regional Championships:

- a. Atlantic: New Brunswick, Nova Scotia (Unless advised otherwise Newfoundland and Prince Edward Island will not be in the rotation 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:

- 2023 Nova Scotia
- 2024 New Brunswick
- 2025 Nova Scotia
- 2026 New Brunswick

b. Central:

- 2023 Ontario
- 2024 Quebec
- 2025 Ontario
- 2026 Quebec

c. Western:

- 2022 Saskatchewan
- 2023 Alberta
- 2024 British Columbia
- 2025 Manitoba
- 2026 Saskatchewan

1.6. PEI 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 Pickleball Canada. Letter of Support from PTSO's will be taken into consideration when evaluating bids.

1.9. 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.

1.10. PCO EVENTS must meet all PCO sanctioning requirements. PCO will not charge the HOST a sanctioning fee.

1.11. HOST will work in partnership with PCO to ensure the event meets PCO standards.

1.12. 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.

1.13. All play must follow the USAP Rulebook, International Edition in effect at the time of play.

1.14. A HOST can consist of a single club or multiple clubs working together as one host.

1.15. HOST will make every effort to provide services in both official languages, especially in Eastern Canada.

1.16. 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.

1.17. 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/>.

1.18. The terms of the Bid Book are subject to change with appropriate consultation occurring with prospective or presumptive HOSTs.

1.19. Any variations of terms must be agreed to by Pickleball Canada.

1.20. The PCO Event Agreement is the final authority on any dispute between PCO and the HOST.

1.21. The HOST should address all questions to PCO at tournaments@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

2.1.2 The Nationals, ideally, will be held in late August/early September.

2.1.3. The Open can be held anytime, pending it does not conflict with any other National, Regional, or Provincial/Territorial championship event held at the same time.

2.2. Participant Eligibility

2.2.1. The Nationals are CLOSED events.

2.2.2 Participants must be a resident of Canada as verified by the possession of one of the following:

2.2.2.1 Valid Canadian passport or Nexus card

2.2.2.2 Secure Certificate of Indian Status

2.2.2.3 Permanent Resident Card

2.2.2.4 Canadian Birth Certificate

2.2.2.5 Canadian Citizenship Card dated after February 2012

2.2.2.6 Canadian Citizenship Card dated before February 2012

2.2.3 Priority registration should be given to regional event gold medal winners from the most recent Regional tournament.

2.2.4 Participants of the Nationals must be current members of PCO.

2.2.5 Medal winners at Nationals will be recognized as Canadian Champions.

2.2.6 Regional tournaments are CLOSED events (Canadian Resident - same requirements as Nationals).

2.2.7 Priority registration should be given to Provincial event gold medal winners from the most recent Provincial tournament.

2.2.8 Participants of the Regionals must be current members of PCO.

2.2.9 There is no residency requirement for PCO Open Championship participants.

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 the 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.

2.3.5. PCO will provide Franklin balls.

2.3.6. There must be AED on site. An adequate number of people trained in the AED/First Aid shall be on site at all times during competition.

2.3.7. Safety/first aid requirements must comply with local/provincial guidelines for sporting events.

2.3.8. The HOST/TD agrees to abide by and implement Pickleball Canada's Concussion Protocol policy. The Policy can be found here: <https://pickleballcanada.org/wp-content/uploads/2023/08/Concussion-Pre-Tournament-Package-EN.pdf>

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 25+ courts are recommended for the Nationals and the Open, and a minimum of 12+ courts are 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

PCO policy on the use of CTPR in Nationals/Regionals must be followed for all National and Regional Tournaments. Should Players choose to, they may play up ONLY a 0.5 rating level from their current CTPR. The only exception is for 4.5+ or Open events, where all players must have a minimum 4.5 CTPR rating to play in that event. Tournament Directors will ensure this policy is adhered to.

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).

NOTE:

Championship Events (National, Regional, and Open) will not allow events to use an "and under" skill requirement (e.g Skill 4.0 and under), with the exception being for events with a skill requirement of 3.0 (where tournament directors would have the option of running a Skill 3.0 and under event, allowing players with a minimum skill of 2.5 to participate).

- 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 (Juniors)
- b. 19-34
- c. 35-49
- d. 50-59
- e. 60-69
- f. 70+

2.5.4. Consolidate by age first. Clear communication is required by tournament directors to all impacted players should this occur.

2.5.5. Optional Events: If court counts 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 19 – 70+
- b. No skill splits

2.6 Format

2.6.1. Double elimination with re-entry to the championship bracket.

2.6.2. Championship side and gold medal matches Must be: Best two (2) out of three (3) to 11 (win by two (2) no cap) if there's 5 or more teams in an event.

