



# **PROVINCIAL CHAMPIONSHIP BID BOOK AND APPLICATION FORM**

## **1. Who can apply?**

- 1.1. Only an affiliated club recognized by Pickleball New Brunswick (hereafter referred to as the HOST) may apply to host the Provincial Championship.

## **2. General information**

- 2.1. PBNB believes that the procedures for determining a HOST and from the letter of intent to the selection of the host will be based on a fair and open process.
- 2.2. The process will be conducted in an ethical manner including, but not limited to, transparency, fairness and respect.
- 2.3. If a club is unable to host the event in the selected year due to circumstances that Pickleball NB feels are beyond their control (i.e. pandemic), the HOST will host the event the following year without repeating the selection process.
- 2.4. The HOST shall provide a monthly update to the Pickleball NB Tournament Director.
- 2.5. The HOST is responsible for appointing a Tournament Director, hereinafter referred to as the ORGANIZER
- 2.6. PBNB will work with the HOST to ensure that standards are met
- 2.7. The tournament must follow the USA Pickleball Rules in effect at the time of the event.
- 2.8. The HOST must provide services and documentation in both official languages of the province.
- 2.9. The HOST must direct all questions to the Pickleball New Brunswick Tournament Director.

## **3. Roles and Responsibilities of the New Brunswick Pickleball Tournament Director**

- 3.1. The PBNB Tournament Director is responsible for initiating the nomination process in the fall of each year. The Tournament Director will send out materials to the affiliated clubs and will gather the clubs to announce the HOST club at the annual meeting of PBNB affiliated clubs whenever possible.
- 3.2. The PBNB Tournament Director may at his/her discretion serve on the tournament organizing committee as a volunteer but is not responsible for the complete organization of the tournament. The HOST is responsible for organizing and meeting the requirements of this document.
- 3.3. The PBNB Tournament Director cannot be the HOST of the tournament
- 3.4. The PBNB Tournament Director may, at the request of the HOST, offer advice and support in organizing the tournament.
- 3.5. The PBNB Tournament Director may request a cheque in the amount of \$500 or as per current PBNB policies from the PBNB Treasurer to assist the HOST in the organization of the tournament at the request of the HOST. If the HOST receives the sponsorship from PBNB, the HOST will be responsible for following the guidelines of the sponsorship. The HOST must

make the request to the Tournament Director and only the Tournament Director can confirm the sponsorship.

3.6. The PBNB Tournament Director will work with the HOST to ensure that the requirements are met and reserves the right to withdraw the privilege from a HOST if the HOST refuses to comply with the established standards.

3.7. The PBNB Tournament Director is responsible for verifying the final tournament report to be sent from the HOST. The PBNB Tournament Director may request the financial report of the tournament if deemed appropriate. The report must be submitted in both official languages of the province within 30 days of the end of the tournament.

#### **4. Pickleball Canada Sanctioning Fees and Rules :**

4.1. The Provincial Championship must be sanctioned by Pickleball Canada. The HOST is responsible for paying the appropriate sanctioning fees.

4.2. The ORGANIZER is responsible for following all Pickleball Canada guidelines for a sanctioned event (see Appendix A). Complete information and sanctioning requirements are available at <https://pickleballcanada.org/fr/jouer/pickleball-competitif/tournois-sanctionnes/vue-densemble/>

4.3. The ORGANIZER is also responsible for following most of the guidelines provided in the Pickleball Canada Tournament Guide (See Appendix B)

#### **5. Participants:**

5.1. The provincial tournament is a CLOSED event.

5.2. Participants in the provincial tournament must meet one or more of the following criteria:

1. Be a resident of New Brunswick
2. Born in New Brunswick
3. Own property in New Brunswick.

5.3. The HOST agree to verify that participants provides a valid proof upon registration

5.4. The HOST shall encourage maximum participation of the number of players (more fields, accommodate age groups, increase team limits).

5.5. Participants must be members in good standing of Pickleball Canada (PCO)

5.6. It is strongly recommended that previous year's medalists register in advance.

#### **6. Dates:**

6.1. The recommended dates for the Provincial Tournament are in May or June, if possible. The Provincial Tournament should be held prior to the Atlantic and/or National Tournament, **if possible**, and should not conflict with other tournaments that have been held earlier or later.

## **7. Facilities:**

- 7.1. The selected location must be available for at least three (3) days and more if necessary to accommodate all events.
- 7.2. The HOST will be responsible for ensuring that they have all the necessary technology (computers, printers etc)
- 7.3. The venue must have a reliable internet connection, preferably wired and wireless.
- 7.4. Participants must be able to purchase food within a reasonable distance of the tournament site or have food available on site for participants and volunteers. In the event that the facility does not have a restaurant, it is the HOST's responsibility to notify participants so that they can plan to bring their own food.
- 7.5. The facility must have an automated external defibrillator (AED) on site, THE HOST must ensure that someone has the proper training to handle the AED if necessary.
- 7.6. The HOST must also ensure that a first aid station and sufficient supplies are available. At least one volunteer trained in first aid must be on site for the duration of the event.
- 7.7. The HOST shall ensure that safety and first aid requirements are in accordance with local/provincial guidelines for sporting events.
- 7.8. The facility should have 9 or more courts to accommodate all events. The HOST must provide enough courts for the number of entries. The 1<sup>er</sup> Provincial had 236 players and required 16 courts.
- 7.9. The HOST shall promote a facility with adequate space between and behind each end of the court and have clear field lines.
- 7.10. Ceiling height must be at least 30 feet (as per the OCP sanctioning requirements) and the lighting of the playing area must be as uniform as possible.
- 7.11. The site must have functional restrooms accessible to participants.
- 7.12. Pickleball court lines must be clearly distinguishable from the color of the ground and any other lines on the court surface.
- 7.13. If the tournament is held outdoors, the organizer must have a rain plan.

## **8. Equipment**

- 8.1. The HOST will provide nets and court equipment (if needed).
- 8.2. Balls must meet the requirements of the facility surface and the requirements of the OCP and be selected and purchased by the HOST.
- 8.3. The HOST must have an adequate sound system for announcements.
- 8.4. The HOST must have adequate computer equipment to run the tournament software including backup equipment in case of technology failure.
- 8.5. The HOST must provide the necessary equipment to line the courts and ensure that the size of the courts meets the standards.

## 9. Events:

9.1. In accordance with PCO and other sanctioned tournaments, ages for event qualification are determined by the age of the participant as of December 31 of the calendar year in which the event is held.

