



**HOSTING THE NATIONAL CHAMPIONSHIPS  
HÔTES DES CHAMPIONNATS NATIONAUX**

**2026-2027**

**REQUEST FOR PROPOSAL  
APPEL D'OFFRES**

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Any questions pertaining to this document or the bid application process should be directed to / toute question relative à ce document ou au processus d'appel d'offres doit être adressée à :

Canada Soccer • 237 Metcalfe Street • Ottawa, ON K2P 1R2  
E: [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com)

## **PART 1 - OVERVIEW**

### **1.1 INTRODUCTION**

Canada Soccer accepts proposals from Canadian communities to host the Canada Soccer National Championships in 2026 and 2027. These events will be organised and executed by Canada Soccer in collaboration with the Local Organising Committee (LOC) as established by the successful bidding applicant.

Each year, the Canada Soccer National Championships are held simultaneously in three host cities across the country, identified by three age groups:

- **Challenge Trophy and Jubilee Trophy:** Canada Soccer's National Championships for men's and women's amateur clubs from across the country (hosted together in one city)
- **U-17 Cup:** Canada Soccer's National Championships for competitive amateur U-17 clubs from across the country
- **U-15 Cup:** Canada Soccer's National Championships for competitive amateur U-15 clubs from across the country

The National Championships are event properties owned by Canada Soccer. As such, Canada Soccer 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, as outlined in this Request for Proposal, the teams, officials and Canada Soccer delegates from arrival to departure. The LOC will be responsible for providing the competition and training fields that meet the minimum hosting requirements. The LOC 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 Championships.

The successful bid will demonstrate the ability to stage national sporting events in a cost-effective manner with a focus on excellence in the following areas:

- ✓ Participant experience
- ✓ Facility and event management/operations
- ✓ Spectator potential
- ✓ Community engagement
- ✓ Local sponsorship
- ✓ Human resource provision

Canada Soccer, as the rights holder, retains and controls all commercial inventory for the National Championships. These rights, which include but are not limited to, audiovisual and radio recording, reproduction and broadcasts, multimedia, sponsorship, marketing and promotional activity. However, it should be noted that LOC marketing, promotional and revenue opportunities exist (see section 2.11).

The opportunity to bid on hosting the National Championships is open to all Canadian communities. Canada Soccer requires bidding communities to obtain the support of the Provincial/Territorial Soccer Organisation, the City, and a local soccer club. The final 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 Championships by the Canada Soccer Competitions Committee.

## **1.2 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 recognised 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 includes the 13 Provincial/Territorial Soccer Organisations (PTSOs) along with the professional clubs across the country and two Leagues in Membership.

## CANADA SOCCER 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.

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 more than 800,000 registered Canada Soccer players in Canada within clubs and districts that operate in the 13 PTSOs. Canada Soccer is affiliated with FIFA, Concacaf and the Canadian Olympic Association.

## CANADA SOCCER HOSTING OBJECTIVES

Building on the success of Canada Soccer's proven hosting ability, Canada Soccer wishes to continue to engage stakeholders and partners in bringing the highest-level amateur soccer to municipalities from coast to coast to coast

across Canada's provinces and territories. In doing so, Canada Soccer's objectives include:

- ✓ Determine the national champions in the respective age 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 professional development opportunities 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

### **1.3 NATIONAL CHAMPIONSHIPS**

#### DESCRIPTION OF THE EVENT

As Canada Soccer's largest national event featuring clubs from coast to coast, the National Championships have served as the nation's primary amateur soccer competition for more than 100 years, with the men's competition inaugurated in 1913, the youth competition inaugurated in 1966, and the women's competition inaugurated in 1982. At all age levels, the National Championships provide a meaningful week-long soccer experience for host cities and participating teams, as well as the players, coaches, support staff, officials, and volunteers.

Canada Soccer's National Championships are hosted each October across six divisions in three venues: the adult competition for the men's Challenge Trophy and women's Jubilee Trophy; the U-17 Cup competition for boys and girls; the U-15 Cup competition for boys and girls.

