



CANADA SOCCER
NATIONAL
CHAMPIONSHIPS
2027 – 2029
REQUEST FOR PROPOSAL

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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

PART 1 – OVERVIEW

1.1 INTRODUCTION

Canada Soccer accepts proposals from Canadian communities to host the Canada Soccer National Championships from 2027 to 2029 as well as the Youth National Championships from 2028 to 2029. 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:

- ✓ Vision and legacy
- ✓ Strengthen the soccer community
- ✓ Participant experience
- ✓ Facility and event management/operations
- ✓ Human resources & volunteer engagement
- ✓ Innovation
- ✓ Spectator potential
- ✓ Local sponsorship
- ✓ Safe sport

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 their 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 Bid Evaluation 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 stakeholders.

VALUES:

We lead with unwavering integrity. Honesty guides our actions. Our decisions are fair and ethical. We thrive with excellence. Our passion fuels our performance on and off the field of play. We are accountable to our stakeholders. Transparency directs our communication. We respect and include all.

CANADA SOCCER HOSTING OBJECTIVES

Building on the success of Canada Soccer's proven hosting ability, Canada Soccer will continue to engage stakeholders and partners in bringing national amateur competitions to municipalities from coast to coast to coast across Canada's provinces and territories. In doing so, Canada Soccer's objectives include:

- ✓ Promote soccer across the country
- ✓ Build a passion for sport in the hosting communities
- ✓ Continually raise the profile of the National Championships
- ✓ Achieve maximum visibility and exposure through broadcast and media for the competition, the sport and the host community

- ✓ Provide professional development opportunities and leave a legacy for host communities wishing to stage national competitions
- ✓ Provide an outstanding competitive opportunity and environment for players and coaches
- ✓ Offer match officials the ability to excel at the national level
- ✓ Attract spectators to the competition
- ✓ Ensure an enjoyable experience for all participants
- ✓ Determine the national champions in the respective divisions

1.3 NATIONAL CHAMPIONSHIPS

DESCRIPTION OF THE EVENT

As Canada Soccer’s largest national event featuring clubs from coast to coast to coast, the National Championships have served as the nation’s primary amateur soccer competition for more than 110 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. The Canadian Finals are played on Thanksgiving Monday.

CANADA SOCCER’S NATIONAL CHAMPIONSHIPS		
	Adult Divisions 5 days / 15 - 18 teams Thursday - Monday	Youth Divisions 6 days / 24 teams Wednesday - Monday
2027	7 – 11 October	6 – 11 October
2028	5 – 9 October	4 – 9 October
2029	4 – 8 October	3 – 8 October

As Canada’s most accessible sport, soccer welcomes more than 750,000 registered players across the nation. In 2025, 580 youth teams took part in qualifying for the youth National Championships in the U-17 and U-15 age groups for both boys and girls. From that group, 12 youth teams qualified in each of the four divisions, with each host venue hosting 24 qualified teams across the week-long event heading into the Canadian Finals on Thanksgiving Monday.



More information on Canada Soccer’s national amateur competitions can be found online at www.canadasoccer.com/competitions.

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

- 30 September 2026** 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.
- 16 December 2026** Deadline for bidding communities to send their bid document to Canada Soccer by filling out the Bid application (see Part 3).
- December 2026** 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.
- January 2027** Canada Soccer's Bid Evaluation Committee members study the various bid proposals and score each topic of the bid application.
- February 2027** Canada Soccer's Bid Evaluation Committee recommends to the Canada Soccer Competitions Committee the best proposals to host the National Championship.
- February 2027** 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 15.00 (your local time) on **Wednesday 30 September 2026**. 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.

HOSTING OBLIGATIONS

Each event can be hosted by a Provincial/Territorial Soccer Organisation, a Club, or a Municipality, as selected by Canada Soccer through an RFP process. Ideally, it will be a combination of all interested stakeholders which in practice will form a Local Organising Committee to help deliver the event.

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 letters of support must be submitted with your application as follows:
 1. A letter of support from either the Provincial/Territorial Soccer Organisation, 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 or French) should be delivered to competitions@canadasoccer.com no later than Wednesday 16 December 2026 (15.00 your local time).

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 or material of the bidding communities.

COMMUNICATION

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

There will be no formal or informal bid presentations held with the Canada Soccer Board of Directors, Canada Soccer Competitions Committee, Bid Evaluation Committee or staff. There will be no special invitations by the Chair of the Bid Evaluation Committee or any site inspections undertaken

in advance of the hosting decision. There should be no gifts or tokens of appreciation of any kind offered to Canada Soccer Board of Directors, Canada Soccer Competitions Committee, Bid Evaluation Committee or staff in respect of a bid for the National Championships.



