



## **BID BOOK FOR THE 2025 & 2026 ALBERTA JUNIOR ELITE**

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## 1/ INTRODUCTION

As of April 1, 2025, Badminton Canada has officially opened bidding for the 2025 & 2026 Alberta Junior Elite. Bids will be for a 2-year hosting cycle.

### BIDDING TIMELINES

- Call for bids: **April 1, 2025**
- Letter of Intent due: **April 30, 2025**
- Bids due: **5:00 PM Eastern time, May 30, 2025**
- Bid review process: **June 1 – June 30, 2025**
- Selection announced to bidders: **July 15, 2025**
- Announcement: **July 30, 2025**

For more information regarding the event please refer to Section 2.2 and Appendix 1.

## 2/ RIGHTS HOLDER

### 2.1 *About Badminton Canada*

Badminton Canada is the national sport governing body dedicated to developing and promoting badminton for all Canadians. With the support of our funding partners, sponsors and suppliers, we are responsible for developing elite athletes, coaches, and officials. Also, in partnership with our provincial member organizations and clubs, we assist with grassroots development activities for badminton.

Badminton Canada has charitable status as a registered Canadian amateur athletic association and is able to issue charitable receipts for donations.

The Canadian Badminton Association was formed in 1921 and was a founding member of the International Badminton Federation (now the Badminton World Federation) in 1934. Officially incorporated in 1957, the organization changed its name to Badminton Canada in 1989.

Badminton Canada has 13 Member Associations, who are the Provincial and Territorial Sport Organizations (PTSOs) for badminton. We are also the member association representing Canada to the Badminton Pan American Confederation and the Badminton World Federation.

For more information on Badminton Canada, you can go to our **website** at [www.badminton.ca](http://www.badminton.ca).

Badminton Canada is the rights holder for the following domestic events:

- Canadian Senior/Para National Championships
- Canadian Junior National Championships
- Canadian Masters Championships
- Canadian College/University National Championships
- National Junior/Senior Elite Series
- National Junior Super Series

In addition, Badminton Canada is the rights holder for any international events held in Canada and must be the organization that submits bids for Badminton World Federation or Badminton Pan America Confederation sanctioned events.

All bids for Badminton Canada events will be evaluated by Badminton Canada staff.

## 2.2 *About the Alberta Junior Elite*

The Alberta Junior Elite is an annual event for competitors in age groups under 19. This level of competition is not a general participation event, it targets and supports athletes in the Learn to Train and Train to Train stages of development. The event locations for the past three years have been:

-	2024	Calgary – Sunridge Badminton Centre & ClearOne	338 athletes
-	2023	Nisku – Modu Badminton Club	254 athletes
-	2022	Nisku – Modu Badminton Club	271 athletes

The event is held over 3 days starting on Friday and finishing on Sunday. Athletes compete in up to 3 events in four age categories U13, U15, U17, U19. Each age category features individual events contested in Men's Singles, Women's Singles, Men's Doubles, Women's Doubles and Mixed Doubles.

A typical schedule is listed below. Please note that the duration of play each day will depend on the number of tournament participants.

Thursday	Open Practice
Friday	Opening rounds
Saturday	Continuation of rounds
Sunday	Event finals



### 3/ NATIONAL CHAMPIONSHIP SELECTION POLICIES

Badminton Canada determines the process for the selection of hosts and locations of Championships. Badminton Canada evaluates the bids and makes the final selection in consultation with the Competition Committee. Ultimately Badminton Canada staff will make the final decision.

- A. The extent to which the Championship will have a positive impact on the overall development of the sport.
- B. Ease of travel (proximity to a major airport, volume of inventory of airlines seats in and out of destination, other travel assistance to get to the venue, hotel and practice locations).
- C. Geo-political considerations. (Looking at both where the specific Championship has been held in recent years, and where all the other Badminton Canada Championships have been held and will be held).
- D. Badminton Canada will determine championship minimum fees based on a fair market analysis of the championship.
- E. Bid packages are to focus on what the Bid Committee can offer Badminton Canada and the participating athletes. Bid packages should not be conditional on Badminton Canada providing anything beyond what is currently detailed in this Bid Book.
- F. The signed championship agreement is the final authority on any dispute between the two parties (from Badminton Canada bid book to Host bid proposal to signed championship agreement).

