

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.	
Facilities and software	
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.	

Tournaments	
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.	
Sponsorship and marketing	
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).	
Finance	
Provide a budget for the event in the prescribed format.	
Will you comply with all financial obligations?	
Communication, accommodation services and activities	
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.	
Operation	

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.	
Spin-offs	
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 Organization

Name (please print)

Name (please print)

Title (in block letters)

Title (in block letters)

Signature

Signature

APPENDIX E

CRITERIA AND WEIGHTING USED TO EVALUATE APPLICATIONS

		Weighting %
1	Context and general presentation of the offer	10
2	Facilities and playground	20
3	Tournaments and refereeing	10
4	Sponsorship and marketing 4.1 Marketing plan	10
5	Finance (including revenue generation) 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>7</p> <p>Operation</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>Spin-offs</p> <p>8.1 What kind of impact will this event have at the local and regional levels? At the provincial and national level?</p> <p>8.2 Why should we choose your organization or community to host this event?</p>	5
		100