- ✓ 7-12 October 2026
- ✓ 6-11 October 2027

Canada Soccer welcomed a record 105 qualified teams to its national amateur competitions in 2024 across the Futsal Canadian Championship (April), the inaugural Player-Development Program Championship (August) and the National Championships (October). The 105 qualified teams came from a group of more than 900 amateur teams competing in men’s and women’s divisions in the adult, U-17 and U-15 categories from May 2023 through October 2024.

NATIONAL CHAMPIONSHIPS  
SURREY 2024



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CHAMPIONNATS NATIONAUX TOYOTA 2024



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More information on Canada Soccer’s national amateur competitions can be found online at [www.canadasoccer.com/competitions](http://www.canadasoccer.com/competitions), including a landing page for the 2024 and 2025 host cities (Hosting the National Championships).

## 1.4 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.

### TIMELINE OF EVENTS

**February 2025**

Canada Soccer opens candidature for the National Championships by sending an invitation letter to bid to potential Bidding communities.

**31 March 2025**

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.

**30 May 2025**

Deadline for bidding communities to send their bid document to Canada Soccer by filling out the Bid application (see Part 3).

**13 June 2025**

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 recommends to the Canada Soccer Competitions



Committee the best proposals to host the National Championship.

**July 2025**

Canada Soccer Competitions Committee awards and announces the selected venues and which National Championships they will host.

## LETTER OF INTEREST

Interested bid communities must send a letter of interest to Canada Soccer by 18.00 ET on 31 March 2025. The letter must state the bidding community's interest in hosting the event and state the community's intention to submit a full bid application. This letter should be submitted electronically to [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com).

## HOSTING OBLIGATIONS

Each event is hosted by a Provincial/Territorial Soccer Organisation, a Club, or a Municipality selected by Canada Soccer through an RFP process. Ideally it is a combination of all interested stakeholders, which are ultimately responsible for the organisation of the competition which in practice forms a LOC that carries it through.

Bidding communities must meet minimum standards outlined in this document to stage the National Championships. See Part 2, *Minimum Hosting Standards*.

The following mandatory commitments from a bidding community are required. If the bid does not include the following mandatory elements, the bid will be rejected:

- ✓ Bid application with answers to all questions and all requested appendices (note the existing text is not to be modified).
- ✓ Commitment letters signed by bid institutions stating the type of support they will offer for the event.
- ✓ Signature of the Bid Committee (Bidding Template 5)
- ✓ Two (2) letters of support must be submitted with your application as follows:
  1. A letter of support from either the Provincial/Territorial Soccer Association, Soccer Association, or registered club.
  2. A letter of support from the Municipality,

tourism office, or proposed facility.

## 1.5 BID RULES

### 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.

### 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.

### BID DOCUMENT

Electronic Copies (submitted in English) should be delivered to [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com) no later than 18.00 ET on 30 May 2025.

The numbering within the submitted bid application must be maintained, reflecting the same numbering and order in Part 3 (*Bid Application*) of this document. 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.

## COMMUNICATION

Potential bid hosts must address all questions in writing via email to Canada Soccer at [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com). All replies will be forwarded to all potential bid hosts.

No formal or informal presentation relating to the bid shall be held with Canada Soccer Board of Directors, Canada Soccer Competitions Committee, Evaluation Committee or staff, 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.

### **1.6 BID EVALUATION**

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

## WEIGHTING

Bidders will be assessed according to the following criteria:

		Weight %
1	<b>Background</b> This section will evaluate the background of the bidding community, including climate, event experience, and the roles and experience of the potential LOC members. <i>See Bid Application 1.1-1.4</i>	5
2	<b>Support and partnerships</b> This section will evaluate both committed and potential support systems (including partners/stakeholders, governments, organisations, institutions, staff, Provincial/Territorial Soccer Association, local clubs, etc.) that the bidding community has established. <i>See Bid Application 2.1-2.4</i>	5
3	<b>Facilities</b> This section will evaluate the degree to which the proposed facilities meet or exceed the requirements. <i>See Bid Application 3.1-3.4</i>	30
4	<b>Competition</b> This section will evaluate the background of the competition organising committee and evaluate match official provision. <i>See Bid Application 4.1-4.2</i>	5
5	<b>Finance (including revenue generation)</b> This section will evaluate the degree to which the proposed financial model (revenues and expenditure) demonstrates the demands of the competition. This includes the financial risk assessment, webcasting/broadcasting, and marketing plan. <i>See Bid Application 5.1- 5.3</i>	15
6	<b>Communication, hosting services and other activities</b> This section will evaluate spectator potential, community engagement and outreach, and media and hosting services. <i>See Bid Application 6.1- 6.3</i>	10
7	<b>Operation Organisation</b> This section will evaluate the experience of the host committee and their ability to meet the operational and organisational requirements. This includes airport, transportation, media, security, official language, and technological operations. <i>See Bid Application 7.1-7.7</i>	25
8	<b>Legacy</b> This section will evaluate the legacies that the event will leave at the local, provincial and national level as well as evaluate what makes your community unique from other communities. <i>See Bid Application 8.1-8.2</i>	5
9	<b>Total</b>	<b>100 %</b>

