2026 Canadian Lawn Bowling Championships

REQUEST FOR PROPOSAL FOR HOST CITIES

Overview

Bowls Canada Boulingrin (BCB) is seeking Hosts for the 2026 Canadian Lawn Bowling Championships events to be held throughout the month of August 2026.

There are four (4) outdoor National Championships events:

- PARA: Singles (classifications from B1 to B8)
- YOUTH (U18) & JUNIOR (U25): Men's and Women's Singles + Mixed Pairs
- MAJORS: Men's and Women's Singles, Pairs, and Fours
- SENIORS: Men's and Women's Triples (65+)

A separate call regarding the host location for the Canadian Indoor Qualifying Championship will be made at a later date.

The purpose of this document is to solicit a potential Host City for each of the four events. A Host Organizing Committee (HOC) would be established, consisting of local host club representatives, provincial association representatives and supported by BCB staff.

The HOC would be responsible for technical components (see Appendix A), including facility preparation, set-up, volunteer management, and assisting with sourcing partners, vendors, and suppliers. The Host City and HOC must take on the responsibility of promoting the event locally to ensure maximum attendance and media coverage. The expenses to deliver the event is the responsibility of the HOC; BCB will provide a hosting grant to the HOC to support this event.

Objectives

BCB's objectives for these events include:

- Create an attractive and exciting entertainment event that will highlight the national championships, athletes, and the sport
- Maximize exposure of the event through media and spectators
    - Streaming via BCB's online sites will be required
    - The event should be featured prominently in local media
    - Ticketing should be considered, with appropriate seating and spectator experience taken into consideration
- Operate a profitable event, with the following targets achieved or exceeded:
    - $5,000 in sales revenue – this could include concessions, gate admissions, parking, merchandise, vendor licensing, etc.
    - $5,000 (min) in municipal/provincial hosting grant support
    - $5,000 in sponsorship/partnership revenue (or in-kind)

- Ensure there is a legacy for the host. This may include:
  - Hosting coaching or officiating workshops
  - Hosting volunteer training workshops
  - Upgrading existing infrastructure
  - Purchase of new equipment / renovation of existing equipment

Event Specs

PARA: expected to have a singles discipline, may include a team event for bowlers with visual impairments and physical disabilities. It is expected to require 1 green (8 rinks) for 5 days (+1 for practice day/opening ceremonies). 20 athletes expected plus support staff and spectators.
Dates: Tuesday August 4-Sunday August 9, 2026

YOUTH & JUNIOR: Participants in two age categories – U18 & U25; both men and women's singles, and a combined pairs event. Typically takes place over 5-6 days (+1 for practice day/opening ceremonies), 1 green (8 rinks) required. 16-32 athletes expected, plus coaches and spectators.
Dates: Monday August 10-Sunday August 16, 2026

MAJORS: Singles, Pairs, & Fours disciplines. Men's and Women's Pairs & Fours run concurrently, followed by Men's and Women's Singles. 9 days of club/green use (approximately 7 days of competition +2 for practice days/opening ceremonies), 2 greens (16 rinks) required (can be at a single club or shared between two clubs in close proximity to one another, with similar green conditions). Approximately 126 athletes expected, plus coaches and spectators.
Dates: Sunday August 16-Monday August 24, 2026

SENIORS: Men's and Women's Triples. Competitors aged 65 years old and older. Expected to take place over 6 days including a half day for practice day/opening ceremonies, 1 green (8 rinks) required. 16-32 athletes expected, plus coaches and spectators.
Dates: Tuesday August 25-Sunday August 30, 2026

