

BID BOOK

for the

2021

PICKLEBALL CANADA

OPEN CHAMPIONSHIP

(To be Hosted in ON, QC, NB or NS)



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1. General Information

- 1.1. The goal of Pickleball Canada (PCO) and the Pickleball Canada Open Championship (OPEN) is to support the growth of pickleball for all ages locally, provincially, regionally, and nationally.
- 1.2. All clubs, cities, and venues to host (HOST) the OPEN for PCO, will be selected through a bidding process. The procedures for determining a HOST, from the letter-of-intent, to the selection of the HOST, will be based on a fair and open process. The process will be conducted in an ethical manner, including but not limited to transparency, equity, and respect.
 - 1.2.1. A HOST can consist of a single club or multiple clubs wanting to work together to host the OPEN.
- 1.3. The 2021 OPEN Bid Book outlines:
 - 1.3.1. PCO event requirements.
 - 1.3.2. Approved framework for organizing a PCO Event.
 - 1.3.3. Bid process and conditions.
 - 1.3.4. The rights and obligations of the HOST and PCO.
- 1.4. PCO events include but are not limited to:
 - 1.4.1. PCO National Championship.
 - 1.4.2. PCO Open Championship.
 - 1.4.3. PCO Regional Championships.
- 1.5. PCO EVENTS must meet PCO sanctioning requirements. PCO will not charge the HOST a sanctioning fee.
- 1.6. 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.
- 1.7. All play must follow International Federation of Pickleball (IFP) rules.
- 1.8. 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.
- 1.9. 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.
- 1.10. All policies of PCO must be agreed to and followed by the HOST in the preparation of this bid and the operation of the tournament. These can be found at: <https://pickleballcanada.org/policies.php>
- 1.11. The terms of the Bid Book are subject to change with appropriate consultation occurring with prospective or presumptive HOSTS.

2. PCO Event Requirements

- 2.1. The OPEN will preferably held in the last week of June or the first week of July. The OPEN should avoid conflict with all other major pickleball tournaments and events.
- 2.2. The OPEN is, as the name implies, open to all competitors from all countries. Participants **must** be current members of PCO.
- 2.3. Facilities must be available for a minimum of three days or longer to adequately accommodate all events.
- 2.4. 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.
- 2.5. Food service facilities must be available within 250 meters of the venue.

- 2.6. The HOST will provide sufficient nets and balls.
- 2.7. Official ball will be determined by PCO.
- 2.8. There must be at least two people on site at all times trained in first aid and the use of an AED defibrillator.

3. Playing Area Requirements

- 3.1. 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.
- 3.2. 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).
- 3.3. Pickleball court lines must be clearly distinguishable from the surface color and any other lines on the court.
- 3.4. Background color around the field of play must be contrasting, pickleball appropriate.
- 3.5. Indoor Play
 - 3.5.1. Minimum ceiling height, over all courts is 9 meters (30 feet).
 - 3.5.2. Must have adequate window shading to ensure no interference from the sun during play.
 - 3.5.3. Adequate ventilation/air conditioning to ensure safety protocols can be met.

4. OPEN Events

- 4.1. Age is determined as of the end of the calendar year of the OPEN.
- 4.2. In doubles play, both players must meet the age requirement of the division.
- 4.3. A competitor may play in a younger age division.
- 4.4. Events Required:
 - 4.4.1. Open Men's and Women's (singles, doubles and mixed)
 - 4.4.2. Senior Open (50+) Men's and Women's (singles, doubles and mixed)
 - 4.4.3. Skill by age events (singles, doubles and mixed)
 - 4.4.4. Required - 3.0, 3.5, 4.0, 4.5
 - 4.4.5. Required - 49 and under, 50+
 - 4.4.6. Pro Division - to be considered
 - 4.4.7. Para pickleball - to be considered
- 4.5. Possible additional Event age categories:
 - 4.5.1. Under 19 (Junior)
 - 4.5.2. 19-34
 - 4.5.3. 35-49
 - 4.5.4. 50-59
 - 4.5.5. 60-69
 - 4.5.6. 70+
- 4.6. If there is a small registration within an age group consolidate ages within a skill group
- 4.7. Optional Events – If court count of venue and time availability allows, expanded age category events (singles, doubles and mixed)
 - 4.7.1. Incremental, 5- or 10-year age categories, from 20 to 70+
 - 4.7.2. No skill splits

5. OPEN Format

- 5.1. Double elimination.
 - 5.1.1. Re-entry to championship bracket.
- 5.2. Championship side and medal matches.
 - 5.2.1. Best two out of three, to 11, win by two, no cap.
 - 5.2.2. Loser side - one game to 15, win by two, no cap.
- 5.3. Preferred minimum of 8 teams per event. Small events (five or fewer teams) may use round robin format as specified by IFP rules.
- 5.4. Maximum teams per event determined by court and time availability
- 5.5. Seeding
 - 5.5.1. Identified and transparent; use UTPR ratings and/or PCTR, if available.
 - 5.5.2. At least half the teams must be seeded, can seed the rest or by blind draw.
 - 5.5.3. Involve PCO Competitions Chair to finalize seedings.
- 5.6. Competition Software
 - 5.6.1. HOST must use pickleball tournament competition software approved by PCO.
 - 5.6.2. Results in appropriate digital form, must be submitted to PCO within two weeks of the completion of the tournament.
 - 5.6.3. PCO representative to be set up with “Administrator privileges” for the software to provide back-up if needed and ensure HOST compliance with commitments.
 - 5.6.4. PCO will provide standardized tournament “boilerplate” formats to ensure consistency among all PCO Championship tournaments listed in Section 1.4

