

Request for Proposal (RFP)



2026 YONEX USA BADMINTON Adult National Championships

Host Site Selection

Issued by: USA Badminton

Submission Deadline: August 1, 2026

Host Site Proposal

USA Badminton invites qualified clubs, facilities, and host organizations to submit proposals to host the 2026 YONEX USA Badminton Adult National Championships. This document outlines the requirements, expectations, and evaluation criteria for prospective host sites.

The deadline to submit an RFP is August 1, 2026.

EVENT BACKGROUND:

The YONEX U.S. Adult National Championship is held in December with approximately 100+ participants traveling from all across the United States to participate in this annual premier tournament, which spans four days of competition play. This event typically attracts the highest level of U.S. athletes to compete.

Events include Men's Singles, Men's Doubles, Women's Singles, Women's Doubles, and Mixed Doubles. The event has generally been used as the Selection Event for the U.S. team that will represent the United States of America at the Pan Am continental team championships.

While the YONEX Adult National Championships will focus on competition for the nation's best badminton players, this event may also include clinics and seminars for athletes, coaches, and officials, as well as social events such as a banquet or an ice cream social.

Badminton advisory groups and committees may hold their annual in-person meetings in conjunction with the event, such as the Board of Directors, the Junior Advisory Group (JAG), and the Technical Officials Advisory Group (TOAG). The USA Badminton Annual General Assembly is also typically held at the event, either between play or at the end of play.

Event Timing

The 2026 Adult National Championships will be held December 19-22, 2026 (exact dates to be finalized). USA Badminton may also consider multi-year hosting opportunities for 2027 and 2028.

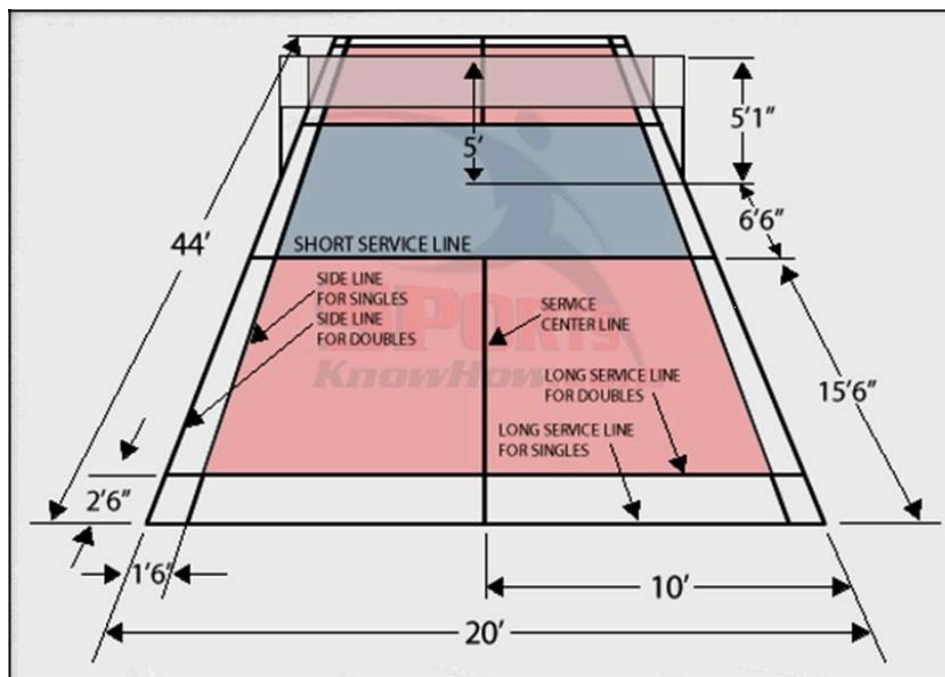
VENUE REQUIREMENTS:

Competition Area

A gymnasium/arena/convention center/badminton facility with space for at least 5 regulation badminton courts and seating capacity of at least 100 is required, unless otherwise approved by USA Badminton.