### 4/ OBLIGATIONS

#### ***4.1 Mandatory commitments from a bidding organization***

The following mandatory commitments from a bidding organization or community are required. If your bidding organization or community cannot respect the following mandatory commitments, your bid will be refused:

- Bid application with answers to all questions and all requested appendices. Bid organizations or communities cannot modify the existing text in appendices (f) to (h);
- Signature of the bid committee and bid institutions in appendix (h) of the Bid application;
- Bid organizations and communities accept that their responses to the bid application be made public at the discretion of Badminton Canada after the nomination of the hosting organization or community.

#### ***4.2 PTSO Endorsement***

Badminton Canada requires that all bid committees engage with their local Badminton Clubs and PTSO to ensure that the technical expertise exist in your community. Letters of support from the PTSO will be included as part of the evaluation of the bid.



### 4.3 Obligations

Bidding organizations and communities will be required to abide by the Badminton Canada Junior Elite tournament regulations which can be found in the [General Competitions Regulations](#). The General Competition Regulations are reviewed and updated at the start of every competition season.

For the event obligations, please refer to:

- appendix 2 for the bidding organization or community obligations;
- appendix 3 for the rights holder obligations.

## 5/ BID PROCEDURE

The process of selecting the host is focused on one primary objective: to select the best host to receive the right to host the 2025 & 2026 Alberta Junior Elite. Badminton Canada reserves the right not to award the event to any bidding organizations if they so decide.

## 6/ BID RULES

### Confidentiality

Confidential information is defined as any document marked "confidential" and which requires secure storage and limited reproduction and distribution. Potential bidding organizations or communities should not see the information for any purpose other than to prepare their Bid for the 2025 & 2026 Alberta Junior Elite. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

### Guiding principle

Badminton Canada believes the procedures for determining the host, from the initial expression of interest in the bid to the selection of the host, should be based on an open dialogue and fair process for all bidding parties. 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 parties.

### Bid document

Bid proposals should be submitted electronically to Badminton Canada to the following email address: [events@badminton.ca](mailto:events@badminton.ca) and [mgauthier@badminton.ca](mailto:mgauthier@badminton.ca)

The numbering within the bid application must be maintained and a table of contents must be included at the beginning of the bid application. The questions must be included in the bid application submitted to Badminton Canada.

### Communication

Potential bid organizations or bid communities must address all questions in writing to Badminton Canada, who will forward the replies to all potential bid parties.

No formal or informal presentation or meeting in any way relating to the bid shall be held with

Badminton Canada other than the one described in section 4.

No gifts or tokens of appreciation of any kind shall be offered to Badminton Canada, Badminton Canada Board of Directors, Evaluation Committee or staff.

The Badminton Canada logo may not be used in any documentation of the bidding communities.

## 7/ BID EVALUATION

Certain topics could have more importance than others.

		Weighting %
1	<b>Background &amp; Overall Bid Presentation</b>	2
2	<b>Support and partnerships</b>	15
3	<b>Facilities</b>	25
4	<b>Competition</b>	15
5	<b>Finance (including revenue generation)</b>	20
	5.1 Financial risk assessment (including detailed budget and confirmed revenues)	
	5.2 Marketing plan	
6	<b>Communication, hosting services and other activities</b>	8
	6.1 Communication plan	
	6.2 Media services during the event	
	6.3 Hosting services (VIPs and sponsors)	
	6.4 Other activities related to the event: Opening/closing/special events/final banquet/festival	
7	<b>Operation</b>	10
	7.1 Local transportation	
	7.2 Accommodation	
	7.3 Medical	
	7.4 Official languages	
	7.5 Technology	
8	<b>Legacy</b>	5

## **APPENDIX 1 - FACT SHEET**

- The Alberta Junior Elite are held every year under the aegis of Badminton Canada.
- The Atlantic Junior Elite will gather approximately 300 athletes from 13 provinces and territories. Including family, friends and volunteers, the event will involve over 400 individuals.
- The number of spectators from outside the host city normally expected to attend the Atlantic Junior Elite is limited.

