

# **Canada Soccer Association National Championships Request for Proposal**

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## **1. OVERVIEW**

As of 15 August 2016, Canada Soccer is now accepting proposals from Canadian communities to host the 2018 and 2019 Canada Soccer National Championships. These events will be organised and executed by Canada Soccer in collaboration with the Local Organising Committee (LOC) as established by the successful bidding proposal

Each year, the Canada Soccer National Championships (herein referred to as National Championships) are held simultaneously in three host cities across the country, identified by age groups. The three events consist of Under 15 male and female National Championship (U-15 Cup), Under 17 male and female National Championship (U-17 Cup) and the Jubilee and Challenge Trophy (Senior Men's and Women's).

As the National Championships are event properties owned by Canada Soccer, the Association oversees all aspects of planning and implementation of these events and will, by written agreement, delegate aspects of the organisation and execution of the event to the LOC. In addition to this, the LOC will be responsible for hosting the teams, officials and Canada Soccer delegates from arrival to departure. The LOC will also be responsible for providing the competition and training fields that meet the minimum hosting requirements, and will also take on, with the support of Canada Soccer, the local responsibility of promotion and community engagement. The LOC will be required to assume the financial responsibilities for hosting the National Championship.

The successful bid will demonstrate the ability to stage national sporting events in a cost-effective manner with a focus on excellence in the areas of facility and event management/operations, spectator potential, as well as community engagement, local sponsorship and human resource provision.

Canada Soccer retains and controls all commercial rights for the National Championships, which include but not limited to audiovisual and radio recording, reproduction and broadcasts, multimedia, sponsorship, marketing and promotional activity. However, marketing, promotional and revenue opportunities exist. See section 12 of the Hosting Standards at Appendix 1

The opportunity to bid is open to all communities. Canada Soccer strongly encourages bidding communities to be all encompassing by gaining the support of the Provincial or Territorial Soccer Association, City, and/or Local Soccer Club. The site selection for the National Championships will be managed by Canada Soccer's Competition Selection Committee. Successful bid applicants will be awarded one of the National Championship Competition categories by Canada Soccer Competitions Committee.

## **2. ABOUT CANADA SOCCER**

Founded in 1912, Canada Soccer is the national sporting organisation for the sport of soccer in Canada. Canada Soccer is respected throughout the world and is recognized by the Federation International Football Association (FIFA) and the Government of Canada as the governing body of the sport of soccer in Canada.

Canada Soccer represents all soccer interests and provides leadership, coordination and direction in all areas of the sport. A not-for-profit organisation Canada Soccer is run under a sound business model by a volunteer board of directors and dedicated full-time professional staff. The membership of Canada Soccer consists of 13 provincial and territorial sports organisations (PTSOs) that provide leadership for soccer in each province and territory together with the professional clubs located and operating in Canada

## 2.1 Vision and Mission Statements

### **Vision**

Leading Canada to victory and Canadians to a life-long passion for soccer.

### **Mission**

To provide leadership in the pursuit of excellence in soccer, nationally and internationally, in cooperation with its members and partners.

The Canadian Soccer Association (Canada Soccer) is the official governing body for soccer in Canada.

In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale.

Soccer is the largest participatory sport in Canada and is considered the fastest growing sport in the country.

There are nearly 1,000,000 registered Canada Soccer members in Canada within 1,500 clubs across 144 districts that operate in 13 provincial/territorial member associations.

The Canadian Soccer Association is affiliated with the Fédération Internationale de Football Association (FIFA), The Confederation of North, Central American and Caribbean Association Football (CONCACAF) and the Canadian Olympic Association.

More information about Canada Soccer can be found at [www.CanadaSoccer.com](http://www.CanadaSoccer.com)

## 2.2 Canada Soccer Hosting Objectives

Building on the success of Canada Soccer's proven hosting ability (most recently FIFA Women's U-20 World Cup Canada 2014 and the FIFA Women's World Cup Canada 2015™) Canada Soccer wishes to continue to engage stakeholders and partners in bringing the highest level amateur soccer to Provinces and Municipalities from coast to coast. In doing so Canada Soccer's objectives are to:

- Determine the national champions in the respective categories
- Provide an outstanding competitive opportunity and environment for players and coaches
- Offer match officials the ability to excel at the national level
- Promote soccer across the country
- Raise the profile of the national championships to a major sporting event
- Ensure an enjoyable experience for all participants

- Provide a professional development opportunity and leave a legacy for host communities wishing to stage national competitions
- Attract spectators to the competition
- Achieve maximum visibility and exposure through broadcast and media for the competition, the sport and the host community

### **3. NATIONAL CHAMPIONSHIPS**

#### **3.1 Description of the Event**

The National Championships are competitions owned and managed by Canada Soccer which take place annually in October and consist of the following competitions: U-15 Cup; U-17 Cup; Challenge Trophy and Jubilee Trophy.

All National Championships are open to one (1) representative team of each Provincial and Territorial Soccer Association in Membership subject to Regional preliminary qualifying series as may be determined by Canada Soccer and provided for in the Competition Regulations. For reference an electronic copy of the 2016 Competition Regulations can be found at [http://www.canadasoccer.com/files/May\\_9\\_Final\\_NatChamp\\_Regulations.pdf](http://www.canadasoccer.com/files/May_9_Final_NatChamp_Regulations.pdf)

As Canada Soccer's largest national event featuring clubs from coast-to-coast, the National Championships have served as the nation's premier amateur soccer competition for more than 100 years, with the men's competition inaugurated in 1913 and the women's competition inaugurated in 1982. At all age levels, the National Championships provide a meaningful 6-day soccer competition experience for host cities and participating teams, as well as the players, coaches, support staff, officials, and volunteers.

Commencing in 2017, the National Championships youth competitions have been reorganized into two age categories: the U-15 Cup and U-17 Cup for both boys and girls soccer. Previous editions featured U-14, U-16, U-18 competitions for youth, however combining the age groups better reflect Canada Soccer's Long Term Player Development (LTPD) model. Canada Soccer's National Championships youth competitions feature some of the country's bright young talents. From the competitions held in 2014 and 2015, more than 50 players from the U-14 and U-16 Cups have gone on to feature in Canada's national team youth program.

Separate hosts are required for each age category of the national competition. The respective competitions feature province and territory club winners from across the country who, through a series of qualification, have earned the right to be declared the Provincial or Territorial Champion. Approximately 500 athletes plus 40-60 officials and event staff are involved in each competition. Out of town numbers are flexible depending on the age category. Traditionally the youth competitions attract parents and siblings whereas the senior competitions are focused on a club event. EI reports for the 2015 National Championships are available on request.

An event hosting grant is provided by Canada Soccer based on the number of participating teams in the competition being hosted. Currently at circa \$30K the grant is payable by installments with 30% being held over until the completion of the National Championship and submission of final reports.

### **3.2 Roles and Responsibilities**

As Canada Soccer and the LOC work together to host a National Championship, it is imperative that all roles and responsibilities are clearly defined to ensure a successful event. A Hosting Agreement will be prepared that details the specific requirements once a community has been awarded an event. An overview of the respective roles and responsibilities are listed below. The Hosting Standards provides a more comprehensive breakdown.

#### **3.2.1 Canadian Soccer Association Responsibilities**

Canada Soccer is the rights holder of the National Championships and it plans and executes these competitions. Canada Soccer evaluates bids and awards the championships to Host Associations through its Competitions Committee. Further Canada Soccer is responsible for the following:

- Appointment of Match Commissioner, General Coordinator and Supervisor of Officials to oversee the technical and competition procedures
- Appointing Match Officials to the competition and assigning them to matches
- National coordination / information dissemination
- Preparing the Hosting Agreements
- Determining the number of teams
- Team travel
- Competition regulations
- Competition format and schedule
- Provision of Hosting Grant
- Competition branding and sponsor recognition
- Broadcast/streaming contracts
- Centralised Merchandise
- National Sponsor activation
- Maintaining Competition website, results, standings and stories
- Referee education workshops
- Representative participation

### **3.2.2 Local Organising Committee Responsibilities**

Upon the award of a National Championship a Local Organising Committee (LOC) shall be set within 30 days. This Committee must establish financial controls, budgets and reports, and is responsible for guaranteeing the finances of the event. The LOC will be required to create functional concepts for the execution of its responsibilities to ensure that the standards are met for each event.