2.6.3. Smaller events (5 or fewer teams) may use Round Robin format (one game to 15, win by two (2) no cap) as specified in USAP International rules.

2.6.4. Opportunity side & Bronze Medal matches - one game to 15, win by two (2) no cap.

2.6.5. Preferred minimum of eight (8) teams per event.

2.6.6. Maximum teams per event determined by court and time availability.

2.6.7. Seeding:

- a. Identified and transparent: use CTPR first, then PB Brackets.
- b. The Pickleball Brackets software automatically seeds initial entries (At least half the teams are seeded, to promote fair and equal draws. The remaining teams can be seeded or be randomly placed.

2.6.8. Competition Software:

- a. HOST must use Pickleball Brackets tournament competition software.
- b. PCO will provide standardized "boilerplate" formats for tournament use to ensure consistency among all PCO tournament properties.
- c. PCO representative to be set up with Manager privileges for the software to provide back-up if needed and ensure Host compliance with commitments.
- d. Pickleball Brackets tournament details must be bilingual (not unilingual English) for Nationals. PCO can assist with this.

2.7 Schedule

2.7.1. Nationals, Regionals, and Open will run on a 3–5-day schedule.

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 outdoor championships, time may be needed for a potential rain day. Tournament directors do their best to squeeze in as many events as possible during the normal 3–5-day period. If this is not possible PCO recommends adding an additional day as the rain out day.

2.8 Officiating

2.8.1. The expectation is for All Matches to be officiated.

2.8.2. PCO's National Leader of Officiating (NLO) or designee will be the Tournament Head Referee for all PCO National and Regional Events. They 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 \$7 for Level 1, \$10 for Level 2 and \$15 for Certified Referees.

2.8.4. The HOST must use Pickleball Desk officiating software. The NLO will have

overall responsibility for the Officiating desk and its operations.

2.9 Medals and Awards

2.9.1 Medals only awarded for completed events, e.g. no age 60 – 69 medals if consolidated 50 – 69 age category.

2.9.2.PCO will provide medals to the HOST. PCO to design logo/medal and pay for medals.

2.9.3.PCO must approve the 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 Medal presentation images must not have writing on the images and must contain a clear shot of the whole podium.

2.9.7.HOST is responsible for all photography needs (volunteer photographers are sufficient) that include medal presentations, PCO & Sponsors Logos, and action shots of the PCO Event.

2.9.8.All photography to be done in accordance with applicable privacy laws.

3 FRAMEWORK FOR ORGANIZING THE PCO EVENT

3.1.1. 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

3.2.1. 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

Nationals 2025 Timeline

Deadline	Event
January 2, 2024	Opening bid process for Nationals
February 28, 2024	Letter of Intent deadline for submission to PCO
May 1, 2024	Deadline for bid book submissions
May 15, 2024	PCO site visit if required
June 3, 2024	PCO Board of Directors selects the HOSTS for 2025 Nationals
August 1, 2024	Deadline for signing of PCO EVENT agreement between PCO and HOST for 2025
August 24, 2024	Announcement of the 2025 Host for Nationals

Regionals 2025 Timeline

Deadline	Event
January 2, 2024	Opening bid process for Nationals
February 28, 2024	Letter of Intent deadline for submission to PCO
May 1, 2024	Deadline for bid book submissions
May 15, 2024	PCO site visit if required
June 3, 2024	PCO Board of Directors selects the HOSTS for 2025 Nationals
August 1, 2024	Deadline for signing of PCO EVENT agreement between PCO and HOST for 2025 Regionals
September 10, 2024	Announcement of the 2025 Host for Regionals

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
 - Exhibit A: A signed letter providing an overview of the bid.
 - Exhibit B: Bid Submission Document. Bid documents, as described in Appendix B, should be prepared in a simple format and at a modest cost.
 - Exhibit C: Bidding community site map with all venue locations.
 - Exhibit D: Competition site floor plan and photos.
 - Exhibit E: Operational budget in prescribed format.
 - Exhibit F: Potential Host Committee Statement.
 - 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 at tournaments@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 at tournaments@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.

5.1.6. All potential sponsors are vetted by PCO to avoid duplication of efforts, prevent conflict with PCO's existing and/or prospective national sponsors, 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 (subject to change at anytime based on PCO's discretion) 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 and its national sponsors must be pre-approved by PCO. This includes social media, print material, radio, TV, media advertising. The correct spelling and name and name of the organization must be used, which is 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. Logos must be bilingual (not unilingual English).