Court Space

Four to ten (4-10) courts may be needed. The typical layout for four (4) badminton courts is a total of 120' x 60' (single court size = 20' x 44'). At least six (6) feet of space is required between courts, providing ample space for line judges, umpire and referee chairs, scoreboards, etc.



Lighting

Preferred venues will have at least 150-foot candles of light on the participation surface for video streaming and/or television broadcast.

Background light should be eliminated. Any source of lighting behind the ends of the courts, such as a doorway, a window, or a light fixture, can interfere with the tracking of a shuttle in flight. Windows should be fitted with dark colored shutters or curtains. Walls should be dark colored and ideally have a textured surface in order to minimize reflection of light.

Flooring

Badminton court mats are preferred. The base surface the court mats will be laid out on (wood, synthetics, sport tile, etc.) must have a degree of "springiness." If the base floor is concrete, alternative flooring will need to be laid between the concrete and the badminton court mats.

Ceiling Height

The facility should have a minimum unobstructed ceiling height clearance of at least thirty (30) feet.

Equipment

The necessary nets, poles, and umpire chairs are also required for each court. The CVB/venue may be required to supply or assist in sourcing additional equipment. The venue should have an area with enough space for multiple tables to serve as the tournament desk with an unobstructed view of the courts.

Other Items to Consider

HVAC (airflow cannot impact competition)
Colored ceiling and walls
Venue lighting (positioning of lights - impacting play)

Medical Requirements

A physician or an emergency medically trained individual must be on site during play. At least one (1) massage table should be set up near the field of play in the medical area. A portable defibrillator on the premises is required.

Additional Spaces

The following spaces are required or strongly recommended to support event operations:

- Training/Warmup Room or Area for athletes to warm up and prepare for their next matches, either within the competition area or adjacent to it.
- Space for taping, physical therapy, and additional on-site medical care as needed.
- Concession Area - A concession area should be close to, but not part of, the playing area, with vegetarian and Asian food options to cater to the badminton community. Alternatively, there should be restaurants nearby in the area.

Equipment in the venue:

1. Workstation (computer)
2. Printer / Copy machine (with supply of ink/toner and paper)
3. Internet and power access for the tournament desk area
4. Public Announcement Sound equipment and microphone, with the ability to link a phone or computer

Waivers to the above criteria may be considered on a case-by-case basis.

MEETING SPACE / ROOM NEEDS:

Meeting space will be needed during the event. On each day of the event, meeting space will be needed to accommodate a minimum of 20-30 individuals with a screen or projector. This space will be for coaches, technical officials, and any other advisory group or committee that will meet during the event. AV will be needed.

Hospitality space will be needed for staff and officials, set up with soft drinks, snack foods, sandwiches, hot beverages, etc. This can be part of the competition floor (separated with pipe and drape) or a separate area within the facility.

EVENT OPERATIONS:

USA Badminton Role:

USA Badminton owns and operates the event, and will lead tournament management, scheduling, and sanctioning. USA Badminton may provide tournament staff and technical officials

Host role:

The host organization will collaborate with USA Badminton and local partners to support venue operations, volunteer coordination, and local logistics.

USA Badminton will collaborate with the CVB, Sports Commission, and the local badminton community to secure volunteers for roles not filled by tournament staff. Engaging the local club(s) and/or participants is strongly recommended.

Daily volunteer needs are as follows:

- Tournament operations roles (staging area, warm-up area, check-in desks, shuttle control)
- Shuttle drivers from the airport to the hotel and hotel to the venue for Technical Officials and USAB staff
- Local USAB-certified umpires (USAB will train prior to the tournament)

Each facility may require additional volunteer support, which can be addressed in the planning process.

Revenue and Sponsorship

USA Badminton retains 33% of the revenue generated by the event including but not limited to sponsorships, ticketing, program sales, vendor expo booths, event merchandise. The host organization may secure local sponsorships for the event, providing such agreements do not conflict with USA Badminton existing sponsors. The host may also sell vendor booth space, subject to USA Badminton approval.