## **APPENDIX 2 – GENERAL COMPETITION REGULATIONS**

The General Competition Regulations are reviewed and updated at the start of every competition season. Current versions will be in effect.

### **FINANCIAL ARRANGEMENTS**

- 1.1 Junior Elite Series (JES): minimum entry fee of \$160. BCAN will retain \$75 per entry fee, the PTSO will retain \$8 per entry fee, and the host committee (HC) will retain the remainder of all entry fees.
- 1.2 Players will receive:
  - 1.2.1 Competition shuttles (within reason) as determined by the tournament referee
  - 1.2.2 Prize money (SES only if applicable)
  - 1.2.3 Medals for winners, finalists and semi-finalists (no playoff for JES)
- 1.3 BCAN will receive \$75 per entry fee for JES, U23 & SES events and is responsible for :
  - 1.3.1 9 shuttles per athlete (ordering and shipping)
  - 1.3.2 Yonex prizes
  - 1.3.3 Management of registrations
  - 1.3.4 Overseeing seeding, draws, and timing of the main draws
  - 1.3.5 Set up of Tournament Software tournament file using the Badminton Canada License
  - 1.3.6 Process refunds and withdrawals
  - 1.3.7 Process results of the event to the National Ranking system
- 1.4 The HC will receive the remainder of the entry fee for JES, U23 & SES events and is responsible for:
  - 1.4.1 Hiring a Technical Delegate to manage, seeding, draws, and timing of the main draws
  - 1.4.2 Payment of officials' honorarium, accommodation and transportation
  - 1.4.3 Payment of official's meals while on site at the competition venue (ex. If officials



- are at the venue during lunch or dinner hours)
- 1.4.4 Expenses associated with administrative functions of the competition
- 1.4.5 Reservation and payment for facility rental
- 1.4.6 The HC share of the entry fee will be paid by Badminton Canada on receipt of an invoice after the entry deadline
- 1.4.7 Medals (main round winners, finalists and semi-finalists)
- 1.4.8 Shipping of materials (courts, nets, signage, etc.)
- 1.4.9 Consolation prizes(optional)
- 1.4.10 Insurance coverage for the event
- 1.4.11 Post event report submitted to BCAN within 14 days of the conclusion of the event
- 1.5 The PTSO will receive \$8 of the entry fee for JES, U23 & SES events and is responsible for:
  - 1.5.1 Representing Badminton Canada at each national event
  - 1.5.2 Checking coach certifications and providing wristbands to certified coaches
  - 1.5.3 Assuring branding requirements are met for Badminton Canada and event Sponsors
  - 1.5.4 Post event report submitted to BCAN within 14 days of the conclusion of the event
- 1.6 The HC shall assume full responsibility for losses resulting from its running of an Elite Series tournament and shall budget accordingly.

#### **VENUE REQUIREMENTS**

- 1.1 All courts to be used must be approved by the Referee and accommodate the officiating of matches.
- 1.2 The minimum ceiling height from the floor shall be 27 feet and this required height shall be entirely free of girders and other objects suspended over the area of the court.
- 1.3 The distance between the back wall or curtain and the baseline is to be a minimum of 4 feet. The court lines are to be clearly distinguishable and be the outstanding lines on the floor surface.
- 1.4 Lighting is to be of a non-glare type and be indirect, shaded or diffused.
- 1.5 Live streaming services of the finals can be broadcast to the BCAN YouTube page, or provincial YouTube page if the technical requirements of the venue facilitate this service.
- 1.6 An automated external defibrillator (AED) must be available at the facility with easy access from the field of play.

#### **OFFICIALS**

- 1.1 The HC must provide one referee. The referee must be a nationally certified umpire or referee.
- 1.2 The HC must provide a minimum number of umpires as per the following: 1 to 6 courts- 2 umpires, 7-9 courts- 3 umpires, 9+ courts- 4 umpires.

