**CHAMPIONSHIP BID APPLICATION FORM**

1. EVENT

Championship that you wish to bid for:

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1. HOSTS
2. Member Organisation:

|  |  |
| --- | --- |
| Name of Member Organisation |       |
| Name of Contact Person |       |
| Role of Contact Person |       |
| Website |       |
| Email |       |
| Telephone |       |
| Address |       |

Where delivery of the event will managed by a delegated third party, please provide their details here (a copy of the contract with the delivery organisation will be needed).

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| --- | --- |
| Name of Event Delivery Organisation |       |
| Name of Contact Person |       |
| Role of Contact Person |       |
| Website |       |
| Email |       |
| Telephone |       |
| Address |       |

1. Local Organising Committee

Outline the structure of the proposed Local Organising Committee, naming key personnel and giving their qualification and experience. Details of other partner organisations/agencies involved, naming key personnel and roles/responsibilities.

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1. WHY

Please explain the vision for the event and motivation behind the bid, what the LOC hopes to achieve by hosting the event, and the benefits to Virtus, sport for athletes with an intellectual impairment.

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Give details of the organisations experience in organising international sporting events and in particular sporting event for athletes with a disability.

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1. WHERE

Please indicate the proposed host city

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Please provide the averages of the following covering the proposed dates in the host city:

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| --- | --- |
| Average Temperature |       |
| Degree of Humidity |       |
| Number of Days of Rain |       |
| Wind Direction and Strength |       |
| Altitude of the city in metres |       |
| Currency |       |
| Population |       |
| Other relevant information | E.g. relevant political, cultural and historical information      |

1. WHEN

The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

What are the proposed dates for the event:

|  |  |  |
| --- | --- | --- |
|  | Start | Finish |
| Arrival |       |       |
| Training |       |       |
| Classification (if relevant) |       |       |
| Technical Meeting |       |       |
| Opening Ceremony |       |       |
| Competition |       |       |
| Closing Ceremony |       |       |
| Departure |       |       |

List any other major event that may happen during this period in the city

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1. VENUE

|  |  |
| --- | --- |
| Name |       |
| Address |       |
| Website |       |
| Certified by NF and/or IF |       |
| Spectator capacity |       |
| Athlete Changing Rooms (per gender) |       |
| Athlete Rest Area |       |
| Technical Officials Changing Rooms (per gender)  |       |
| Technical Officials Rest Area |       |
| Classification Room (if applicable) |       |
| Medical Room  |       |
| Doping Control Facilities |       |
| Competition Office (with internet & printer) |       |
| Media facilities |       |
| What security systems will be in place? |       |
| VIP room |       |
| To whom would internet connection/s be available? |       |

Please provide any other general information on the proposed competition and training venue/s:

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Please provide technical information on the proposed competition and training venue/s including field of play, sport equipment and timing, scoring and results management:

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Please insert photographs where possible.

1. INTERNATIONAL FEDERATION SANCTION & NATIONAL FEDERATION SUPPORT

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| --- | --- |
| Will the LOC apply for International Federation sanction of the event? | Yes [ ] / No [ ]  |
| Will the event be supported by the National Federation? | Yes [ ] / No [ ] If yes how:       |

1. SITE VISIT

The LOC agrees to meet the flight, accommodation and internal transport costs associated with hosting any site visits.

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| --- | --- |
| Yes/No |       |

1. ENTRIES

Entry Timeline

|  |  |
| --- | --- |
|  | Deadline Date |
| Expression of Interest |       |
| 1st Entry (including 30% fee) |       |
| 2nd Entry (including 70% fee) |       |

Entry Fees

The registration fee for participation in the event is

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Should participants wish to stay additional nights the cost will be

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Is there a limit on the number of entries which can be accommodated?

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| Yes[ ]  / No[ ]  |
| If yes please include number and why       |

1. ELIGIBILITY & CLASSIFICATION

We the LOC agree to observe the primary eligibility and sports classification rules

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| Yes[ ]  / No[ ]  |

In those sports where classification processes have been identified, a minimum of 3 days should be set aside at the beginning of the programme for athlete evaluation.

