



**HOSTING THE FUTSAL CANADIAN CHAMPIONSHIP**  
**HÔTES DES CHAMPIONNAT CANADIEN DE FUTSAL**

**2026-2027**

**REQUEST FOR PROPOSAL**  
**APPEL D'OFFRES**

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

Canada Soccer

237 Metcalfe Street • Ottawa, ON K2P 1R2

E: [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com)



## PART I - OVERVIEW

### 1. INTRODUCTION: CANADA SOCCER'S FUTSAL CANADIAN CHAMPIONSHIP

Canada Soccer's Futsal Canadian Championship is an annual national club competition held each April for both men's and women's futsal teams.

Futsal is an exciting, fast-paced indoor sport played on a small hard court with five players per side. It features a low-bounce ball and its own unique Futsal Laws of the Game, which differ from traditional outdoor soccer (for example, two 20-minute halves along with unlimited rolling substitutions).

The Futsal Canadian Championship is organised and executed by Canada Soccer in collaboration with a Local Organising Committee (LOC) from the host community. Canada Soccer, as the rights holder of the competition, works closely with the LOC to stage a successful event and will sign a Hosting Agreement with the selected host to clearly define each party's roles and responsibilities.

The **Men's Futsal Canadian Championship** was first held in **2015** and the **Women's Futsal Canadian Championship** in **2023**. Each year, the Futsal Canadian Championship aims to:

- ✓ Crown national champions
- ✓ Provide elite competition
- ✓ Develop match officials
- ✓ Promote futsal
- ✓ Enhance participant experience
- ✓ Community engagement



- ✓ Maximize media exposure
- ✓ Local sponsorship
- ✓ Facility and event management/operations
- ✓ Human resource provision

The opportunity to bid on hosting the Futsal Canadian Championship is open to all Canadian communities. Canada Soccer requires bidding communities to obtain the support of the Provincial/Territorial local futsal 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 the Futsal Canadian Championship by the Canada Soccer Competitions Committee.

## **2. NUMBER OF PARTICIPANTS AND SCOPE**

The 2026 and 2027 editions are expected to include 8-10 teams per division (for a total of 16-20 teams across Men's and Women's) competing in approximately 12-20 matches per division (25-35 matches in total). Anticipated attendance and personnel include roughly 200-250 athletes, 50-60 team staff/coaches, 12-15 referees and match officials, 8-10 Provincial/Territorial delegates, and 15-25 volunteers supporting event operations. The next two editions are tentatively scheduled from 9-12 April 2026 and 8-11 April 2027.

### COMPETITION TIMELINE

Canada Soccer will determine the competition format, number of participating teams, and match schedule for each year's Futsal Canadian Championship. These details will be defined in the Competition Regulations provided by Canada Soccer and shared with the LOC well in advance. Typically, the competition involves round-robin group play (if needed) followed by knockout stages, concluding with bronze and gold medal matches for each division. Canada Soccer's Competitions Committee is responsible for approving the final format and any changes year-to-year.

## **3. BID PROCESS AND TIMELINE**

Communities interested in hosting the Futsal Canadian Championship in 2026 and 2027 are invited to submit proposals through this RFP process. Canada Soccer may award hosting rights for one or both years (2026 and 2027) based on the bids received. The bid process will be conducted as follows:



## LETTER OF INTEREST

Prospective host communities must first submit an Expression of Interest (EOI) to Canada Soccer by 18.00 ET on 7 April 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).

## BID SUBMISSION

A full bid application is due by 18.00 ET 30 May 2025. The bid document should detail the community's commitment and ability to fulfill all infrastructure, operational, and accommodation requirements outline in this RFP, and highlight the host city's engagement with the local futsal community. Bids should be submitted electronically to [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com) by the stated deadline. Late submissions or bids missing mandatory requirements may not be considered.

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.

## EVALUATION

Canada Soccer will assemble an Evaluation Committee to review all bid applications. Each bid will be evaluated against a set of criteria (see Bid Evaluation Criteria below) and scored accordingly. Canada Soccer will verify that each bid meets all mandatory hosting commitments; any bid failing to meet the minimum standards or mandatory components outlined in this RFP may be rejected at this stage.

## SELECTION AND AWARD

Canada Soccer intends to inform each bidding community of the status of their bid by early December 2025 (following evaluation). Bidders will be notified whether their bid met the mandatory requirements and if it has been shortlisted or selected. The Canada Soccer Competitions Committee will review the Evaluation Committee's assessments and formally award the hosting rights to the successful community (or communities) shortly thereafter. Canada Soccer will then publicly announce the selected communities for the 2026 and/or 2027 Futsal Canadian Championship. Unsuccessful bidders will also be informed and provided feedback if available.