9.2. The following event are required as a minimum:

- Event :
  - Single (men and women)
  - Doubles (men and women)
  - Mixed
  
- Skill divisions are required at a minimum for 3.0 and below and 3.5 and above, but the recommended format is as follows:
  - 3.0
  - 3.5
  - 4.0 and more

9.3 Age for an event is determined at the end of the calendar year of the event.

9.3.a). The age categories must have at least a 49 and under division and 50 and over if the tournament has only 2 age categories. The tournament cannot have only OPEN categories.

9.3 b). Age categories shall be determined by the HOST and may include but are not limited to:

- U14 (Junior Division) \*\*
- U16 (Junior Division) \*\*
- U18 (Junior Division) \*\*
- 49 years and under
- 50 - 59
- 60+
- 65+
- Open

\*\*A waiver of liability form for youth players is recommended.

9.4 In case a consolidation of events is necessary, it is mandatory to consolidate the ages first

## 10. Format

- 10.1. The recommended format is a single elimination round robin. PBNB encourages the HOST to plan for all participating teams to have the opportunity to play in the playoffs.
- 10.2. The organizer must ensure that there is enough court and time.
- 10.3. Other formats are also available
  - Round robin followed by double elimination for the championship.
    - Gold medal games will be best two (2) of three (3) games to 11, win by two (2) with no limit.
  - Double elimination with re-entry into the winners bracket
    - Championship and medal match: Best two (2) out of three (3) at 11 (win by two (2) no limit)
    - Loser's side: a match at 15, win by two (2) without limit
- 10.4. It is preferable to have a minimum of eight (8) teams per event.
  - 10.4..1. Smaller events (5 teams or less) may use the round robin format as specified in the USA Pickleball rules.
  - 10.4..2. It is strongly recommended to avoid categories with less than 6 teams and to favour category grouping.
  - 10.4..3. The maximum number of teams must be determined by the availability of land and time.
    - 10.4.2 a) For six (6) fields, a maximum of 36 teams per day shall be accepted.
- 10.5. Ranking:
  - 10.5.1 Use the CTPR (Canadian Tournament Pickleball Rating) when available. It is a recognized and transparent system.
  - 10.5.2. The HOST will decide the maximum number of teams per event that will meet the criteria of the OCP.
- 10.6 For categories of less than 6 teams, the games must be of 15 points. For categories with more than 6 teams, even if they are divided into two or more pools, the games may be of 11 points according to the choice of the HOST.
- 10.7 For each game, including round robin games, it is mandatory to schedule 2 time outs per team per game. The HOST is responsible for providing the necessary time when planning the schedule.

## **11. Software:**

- 11.1. The HOST must use the Pickleball Brackets software for registration and reporting of results.
- 11.2. The HOST must make sure to evaluate the cost of the software and contact the company to receive proper training. PBNB can answer basic questions but is not responsible for training.
- 11.3. The HOST should plan to have a PAYPAL or STRIPES account to collect payments from participants. The HOST may also request payment on site. More information about this will be provided by Pickleball Brackets.
- 11.4. The HOST must have the proper equipment to run the software (computer, iPad, printer, etc.).

## **12. Referees:**

- 12.1. The organizer will work with the PBNB Director of Referees to arrange for refereeing, including the appointment of a chief official who will be responsible for the final mediation of any disputes during the tournament.
- 12.2. Matches will be officiated in accordance with the requirements of a sanctioned PCO tournament.
- 12.3. The HOST agrees to follow the guidelines of the officiating program in effect with the PCO at the time of the tournament regarding the minimum certified payment per game officiated.
- 12.4 The HOST shall be responsible for the payment of the referee fees for games as per the terms of the sanction granted by Pickleball Canada only. The HOST may, at its discretion, pay the fees for all games officiated.

### **13. Medals and awards:**

- 13.1. The organizer will provide medals for all separate events and will ensure that a podium is set up with adequate lighting.
- 13.2. The medal must bear the PBNB logo with the city and date (at least the month and year). The date and city can be printed on the ribbon of the medal.
- 13.3. The PBNB Tournament Director must approve the medal presentation plan.
- 13.4. Medals will only be awarded for events that have been competed for, i.e., there will be no medals for 50-59 year olds if the category is consolidated with 60-69 year olds.
- 13.5. Photographs of the winners of each event must be taken.
- 13.6. Photographs must be taken in accordance with applicable privacy laws.
- 13.7. A professional photographer is not required, but photos of the winners must be sent to the PBNB Tournament Director within five (5) days of the end of the event.

### **14. Promotions:**

- 14.1. The organizer agrees to call the event the "New Brunswick Provincial Championship/Championnat provincial du Nouveau Brunswick".
- 14.2. The HOST may also be identified in any marketing materials by including the line "Hosted by 'Club Name'".
- 14.3. The PBNB logo must be used on all marketing materials, signs and posters.
- 14.4. All documents and communications related to the tournament must be written in both official languages.
- 14.5. The PBNB logo must be at least the same size and prominence as the logos or text of any other sponsor, partner or donor displayed on the sign.
- 14.6. The display must be placed in a prominent location (including site entrances and in front of the stands) so that it is clearly visible to all participants during the media broadcast, either live or recorded.



- 14.7. The HOST is responsible for having a tournament banner with the Pickleball NB logo (available from the Tournament Director)
- 14.8. PBNB strongly recommends that the HOST invite political and/or sport-relevant personalities in order to positively promote sport.
- 14.9. The organizer agrees that social media posts about the event will be posted first on PBNB's social media channels, before or simultaneously with other sites. The organizer will communicate directly with the PBNB social media manager.

## **15. Financial obligation**

- 15.1. Registration fees will be set by the HOST.
- 15.2. The HOST will be responsible for collecting registration fees and donations/sponsorships received for the tournament.
- 15.3. Participants as a member of PCO are covered by PCO's insurance
- 15.4. PBNB reserves the right to review and audit the financial report.
- 15.5. PBNB will not accept any liability for financial loss or loss of profit.
- 15.6. The HOST is responsible for any losses and/or gain obtained as a result of hosting the tournament and will retain any profits if applicable.
- 15.7. The HOST will be required to refund the \$500 sponsorship fee from PBNB if for any reason he/she is unable to hold the tournament as required.
- 15.8. As described in the "Referees" section, the HOST is responsible for paying the referee fees as per the terms of the sanction granted by Pickleball Canada, but may at its discretion, pay the fees for other games.
- 15.9. **The ORGANIZER understands and agrees that PBNB is not responsible for any costs incurred by the tournament and that PBNB is under no obligation to financially support the HOST.**
- 15.10. The HOST understands that PBNB is not responsible for funding any losses or liabilities that will be incurred as a result of hosting the Provincial Tournament and the HOST agrees to take all financial responsibility for the tournament by applying.
- 15.11. The ORGANIZER agrees to provide a financial report upon request by the PBNB Board of Directors.