- Accommodations (confirm booking only, payment is the team responsibility)
- Competition field(s) and training locations
- Competitions Administration Support
- Provide +/- 30 match officials with appropriate experience as required by Canada Soccer from within the Provincial or Territorial Soccer Association and/or local community
- Financial Budget
- Ticket sales concept
- Media operations
- Promotion and media outreach within the local community
- Medical
- Meeting room(s) for competition needs
- Opening and Award Ceremonies in conjunction with Canada Soccer
- Local Sponsor Activation
- Prepare updates as required in the Hosting Agreement
- Team and Match Official Transportation
- Airport operations (meet and greet)
- Team Services
- Volunteers
- Youth Programme
- Signage and Wayfinding

### **3.3 Other Activities related to the Event**

#### **3.3.1 Opening and Awards Ceremonies**

The LOC, in conjunction with Canada Soccer will be responsible for organising any Opening Ceremonies and the Award Ceremony.

An Opening Ceremony is not mandatory, however, there is to be some recognition of the start of the competition. If the LOC wishes to produce a larger Opening Ceremony that takes place on the field in advance of a game, this should not take longer than 10 minute and would be restricted the time between team warm-ups finishing and the start of the game opening production.

An Award Ceremony is required to be staged by the LOC in conjunction with Canada Soccer. Guidelines for staging the Awards Ceremony are provided to the LOC once awarded the bid. All

participants, teams, team staff, Provincial Representatives and Match Officials are mandated to attend.

### **3.3.2 Conferences, Clinics and/or Workshops**

Canada Soccer provides match officials training for local referees in the respective host Province or Territory prior to the National Championships. The size and scope of the clinics is dependant on the number of local officials who will be engaged. Canada Soccer will work with the host and the PTSO to coordinate this training to maximise the effectiveness of the education provided.

### **3.3.3 Social Functions**

The LOC will be required to provide a hospitality suite for Provincial/Territorial Representatives and team staff. The hours are set by the LOC. Where this hospitality suite is located in the team hotel it is not to be on the same floor as the teams.

## **3.4 Benefits of Hosting**

By hosting a National Championship in partnership with Canada Soccer there will be the opportunity to enhance the profile of the game, engage with the local volunteer cohort to support the event, achieve recognition as a suburb host, propose events that compliment the competition, and use the occasion to stimulate interest in your particular part of Canada.

Canada Soccer hosts a dedicated micro-site for each competition. Hosts will be provided the opportunity to promote the venue and local sponsors on this medium subject to approval of content by Canada Soccer. During the period of the competition this National Championship website attracts on average 600 947 unique hits.

Further Canada Soccer is committed to stream all of the matches from the main competition pitch. This provides the host with an opportunity for it, and any local sponsors, to get exposure across the country throughout the duration of the competition.

## **4. HOSTING OBLIGATIONS**

Bidding communities must meet minimum standards outlined in this document and the Hosting Standards at Appendix A to stage a National Championship.

### **4.2 Mandatory Obligations**

The following mandatory commitments from a bidding community are required. If your bidding community cannot respect the following mandatory commitments, your bid will be refused:

- Bid application with answers to all questions and all requested appendices. Bid communities cannot modify the existing text in appendices;
- Signature of the bid committee and \*;
- Commitment letters signed by bid institutions stating the type of support they will offer for the event;
- Support letter signed by the Provincial or Territorial Soccer organization (if they are not the lead bid);
- Letter of support signed by the local Municipality or Tourism office

Note\*: In order to submit a bid to host National Championship Competitions appendix (i) of the bid application must be signed by both of the following parties:

- the Bid Committee represented by a non-profit organization, registered club, or Provincial/ Territorial Soccer Association;
- and one of the following: Municipality, Tourism Office or proposed facility

## **5 BID PROCEDURE**

The process of selecting the host community is focused on one primary objective: to select the best community to receive the right to host the National Championships. Canada Soccer reserves the right not to award the event to any bidding communities if they so decide.

15 August 2016	Canada Soccer opens candidature for the National Championships by sending an invitation letter to bid to potential Bidding communities
30 September 2016	Deadline for potential bidding communities to send their letter of interest to Canada Soccer. Note that from this date forward, responses from Canada Soccer to individual questions submitted by potential hosts will be shared to all bidding communities.
1 November 2016	Deadline for bidding communities to send their bid document to Canada Soccer by filling out the Bid application (see appendix 5).
7 November 2016	Canada Soccer informs each bid community whether their bid has met the mandatory commitments and whether their bid is accepted or not. Canada Soccer will provide information of the names of the bidding communities.
[+ 7 to 30 days]	Canada Soccer Evaluation Committee members study the various bid proposals and score each topic of the bid application individually for each bid (see appendix 6).

[+ 1 day]	Canada Soccer Evaluation Committee meets in order to recommend to the Canada Soccer Competitions Committee the best proposals to host the National Championship
January 2017	Canada Soccer Competitions Committee awards and announces the selected venues and which National Championship they will host

## 6 BID RULES

### 6.1 Confidentiality

Confidential information is defined as any document marked "confidential" and which requires secure storage and limited reproduction and distribution. Potential bidding communities should not use the information for any purpose other than to prepare their Bid for the National Championships. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

### 6.2 Guiding principle

Canada Soccer believes the procedures for determining the host community, from the initial expression of interest in the bid to the selection of the host community, should be based on an open dialogue and fair process for all bidding communities. This process shall be conducted in an ethical manner, including but not limited to the following qualities: fairness, openness, transparency, equity and respect for all bidding communities.

### 6.3 Bid document

To minimize the costs of submitting a proposal, Canada Soccer requires that proposal documents be produced and submitted on letter-size paper and spiral bound, or bound using some other inexpensive method.

Three copies (submitted in English) should be delivered to:  
Canada Soccer  
Attn: Jessie Daly - Senior Manager, Events  
237 Metcalfe Street  
Ottawa, ON  
K2P 1R2

**No later than 17:00hrs ET on 1 November, 2016.**

An electronic copy of the bid must also be submitted.

The numbering within the bid application must be maintained and a table of contents must be included at the beginning of the bid application.

The Canada Soccer logo may not be used in any documentation of the bidding communities

#### **6.4 Communication**

Potential bid hosts must address all questions in writing via email to Jessie Daly, Senior Manager, Events, who will forward the replies to all potential bid hosts.

**Jessie Daly**

Senior Manager, Events

Canada Soccer

[jdaly@canadasoccer.com](mailto:jdaly@canadasoccer.com)

No formal or informal presentation or meeting in any way relating to the bid shall be held with Canada Soccer Board of Directors, Canada Soccer Competitions Committee, Evaluation Committee or staff, other than where invited by the Chair of the Evaluation Committee or if a site inspection is undertaken in advance of the decision.

No gifts or tokens of appreciation of any kind shall be offered to Canada Soccer Board of Directors, Canada Soccer Competitions Committee, Evaluation Committee or staff in respect of a bid for the National Championships

## 7. BID EVALUATION

Canada Soccer will nominate the Evaluation Committee members to review all bids. Each member will review each bid application and score each topic individually.