6. OPEN Schedule

- 6.1. The OPEN 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.
- 6.2. If Optional Events are included, the OPEN will run on a 5-day schedule starting on a Wednesday and completing on the Sunday.
- 6.3. For outdoor championship, if necessary, the rain out day will be Monday.

7. OPEN Officiating

- 7.1. All matches to be officiated by PCO certified officials, levels 1 to 3.
- 7.2. Officials will be required to wear PCO authorized official’s apparel.
- 7.3. Medal matches will have 4 lines people.
- 7.4. Pro, Open and Senior championship matches will have, if possible, Level 3 Referees.
- 7.5. The HOST will appoint a Referee-In-Chief, who will deal with any conflict resolution for the competition and whose say will be final.
- 7.6. The HOST will follow the PCO official’s payment guidance.
 - 7.6.1. A required minimum of \$3 per match will be paid to officials.
- 7.7. PCO will sign off on the official’s payment structure.

8. OPEN Medals and Awards

- 8.1. PCO must approve medal design.
- 8.2. Medals to be provided by the HOST.

- 8.3. 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.
- 8.4. Venue must accommodate medal presentations with PCO approved podium and media friendly area.
- 8.5. Electronic images of all medal presentations will be provided to PCO within 5 days of the tournament.
- 8.6. The HOST is responsible for all photography needs (volunteer photographers are sufficient) that include medal presentations and action shots of the OPEN.
- 8.7. All photography to be done in accordance with applicable privacy laws.

9. Framework for Organizing the OPEN

- 9.1. The Host will form a Local Organizing Committee (LOC) that will include:
 - 9.1.1. PCO OPEN Tournament Chair - appointed by Pickleball Canada
 - 9.1.2. HOST Committee Chair
 - 9.1.3. Tournament Director
 - 9.1.4. Event Manager
 - 9.1.5. Referee-In-Chief
 - 9.1.6. Sponsorship Manager
 - 9.1.7. Volunteer Manager
 - 9.1.8. Medical Supervisor
- 9.2. The LOC will be responsible for the oversight and organization of all activities necessary to hold a successful event.

10. BID Process and Timelines

Deadline	Event
July 1, 2020	Opening of the bid process. Bid Book sent to Central and Atlantic Provincial Sports Organizations and posted to the PCO website.
August 1, 2020	Letter-of-Intent deadline for submission to PCO.
August 3, 2020	PCO assigns representative to each bidder. All questions and answers will be shared with all bidders.
September 1, 2020	Deadline for bid submission.
September 12, 2020	PCO Bid Committee evaluates bids.
September 15, 2020	PCO Board of Directors selects the 2021 HOST.
September 2020	Announcement of the HOST for the 2021 OPEN.
October 15, 2020	Deadline for signing of PCO Event Agreement between PCO and HOST.

11. BID Documents

- 11.1. Bid submissions can be submitted in English, French or both.
- 11.2. Maps and diagrams should be accurate and of good quality.
- 11.3. Digital photos of the venue are strongly encouraged.
- 11.4. The following materials must be included in the Bid Documents in the following order:
 - 11.4.1. Exhibit A – A signed letter providing an overview of your bid.
 - 11.4.2. Letter of support from the applicable Provincial or Territorial Sports Organization.

- 11.4.3. Exhibit B - Bid Submission Document. Bid Documents, as described in Appendix B, should be prepared in a simple format and at a modest cost.
- 11.4.4. Exhibit C – Bidding community site map with all venue locations.
- 11.4.5. Exhibit D – Competition site floor plan and photos.
- 11.4.6. Exhibit E – Operational budget in prescribed format.
- 11.4.7. Exhibit F – Potential Host Committee Statement.

12. OPEN Bid Rules

- 12.1. By submitting Bid Documents, bidders understand and agree to all the terms of this Bid Book including the Appendices.
- 12.2. Any requested variations of terms must be explicitly stated in the Bid Documents.
- 12.3. 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 selected HOST.
- 12.4. Bid Documents are to focus on what the potential HOST can offer the participating athletes, the HOST city, the HOST club, youth, para, professional play, the sport and PCO. Bid Documents should not be conditional on PCO providing anything beyond what is detailed in this Bid Book.
- 12.5. The PCO Event Agreement is the final authority on any dispute between PCO and the HOST.
- 12.6. 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 confidential 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.