## 16. Other information:

- 16.1. PBNB will provide a banner to be placed at the tournament site to display the sponsorship.

## 17. Submission Schedule:

### 17.1 Timeline

Deadline	Events
September 15th	Call for tenders and opening of bids
October 15th	Closing of the tender and analysis of the tournament director
October 30th	Tournament Director's Recommendations to PBNB Committee
November 15	Meeting with tournament directors and presidents of affiliated clubs. -Announcement of the Provincial Tournament Host

To submit an application, please complete the attached form (Appendix C) and send it to [pbnb.membership@outlook.com](mailto:pbnb.membership@outlook.com) by October 15

## 18. Documents

- 18.1. Applications may be submitted in English, French or both languages.  
18.2. Digital photos of the event location are required

## 19. Application Regulations

- 19.1. By submitting the application materials, applicants understand and agree to all of the terms and conditions of this Application Package, including the appendices.  
19.2. The HOST understands that if selected to host the tournament, he/she is not guaranteed to host it again and/or every year.  
19.3. Any request to change one or more of these terms must be explicitly stated in the Application Form.  
19.4. The HOST agrees that responses to the Application Package may be made public at the discretion of PBNB after the announcement of the HOST.

- 19.5. Bid documents should focus on what the potential host can offer the participating athletes, the host city, the host club, the sport and PBNB. Bid documents should not be conditioned on PBNB offering anything more than what is currently detailed in this Bid Book.
- 19.6. Confidential information is defined as any document marked "confidential" and requiring secure storage and limited reproduction and distribution. Potential applicant organizations or cities should not use this information for any purpose other than preparing their application. Confidential information should not be shared with parties not involved in the process, including members of the media.
- 19.7. The PBNB Event Agreement is the final authority for any dispute between PBNB and the Host

## **20. References**

- 20.1 The HOST understands that the Application Package has been prepared and reviewed by the PBNB Tournament Director.
- 20.2 The PBNB Tournament Director has referred to the National, Regional and Open Tournament Bid Packages prepared by PCO in preparing this document and may modify them based on reports obtained by the HOSTS annually and modifications made by PCO.

# **APPENDIX A**

## **Requirements for sanctioned tournaments**

**(As published on the Pickleball Canada website)**

## **SANCTIONED TOURNAMENTS**

A sanctioned tournament is one that, at the request of the Tournament Director, has been approved by Pickleball Canada as meeting defined international and Pickleball Canada (PCO) standards. To be "sanctioned" by Pickleball Canada, means that an event meets the required standards, is well organized, compliant and safe for the players, and complies with the current rules and regulations established by the governing bodies.

### **Why sanction a tournament**

- Standardize the operation of pickleball tournaments across Canada.
- To challenge tournament organizers to deliver high quality events that showcase pickleball to Pickleball Canada members, the public and the media.
- To ensure that tournaments are conducted in a safe and developmentally appropriate manner in accordance with the long-term development plan approved by the Canadian Sport for Life Society and Pickleball Canada.
- To provide a fair and consistent competitive environment that affects the ranking of players in Canadian tournaments (CJTC).
- Ensure that there are sufficient opportunities for players across Canada to earn and advance their CJTC.
- To ensure the robustness of the Canadian Tournament Classification Program (CJTC).
- To ensure ranking and consistency across provinces and territories.
- Share responsibilities between PCO and the provinces/territories, where PCO sets the criteria/requirements, and the provinces/territories assist with execution and monitoring. This includes recruiting an affiliated club to work with an independent tournament director, where possible.

### **Benefits of a sanctioned tournament**

**For the tournament**

- Posting of the tournament on the sanctioned tournament calendar on the Pickleball Canada website.
- Use of the Pickleball Canada sanctioned logo for tournament promotion.
- If needed, support from the PCO tournament chair
- **General liability insurance** for the event and **certificate of insurance** (provincial/territorial affiliations and their affiliated clubs only).
- Increased participation as the tournament is recognized as a high quality experience.
- Sponsorship benefit opportunities resulting from national OCP negotiations.
- Strengthen applications for grants and additional funding sources.
- Public recognition that your tournament supports Pickleball Canada as the governing body of Pickleball in Canada.

### For the player

- Tournament experience with quality standards at all times.
- More matches with referees.
- Opportunity to earn and advance their CJTC as only sanctioned tournaments will have an impact on the player's ranking at Canadian tournaments.
- **Sports Accident Insurance for the player** as a member of Pickleball Canada and **accident claim report for the athlete**

## Sanction criteria

In order for a tournament to be sanctioned, the tournament director must follow the application process and comply with all sanctioning requirements listed below. It is strongly recommended that sanctioned tournaments involve an affiliated club as the host or partner of the tournament.

Sanctioning criteria are defined in **Section 12 - Sanctioned Tournament Policies of the USA Pickleball Official Rules Book - International Edition** .

On the other hand,

- All players must be members of Pickleball Canada.
- The tournament must avoid dates already established for other sanctioned tournaments in that province/territory or conflict with a regional championship in the area.
- The Tournament Director (TD) must complete and submit a **Tournament Sanction Application** to Pickleball Canada at least 60 days prior to the scheduled event.
- The TD must include a letter of support from the appropriate provincial/territorial pickleball organization. Support can only be denied if there is a date conflict or concern as described in the right of refusal clause.

- The TD must follow all **official tournament rules**.
- The TD must declare the make and model of the ball to be used. The ball must be on the **approved ball list**.
- The TD must ensure that the safety requirements outlined in the Tournament Director's Guide are met.
- The TD confirms that all government health and safety requirements and protocols will be implemented and enforced throughout the tournament.
- Once a provisional sanction has been granted, the sanction fee must be paid in order for the tournament to receive official sanctioning and be promoted to a sanctioned tournament. Be sure to indicate the tournament name on the e-transfer that is sent to [treasurer@pickleballcanada.org](mailto:treasurer@pickleballcanada.org).
- Do not open your registration until the tournament status is updated from "pending" to "sanctioned".
- The tournament must use a Pickleball Canada approved tournament management system. The TD must report, either automatically with the Pickleball Brackets tournament software or manually with other approved processes, the results to the **Pickleball Brackets ranking engine** (where the CJTC is registered).
- Within one week of the completion of a tournament, complete results must be reported to the **PCO Tournament Chair**.
- A sanctioned tournament must have a minimum of 75 participants.
- The tournament is open to all players who meet the general requirements of any tournament, such as age or skill level. Entries may be limited by geographic locations such as city, county, region or province of residence.
- Wheelchair Players: In accordance with the requirements of the **Canadian Human Rights Act**, Pickleball Canada will not discriminate against qualified persons with disabilities on the basis of disability in its services, programs or activities. Rules for wheelchair players can be found in the USAPA Rule Book - International Edition.
- A TD who requests and receives a sanction agrees to meet and abide by all sanctioning requirements. If all sanctioning requirements are not met, consequences will be applied, up to and including disqualification of results in the CJTC rankings and prohibition of the host club or TD from any future sanctioning requests.