- 1.3 Minimum one nationally certified umpire and all umpires must be at least provincially certified.
- 1.4 The HC must be able to provide four-line judges for each semi-final and final if requested.
- 1.5 The HC is to ensure that tournament officials receive all relevant information received by participants, including dates, accommodation information, special events, etc.
- 1.6 All finals playoffs must be officiated.
- 1.7 A minimum per diem allowance of \$55.00 per day shall be provided for each full day an umpire or referee is scheduled at the tournament. An additional \$55 per diem will be paid for the combination of travel days.
- 1.8 Officials are to submit an expense report to the HC immediately following the event. The HC will compensate the official within 2 weeks of receiving the officials' expense reports.
- 1.9 Post event report by the Referee submitted to BCAN within 14 days from the completion of the event.

#### **TROPHIES & PRIZES**

- 1.1 Medals for winners, finalists and semi-finalists

### APPENDIX 3 - BID APPLICATION TO BE RETURNED TO RIGHTS HOLDER

Bid Organization will be evaluated by the Badminton Staff on the basis of each of the topics below. Certain topics will have more importance than others; please see section 6 for more information.

#### 1 BACKGROUND

Please describe your bidding community, including any sporting events they have hosted previously.

Who will Chair the Organizing committee? Who are the potential members of the Local Organizing Committee (LOC)? What will be their role and what is their event background?

#### 2 SUPPORT AND PARTNERSHIPS

Who will be the event promoter and the event partners/stakeholders?

Have you received any commitments from various local, regional, provincial or federal governments, organizations or institutions? If so, how much financial support have they committed?

#### 3 FACILITIES

Does the existing competition site facility comply with or exceed Badminton Canada requirements for the event?

Do the existing competition and training site facilities, including the equipment, comply with or exceed

Badminton Canada's technical rules and regulations for the event?

#### **4 COMPETITION**

Who will be the competition management team (seeding, draws, schedule) for the event and what is their background?

Please confirm that you are able to host the event (3-day event) on October 3-5, 2025 and October 2-4, 2026.

#### **5 FINANCES INCLUDING REVENUE GENERATION**

Please outline your marketing plan (sponsorships, ticketing, merchandising and fundraising). How will you be able to raise commercial revenues factoring in the marketing obligations?

Does your bid include a contribution of cash or value in kind (VIK)? If yes, please indicate how much will be contributed to the event and how much will be contributed to the national event strategy?

#### **6 COMMUNICATION, HOSTING SERVICES AND OTHERS ACTIVITIES**

Please outline your communication plan factoring in the communication obligations. More specifically how can you ensure that as many participants and the local media will be kept informed?

## 7 OPERATIONS

Please include the host hotel for the event. Ideally 15-20 mins from the competition venue.

Please outline your local transportation plan for officials.

What type of medical services do you intend to provide, and where?

What will be your official language plan for this event?

Please describe the technology infrastructure that will be available at the venues.

## 8 LEGACY AND CONCLUSION

What type of legacy will this event leave at the local, regional, provincial and national level?

Why should we select your organization or community to host this event?

**9 APPENDICES**

Bidding communities need to include the following appendices:

- Appendix A: Bidding community site map with all venue locations
- Appendix B: Competition site floor plan and photos
- Appendix C: Training site floor plan and photos (if applicable)
- Appendix D: Operational budget
- Appendix E: Letter of Support from PTSO

**Appendix F (bid application) - Competition venue form**

COMPETITION VENUE FORM				
VENUE GENERAL INFORMATION				
Venue name				
Owner's name				
Address				
Telephone				
Contact name / position				
Venue website address				
Venue rental cost				
FIELD OF PLAY INFORMATION	Competition		Warm up	REMARKS
	Hall 1	Hall 2		
Name				
Number of courts available				
Court Type (permanent, court mats) and underlay				
Background colour around field of play				
Size (within the competition area)				
Size (wall to wall)				
Height				
Floor (type)				
Seating capacity (permanent)				
Seating capacity (temporary)				
Existing sound system (give specifications in remarks)				
Existing scoreboard/video board (give specifications) remarks)				
Lights (type and LUX)				
AC or Ventilation				