Anticipated schedules for each event can be found at bowlscanada.com

Facility Requirements & Technical Event Deliverables

Location	• The site of each green used in an event should be located near a main host lodging area (ie. host hotel) of the participants (competitors, officials, etc.), such that the maximum travel time from the host lodging area to the green is thirty (30) minutes by car. • The site of each green must be accessible (or be made accessible for the event) for the participants and the many types of transportation vehicles (cars, buses, medical vehicles, etc.).
Transportation	• **Transportation**: The Host Organizing Committee (HOC) shall provide transportation for athletes, coaches, team managers, and Bowls Canada personnel between the host

	accommodations and the playing venue, subject to a minimum of 30 participants signing up for transportation. If the minimum threshold is not met, transportation will not be provided. • **Umpire Transportation**: The HOC shall arrange early transportation for umpires each day of the Championships, ensuring they arrive at the venue 60 minutes before the first draw. • **Transportation Plan**: The HOC shall develop a transportation plan outlining schedules, routes, and participant requirements. This plan will be reviewed and updated as necessary to accommodate changes in demand or logistical needs.
Greens	***Greens, Ditch and Banks*** • The host will advise and assure BCB that the greens being used for the event will reach a high degree of uniformity in pace and performance. All greens must be a suitable standard of performance for the event. The green, ditch and banks of each green must comply with Section 4.1, Clauses 46, 47, 48 of the Laws of the Sport of Bowls Crystal Mark 4th Edition 2022, Bowls Canada Domestic Regulations and the Conditions of Play. ***Quantity of Rinks*** • The preferred minimum number of suitable and available rinks is 16 across two greens. This can be achieved at a single facility, or across a combination of one or two-green facilities within proximity (e.g., 30 minutes drive) to the host accommodation. Fewer rinks may be suitable; however, it will require additional rounds and days to accommodate. ***Pace of the Green*** • The pace of each green must be between 11 and 15 seconds as measured per Appendix C, Clause C.26 of the BCB "Laws of the Sport of Bowls Crystal Mark 4th Edition, 2022. If using the SRPM, greens should measure between 13' and 20'. Personnel responsible for preparing the greens for play should endeavour to maintain the pace of the greens within this range. For all national championships, an average green speed of at least 12 seconds (13' with SRPM) is expected.
Equipment	***Mats and Jacks*** • Two mats and one jack must be made available per rink. Mats and jacks must meet the specifications shown in Section 4.2, Clauses 50 and 51 of the BCB "Laws of the Sport of Bowls Crystal Mark 4th Edition, 2022". ***Bowls Pushers*** • At least one bowls "pusher" or "rake" must be made available per rink.

	Scoreboards and Timers • A minimum of one scoreboard must be made available per rink. Scoreboards should include the score and the number of end being played. • Scoreboards should be of a size such that its information can be easily read from the opposite end of the rink. • Ideally, each green/venue should have a countdown clock easily viewed by participants on the green ***Spray Chalk*** • For Singles, each marker must have spray chalk. It is the responsibility of the host club to order/purchase spray chalk for use in the Singles. ***Groundsheets*** • In rare circumstances, the tournament officials may require the placing of groundsheets. Two groundsheets per rink should be available. ***Sponsor Recognition*** • Space to appropriately display National sponsor banners and signs • Space for sponsor displays or tables are available
Lighting	• It is preferable that all greens have suitable lighting in order to allow play in darkness, if required.
Shelter	• The Host must ensure there is either sufficient indoor space within a closed facility (e.g., clubhouse or storage building) to accommodate all players, officials, spectators, and others during severe weather conditions, or have a clear and communicated plan for providing adequate shelter. This plan should address protection from lightning, extreme heat, heavy rain, and other adverse weather occurrences.
Toilets	• Toilets, whether permanent facilities or temporary facilities (such as "porta-potties"), should be provided within 50 metres of each green. Toilets should be inspected on a very regular basis throughout the day and restocked with supplies as required. • Toilet facilities will be cleaned and sanitized appropriately. • Accessible toilet facilities must be available.
Drinking Water	• Complimentary drinking water, whether a permanent water fountain, water cooler system, or water bottles should be provided within 50 metres of each end of each green and be available complimentary to all participants. It can be safely estimated that each athlete will drink between two to three LITRES of water EACH day.