1.6 BID EVALUATION COMMITTEE

Canada Soccer will nominate a Bid 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	Background This section will evaluate the background of the bidding community, including climate, event experience, and the roles and experience of the potential LOC members. See <i>Bid Application 1.1-1.4</i>	5
2	Support and partnerships This section will evaluate both committed and potential support systems (including partners/stakeholders, governments, organisations, institutions, staff, Provincial/Territorial Soccer Organization, local clubs, etc.) that the bidding community has established. See <i>Bid Application 2.1-2.4</i>	5
3	Facilities This section will evaluate the degree to which the proposed facilities meet or exceed the requirements. See <i>Bid Application 3.1-3.4</i>	30
4	Competition This section will evaluate the background of the competition organising committee and evaluate match official provision. See <i>Bid Application 4.1-4.2</i>	5
5	Finance (including revenue generation) 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. See <i>Bid Application 5.1- 5.3</i>	15
6	Communication, hosting services and other activities This section will evaluate spectator potential, community engagement and outreach, and media and hosting services. See <i>Bid Application 6.1- 6.3</i>	10
7	Operation Organisation This section will evaluate the experience of the host committee and their ability to meet operational and organisational requirements. This includes airport, transportation, media, security, official language, and technological operations. See <i>Bid Application 7.1-7.7</i>	25
8	Legacy 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. See <i>Bid Application 8.1-8.2</i>	5
9	Total	100 %

PART 2 - MINIMUM HOSTING STANDARDS

2.1 INTRODUCTION

This document is designed for those who may consider bidding for the challenge of staging Canada Soccer's National Championships, including PTSO member associations, destination management organisations, municipalities, regional soccer organisations, and clubs. The document was 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 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.

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

Canada Soccer is further responsible for the following:

- ✓ Hosting Agreements
- ✓ Provision of Hosting Grants
- ✓ National coordination/information dissemination
- ✓ Regulations and governance
- ✓ Provision of National Sponsor servicing
- ✓ Liaising with National Sponsors in respect of participation, activation, or promotion
- ✓ Assisting with local sponsor engagement
- ✓ Establishing a centralised merchandise vendor
- ✓ Stadium signage/flags
- ✓ Print-ready files for a souvenir tri-fold brochure/program
- ✓ Broadcast/streaming production contracts
- ✓ Coordinating team travel
- ✓ Competition management solution and competition website infrastructure under the CanadaSoccer.com banner

CANADA SOCCER REFEREES' COMMITTEE RESPONSIBILITIES

Canada Soccer Referees' Committee is ultimately responsible for ensuring appropriate refereeing standards for all national amateur competitions. Depending on the location, it may arrange for out-of-province referees to be appointed alongside local referees. The Referees' Committee will work directly with the LOC to make sure that appropriate referee standards are maintained. It will 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.

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. The LOC will create financial controls, budgets and reports, including an economic impact report. The LOC 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 Concepts of Operations for the execution of its responsibilities to ensure that the standards are met for each event
- ✓ provide regular progress reports as well as final reports
- ✓ identify (and book) the competition venues and training field
- ✓ appoint a liaison officer to work with Canada Soccer in respect of hotel accommodations
- ✓ support air travel and/or local transport into the host venue
- ✓ develop a transport concept and schedule for the duration of the competition (including ground transportation for all match officials and youth teams)
- ✓ establish medical services
- ✓ organise the opening ceremony in conjunction with the local city and/or local tourism
- ✓ organise an awards ceremony with Canada Soccer
- ✓ oversee and manage hospitality and/or social events
- ✓ identify local match officials in accordance with the requirements of Canada Soccer Referees' Committee
- ✓ oversee and support volunteers as identified in the Concepts of Operation (including the Venue Field Coordinators)
- ✓ produce an economic impact report and establish a legacy plan that supports the local soccer community
- ✓ Arrange for storage for event materials
- ✓ Provide infrastructure and internet capabilities 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 local volunteers 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 its competitions at <https://canadasoccer.com/events/>. 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 matches from two fields 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

Canada Soccer provides a hosting grant to support the Local Organising Committee. 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 in both English and French
- ✓ 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 competition venues and hotels
- ✓ Develop official competition letterhead, promotional posters, and other competition-specific collateral materials
- ✓ Support ticket sales concept creation, promotion and implementation

BROADCAST/STREAMING

Canada Soccer will organise a stream at the primary and secondary field locations for all national amateur competitions. 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 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 as well as a stable, hard-wired, internet connection to support the broadcast
- ✓ Covered position for commentators and camera operators

NATIONAL COMMUNICATIONS SUPPORT

Canada Soccer serves as the 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, and award winners.

