



**HOSTING THE FUTSAL CANADIAN CHAMPIONSHIP  
HÔTE DU CHAMPIONNAT CANADIEN DE FUTSAL**

**2029-2030**

**REQUEST FOR PROPOSAL  
APPEL D'OFFRES**



## 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 enhance:

- ✓ Vision and legacy
- ✓ Soccer communities
- ✓ Participant experience
- ✓ Facility and event management/operations
- ✓ Human resources & volunteer engagement
- ✓ Innovation
- ✓ Spectator potential



- ✓ Local sponsorship
- ✓ Safe sport

Through the Futsal Canadian Championship, Canada soccer aims to strengthen the profile of futsal nationally while providing an outstanding experience for all parties involved.

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 2029 and 2030 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 April 2029 and April 2030.

### 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 2029 and 2030 are invited to submit proposals through this RFP process. 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 2027. 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 2027. The bid document should detail the community's commitment and ability to fulfill all infrastructure, operational, and accommodation requirements outlined 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 2027 (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 2029 and 2030 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 none 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.	5
	<b>Total</b>	100



## BENEFITS OF HOSTING

Hosting the Futsal Canadian Championship is an opportunity to showcase and grow the sport locally with the support of municipal and provincial stakeholders.

Canada Soccer's Futsal Canadian Championship provides hosts with the unique opportunity to:

- ✓ Showcase your community on a national stage
- ✓ Engage with national and local partners
- ✓ Contribute to the development of futsal across the nation
- ✓ Build a passion for sport in your community
- ✓ Provide a high-level sporting experience for participants
- ✓ Generate economic impact through sport tourism
- ✓ Develop local volunteers and build event management capacity
- ✓ Achieve maximum visibility and exposure through broadcast and media
- ✓ Strengthen relationships with provincial/territorial soccer organisations

## **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>SPECIFICATION &amp; REMARKS</b>	<b>COMPETITION</b>	<b>WARM-UP</b>	<b>TRAINING</b>
<i>Number of Courts</i>	2	1	1
<i>Dimensions</i>	Min: 38x20m Max: 42x25m	-	Min: 38x20m Max: 42x25m
<i>Safety Zone</i>	2m (5m on bench side)	2m	2m
<i>Surface</i> <i>*(No concrete, tarmac, or turf)*</i>	Wood or artificial	Wood or artificial	Wood or artificial
<i>Line Marking</i> <i>*(Temp lines allowed, specs on req)*</i>	Futsal Specific	N/A	N/A
<i>Building Lights</i>	800 lux	800 lux	800 lux
<i>Equipment</i>	2x Futsal Goals	N/A	2x Futsal Goals
<i>Score/Videoboard</i>	Scoreboard (w/ fouls)	N/A	N/A
<i>Team Benches</i>	2 benches (seats 13)	N/A	N/A
<i>Spectator Seating</i>	Min. 200	N/A	N/A



<i>Ancillary Rooms</i>	4 Team, 2 Official, Medical, Ops, Meeting, Storage	N/A	N/A
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## 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
- ✓ Provide regular progress reports as well as final reports
- ✓ Oversee hospitality and/or social events
- ✓ Establish legacy plan that supports the local futsal community
- ✓ Provide infrastructure and internet capabilities for broadcast

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



- ✓ Appoint a liaison officer to work with Canada Soccer in respect of hotel accommodations
- ✓ Develop a transport schedule for the duration of the competition

## SPONSORSHIP STRUCTURE & STRATEGY

Canada Soccer will manage all aspects of the national sponsorship program for the competition including sales and fulfilment. Canada Soccer will provide the LOC with regular updates regarding the National Sponsor roster and planned activations.