Bidders will be assessed according to the following criteria:

**Venue compliance:** to what degree do the facilities meet or exceed the requirements

**Operational organisation:** what is the experience of the host committee and their ability to meet the operational and organizational requirements

**Financial model:** does the proposed financial model (revenues and expenditure) demonstrate the demands of the competition

		Weighting %
1	<b>Background</b>	5
2	<b>Support and partnerships</b>	5
3	<b>Facilities</b>	20
4	<b>Competition</b>	5
5	<b>Finance (including revenue generation)</b>	15
6	<b>Communication, hosting services and other activities</b>	10
7	<b>Operation Organisation</b>	20
8	<b>Legacy</b>	5
9	<b>Overall Bid presentation</b>	15

## APPENDIX 1

### MINIMUM HOSTING STANDARDS

Updated July 2016

#### 1. INTRODUCTION

This document is designed for Provincial/Territorial Associations, Municipalities, or Clubs, who are contemplating bidding for the challenge of staging a National Championship. It is written by Canada Soccer who has overall responsibility for these events. We trust it will be helpful, both to first-time hosting organizers and also to those who have “done it all before”. The National Championships are a prestigious property for all concerned and our standards are rising.

Host associations must meet minimum standards outlined in this document to stage a National Championship. Any variation from these standards shall be agreed to in advance and will subsequently be incorporated into the Hosting Agreement.

Hosting a National Championship assists communities looking to improve facilities with the support of their respective municipalities, delivers professional development to staff and volunteers involved in hosting competitions, and leaves a memorable and lasting impression of your part of this wonderful country for the participants. If you have any questions, please contact Canada Soccer.

#### 2. ROLES AND RESPONSIBILITIES

A large number of people, in different organizations, must all work together to stage a good championship. Excellent facilities are not enough – to ensure successful delivery of a National competition all stakeholders must work closely together under the guidance of Canada Soccer

##### 2.1 Canadian Soccer Association Responsibilities

Canada Soccer is the rights holder of the National Soccer Championships and it plans and executes these competitions. Canada Soccer evaluates bids and awards the championships to Host Associations through its Competitions Committee.

Annually Canada Soccer will decide on the following items:

- Competition Regulations
- Number of teams
- Competition Format
- Appointment of Match Commissioners, General Coordinators and Supervisor of Officials

The duties of Canada Soccer appointed personnel are contained in the Regulations for the National and Regional Championships

Canada Soccer is further responsible for the following:

- Hosting Agreements
- Provision of Hosting Grants
- National coordination/information dissemination
- Team travel
- Governing body (Regulations)
- Competition schedule
- Sponsor visibility (Banners)
- Liaising with National Sponsors
- Assisting with local sponsor engagement
- Centralised Merchandise
- Promotions (advertising, give away prizes)
- Representative participation
- Activations (give aways, etc)
- Print ready souvenir booklet
- Broadcast/streaming contracts

## **2.2 Canadian Soccer Association Referees Committee Responsibilities**

Canada Soccer Referees' Committee is responsible ultimately for ensuring appropriate refereeing standards for these games. Depending on the location, it may arrange for out-of-province referees to be sent in to augment local resources (airfare at Canadian Soccer Association expense). It will work directly with the Hosting Organization to make sure that appropriate referee standards are maintained, providing pre-competition education and training together with ongoing evaluation during the competition. The appointment of referees to games is arranged by the Canada Soccer Supervisor of Officials. Four match officials will be appointed to all games.

## **2.3 Hosting Obligations**

Each event is hosted by a Province/Territory Association, a Club, or a municipality selected by Canada Soccer through an RFP process. Ideally it is a combination of all interested stakeholders, which ultimately is responsible for the organization of the competition which in practice forms a local organizing committee that carries it through. RFP bids for National/Regional Championships, are normally called for at least two years in advance and awarded 18months out to enable proper planning.

Once awarded a Local Organizing Committee shall be set within 30 days. This Committee must establish financial controls, budgets and reports, and is responsible for guaranteeing the finances of the event. The Organising Committee will create functional concepts for the execution of its responsibilities to ensure that the standards are met for each event. Canada Soccer requires regular progress reports, the timelines to be determined in the Hosting Agreement.

## **2.4 Local Organization Committee Responsibilities**

The Local Organizing Committee (LOC) are the people who make it all work. They handle all the local details, including (but not limited to):

- Prepare and manage the budget for the competition
- Prepare functional area concepts of operation
- Prepare updates as required in the Hosting Agreement
- The LOC Chair is to attend Canada Soccer's National Competitions Workshop. Note The Provincial/Territorial staff person involved with the competition may also attend the workshop on request
- Booking competition field(s) and training locations.
- Booking meeting room(s) for competition needs
- Arranging transportation to/from the nearest airport
- Arranging airport operations to ensure smooth arrivals and departures
- Arranging transportation to/from all games (plus one (1) training session)
- Arranging competent physio/first aid.
- Liaising with the local media and any local sponsors/officials
- Planning for ceremonies and protocol in conjunction with Canada Soccer
- Appointing Assistant General Coordinators for each competition field
- Assist in the coordination of reports on the competition and matches through Canada Soccer's digital channels and library
- Assist in coordinating rights-free photography for Canada Soccer's digital channels and library
- Entering the game results daily on Canada Soccer Website.
- Ensure Canada Soccer screening requirements are met for all LOC staff and volunteers that are involved with or will interact with youth.
- Prepare an information package to be sent to Canada Soccer for distribution to all participating Teams and their respective Provincial/Territorial Associations at least sixty (60) days prior to the start of the National Championships.

### **3. HOSTING GRANT**

Canada Soccer will provide a hosting grant based on the number of teams participating.

### **4. COMMERCIAL RIGHTS**

Canada Soccer is the owner of all of the rights around the National Championships. These rights include among others, audiovisual and radio recording rights, reproduction and broadcast rights, multimedia rights, sponsorship, marketing and promotional rights and incorporeal rights such as logo and emblems and rights arising under copyright law, whether currently existing or created in the future, subject to any provision as set forth in specific regulations.

The goal is to provide all championship participants with an elite level sporting experience that is befitting of the National Championships and is consistent across all venues. Specifically, Canada Soccer's objectives in this area are to build the brand of the National Club Championships, service the competition's national partners, develop marketing collateral, deliver a merchandising solution.

In order to accomplish these objectives together with the LOC, Canada Soccer will:

- Secure and service national sponsorship for each event, which includes coordinating all partner activations and promotions with each local organizing committee.
- Support the LOC in confirming that each host venue is clear of conflicting signage and that any non-conflicting signage does not exceed 3' x 8' in size.
- Support the LOC to ensure that the official title and terminology of the programme is used across each local venue.

- Work with the LOC to ensure competition logo is used correctly across all marketing and communication platforms.
- Develop print-ready event program, featuring schedule, results, team roster and national and local sponsor advertisements.
- Develop welcome banners to be displayed at the fields and hotels.
- Develop official competition letterhead, promotional posters, and other competition specific collateral materials.
- Support ticket sales concept creation and implementation.

#### **4.1 Broadcast/Streaming**

Canada Soccer will organize a stream at the primary field location of all competitions. In addition, Canada Soccer will be responsible for producing a multi-camera enhanced broadcast with commentary of the Challenge and Jubilee Trophies semi-final and final matches. Where possible and in collaboration with the LOC Canada Soccer will look to establish local streaming solutions at each competition outside of the primary field.

#### **4.2 National Communications Support**

Canada Soccer serves as official spokesperson for the National Championships. The LOC will be required to identify a Venue Communications Officer who will serve as liaison between national and venue communications and act as the key communications contact and liaison with local marketplace. Press operations and media relations will include:

- National communications support from Canada Soccer headquarters
- Provision of national scope for communications and media relations
- Reporting scores from each match of the competition via Canada Soccer Twitter page (@canadasoccerEN & @canadasoccerFR)
- Collecting photos for canadasoccer.com and Canada Soccer's online database (<https://www.flickr.com/photos/canadasoccer/>)

Canada Soccer is responsible for maintaining a unique micro-site site for each competition under the Canadasoccer.com banner: [www.canadasoccer.com/nationals](http://www.canadasoccer.com/nationals) In addition the LOC will identify a venue writer and venue photographer who produces content before and during the competition for the Canada Soccer's digital properties and provides in-match updates for Canada Soccer's digital properties.

## **5. HOTELS**

### **5.1 Teams**

The LOC for a National Competition shall provide (but not pay for) hotel accommodations for all visiting teams, with a maximum of four (4) to a room up to a maximum of twenty (20) players and five (5) team staff and a single room for the Provincial Representative. It is recommended that each team be allocated 7 double rooms and 1 single room. Double rooms are considered rooms with 2 double beds. Rooms that have a double bed and a pull-out couch are not considered to be a double room.

Each participating team will be required to submit a pre-organized rooming list with in the time frame set by the LOC.

In addition, the following requirements for team hotels should be taken into consideration when contracting the hotels:

- In Championships where there are both male and female participants only teams of the same gender should be accommodated on the same hotel floors. It is strongly recommended to accommodate the males and females in separate hotels wherever possible. It is also recommended that these hotels be as close together as possible and the room costs for these hotels be the same for both.
- Hotels with balconies should be avoided wherever possible
- A team delegation should be housed on the same floor
- Team staff must be in the same proximity as their teams
- Team rooms should be grouped together in proximity
- Internet access to be negotiated, where possible, in basic price of accommodation
- Rooms with doors that provide direct access to outside should be avoided.
- Access to pay per view channels should be restricted.
- Mini-bars should be emptied
- Rooms should be non-smoking
- In a hotel where restaurants are available, no arrangements for food are required.
- Laundry room in hotel or if there is no laundry room in the hotel a list of Laundromats in the area must be provided.
- At least 2 rooms per team should be held for late check out Check if there are any other events scheduled at the hotel (such as weddings, etc) during the tournament that would be disruptive to the teams
- Hotel Security – confirm what type of security the hotel has in place.
- Outside guests, if possible, should not be mixed in or on the same floor as the teams.
- Confirm the ability to place competition signage and display match results and standings in the hotel housing the teams
- Identify separate hotel for parents, if possible

## **5.2 Canada Soccer Requirements**

The LOC will be required to book hotel accommodation at a separate hotel from that of the teams for the Match Commissioner, General Coordinator, Supervisor of Officials and Canada Soccer appointed match officials as detailed below:

- Three single rooms with arrangements made for direct billing to Canada Soccer
- Complimentary internet service
- Complimentary parking for Match Commissioner, General Coordinator and Supervisor of Officials
- A pre-tournament meeting room plus a room for daily meetings with Provincial Representatives and which can be used by the Match Commissioner as needed.
- An event office if not provided at the main field large enough to accommodate both LOC and Canada Soccer personnel

### **Match Officials**

- Match Officials appointed by Canada Soccer Referees Committee will be accommodated in double rooms. The LOC is responsible for a maximum of three (3) double rooms. If additional rooms are required the LOC will be requested to book these rooms; the additional cost will be borne by Canada Soccer.
- Book double rooms for appointed assessor(s) with direct billing to Canada Soccer.

### **5.3 Meeting Requirements**

The LOC will be require to book the following meeting rooms

- Booking meeting room for Pre-Tournament Meeting and any other meeting(s) that may be called.
- Meeting room to be available for any Discipline Hearings and for the daily meeting with Provincial Representatives.
- Meeting room at the Referee Hotel the day before the competition starts and each evening for the duration of the competition

## **6. OPENING AND AWARD CEREMONIES**

The LOC, in conjunction with Canada Soccer will be responsible for organising any opening ceremonies and the Award Ceremony.

An opening ceremony is not mandatory, but there should be some recognition of the start of the competition. This can be in the form of a ceremonial coin toss, involving local dignitaries from the province or municipality, to an event that acknowledges local culture. An opening ceremony that takes place on the field in advance of a game should not take longer than 10 minute and is restricted to the time between team warm-ups finishing and the start of the game opening production. With the exception of a coin toss the competing teams will not be on the field during the opening ceremony. The LOC is required to provide the concept for its opening ceremony to Canada Soccer no later than 3 months in advance of the competition start date

An Award Ceremony is required to be staged by the LOC. A concept detailing the Award ceremony is to be provided to Canada Soccer by the LOC no later than 3 months prior to the competition start date. All participants, teams, team staff, Provincial Representatives and Match Officials are mandated to attend. Canada Soccer will provide the awards and the scripting for the run of show. The LOC is responsible for providing the following:

- PA system
- Bilingual announcer
- National Flag
- Canada Soccer Flag (to be provided)
- Award hosts (medal carriers)
- Logistics set up in accordance with approved LOC concept (including team signage, etc)
- Guest Invitations and hosting
- Canada Soccer sponsor partner's invitations (details to be provided by Canada Soccer)
- Media invitations

## **7. TECHNICAL REQUIREMENTS**

### **7.1 Competition Match Schedule**

Canada Soccer will be responsible for the Competition Match Schedule. In conjunction with the LOC Canada Soccer will set the KO times and field allocation. The final schedule shall be produced no later than sixty (60) days prior to the start of the competition.

When scheduling the KO times the following is taken into consideration:

- Half time interval
- Sixty (60) minutes scheduled between games to permit a warm-up period, pre-game ceremonies, etc as required in the countdown for the match production.
- KO times will not be scheduled to start any later than 19h00, unless specifically requested by the LOC, with a rationale, for consideration.

## **7.2 Playing Facilities Standards**

Proposed venues for any National Championship competition must be of the highest standards. In addition to the playing surface and dressing rooms, competition field facilities must provide opportunities for branding, spectator seating area, security, medical and media support, and parking. Training Fields should be in good condition, marked to a similar size as the primary competition field and provide the minimum of clean dressing room and washroom facilities.

Where permanent advertising is affixed in any proposed competition venue a schematic with photographs must be provided to Canada Soccer when bidding to host. Certain advertising may need to be removed or covered (competing sponsors, not appropriate for the age, etc). LOCs are to establish whether there are any exclusivities within the venue that may need to be taken in consideration when evaluating the bid.

To stage one of the National Championship competitions, a minimum of five (5) competition fields are needed and at least one (1) training field

## **7.3 Competition Fields**

- Competition Fields may be properly groomed natural turf or FIFA approved artificial turf, marked in accordance with FIFA Laws of the Game, goals, complete with white goal nets, and corner flags.
- Artificial turf that has multi-sports markings may be used, all other sports appurtenances are to be removed. In exceptional cases where gridiron football uprights cannot be removed they are to be turned to ensure that they are a minimum of 28 inches behind the goal line.
- Each competition field must be of full size, ideally marked at 105m x 68m but no less than 100m x 64m.
- Alternative game pitches must be provided, in case of inclement weather.
- Goals are to be properly secured, if portable goals are used they are to be firmly anchored or sandbagged. Wheels are to be removed.
- Each field must have technical areas for each team marked in accordance with the Laws of the Game and a designated 4<sup>th</sup> Official area complete with a table and two (2) chairs
- Benches, preferably covered, must be available for each team and the fourth official. If covered benches are not available alternate arrangements are to be made to protect the teams from inclement weather.
- Floodlights at a minimum of 800 lux may be used. Where used a lighting certificate should be provided to confirm an even distribution of light across the playing surface
- Designated access for emergency vehicles must be identified for each competition field
- Security must be present
- Spectators must be kept at a distance from the field to ensure the safety of players and match officials. Appropriate physical barriers should be used, if required a minimum of one (1) metre from the touchline. Teams must be separate from spectators.
- No smoking is permitted in any of the competition accredited areas this includes but not limited to, the technical area, dressing rooms or the vicinity of the field of play
- Stands or bleachers are required for at least one hundred (100) people (plus PA/Press Box) on at least one field. For the senior competitions all fields must be enclosed, with facilities for payment of an admission fee.

- At youth championships no alcohol shall be sold or consumed in the competition venue or at any social functions.

#### **7.4 Dressing Rooms**

- A minimum of four (4) dressing rooms are required at all competition fields for the teams - to allow games to be scheduled back to back.
- Two (2) separate dressing rooms must be available for the Match Officials ~ note that there is a possibility of mixed referee teams
- Each dressing room will have dedicated shower and toilet facilities
- Drinking water must be available for each team and the match officials in their dressing room
- Signs to advise that cameras/cell phone cameras are not allowed in dressing rooms are to be displayed.

#### **7.5 Match Balls**

- Three (3) match balls must be provided to the referees for each game.

#### **7.6 Assistant General Coordinator**

An Assistant General Coordinator is to be assigned to each game by the Canada Soccer General Coordinator. Their role is to:

- Collect game sheets from competing teams
- Monitor the game and ensure that the results are submitted
- Ensure that the requirements of the Competition Regulations are met
- Monitor the team warm-up period
- Confirm that the games balls are on site
- Check Corner Flags/Goal nets are in place
- Confirm teams have access to drinking water
- Ensure competition area is clean post-game in preparation for the following game
- Oversee the crowd management and security at the competition area
- Be aware of how emergency medical services may be summoned, where the portable AED is located and who is responsible to operate the AED

#### **7.7 Youth Programme**

The LOC should provide at least four (4) uniformed “ball retrievers” for each game (male or female youth soccer players in uniform are ideal as long as their attire does not clash with the players’ colours). Maximum number is 8 per game. Ball retrievers should be a minimum of 14yrs old. They are to be accompanied by a chaperone

For the semi-finals and final matches, a minimum of twelve (12) flag bearers should be recruited. They can be male or female youth soccer (U-16) players in uniform. This group will carry the national flag and the provincial flags of the competing teams Province/Territory in the pre-game ceremony. Flag bearers will be required to be at the competition field no later than 2hours prior to the KO of the game to receive instructions and rehearse.

## **7.8 Training Facilities**

The LOC is responsible for identifying training facilities and are responsible for the cost of one (1) training session for each team. Such training facilities are to be separate from the competition fields.

Teams must advise the LOC no later than two (2) weeks prior to the competition of their training requirements. Should a team subsequently cancel their pre-arranged training it will be responsible for any costs to the LOC resulting from such cancellation.

## **8. TRANSPORTATION**

The LOC is responsible for compiling a transportation concept for moving the players and team staff as approved who are accredited by Canada Soccer. For National Championships this comprises of a maximum of 20 players and 5 team staff. In addition, there must be a seat for the Provincial/Territorial Representative on the bus.

Each visiting team must be met at the airport, and transported to their accommodation and returned to the airport. These transfers will include the team's equipment; luggage vans may be required. Transportation shall also be provided for all teams and their Provincial/Territorial Representatives from the accommodation to the games and practice fields. (Preferable that teams playing or having played each other are not to be on the same bus. If this is not possible, consideration needs to be made to keep the teams separate)

Where a team has been approved to travel to the championship via ground transportation, they must advise Canada Soccer and the LOC no later than two (2) weeks prior to the start of the competition if they will require local transport. Teams will be required to pay for any transportation if they cancel where there is a resulting cost to the LOC involved.

The LOC is responsible for providing local ground transportation for the match officials appointed by Canada Soccer to and from the airport to the accommodation and from the accommodation to the competition venues.

If a Host is appointed where the accommodation and competition venue is further than one (1) hour's travel from an airport served by scheduled airline service, the LOC will be required to provide a concept of travel for those teams. The LOC may also be required to assist Canada Soccer with ground transportation for teams that cannot fly into the host city.

## **9. MATCH OFFICIALS**

The LOC is responsible for identifying match officials from within the Province or Territory at an appropriate level as determined by Canada Soccer for each Competition. Typically this ranges from 25 – 35 local officials. In addition Canada Soccer will appoint out of Province match officials at its discretion. Where Canada Soccer appoints match officials the LOC is responsible for the per diem of up to 6 match officials appointed by Canada Soccer. The per diem will be Canada Soccer rate (In 2016 will be \$58.00 per day less specific meal allowance when provided by host, ie banquet or separate social event)

All match officials are to be paid game fees by the LOC for each match equivalent to that paid by the Provincial or Territorial Association where the competition is hosted to match officials of its final of the relevant provincial level competition in the current season.

Canada Soccer will appoint a Supervisor of Officials who will be responsible for the appointment of officials to the games. The LOC will identify a manager of officials to work in conjunction with the Supervisor of Officials and the locally assigned match officials.

Water, isotonic drinks and snacks are to be made available to the match officials at the competition venue.

The match officials are to be invited to all official functions hosted by the LOC

## **10. HOSPITALITY**

The LOC is invited to provide a hospitality suite for the social interaction of the team staff, Provincial/Territorial Reps and competition organizers. If provided it should be in the team hotel but not on the same floor as any of the athletes.

The LOC may host social events during the period of the competition at its discretion. Where social events are organised Canada Soccer and local sponsorship representatives should be invited. Match Officials should attend official functions, and Provincial/Territorial representatives are required to in attendance.

## **11. HOST ASSOCIATION REVENUE OPPORTUNITIES**

### **11.1 Merchandise**

Canada Soccer centrally organises merchandise for all tournaments. It selects the item lines and approves design and placement of the branding. Merchandise is available on line pre-competition to allow participants to pre-order. The LOC is to identify an appropriate space for the merchandise outlet in the competition venue. The LOC will receive 25% of the profit based on sales of the merchandise linked to the competition they are hosting. Canada Soccer does not receive any income from this venture.

In addition Canada Soccer will coordinate opportunities for the LOC to order apparel through Canada Soccer's official uniform supplier.

### **11.2 Local sponsors**

Beyond the Canada Soccer National Championships sponsor exclusivities, LOCs are encouraged to engage local sponsors in available categories to support the National Championships. Local sponsors shall not compete with any of the categories owned by Canada Soccer. A comprehensive list will be provided by Canada Soccer for guidance. Canada Soccer will assist LOCs when pitching to potential local sponsors where required.

Local Sponsorship Acquisition Process is as follows:

- Review categories of exclusivity
- Submit potential / targeted sponsors to Canada Soccer for approval
- If potential sponsor is in conflict with an existing Association sponsor Canada Soccer will manage first-right-of-refusal process
- LOC to confirm local sponsors as agreements are finalized

### **11.3 Ticket Sales**

The LOC may charge game admission and all revenue stays with the host. A ticketing concept should be submitted to Canada Soccer for review to ensure that Canada Soccer assets and resources are provided to support the initiative.

## **11.4 Sale of Programme**

Canada Soccer will provide the LOC with a print ready document. The LOC is responsible for all associated printing costs and can determine whether this programme is sold or freely distributed. All revenue from the sale of the programme stays with the LOC.

## **11.5 Government Funding**

Sports tourism is high profile and many provincial/municipal governments offer funding for hosting national events. The LOC is responsible for securing any local Government Funding. No approach should be made by the LOC for Federal Financial Support.

# **12. FIRST AID/MEDICAL**

## **12.1 Health Care Standards**

Athletes competing in National Championships deserve appropriate medical care, both preventative and in case of injury or illness.

