



CANADA SOCCER
ANNUAL MEETING OF THE MEMBERS
2024 – 2025

Any questions regarding this document or the bid application process should be directed:

KELSEY HUNT

Manager, Events •
Canada Soccer 237 Metcalfe
Street • Ottawa, ON K2P 1R2

T: 613-402-1223 E: khunt@canadasoccer.com



TABLE OF CONTENTS

- 1. INTRODUCTION 1
- 2. ABOUT CANADA SOCCER 2
- 3. EVENT REQUIREMENTS 2
- 4. PROPOSAL EVALUATION AND SUBMISSION FORMAT 4
- 5. APPENDIX ERROR! BOOKMARK NOT DEFINED.

1. INTRODUCTION

As of 24 July, 2023, Canada Soccer is now accepting proposals from Canadian communities to host the 2024 and 2025 editions of the Canada Soccer Annual Meeting of the Members. This event will be organised and executed by Canada Soccer in collaboration with the Host City as established by the successful bidding applicant.

Each year, the Canada Soccer Annual Meeting of the Members (herein referred to as the AMM) is held which will be bringing together over 100 delegates from across the country for just under a week. These meetings involve bringing together the membership for the yearly gathering to present the annual report and discuss the associations performance and strategy. Members will vote on current issues within the bylaws, attend educational workshops and partake in the awards banquet.

Dates for the AMM are as follows:

1 – 5 May 2024;

30 April – 4 May 2025;

As the AMM is an event property 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 Host City. The Host City will be responsible for hosting a welcome reception for the delegates, any offsite event excursions if proposed.

The successful bid will demonstrate the ability to stage national sporting conference in a cost-effective manner with a focus on meeting space availability with the ability to be flexible, accommodation for all participants at one property, and excellent conference services management.

The opportunity to bid is open to all Canadian communities. Canada Soccer strongly encourages bidding communities to obtain the support of the Provincial or Territorial Soccer Association, City, and/or Local Soccer Club. While there is no rotation of regions for this event, the previous



editions have been Saint John NB in 2023 and Winnipeg MB in 2022. The final site selection for the AMM will be managed by Canada Soccer's Event Management Unit and the successful bid applicants will be awarded one of 2024 or 2025.

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 and leagues located and operating in Canada.

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.

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. More information about Canada Soccer can be found at www.CanadaSoccer.com

3. EVENT REQUIREMENTS

Canada Soccer together with the Host City shall solicit and negotiate quotes from local hotels for delegate rooms, VIP rooms and sufficient meeting spaces for the AMM and its related activities. This shall comprise of three (3) VIP rooms, 200 guest room nights, and meeting space



for Board of Directors, Members' Forum, Executive Directors, Committees (2), Workshops (3), the AMM for up to one hundred (100) people, and banquet space for one hundred twenty-five (125) people plus any additional guests. All final contracts shall remain the responsibility of Canada Soccer.

If a Host City is appointed where the accommodation and conference centre venue is further than one (1) hour's travel from an airport served by scheduled airline service, the Host City will be required to provide a concept of travel for all participants. The Host City may also be required to assist Canada Soccer with ground transportation for delegates that cannot fly into the destination. For any conference venues that are offsite from the accommodation location, the Host City will have to identify a shuttle service with accessibility options for delegates.

Should the Host City like to offer offsite venue receptions recommendations we would ask that proximity to the hotel and venue rental be factored into the overall submission of the bid application. Transportation costs to be also made as a consideration when the application is made. Welcome receptions are often hosted by the Host City and/or a Member of the Association.

Two appendices are provided within this document for the Staging Requirements of the AMM along with the Sequence of Events document, relevant to both 2023 and beyond, and subject to modifications in subsequent years. Canada Soccer will work with Host City in regard to specific details, and the appendices are provided for the purposes of quoting.

4. PROPOSAL EVALUATION AND SUBMISSION FORMAT

Canada Soccer believes the procedures for determining the Host City, 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 cities.

The evaluation of proposals for selecting the Host City will be focused on the following titles listed below. To provide consistency in response and to ensure each bid receives full consideration, the bid should include the following:

- Host City profile;
- A letter of support from either the Provincial/Territorial Soccer Association, Soccer Association, or registered club;



- Demonstrated event planning experience;
- Availability of noted dates;
- Details of on-site meeting facilities;
- Accommodations and rates;
- Food and Beverage rates;
- Available in-house technical services and equipment;
- In-house staging to meet requirements or quote from a local supplier;
- Contract requirements and any complimentary services or associated offers;
- Transportation if required in city;
- Additional relevant information;

Canada Soccer asks that proposal documents be produced and submitted electronically to:

Canada Soccer
Attn: Kelsey Hunt - Manager, Events
khunt@canadasoccer.com

No later than 17:00hrs ET on 25 August 2023.