All questions regarding the bid process or this RFP document can be directed to Canada Soccer at [competitions@canadasoccer.com](mailto:competitions@canadasoccer.com). Canada Soccer reserves the right not to award the event to any bidder if non meet the standards or if it decides to re-open the process.

## BID EVALUATION 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.	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.	5
3	<b>Facilities</b> This section will evaluate the degree to which the proposed facilities meet or exceed the requirements.	30
4	<b>Competition</b> This section will evaluate the background of the competition organising committee and evaluate match official provision.	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.	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.	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.	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.	5
9	<b>Total</b>	100 %



## **PART II – MINIMUM HOSTING STANDARDS**

### **2. INTRODUCTION TO HOSTING STANDARDS**

This section outlines the minimum hosting standards and requirements that a host community must fulfill to state the Futsal Canadian Championship. All bidders must meet or exceed these standards in their proposals. By committing to these requirements, hosts ensure that the competition is delivered at a consistently high level of quality across Canada. Any proposed variations or exceptions to the standards should be discussed with Canada Soccer in advance; if approved, such variations will be formally documented in the Hosting Agreement.

Hosting the Futsal Canadian Championship offers a community numerous benefits. It is an opportunity to showcase and grow futsal locally, improve facilities (with support from municipal or provincial stakeholders), engage volunteers in a national-level event, and leave a lasting positive impression of the host city/region on all participants and visitors. Canada Soccer, in partnership with the LOC, is committed to working collaboratively to achieve these outcomes.

### COMPETITION VENUE REQUIREMENTS

The host city must provide a high-quality futsal venue that meets the FIFA Futsal Laws of the Game and Canada Soccer's event requirements. The primary requirements include:

#### PLAYING SURFACE

- ✓ A hard-surface futsal court (e.g., wood, acrylic, or synthetic sports flooring) with clear futsal markings. Concrete, turf, or multi-purpose gym floors that do not meet FIFA futsal specifications will not be accepted.
- ✓ Court dimensions of 38–42m (length) x 18–25m (width), as per FIFA standards.
- ✓ Goals meeting FIFA futsal specifications: 3m (width) x 2m (height) with a properly anchored frame and netting.
- ✓ Sufficient perimeter space around the court for team benches, match officials, media, and safety.

#### PLAYING SURFACE

- ✓ The distance from the hotel to the nearest major airport must not exceed a one-hour drive by highway coach.



## SPECTATOR SEATING

- ✓ Seating capacity of minimum 200 spectators, with an optimal layout for viewing.
- ✓ Barrier or protective netting behind each goal to protect spectators.
- ✓ Accessible seating options for persons with disabilities.

## LOCKER ROOMS & FACILITIES

- ✓ At least four dedicated locker rooms, each equipped with benches, showers, and restrooms.
- ✓ Officials' locker room, separate from teams, with access to shower/restroom facilities.
- ✓ Secure equipment storage area for teams and match operations.
- ✓ Designated warm-up area, either within the venue or in an adjacent facility.

## VENUE TECHNOLOGY & MATCH OPERATIONS

- ✓ Electronic scoreboard displaying time, goals, and fouls.
- ✓ Match timing system capable of stopping the clock at every stoppage, per futsal regulations.
- ✓ Adequate lighting for high-level competition and potential live streaming.
- ✓ Internet connectivity for media, streaming, and Canada Soccer staff.

## ACCOMODATIONS & TRANSPORTATION

- ✓ Host must secure a minimum of three partner hotels to accommodate teams, referees, and event personnel.
- ✓ Hotels must be within 20-minute drive of the competition venue and provide group dining options for teams.
- ✓ Canada Soccer will provide a travel allowance to teams; however, hosts are encouraged to assist in securing group rate discounts for flights and ground transport.