## Pickleball Canada Right of Refusal

Pickleball Canada reserves the right to refuse to sanction tournaments and not list them on the Pickleball Canada website/calendar if the TD or organization requesting the sanction has not complied with all PCO policies, including the Pickleball Canada Code of Conduct policy, or has committed an infraction as defined in the Pickleball Canada Complaints & Discipline policy. This decision will be communicated to the applicant in writing and may be appealed. The appeal process will follow the complaint review process outlined in the Complaints and Discipline Policy.

## Tournament levels and sanctioning fees

**Level 1 - National Tournament** - Reserved for Pickleball Canada National and Regional tournaments. All matches must be refereed. It is expected that Open and Senior Open events will be included.

**Level 2 (\$100) - Provincial/Regional Tournaments** - Reserved for Provincial/Territorial Championships with an average of at least 8 entries per event and Regional Qualifying Events. Large tournaments with over 250 entries may also apply for Level 2 status. All medal matches must be officiated by line judges whenever possible. It is expected that Open and Senior Open events will be included.

**Level 3 (\$75) - Other Tournaments** - Level 3 tournaments require a minimum of 100 participants. All medal matches must be officiated by line judges whenever possible.

**Level 4 (\$50) - Small or new tournaments** - The tournament must have at least 75 participants. Most new tournaments will be classified as Level 4 until the number of entries can be confirmed before or after the tournament ends. Medal matches should be refereed whenever possible.

**Club member only tournaments** cannot be sanctioned and do not affect the CJTC.

Fees are due when the tournament receives provisional sanctioning from the Pickleball Canada Tournament Chair. Once the fee is received, the tournament director will receive the sanctioning logos and official sanction and the tournament will be placed on the Pickleball Canada tournament calendar.

level	Description	Registration fees	Size/Number of events#.	Referees	Line Judges	CJTC weighting (when implemented)
1	PCO National Tournaments PCO Regional Tournaments	\$0	Open and Senior Open included in the number#.	Level 1 minimum for non-medal matches* Level 2 certified for medal matches*.	Matches with medals **	100%
2	Provincial and territorial championships and qualifying events ----- Major tournaments - 250+ participants	\$100	Average of 8 entries/event Open and Senior Open included in the number#.	Level 1 minimum for non-medal matches*. Level 2 certified for medal matches*.	Matches with medals **	100%
3	Other tournaments	\$75	Minimum registrations 100	Minimum level 2 for medal matches*.	Matches with medals **	80%
4	Small or new tournaments	\$50	Minimum registrations 75	Referees should be provided, if possible*.	Matches with medals **	70%



Note: \* To the extent possible. Due to the limited supply of qualified personnel, the TD must fill gaps with the best personnel available.

\*\* If local health restriction protocol permits, and if qualified personnel are available.

# Number of events where possible. Contributes to the selection of provincial/territorial teams and development teams at the national level.

## **Approved events by age and skill**

### **Determination of age**

1. A player's age for the entire tournament year is determined by his or her age as of December 31 of the tournament year in question.
2. There are three main age groups:
  - Juniors: 18 and under,
  - Adults: 19 years of age and older (junior players may also play in this category); and
  - Seniors (50+).

### **Events classified by competence**

1. A skill rated event is open to players of all ages, including Juniors, Adults and Seniors. A Senior event is open only to players over 50 years of age.
2. All participants in a sanctioned tournament must have a Canadian Tournament Player Ranking (CJTC)

## **Events by age**

### **Juniors**

- Boys and girls
- Single, double, mixed doubles
- 10 years and under, 12 years and under, 14 years and under, 18 years and under

### **Adults**

- Men and women
- Single, Double, Mixed Double
- 19 years and older (19+), 35 years and older (35+)

### **Seniors**

- Men and women
-

- Single, Double, Mixed Double
- 50 years and older

## Events by skill

- Men and women
- Single, Double, Mixed Double
- Open, Seniors
- 2.5, 3.0, 3.5, 4.0, 4.5, 5.0

## Age/skills or skills/age combination

1. Combined age/skill tests consist of approved age groups divided by approved skill levels. It is a skill level within an age group
    1. The skill levels of each age group may be merged by the tournament director as needed. For example, 19 + 3.5 can be combined with 19 + 4.0. This would be a 19 +/- 4.0 event. When possible, it is recommended that TDs combine 3.0/3.5 and 4.0/4.5/ 5.0, but if there are not enough records to make this possible, they can be combined as needed.
    2. The 50+ events can be in 5, 10 or 15 year age brackets as needed (50+, 60+, 70+, 80+ or 55+, 60+, 65+, 70+, 75+, 80+).
    3. Any player or team in an age/skill tournament who requests to play at a skill level higher than their ranking, must be allowed to do so.
    4. Any player or team participating in an age/skill tournament requesting to play by age group must be allowed to do so. For example, a player or team with a 3.5 rating and with the youngest player 64 years of age may enter any skill level above 3.5 and any age group below 65 years of age and older.
  2. Combined proficiency/age tests consist of approved proficiency levels divided into approved age groups. These are age groups within the skill levels.
    1. The age levels of each skill group may be merged by the tournament director if necessary. For example, 2.5 19+ can be combined with 2.5 35+. This would be a 2.5 / 35+ event. When possible, we recommend that TDs combine 19+ and 35+; 50+ and 60+; 70+ and above. Note: if there are not enough entries to make this possible, they can be combined as needed
    2. Any player or team in a skill/age tournament who requests to play at a skill level higher than their ranking must be allowed to do so.
    3. Any player or team in a skill/age tournament that requests to play by age group must be allowed to do so. For example, a player or team with the youngest player 64 years of age and a 3.5 rating may enter an age group below 65 years of age and above and/or any skill level above 3.5.
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# APPENDIX B

## TOURNAMENT GUIDE-PICKLEBALL CANADA

This Tournament Director's Guide is designed to assist Tournament Directors in the planning of Pickleball Canada sanctioned tournaments, however, it can also be used for planning a non-sanctioned or Pickleball Canada supported tournament. It provides an easy to follow step by step checklist and your experienced Pickleball Canada staff is available to answer any questions you may have along the way.