## **PART 2 - MINIMUM HOSTING STANDARDS**

### **2.1 INTRODUCTION**

This document is designed for Member Associations, Municipalities, or Clubs, who may consider bidding for the challenge of staging the National Championships. It is prepared by Canada Soccer who are the rights holder and has overall responsibility for these events.

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

Hosting the National Championships is an effective means for communities to improve facilities with the support of their respective municipalities. It delivers professional development opportunities to staff and volunteers involved in hosting competitions and leaves a memorable and lasting impression of your community or region for the participants.

### **2.2 ROLES AND RESPONSIBILITIES**

Canada Soccer works closely with the Local Organising Committees in each city to collaboratively stage a successful National Championships each year. Once a community has been selected to host the National Championships, Canada Soccer will produce the Hosting Agreement as well as Concepts of Operation that help define the roles and responsibilities of each party.

#### **CANADA SOCCER RESPONSIBILITIES**

As the rights holder of the National Championships, Canada Soccer plans and executes these national amateur competitions. Canada Soccer evaluates bids and awards the

National Championships to Host Associations through the Canada Soccer Competitions Committee.

Annually, Canada Soccer will decide on the following items:

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

The duties of Canada Soccer appointed personnel are contained in the Regulations for Canada Soccer's National Championships ([www.canadasoccer.com/competitions](http://www.canadasoccer.com/competitions)).

**Canada Soccer is further responsible for the following:**

- ✓ Hosting Agreements
- ✓ Provision of Hosting Grants
- ✓ National coordination/information dissemination
- ✓ Governing body
- ✓ Competition schedule
- ✓ Liaising with National Sponsors/ National sponsor activation
- ✓ Competition branding and sponsor recognition
- ✓ Assisting with local sponsor engagement
- ✓ Centralised Merchandise Program
- ✓ Promotions (advertising, give away prizes)
- ✓ Representative participation
- ✓ Print ready trifold program
- ✓ Broadcast/streaming contracts
- ✓ Appointing Match Officials to the competition and matches
- ✓ Maintaining competition website, results, standings, and stories
- ✓ Referee education workshops
- ✓ Arranging team air travel

## CANADA SOCCER REFEREES' COMMITTEE RESPONSIBILITIES

Canada Soccer Referees' Committee is ultimately responsible for ensuring appropriate refereeing standards for these competitions. Depending on the location, it may arrange for

out-of-province referees to be appointed alongside local referees (airfare at Canada Soccer's expense). The Referees' Committee will work directly with the LOC to make sure that appropriate referee standards are maintained as well as provide pre-competition education and training together with ongoing evaluation during the competition. The appointment of referees to individual matches is arranged by the Canada Soccer Supervisor of Officials. Four match officials will be appointed to each match.

## LOCAL ORGANISING COMMITTEE RESPONSIBILITIES

The Host is responsible for organising, hosting, and staging the National Championships in accordance with the Hosting Agreement. The Host shall establish a LOC within 30 days of signing the agreement and the LOC will create financial controls, budgets and reports, and will be 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. The 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 will attend Canada Soccer's National Competitions education meetings as set by Canada Soccer
- ✓ 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 (meet and greet)
- ✓ Arranging team transportation to/from all matches (plus one training session per team)
- ✓ Arranging transportation for Match Officials
- ✓ Arranging qualified physio/first aid at each field



- ✓ Liaising with the local media and any local sponsors/officials
- ✓ Planning for Opening Ceremonies and Award Ceremonies as well as protocol in conjunction with Canada Soccer
- ✓ Appointing volunteer Field Coordinators for each match
- ✓ 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
- ✓ 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 PTSOs at least ninety days prior to the start of the National Championships
- ✓ Accommodations (confirm booking only, payment is the team responsibility)
- ✓ Provide +/- 30 Match Officials with appropriate experience as required by Canada Soccer from within the PTSO and/or local community
- ✓ Ticket sales concept
- ✓ Team services
- ✓ Volunteers
- ✓ Youth Programme (ex. ball retrievers, flag bearers)
- ✓ Installation of signage and wayfinding provided by Canada Soccer
- ✓ Arrange for storage for event materials
- ✓ Source commentators for all matches (where possible) with a requirement to source commentary for final and semi-final matches
- ✓ Provide infrastructure for broadcast

## BENEFITS OF HOSTING

By hosting the National Championships 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 superb host, propose events that complement the competition, and use the occasion to stimulate interest in your part of Canada.

Canada Soccer hosts the official landing pages for each division of the National Championships. Hosts will be provided the opportunity to promote the venue and local sponsors on these web pages, subject to approval of content by Canada Soccer.

Furthermore, Canada Soccer is committed to stream all of the matches from the main field as well as one secondary field throughout the competition. 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.

### **2.3 HOSTING GRANT**

An event hosting grant is provided by Canada Soccer based on the number of participating teams in each division of the National Championships.

In conjunction with the LOC, Canada Soccer may also determine a hosting fee from the local municipality.

### **2.4 COMMERCIAL RIGHTS**

Canada Soccer is the owner of all commercial 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 will be to provide all competition 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 will be to build the brand of the National Championships, service the competition's national partners, develop marketing collateral, and deliver a merchandising solution with minimal risk to the LOC.

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 LOC
- ✓ 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 is used across each local venue
- ✓ Work with the LOC to ensure competition logo is used correctly across all marketing and communication platforms
- ✓ 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

## BROADCAST/STREAMING

Canada Soccer will organise a stream at the primary and secondary field locations of all competitions. In addition, Canada Soccer will be responsible for producing a multi-camera enhanced broadcast including commentary for the Challenge Trophy and Jubilee Trophy 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.

The LOC is responsible for providing the infrastructure to support broadcasting at primary and secondary field locations. This includes:

- ✓ Camera position/centre field platform with clear view of pitch platform for enhanced broadcast
- ✓ Access to power
- ✓ Covered position for commentators and camera operators
- ✓ Access to a stable, hard-wired internet connection

#### 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 within the local marketplace.

The Venue Communications Officer will act as the local media relations lead on all matters related to the LOC, including competition venues, impact on the local community, tourism, volunteers, ticketing, etc.

Press operations and media relations will include:

- ✓ National communications support from Canada Soccer headquarters
- ✓ Provision of national scope for communications and media relations
- ✓ Coordinating local photography and videography

Canada Soccer will maintain the official website for the competition, including regulations and resources, schedule and results, participating clubs, links to news/stories and broadcasts, final standings, award winners and the official list of winning players and team staff.

The Venue Communications Officer will also require the support of a local data reporter (data, records & scoring). At the adult National Championships, volunteer data reporters will be required at each individual match.

## 2.5 HOTELS

### REQUIREMENTS FOR TEAMS

The LOC for the National Championships shall work with local hotels to provide (but not pay for) hotel accommodation for all visiting teams, with a maximum of four to a room up to a maximum of 21 players and five team staff as well as a single room for the PTSO Representative.

It is recommended that each team be initially allocated seven double rooms and one single room. Double rooms are considered rooms with two double beds (a pull-out couch does not count as a bed) and the maximum capacity per room is four players.

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

- ✓ Only teams of the same gender should be accommodated on the same hotel floor (if required, men's and women's teams may be accommodated in separate hotels); it is recommended that these hotels be as close together if possible and the room costs for these hotels be the same for both
- ✓ Hotels with guest room 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
- ✓ Laundry room in hotel (if there is no laundry room in the hotel a list of laundromats in the area must be provided)
- ✓ At least two 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
  - ✓ In a hotel where restaurants are available, no arrangements for food are required however the hotel may want to provide available options to teams

#### REQUIREMENTS FOR CANADA SOCCER STAFF

Canada Soccer and the LOC will work together to book hotel accommodation at the main team hotel (“host hotel”) for the Canada Soccer appointed Match Commissioner, General Coordinator, and Assistant General Coordinator:

- ✓ Three single rooms with arrangements made for direct billing to Canada Soccer
- ✓ Complimentary internet service
- ✓ Complimentary parking for Match Commissioner, General Coordinator and Assistant General Coordinator

#### REQUIREMENTS FOR CANADA SOCCER MATCH OFFICIALS AND THE SUPERVISOR OF OFFICIALS

The LOC will be required to book hotel accommodation at a separate hotel from that of the teams and Canada Soccer staff for the Supervisor of Officials and Canada Soccer appointed 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 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 a single room for the Supervisor of Officials
- ✓ Book single rooms for appointed assessor(s) with direct billing to Canada Soccer
- ✓ Complementary internet service
- ✓ Complimentary parking for the Supervisor of Officials

## REQUIREMENTS FOR MEETING ROOMS

The LOC will be required to book the following meeting rooms:

- ✓ A meeting room for daily meetings with PTSO Representatives (typically 20 persons per meeting) that can also be used by the Match Commissioner as needed (including Discipline Hearings)
- ✓ An event office large enough to accommodate both LOC and Canada Soccer personnel
- ✓ Meeting room at the Referee Hotel for each evening for the duration of the competition (typically 40-60 persons per day)

On the night before the competition begins:

- ✓ Cast & Brace Meeting with the Supervisor of Officials on the night (typically six persons, if required)
- ✓ PTSO Representatives Meeting (typically 20 persons) at 19h15
- ✓ Pre-Competition Meeting with all teams (typically 50-100 persons) at 20h00
- ✓ Referees Meeting (typically 40-60 persons) also at 20h00

## 2.6 OPENING AND AWARD CEREMONIES

The LOC, in conjunction with Canada Soccer, will be responsible for organising any official ceremonies, including an Opening Ceremony as well as the Awards Ceremony (either a combined awards presentation for both divisions or separate presentations after each Final match).

At the youth National Championships, a full Opening Ceremony will feature all the participating teams (players and staff) as well as the PTSO Representatives. The LOC is required to provide the concept for its Opening Ceremony at least three months in advance of the competition.

The top-three teams in each division are required to attend the Awards Ceremony (gold, silver, bronze), as well as their PTSO Representatives and the Match Officials from the Final matches.

- ✓ PA system
- ✓ Bilingual announcer
- ✓ National Flag
- ✓ 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

## 2.7 TECHNICAL REQUIREMENTS

### COMPETITION MATCH SCHEDULE

Canada Soccer will be responsible for the Competition Match Schedule. In conjunction with the LOC, Canada Soccer will set the kickoff times and field allocation. The final schedule shall be produced no later than three months prior to the start of the competition.

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

- ✓ Half-time interval
- ✓ Sixty minutes scheduled between matches to permit a warm-up period as well as pre-match protocol as required
- ✓ Kickoff times will not be scheduled to start any later than 19.00 local time, unless specifically requested by the LOC, with a



rationale, for consideration.

## PLAYING FACILITIES STANDARDS

Proposed venues for any National Championships 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 will establish whether there are any exclusivities within the venue that may need to be taken in consideration when evaluating the bid.

To stage the National Championships, a minimum of five competition fields are needed along with at least one training field.

## COMPETITION FIELDS

- ✓ Competition Fields may be properly groomed natural turf or FIFA approved artificial turf, marked in accordance with FIFA Laws of the Game, and must have goals, complete with white goal nets, and corner flags
- ✓ Artificial turf that has other soccer markings may be used. Where artificial turf has gridiron football markings this may be proposed as a third, fourth or fifth competition field, providing that the football uprights can be removed
- ✓ Each competition field must be of full size, ideally marked at 105m x 68m but no less than 100m x 64m
- ✓ Alternative fields 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
- ✓ Panels or electronic substitution boards must be provided for use by the fourth official to indicate the substitution of players and the number of minutes of time allowed at the end of each half
- ✓ Each field must have technical areas for each team marked in accordance with the Laws of the Game and a designated fourth official area complete with a table and three chairs
- ✓ Covered benches 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
- ✓ Team benches must have the capacity to seat a minimum of fourteen players.
- ✓ 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
- ✓ 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 metre from the touchline (and 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 100 people (plus PA/Press Box) on at least one competition field
- ✓ For the adult National Championships, all fields must be enclosed, with facilities for payment of an admission fee
- ✓ At youth competitions, no alcohol shall be sold or consumed on the competition venue or at any social functions that the athletes are invited to attend