Canada Soccer will nominate an Evaluation Committee to review all bids. Each member will review each bid application and score each topic individually. No formal or informal presentation relating to the bid shall be held with Canada Soccer Board of Directors, 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 AMM.

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 of the AMM. Confidential information should not be transmitted to parties not involved in the process, including members of the media.



APPENDIX A: TIMELINE OF EVENTS

TIMELINE OF EVENTS

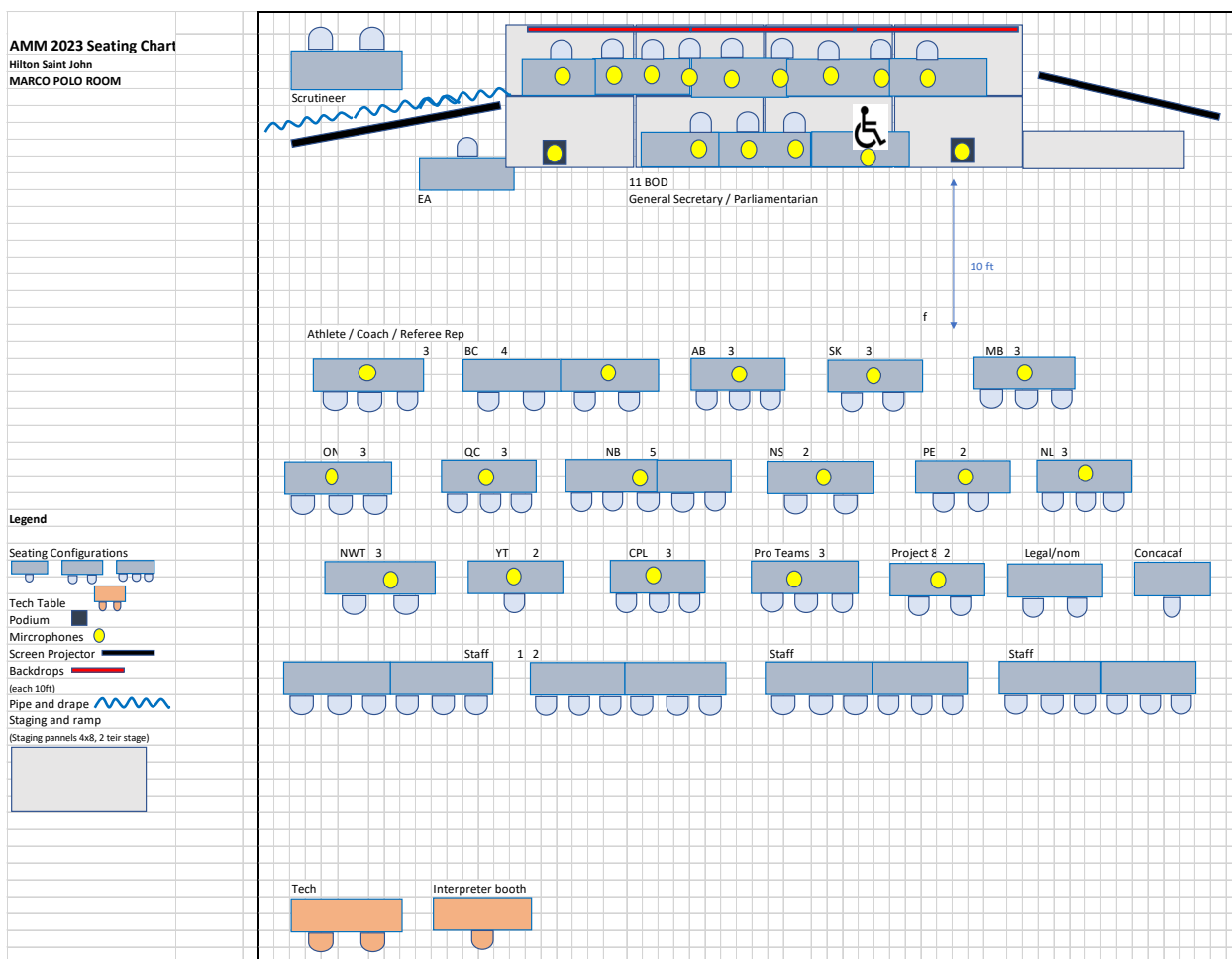
21 July 2023	Canada Soccer opens candidature for the Annual Meeting of the Member by sending an invitation letter to bid to potential Bidding communities.
25 August 2023	Deadline for bidding communities to send their bid document to Canada Soccer by filling out the Bid application.
1 September 2023	Canada Soccer informs each bid community whether their bid has met the needs of the submission format. At this time any questions on the submission will be sent to the bid community if necessary. 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.
[+ 1 day]	Canada Soccer Evaluation Committee recommends to the Canada Soccer Competitions Committee the best proposals to host the Annual Meeting of the Members.
October 2023	Canada Soccer awards and announces the selected venues and which Annual Meeting of the Member they will host.

