

# Request for Proposal: Taekwondo Canada Events



**TAEKWONDO CANADA**

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# 1. INTRODUCTION

Taekwondo Canada, the National Sport Organization governing the sport of taekwondo in Canada, invites proposals from Provincial/Territorial Sport Organizations (PTSO) or municipalities and tourism partners in close collaboration with a PTSO to host the 2027 Taekwondo Canada National Championships and 2027 Canada Open.

For 2027, Taekwondo Canada is seeking a single host community and venue to deliver both events consecutively. This integrated model is intended to present a premier, multi-day national and international competition series that brings together domestic athletes, international competitors, and grassroots participants. Through this approach, Taekwondo Canada aims to maximize economic and tourism impact, enhance operational efficiencies, elevate the participant and spectator experience, and create meaningful and lasting benefits for the host community.

## 2. EVENT INFORMATION

### 2.1 EVENTS OVERVIEW

#### **Taekwondo Canada National Championships (Domestic Event)**

The National Championships represents Taekwondo Canada's premier domestic competition and serves as the key selection event for National Team programs. The event is exclusively for black belt level athletes and brings together participants from across Canada to compete in all World Taekwondo poomsae and kyorugi divisions.

#### **Canada Open (International Event)**

The Canada Open is Taekwondo Canada's flagship international competition and has consistently been sanctioned at the World Taekwondo G2 level – the highest classification awarded to Open taekwondo events globally. While final sanctioning for 2027 is subject to World Taekwondo approval, the event is expected to maintain this designation, reflecting its established position on the international circuit. The Canada Open attracts elite international black belt athletes and contributes valuable Olympic and World ranking points.

#### **Grassroots Tournament (Colour Belt Event) – Optional**

PTSOs are encouraged to deliver a grassroots colour belt tournament on the final day of the event window. This initiative aims to support community engagement and participation growth while providing an additional revenue opportunity for the host PTSO. Taekwondo Canada can support this initiative through equipment and operational guidance, with details to be finalized with the selected host.

## 2.2 PROPOSED DATES & SCHEDULE

Taekwondo Canada is targeting the following event window: March 6th to March 14th, 2027. The proposed competition structure is as follows:

March 4th, 2027 and March 5th, 2027 – Beginning of anticipated participant arrivals

- March 6th, 2027 – Event Set-up, Pre-Event Meetings
- March 7th to 10th, 2027 – Taekwondo Canada National Championships
- March 11th to 13th, 2027 – Canada Open
- March 14th, 2027 – Optional Provincial Grassroots Tournament & Event Teardown

*Early and late venue access will be required for set-up and teardown.*

Anticipated arrival and departure of participants is typically driven by the location of the event and access to flights. Most participants will arrive one or two days before their competition day and most will depart a day or two following their competition.

Taekwondo Canada recognizes the importance of aligning events with the World Taekwondo calendar, as well as maintaining an athlete-centered approach to deliver an optimal competition experience. As such, the final schedule remains subject to adjustment.

The overall event window and sequencing may be modified depending on whether the PTSO elects to deliver the optional grassroots tournament. Should this component not be included, Taekwondo Canada may adjust the event dates accordingly.

While the above dates represent Taekwondo Canada's preferred structure, proposals may include alternative date configurations within a similar timeframe to accommodate venue availability. Any proposed variations must maintain the delivery of both events in a consecutive format.

## 2.3 EVENT SCOPE & SCALE

The 2027 Taekwondo Canada National Championships and 2027 Canada Open are expected to attract between 1,500 and 2,000 athletes, in addition to more than 250 coaches, 50 to 70 referees and officials, and over 1,000 spectators. In total, the Taekwondo Canada events are anticipated to generate an overall attendance of approximately 3,000 to 4,000 participants and visitors over the course of the hosting period.

Participants will range in age from approximately 10 years old through to 65 years and older, reflecting the broad accessibility of the sport across multiple age categories. Participation is expected to be evenly distributed between male and female athletes. The events will also feature some of Canada's top athletes, including members of the Canadian National Team and recent Olympic competitors. Participation figures for the optional grassroots tournament are not included in these estimates, as the delivery and scale of this event will be determined by the PTSO.

## 2.4 HOSTING OPPORTUNITY & BENEFITS

Hosting the 2027 Taekwondo Canada National Championships and 2027 Canada Open represents a significant opportunity for Canadian communities to deliver nationally and internationally recognized sporting events.