## DRESSING ROOMS

- ✓ Four team dressing rooms are required for each competition field where back-to-back matches will be scheduled with only 60 minutes between matches
  - If sufficient fields are made available a minimum of two team dressing rooms must be provided
- ✓ Two referee 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

## MATCH BALLS

- ✓ Three match balls must be provided for each match
  - Three match balls per hosted match is suggested

## FIELD COORDINATOR

A Field Coordinator is to be assigned to each match by the LOC in conjunction with Canada Soccer General Coordinator and Assistant General Coordinator. Their role includes:

- ✓ Collect match sheets from competing teams
- ✓ Monitor the match and ensure that the results are submitted
- ✓ Ensure that the Competition Regulations are being met
- ✓ Monitor the team pre-match warm-up period
- ✓ Confirm that the match balls are on site
- ✓ Check corner flags as well as goal nets (make sure they are in place)
- ✓ Confirm teams have access to drinking water
- ✓ Work in conjunction with the referees to ensure a timely kickoff for matches
- ✓ Ensure competition area is clean post-match in preparation for the following match
- ✓ 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
- ✓ Submit a daily checklist to the General Coordinator that includes any competition breaches

## YOUTH PROGRAMME

- ✓ The LOC should provide at least four uniformed ball retrievers for each match
  - Maximum number of ball retrievers is eight per match
  - Ball retrievers should be a minimum of 12 years old
  - Ball retrievers under 16 years old are to be accompanied by a chaperone
- ✓ For the Semifinals and Final matches, a minimum of 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-match ceremony
- ✓ Flag bearers will be required to be at the competition field no later than one hour prior to the kickoff to receive instructions and rehearse

## TRAINING FACILITIES

The LOC is responsible for identifying training facilities and are responsible for the cost of one training session for each team.

- ✓ Teams will advise the LOC no later than two 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

## REFEREE REPORTING

The LOC is also responsible for providing the infrastructure required to complete referee reporting. An area dedicated to referee input is

required at each competition field. This room must include a desk, chairs, and a reliable internet connection.

## 2.8 TRANSPORTATION

### *Team 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 the National Championships, this includes a maximum of 21 players, five staff and one PTSO Representative
- ✓ Each visiting team must be met at the airport and be transported to their accommodations and returned to the airport at the end of the competition
  - These transfers will include the team's equipment; luggage vans may be required.
- ✓ Transportation shall also be provided for all teams and their PTSO Representatives from the accommodation to the matches 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
- ✓ In the case that there are two team hotels (male/female), the LOC will also be responsible for transporting team representatives at the other hotel to and from the hotel in which the Pre-Competitions Meeting takes place
- ✓ Where a team has been approved to travel to the National Championships via ground transportation, they must advise Canada Soccer and the LOC no later than two 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.
- ✓ If a Host is appointed where the accommodation and competition venue is further than one 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.

### ***Match Official Transportation***

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

## **2.9 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 division of the National Championships.

- ✓ Normally, this ranges from 30-35 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 six match officials appointed by Canada Soccer. The per diem will be Canada Soccer rate.
- ✓ All match officials are to be paid match fees by the LOC for each match equivalent to that paid by the Member 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 matches
- ✓ 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

## CONFERENCES, CLINICS, AND 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 dependent on the number of local officials who will be engaged. Canada Soccer will work with the LOC and the PTSO to coordinate this training to maximise the effectiveness of the education provided.

### **2.10 HOSPITALITY**

The LOC is invited to provide a Hospitality Suite for the social interaction of the team staff, PTSO Representatives, and competition organisers. 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.
  - PTSO Representatives are required to be in attendance.
  - Match Officials may attend official functions at the discretion of the Match Commissioner.