The Host is responsible for supporting the servicing and fulfilment of all National Sponsors commitments and programs including:

- In conjunction with Canada Soccer, will identify a site for any Canada Soccer sponsor promotion activation where requested (this should be a high traffic area)
- Use the Canada Soccer sponsors logos in any/all promotional material and templates for posters
- Use Canada Soccer sponsors for any equipment needs for the Championship where applicable
- Distribution of sponsor product and giveaways, in accordance with Canada Soccer's direction

The Host, in collaboration with Canada Soccer, is responsible for developing a local sponsorship strategy to secure Local Sponsors to support the event. Any local sponsors obtained must be confirmed no later than 30 days prior to the start of the competition.

The Host will work with Canada Soccer to deter any ambush marketing at the competition and training venues.

Canada Soccer reserves the right to add additional national sponsors to the Championship up to 14 days prior to the start of the competition.

## MARKETING

Canada Soccer will develop marketing assets, content and templates which can be used by the LOC in their local communities.

The Host is responsible for developing a marketing plan to drive awareness and excitement for the event in its local market/region.



The official Championship logo designed and approved by Canada Soccer shall be included by the Host on all promotional material, press releases and templates.

All national promotional and event material provided, distributed, or authorized before, during and after the event must be available simultaneously in both Official Languages.

The Host may provide, at its own cost and with written approval from Canada Soccer, competition-branded apparel for its staff and volunteers.

- This apparel must be obtained from either a Canada Soccer Official Equipment or Merchandise supplier, or a generic non-competing sponsor, approved in writing by Canada Soccer

## MERCHANDISE

Canada Soccer centrally organises merchandise for the Futsal Canadian 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. 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.

## 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

## BROADCAST INFRASTRUCTURE REQUIREMENTS

The Host is responsible for ensuring that at least two competition venues have the ability to support a broadcast/streaming operation, including but not limited to:

- A stable camera platform, centrally located on the court with a vertical height of 3 metres
- A power drop, capable of supporting a minimum of three 120v outlets
- A stable, hard wire internet connection with a minimum of 10mbps uplink speed
- A commentary position, covered with an unobstructive view of the playing court

If any camera platforms need to be mounted or constructed, the Host will consult with Canada Soccer as to its positioning and structure.

Upon approval from Canada Soccer, the Host may, at its own expense, seek to engage a local broadcast production solution for any matches played in the competition which are not part of Canada Soccer's planned broadcast coverage.

## 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 (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)
- ✓ 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 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

## 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

## SIGNAGE

Temporary signage at all event sites, installed for the duration of the event, must be in both Official Languages.

Canada Soccer shall provide the Host with the appropriate sponsor and welcome banners, and court perimeter signage. The Host will display all provided signage at the competition venues on match days and in other agreed locations throughout the competition.

The Host is responsible for the return of the display and court perimeter signage, and hardware, at its own cost, on completion of the Championship, with any lost or damaged banners to be replaced by the Host at its sole cost.

## DRESSING ROOM SERVICING

Dressing rooms need to be serviced a minimum of two hours before the first match each day to ensure that all necessary supplies are fully stocked and everything is in a functioning and presentable manner.

- Drinking water will be provided in or near all dressing rooms; other product may be supplied through Canada Soccer marketing or approved local sponsorship
- Isotonic drinks will be provided to be placed in team and match official dressing rooms. The Local Organising Committee is responsible for stocking the dressing rooms for each match with the provided product
- Dressing rooms should be checked again following each team's departure in preparation for the next match

## DRESSING ROOM SECURITY

The Host is responsible for the security operations of team and match official dressing rooms.

- Dressing rooms should be unlocked prior to a participating club's arrival so that they can quickly access their dressing room



- To ensure that the dressing rooms and the club belongings are secure, dressing rooms should be locked when the team is not in the room

## 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

## VOLUNTEER PROGRAM

The Volunteer Program provides the LOC with an opportunity to engage local youth players in the Futsal 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).