	• The HOST will work to identify a drinking water solution that is both physically safe and environmentally sound.
Security and Storage	• A secure, locked building must be provided at each site. A space should be provided within the secure, locked building(s) to allow for storage of championship equipment and awards
Accessibility	• If required, the Host and BCB will work collaboratively to ensure the venue is accessible for participants with visual and physical impairments, in alignment with local city/province accessibility guidelines. • If required, the Host will make reasonable efforts to accommodate wheelchair access to the greens, including providing ramps for entry and exit. If the greens are susceptible to damage, solutions such as weight-distributing materials (e.g., trellis or plywood) may be considered, with sourcing being the responsibility of the Host.
On-Site Medical Facilities	***First Aid Stations*** • A general first aid station must be provided at all sites, ideally in an easily accessible public area. • The first aid station should be equipped to deal with basic first aid treatments (sunburns, heat exhaustion, stings, sprains, cuts, etc.) as well as emergency situations (heat stroke, fractures, respiration, circulatory and other emergencies). • The first aid stations must be staffed by qualified personnel one-half hour before the competition begins, throughout the competition, and for one-half hour after the end of the day's competition. Trained first-aiders with at least a current Red Cross Standard First Aid Certification, certified paramedics, licensed doctors and nurses are considered qualified personnel. • Participants and officials, with their agreement, may be utilized to fulfill this requirement. ***Hospital and Ambulance Service*** • The competition sites must be accessible to Emergency Medical Service teams. They must have free access to the greens and out on to the public roads.

Social Event	• This event may range from a full banquet to a social gathering that includes a meal and an opportunity for an address to the audience. This may be combined with the opening/closing ceremonies if desired.
	• It is expected that a fee will be charged to guests, however complimentary tickets should be provided to the following:
	  ○ Bowls Canada, up to a maximum of two (2)
	  ○ National Sponsors up to a maximum of four (4)
	  ○ Government and/or municipal officials

Meal and Food Access Requirements	The HOST is **not required to cater meals** for athletes, participants, officials, or spectators **provided observed and accessible food options are reasonably close to the facility**. "Reasonably close" is defined as **on-site or within a 5-minute walking distance**. If suitable food options are **not available within this distance**, the HOST **must make arrangements** to ensure food access is provided, such as through food trucks, pop-up vendors, or other temporary food services (on-site catering). All food options must include **reasonable accommodation for common dietary needs** (e.g., vegetarian, vegan, allergies, etc.). Where the host club operates a bar and/or concession, all food service must comply with **local food safety and health regulations**. **Optional Meal Catering by the HOC** If the HOST chooses to provide catered meals, this service is **optional** and **participants are not required to purchase a meal plan**. Where meals are catered, the following requirements apply: • The HOST must arrange for meals to be either prepared on-site or delivered by an approved catering provider. • The HOC is responsible for ensuring compliance with all applicable **local health and safety standards** related to food preparation and handling. • Individuals who may require meals include: HOST volunteers, Players, Team managers and team staff, BCB representatives, Officials • Players, team managers, and other team staff may be charged a **reasonable fee** to cover catering costs. Participation in a meal plan is **strictly optional**, and the HOC must be prepared to manage meal plan registration and tracking on-site. • HOC volunteers are **not expected to be charged** for meals. • The HOC is expected to accommodate **special dietary requirements within reason**. • The use of a **standardized Service Request Form** is recommended to coordinate meal requirements efficiently.
Insurance	• Insurance coverage as outlined in the Hosting Agreement Clauses 4.5 and 21.1

Results	• The Chief Scorer shall be responsible to see that all scores are properly recorded and posted in the web-based scoring system after each draw. Training on the web-based scoring system will be provided by Bowls Canada.
	• To ensure that results are published in a timely manner, the Host will arrange for the following on-site work area, equipment and software be available for use:
	  ○ Office or cordoned-off work area with desk and power source
	  ○ Desktop/Laptop/Netbook/iPad
	  ○ Inkjet or laser printer, with appropriate cables
	  ○ Internet access

Public Relations	• Submit / encourage local publication of articles on lawn bowls or the Organizing Committee or other areas of interest to the community in the months leading to the championships. • Arrange for results communication equipment on-site, namely computer and internet access (see Chief Scorer / Results Committee for equipment and software list). Liaison with the Chief Scorer / Results Committee will be required. • Arrange and promote special days during the Championships to involve the community and increase spectatorship. Promote the event to all local bowling clubs inviting their support of the Championships. • At least one person must be designated as the official photographer. At minimum, it is the photographer's duty to take pictures for ceremonies and award presentations. The photographer will then share the photos with BCB (either through dropbox or another media sharing avenue that is agreed upon in advance of the competition).