The LOC agrees to

* Liaise closely with the IF’s to make all necessary preparation for hosting classification including venues and facilities for athlete evaluation, facilities and venue for computer based tests, equipment and technology requirements, classifier and personnel requirements
* Meet all costs of providing a sports-classification service, including travel, accommodation, subsistent, transport and per diem expenses of classification personnel

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| Yes[ ]  / No[ ]  |

1. TRANSPORT

Please provide detail of the transport provision for the following including mode (e.g. minibus, coach, car) and regularity (hourly shuttle, per team per match, on demand):

|  |  |
| --- | --- |
| Airport – accommodation – airport |       |
| Accommodation - venue – accommodation for training |       |
| Accommodation – venue – accommodation for competition |       |

1. ACCOMMODATION

|  |  |
| --- | --- |
| Name of accommodation |       |
| Website |       |
| Distance from airport |       |
| Time from airport |       |
| Distance to venue |       |
| Time to venue |       |
| Maximum number of beds |       |
| Bedroom types (single, twin, double) |       |
| Can each team have a section/floor to itself? |       |
| Is internet connection available? At what cost? |       |
| Is security system present and clear? |       |
| Are laundry facilities available? |       |
| Are any recreational facilities available? |       |

1. CATERING

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| Will 3 meals per day be arranged? |       |
| What are the planned menus? |       |
| Where will meals be served? (accommodation/venue) |       |

1. MEDICAL

|  |  |
| --- | --- |
| What medical services will be available at the venue for competition |       |
| What medical services will be available at the venue during training |       |
| What medical services will be available at theaccommodation facilities (24 hrs./day) |       |

1. ANTI DOPING

Which organisation will provide anti doping services for sample collection and who will fund the testing programme?

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1. IF, VIRTUS REPRESENTATIVES and CLASSIFIERS

The LOC agrees to meet the costs of travel, accommodation, transport and catering for the Sport Director (1 person), Official Representative (1 person) and staff representative (1 person) or their nominated representatives.

Where the event includes IF sanction and/or a classification service, the LOC additionally agree to meet the costs of travel, accommodation, transport, catering and any per diem of any IF technical delegates, officials and classifiers.

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| Yes[ ]  / No [ ]  |

1. TECHNICAL OFFICIALS

Please detail how technical officials will be provided and their qualifications

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| --- | --- | --- |
| Role | Qualification | Organisation  |
|       |       |       |
|       |       |       |

The LOC agrees to meet the costs of travel, accommodation, transport, per diem and catering for the above technical officials.

1. VOLUNTEERS

How and where from will the LOC ensure the provision of volunteers to support the running of the event

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1. ACCREDITATION

How will accreditation be managed?

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1. CEREMONIES, SOCIAL PROGRAMME & GUESTS

Please provide outline detail if plans for opening and closing ceremonies, social programme and guest receptions.

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21. BRANDING AND MARKETING

The LOC agrees to protect the rights of Virtus and abide by branding regulations.

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| Yes[ ]  / No [ ]  |

Will a competition logo/emblem be produced?

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| --- |
| Yes[ ]  / No [ ]  |

The LOC agrees to consult with Virtus on all potential commercial partnerships (sponsors, title sponsorships etc)

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| --- |
| Yes[ ]  / No[ ]  |

|  |  |
| --- | --- |
| What promotional materials will be produced to market the competition (posters, programmes, advertising etc) |       |
| What resources and expertise are available from within the LOC for marketing and branding. Please give examples of previous experience. |       |

22. MEDIA, DIGITAL MEDIA AND PUBLIC RELATIONS

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| --- | --- |
| What resources and expertise are available from within the LOC for media and public relations. Please give examples of previous experience. |       |
| What resources and expertise are available from within the LOC for digital media (social media, website). Please give examples of previous experience. |       |
| What relationships already exist with local media. |       |
| What relationships already exist with national media. |       |

Please provide details of how the LOC will promote the event to ensure maximum awareness in the local and national community and media

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23. BROADCAST

Please provide details of any plans to broadcast the competition either via a livestream or working with local and national broadcasters.

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24. TICKETING

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| --- | --- |
| What resources and expertise are available from within the Local Organising Committee for attracting spectators. Please give examples of previous experience. |       |
| Will the Local Organising Committee be selling tickets or will the event be free to spectators. |       |

Please provide details of plans to attract as many spectators as possible to watch the competition.

