



# **2026 NATIONAL CHAMPIONSHIPS**

REQUEST FOR PROPOSAL

## **TABLE OF CONTENTS**

1. INTRODUCTION	3
2. ORGANIZATIONAL BACKGROUND	3
3. EVENT OVERVIEW	3
4. FACILITY & PLAYING AREA REQUIREMENTS	4
5. EVENT DATES & SAMPLE SCHEDULE	4
6. EVENT FORMAT AND COMPETITION DETAILS	5
7. INSURANCE & SANCTIONING COMPLIANCE	7
8. HOST COMMITTEE & STAFFING REQUIREMENTS	8
9. MARKETING & COMMUNICATIONS	8
10. SPONSORSHIP	9
11. PLAYER LOGISTICS	9
12. BUDGETING & REVENUE STREAMS	10
13. PROPOSAL SUBMISSION DETAILS	11
14. PROPOSAL EVALUATION CRITERIA	13

## 1. INTRODUCTION

Pickleball Canada is inviting [expressions of interest](#) and full bid submissions to host the **2026 Pickleball Canada National Championships**, the premier annual competition showcasing Canada's top pickleball athletes. The event provides host communities with significant economic impact, national exposure, and opportunities for sport development.

The Local Organizing Committee (LOC) must be willing to sign a Hosting Agreement with Pickleball Canada (PCO) and must also satisfy PCO with its ability to meet the organizational, technical and financial requirements for putting on the Championships. A listing of the main hosting requirements is provided below.

All rights, titles and interest in the event are owned by Pickleball Canada. The event will be managed by the LOC in collaboration with Pickleball Canada staff.

## 2. ORGANIZATIONAL BACKGROUND

Pickleball Canada is the national governing body for the sport of pickleball, working in partnership with provincial and territorial sport organizations (PTSOs) and local clubs. The organization promotes safe, inclusive, and accessible pickleball across the country through competition, education, and community engagement.

## 3. EVENT OVERVIEW

The Pickleball Canada National Championships is a **closed, sanctioned tournament** that brings together between **800 and 1,000 of the top pickleball players in the country**. Hosted annually, it is Pickleball Canada's flagship event, celebrating excellence in play from recreational athletes to elite competitors. The event features divisions across all age groups and skill levels, including the Provincial/Territorial Team Competition and inclusive categories such as junior and para-pickleball. With national media coverage, athlete services, and a vendor village, it creates a comprehensive championship experience while delivering measurable economic and community impact to the host region.

### Key Benefits of Hosting:

#### Economic and Financial Benefits

- Revenue from participant registrations, merchandise, food, and beverage sales
- Positive economic impact from visitors (accommodations, restaurants, retail)
- Eligibility for local, provincial, and federal sport hosting grants
- Shared sponsorship revenue with Pickleball Canada

#### Community Impact

- Increased visibility for the host city and club at the national level
- Engagement opportunities for volunteers and local organizations

- Strengthening of pickleball culture in the community

### **Sport Development**

- National spotlight on local pickleball facilities
- Access to clinics and promotional sessions to grow the sport locally

## **4. FACILITY & PLAYING AREA REQUIREMENTS**

### **Facility and Infrastructure**

- Minimum of 25+ courts with compliant dimensions and playing surfaces
  - 30 feet (9.14 meters) wide x 60 feet (18.29 meters) long.
  - 10-foot (3.05 meters) margin surrounding the court, making the total preferred area 40 feet (12.19 meters) x 64 feet (19.51 meters).
- Court dividers must be present between all courts. (purchase & branding of court dividers to be discussed with Pickleball Canada )
- Ensure there are office spaces available during the event for operations staff.
- Indoor venues must have:
  - Ceiling height of at least 9m (30 ft)
  - Appropriate air conditioning system, adequate air circulation and sun shading
  - Clearly marked lines and safe backgrounds
- Reliable Wi-Fi and backup technology infrastructure
- On-site AED and first aid compliance. The First Aid area should be staffed with an outside source other than the host committee.
- Functional and tested public address (PA) system
- On-site food service is mandatory. If the venue does not offer food service, the host must arrange for external vendors or food trucks to ensure participants have access to food options
- Pickleball Canada strongly prefers that all courts be located within a single facility. If proposing a multi-venue model, the bid must include clear and detailed evidence demonstrating its feasibility and a well-structured logistical plan to ensure smooth event operations.