The Venue Communications Officer will also require the support of their volunteers for data & impact reporting from each match (as part of an overarching volunteer program).

2.5 HOTELS

REQUIREMENTS FOR TEAMS

The LOC will work with local hotels to provide (but not pay for) hotel accommodation for all visiting teams. Each team will include up to a maximum of 21 players plus five coaches/team staff.

It is recommended that each team be initially allocated eight 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.

	National Championships	Youth National Championships
Qualified Teams	14-18 adult teams	24 youth teams
Nights	Minimum five nights Most Arrive Wednesday Most Depart Monday	Minimum six nights Most Arrive Tuesday Most Depart Monday

	National Championships	Youth National Championships
Team Delegation	Max. 26 persons per team (21 players and five staff members)	Max. 25 persons per team (20 players and five staff members)
Hotel Allocation	Allocate minimum eight double rooms per team Plus allocate one single room per team	Allocate minimum eight double rooms per team Plus allocate one single room per team

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

- ✓ Only teams of the same gender should be accommodated on the same hotel floors (it is strongly recommended to accommodate the boys' teams and girls' teams in separate hotels wherever possible, with note that in these cases the room costs should be similar for both boys' teams and girls' teams)
- ✓ Hotels with balconies should be avoided wherever possible
- ✓ Wherever possible team delegation, by gender, 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
- ✓ Ground floor rooms with doors that provide direct access to outside should be avoided
- ✓ Access to pay-per-view channels should be restricted and mini-bars should be emptied
- ✓ If the hotel offers a meal package, this should be discussed with Canada Soccer before any commitment is given (teams are otherwise responsible for their own meal arrangements)
- ✓ At least two rooms per team should be identified for late check out
- ✓ Ascertain if there are any other events scheduled at the hotel (such as weddings, construction, etc) during the tournament that would be disruptive to the teams

- ✓ Where possible, every-day guests should not be mixed in or on the same floor as the teams.
- ✓ Confirm what type of in-house security the hotel has in place.
- ✓ Where possible separate hotel should be identified for parents

REQUIREMENTS FOR CANADA SOCCER STAFF AND PTSO REP

Canada Soccer and the LOC will work together to book hotel accommodation for the Canada Soccer personnel including the Match Commissioner, General Coordinator, and Assistant General Coordinator:

- ✓ Three or more 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

Each PTSO will also book a room for their PTSO Representative.

REQUIREMENTS FOR CANADA SOCCER MATCH OFFICIALS AND THE SUPERVISOR OF OFFICIALS

The LOC will be required to book hotel accommodation for the match officials as well as the referee assessors and Supervisor of Officials. This group of officials may not stay at the same hotel as the teams (but they may stay at the same hotel as the Canada Soccer officials).

- ✓ The LOC will pay for up to three double rooms to accommodate six Canada Soccer match officials
- ✓ The LOC will book additional rooms to be paid by Canada Soccer, including single rooms for referee assessors and the Supervisor of Officials (as well as any other rooms for additional Canada Soccer referees)

The LOC may book and pay for additional hotel rooms in case they need to support out-of-city referees.

REQUIREMENTS FOR MEETING ROOMS

The LOC will be required to book rooms/spaces for the following meetings:

- ✓ Match Commissioner's First Daily Meeting with PTSO Representatives (the night before the first match with 10-15 persons; 19.15 local time; at the same location as the Pre-Competition Meeting)
- ✓ Club & Kit Equipment Check followed by the Pre-Competition Meeting with all Clubs & PTSO Representatives (the night before the first match with 60-100 persons; 19.30 local time)
- ✓ Daily Match Commissioner meeting with the PTSO Representatives (10-15 persons)
- ✓ Daily meeting for the Match Officials (starting the night before the first match; 45-60 persons; must be located at the hotel for the match officials)

2.6 OPENING CEREMONY & FINALS DAY

For the Youth National Championships, the Opening Ceremony typically takes place on the first night of the competition after the initial matches are played in the morning. Ideally, the ceremony provides the youth players with an opportunity to meet and greet the other participants.