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

## MEDIA ACCREDITATION & BIB CONTROL

A volunteer shall be assigned to oversee distribution of media accreditations and photographer/videographer bibs, including:

- Maintaining a sign-in/sign-out sheet for bibs each day
- Flagging missing or unreturned bibs to the Venue Communications Officer

## 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, sports 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

### PRE-COMPETITION MEETINGS

Before the competition, the LOC will participate in regular meetings with Canada Soccer (monthly, then bi-weekly). The LOC shall book and pay for all meeting rooms and spaces required on the day before the opening matches.

The Pre-Competition Meeting is the first major in-venue event for qualified teams. It is hosted on the night before the first day of matches and provides important information to all qualified teams. At least one member from each Team Delegation List must attend.

Meeting room requirements for the Pre-Competition Meeting:

- Head table for approximately eight people for Canada Soccer appointed personnel
- Tables for all the qualified teams, set up classroom style with the appropriate number of chairs
- Tables with chairs for Local Organising Committee members and observers
- Power and internet
- Projector and projector screen

An additional room or space is required near the main meeting room for the equipment check so that the team kits for all qualified teams can be displayed and reviewed.

### DAILY MEETINGS — CANADA SOCCER HOTEL

The Host shall book and pay for a meeting room to be used daily by the Match Commissioner starting on the night before the opening matches. This room will accommodate 15 persons taking part in the Match Commissioner's daily meetings with the PTSO Representatives as well as any discipline hearings.



- Room set up in U-shape
- Power and internet

## DAILY MEETINGS – REFEREE HOTEL

The LOC shall book and pay for a meeting room to be used daily by the Supervisor of Officials starting on the night before the opening matches. The room will accommodate 60 persons taking part in the daily meetings for all of the Match Officials.

- Head table for approximately four personnel
- Classroom style for 50 personnel
- Power and internet
- Projector and projector screen

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. MEDIA, COMMUNICATIONS & PHOTOGRAPHY

Canada Soccer will be the lead spokesperson for all of its national amateur competitions, including the Futsal Canadian Championship. All communications pertaining to the competition will be published through [www.canadasoccer.com/competitions](http://www.canadasoccer.com/competitions).

Canada Soccer and the Host will work together before, during and after the competition to help promote the Futsal Canadian Championship.

## COMPETITION COMMUNICATIONS



Canada Soccer will lead all national communications for the competition.

The Host will appoint a Venue Communications Officer who will be responsible for promotion and media outreach within the local community.

- The Venue Communications Officer will act as the local media relations lead on all matters related to the Local Organising Committee, including competition venues, impact on the local community, tourism, volunteers, ticketing, etc.
- The Venue Communications Officer will work closely with the Canada Soccer communications team in the promotion and preparations for the event
- The Venue Communications Officer will act as the key communications contact and liaison within the local marketplace
- The Venue Communications Officer will ensure that the LOC meets all venue-specific broadcast/streaming requirements

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

## PRESS CONFERENCE AND COMMUNICATIONS

Canada Soccer is committed to the promotion and equitable use of Canada's two official languages in the delivery of all communications and services.

- Each press conference begins with a bilingual introduction and welcome
- Media are invited to ask questions in either official language
- All public news releases, statements, and media advisories are translated and distributed in both official languages simultaneously

## PHOTOGRAPHER & VIDEOGRAPHER

Canada Soccer will own the rights to all video captured at the Futsal Canadian Championship as well as the rights to all photographs captured on its behalf.



The Host will, in conjunction with Canada Soccer, identify and pay for a local photographer to provide event-related photographs from a pre-determined shot list.

- Photographer(s) must be assigned for, at minimum, Finals Day
- High-resolution photographs of the winning teams must be submitted to Canada Soccer immediately
- High-resolution photographs of each of the winning players/staff (holding the winners' trophy) must be submitted to Canada Soccer within a day of the competition

The Host will, in conjunction with Canada Soccer, identify and pay for a local videographer to capture the sights and sounds from at least the first and last days of the competition (including any ceremonies).