Ideally, local health professionals with experience in sport medicine should provide leadership to this process. The Canadian Academy of Sport Medicine, the Sport Physiotherapy Division of the Canadian Physiotherapy Association and, the Canadian Athletic Therapists Association may be of assistance in locating appropriately qualified sport medicine officials in your community who may be of assistance in organizing and coordinating medical care for the event. Qualified sport medicine professionals are in high demand and it is increasingly the norm that honoraria and other considerations are provided to such health professionals.

## **12.2 Sport Medicine Services Committee**

The LOC is encouraged to form a Sport Medicine Services Committee (SMSC) to ensure:

- Coordinated provision of preventive and acute care for players, referees and team officials.
- Availability of appropriate medical supplies and equipment.
- Location and supply of any on-site treatment facility.
- Development of protocols for the management of any serious injury or other medical emergencies, including concussions and return-to-play.
- Provision of information concerning medical services to all participating teams.
- Appropriate investigation and treatment of significant medical issues or emergencies that might require specialty care.
- Assistance for any medical personnel accompanying teams participating in the Championship.
- Safety and emergency care of spectators.
- Facilitation of care of other accompanying persons by providing information regarding local medical services, walk-in clinics and emergency rooms etc.

## **12.3 Minimum First Aid/Medical Requirements**

An appropriately trained and qualified first-aid provider, such as an athletic therapist or sport physiotherapist, must be available at all competition venues while games are in progress in order to provide initial care to injured players. This

person must also be available one (1) hour before and after each game for preventative measures and taping. Teams will be expected to pay for the cost of tape or for non-hospital treatment. The services of members of the St. John's Ambulance Society, off-duty paramedics or Emergency Medical Technicians may be obtained to assist with the provision of onsite first-aid. It must be noted that there may be costs associated with some of these approaches to care.

Arrangements must be made in advance with emergency health care officials and local emergency departments alerting them to the time and location of the competition(s) and the potential for serious injury on the field of play. Access to the competition site(s) and fields of play by emergency medical service personnel and ambulances, must be predetermined and shared with the medical services together with the correct address and match-day schedules.

Tournament officials and referees must be advised of the nature of the medical and emergency services provided in the course of the tournament and the location of all emergency medical equipment. A portable AED shall be available at each competition venue and a designated person(s) identified who is approved to operate the AED.

The Assistant General Coordinator in each game must be aware of how emergency medical services may be summoned.

The Local Organizing Committee should in conjunction with its Sport Medicine Services Committee prepare a Medical Information Sheet for inclusion in team information packages describing:

- Arrangements for the provision of medical care.
- Any local conditions concerning the recognition/acceptance of provincial health insurance and any requirements for the payment of services.
- The location of local pharmacies and health facilities (with map).
- Communication procedures teams must follow regarding the reporting of on-field medical issues to the competition organising staff, including concussions and return-to-play. (See Competition Regulations)

### **13. EVENT DOPING REQUIREMENTS (Canadian Centre for Ethics in Sport)**

Where doping control take place at National Championships, the LOC is responsible for providing:

- Chaperones
- Facilities
- Beverages
- Parking

#### **13.1 Chaperones**

Individuals will need to be recruited as volunteer Chaperones for doping control. Chaperones are responsible for athlete notification and should be available for training with the Doping Control Officer at least one hour prior to the start of testing. One Chaperone per athlete is required and Chaperones must be of the same gender as the athletes to be tested and be over 18 years of age.

## **13.2 Facilities**

The doping control station should be set up in accordance with the criteria specified below. The Doping Control Officer may permit modifications as long as confidentiality and chain of custody requirements for the sample collection session can be maintained.

The doping control station should be located in close proximity to the competition or training site. When possible, it should be located away from heavy traffic areas to ensure a secure area. The doping control station shall be clearly marked with signs.

Wherever possible, the doping control station shall be divided into three separate, but interconnected areas (preferably, but not necessarily, three rooms). These areas are:

***Waiting Room***

***Doping Control Processing Room***

***Washroom***

The local organizing committee is responsible for providing individually sealed bottled water for the athletes who are being tested. Any other beverages provided must be approved by the DCO, and must be non- alcoholic and non-caffeinated. A minimum of three bottles of water per athlete being tested is required.

## **14. CRISIS MANAGEMENT**

Canada Soccer and the LOC will establish a Crisis Management Team. The LOC should identify a suitable location to house the Crisis Management team if required to be deployed. The location should have access to power, internet and be able to accommodate up to 15 persons. An alternative location should be available in the event that the initial site is inaccessible.

**BID APPLICATION TO BE RETURNED TO RIGHTS HOLDER (Format)**

Bidding communities will be evaluated by Canada Soccer Competition Evaluation Committee on the basis of each of the topics below. Certain topics will have more importance than others; please see the bid evaluation section for more information.

**1 BACKGROUND**

- 1.1 Please describe your bidding community.
- 1.2 Please outline the meteorological climate for the proposed event date.
- 1.3 Which sporting events and non-sporting events has your bidding community hosted previously?
- 1.4 Who will Chair the Organizing committee? Who are the potential members of the LOC? What will be their role and what is their event background?

**2 SUPPORT AND PARTNERSHIPS**

- 2.1. Who will be the event promoter and the event partners/stakeholders?
- 2.2. Have you received any commitments from various local, regional, provincial or federal governments, organizations or institutions?
- 2.3. What is your staffing plan for planning this event if you are selected as the host community?
- 2.4. Do you have support from the Provincial or Territorial Soccer Association, local soccer association/club

**3 FACILITIES**

- 3.1. Does the existing competition site facility comply with or exceed the obligations (not including technical rules and regulations)?
- 3.2. Does the existing competition site facility, including the equipment, comply with or exceed the technical rules and regulations?
- 3.3. Does the existing training site facility, including the equipment, comply with or exceed rules and regulations?
- 3.4. Will any venues require a capital upgrades budget and if the answer is yes, do you have confirmation of funding and a confirmed construction timetable?

**4 COMPETITION**

- 4.1. Who will be the competition organising committee for the event and what is their background?
- 4.2. How many major competition officials (who can officiate as per technical regulations) do you have in your region who will not require accommodation?

**5 FINANCES INCLUDING REVENUE GENERATION**

- 5.1. Please elaborate on the event's financial risk assessment following the production of your draft operational budget for the event.
- 5.2. Do you intend to have the event webcast/broadcast outside of the commitment made by Canada Soccer? If yes, please give details in the webcasting/broadcasting plan as well as the type of support the Organizing Committee will provide to the webcaster/broadcaster.

- 5.3. Please outline your marketing plan (sponsorships, ticketing, merchandising and fundraising). How will you be able to raise revenues factoring in the marketing obligations?

## **6 COMMUNICATION, HOSTING SERVICES AND OTHERS ACTIVITIES**

- 6.1. Please outline your communication plan factoring in the communication obligations. More specifically how can you ensure that many spectators will be present?
- 6.2. What type of services to the media do you intend to provide during the event?
- 6.3. What type of hosting services do you intend to provide to VIPs and sponsors?

## **7 OPERATIONS**

- 7.1. Does your accommodation facility comply with or exceed the requirements and what type of services do you intend to provide at the various accommodation sites?
- 7.2. Please outline your airport operation plan including airport shuttles.
- 7.3. Please outline your local transportation plan.
- 7.4. What type of medical services do you intend to provide, and where?
- 7.5. Please describe the security access control plan at the venues.
- 7.6. What will be your official language plan for this event?
- 7.7. Please describe the technology infrastructure that will be available at the venues.

## **8 LEGACY AND CONCLUSION**

- 8.1. What type of legacy will this event leave at the local, regional, provincial and national level?
- 8.2. Why should we select your community to host this event?