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Please provide details of plans to involve the local community (schools, community and volunteer groups etc) in the event.

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1. LEGACY

Please provide detail on how you will ensure the event delivers a lasting legacy for sport for people with an intellectual disability, for example building lasting partnerships with National Sport Federations to ensure that opportunities are sustainable.

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1. BUDGET

Please complete the Event Budget Template and submit this with your bid application.

1. DATA PROTECTION

Please detail how you will comply with the Virtus Privacy Policy.

1. DECLARATIONS

We have read, understand and agree to be bound by:

|  |  |
| --- | --- |
| Yes[ ] / No [ ]  | The policies and procedures published at virtus.sport |
| Yes[ ] / No [ ]  | The in-competition testing policy and the testing requirements/associated costs |
| Yes[ ] / No [ ]  | The event hosting fee (see schedule of fees at inas.org)  |
| Yes[ ] / No [ ]  | We agree that the event is open to all nations irrespective of any political, religious or other reason  |

1. GUARANTEES AND ENDORSEMENTS

Please provide letters from the following or complete the data below:

* Virtus Member Organisation endorsing the Bid
* Governmental (mandatory) in support of the Bid
* Owner/s of the venues and accommodation in support of the Bid
* Private and/or other organisations/individuals supporting the Bid

This is to confirm that the Local Organising Committee (LOC) has the full support of the Virtus Member Organisation.

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| --- | --- |
| Member Organisation Name |       |
| Name of Authorised Signatory |       |
| Position in Member Organisation |       |
| Electronic Signature |  |
| Electronic Stamp |  |

This is to confirm that the LOC has the full support of the relevant National/Local Government Department or Agency.

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| --- | --- |
| Organisation Name |       |
| Name of Authorised Signatory |       |
| Position in Member Organisation |       |
| Electronic Signature |  |
| Electronic Official Stamp |  |

1. LOC SIGNATURE

We, the LOC confirm that the bid is made in the knowledge of the full Virtus Sport and Championship Specifications and agree to abide by all regulations detailed including:

* The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English
* To submit a budget using the Event Budget Template with this bid application form
* To establish an Organising Committee (LOC) infrastructure that can deliver a successful Championships
* To organise and operate the event in accordance with agreed business plan, budget & contract
* The successful host will ensure professional standards throughout the delivery of the event
* Ensure all athletes are eligible to compete according to the Master List
* Publish a Team Handbook approximately 3 months before the Opening Ceremony containing all key event information
* Support competing nations in applying for visas
* Pay the Virtus Event Hosting Fee within 1 month of the completion of the event
* Manage the collection of Capitation Fee from athletes
* The cost of hosting the event will entirely be met by the LOC
* Provide public liability insurance for the event
* Ensure emergency and contingency plans are in place
* On completion of the event provide a short report detailing an overview of the event and a full statement of income and expenditure
* Provide Secretariat with an electronic copy of the event results on completion of the event

On behalf of the Organising Committee (LOC), I confirm that we have thoroughly read and understood the Sport and Championship Specification and have express authority to submit the Bid Application on behalf of the bidder.

If awarded the right to host the Championships, I understand and agree that we must comply with each and every requirement set forth by Virtus as well as all application International Federation rules and regulations.

Each and every statement, commitment, photograph, or submission made in conjunction with the submission of this Bid Application is true and accurate, as of the date of this submission, and do not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled. If, due to subsequent events or inaction, any statement, commitment or submission made herein is no longer true or capable of being fulfilled as required by Virtus, then I shall immediately notify Virtus of this fact.

I further understand and agree that Virtus reserves the right to withdraw its award of the Championships due to Bidder’s inability to fulfil the conditions and promises stated in its original Bid Application.

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| --- | --- |
| Organisation Name |       |
| Name of Authorised Signatory |       |
| Position in Organisation |       |
| Electronic Signature |  |

ATTACHMENTS

When submitting your bid, please include:

* A copy of this form fully completed
* The event budget template
* Letters of Support/Endorsement
* Copies of venue certification (ie. athletics track certification)