



BID BOOK FOR THE 2026 & 2027 CANADIAN UNIVERSITY/COLLEGE BADMINTON CHAMPIONSHIPS

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1/ INTRODUCTION

As of April 1, 2025, Badminton Canada has officially opened bidding for the 2026 & 2027 Canadian University/College Championships. 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.

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 Canadian University/College Badminton Championships*

The Canadian University/College Badminton Championships is an annual event for University and College students. 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:

- 2022	Ontario Tech University, Oshawa, ON	109 athletes
- 2023	Ontario Tech University, Oshawa, ON	140 athletes
- 2024	University of Waterloo, Waterloo, ON	142 athletes

The event is held over 4 days starting on Thursday and finishing on Sunday. Athletes compete in Men's Singles, Women's Singles, Men's Doubles, Women's Doubles, Mixed Doubles and a Team Event.

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

Wednesday	Open practice
Thursday	Opening Rounds of Team Event
Friday	Team Event Finals – Start of individual play
Saturday	Continuation of individual events
Sunday	Continuation of individual events including 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).
- 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 Canadian University/College Championships 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 2026 & 2027 Canadian University/College Championships. 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 2026 & 2027 Canadian University/College Championships. 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 and 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	Background & Overall Bid Presentation	2
2	Support and partnerships	15
3	Facilities	25
4	Competition	15
5	Finance (including revenue generation)	20
	5.1 Financial risk assessment (including detailed budget and confirmed revenues)	
	5.2 Marketing plan	
6	Communication, hosting services and other activities	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	Operation	10
	7.1 Local transportation	
	7.2 Accommodation	
	7.3 Medical	
	7.4 Official languages	
	7.5 Technology	
8	Legacy	5

APPENDIX 1 - FACT SHEET

- The Canadian University/College Championships are held every year under the aegis of Badminton Canada.
- The Canadian University/College Championships will gather approximately 150 athletes from 8-12 universities/colleges. Including family, friends and volunteers, the event will involve over 350 individuals.
- The number of spectators from outside the host city normally expected to attend the Canadian University/College Championships is limited.
- The Canadian University/College Championships is an event that Canadian athletes can use as an entry into the FISU World Games.

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 The host committee (HC) shall assume full responsibility for losses resulting from its running of the event and shall budget accordingly.
- 1.2 Entry fees are determined and approved by BCAN.
- 1.3 Entry fees will be:
 - 1.3.1 University/College National Championships: the entry fee for the Individual event is a minimum of \$200, \$300 for the Team Event. BCAN will retain \$120 of all Individual Event entry fees with the remainder going to the HC. All Team Event fees will be given to the HC.
- 1.4 HC's are responsible for ensuring and paying for the following:
 - 1.4.1 Officials (Referee's and Umpires) per diem of \$55/day.
 - 1.4.2 Arrangements for and cost of local accommodation for all officials (maximum 2 per room unless otherwise agreed to by BCAN). Accommodation must be offered starting from the night before the tournament commences until the morning after the day of the end of the tournament.
 - 1.4.3 Cost of meals provided on site to officials and volunteers if they are required to work during mealtimes (lunch and dinner if applicable)
 - 1.4.4 Local administration.
 - 1.4.5 Social event(s) (if applicable).
 - 1.4.6 Local transportation of officials.
 - 1.4.7 Local promotion and marketing.

- 1.4.8 Management of draws, and timing of the main draws
 - 1.4.9 Other miscellaneous expenses related to the running of the event.
 - 1.4.10 The rental of the facilities and any other costs are associated with facility rental.
 - 1.4.11 Tournament Souvenir.
 - 1.4.12 Post event report by the Chair to BCAN within 14 days from the completion of the event.
- 1.5 BCAN will be responsible for ensuring and paying for the following:
- 1.5.1 National assigned officials travel costs between their home city and the host city.
 - 1.5.2 Feather shuttlecocks for the duration of the event. All unused shuttlecocks will be returned to BCAN or directly to the shuttle sponsor.
 - 1.5.3 Travel and accommodation costs for any BCAN representatives attending the event.
 - 1.5.4 Medals for winners, runner-up and third place finishers
 - 1.5.5 Engraving and shipping perpetual plaques
 - 1.5.6 Management of registration, and seeding
 - 1.5.7 Overseeing draws, and timing of the main draws
 - 1.5.8 Set up of Tournament Software tournament file using the BCAN License
 - 1.5.9 Process refunds and withdrawals
 - 1.5.10 Process results of the event to the National Ranking system
 - 1.5.11 Representing Badminton Canada at each national event
 - 1.5.12 Checking coach certifications and providing wristbands to certified coaches
 - 1.5.13 Assuring branding requirements are met for BCAN and event Sponsors
 - 1.5.14 Management and payment of Livescore and Livestream licenses
 - 1.5.15 Shipping of event awards, branding, signage, etc.
 - 1.5.16 Insurance coverage for the event.
- 1.6 The HC will provide BCAN with a complete hosting and financial report of the event within two months of its completion.