## **5. EVENT DATES & SAMPLE SCHEDULE**

- Nationals are typically scheduled for late August or early September
- Must be available for a minimum of 3 full days (including setup and teardown)
- During the duration of the event, the venue must be reserved solely for the event.

### Sample Schedule of Events:

Date	Format	Events
Day 1	Open Practice Courts	Tournament practice (2:00 PM – 5:00 PM)
Day 2	Round Robin	Men's and Women's Doubles
Day 3	Round Robin	Mixed Doubles
Day 4	Team & Specialty Events	Provincial/Territorial Team Event, Para, and Junior Events
Day 5	Double Elimination	Women's Singles and Men's Doubles
Day 6	Double Elimination	Men's Singles and Women's Doubles
Day 7	Double Elimination	Mixed Doubles

### Player and Spectator Services

- Facility must have adequate public washroom access and sanitation maintenance, water stations (fountains, bottled water sponsors)
- Organized spectator ticketing (if applicable)
- Registration includes swag & promotional items (ie. branded t-shirt, hats, balls) and player swag bag provided by LOC

## 6. EVENT FORMAT AND COMPETITION DETAILS

### Competition Format

- Double elimination with re-entry to the championship bracket
- Championship matches: Best 2 of 3 to 11 (win by 2, no cap)
- Consolation and bronze matches: One game to 15 (win by 2, no cap)
- Minimum of 8 teams per event preferred
- Events may be consolidated by age, with clear communication to players
- Competition format and structure to be determined by the Local Organizing Committee (LOC) based on the projected number of participants, venue availability, staffing capacity, and other logistical considerations.

## Divisions & Eligibility

Age Category	Skill Levels	Events Offered
Junior (<19)	3.0–4.5+	Singles, Doubles, Mixed (optional based on interest)
19–34	3.0, 3.5, 4.0, 4.5+	Singles, Doubles, Mixed
35–49	3.0, 3.5, 4.0, 4.5+	Singles, Doubles, Mixed
50–59 (Senior)	3.0, 3.5, 4.0, 4.5+	Singles, Doubles, Mixed
60–69 (Senior)	3.0, 3.5, 4.0, 4.5+	Singles, Doubles, Mixed
70+ (Senior)	3.0, 3.5, 4.0, 4.5+	Singles, Doubles, Mixed
Pro/Open Division	4.5+	Singles, Doubles, Mixed
Para-Pickleball	N/A	Events for athletes with disabilities
Provincial Team	Team event by province	Round-robin, Singles, Doubles, Mixed

- Sample divisions format
- Participants must be Canadian residents and current Pickleball Canada members
- Provincial winners receive priority registration

## Officiating

- All medal matches to be officiated using Pickleball Canada's referee program
- Standard honorarium per level: \$7 (Level 1), \$10 (Level 2), \$15 (Certified)
- Use of Pickleball Desk for match officiating coordination
- Provide Officials with mandatory equipment as requested by Pickleball Canada.
- Officiating rest area must be provided in a private location apart from the field of play.

## Tournament Software

- Must use Pickleball Brackets (currently)
- Pickleball Canada provides format templates and oversight
- Tournament content must be bilingual

## Conduct & Fair Play

- Enforce Pickleball Canada's competitor code of conduct
- Warm-up time capped at 3 minutes

- Volunteers or liaisons should be trained to assist players and enforce respectful competition as well as court times

### **Provincial Team Competition**

- The Provincial Team Competition is a required component of the National Championships, where each Provincial/Territorial Sports Organization (PTSO) fields a representative team of Nationals is the Provincial Team Competition, where each Provincial/Territorial Sports Organization (PTSO) may field a team.
- The competition provides an opportunity for provincial representation and team-based play, enhancing community pride and event energy.
- Teams typically include a mix of male and female players across age divisions, competing in singles and doubles matches.
- The event is run in a round-robin format with playoffs, and match outcomes impact individual player ratings.
- Hosts must allocate time and court space in the schedule to support this special event.