APPENDIX B

Annual Meeting of the Members Staging Requirements

Staging diagram*

(*Based off 2023 registration – the head table stays the same)



The layout requirements feature a two-tier stage; the back should seat ten (10) with the front tier seat five (5). The wheelchair ramp is preferably on the right side. We require pipe and drape on both sides beside the stage, one side for the scrutineers for the vote counting, the other side will house the boxes for AV and staging needs.



Other considerations/Questions:

- Normally 6'x2' and 4'x2' tables are used for all of the needs. We would need these at least for the tables on the stage due to the depth of the backdrop being approx. 1'
- Require 2 podiums on stage
- Post meeting, this room becomes the location for the banquet where we move Canada Soccer backdrop panels to the front of the 2nd tier for the awards ceremony. No other structure to be added.
- We will not have laptops open during this meeting. We are open to different sizes we just don't want to take up too much space if not necessary and for there to be a consistent look within the classroom set up.

Examples from previous years:







APPENDIX C: MASTER SCHEDULE OF EVENTS

MASTER SCHEDULE OF EVENTS			
Date	Time	Function Description	Set Up
Wednesday	7:30AM - 6:00PM	Registration and Welcome Package	8 foot table with 2 chairs
	8:00AM - 11:59PM	Office Space / Storage	Office set up - If possible could fit an five 6x4 tables with 10 chairs for staff to be accommodated. Also if two 6x2 tables could be added for gifting assembly.
Thursday	7:30AM - 9:30AM	Breakfast	Rounds, 80 people
	7:30AM - 6:00PM	Registration and Welcome Package	Existing table with 2 chairs
	8:00AM - 11:59PM	Office Space / Storage	Existing
	9:00AM - 4:30PM	Board of Directors Meeting	17 people, boardroom setup (1 wheelchair accessible)
	9:00AM - 5:00PM	Referee Development Officer Meeting	15 people, boardroom setup
	9:00AM - 4:30PM	Presidents Forum Meeting	25 people, crescent style (cabaret style)
	9:00AM - 12:00PM	Executive Directors Meeting	15 people, crescent style (cabaret style)
	10:30AM - 11:30AM	Break	Rounds, 80 people
	12:00PM - 1:00PM	Lunch	Rounds, 80 people
	1:00PM - 4:30PM	Workshop #1	30 people, crescent style (cabaret style)
	2:30PM - 3:30PM	Break	Rounds, 80 people
	5:00PM	Governance Workshop	50 people, crescent style (cabaret style)
7:00PM - 9:00PM	Welcome Reception	90 people, Cocktail reception, high and low tables	
Friday	7:30 AM - 9:30AM	Breakfast	Rounds, 90 people
	7:30AM - 6:00PM	Registration and Welcome Package	Existing table with 2 chairs
	8:45AM - 4:00PM	Workshop #2	Rounds, 90 people
	10:30AM - 11:30AM	Break	Rounds, 90 people
	12:00PM - 1:00PM	Lunch	Rounds, 90 people
	All Day	Set Up AMM With ideally a rehearsal at 4:00PM and 8:00PM	Staging and table requirements in Appendix
	4:30 PM - 5:30 PM	Meet the Candidates	Rounds, 90 people
7:00PM - 10:00PM	Hospitality	90 people, Cocktail reception, high and low tables.	
Saturday	7:30 AM - 9:30AM	Breakfast	Rounds, 90 people
	7:30AM - 9:00AM	AMM Registration	8 foot table with 2 chairs
	8:00AM - 1:00PM	Annual Members Meeting	Straight Classroom (See diagram in Appendix) Stage : 2 tiers with wheelchair access up to the 1st tier mandatory 70 people classroom 14 people on stage
	10:30AM - 11:00AM	Break	Rounds, 90 people
	12:00PM - 1:00PM *	Lunch	Rounds, 90 people
	1:00PM - 4:00PM	Set up for Banquet	Keep staging from AMM
	* time to be determined as meeting adjourns as it follows the AMM		Rounds of 80 with one rectangular head table in the middle of the room for 20 persons
	4:00PM	Rehearsal for Banquet	
	12:00PM - 2:00PM	Board of Directors Meeting	17 people, boardroom setup (1 wheelchair accessible)
	*meeting to start as soon as AMM is adjourned		
6:30PM - 7:00PM	Awards Banquet Reception	Bar setup in room other than the Banquet room	
7:00PM - 12:00AM	Awards Dinner and Banquet	Keep staging from AMM Rounds of 80 with one rectangular head table in the middle of the room for 20 persons	
Sunday	All Day	Departures	