- The Host will support Canada Soccer in the creation of a short 1-2 minute highlight reel showcasing the opening day of the competition
- The Host will support Canada Soccer in the creation of a short 1-2 minute highlight reel showcasing the last day of the competition

## **2.12. DATA, IMPACT & ADMINISTRATION**

### EVENT ADMINISTRATION

The Host will appoint an Event Administrator who will be responsible for providing administrative support to the General Coordinator (and Match Commissioner).

- The Event Administrator(s) will be identified four months before the competition
- The Event Administrator should operate from the Canada Soccer events office at the main venue
- The Event Administrator must be well briefed on all operational aspects of the competition and must be available to work for the duration of the event

### SHIPPING & RECEIVING



The Host will identify and advise Canada Soccer of the location and address where goods and materials can be shipped and stored prior to the competition. The storage should be secure.

Canada Soccer will provide a complete inventory of goods and materials to be shipped and stored no later than six weeks prior to the start of the competition.

Canada Soccer will identify which items are to be shipped back to Canada Soccer, by the Host, and provide the return address for such shipments.

## INTERNET & POWER SOLUTIONS

Canada Soccer requires access to power and a stable internet connection across each of the competition venues and working spaces. At minimum, the following spaces should have power and internet solutions:

- Canada Soccer events office (at each venue)
- Match officials' post-match reporting / meeting room (at each venue)
- Fourth official's desk (at each court)
- Crisis Management meeting space/room (at each venue)
- Match Commissioner's meeting room (at the Canada Soccer hotel)
- Match officials' meeting room (at the referee hotel)

A separate power and internet solution for live broadcast should be identified in conjunction with Canada Soccer.

## REPORTS AND DATA

The Host is required to work with the city and/or local tourism organisation to produce an economic impact report for the competition. The Host may be required to support such a report with data collected before and during the competition.

Reports required include:

- Concepts of Operation
- Progress reports
- Final report (the Host's Championship Report)
- Financial statement



- A digital link to photographs and video assets from the competition

## MATCH-BY-MATCH DATA

With the support of the Host's Venue Data Officer and volunteers, the Local Organising Committee will ensure that Canada Soccer can post the final scores and results immediately following each match.

Attendance figures must be reported for each match, regardless of whether it is paid or unpaid attendance. Requirements for each match include:

- Four printed copies of the Start List (for the referee, each coach, and the LOC volunteer)
- A Canada Soccer match card (to be completed and shared with Canada Soccer immediately at full time, including approximate attendance)
- A treatment tracking sheet (at each treatment area) to capture a basic list of treatment services

## 2.13. CLUB SERVICES & INFORMATION

### CLUB INFORMATION GUIDE

Canada Soccer will publish a Club Information Guide in advance of the competition. The Host must provide its content no later than three months before the start of the competition. The Guide will include information on:

- Welcome message
- Host/LOC contact information
- Safe Sport
- Competition courts and facilities
- Athletic therapy and medical support
- Local transportation (including airport operations, matchday transport, and training transport)
- Hotel accommodations
- Hospitality rooms
- Local laundry options
- Local hospitality and tourism
- Local food and supplies
- Competition meetings



- Official ceremonies and awards
- Competition merchandise
- Ticketing information and fan seating
- Broadcast information
- Competition logo and brand guidelines

## WELCOME PACKS

Before arrival in venue, the Host will provide to the Canada Soccer appointed Match Commissioner, General Coordinator, Assistant General Coordinator, Supervisor of Officials, PTSO Representatives and the participating teams the following information:

- Practice schedule
- Transportation schedule
- Maps to competition and training courts
- Local vendors offering discounts to sports teams
- Further details on the Opening Ceremony
- Hospitality and/or social events
- Protocol for team dressing rooms

## TEAM TRAINING

The Host is responsible for providing one training session for each team prior to the start of the competition.