### **Economic Impact**

The Taekwondo Canada events are expected to generate a positive economic impact for the host community through sport tourism and multi-day visitor stays. With an anticipated attendance of 3000 to 4000 participants and visitors, the events will drive demand across accommodation, food and beverage, transportation, and local retail businesses. The consecutive scheduling of the National Championships and Canada Open is expected to further enhance this impact by increasing overall visitor volume and length of stay.

### **Community Engagement**

The Taekwondo Canada events provide opportunities for community volunteer recruitment and development, engagement with local taekwondo clubs and sport organizations, and the delivery of grassroots programming.

### **Exposure and Visibility**

The Taekwondo Canada events will receive national and international exposure, including livestream coverage via YouTube and promotion through Taekwondo Canada's digital and communication platforms.

### **Revenue Opportunities**

PTSOs are encouraged to leverage Taekwondo Canada's event infrastructure by hosting a provincial grassroots tournament in conjunction with the Taekwondo Canada events. The PTSO will be fully responsible for the planning, organization, and delivery of this event, including registration, staffing, scheduling, and on-site operations. Taekwondo Canada will provide access to competition equipment and offer operational support where required. Taekwondo Canada will also act as the primary liaison with the venue to facilitate coordination with the broader event setup. Revenue generated through the grassroots tournament (ie. tickets sales, registration, vendor booths, etc.) will be split between the PTSO and Taekwondo Canada, subject to an agreed cost-recovery arrangement following Host Selection.

## 3. PROPOSAL PROCESS

### 3.1 PROPOSAL TIMELINE

The anticipated timeline for the proposal process is as follows:

- May 15th 2026 – Letter of Intent submitted to Taekwondo Canada
- May 29th 2026 – Deadline to submit proposal to Taekwondo Canada

- June 2026 – Host Selection and Notification

Taekwondo Canada reserves the right to amend this timeline as required.

### 3.2 SUBMISSION REQUIREMENTS

Submissions should be succinct but provide sufficient information to enable Taekwondo Canada to analyze, assess and compare the submission (do not assume that Taekwondo Canada knows the venue, location or personnel). It is optimal if the applicant is able to secure funding agreements prior to submitting their proposal, however it is acceptable for applicants to simply identify unconfirmed sources as well.

Submissions must include at minimum:

- Host City Profile (including transportation, tourism, and infrastructure)
- Venue Proposal (including floor plans, capacity, and layout)
- Accommodation Plan (including hotel inventory, pricing, and proximity)
- Transportation Plan (including airport transportation for event staff and officials, and venue transportation if applicable)
- Financial Plan (including cost breakdown, local sponsorships/grants and funding sources)
  - Taekwondo Canada will develop a complete Event Budget following the Host Selection
- Letters of Support from:
  - Provincial/Territorial Sport Organization (mandatory)
  - Municipality and/or tourism organization.
- Legacy & Community Engagement Proposal – Information on how the event will benefit the local community (i.e. delivering coach and/or referee workshops, organizing a colour belt tournament, equipment donations, etc.)

Proposals should be submitted electronically in PDF format to [ed@taekwondo-canada.com](mailto:ed@taekwondo-canada.com) by May 29th, 2026.

### 3.3 TIMELINE

Proposals may be strengthened through:

- Reduced or waived venue rental fees
- Complimentary hotel or meeting rooms
- Transportation support
- Signage and Media support
- Waived PTSO sanctioning fees
- Other in-kind contributions

### 3.4 SUBMISSION EVALUATIONS

All submissions will be reviewed and assessed by Taekwondo Canada Staff. Submissions will be assessed based on a scoring matrix outlined in the Evaluation Criteria section.

Taekwondo Canada reserves the right to conduct site visits with shortlisted proposals as part of the evaluation process, and with the selected host to support planning and confirm readiness in advance of the Events. All costs associated with any required site visits will be discussed with the respective Host community and/or PTSO in advance.

Taekwondo Canada will inform all applicants, in writing, of the outcome of the proposal process. The successful applicant will be required to assist Taekwondo Canada with contracts for both the venue and hotel(s), as well as sign a Hosting Agreement within six weeks of being awarded the event.

## 4. HOSTING REQUIREMENTS

As the rights holder, Taekwondo Canada will retain authority over all event aspects of the Taekwondo Canada events, with the support of the Host community and/or PTSO. Taekwondo Canada requires that the Host community and/or PTSO designate an Event Liaison to work with Taekwondo Canada's Event Manager.