## **7. INSURANCE & SANCTIONING COMPLIANCE**

### **Sanctioning and Rules**

- The event must be sanctioned by Pickleball Canada.
- All matches must comply with the [USAP Rulebook \(International Edition\)](#) in effect at the time of play.
- Hosts must implement and follow [Pickleball Canada's Concussion Protocol Policy](#).
- Insurance coverage must meet local laws and Pickleball Canada's requirements. Participants are covered by Pickleball Canada insurance as members.

### **Language Requirements**

- Hosts are required to provide bilingual services (English and French), especially in Eastern Canada.
- All promotional and event materials, including tournament software, must be presented in both official languages where possible.

### **Medal Ceremonies & Photography**

- Pickleball Canada provides branded medals and must approve the presentation plan.
- Ceremonies must occur in a visible, media-friendly area with a Pickleball Canada-branded podium.
- High-quality photos of podium winners (without added graphics) must be submitted to Pickleball Canada within 5 days post-event.

## Post-Event Reporting

- Hosts must submit a financial report within 60 days of the tournament's conclusion.
- Pickleball Canada reserves the right to audit or verify financial reports.

## Legacy Statement

- Hosts should outline the anticipated legacy of the event in their bid (e.g., local facility upgrades, sport growth, economic impact).

## 8. HOST COMMITTEE & STAFFING REQUIREMENTS

**Local Organizing Committee (LOC)** A dedicated LOC must be established and include the following roles:

- Tournament Director (Pickleball Canada-approved)
- Operations Manager
- Competition Coordinator
- Volunteer Coordinator
- Sponsorship and Vendor Lead
- Athlete Services Coordinator
- Marketing & Communications Lead
- Finance & Registration Manager
- Ceremonies & Awards Coordinator

## 9. MARKETING & COMMUNICATIONS

### Marketing Support

- Preferred contracted graphic designer for social media and content
- Website landing page with event information in alignment with PCO
- Pre-event teaser video, daily highlights, and a post-event recap
- Minimum of 2 professional photographers per day
- Minimum of 1 on-site videographer
- Local print shop for signage and event program production

### Signage and Branding

- Pickleball Canada branding and national sponsor logos take priority in all field-of-play signage.
- Host must cover or remove competing signage at the venue.
- Pickleball Canada branding and national logo must be at the forefront of all event signage and approved by PCO
- Hosts are responsible for post-event return shipping of Pickleball Canada signage; costs will be reimbursed by Pickleball Canada.
- All signage production is at the expense of the host



## Broadcast and Streaming

- Livestream and broadcast rights are owned by Pickleball Canada.
- Hosts may propose a streaming partner at their own cost with approval from Pickleball Canada at least 6-9 months in advance.
- All coverage must prominently display Pickleball Canada branding and national sponsors.

## 10. SPONSORSHIP

### Local vs. National Sponsorship

- Local sponsors may be sourced by the LOC, but all contracts and assets must be approved by Pickleball Canada
- Pickleball Canada retains national sponsor rights; all signage and branding must be pre-approved
- Pickleball Canada's national sponsors will receive the most prominent integrations around onsite/entrance branding, giveaways, future program insertions, t-shirt giveaways, podium branding, potential activation spaces/booths, and other present or future commercial assets to partners.
- Sponsor assets include banners, vendor activation booths, branded fencing, and black pipe and drape

### Vendor Village & On-Site Activation

- Venue must account for a high traffic area to include on-site sponsor booths & activations
- Athlete lounge area for relaxation and rehabilitation must be available on-site
- Food trucks, music stage, interactive sports are encouraged to have onsite to enhance athlete & spectator experience (ping pong, cornhole)
- Separate pickleball showcase court for demonstrations, sponsor play, and other activities

## 11. PLAYER LOGISTICS

### Travel and Accommodation

- LOC to work with a travel agency to offer preferred rates for travel & flights
- Hotel offerings within a reasonable distance of the venue
- LOC to secure local transportation partners for airport/venue transit & shuttle

### Athlete Services

- Registration desk support and assistance liaisons
- Welcome banquet (optional)
- Volunteer liaisons to guide athletes on-site

## 12. BUDGETING & REVENUE STREAMS

### Main Income Sources

- Pickleball Canada hosting grant: Amount determined based on the host's infrastructure and the specific requirements of the event.
- Player Entry Registrations
- Local Sponsorships
- Merchandise Revenue
- Pre-Player Social/ Opening Banquet