All qualified youth teams must attend the event, so ground transportation from their hotel(s) to and from the event is required. The event should be geared towards youth athletes and should not last much more than an hour (with players ideally back at their hotel before 21.00 local time).

For the adult National Championships, an opening ceremony can be organised alongside one of the opening matches. Only the teams competing in the selected match are required to attend the ceremony.

The Finals Day provides the Host with an opportunity to celebrate the competition as well as recognise volunteers and partners. The match schedule for this day will typically feature two bronze medal matches at the start of the morning (on two different pitches) followed by back-to-back Canadian Finals (on the primary pitch). The Awards Ceremony should start approximately 10 minutes after the final whistle.

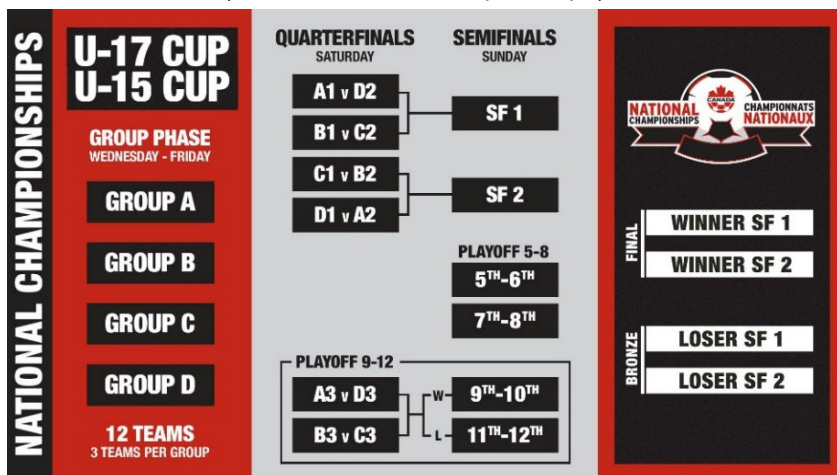
In the spirit of creating a memorable atmosphere for the competing teams as well as the Host and its volunteers, all teams must attend one of the Canadian Finals. Only the three medal-winning teams from each division need to stay for the Awards Ceremony.

2.7 TECHNICAL REQUIREMENTS

Canada Soccer will complete the match schedule in conjunction with the LOC. The final schedule, including start times and field allocation, will be produced no later than three months prior to the start of the competition.

	National Championships	Youth National Championships
Week	28-32 matches	52 matches
Tuesday	-	(Potential training)
Wednesday	(Potential training)	eight group matches
Thursday	(tbc) group matches	eight group matches
Friday	(tbc) group matches	eight group matches
Saturday	(tbc) group matches	12 matches (inc. QF)
Sunday	(tbc) knockout (inc. SF)	12 matches (inc. SF)
Monday	4 matches (medals)	4 matches (medals)

(Youth National Championships)



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.

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
- ✓ Each competition field must be of full size, ideally marked at 105m x 68m but no less than 100m x 64m (110 yards x 70 yards); a smaller or tighter pitch is preferred for youth competitions, especially in the U-15 divisions
- ✓ Alternative fields must be planned, in case of inclement weather
- ✓ Goals are to be properly secured, if portable goals are used, they are to be firmly anchored or sandbagged. Wheels are to be removed
- ✓ Each field must have technical areas for each team marked in accordance with the Laws of the Game and a designated 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 15 persons
- ✓ Floodlights at a minimum of 800 lux may be used; when 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)
- ✓ Stands or bleachers are required for at least 200 people (plus PA/Press Box) on at least one competition field (but must be able to accommodate seating/standing room for 500+ persons attending the Canadian Final)

DRESSING ROOMS & MEETING SPACES

- ✓ 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)

VOLUNTEER PROGRAM

The Volunteer Program provides the LOC with an opportunity to engage local youth players in a National Championship event. It serves as both a means of helping to facilitate the pre-match protocol (Flag Bearers) and overall match operations (Field Coordinators, Ball Retrievers). Acknowledging that the National Championships take place during school time it may not be possible to activate the Programme in the early part of the Championship. LOCs are to ensure that for semi-final and final matches a Volunteer Program is in place.

The Host shall determine a volunteer program as it sees fit to stage the competition. At minimum, the host will fill the following positions:

- ✓ Venue Field Coordinators (minimum of one for each competition venue) to be confirmed 30 days prior to the start of the Championship:
- ✓ Event Admin Assistant to be available to the Canada Soccer General Coordinator two days prior to the Championship and for its duration
- ✓ For most competitions, Venue Data Collectors in attendance at every match to capture organisation and competition details
- ✓ Ball retrievers for every match as well as flag bearers for select matches and events/ceremonies

TRAINING FACILITIES

The LOC is responsible for identifying training facilities and they 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

For all Championships, the Host is responsible for providing local ground transportation for the match officials including transportation from the airport to the hotel (and return to the airport at the end of the competition).

For youth National Championships, the Host is responsible for each team's local transportation, specifically from the airport to the hotel, from the hotel to one training session (if booked) as well as all matches, and upon departure to the airport. All team transfers will include the team's equipment (in which case luggage vans may be required).

For the National Championships, Canada Soccer will book air flights for qualified teams as well as match officials through the organisation's travel agent in advance of the competition. Flights will be booked to the host city's primary airport that offers regular scheduled service from other domestic hubs across Canada.

If a secondary airport is required because the host city's primary (or closest) airport can not accommodate all team flights for the National Championships, then the Host will be responsible to organise and pay for ground transportation from that airport into the host city.

2.9 MATCH OFFICIALS & REFEREE SUPPORT

The LOC will be 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.

National Championships	Youth National Championships
24-32 matches	52 matches
30-40 total match officials Includes 14-20 referees sent by Canada Soccer	35-45 total match officials Includes six referees sent by Canada Soccer
Referee level = Provincial Assistant Referee = Régional	Referee level = Régional/Provincial Assistant Referee = District

- ✓ All match officials will be paid match fees by the LOC for each match equivalent to that paid by the PTSO 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 should 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 AND SOCIAL FUNCTIONS

The LOC is encouraged to provide a Hospitality Suite to create networking between team staff, PTSO Representatives, and competition organizers. To maintain a professional environment, this suite should be located within the team hotel but must be on a different floor than the athletes.

At its discretion, the LOC may also host additional social events during the competition. When organizing these functions, the following protocols apply:

- **Invitations:** Canada Soccer and local sponsorship representatives should be formally invited to all organized social events.
- **Attendance:** PTSO Representatives are required to attend. Match Officials may attend official functions only at the discretion of the Match Commissioner.

2.11 HOST REVENUE OPPORTUNITIES

MERCHANDISE

Canada Soccer centrally organises merchandise for the National Championship. 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 LOC 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 ANTI-DOPING REQUIREMENTS (CANADIAN CENTRE FOR ETHICS IN SPORT)

When anti-doping control takes place at national amateur competitions, the LOC will be responsible for providing chaperones, facilities, beverages, and parking.

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: a waiting room; doping control processing room; washroom.

2.14 CRISIS MANAGEMENT AND 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.

Each venue must have an emergency action plan if needed in a state of emergency.

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 Bid 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?
- 4.3. Provide any relevant background information about potential members.
- 4.4. 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

LEGACY & CONCLUSION

7.1 What type of legacy will this event leave at the local, regional and national level in your community?

7.1.1 Why should we select your community to host this event? How will this event help grow the game of soccer in your community?



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

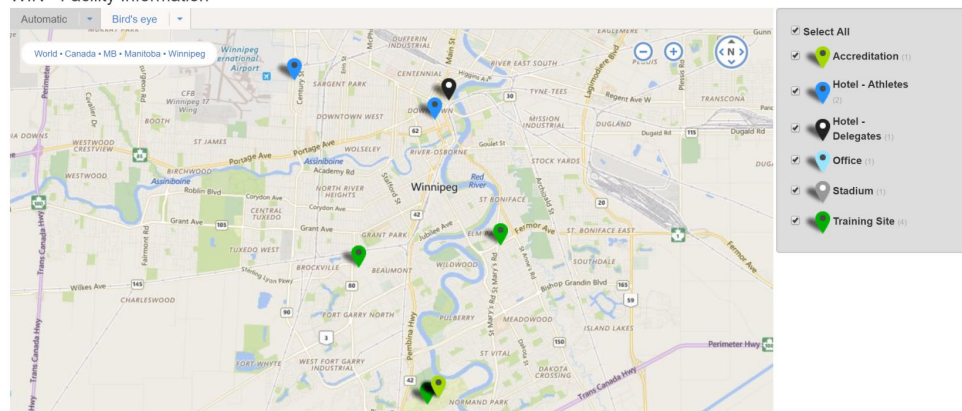
BIDDING TEMPLATE 1 - BIDDING COMMUNITY SITE MAP

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	Crownne 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			
Crownne 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 National Championships 2027/2028/2029. 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 2027/2028/2029. 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