VENUE REQUIREMENTS

- 1.1 The competition venue(s) must have a minimum of 12 courts – 8 for the Individual event & 4 for the Team event.
- 1.2 The venue(s) are recommended to be available for a minimum of 5 days with a reference for 4 days of play and 1 day of set up.
- 1.3 The minimum height from the floor, over the full area of the court, are recommended to be a minimum of 8.2 meters (27 feet) and this height shall be entirely free of girders and other objects suspended over the area of the court.
- 1.4 The distance between the back wall or curtain and the baseline of the court are recommended to be a minimum of 2 meters (6.5 feet).
- 1.5 It is recommended that there is sufficient space between courts to provide for umpires. At the minimum is 1.2 meters (4 feet).

- 1.6 The badminton court lines must be clearly distinguishable from any other lines on the floor and there can be no gaps in the court lines.
- 1.7 Lighting should be of a non-glare type and be indirect, shaded or diffused.
- 1.8 Subject to HC approval, the venue requires internet access both for media reporting and participant use.
- 1.9 An automated external defibrillator (AED) must be available at the facility with easy access from the field of play.

OFFICIALS

- 1.1 The Referee for the event will be appointed by BCAN. The Referee will be expected to be on site at least 24 hours prior to the commencement of play.
- 1.2 The Referee is considered a member of the HC, and, thereby, will be a party to the overall planning, scheduling and presentation of the event
- 1.3 BCAN will, within financial limits placed on the annual budget, select 4 national officials for the event and meet their transportation costs to the event.
- 1.4 The HC must recruit sufficient local national and provincial officials to complement the selected officials and their names must be communicated to BCAN before the entry deadline for the competitions. There must be a minimum of 8 umpires in addition to the Referee for this event.
- 1.5 All individual main round semi-finals, and all finals are to be officiated by an umpire and service judge as a minimum the third/ and fourth playoff matches must be officiated by an umpire. In addition, all matches in the team event finals are to be officiated by an umpire and service judge.
- 1.6 The HC shall be responsible for ensuring that an adequate number of competent and experienced lines judges are available during the tournament. As a minimum, 12 trained lines judges should be available for the main round individual semi-finals, third/fourth playoffs and finals matches and the event finals.
- 1.7 BCAN shall provide the HC with a list of the arrival and departure times of its selected officials.
- 1.8 The HC will be responsible for transportation to and from the airport, and between the competition venue(s) and host hotels for all officials.
- 1.9 The HC shall make arrangements for and be responsible for cost of local accommodation for all officials. Referees are to be provided a single room should the number of male/female Officials allow for this. Umpires are maximum of 2 per room (unless otherwise agreed to by BCAN). Accommodation must be offered starting from the night before the tournament commences until the morning after the day of the end of the tournament.
- 1.10 The HC shall provide a per diem allowance of \$55.00 per day for each full day an Official is scheduled at the tournament and shall be paid in cash/cheque as soon as possible after his/her arrival. The HC will pay an additional \$55 per diem to offset expenses on travel days.
- 1.11 The HC is to ensure that tournament officials receive all relevant information received by the participants, including dates, accommodation information,

- special events, etc.
- 1.12 One of the duties of the Officials shall be to advise the HC of their recommendations for the female and male sportsperson to receive the True Sport Award presented by BCAN.
 - 1.13 Post event report submitted by the Referee to BCAN within 14 days from the completion of the event.

TROPHIES & PRIZES

- 1.1 BCAN perpetual awards, which are to be maintained and engraved by BCAN, will be shipped to the HC well in advance of the event to allow the HC publicity opportunities. These same awards shall be returned to the National Office within two weeks of the event.
- 1.2 BCAN will supply at BCAN expense gold, silver and bronze engraved medals, which are to be presented to the winners, finalists, and third place finishers of the individual events.
- 1.3 The HC, may, at its discretion and expense, provide recognition to the winners of the consolation events
- 1.4 Medals must be at the venue following the finals matches. The medals may be presented after every match or at the end of all finals at the discretion of the HC and the Referee.
- 1.5 There will be no prize money for this championship.

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 that can contribute funds towards a bid fee or the event operations? 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 indicate all dates you are able to host the event (4-day event) between March 16, 2026 and March 29, 2026 and March 16, 2027 and March 29, 2027.

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?

What type of services to the media do you intend to provide during the event?

What type of hosting services do you intend to provide to VIPs and sponsors?

Do you intend to organize other activities related to the event such as opening / closing ceremonies, special events, final banquet or a festival?

Please provide an outline of the social events schedule for the duration of the event (if applicable).

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] _____ Canadian University/College Championships. 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] _____ Canadian University/College Championships. 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] _____ Canadian University/College Championships.

BID COMMITTEE

Organization

Name (print)

Position (print)

Signature

BID INSTITUTION

Organization

Name (print)

Position (print)

Signature