13. Communication

- 13.1. Potential HOST must 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.
- 13.2. 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.
- 13.3. All Bid Documents and supporting materials must be submitted electronically in PDF format to the PCO, VP of Sport Development and Competitions at vp-sport@pickleballcanada.org by the deadline indicated above.

14. Rights and Sponsorship Obligations of Host and PCO

- 14.1. 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.
- 14.2. 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.
- 14.3. A comprehensive package is more attractive and provides more value for the partners and generates more revenue for them, the tournament and PCO.

- 14.4. The process needed to effectively implement this strategy is an ongoing two-way communication between the HOST and PCO.
- 14.5. The LOC will provide the name and contact information of the person(s) responsible for OPEN sponsorship to PCO, Executive Director of Strategic Alliances at partnerships@pickleballcanada.org
- 14.6. All potential sponsors are vetted by PCO to avoid duplication of efforts and ensure the maintenance of the brand.
- 14.7. The LOC will provide PCO with a list of potential sponsors they would like to approach *before* they approach them.
- 14.8. 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
- 14.9. PCO will advise the LOC who they have contacted and come to a sponsorship agreement with.
- 14.10. Sponsorship provisions must comply with PCO Marketing Policy found at https://pickleballcanada.org/docs/7.2.6.1_Marketing_Policy_2018.pdf.

15. OPEN Marketing

- 15.1. “Open Canadian Championship”, the PCO logo and wordmark will always be used in conjunction with the OPEN.
- 15.2. The HOST will use the PCO event specific logo as provided or approved by the PCO.
- 15.3. The HOST will ensure the PCO corporate identity and website are used and highly profiled throughout the PCO Event.
- 15.4. 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).
- 15.5. All media releases must be approved by PCO.

16. Non-Competition Event Activities

- 16.1. 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.

17. Financial Obligations

- 17.1. 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.
- 17.2. 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.
- 17.3. The HOST will submit a \$5 per participant charge to PCO two weeks before the start of the Championship.
- 17.4. Participants, through their membership with PCO, are covered by PCO insurance.
- 17.5. 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.
- 17.6. 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.

17.7. 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: Bid Submission Document

Requirements	Response
Name and background of Host bid group.	
Chairman name and contact information.	
Please describe your bidding community.	
What major sporting events has your bidding organization or community previously hosted?	
Composition of Host Committee, their event background, and pickleball tournament experience.	
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 “Playing Area Requirements’ of the Bid Book. Describe any variances with suggested requirements and ability to mitigate any potential hazards resulting from these variances. Court surface description.	
if indoors, air conditioning or ventilation and ability to comply with safety standards	
Does the venue have any product or brand exclusivity?	
Availability of change rooms, showers and public washrooms.	
Describe the spectator seating area and capacity.	
Describe handicapped 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.	
What PCO certified competition software will be utilized and what is the LOC experience with it?	
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 OPEN, received any commitments (financial or otherwise) from various local, regional organizations or institutions, municipal, provincial, or federal governments?	
Please outline your marketing plan (sponsorships, ticketing, merchandising, and fundraising).	
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 you will ensure that participants and media will be kept informed?	

Do you intend to have the event webcast/broadcast? If yes, please give details in the webcasting/broadcasting plan as well as the type of support the LOC 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, and distances.	
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?	
What type of medical services do you intend to provide, and where?	

Number of public parking spaces and proximity to venue.	
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 contribution will hosting this event make to your club, community, province and game?	
Why should your bid be selected to host the event?	



Appendix C: Potential Host Committee Statement

The Potential Host Committee (PHC) 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 Open Championship (OPEN) and assume responsibilities for all expenses concerning the OPEN. We agree that all contents of the Bid Documents submitted by the PHC and PSO/TSO are binding, unless it conflicts with the obligations listed in the Bid Book issued for the OPEN, in which case the obligations in the Bid Book take precedence. Any changes to the Bid Documents, once the OPEN has been awarded must be approved by PCO prior to taking effect.

No more than 30 days after being awarded the OPEN, the PHC and PSO/TSO will create a Local Organizing Committee (LOC) which shall be responsible for the organization of the OPEN. 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
- PHC

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 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 OPEN, including any obligation under the Bid Book for the OPEN.

Potential Host Committee

Provincial Sport Organization

Organization

Organization

Name (print)

Name (print)

Position (print)

Position (print)

Signature

Signature

Appendix D: Criteria and Weighting Used to Evaluate Bid

	Description	Weighting %
1	Background and Overall Bid Presentation	10
2	Facilities and Playing Area	20
3	Competition and Officiating	10
4	Sponsorship and Marketing Plan	10
5	Finance. Revenue generation, financial risk assessment, including detailed budget and confirmed revenues and fee structure/profit sharing proposed.	15
6	Communication plan, hosting services of competitors/VIPs/Sponsors, media services. Special events, opening/closing ceremonies, final banquet.	15
7	Operations <ul style="list-style-type: none"> • Accommodations • Registration and accreditation • Transportation • Medical • Official languages • Technology 	15
8	Legacy	5
	TOTAL	100