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. Within 60 days of a HOST being selected by PCO for hosting a Regional and/or National Championship, the HOST and tournament LOC must provide a venue map which visualizes all signage placement spots visible from the field of play. Prime sideline placement should be reserved for PCO's National sponsors before being allocated to local sponsors procured by the HOST and tournament LOC.

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. The tournament/Championship LOC and HOST are responsible for ensuring that all rental venue competing signage (if applicable) and branding conflicting with PCO's National Partners are covered and taken down prior to the start of the Regional, Open, and/or National Championships. No costs will be administered to PCO for the removal of any conflicting sponsor signage or venue branding (at PCO's discretion onsite) in the event this occurs.

5.2.9. PCO may require assistance from the HOST and tournament LOC in shipping back PCO and its national sponsors' signage and other materials (e.g., pop-up banners, podium backdrops, marketing materials) post-Championship. Costs of shipping (solely) will be reimbursed by PCO or its National Sponsor to the HOST or tournament LOC within 30-60 days of the Championship/tournament.

5.2.10. Broadcast and streaming rights around the Regional and National Championships belong to PCO. The host may be permitted to source a broadcast or streaming provider (at their cost for all production, setup, and other applicable costs) for a Championship if pre-approved in writing by PCO six (6) to nine (9) months prior to the Championship. PCO will not be charged additional costs for broadcast features and integrations of PCO national partners within the stream and/or broadcast for its sanctioned Regional, National, and/or Open Championships.

5.2.11 If the Regional and/or National Championships will be livestreamed or shown on broadcast, the HOST and LOC will make best efforts for PCO's national sponsors to be captured prominently within the livestream/broadcast, especially as it relates to signage placement.

5.2.12 PCO will provide signage (or reimburse for the actual costs of production) for PCO and National Sponsors signage.

5.2.13 For PCO's National Partners onsite at Regional, National, and/or Open Championships, the key contact for these representatives will solely be PCO (and/or its sponsorship agency) and any questions directed to/for PCO's National Partners will be facilitated through PCO (and/or its sponsorship agency). All communications-related products, including media releases must be approved by PCO.

5.2.14 No retail stores, vendors, and/or establishments selling or providing competing goods and services to PCO's National partners can be operated by the LOC or tournament HOST during a Regional, National, and/or Open Championship. These categories include (and are subject to change at PCO's discretion as PCO procures additional partners): pickleballs, paddles, shoes and footwear, financial institutions (including any financial services or wealth management), hydration/electrolyte, candy, and health and safety.

5.2.15 In the event of a breach by the HOST or tournament LOC with PCO and its National Partners or brand guidelines, PCO will pursue remedies as needed (including cost of damages) from the HOST and LOC.

5.2.16 Any concerns or questions about the use of PCO, its name, logo, wordmark etc, please contact PCO at tournaments@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 Each participant shall be provided with a complimentary tournament memento with a value of no less than \$15.

5.4.5 As the sport of pickleball grows in Canada and future revenue streams are added, which may include but not limited to: tickets, hospitality, merchandise, and/or souvenir programs that are onsite at the National and/Regional Championship, PCO and each HOST will agree on a revenue sharing model 6 months (at least) in advance of a Championship

5.4.6 If a HOST and/or tournament LOC asks for support around local revenue procurement for a Championship, a revenue sharing model between the HOST and PCO (and its 3rd party agency) may be established as well prior to PCO assisting with local revenue procurement. 'Local' refers to companies that are smaller establishments within the region of the HOST of and not chain establishments (more than one location in a given HOST province)

5.4.7 Participants, as PCO MEMBERS, are covered by PCO insurance.

5.4.8 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.

5.4.9 The HOST and PCO are jointly responsible for the 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.

5.4.10 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: 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 event 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	
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/sponsorship 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 ACTIVATION	
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	
What type of medical services do you intend to provide, and where?	
Please describe the technology infrastructure that will be available at the venues. Describe the technology, internet, and public address system that will be available.	
LEGACY	
What benefit will be hosting this event make to your club, community, and province	
Why should your bid be selected to host the event	

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 4.1 Marketing Plan	10
5	Finance (including revenue generation) 5.1 Financial risk assessment (including detailed budget and confirmed revenues and fee structure/profit sharing proposed)	15
6	Communication, hosting services and events	15
	6.1 Communication plan	
	6.3 Hosting services (VIPs and sponsors)	
	6.4 Other activities related to the event: Opening/closing/special events/final banquet/festival	
7	Operation 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	15
8	Legacy 8.1 What type of legacy will this event leave at the local, regional, Provincial and national level? 8.2 Why should we select your organization or community to host this event?	5

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