2027 PROVINCIAL CHAMPIONSHIPS

REQUEST FOR PROPOSALS | HOSTING GUIDELINES

Pickleball Alberta invites affiliated Member Clubs in good standing to submit proposals to serve as the Local Organizing Committee (LOC) for the 2027 Provincial Championships. A club may propose a privately owned or for-profit facility; the facility operator is a rental venue provider, not the LOC.

Bid deadline: January 10, 2027 | Submission email: lisa.hardy@pickleballalberta.org

HOSTING GUIDELINES

1 Championship overview and why host

The Championships bring together competitive pickleball players from across Alberta. The 2026 event attracted over 700 players and included junior and Special Olympics divisions. The 2027 competition format, participant projections, ancillary activities and schedule will be confirmed by Pickleball Alberta.

Hosting provides opportunities to showcase a facility and community, strengthen volunteer experience, build local partnerships and promote participation. Financial benefits and fundraising opportunities may be available under the final Hosting Agreement; no amounts are guaranteed by this bid document.

2 Hosting structure and eligibility

Pickleball Alberta owns the Championships and retains overall event leadership, final decision-making and financial management. It leads competition planning, registration, officiating, contracting, payments, promotion and sponsorship approvals. The successful Host Club serves as the Local Organizing Committee (LOC), coordinating local volunteers and venue support in collaboration with PA.

LOC eligibility: Only clubs affiliated with Pickleball Alberta and in good standing may be selected as the LOC. Proposals may involve more than one affiliated club, but must identify one lead affiliated club accountable for the LOC. A private or for-profit facility owner/operator may be named as the proposed venue provider, but is not eligible to serve as the LOC solely by providing the venue.

Pickleball Alberta leads	LOC / local partners support
Event ownership, event budget and financial reporting	LOC leadership, volunteer recruitment and scheduling
Tournament planning, registration, officials and results	Onsite setup, check-in, information and logistics support
Venue and supplier contract approval, payments	Venue liaison, local supplier introductions and access coordination
Marketing, sponsors, fundraising approvals	Local promotion, partner introductions and approved fundraising
Event standards, safety planning and final decisions	Local accessibility, venue operations and safety coordination

Venue arrangements: Pickleball Alberta will negotiate and enter into the venue rental agreement directly with the facility owner/operator. The venue provider is compensated only for the agreed exclusive-use facility rental fees and any expressly approved services under that agreement. It does not receive LOC hosting grants or payments, LOC fundraising proceeds, sponsorship incentives, or any share of event profits or surplus. The LOC may be separate from the facility owner/operator.

The final allocation of tasks will be confirmed in the Hosting Agreement, based substantially on the 2026 Provincials MOU, and the event-specific operating plan. The volunteer handbook is an operational resource, not part of this application.

3 Venue requirements and preferences

Mandatory threshold: at least 20 competition-ready pickleball courts available for simultaneous tournament use at the proposed venue or approved configuration. The preferred venue has all courts indoors on dedicated, purpose-built pickleball surfaces rather than gymnasium courts. Hybrid indoor/outdoor purpose-built venues may be considered if a credible weather and schedule contingency is demonstrated. Gymnasium courts are not the preferred solution and should not be assumed to satisfy the requirement without PA review.

Venue assessment: what applicants must disclose

- Court count by type, number usable simultaneously, permanent lines, playing surface, dimensions, run-off/clearance, dividers, lighting and indoor ceiling height.
- Exact competition, setup and teardown availability; whether dates are confirmed, held or tentative; exclusive-use restrictions and other bookings.
- Washrooms (including accessible toilets), step-free access, parking, spectator areas, hydration, food options and emergency access.
- Rooms or spaces for tournament management, officials, volunteers, player check-in, first aid, medals, storage and potential vendors or broadcast.
- Internet, power, PA/audio and any additional equipment or staffing costs.
- For outdoor courts: rain, wind, heat, smoke/air quality contingencies, backup courts and effect on completing the schedule.

Applicants should provide approximate quantities and existing specifications where known. PA may request clarifications or inspect shortlisted venues to verify court safety and operational suitability. A venue meeting the 20-court threshold is not automatically approved.

4 LOC and volunteer capacity

Applicants must demonstrate the capacity to establish a Local Organizing Committee (LOC), including an LOC Chair, Volunteer Coordinator and appropriate functional-area leads. The LOC will recruit and coordinate volunteers in collaboration with Pickleball Alberta. Support areas may include setup and teardown, player and volunteer check-in, information services, medals, facility logistics, approved fundraising, vendor support, social activities (if held) and first aid coordination. Specific roles, staffing levels and duties will be finalized with the successful LOC based on the selected venue and event operating plan.

5 Financial responsibilities and LOC opportunities

Pickleball Alberta retains responsibility for the championship operating budget, event revenues, supplier agreements and payments. Applicants are not required to prepare or finance a full event budget; they should provide available facility rental information and identify potential local support. Eligible LOCs may receive a base hosting grant, volunteer recruitment-related payment, approved local sponsorship incentives, approved fundraising opportunities (which may include raffles and silent auctions) and a potential financial legacy payment following event reconciliation. Amounts, percentages and conditions will be set out in the Hosting Agreement. Separate private or for-profit venue owners/operators are not eligible for LOC financial benefits; their compensation is limited to agreed rental fees and approved services under the venue agreement.