## SOCIAL FUNCTIONS

The LOC may organise a social function for PTSO Representatives, and others, at its discretion.

### **2.11 HOST ASSOCIATION REVENUE OPPORTUNITIES**

#### MERCHANDISE

Canada Soccer centrally organises merchandise for all competitions. Canada Soccer selects the item lines and approves design and placement of the branding. Merchandise is available online before the competition so that participants may order in advance of the National Championships. The LOC will identify an appropriate space for the merchandise outlet in the competition venue. The LOC will receive a percentage 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 merchandise vendor.

## 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 conflicts with an existing Association sponsor Canada Soccer will manage first-right-of-refusal process
- ✓ LOC to confirm local sponsors as agreements are finalised

## TICKET SALES

The LOC may charge an admission fee to each match or across the National Championships. 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.

## GOVERNMENT FUNDING

Sport tourism is high profile and many provincial or 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.

## **2.12 FIRST AID/MEDICAL**

### HEALTH CARE STANDARDS

The Local Organising Committee will support the timely and primary treatment and care of participants who may require medical attention during the competition.

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 organising 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.

### 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 matches are in progress to provide initial care for injured players. This person must also be available one hour before and after each match 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 match officials must be advised of the nature of the medical and emergency services provided for the duration 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 local Field Coordinator for each match must be aware of how emergency medical services may be summoned.

The LOC will be required to 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

### **2.13 EVENT DOPING REQUIREMENTS (CANADIAN CENTRE FOR ETHICS IN SPORT)**

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

- ✓ Chaperones
- ✓ Facilities
- ✓ Beverages
- ✓ Parking

#### **CHAPERONES**

Individuals may 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 (DCO) 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.

## ***FACILITIES***

The doping control station should be located in close proximity to the competition 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.

The doping control station must be divided into three separate, but interconnected areas (preferably, but not necessarily, three rooms). These areas are:

- ✓ Waiting Room
- ✓ Doping Control Processing Room
- ✓ Washroom

## ***BEVERAGES***

The LOC 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.

## **2.14 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 if the initial site is inaccessible.

### **PART 3 - BID APPLICATION**

The bid application must be returned to the rights holder in the format outlined below.

Bidding communities will be evaluated by the 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.

Please respond to the topics below in your bid application, maintaining numbering that is consistent with the numbering in this section.

#### **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?

#### **2. SUPPORT AND PARTNERSHIPS**

- 2.1. Who will be the event promoter and the event partners/stakeholders?
- 2.2. Have you received any commitments of support from various local, regional, provincial governments, organisations or institutions?
- 2.3. Do you have support from the PTSO, local soccer association and/or club

### **3. FACILITIES**

- 3.1. Does the existing competition site facility comply with or exceed the obligations, including technical rules and regulations?
- 3.2. Does the existing training site facility, including the equipment, comply with or exceed rules and regulations?
- 3.3. 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 Chair the Local Organising Committee?
- 4.2. Who are the potential members of the Local Organising Committee?
  - 4.2.1. Provide any relevant background information about potential members.
- 4.3. How many referees (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 provide a summary budget including the following basic revenue and expenses.
  - 5.1.1. Revenue – Grants & Government Funding, Fundraising and Sponsorship.
  - 5.1.2. Expenses – Competition & Training Fields, Referees, Transportation, Accommodations and Meeting Facilities.
- 5.2. OPTIONAL - If your municipality or region has an Economic Impact tool please provide estimates.

## **6. OPERATIONS**

- 6.1. Please complete the Bidding Template (Concepts of Operations Summary) for Accommodations as outlined in the Appendix (one template for each proposed hotel)
- 6.2. OPTIONAL – Outline your early concepts for the following operation categories: Airport Operations, Transportation, Medical Services and Technology Infrastructure

## **7. LEGACY AND CONCLUSION**

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



**APPENDICES • ANNEXES**

**2026-2027**

## **APPENDICES**

Bidding communities need to include the following appendices:

<b>Bidding Template 1</b>	Bidding community site map with all venue locations
<b>Bidding Template 2</b>	Accommodation form (one per proposed hotel)
<b>Bidding Template 3</b>	Bidding statement (signed by Bid Committee Chair)
<b>Bidding Application Checklist</b>	Checklist of all necessary bid components