### 4.1 VENUE

The proposed venue must meet the requirements of an international-level taekwondo competition. The venue must provide:

- Minimum of 45,000 square feet of column-free space to accommodate competition, warm-up, spectators, and operational areas
- Competition space must be capable of supporting a minimum of 8 World Taekwondo Kyorugi rings (Each Kyorugi ring requires approximately 33ft x 33ft, with an additional 5ft-10ft buffer surrounding the field of play)
- Seating space for a minimum of 1000 spectators
- Minimum of 5,000 square feet of warm-up and training space that is either part of the competition space or easily accessible to the competition space
  - Access to a training area should be available 2 days before competition begins
- Two separate weigh-in areas for different genders that have access to internet and hard flooring for scales (ie. concrete, hardwood, dance floor piece on carpet, etc.)
- Designated medical area that is close to the competition space
- Designated anti-doping area located in close proximity to the competition space, with access to a dedicated washroom not available for public use
- Space for vendor booths
- Meeting space for pre-event meetings (approx. 100 people)
- Dedicated area(s) for Officials/Referees and volunteers for meals and breaks (ideally near competition area)

- On-site or easily accessible food options for participants and spectators
- Common area near the main entrance for Event Registration/Accreditation and Admission
- Complimentary venue parking for event staff and medical support
- Loading dock access for equipment delivery

## 4.2 TECHNOLOGY

- The venue must be capable of supporting livestream production with a dedicated high-speed wired
- internet connection with sufficient upload capacity
- Adequate power access throughout competition areas
- Wi-Fi access throughout all event areas

## 4.3 ACCOMODATIONS

*Note: The majority of participants, including Referees, will utilize rooms with two beds*

- *Hotel options in close proximity to the venue and across multiple price points are strongly preferred*
- *One or more host hotels located in close proximity to the venue must be secured for Event Staff and participants, with the following:*
  - +/- 150-200 rooms available per night
    - Participants are not mandated to stay in host hotels, but are highly encouraged
  - Complimentary Suite upgrade to act as a designated Event Office
  - Large ballroom or area for pre-event and during-event training space, if not available at the venue
  - Group rate extended +/- 3 days
  - \$10 Room Rebate back to Taekwondo Canada based on actualized room nights
  - Complimentary parking for Event Staff
- A separate Hotel designated for Referees and Officials
  - +/- 40 rooms available per night, majority to be double rooms
  - Meal options available for Referees and Officials (breakfast & dinner)
  - Group rate extended +/- 3 days
  - Complimentary parking for Referees and Officials

## 4.4 TRANSPORTATION

The proposal must demonstrate adequate transportation infrastructure, including access to a major airport and, where required, transportation between hotels and the competition venue.

The Host community and/or PTSO will be responsible for coordinating transportation arrangements for

Taekwondo Canada Staff, Referees, and Officials, including airport transfers and local transportation as required.

Participants (athletes, coaches, and spectators) will be responsible for their own transportation. However, proposals should outline a transportation plan that can be communicated to participants, including available public transit options, proximity of hotels to the venue, and any recommended travel arrangements. Where distances between accommodations and the venue are significant, proposals should outline an optional shuttle service or other transportation solutions, taking into consideration operational feasibility and cost.

#### 4.5 MEDICAL & SAFETY

Taekwondo Canada will be responsible for coordinating on-site medical personnel, including physicians and athletic therapists.

The Host community and/or PTSO will assist in identifying and securing a local ambulance service in coordination with Taekwondo Canada. A designated medical area within the venue with appropriate access to the competition floor must also be provided.

#### 4.5 MEDICAL & SAFETY

Taekwondo Canada will be responsible for coordinating on-site medical personnel, including physicians and athletic therapists.

The Host community and/or PTSO will assist in identifying and securing a local ambulance service in coordination with Taekwondo Canada. A designated medical area within the venue with appropriate access to the competition floor must also be provided.

#### 4.6 VOLUNTEERS

The Host community and/or PTSO will be responsible for the recruitment and scheduling of local volunteers. Taekwondo Canada will require a minimum of 30 volunteers each day (including pre-competition set-up day) to work in a variety of capacities. Example roles for volunteers are as follows:

##### Event set-up/teardown

- Event Registration/Accreditation and Admission
- Security
- Scoring System Computer Operator (PSS)
- Match Calling
- Equipment cleaning
- Ring Management

TaekwondoCanada will provide volunteers with an event t-shirt, free event admission and lunch on the days they are volunteering. Community recognition can be given if needed (ie. signing for community hours).