Applicants must not make financial commitments, promise sponsor benefits or arrange fundraising on behalf of Pickleball Alberta without prior written approval. Local grants, municipal assistance and in-kind contributions may be identified as opportunities but are not hosting prerequisites.

6 Bid process, evaluation and selection

Stage	Process
1. Submission	Submit a proposal addressing Section 8 by the stated deadline; supporting material may be provided where available.
2. Mandatory screening	PA reviews court capacity, venue availability and essential suitability.
3. Evaluation	Eligible proposals are assessed against the criteria below.
4. Verification	PA may request clarification, updated quotations, site inspections or partner confirmation.
5. Conditional award	PA may identify a preferred host, subject to satisfactory venue arrangements and execution of the Hosting Agreement.
Evaluation criterion	**Weight**
Facility suitability and availability	40%
LOC leadership and volunteer capacity	25%
Facility costs and operational feasibility	20%
Participant experience and accessibility	10%
Community support and partnerships	5%
TOTAL	100%

PA may consider geographic distribution and previous host locations alongside the published criteria. PA may verify information, request clarification, conduct site visits, negotiate arrangements or decline to select a host. Any selection is conditional on satisfactory venue arrangements and execution of the Hosting Agreement.

7 Proposal submission and timetable

Milestone	Date / information
Application release	November 20, 2026
Bid submission deadline	January 10, 2027
Review / optional site visits	January 11 – 17, 2027
Anticipated host notification	February 1, 2027
Send application to	Lisa Hardy at lisa.hardy@pickleballalberta.org

Additional Hosting Resources

Affiliated clubs interested in submitting a bid proposal may request a copy of the Provincials Hosting Agreement and Volunteer Handbook by emailing Lisa Hardy at **lisa.hardy@pickleballalberta.org.** These documents are available upon request to assist prospective host clubs in understanding the anticipated responsibilities, operational requirements and volunteer commitments associated with hosting the Championships.

8 Information required in your proposal

Submit a concise proposal addressing the items below. Point-form responses and tables are welcome; a separate application form is not required. Proposals should generally be no more than five pages, excluding available venue diagrams and supporting materials. Indicate "TBC" where information is not yet confirmed. Clubs are not expected to secure a rental contract or complete technical surveys before applying.

Please address each topic below once. A short response is sufficient where the information is straightforward. Facility websites, existing diagrams and photographs may be referenced instead of reproducing technical information.

A Applicant and LOC readiness

- Name of the lead Pickleball Alberta affiliated club, primary contact and contact details; identify any other collaborating affiliated clubs.
- Confirmation of the lead club's support for submitting the proposal, relevant hosting experience and its ability to recruit an LOC Chair, Volunteer Coordinator and volunteers. Named position holders and detailed staffing schedules are not required.

B Proposed facility and courts

- Facility name, address, owner/operator and facility booking contact & contact information.
- Number of indoor and outdoor courts; number available simultaneously and exclusively for competition (minimum 20). Identify dedicated pickleball versus multipurpose courts.
- Brief description of court surface, permanent lines/nets, dimensions and surrounding clearance, barriers/dividers, lighting and ceiling height (where known).

- Indicate Yes/No for each tournament dates listed below that would be available for competition, setup and teardown; identify confirmed, tentative or unknown availability and any other bookings or restrictions.
  - July 15-18, 2027 (Set up July 14)
  - August 5-8, 2027 (Set up August 4)
- Provide an existing court layout, photographs or facility website link if readily available.

C Amenities and event-support spaces

- Approximate number of washrooms and accessible washrooms; accessible entry and circulation.
- Meeting rooms or enclosed spaces (number and approximate capacity) and areas that could be used for tournament operations, officials, volunteers, player check-in, first aid, medals and storage.
- Spectator seating/viewing, parking capacity, food and water options, and space for vendors or sponsors.
- Availability of Wi-Fi, power and public-address/audio systems; note known limitations.

D Venue terms and weather contingency

- Whether exclusive facility rental is possible, estimated rental fees if known (not required for bid application), and any known restrictions or additional charges. PA will negotiate and sign the venue agreement directly.
- For proposals using outdoor courts: a preliminary description of rain, wind, heat and air-quality contingencies, including any potential backup courts or schedule flexibility.

E Local support and other considerations

- General assessment of local volunteer availability and possible assistance from other clubs or community groups.
- Optional: nearby accommodation, local partnerships, municipal or tourism support, and other features relevant to participant experience. These are not prerequisites.

9 Submission checklist and acknowledgement

Before submitting, please confirm that your proposal includes:

☐ Lead affiliated club and contact information

☐ Proposed venue and facility contact

☐ Indoor/outdoor and simultaneous exclusive-use court counts

☐ General amenities and support-space overview

☐ Date availability and rental information, to the extent known

☐ LOC and volunteer capacity overview

☐ Preliminary weather contingency, if outdoor courts are proposed

Supporting layouts, photos, quotations or letters may be included if already available; they are not mandatory at the initial submission stage. PA may request additional documentation from shortlisted applicants.

By submitting a proposal, the lead club confirms that the information provided is accurate to the best of its knowledge, that it is affiliated with Pickleball Alberta and in good standing, and that it understands the distinction between LOC responsibilities and any separate venue rental arrangement. Submission does not guarantee selection or authorize financial commitments on PA's behalf.

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