



# 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 \$1000 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 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-densembles/>

## **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. HOST should ensure that food and drink are available for volunteers if they expect them to be there for more than 2 hours.
- 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
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- 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.

10.4.3 a) For six (6) fields, a maximum of 36 teams per day shall be accepted.

#### 10.5. Rating:

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. Photographs of the winners of each event must be taken.
- 13.5. Photographs must be taken in accordance with applicable privacy laws.
- 13.6. 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 because 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. **Other information:**

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

## 16. 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

## 17. Documents

18.1. Applications may be submitted in English, French or both languages.

18.2. Digital photos of the event location are required

## 18. 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

## 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 B

## 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

OrganizationOrganization

Name (please print)

Name (please print)

Title (in block letters)

Title (in block letters)

Signature

Signature

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# APPENDIX C

## 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
		10
4	<b>Sponsorship and marketing</b>	
	4.1 Marketing plan	15
5	<b>Finance (including revenue generation)</b>	
	5.1 Financial risk assessment (including detailed budget, confirmed revenues and proposed fee structure/profit sharing)	15
	<b>6.1 Communication plan</b>	
	<b>6.2 Media services during the event</b>	
	<b>6.3 Hospitality services (VIP and sponsors)</b>	
	6.4 Other Event Activities: Opening/Closing/Special Events/Final Banquet/Festival	
		15

	<p><b>7</b></p> <p><b>Operation</b></p> <ul style="list-style-type: none"> <li>7.1 Hosting</li> <li>7.2 Registration and accreditation</li> <li>7.3 Accessibility to airports</li> <li>7.4 Local transportation</li> <li>7.5 Medical assistance</li> <li>7.6 Official languages</li> <li>7.7 Technology</li> </ul>	
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