**2.1. REQUIREMENTS FOR FUTSAL COURTS AND SURFACES**

<b>SPECIFICATIONS</b>	<b>COMPETITION</b> (Minimum Requirements)	<b>WARM-UP</b> (Minimum Requirements)	<b>TRAINING</b> (Minimum Requirements)	<b>REMARKS</b>
<b>NUMBER OF FUTSAL COURTS</b>	2	1	1	
<b>FIELD OF PLAY DIMENSIONS</b>	Min: 38m x 20m Max: 42m x 25m		Min: 38m x 20m Max: 42m x 25m	
<b>SAFETY ZONE</b> (distance outside field of play to the first obstacle)	2m (except 5m on team bench side)	2m	2m	
<b>FUTSAL SURFACE</b>	Wood or artificial surfaces	Wood or artificial surfaces	Wood or artificial surfaces	Concrete, tarmac or artificial turf must be avoided
<b>FUTSAL LINE MARKING</b>	Futsal Specific	N/A	N/A	Futsal marking can be temporarily added by venue. Spec's provided on request
<b>BUILDING LIGHTS</b>	800 lux	800 lux	800 lux	
<b>SPORT EQUIPMENT</b>	Futsal Goals x2	N/A	Futsal Goals x2	
<b>SCOREBOARD/ VIDEOBOARD</b>	Scoreboard with foul count	N/A	N/A	
<b>TEAM BENCH/ ATHLETES' SEATS</b>	2 team benches with seating for 13	N/A	N/A	
<b>SPECTATORS' SEATING</b>	Min. 200	N/A	N/A	
<b>ANCILLARY ROOMS</b> (in venue)	4 Team Dressing Rooms 2 Officials Dressing Rooms Medical Room 1 Event Operations Room 1 Meeting Room 1 Storage Room	N/A	N/A	





## 2.2. ROLES AND RESPONSIBILITIES

A clear division of roles and responsibilities between Canada Soccer, the Canada Soccer Referees Committee, and the Local Organising Committee is crucial for the successful delivery of the Futsal Canadian Championship. Once a community is selected as host, Canada Soccer will formalize these responsibilities in a Hosting Agreement and provide detailed operational guidelines (Concepts of Operation) to the LOC. Below is an overview of the primary responsibilities of each stakeholder:

### 2.2.1. CANADA SOCCER RESPONSIBILITIES

As the rights holder of the Futsal Canadian Championship, Canada Soccer plans and executes these national amateur competitions. Canada Soccer evaluates bids and awards the National Championship 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 Futsal Canadian Championship ([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 award prizes)
- ✓ Representation 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

Canada Soccer provides an elite-level experience that is consistent across all hosts. Canada Soccer also supports the LOC in delivering a successful championship. The above responsibilities will be carried out in close communication with the LOC. Canada Soccer representatives will be on site during the event to oversee key areas and assist the LOC as needed.

### **2.2.2. 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.

Overall, the Referees' Committee ensures that the officiating aspect of the championship meets the national standard. They are ultimately responsible for the quality of refereeing at the event and will be closely involved in the lead-up and execution of the competition from an officiating perspective.

### **2.2.3. LOCAL ORGANISING COMMITTEE (LOC) RESPONSIBILITIES**

The Host is responsible for organising, hosting, and staging the Futsal Canadian Championship 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 court(s) and training locations.
- ✓ Booking meeting room(s) for competition needs
- ✓ Arranging transportation for Match Officials
- ✓ Arranging qualified physio/first aid at each court

In summary, the LOC handles all on-the-ground execution of the tournament in the host city. Canada Soccer will assist and guide the LOC, but the local organisers “make it all work” by managing the detailed planning and delivery of every aspect listed above. The LOC's ability to meet these responsibilities is a crucial part of the bid evaluation.

## **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 Futsal Canadian Championship.

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 Futsal Canadian Championship. These rights include, among others, audiovisual and radio recording 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 Futsal Canadian Championship and is consistent across all venues.

Specifically, Canada Soccer's objectives in this area will be to build the brand of the Futsal Canadian Championship, 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 the primary broadcast including commentary for the Futsal Canadian Championship semi-final and final matches. Where possible and in collaboration with the LOC, Canada Soccer may 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

## 2.5. HOTELS

All hotels used should be of good quality (minimum 3-star or equivalent), clean, and secure. Ideally, all teams are housed in the same one or two hotels, and officials in a separate hotel (or separate area of a hotel) to avoid any conflict of interest or distractions. The distance from the main host hotel to the competition venue should be reasonable (preferably within 15 km, and not more than about a 20-minute drive). The distance from the hotel to the nearest major airport must not exceed a one-hour drive by highway coach (this is to minimize travel fatigue and ease transportation arrangements).

The LOC for the Futsal Canadian Championship 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 14 players and four team staff as well as a single room for the PTSO Representative.

It is recommended that each team be initially allocated five 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.

For the Futsal Canadian Championship teams will select their hotel from the list of suggested hotels provided by the LOC.

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 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 whenever 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 are 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

## 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 Futsal Canadian Championship, a full Opening Ceremony may feature 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 VENUE REQUIREMENTS

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.

### PLAYING FACILITIES STANDARDS

Proposed venues for any Futsal Canadian Championship must be of the highest standards. In addition to the playing surface and dressing rooms, competition court facilities must provide opportunities for branding, spectator seating area, security, medical and media support, and parking. Training Courts should be in good condition, marked to a similar size as the primary competition court 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 Futsal Canadian Championship, a minimum of two competition courts are needed along with at least one training court.

### COMPETITION COURTS

- ✓ Competition Courts must be appropriate for high-level futsal



- ✓ Wooden or sport-specific artificial futsal surfaces (e.g., synthetic sport court tiles approved by futsal) are required
- ✓ Concrete or concrete with a simple floor paint, generic gym tiles, or artificial turf surfaces are not acceptable as they pose safety risks and do not meet the game standards
- ✓ Each court must adhere to official futsal dimensions: length 38-42m and width 20-25m
- ✓ If the full FIFA size (40m x 20m) is available, that is ideal
- ✓ There should be a safety runoff space of at least 2m surrounding the court, free from any obstacles (such as walls or advertising boards)
- ✓ On the team bench side, a larger runoff of about 5m is recommended to accommodate the team bench area and substitution process safely
- ✓ Regulation futsal goals (2m height x 3m width)
- ✓ Goals are to be properly secured, if portable goals are used, they are to be firmly anchored or sandbagged (wheels are to be removed)
- ✓ Specific futsal match balls (FIFA-approved size and low-bounce specifications) will be supplied by Canada Soccer or the LOC as determined, but the LOC should ensure additional training balls are on hand.
- ✓ 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 court 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
- ✓ 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
- ✓ Spectators must be kept at a distance from the court 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 court





## DRESSING ROOMS

- ✓ Four team dressing rooms are required for each competition court where back-to-back matches will be scheduled with approximately 60 minutes between matches
  - If sufficient courts 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 men's and women's referees working together)
- ✓ 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 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/futsal (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

## 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

The LOC is responsible for supporting local ground transportation for the match officials appointed by Canada Soccer to and from the airport, to and from the hotel, 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, hosting club and provincial or territorial soccer organisation 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.



## 2.11. HOST ASSOCIATION REVENUE OPPORTUNITIES

### LOCAL SPONSORS

Beyond the Canada Soccer Futsal Canadian Championship sponsor exclusivities, LOCs are encouraged to engage local sponsors in available categories to support the Futsal Canadian Championship.

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 Futsal Canadian Championship. 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 Futsal Canadian Championship, the LOC is responsible for providing:

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

## **2.14. CRISIS MANAGEMENT / EMERGENCY ACTION PLAN**

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. The LOC will also work with each facility to review and circulate an Emergency Action Plan.



**BID APPLICATION • SOUMISSION DE CANDIDATURE**

**2026-2027**



## **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

Bidding communities need to include the following appendices:

**Bidding Template 1**

Bidding community site map with all venue locations

**Bidding Template 2**

Accommodation form (one per proposed hotel)

**Bidding Template 3**

Bidding statement (signed by Bid Committee Chair)

**Bidding Application Checklist**

Checklist of all necessary bid components



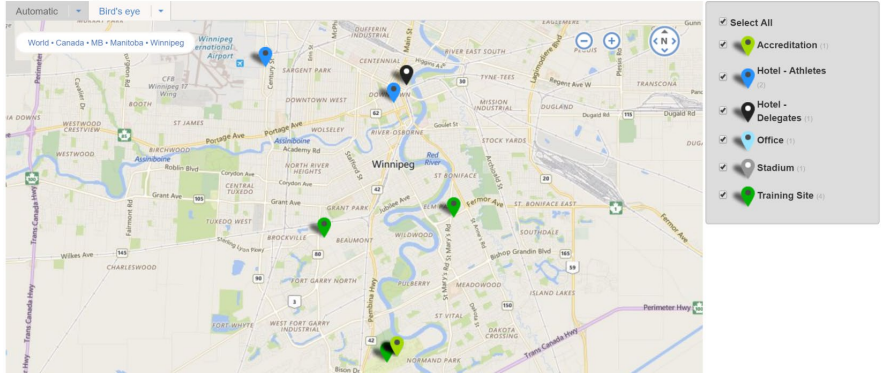
## BIDDING TEMPLATE 1 - BIDDING COMMUNITY SITE MAP

### 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

Accommodation Form			
General Information			
Hotel name			
Hotel owner			
Hotel address			
Telephone			
Hotel website address			
Opening year			
Last renovation			
Capacity			
Room type	Capacity		
Single (1 bed)			
Double (1 bed)			
Twin (2 beds)			
Triple (2 beds)			
Quad (2 beds)			
Characteristics			
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			



**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 Futsal Canadian Championship 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 Futsal Canadian Championship 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



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