Indigenous Elder	• If possible, invite an Aboriginal Elder and/or the Traditional Knowledge Keeper from the community.
	  ○ Provincial Aboriginal Sport Bodies
	  ○ National Association of Friendship Centres
	  ○ National List of First Nations and Band Councils
	• If an Aboriginal Elder or Traditional Knowledge Keeper is not available, welcome participants to the traditional lands yourself. Please use the following resources to ensure accuracy
	  ○ Indigenous-Northern Affairs Canada First Nations Interactive Map
	  ○ CAUT Guide to Acknowledge Traditional Territory
	  ○ Native-Land.ca;
	• If the first two options are not possible, please welcome participants with the following:
	
	"We respect and acknowledge the First Nations/Indigenous, Inuit, and Métis peoples of Canada as Keepers of the Territory upon which we will be learning today."

Emergency Action Plan	• The Host Organizing Committee will be responsible for having an Emergency Action Plan created and published in an accessible space. Each member of the HOC will be required to know the Emergency Action Plan, and where to access it. For help with creating an Emergency Action Plan, please visit https://thelocker.coach.ca/onlinelearning
Volunteers	• In addition to the volunteers needed to run aspects of the event, the Host will recruit volunteers specifically for the role of "Marker". BCB will work with the Host to establish a Marker shift schedule that best suits the needs of the event. BCB will provide training opportunities to those volunteers on the "role & responsibilities" of the Marker. For Singles, there must be one marker per rink. Markers cannot "share" rinks or mark multiple rinks concurrently. Each marker must have spray chalk; it is the

	Host's responsibility to source spray chalk for all markers

Financial Support

Hosting the Canadian Lawn Bowls Championships requires a contribution of financial (or VIK) support by the bidder.

Host cities should target a minimum of $5,000 of public funding which can be from municipal and provincial public funding sources. Private funding from sponsorships or partnerships should be targeted in the range of $5,000. This may also include in-kind contributions of products or services required to stage the event (for example, discounted subsidized revenue rental and services). Private funding sources and sponsorships must not conflict with current Bowls Canada partners and sponsors. Bowls Canada must approve any private funding sources.

BCB will provide a hosting grant to the HOC to support the operational execution of each event to the amounts of:

- Majors: $13,500 [$4,500 per discipline]
- Youth [U18] & Junior [U25]: $4,500
- Para: $4,500
- Seniors: $4,500

Proposed Costs

Bidders must consider all proposed costs including, but not limited, to:

- Venue rental cost and all additional costs related to services charges, etc anticipated in use of the venue. This should include any fee schedule for supplemental time/materials costs charged for use of the venue and include green preparation costs.
- Anticipated accommodations and room rental costs
- Food services costs
- Transportation Costs
- Promotion costs (including streaming infrastructure and audience seating)

Details on requirements for those areas are in the following sections.

Host Organizing Committee

In order to successfully plan and execute an event of this scale, an experienced and competent local organizing committee is required. The members of this committee should have some previous experience in the planning of similar sporting or cultural events. The committee should be made up of people with expertise and knowledge in a variety of different fields. The members can come from

various organizations, including the Provincial Bowls Association (PSO), local tourism board, local sport tourism agency, local bowls clubs, etc.

It is recommended that the HOC will consist of the following positions:

- **Chair**
  This person is the main point of contact between the local organizing committee and Bowls Canada, is responsible for submitting the bid, ensuring event specifications are met and managing the rest of the committee members.