- If the teams would like any additional training sessions, the Local Organising Committee may be required to assist with coordinating this; however, the cost will be borne by the team(s)
- The training venues must be separate from the competition courts
- Clubs will advise the Local Organising Committee of their training requests 14 days prior to the competition
- The Host will support the qualified teams by providing futsal balls for training sessions upon request; however, teams will be asked to bring their own training equipment

## LAUNDRY SERVICES

The Host shall identify team laundry options in the team hotels (if available) as well as provide a list of local laundromats in the area that are suitable for the teams.



- If a team hotel does not provide laundry services or facilities, the Local Organising Committee is required to compile a list of local laundromats for distribution to teams

## **2.14. OPENING CEREMONY & FINALS DAY**

### OPENING CEREMONY

The Host will be responsible for organising an Opening Ceremony. The Host is required to provide the concept for its Opening Ceremony at least three months in advance of the competition.

The 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.

As an important milestone for the competition, the Host must work closely with Canada Soccer's media team to capture video and create a short 1–2-minute highlight reel showcasing the opening day of the competition.

### FINALS DAY

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 followed by back-to-back Canadian Finals. 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 clubs must attend one of the Canadian Finals. Only the three medal-winning teams from each division need to stay for the Awards Ceremony. The Host will support an enhanced volunteer program for Finals Day. The Host will secure flag bearers and 4-8 ball retrievers for each Final match.

The Host will enact enhanced accreditation and security protocols on Finals Day. The Host will establish a visible division between the spectator areas and the court. The Host will ensure that the technical side of the court is clear of any non-essential persons.



The Host will support an enhanced broadcast production for Finals Day, as led by Canada Soccer's broadcast production team. The broadcast of the Final matches should include a live play-by-play commentator.

The Host must secure an official photographer who will capture rights-free pictures for the Final matches as well as the Awards Ceremony and Winners' Photo Shoot.

A rehearsal for the Awards Ceremony should take place a few days in advance.

## **2.15. 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.

## 2.16. 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 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

## **2.17. 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

## **2.18. 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.

## CRISIS MANAGEMENT LOCATIONS

The Crisis Management Team should have a suitable location at each venue. Each location must have the following:

- Access to power
- Access to a stable internet connection
- Capacity to accommodate 15 persons

An alternative location for each venue should be available in the event that the initial site becomes inaccessible.

## EMERGENCY ACTION PLAN

The Host will source an Emergency Action Plan for each venue. The Emergency Action Plan should consist of the contacts for the persons in charge, call persons to contact the EMS, location of the nearest emergency facility and related information.

The Crisis Management Team, including the Match Commissioner and General Coordinator, should have access to the Emergency Action Plan.



**BID APPLICATION**  
**SOUSSION DE LA CANDIDATURE**



## **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?
- 4.3. 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

## **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



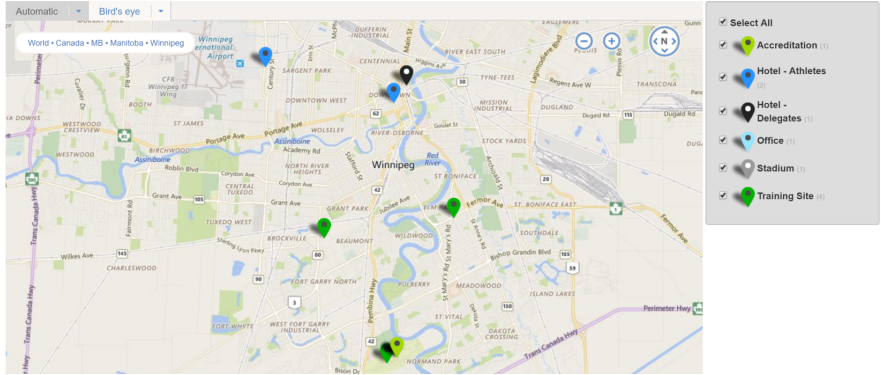
## BIDDING TEMPLATE 1 - BIDDING COMMUNITY SITE MAP

### 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	Crowme 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			
Crowme 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 2029/2030. 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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