Please contact us at [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org) Now let's start planning!

1. [Appoint a tournament director and/or co-tournament directors.](#)
2. [Choose a location](#)
3. [Create a budget.](#)
4. [Sanction the tournament](#)
5. [Create a flyer with complete information about the tournament](#)
6. [Publication on websites](#)
7. [Solicit volunteers](#)
8. [Supplies](#)
9. [First Aid Recommendations](#)
10. [Marketing](#)
11. [Player Registration](#)
12. [Bracket Committee / Bracket seeding](#)
13. [Day before the tournament](#)
14. [Daily operations](#)
15. [During the tournament](#)
16. [After the tournament.](#)
17. [Weather - Security](#)

### **1. Appoint a tournament director and/or co-tournament directors.**

1. Read Pickleball Canada's "[Sanctioned Tournament Criteria](#)".
  2. Select/appoint the tournament director.
  3. Select a tournament management system. For tournaments with more than 50 players, the tournament director is strongly encouraged to use a Pickleball Canada approved tournament management system. Currently, there is only one approved Pickleball tournament software system: [pickleballtournaments.com](http://pickleballtournaments.com). These software systems assist in the control and reporting of the tournament.
  4. Select tournament dates and consider dates that do not conflict with other tournaments in your area.
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5. Set opening/closing dates for registration. Allow enough time before the start date to prepare the media and seed the players.
6. Determine the registration fee and establish a fair refund policy that will depend on your financial commitments.
7. If you choose to use a tournament management system, [create a PayPal account](#) keeping in mind that there are additional fees for this service. Select the Standard Merchant account during the setup process, which will allow you to conduct your normal business and create invoices to send to your sponsors for their records. Be sure to complete the registration process and link the PayPal account to your organization's bank account. REMEMBER: your bank account can only be linked to one PayPal account.

## 2. Choose a location

1. IMPORTANT The number of fields and the number of days will be a determining factor on the number of players and/or events the tournament can accommodate.
2. Choose an approved format and events (Women's Doubles, Mixed Doubles, Singles, Age, Skills, etc.). DO NOT hold conflicting events on the same day, i.e., singles and men's doubles.
3. Determine the number of participants in each event (set parameters) based on the size of the room, the number of hours you plan to play each day, the type of match, i.e. 2 from 3 to 11 points won by 2 points difference, takes longer than other formats. Rule of thumb for double elimination: the number of games in a bracket is equal to twice the number of teams minus 2, i.e. for a 16-team bracket  $(2 * 16) - 2 = 30$  games. Use the round robin only for 4 or 5 teams and then decide how.
4. Permanent nets are preferred but not limited, most larger or indoor tournaments use temporary courts/network.
5. Check the availability of Wi-Fi and electrical outlets. IMPORTANT if you plan to use a public wifi hotspot, be prepared for interruptions. Consider using a Wi-Fi hotspot available for short-term rental to avoid interruptions.
6. Sound system
7. Lighting
8. Availability of space, rooms and tables for vendors and sponsors.
9. Bathrooms
10. Confirm with the venue regarding the need for approved food vendors, if applicable.
11. Consider the condition of the surface and the ability to control players dragging debris onto the fields.

## 3. Create a budget.

1. Decide on the remuneration of the referees and/or the referee
-

management team, if applicable.

2. Consider the cost factors associated with using tournament management software. View the [pickleballtournaments.com](http://pickleballtournaments.com) user fee schedule
3. Cost Factor for Tournament Management Software See [pickleballtournaments.com](http://pickleballtournaments.com) [Description of Services and Fees](#)
4. If you have created a PayPal account, include the cost in your budget planning process. Currently, these costs are 2.9% of the transaction value plus \$0.30 per transaction, or \$1.45 plus \$0.30 for a \$50 sign-up fee, for a total of \$1.75. Consider including this fee in your refund policy as PayPal will retain this fee on any refunds made after 30 days.
5. Rental of land
6. Medals and/or awards
7. Food, water
8. Supplies (tape, scissors, paper, pencils, etc.)
9. Gift bags, T-shirts (if applicable)
10. Bracelets for the first servers
11. Buy portable nets if necessary
12. Portable toilets
13. Cash prize (if applicable)

#### **4. Sanction the tournament**

1. Submit the [sanction request form](#) at least 60 days prior to the tournament date (Sanction Requirement)
2. When you receive approval to sanction, pay your sanction fee no later than 10 days before the tournament date.
3. The certificate of insurance can be downloaded upon request from the venue owner. THIS INSURANCE IS ONLY VALID IF YOU HAVE RECEIVED PRIOR APPROVAL FROM PICKLEBALL CANADA.
4. Familiarize yourself with the sanctioning requirements and the International Pickleball Federation's rule book.

#### **5. Create a flyer with complete information about the tournament**

You can find flyer templates online for most document production software with a simple search. Here is a list of items you may want to include in the flyer:

1. Tournament title
2. Registration and fees
3. Tournament format for Pickleball Canada approved events
4. Date(s) and time of the tournament
5. Website; where and how to register
6. Approved tournament ball

See [list of balls approved](#) by the International Pickleball Federation.

7. Contact information for registration questions and tournament information
  8. Location and directions to the event venue
-

9. Sanction/level logo will be emailed to you after sanction approval and fee payment.
10. Rainy day plan

## **6. Publication on websites**

Upon approval of the sanction, Pickleball Canada will advertise and list the tournament information (and flyer) on the Pickleball Canada Tournament Calendar.

We will need at least the following information:

1. Registration Information
2. Contact information
3. Players who need partners
4. List of players
5. Events
6. Access itinerary
7. Accommodation information
8. Cancellation Policy
9. Rules and game format
10. Any other information regarding your tournament
11. Waiver

## **7. Solicit volunteers**

Recruit volunteers from your local pickleball clubs. Your needs depend on the number of players, umpires, location and length of your game day. Referees

have a significant impact on any tournament, especially since Pickleball Canada sanctioned tournaments require referees for every medal game and for every game in the National Tournament. Be sure to organize a referee training program prior to the start of your tournament. Volunteer management can be done using tournament management software.