- **Marketing & Promotion Manager**
  This person is responsible for driving communications and marketing strategies at the local level to create local market awareness. They are the local contact for all promotional initiatives in the markets prior to the event. The Marketing & Promotion Manager will be responsible to and work with the Bowls Canada marketing team.

- **Treasurer**
  The Treasurer will be responsible for onsite fiscal management of the event. They will work closely with Bowls Canada to manage the event budget.

- **Volunteer Coordinator**
  This person is responsible for the recruitment, training and scheduling of all local staff members and volunteers as well as finding a set-up and tear-down crew.

- **Head Greenskeeper**
  This individual is responsible for ensuring that the greens meet minimum championship play standards for the event and that the greens are returned to their regular standard at the conclusion of the event.

- **Communications Liaison**
  This individual is responsible for ensuring that communications regarding the event are maintained with all interested parties including the Host City staff department, facility, provincial association and others.

Local Staff & Volunteers

It is recommended that the volunteers will consist of the following positions:

- **Markers**
  8 per round of singles
  The singles portion of the event (men's and women's, youth, and Para) each require 1 marker per rink. It is advisable to have numerous markers per day to operate in shifts. BCB will support Marker Training in advance of the event to ensure qualified markers are available.

- **Set-up / Take Down**
  2-4 per day
  Setting up the equipment each day (mats, jacks, pushers, etc.) must occur an hour before play begins, and be cleaned up at the end of each day.
- **Chief Scorers**
  1-2 for the event
  A scoring system will be provided by BCB, but Chief Scorers must be used to enter the scores of each game into the system. It will be up to the Chief Scorers to confirm standings at the conclusion of the event in collaboration with the Chief Umpire and BCB Staff.
- **Promotions**
  4-10 for the event
  Promotions volunteers will be expected to sell event programs, event merchandise, distribute "swag bags" to participants, take photographs and upload to the event page, and more.
- **Streaming**
  2-4 for the event
  Several volunteers will be needed to assist with streaming the playoffs/finals. Depending on the broadcast team sourced to produce the event, this may include camera operators, commentators, or assistance with running cables and set-up/tear down of streaming equipment.
- **Volunteer Services**
  2 per day
  Volunteer Service personnel are responsible for ensuring a volunteer schedule is created and adhered to, monitor check-in of volunteers, distribute t-shirts/accreditations/swag-bag for each volunteer, and generally organize/coordinate volunteers during the event.
- **Ticketing / Gate Admissions (if applicable)**
  4-6 per day
  Ticketing personnel are responsible for selling entry tickets to spectators. It is their responsibility to ensure only those with the proper ticket or accreditation are permitted within the venue at all times. It is recommended a minimum of two volunteers work per shift, with at least two shifts scheduled per day.
- **Security**
  1-2 per day
  Security personnel must be deployed each day to ensure only those who have purchased tickets or have the proper accreditation are permitted within the venue. This could be volunteer-based, or paid professionals at the discretion of the HOC.
- **Languages**
  1-2 per day
  Services must be available in both official languages every day of the event. This means at all times, at least one staff member of volunteer must be fluently bilingual to ensure services can be offered in the language of choice of each participant. A bilingual volunteer can serve in other roles, provided they are able to assist when necessary for translation purposes.

Accommodations / Rooms

The following requirements must be met for athletes, officials, and support personnel.

Accommodations:

Lodging can be sourced via hotels, university/college residences, or any other source provided the minimum number of rooms per team can be met:

- Majors: 8 standard rooms per province (4 for men; 4 for women), consisting of double or triple beds, approximately 64 rooms per night.
- Para: 2-4 accessible rooms per province (combination of fully accessible and semi-accessible will be considered), approximately 14 rooms per night.
- Youth & Junior: 4 standard rooms per province, approximately 20 rooms per night
- Seniors: 4 standard rooms per province, consisting of double or triple occupancy, approximately 40 rooms per night
- ALL events:
    - Umpires: 3 rooms per day, consisting of double beds
    - Staff: 2 rooms per day, consisting of double beds