Host Investment Requirements:

The selected host will be responsible for covering or securing funding (through partnerships, sponsorships, or in-kind support) for the following event-related expenses:

- Venue Rental and meeting room costs
- Temporary seating & furniture rental at the event
- Event signage, banners, barriers
- Flooring, sub-flooring and court mats (if needed)
- Event production (lighting, sound, staging, rigging).
- Credentials for the event
- Production of promotional items, materials, and merchandise created specifically for the event
- Photography, videography, or streaming
- Hospitality and on-site food and beverage (non-alcoholic)
- Water
- Compensation for Technical Officials and event staff
- Travel, lodging, and transportation for staff and officials
- Volunteer support & uniforms
- Awards (trophies, plaques, prizes)
- Site visit expenses (two USA Badminton representatives to visit the proposed venue before the bid is awarded. Flight, Hotel, Rental Car)
- Event travel expenses for USA Badminton staff - 10 rooms and 2 rental cars for 8 days
- Security, EMT, athletic trainers.

EVALUATION CRITERIA:

USA Badminton will use the following guidelines in the selection process.

- Venue quality and suitability
- Proximity to hotels and overall location
- Hotel availability, rates, and amenities
- Host financial contribution and funding plan
- Unique aspects of the host community and event experience

PROPOSAL BID:

To assist clubs in preparing a complete and competitive proposal, submissions should include the following:

Introduction

- Description of the host community and what sets it apart.
- Plan for engaging the local community to
- Summary of past events hosted (if applicable).
- Typical weather conditions during the proposed timeframe.

Financial

- Confirmation of ability to meet Host Investment Requirements
- Description of how host will fulfill all event obligations (funding sources, partnerships, sponsorships)
- Proposed event budget including all expense and revenue

Facility Information

Please provide detailed information about your proposed competition venue and supporting facilities. Include photos and diagrams where available.

USA Badminton reserves the right to request additional venue details or clarification during the evaluation process.

Competition Venue Overview

Provide general information about the primary competition venue:

- Venue Name:
- Address:
- Primary Contact:
- Phone:
- Email:
- Square Footage:
- Type of Floor:
- Type of court markings on floor space? (eg. Badminton, Basketball, Volleyball etc.):
- Air conditioning available?
 - If yes, can it be turned off or adjusted during play?
- Type of lighting:
- Lighting level (foot-candles):
- Ceiling Height
- Maximum Number of Courts

Venue Layout & Spaces

Describe available spaces within or adjacent to the venue

- Restrooms and Locker Rooms
- Meeting Rooms
- Trainer/Medical Room
- Warm-up area (if separate)
- Concession Area or nearby food options
- Merchandise Sales / Vendor Booth Area
- Hospitality Room / Player Lounge
- Storage space (secured)

Parking & Access

- Total number of parking spaces
- Spectator parking fees (if applicable):
- General accessibility (e.g., proximity to major roads, ADA access):

Venue Equipment & Technology

- Wireless Internet Access (quality/speed)
- Printer / copy machine availability:
- PA / Sound System details:

Spectator Seating

- Seating Capacity:
- Seating Type: (e.g., bleachers, portable, chair back)

Accommodation

Provide details on host hotel(s) and nearby lodging options:

- Host Hotel & Over-Flow Properties:
- Amenities: (e.g., restaurant, fitness center, business center, pool)
- Distance from hotel(s) to venue.
- Distance from hotel(s) to primary airport.
- Proposed rates and room block availability
- Does rate include breakfast, internet, parking, etc.

Transportation

Provide information on accessibility to your location:

- Name of closest Airport
- Airlines servicing the nearest airport
- Ground transportation options: (e.g., shuttle, public transit, rideshare availability)
- Rental car providers

SUBMISSION INSTRUCTIONS:

RFP Deadline: August 1, 2026 at 11:59 PM Pacific for 2026 event

Proposals must be submitted electronically no later than the deadline above.

Please submit proposals to:
Merrick.Nila@usabadminton.org

Email subject Line:
"2026 Adult Nationals RFP Submission – [Organization Name]"

For questions please contact:
Mary Nila at Merrick.Nila@usabadminton.org