### Main Expenses

- Officiating/Line Judge Expenses
  - Match fees, per diems meals, etc.
- Equipment & Software
  - Tournament flooring (if applicable), Tournament nets, court dividers, Tents, tables, chairs, audio equipment, bleachers, printers, and medal podium.
- Facility Rental
  - Plus facility security, storage
- Signage
  - Event signage throughout the venue (PCO specific, directional signage, sponsor signage etc.)
- Insurance
  - Liability, event, cancellation
- Participant
  - Swag bags, player water, staff & volunteer/officiating food
- Player Refunds (if applicable).

### Sample Financial Outcome

*The list is compiled of average Income and Expense lines*

- **Net profit** from the 2023 and 2024 National Championships ranged between **\$25,000 and \$30,000**.
- The **estimated community & economic impact** from the 2023 and 2024 championships is approximately **\$730,000** based on a 1.2x multiplier on spending according to athletes & spectator attendance.

**Profit Share Model:** Amount to be negotiated and finalized pending the hosting agreement

## 13. PROPOSAL SUBMISSION DETAILS

Submit to: [tamara.edwards@pickleballcanada.org](mailto:tamara.edwards@pickleballcanada.org) & [barry.petrachenko@pickleballcanada.org](mailto:barry.petrachenko@pickleballcanada.org)

### Required Documents:

- Cover letter
- Bid submission document with all relevant event details

**Bid Package includes, but is not limited to:**

### Introduction

- Host City Profile
- Name and background of host bid group
- Host Committee Chair's name and contact information
- Proposed dates
- Proposed venue (name, owner, address, venue contact, phone, email, website)
- Host city information
- Background in hosting major sporting events
- Proposed organizational chart of Local Organizing Committee (LOC) with personnel
- Letters of support
  - Venue (if applicable)
  - Local tourism organizations

### Funding & Finances

- Available funding opportunities (including grants that can be applied for)
- Financial support from host location
- Outline a brief plan to secure local sponsorships and VIK support
- Preliminary budget

### Venue

- Location, site map and photos
- Number of courts and specifications (compliance with requirements)
- Air conditioning and ventilation
- Spectator seating layout (access to bleachers, capacity)
- Main hall layout
- Other rooms (meeting rooms, washrooms, change rooms, etc.)
- Accessibility functions (elevators, bathrooms, etc.)
- Parking
- Vendor/merchandise & Sponsor/brand activation space
- Catering and food/beverage plan for onsite
- Hospitality (media and VIPs)
- Access to equipment (chairs, tables, etc.)

- Load-in and load-out logistics (loading docks, etc.)
- Podium stage location (pipe and drape, awards stage)
- Electronics/AV (speakers, music, microphone, screens)
- Wi-Fi capabilities/plan
- Security
- Storage
- Medical and safety plans

### **Accommodations**

- Hotel - affordable room rates and close proximity to the venue
- Other options

### **Transportation**

- Describe public transportation options for participants, including airport transportation on arrival and departure days, as well as local ground transportation between venue(s) and accommodations

### **Local Organizing Committee (LOC), Event Staff & Volunteers**

- LOC Format and job descriptions
- Volunteer plan/staff plan on-site during the event

### **Proposed Competition Format**

- Proposed events, age brackets and schedule
- Number of days
- Plans for the Provincial Team Competition (PTC)

### **Communications & Marketing Plan**

- Outline your communication plan – specifically, how can you ensure that participants and local media will be kept informed
- 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
- Official language of the event with bilingual service strategy
- Local photography and videography plans
- What type of hosting services do you intend to provide to VIPs and sponsors?

### **Legacy and Community Engagement Plan**

- What benefit will hosting this event bring to your club, community, and province?
- Why should your bid be selected to host the event?

## 14. PROPOSAL EVALUATION CRITERIA

Criteria	Weight
Venue & Playing Area	30%
Proposed Competition Format & Officiating	20%
Operational Readiness (accommodation, transport, medical, language, tech)	20%
Communications & Marketing & Event Services	10%
Finance & Sponsorship	10%
Legacy & Community Engagement	10%