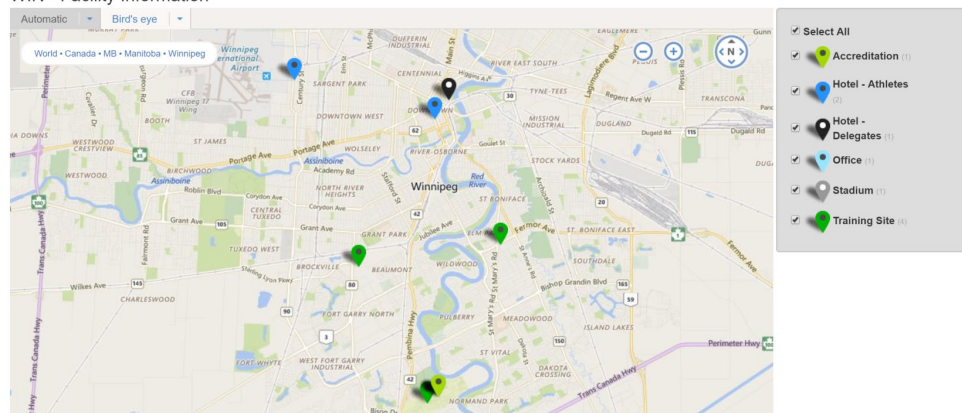
# BIDDING TEMPLATE 1 - BIDDING COMMUNITY SITE MAP

## Requirements:

- A map including all venue locations
- Distance charts that include the following:
  - Distance between training site(s) and hotel(s)
  - Distance between hotel and airport
  - Distance between hotel and stadium

## COMMUNITY SITE MAP (EXAMPLE):

WIN - Facility Information



## DISTANCE CHARTS (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	

## **BIDDING TEMPLATE 2 - ACCOMMODATION FORM**

### **Requirements:**

- Please fill out one accommodation form for **each** proposed hotel
- Please note that there will be a **minimum** of two proposed hotels:
  - Host Hotel, Team hotel(s) Match Commissioner, General Coordinator
  - Match Officials Hotel, Supervisor of Officials and Canada Soccer appointed Match Officials

\*Please ensure that you fill out the accommodation form in its entirety for each proposed hotel

<b>Accommodation Form</b>			
<b>General Information</b>			
Hotel name			
Hotel owner			
Hotel address			
Telephone			
Hotel website address			
Opening year			
Last renovation			
<b>Capacity</b>			
Room type	Capacity		
Single (1 bed)			
Double (1 bed)			
Twin (2 beds)			
Triple (2 beds)			
Quad (2 beds)			
<b>Characteristics</b>			
Number of stairs			
Number of meeting rooms			
Total square meters of meeting rooms			
Number of restaurants within hotel			
Number of bars within hotel			

Services available in rooms	
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### **BIDDING TEMPLATE 3 - BIDDING STATEMENT**

The bid committee represented by [organisation name]  
 \_\_\_\_\_ agrees 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 Championships 2026/2027. Agree that all contents of the bid application submitted by the bid committee and the bid institution are binding, unless it is conflicting with the obligations listed in the Request for Proposal for the National Championships 2026/2027. 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 Organising Committee (LOC) which shall be responsible for the organisation of the event.*

*The appointment of the LOC is conditional upon the Organising 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 the National Championships. Both the Bid Committee shall be liable for all commitments entered into by them, individually or collectively, in connection with the organisation and staging of the event, including any obligation under the Hosting Agreement for the National Championships.*

\_\_\_\_\_

X

Bid Committee Chair

## **BID APPLICATION CHECKLIST**

Please use this checklist before submitting your bid application to ensure that you have completed all the necessary components of the application

- ✓ You have responded to each of the seven key topics and their accompanying questions as outlined in *Part 3- Bid Application*
- ✓ You have included each of the three completed bidding templates and fulfilled the listed requirements within each template
- ✓ You have included an Operational Budget
- ✓ You have included a letter of support from a registered club, PTSO, or Soccer Association
- ✓ You have included a letter of support from **one** of the following: Municipality, Tourism Office or proposed facility