## 4.7 EQUIPMENT

- Access to taekwondo mat puzzle pieces for use in warm-up/training area(s)
- Access to tables and chairs for competition, warm-up/training area(s) and event operational area(s)
- Access to staging equipment (i.e. pipe and drape, stanchions, barriers, stage risers, etc.)
- Access to or rental of high-quality electronic and audiovisual equipment (sound system, microphone, TVs, printers, etc.)
- Access to or rental of bleachers and/or chairs for spectator seating, if applicable
- Podium for Award Ceremonies

## 4.8 GRASSROOTS TOURNAMENT (OPTIONAL)

PTSOs are encouraged to organize a grassroots colour belt tournament on the final day of the Event window. The PTSO will be fully responsible for the planning, organization, and delivery of this event, including registration, staffing, scheduling, and on-site operations.

Taekwondo Canada will provide access to competition equipment and offer operational support where required. Taekwondo Canada will also act as the primary liaison with the venue to facilitate coordination with the broader event setup.

Revenue generated through the grassroots tournament (ie. tickets sales, registration, vendor booths, etc.) will be

split between the PTSO and Taekwondo Canada, subject to an agreed cost-recovery arrangement following Host Selection.

## 5. FINANCIAL MODEL

### 5.1 FINANCIAL RESPONSIBILITY

Taekwondo Canada will work in collaboration with the Host community and/or PTSO to identify and pursue funding opportunities, including municipal, provincial, and tourism-based grants.

Taekwondo Canada will lead local funding applications and will retain funds secured through these sources to support event delivery.

### 5.2 FINANCIAL RESPONSIBILITY

Taekwondo Canada will work in collaboration with the Host community and/or PTSO to generate additional revenue through the following sources:

- **Grants and Funding** – Funding may be secured through federal, provincial, and municipal grant programs, as well as through partnerships with tourism organizations and local government.

- **Grassroots Tournament** – Where delivered, the grassroots tournament represents an additional revenue opportunity. Following the recovery of event-related expenses, revenue generated through this initiative will be split between the PTSO and Taekwondo Canada, subject to agreed terms.
- **Sponsorship and Partnerships** – The Host community and/or PTSO may secure national, provincial, and local sponsorships to support the events. All sponsorship agreements must align with Taekwondo Canada’s existing partnerships and exclusivity agreements. A list of current Taekwondo Canada partners will be provided to the Host community and/or PTSO in advance

## 6. PROPOSAL EVALUATION

Each proposal will be evaluated based on the following categories, with scores assigned on a scale from 0 to 5:

- 0 – Does not meet requirements
- 1 – Poor
- 2 – Fair
- 3 – Good
- 4 – Very good
- 5 – Excellent

Each category is weighted to reflect its importance in the selection process.

### **CATEGORY: Venue Suitability & Competition Facility**

- Adequate column-free space
- Seating for spectators, warm-up areas equipped with mats, separate weigh-in areas, vendor booth space, medical/anti-doping areas

**WEIGHT: 35%**

### **CATEGORY: Accommodation & Hospitality**

- Quality and availability of hotels
- Block-booked room details, pricing, and proximity to the venue
- Transportation plan between venue, hotels, and training areas

**WEIGHT: 15%**

### **CATEGORY: Provincial/Territorial Sport Organization Collaboration**

- Proposal submitted in close collaboration with the relevant PTSO, accompanied by a mandatory letter of support
- Evidence of strong local sport governance and community ties

**WEIGHT: 10%**

### **CATEGORY: Financial Support & Budget Feasibility**

- Detailed cost breakdown
- Demonstrated local sponsorships, grant support, and funding sources
- Cost-effectiveness and overall financial viability

**WEIGHT: 15%**

**CATEGORY: Legacy & Community Engagement**

- Initiatives to benefit the local community (e.g., hosting coach/referee workshops, colour belt tournament)
- Long-term legacy plans to grow the sport locally

**WEIGHT: 10%**

**CATEGORY: Event Staffing & Equipment**

- Availability and quality of the volunteer network
- Provision of required equipment (WT-recognized mats, audiovisual systems, tables, chairs, staging, podium) Adequate ancillary services and operational support

**WEIGHT: 15%**

## 7. CONTACT INFORMATION

**For inquiries or proposal submission, please contact:**

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