Volunteers needed:

1. Reception/registration desk/event desk (at least 2) for small tournaments
  2. Referee Coordinator(s)
  3. Scoreboard (1)
  4. Advertiser (1)
  5. Safety / Medicine (2)
  6. Dining / snack table (1)
  7. Supplier/Sponsor Coordinator (2)
  8. Select a referee management process/referee coordinator (can be done using the tournament management software).
  9. Registration (someone who knows the software if you use the tournament
-

- management software)
10. Game Range Committee (preferably people who know many players/different skill levels)
  11. Someone to sing the national anthem
  12. Volunteer at the Pickleball Canada registration desk

## **8. Supplies**

1. Computers. At least 2, but they don't have to be state of the art. We do not recommend the use of personal equipment that may contain personal information such as banking or medical information. (Pickleball Canada or pickleballtournaments.com may be able to provide a fee).
2. Printer to print score sheets and results (Pickleball Canada or pickleballtournaments.com may be able to provide a fee)
3. Uninterruptible power supply for the printer if you are concerned about a power outage.
4. Clipboard for the referee. One for each field
5. Timers for referees. IMPORTANT to control the game
6. Balls (Economic tip: ask manufacturers to donate)
7. Wristbands (Economic tip: only give to the first server at registration)
8. Medals (to be ordered 2 to 3 months in advance) For doubles events, be sure to order 2 per team
9. Snacks for players
10. Bottled water
11. Paper plates, napkins, forks, knives, plastic cups, utensils.
12. Pencils, markers, tape
13. American / Canadian Flag
14. Panel for displaying paper media
15. Legal size paper for printing the results of the game ranges
16. A set of sheets cut in half to print the tally sheets. TIP: Get the cut paper from the store where you buy it for a few dollars.  
You will need a full sheet cut in half for each game in the tournament.
17. Referee/magnetic labels for referee control.
18. Medal display/PODIUM for taking pictures of medals
19. Pickleball Canada Banner

## **9. First Aid Recommendations**

1. Find volunteers to work at the first aid station (first aid and CPR training preferred) and schedule their work. You may want to consider contracting with St. John Ambulance or similar organizations for a fee.
  2. If you are outside, set up a covered medical area (tent) and mark it clearly.
  3. Indoors, establish a medical area near the grounds and clearly mark it.
  4. Have a basic first aid kit (bandages, compresses, medical tape, etc.)
  5. Determine if an AED (automated external defibrillator) unit is on the
-

- property. If so, make sure the 1st rescue team knows where it is.
6. Ambulance scissors
  7. Splinter tweezers (tweezers)
  8. Standard oral thermometer: digital, mercury or alcohol
  9. Wooden tongue depressors ("tongue blades")
  10. Small flashlight (and spare batteries)
  11. CPR (cardiopulmonary resuscitation) mouth barrier or pocket mask (such as a Microshield X-L mouth barrier)
  12. Surgical gloves (hypoallergenic or latex) (to 2 pairs); if you are allergic to latex, bring non-latex, synthetic, non-permeable gloves.
  13. Rescue blanket
  14. Cell phone
  15. Incident report forms and a pen  
(Pickleball Canada sends a copy to all tournament directors)
  16. Ziploc bags (to hold ice for ice packs)
  17. Water and sports drinks with electrolytes are even better
  18. Emergency phone to dial 9-1-1
  19. Weather: If you are playing in hot weather, watch for signs of stroke and remember to hydrate frequently and review Canadian occupational health recommendations.  
Guidelines [https://www.cchst.ca/oshanswers/phys\\_agents/humidex.html](https://www.cchst.ca/oshanswers/phys_agents/humidex.html)
  20. Ensure that players' bags are on the ground to minimize the risk of tripping.

## 10. Marketing

1. Determine your needs and goals
    - a) Create a flyer
    - b) Distribute your flyer in your local community
    - c) Send your flyer to other pickleball communities
    - d) Use social media such as Facebook and Twitter to get your message out
    - e) Submit your tournament and flyer to the [Pickleball Canada calendar](#)
  2. Do you need sponsorship revenue?
  3. Does the revenue go back to your club or will some or all of the costs be used to cover the event?
  4. What type of sponsor?
    - a) Cash income versus in-kind donations.  
Sponsors are more open to product donations.
    - b) Examples of donated goods and services: water, player jerseys, pickleballs, etc.
    - c) Items for raffle or silent auction
  5. Create a sponsorship package to present to potential sponsors
    - a) Create a vendor agreement that both parties sign.
    - b) Communicate with potential suppliers or sponsors
    - c) Make sure you have tables and chairs available
    - d) Pickleball Canada promotes free trade and encourages tournament
-



directors to have a wide range of suppliers present at the tournament.

## 11. Player Registration

Registering players can be time-consuming and tedious for tournament volunteers, as you must keep a record, accept payment and obtain a liability waiver. If a player withdraws, you may be required to refund the player's money. For these reasons, Pickleball Canada recommends that tournaments use tournament management software. For a nominal fee, players can :

1. register online
2. sign a waiver
3. make their payment via a payment system
4. find a partner

The [tournament management software](#) offers the tournament director and registrar a wide range of features including:

1. Advertising!
2. Registration management and the ability to restrict the number of players based on membership, age, skill or other events they are participating in.
3. Exemption management
4. Receipt of payments
5. Communicate with players individually and in groups
6. Search for rankings against the IFP ranking database
7. Confirmation of membership
8. Ability to plan and manage the day of the tournament
9. Evaluation recommendation reports
10. Financial reports
11. Reports on player results
12. Registration management and possibility to restrict players according to their membership, age, ability, other events entered
13. Waiver Management
14. Receipt of payments
15. Communication with players individually and in bulk
16. Ranking searches against the FIP ranking database
17. Confirmation of memberships
18. Ability to plan and manage the day of the tournament
19. Ranking recommendation reports
20. Financial reports
21. Player results reports

## 12. Bracket Committee / Bracket seeding

This activity should be covered by a team of relatively experienced players with extensive knowledge of the game and from all skill levels.

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1. Meet after registration closes and several days before the tournament dates.
2. Agreement on a process.
3. Considering the size of the slice, make a recommendation on how you should play.
4. Identify the 10 to 25% of the slice and seed
5. Sow the rest of the slice
6. REMINDER - Seeding is NOT a perfect science and should NOT be shared with players for various reasons.

Tournament management software should have the ability to verify that players from the same club are not playing each other in the first round. It is very disappointing for players to go to a tournament to play a player from their own club in the first round.

### **13. Day before the tournament**

1. Confirm operations office processes with the Operations Coordinator.
2. Check the functionality of your computers, printers and communication equipment on site.  
IMPORTANT: Do not use public Wi-Fi to support your tournament.
3. Confirm the operation of the referee's office with the referee's office coordinator.
4. Apply tape to fields if necessary (official measurements), set up nets, tables for registration, vendors, food, etc.
5. Post promotional or sponsorship banners, if applicable.
6. Post the brackets on the board so that participants and spectators can follow the progress of the tournament.
7. Post signs for registration, number of courts, restrooms, snack tables, etc.
8. View the schedule of events for the coming days

### **14. Daily operations**

1. Ask players to check in at least 30 minutes before the start of the games.
  2. Have hard copies of the blank waiver forms available at the time of registration.
  3. Registration fees must be paid before participants can play.
  4. Participants must sign the liability waiver before being allowed to play.
  5. All players must be members of Pickleball Canada (Sanction Requirements).
  6. Inform players of the application of FIP rules
  7. Inform the referees to check the conformity of the equipment (List of approved rackets).
-

8. Welcome the players to the tournament
9. Thank all the volunteers  
    Wish all participants good luck.
10. Start the tournament on time
11. Use all available fields at the start and keep them occupied throughout the tournament.  
    Every minute a lot is vacant is another minute in your day.
12. Provide warm-up courts if possible.
13. Limit the warm-up time to 2 to 3 minutes.
14. Notify participants who are "on deck" so they can begin their warm-up and be ready to play when the game is called.
15. Presentation of medals to the winners of each event

### **15. During the tournament**

1. Currently, Pickleball Canada sanctioned tournaments require a referee for each medal game.  
    However, the Canadian National Tournament must have a referee for all games.
2. To do this, referees/players quickly return the score to the office and the office staff quickly posts it.  
    IMPORTANT: every minute you delay handling is another minute in your day!
3. Make necessary adjustments to events if there are time constraints or rain.
4. Minimize ads
5. Organize the tournament and answer any questions you have during the event.
6. Check with your suppliers/sponsors/players for feedback.
7. Have incident reports available for serious injuries. If an injury occurs during play, complete the incident report and forward it to Pickleball Canada.
8. Have an updated official regulation FIP Regulation Manual
9. Have a Pickleball Canada membership form available for players who wish to join or renew their membership.

### **16. After the tournament.**

1. Pay your bills quickly
  2. Submit results to [ratings@pickleballcanada.org](mailto:ratings@pickleballcanada.org) and [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org) within 10 days so that results can be published (sanction requirement) and, if reports are delayed, indicate the expected response date as soon as possible. Reports can be easily completed via the reporting capabilities of the tournament management software. This information must include Pickleball
-

- Canada membership numbers to ensure accurate identification.
3. Hold an after-action meeting of your tournament committee to identify successes, failures and recommended changes, and share them with us at [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org).
  4. Your committee may want to survey players and volunteers and solicit their input for improvements.
  5. Keep all documents / paper in brackets and results until the Pickleball Canada Tournament Chair has released all results
  6. Pay your bills quickly
  7. Submit results to [ratings@pickleballcanada.org](mailto:ratings@pickleballcanada.org) and [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org) within 10 days so that results can be posted (sanction requirement) and if the report is delayed, indicate the expected response date as soon as possible. Reports can be easily completed using the reporting functions of the tournament management software. This information must include Pickleball Canada membership numbers to ensure accurate identification.
  8. Hold a post-event meeting of your tournament committee to identify successes, failures and recommended changes and share them with us at [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org)
  9. Your committee may wish to survey players and volunteers and solicit their input for improvements.
  10. Retain all documentation and paperwork in brackets and results until the Pickleball Canada Tournament Chairperson has completed posting the results.

### **17. Weather - Security**

The Tournament Director will ensure that the following safety conditions are maintained:

#### **Weather conditions**

Extreme weather conditions (lightning, wind, rain, weather warnings) may be declared prior to the start of games or may be enforced at any time on all fields. Once notified that extreme weather conditions have been declared, officials will immediately notify the players and play will be suspended.

- When the weather is no longer considered extreme, the games can continue.
  - In general, heat conditions are considered extreme when the heat index (a combination of air temperature and relative humidity) reaches or exceeds 34.0°C (93.2°F), as shown in the table below.
  - When the heat index reaches or exceeds 40.1° C (104.2° F), play is suspended.
  - However, the referee may use his or her judgment and declare extreme
-

weather conditions to be in effect at a lower heat index if he or she feels that player safety warrants it.

### **Land conditions**

Pickleball Canada recommends that building structure and surface conditions be considered at all events. Tournament Directors and Referees may deem the playing conditions unsafe and cancel play due to slippery surfaces or unsafe playing surfaces and structures surrounding the event.

### **Rest periods**

The following guidelines should be observed to ensure a good pace of play and rest between games:

- Between singles matches, players are entitled to a rest period of 20 to 30 minutes.
  - Between a singles match and a doubles match, or between two doubles matches, players will be allowed a rest period of 10 to 15 minutes.
  - Ideally, 30 minutes of rest will be given before and between playoff games involving one or more of the same players.
  - The Tournament Director has the authority to modify the above guidelines based on special circumstances (time constraints, weather conditions, other factors), while respecting the safety of the players.
-

Air temperature											
	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.3°C 110°F	46.1°C 115°F	48.9°C 120°F
Relative humidity	Heat Index (combined index of air temperature and relative humidity)										
	0%	17.8°C 64°F	20.6°C 69°F	22.8°C 73°F	25.6°C 78°F	28.3°C 83°F	30.6°C 87°F	32.8°C 91°F	35°C 95°F	37.2°C 99°F	39.4°C 103°F
10%	18.3°C 65°F	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.9°C 111°F	46.7°C 116°F
20%	18.9°C 66°F	22.2°C 72°F	25°C 77°F	27.8°C 82°F	30.6°C 87°F	33.9°C 93°F	37.2°C 99°F	40.6°C 105°F	44.4°C 112°F	48.9°C 120°F	54.4°C 130°F
30%	19.4°C 67°F	22.8°C 73°F	25.6°C 78°F	28.9°C 84°F	32.2°C 90°F	35.6°C 96°F	40.1°C 104.2°F	45°C 113°F	50.6°C 123°F	57.2°C 135°F	64.4°C 148°F
40%	20°C 68°F	23.3°C 74°F	26.1°C 79°F	30°C 86°F	33.9°C 93°F	38.3°C 101°F	43.3°C 110°F	50.6°C 123°F	58.3°C 137°F	66.1°C 151°F	
50%	20.6°C 69°F	23.9°C 75°F	27.2°C 81°F	31.1°C 88°F	35.6°C 96°F	41.7°C 107°F	48.9°C 120°F	57.2°C 135°F	65.6°C 150°F		
60%	21.1°C 70°F	24.4°C 76°F	27.8°C 82°F	32.2°C 90°F	37.8°C 100°F	45.6°C 114°F	55.6°C 132°F	65°C 149°F			
70%	21.1°C 70°F	25°C 77°F	29.4°C 85°F	33.9°C 93°F	41.1°C 106°F	51.1°C 124°F	62.2°C 144°F				
80%	21.7°C 71°F	25.6°C 78°F	30°C 86°F	36.1°C 97°F	45°C 113°F	57.8°C 136°F					
90%	21.7°C 71°F	26.1°C 79°F	31.1°C 88°F	38.9°C 102°F	50°C 122°F						

The following links can be used to help manage these policies:

- [Weather hazards of the warm season](#)
- [Public Weather Alerts for Canada](#)

Thank you to all the volunteers, players, vendors and sponsors.

**GOOD LUCK!**

# Appendix C

## APPLICATION FORM

Requirements	Answer
Name and experience of the host committee.	
Name and contact information of the president.	
Please describe your host.	
What major sporting events has your host organization already hosted?	
Composition of the host committee, its experience in pickleball events and tournaments. Who is in charge?	
Proposed dates for the event and other possible dates.	
<b>Facilities and software</b>	
Name of the place, owner, address.	
Contact on site, phone, email, website.	
Cost of renting the place.	
What is the availability of the facility? Number of days to set up, practice, play and tear down?	
Number of lots and compliance with the specifications set out in the section "Facilities" in the Application Packet. Describe any deviations from the suggested requirements and the ability to mitigate any hazards resulting from such deviations. Description of Land Area.	
If it is an indoor space, air conditioning or ventilation and the ability to meet safety standards	
Is the venue exclusive to a product or brand?	
Provision of changing rooms, showers and public toilets.	
Describe the area and seating capacity for spectators.	
Describe the accessibility for persons with limited mobility and all functions of the facility.	

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<b>Tournaments</b>	
Proposed events and calendar.	
Proposed format.	
Experience with Pickleball Brackets software.	
Officials capacity - training plan, availability and management of officials.	
Describe the plans for awarding the medals.	
Photographic plans.	
<b>Sponsorship and marketing</b>	
Has the HOST, or any other group involved in the tournament received any commitments (financial or otherwise) from various local, regional, municipal, provincial or federal organizations or institutions?	
Please describe your marketing plan (sponsorship, ticketing, merchandising and fundraising).	
<b>Finance</b>	
Provide a budget for the event in the prescribed format.	
Will you comply with all financial obligations?	
<b>Communication, accommodation services and activities</b>	
Describe your communication plan, in particular how will you ensure that participants and the media are kept informed?	
Do you intend to have the event webcast or broadcast on the radio? If yes, please provide details of the webcast/broadcast plan and the type of support the HOST will provide to the web broadcaster/broadcaster.	
What type of media services will you provide during the event?	
What type of accommodation services will you provide for VIPs and sponsors?	
Do you plan to organize other event-related activities, such as opening/closing ceremonies, special events, a final banquet or festival?	
Please provide an overview of the social events calendar for the duration of the event.	
<b>Operation</b>	



Describe the proximity capacity of the location. accommodation	
Describe the means of transportation: airport, public transportation and distances.	
What will be your official languages plan for this event? Comment on the provision of bilingual services, if applicable.	
What type of medical services will you provide and where?	
Number of public parking spaces and proximity to the event location.	
Please describe the technology infrastructure that will be available at the venue. Describe the technology, internet and sound system that will be available.	
<b>Spin-offs</b>	
How will hosting this event contribute to your club, your community and your province?	
Why should your bid be selected to host this event?	

# APPENDIX D

## DECLARATION OF COMMITMENT BY THE POTENTIAL HOST

The Potential Host Committee (PHC) represented by [name of organization] and the Provincial/Territorial Sport Organization (PTSO) represented by PBNB agree to abide by the following statement:

We will cooperate fully with Pickleball New Brunswick (PBNB) in the organization and hosting of the PCO Championship listed below « Pickleball New Brunswick Provincial Championship/Championnat provincial de Pickleball Nouveau Brunswick » and will assume responsibility for all expenses related to the Event. We agree that all contents of the Bid Documents submitted by the PHC and the PTSO are binding, except to the extent that they conflict with the obligations listed in the Bid Package issued for the Event, in which case the obligations of the Bid Package shall take precedence. Any changes to the bid documents after the event has been awarded must be approved by PBNB before taking effect.

No more than 30 days after being awarded the event, the PHC and PTSO will create a Local Organizing Committee (LOC) that will be responsible for organizing the event. This LOC must be a non-profit organization.

The appointment of the LOC is conditional upon the LOC's undertaking, in form and substance satisfactory to PBNB, to comply fully with the terms and conditions of the obligations listed in the Bid Book. The LOC will be responsible for all commitments made by the PCH, individually or collectively, in connection with the organization and conduct of the event, including any obligations arising from the Event Bid Package.

EVENT: New Brunswick Provincial Championship \_\_\_\_\_(year)

POTENTIAL HOTEL COMMITTEE

PBNB

Organization

Name (please print)

Name (please print)

Title (in block letters)

Title (in block letters)

Signature

Signature

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# APPENDIX E

## CRITERIA AND WEIGHTING USED TO EVALUATE APPLICATIONS

		Weighting %
1	<b>Context and general presentation of the offer</b>	10
2	<b>Facilities and playground</b>	20
3	<b>Tournaments and refereeing</b>	10
4	<b>Sponsorship and marketing</b> 4.1 Marketing plan	10
5	<b>Finance (including revenue generation)</b> 5.1 Financial risk assessment (including detailed budget, confirmed revenues and proposed fee structure/profit sharing)	15
	6.1 Communication plan	
	6.2 Media services during the event	
	6.3 Hospitality services (VIP and sponsors)	
	6.4 Other Event Activities: Opening/Closing/Special Events/Final Banquet/Festival	
		15

	<p><b>7</b></p> <p><b>Operation</b></p> <p>7.1 Hosting</p> <p>7.2 Registration and accreditation</p> <p>7.3 Accessibility to airports</p> <p>7.4 Local transportation</p> <p>7.5 Medical assistance</p> <p>7.6 Official languages</p> <p>7.7 Technology</p>	
8	<p><b>Spin-offs</b></p> <p><b>8.1</b> What kind of impact will this event have at the local and regional levels? At the provincial and national level?</p> <p><b>8.2</b> Why should we choose your organization or community to host this event?</p>	5
		100