Meeting Rooms:

- For ALL events: two rooms/private spaces are available for use for administration of the Canadian Anti-Doping Program (CADP) tests that may be conducted. Note: CADP testing may not occur at an event but as a signatory of drug-free sport, all BCB events must be prepared to administer tests as required by Sport Integrity Canada (formerly the Canadian Centre for Ethics in Sport).
- For PARA: Two meeting rooms must be secured for two days (practice day, and the day before) for classification of para-bowlers.
    - Each meeting room must have power and internet capabilities
    - Each meeting room must also be suitable for classification, which means:
        - One must be at least 10 feet in length and have the ability to close all windows and become completely dark for visually impaired classification
        - One must have space for a table and chairs, as well as a massage bed for the bench test for physically impaired classification

Food Services

The HOC is not required to cater meals for athletes, participants, officials, or spectators provided observed and accessible food options are reasonably close to the facility. “Reasonably close” is defined as on-site or within a 5-minute walking distance. If suitable food options are not available within this distance, the HOC must make arrangements to ensure food access is provided, such as through food trucks, pop-up vendors, or other temporary food services. All food options must include reasonable accommodation for common dietary needs (e.g., vegetarian, vegan, etc.). Where the host club operates a bar and/or concession, all food service must comply with local food safety and health regulations.

If the HOC chooses to provide catered meals, this service is optional and participants are not required to purchase a meal plan. Players, team managers, and other team staff may be charged a reasonable fee to cover catering costs. Participation in a meal plan is strictly optional, and the HOC must be prepared to manage meal plan registration and tracking on-site.

A social event is encouraged before/after the event, which should include a food option. The specifics and location of such a social event are up to the HOC to determine. The cost for this may be passed on to participants if necessary and should be communicated prior to registration opening. Any social event is not mandatory for athletes or participants.

Medical Services

The venue should have a designated medical site for the duration of the event. The HOC is responsible for ensuring trained medical personnel is on-site from one-hour before games begin, to one-hour after the last game has finished. At minimum, personnel must have valid First-Aid and CPR training. The HOC is also responsible for ensuring an up-to-date medical kit and AED is available, as well as an up-to-date Emergency Action Plan is available.

Parking & Transportation

Free parking must be made available for HOC, event officials and BCB staff, as well as other specified dignitaries. Consideration will be given to bids providing sourced shuttle transportation for officials and participants from the accommodation to the venue daily.

Accessible transportation must be sourced for bowlers with disabilities, which may include designated transit options, private accessible vans/taxis, or any other service that is capable of transporting bowlers with disabilities in a safe and equitable manner.

Media and Communications

The HOC is responsible for generating media interest for the event in multiple forms: print, radio, television, social media, etc. Local media should be sought out for coverage during the event, as well as post-event to report on results and impact on the local community and economy.

BCB will support the local media organizer with event-specific stories, athlete/team information, and other information to support local media interest. Publicity and communications should be made available in both official languages; the HOC media and communications team will need to work collaboratively with BCB to ensure the official languages requirement is met.

Streaming

Streaming must occur at minimum during the playoffs/finals. Due to the nature of most bowls clubs, it is acceptable that only one game per playoff round be streamed (i.e. if men's pairs finals and women's fours finals occur at the same time, one or the other would be streamed). BCB will work with the HOC to

secure a broadcast team to provide coverage. The HOC must ensure the venue can accommodate streaming requirements, including equipment and resources necessary to stream, high-speed internet, power supply/cables, broadcast booth, volunteer positions for camera operation/announcers as necessary, etc.

Commercial Rights

BCB would retain marketing rights for this event and encourages the HOC to obtain sponsors. Any sponsors the HOC sources must be approved with BCB prior to formal agreements being signed. BCB will work with the HOC to promote and commercialize this event. BCB retains the right to offer commercialization opportunities to their existing partners or to any sponsors they may source for this event.

Contact Information

If you have any questions or require additional information, please direct them to:

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