## **APPENDICES**

Bidding communities need to include the following appendices:

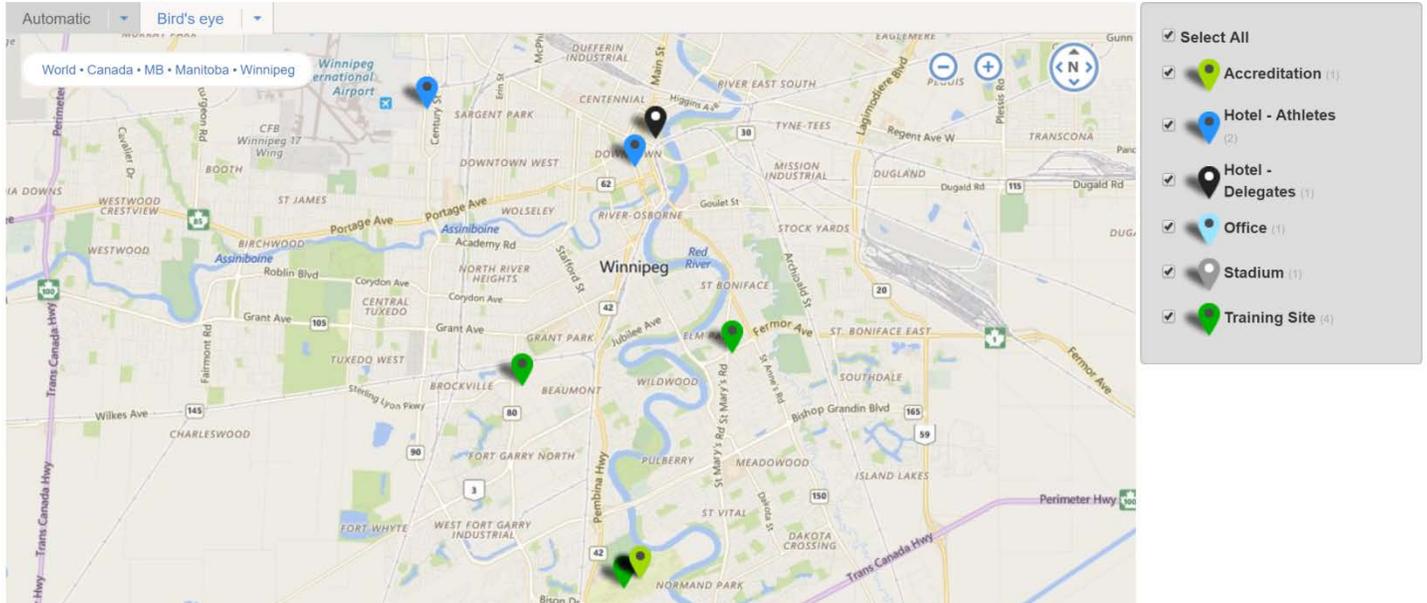
- Bidding Template 1**      **Bidding community site map with all venue locations**
- Bidding Template 2**      **Competition Venue Form and Site floor plan with photos (one per site)**
- Bidding Template 3**      **Training site Form and floor plan with photos (one per site)**
- Bidding Template 4**      **Accommodation form (one per hotel)**
- Operational budget**

# Bidding Template 1 – Bidding Community Site map with all venue locations and distance charts

## Community Site Map

### (Example)

#### WIN - Facility Information



#### Distance chart :

#### (Examples)

- Hotel to training sites

Training Site	Distance	Travel Time
Harrison Trimble	4km	10-12 mins
Bernice MacNaughton	5km	10-15 mins
Rocky Stone	4km	10-12 mins

- Hotel to airport, stadium

Site	Distance	Travel Time
Hotel to airport	9km	15-20 mins
Hotel to stadium	4km	5-10 mins

Moncton - in km	Moncton Stadium	Harrison Trimble	Bernice MacNaughton	Rocky Stone	Delta Beausejour	Crowne Plaza	Greater Moncton International Airport
Moncton Stadium							
Harrison Trimble	3						
Bernice MacNaughton	6	6					
Rocky Stone	5	4	3				
Delta Beausejour	4	4	5	4			
Crowne Plaza	4	4	5	4	0		
Greater Moncton International Airport	10	11	13	12	9	9	

## COMPETITION VENUE FORM

### VENUE GENERAL INFORMATION

Venue name	
Owner's name	
Address	
Telephone	
Contact name / position	
Venue website address	
Year of construction	
Year of last major renovation(s) <small>(Start and end date of renovations or new builds if applicable)</small>	
Name of club(s) using site	
Travel distance to nearest proposed Team Hotel <small>(kms and mins)</small>	
Venue rental cost	

FIELD OF PLAY INFORMATION					REMARKS	
Name						
Dimensions of pitch (105 x 68 preferred)						
Type of pitch (natural grass or artificial turf; if turf please include turf rating)						
Dedicated soccer pitch? (yes/No. If NO provide details of other sport markings)						
Lighting (include lux amount, if no lights enter N/A)						
Fixed Goals (size and how many?)						
Moveable Goals (size and how many?)						
Benches (covered or uncovered?)						
Separation of spectators from pitch area? (fence/other)						
Seating capacity (permanent and temporary)						
Existing sound system (give specifications in remarks)						
Existing scoreboard/video board (give specifications in remarks)						
Emergency power generator (separate and independent)						
WORKROOM(S) THAT CAN BE USED FOR EVENT OPERATION		NAME	SIZE	FLOOR LEVEL	FLOOR TYPE	REMARKS
Indoor room(s) (create one line per room)						
Outdoor field(s) (create one line per field)						
Outdoor space(s) (create one line per space)						

ATHLETES & OFFICIALS SERVICES	YES	NO	N/A	NUMBER	REMARKS (please specify room size and room name)
Team dressing rooms (number of rooms and average size of each)					
Shower(s)					
Washroom(s)					
Referee dressing room(s) (number of rooms and average size of each)					
Medical room					
Doping Control rooms					
MARKETING ASPECTS	YES	NO	N/A	NUMBER	REMARKS
Does the venue have permanent advertising? (Please specify where)					
Does the venue have an agreement with a concessionaire who has exclusivity? If yes, what is the last year of the contract?					
Does the venue have beverage vending machine(s)?					
Does the venue have product exclusivity? - If yes, specify which one, and when this exclusivity expires.					
Spectators' snack bar(s)					
Spectators' elevator(s) - for disabled persons where required					
Merchandising sales area(s)					
VIP area					
Media area					

<b>TRANSPORTATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NUMBER</b>	<b>REMARKS</b>
Parking (car)					
Parking (buses)					
Drop off /pick up load zone (no. of cars at the same time)					
Drop off /pick up load zone (no. of buses at the same time)					
Loading dock (forklift requirement?)					
Public transportation (specify distance to bus stop in remarks column)					
<b>WILL THE FACILITY RENTAL INCLUDE THE FOLLOWING FACILITIES, EQUIPMENT OR SUPPLIES AT NO EXTRA CHARGE?</b>	<b>YES</b>	<b>NO</b>	<b>NOT AVAILABLE</b>	<b>IF NO, COSTS PER DAY</b>	<b>REMARKS</b>
Number of competition day(s) (please specify how many)					
Number of fit-out and decommissioning days (please specify how many)					
Access to the venues prior to fit-out days during non-exclusivity period					
Provide a clean venue with no advertisement					
All the rooms specified above					
All the outdoor field(s) / space(s) specified above					
Sport equipment (please specify in remarks column)					
Scoreboard and clock (please specify in remarks column)					
Furniture, fixtures and equipment (FF&E) (Please specify in remarks column)					
Electricity consumption					

Waste management					
Parking during the event					
Parking prior to the event					

<b>DO THE FACILITY RENTAL COSTS INCLUDE THE FOLLOWING SERVICES AT NO EXTRA CHARGE?</b>	<b>YES</b>	<b>NO</b>	<b>SERVICE NOT AVAILABLE</b>	<b>IF NO, COSTS PER HOUR</b>	<b>REMARKS</b> (please specify here if this service has to be provided by the owner because of exclusivity clauses)
Janitorial services for existing room in building					
Janitorial services for spectators' area including permanent spectators' seating					
Janitorial services for outdoor field					
Field maintenance					
Plumber services					
Electrician services					
Manpower services					
Sound technician(s)					
Scoreboard / video technician(s) where needed					
Telecommunication technician(s)					
Receptionist service					
Security personnel					

## COMPETITION REQUIREMENTS

MINIMUM COMPETITION VENUE REQUIREMENTS	COMPLY	DO NOT COMPLY	IF DO NOT COMPLY, REQUIRE:		COMMENTS (if cannot comply, please explain why)
			CAPITAL \$	FIT-OUT \$	

**Bidding Template 2 - Competition venue form (one per venue/training field)**

**TRAINING VENUE FORM**

**VENUE GENERAL INFORMATION**

Venue name	
Owner's name	
Address	
Telephone	
Contact name / position	
Venue website address	
Year of construction	
Year of last major renovation(s) <small>(Start and end date of renovations or new builds if applicable)</small>	
Name of club(s) using site	
Travel distance to nearest proposed Team Hotel <small>(kms and mins)</small>	
Venue rental cost	

TRAINING FIELD OF PLAY INFORMATION	DETAILS	REMARKS
Name		
Dimensions of pitch (105 x 68 preferred)		
Type of pitch (natural grass or artificial turf; if turf please include turf rating)		
Dedicated soccer pitch? (ie. No other markings)		
Lighting (include lux amount, if no lights enter N/A)		
Fixed Goals (size and how many?)		
Moveable Goals (size and how many?)		
Benches (covered or uncovered?)		

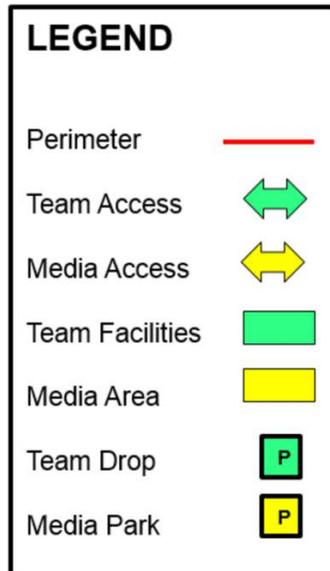
<b>WORKING ROOM(S) WHICH CAN BE USED FOR EVENT OPERATION</b>	<b>NAME</b>	<b>SIZE</b>	<b>FLOOR LEVEL</b>	<b>FLOOR TYPE</b>	<b>REMARKS</b>
Indoor room(s) (Please create one line per room)					
Outdoor field(s) (Please create one line per field)					
Outdoor space(s) (Please create one line per space)					
<b>ATHLETES &amp; OFFICIALS SERVICES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NUMBER</b>	<b>REMARKS</b> (please specify room size and room name)
Team dressing room					
Shower(s)					
Washroom(s)					
Medical room and general access					
<b>MARKETING ASPECTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NUMBER</b>	<b>REMARKS</b>
Does the venue have permanent advertising? - Please specify where					
Does the venue have beverage vending machine(s)?					
Does the venue have product exclusivity? - If yes specify, and when this exclusivity expires.					
<b>TRANSPORTATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NUMBER</b>	<b>REMARKS</b>
Parking (car)					
Parking (buses)					

Drop off /pick up load zone (no. of cars at the same time)					
Drop off /pick up load zone (no. of buses at the same time)					
<b>WILL THE FACILITY RENTAL INCLUDE THE FOLLOWING FACILITIES, EQUIPMENT OR SUPPLIES AT NO EXTRA CHARGE?</b>	<b>YES</b>	<b>NO</b>	<b>NOT AVAILABLE</b>	<b>IF NO, COSTS PER DAY</b>	<b>REMARKS</b>
Number of training day(s) (please specify how many)					
Number of fit-out and decommissioning days (please specify how many)					
Access to the venues prior to fit-out days during non-exclusivity period					
Provide a clean venue with no advertising					
All the rooms specified above					
All the outdoor field(s) / space(s) specified above					
Sport equipment (please specify in remarks column)					
Furniture, fixture and equipment (FF&E) (Please specify in remarks column)					
Electricity consumption					
Waste management					
Parking during the event					
Parking prior to the event					

DO THE FACILITY RENTAL COSTS INCLUDE THE FOLLOWING SERVICES AT NO EXTRA CHARGE?	YES	NO	SERVICE NOT AVAILABLE	IF NO, COSTS PER HOUR	REMARKS (please specify in remarks if this service has to be provided by the owner because of exclusivity clauses)
Janitorial services for existing room in building					
Janitorial services for outdoor field					
Field maintenance					
Plumbing services					
Electrician services					
Manpower services					
Telecommunication technician(s)					
Receptionist service					
Security personnel					

## Training Site Floor Plan

(examples)



### Legend to Include:

- Perimeter
- Team Access and Drop off
- Match Officials Access and Drop off
- Spectator Access
- Team Change rooms/Facilities
- Match Official Change rooms/Facilities

## Training Site Photos

(Examples)



### Photos should include:

- Field
- Dressing Rooms
- Facilities

**Bidding Template 4 - Hotel forms (one per hotel)**

GENERAL INFORMATION			
<b>Hotel name:</b>		<b>Owner:</b>	
<b>Address:</b>			
<b>Telephone:</b>		<b>Web site:</b>	
<b>Opening year:</b>		<b>Last renovation:</b>	
CAPACITY			
	Capacity	Booked	Costs + tax (without breakfast)
<b>Single (1 bed)</b>			
<b>Double (1 bed)</b>			
<b>Twin (2 beds)</b>			
<b>Triple (2 beds)</b>			
<b>Quad (2 beds)</b>			
CHARACTERISTICS			
<b>No. of stars:</b>		<b>No. of meeting rooms (also incl. total square meters):</b>	
<b>No. of restaurants:</b>		<b>No. of bars</b>	
<b>Services available in the rooms</b>			

<b>TRANSPORTATION</b>			
<b>Distance (km) to airport:</b>			<b>No. of minutes:</b>
<b>Distance (km) to downtown:</b>			<b>No. of minutes:</b>
<b>Distance ( km) to competition site:</b>			<b>No. of minutes:</b>
<b>Parking (no. of spots)</b>	<b>Cars:</b>		<b>Buses:</b>
<b>Pick up / Drop off (no. of spots available)</b>	<b>Cars:</b>		<b>Buses:</b>
<b>Distance from public transportation stops:</b>			

**Bidding Template 5 - Bidding statement**

The bid committee represented by [organization name] \_\_\_\_\_ agree to comply with the following statement:

Cooperate fully with Canada Soccer in the staging and hosting of the Event and assume responsibilities for all expenses concerning the National Championship Competition 2018. Agree that all contents of the bid application submitted by the bid committee and the bid institution are binding, unless it conflicts with the obligations listed in the Request for Proposal for the National Championship Competition 2018. Any changes to the bid application once the event has been awarded must be approved by Canada Soccer prior to taking effect.

Immediately after being awarded the event by Canada Soccer and no more than 30 days later, the Bid Committee will create a Local Organizing Committee (LOC) which shall be responsible for the organization of the event.

The appointment of the LOC is conditional upon the Organizing Committee undertaking in form and substance satisfactory to Canada Soccer to fully comply with the terms and conditions of the obligations listed in the RFP and the Hosting Agreement which will be completed upon award of a National Championship Competition 2018. Both the Bid Committee shall be liable for all commitments entered into by them, individually or collectively, in connection with the organization and staging of the event, including any obligation under the Hosting Agreement for the National Championship 2018.

Signed \_\_\_\_\_

Bid Committee Chair