WORKROOM(S) THAT CAN BE USED FOR EVENT OPERATION	NAME	SIZE	FLOOR LEVEL	FLOOR TYPE	REMARKS
Indoor room(s)					
ATHLETES & OFFICIALS SERVICES	YES	NO	N/A	NUMBER	REMARKS
Dressing room(s)					
Shower(s)					
Washroom(s)					
Technical officials' / referees' dressing room(s)					
Medical room					
Anti-doping room					
SPECTATORS/MEDIA/VIP SERVICES	YES	NO	N/A	NUMBER	REMARKS
Spectators' entrance / hall					
Ticketing office (no. of booths)					
Spectators' washrooms (built to service how many spectators?)					
Spectators' restaurant(s)					
Spectators' snack bar(s)					
Spectators' elevator(s)					
Merchandising sales area(s)					
VIP area					
Media area					



TRANSPORTATION	YES	NO	N/A	NUMBER	REMARKS
Parking (car)					
Parking (buses)					
Drop off /pick up load zone (no. of cars at the same time)					
Drop off /pick up load zone (no. of buses at the same time)					
Loading dock					
Equipment elevator(s)					
Public transportation (specify distance to bus stop in remarks column)					
WILL THE FACILITY RENTAL INCLUDE THE FOLLOWING FACILITIES, EQUIPMENT OR SUPPLIES AT NO EXTRA CHARGE?	YES	NO	NOT AVAILABLE	IF NO, COSTS PER DAY	REMARKS
Number of competition day(s) (please specify how many)					
Number of fit-out and decommissioning days (please specify how many)					
Access to the venues prior to fit-out days during non-exclusivity period					
Provide a clean venue with no advertisement board					
All the rooms specified above					
Sport equipment (please specify in remarks column)					
Results equipment (please specify in remarks column)					
Furniture, fixtures and equipment (FF&E) (Please specify in remarks column)					
Electricity consumption					
Waste management					
Parking during the event					
Parking prior to the event					

### Appendix G - Bidding organization or community statement

The bid committee represented by [organization name] \_\_\_\_\_ and the bid institution represented by [organization name] \_\_\_\_\_ agree to comply with the following statement:

We will cooperate fully with Badminton Canada in the staging and hosting of the Championships and assume responsibilities for all expenses concerning the [event year] \_\_\_\_\_ Alberta Junior Elite. We agree that all contents of the bid application submitted by the bid committee and the bid institution are binding, unless it conflicts with the obligations listed in the Request for Proposal for the [event year] \_\_\_\_\_ Alberta Junior Elite. Any changes to the bid application once the event has been awarded must be approved by Badminton Canada prior to taking effect.

The Bid Committee and eventual Local Organizing Committee agree to adhere to all Badminton Canada policies and accepts that from time to time those policies could be changed or updated with limited notice.

Immediately after being awarded the event by Badminton Canada and no more than 30 days later, the Bid Committee and Bid Institution must create a Local Organizing Committee (LOC) which shall be responsible for the organization of the event. This LOC must be legally formed and be a non-profit organization. The Founding Members of the LOC is ideally comprised of one member from each of the following organizations:

- Badminton Canada (required)
- Provincial/Territorial Badminton Organization
- Bid Committee
- Bid institution

The appointment of the LOC is conditional upon the Organizing Committee undertaking in form and substance satisfactory to Badminton Canada to fully comply with the terms and conditions of the obligations listed in the Bid Document. Both the Bid Committee and the Bid Institution shall be jointly and severally liable for all commitments entered into by them, individually or collectively, in connection with the organization and staging of the event, including any obligation under the RFP for the [event year] \_\_\_\_\_ Alberta Junior Elite.

BID COMMITTEE

BID INSTITUTION

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Position (print)

\_\_\_\_\_  
Position (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature