

**REGIONAL MULTI SPORT GAMES
BID AND EVENT SPECIFICATION**



SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

PART 1: GENERAL INFORMATION

1. Introduction and Overview

VIRTUS Regional Games are multi-sport event for athletes with an intellectual impairment and a key part of the VIRTUS programme.

Regional Games provide a fantastic opportunity to showcase elite sport for athletes with an intellectual impairment and national culture, and help prepare athletes for the Global Games.

1.1. Roles and responsibilities

Regional Games are owned and governed by VIRTUS. The VIRTUS Governing Board will normally select the winning host unless such responsibility has been delegated to the VIRTUS Region.

The winning nation will be supported by VIRTUS who will give advice and guidance throughout the process. Further support will be given by the management team, Sports and other Committees as required.

1.2. Confidentiality and conduct

In submitting a bid, VIRTUS member nations agree to strict confidentiality throughout the bid application process. Bidding nations will not attempt to solicit support from Governing Board or other Committee members and VIRTUS representatives. Bids must at all times observe the VIRTUS Policies and Procedures including the Code of Ethics.

The successful host will ensure professional standards throughout the delivery of the event.

1.3. Language

The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages, however English versions should take precedence.

1.4. Sports Programme

VIRTUS will confirm the sports to be included in the medal programme together with any demonstration events in consultation with the LOC and VIRTUS staff. The LOC may apply for the inclusion of World Championship sport specific events as part of the Sport programme. The inclusion of any World Championship events within the Regional event programme is subject to approval by the VIRTUS Governing Board.

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1.5. Bid process and timetable

Bids should be made in accordance with the specification set out in this document, using the headings and sections in Part 2.

The call for bids will normally be made up to 3 years before the event, with a decision due not less than 2 years before the event.

All bids will be considered by the Governing Board after advice from the Region, Sports Committees and other relevant committees. A site visit *may* be organised to each bidding city – the cost of which will be met by the bidding nation.

Bids should be sent no later than the closing date to the VIRTUS Secretariat in electronic format (sport@virtus.sport). Only complete bids which address all areas of the bid specification will be considered.

Bids may include a visual presentation (in electronic format).

Key dates:

1 August 2020: Launch of bid process

31st August 2020: Deadline for expression of interest

30th September: Deadline for full bids

1.6. Expression of Interest

VIRTUS requests all nations who are considering a bid to submit an expression of interest (date to be advised). This should be made using the enclosed form and submitted via email to sport@virtus.sport

Expressions of interest/bids will only be accepted from the recognised VIRTUS member organisation within a country who must be in good standing with VIRTUS.

After assessing the expression of interest, VIRTUS may choose not to invite all bidding nations to proceed to the full application should it be felt that a country is unable to meet the bid or event delivery requirements.

Full bids will only be accepted from those nations who have submitted the expression of interest (ie. candidate cities) and been approved as a candidate nation by VIRTUS.

1.7. Event Contract

An event hosting agreement will be sent to the winning hosts and only when the contract has been signed by both parties should it be considered that the bid has been successful. The agreement will set out the responsibilities of the organising committee and must be followed carefully.

The agreement will set out the responsibilities of the host nation and any changes from the bid that affect the delivery of the event must be approved by the VIRTUS Governing Board.

1.8. Further resources

Reference **MUST** be made to the various VIRTUS [policies and procedures](#) available on the VIRTUS website in respect of competition management and delivery. This includes:

- Sections 4.2 Anti Doping

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- Section 7 – Sport Specifications

1.9. Information and questions

If you have questions about the bid process, please contact the VIRTUS management team in the first instance.

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PART 2: BID SPECIFICATION

1. Event specification and delivery

Your bid document must include full details under the following headings. Where possible, please include photos, videos or other collateral materials and web-links.

1.1. Motivation and Vision

Bids should begin by explaining the motivation behind the bid, what the LOC hopes to achieve by hosting the Regional Games, and the benefits to VIRTUS, to athletes with an intellectual impairment and to the local area.

Please also describe your Vision for the Games. What do you hope to achieve through the Games, and what difference do you hope the Games will make?

1.2. Host Organisation

VIRTUS will only accept bids from Full VIRTUS Member Organisations in good standing at the time of the bid deadline. Organisation who have been members for VIRTUS less than 5 years should explain in detail their track record in delivering major multi-sport events.

The bid must be supported by clear letters of support from:

- the national or local government responsible for the location of the event
- the recognised national or local sports authority, eg, sports council or similar

Where possible the bid should also be supported by clear letters of support from:

- the National Paralympic Committee
- national federations of sport
- likely sponsors/funders
- partners to the VIRTUS member who will make up key members of the LOC and/or carry out key functions of the event

Bids should include:

- a. A letter signed by the Chair/President of the VIRTUS Member Organisation supporting the bid and clearly stating agreement to conform to the rules, regulations and contractual obligations established by VIRTUS for the event.
- b. Letters of support (as above)
- c. Details of the organisation's experience and history of delivering major international championships
- d. Confirmation that any changes from the original bid that affect the delivery of the event must be agreed to in advance by the Governing Board
- e. Confirmation that the nation will meet the cost of a potential site visit.

1.3. Local Organising Committee/Delivery company

The host organisation will be required to establish a local organising committee (LOC) who will be responsible for managing and overseeing all aspects of the event.

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The LOC may be established as a separate legal identity such as a Games delivery company – a wholly owned subsidiary of the member organisation - for the purposes of the delivery and organisation of the Games. In such cases both the VIRTUS Member Organisation and the Delivery Company will be parties to the Event Hosting Agreement.

VIRTUS Member Organisations are strongly encouraged to seek legal advice regarding the most appropriate structure to deliver the Games and to enter the contract.

LOC members are required to have the appropriate background and experience for managing a major international event and an effective line management structure must be in place to ensure efficient decision making and delivery.

The Games must be run in accordance with the requirements of VIRTUS and relevant International Sports Federations (IF's). The LOC must manage the Games in a professional manner, reflecting the international status of the competition and maximising the media awareness associated with the competition.

The LOC should provide regular updates to VIRTUS (initially quarterly, and then monthly in the final 18 months) on progress towards the event, and provide a post-event evaluation report within 3 months of the completion of the event.

Bids should include:

- a. A clear overview of the proposed delivery company, if used, including name, directors, timeline for creation, legal nature/structure
- b. Outline the structure of the proposed Local Organising Committee, naming key personnel and giving their qualification and experience
- c. Details of other partner organisations/agencies involved, naming key personnel and roles/responsibilities
- d. A commitment to observing the rules of VIRTUS and International Sports Federations
- e. A detailed budget for LOC structural costs (staffing, office space etc)

1.4. Event dates and programme

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

The event should follow the example programme template in Appendix 2.

Bids should give details of proposed:

- a. Arrival Dates
- b. Classification Evaluation Dates (in relevant sports)
- c. Opening Ceremony Dates
- d. Competition Dates and Schedules for each sport
- e. Closing Ceremony Dates
- f. Departure Dates

1.5. Entry Process, Information and Communication

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Preliminary entry information should be available to members approximately 18 months before the date of the Opening Ceremony and final entry information approximately 12 months before, giving full details and costs associated with the event.

Entry must be managed using the VIRTUS Sports Management System.

A Team Handbook should be developed and published approximately 3 months before the Opening Ceremony containing all key event information.

A full list of entrants by sport should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

Bids should include:

- a. Date of availability of entry forms
- b. First and Final Entry Deadlines
- c. Details of how entries will be managed
- d. A commitment to ensuring a timely flow of information to entrants
- e. Details of how information and communication will be managed during the competition

1.6. Results Management

An efficient and accurate results management service is essential throughout the event using a recognised and proven software platform. Organisers should ensure that results of events are published 'live' to the event website.

By the close of the event, a full results list should be available.

In some sports, IPC and/or IF's may require the use of specific software (eg. Hy-Tek in Swimming) and LOC's are responsible for ensuring that results are managed in accordance with and event sanction.

Bids must include:

- a. Details of how you will manage the results service
- b. A commitment to observing the rules of IPC and/or IF sanctioning with regards to results management

1.7. Sport Specification and IF/NF sanction/support

VIRTUS events are organised in accordance with the relevant Sports Federation rules with appropriate amendments as set out in the VIRTUS Handbook. Local Organisers are not permitted to amend these rules. The involvement of the IF/NF is essential to ensure a successful event.

In sports where there is a Paralympic pathway, IF Event Sanctioning should be considered in consultation with the VIRTUS Sport Committee. The LOC's is responsible for submitting the application for event sanctioning and should liaise with the VIRTUS sport committees.

Bids must include:

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- a. Full details of how the event is supported by the IF and/or NF for each sport
- b. A commitment to applying for IPC/IF Sports Sanction in relevant sports and undertaking appropriate management

1.8. Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access.

An efficient system of distributing accreditation on arrival and checking accreditation at venues, fields of play and non-public areas should be arranged.

Bids should include

- a. Details of how accreditation will be managed

2. Ceremonies, Guests and Hospitality

2.1. Ceremonies and Receptions

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the VIRTUS flag and a welcome speech from the VIRTUS President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

Bids should include:

- a. Details of opening and closing ceremonies
- b. Details of any additional receptions
- c. A detailed budget for ceremonies

2.2. Victory ceremonies

Victory ceremonies are an important element of the Regional Games. For some athletes it is the highest level they can compete at.

Careful consideration should be given to victory ceremonies within the bid document such as where they will take place.

Bids should include:

- a. Details of opening and closing ceremonies
- b. Outline of victory ceremonies, including locations for each sport
- c. Details of any additional receptions
- d. A detailed budget for ceremonies

2.3. VIP Guests

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Organisers are required to provide a VIP Guest hospitality programme. This will include an appropriate accommodation venue, transport, competition venues and any receptions or social programme.

The VIP Guest list should be developed in consultation with VIRTUS and in addition to LOC invitations, will usually include the VIRTUS President, members of the Regional VIRTUS Executive Committee.

Bids should include:

- a. Details of the VIP Guest Programme and the elements of the programme
- b. A detailed budget for VIP Guest Programme
- c. The level of support each category of VIP will receive which may include any or all of the following programme elements: Accommodation at Official Hotel, Meals, VIP access to Event facilities, invitations to VIP Events within event, ground transport support.

3. Facilities and Transport

3.1. Competition and Training Venues

Sports venues should be chosen that are of a suitable standard and meet both the IF and VIRTUS sport specification, for example the athletics track must have IAAF approval, swimming must have FINA approval etc. You are strongly encouraged to liaise with the VIRTUS Sports Directors when selecting venues.

Where possible, venues should be a short transfer time from the athlete accommodation in average traffic conditions.

Bids should include:

- a. Full details of proposed training venues including addresses/photos
- b. Full details of proposed competition venues including addresses/photos
- c. A map showing location of venues relative to accommodation
- d. A detailed budget for facilities and transport

3.2. Accommodation, meals and refreshments

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues.

Accommodation for athletes, officials, and volunteers should be in the same general area but **any media guests should be accommodated separately.**

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

One hotel should be identified as the VIRTUS Hotel (IH). This will be a minimum 4* hotel and will be used exclusively for VIRTUS Governing Board, secretariat and guests.

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

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Bids should include details of:

- a. Location and function of all hotels (athletes and teams, officials and volunteers, media)
- b. Costs and standards (including whether single/double rooms etc)
- c. VIRTUS Hotel details
- d. Menus and food choices (taking account of cultural requirements)
- e. A detailed accommodation budget

3.3. Transport

An effective transport provision is vital to the success of the event. This begins with the arrival of the teams at the airport, continues with travel to training and competition venues and ceremonies, and ends with teams returning to the airport for departure.

Transport should be provided from a reputable supplier, and sufficient for the large numbers of people travelling at the same time. It is important to ensure appropriate insurance is in place.

Additional transport also needs to be considered for event staff, guests, officials and VIP's and any equipment needs.

Bids should include:

- a. Details of transport to/from airport etc
- b. Availability and timing during the event
- c. How transport for guests and staff will be managed
- d. A detailed transport budget
- e. VIP Transport – a detailed overview of what transport options will be provided for VIP Guests

3.4. VIRTUS - Office Space Provision

LOC are to provide suitable lockable office space within an Official Hotel for Regional VIRTUS Executive and Executive Staff attending the Event. This space should have high-speed wireless internet access available and sufficient space for 4 workstations as well as a small meeting room to host meetings (capacity of 8). The access to this space/s is to be provided on a 24hr basis for the duration of the event.

Bids should include:

- a. Details of office provision and facilities provided
- b. a scaled floor plan of spaces suggested

4. Evaluation visit

4.1. Evaluation visit

It is important that, throughout the planning for the event, there is regular and consistent communication with key VIRTUS officials. To facilitate this, a series of evaluation visits will be necessary. The exact programme, number and timing of visits will be determined by VIRTUS in consultation with the LOC, but may include:

Following submission of the bid	Optional bid assessment visit by 1 member to view likely event venues and discuss the overall delivery of the proposed event
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12-18 months before (approx.)	Mandatory evaluation visit by up to 2 VIRTUS staff members to inspect venues and assess preparation to inspect venues and assess preparation
3-6 months before	Optional visit by up to 2 VIRTUS staff members to assess preparation

In all cases, the LOC are responsible for meeting the flight, accommodation and internal transport costs associated with hosting evaluation visits.

Evaluation visits are normally of minimum 2 days duration in addition to travel days.

Bids should include:

- a. An agreement to organise evaluation visits and to meet the associated costs as stated.
- b. Details of evaluation visit budget

5. Staffing, volunteers and officials

5.1. Technical Delegates

Where a sport is sanctioned by an IF, a Technical Delegate/Official(s) will normally be appointed by the IF. The LOC is responsible for meeting all costs associated including travel (ie. flight costs), accommodation, subsistence, transport and other per diem expenses as identified by the IF.

Bids must include:

- a. A commitment to applying for, and meeting the costs of IF event sanctioning in relevant sports

5.2. VIRTUS Technical Delegate

Though the LOC will normally appoint a local manager for each sport, VIRTUS will appoint a Technical Delegate who remains the highest authority within each sport. The LOC is responsible for meeting the cost of travel (ie. flights), accommodation and internal transport of Technical Delegates.

Bids must include:

- a. A commitment to meeting the costs of hosting Technical Delegates

5.3. Officials

Regional Games are Regional-Championship standard events, and therefore all officials should be appropriately qualified and recruited from the relevant National Sports Federation, in accordance with the sport specification set out in the VIRTUS Handbook. It is strongly recommended that International Referees/Officials are invited in accordance with the Sport Specification.

The LOC will normally be responsible for any out-of-pocket expenses as defined by the NF.

Bids should include:

- a. Full details of how officials will be recruited and qualification for each sport
- b. A commitment to meeting the cost of Officials.
- c. A detailed budget for officials costs

5.4. Volunteers

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Volunteers are vital to the success of the event. The Organising Committee should carefully plan roles and responsibilities, providing appropriate training and ensure a clear management structure is in place. Where possible, translators should be provided for each team.

The LOC should establish a clear policy regarding volunteer, which as a minimum should cover travel, accommodation and meals. The LOC should also establish clear standards on Child and Vulnerable Adult Protection.

Bids should include:

- a. Details of volunteer recruitment and management with consideration to each sport's needs as well as other functional areas (media, transport etc)
- b. Details of translators
- c. A volunteer expenses policy
- d. Details of Protection Policies that will be enforced
- e. A detailed budget for volunteer costs

6. Anti-Doping

A doping control programme must be organised in accordance with the specification set out in the VIRTUS Anti-Doping Policy. This includes a commitment to organising a minimum number of tests which should be established in consultation with the VIRTUS Anti-Doping Committee.

LOC's should ensure that appropriate venues are provided for effective and efficient doping control service.

VIRTUS will appoint an Anti-Doping Coordinator who will be present throughout the event to oversee the testing programme. All costs associated with hosting the coordinator (flight, accommodation and internal transport) must be met by the LOC.

All costs (including sample collection and analysis) of providing a doping control service must be met by the LOC

LOC's, in consultation with the VIRTUS Anti-Doping Committee, should appoint a Sample Collection Agency.

Bids must include:

- a. Full details of proposed doping control programme
- b. Details of proposed sample collection agency
- c. A commitment to meeting all costs associated with delivering a doping control programme
- d. A letter of support from the National Anti Doping Agency
- e. A detailed budget for anti-doping services

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7. Athlete Eligibility and Classification

7.1. Athlete Eligibility

VIRTUS will manage the primary eligibility process and will regularly update the VIRTUS Master List. Athletes must appear on the Master List no later than the final entry deadline and there is no guest entry.

The LOC will support VIRTUS to ensure all athletes are eligible to compete. This includes:

- Appearance on the VIRTUS Master List no later than the final entry deadline (all athletes)
- Sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

Bids should include

- a. A commitment to observing primary eligibility rules

7.2. Sports Classification

VIRTUS complies with the IPC Classification Code, and as such, organisers may need to make provision for on-site sports classification.

In those sports where classification processes have been identified, a minimum of 2 days should be set aside at the beginning of the programme for athlete evaluation. More time may be needed if further events are added to the Paralympic Games programme.

PLEASE NOTE THAT THE DECISION TO INCLUDE CLASSIFICATION RESTS WITH THE RELEVANT INTERNATIONAL FEDERATION AND IS THEREFORE BEYOND VIRTUS' CONTROL.

The LOC must liaise closely with VIRTUS and the IF's to make all necessary preparation for hosting classification including venues and facilities for athlete evaluation (these may need to be in addition to training venues), facilities and venue for computer based tests, equipment and technology requirements, classifier and personnel requirements (including transport, accommodation, meals, per diem and other necessary expenses).

The LOC are responsible for meeting all costs of providing a sports-classification service, including travel, accommodation, subsistent, transport and per diem expenses of classification personnel and should consult the guidance available within the relevant section of the VIRTUS Handbook.

The LOC will liaise closely with the IF's to manage the classification programme.

Bids should include:

- a. A detailed budget for classification
- b. Details of the programme for on-site athlete evaluation
- c. A commitment to hosting, managing and meeting the costs of a sports classification service

8. Branding, Media, Marketing and Communications

The Regional Games are an opportunity to showcase the world's best athletes to a wide audience.

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A strong brand identity which is unique and celebrates the athletes must therefore be carefully considered and created.

The organisers are responsible for producing this brand in accordance with the branding guidelines set out in the VIRTUS Brand Book and the VIRTUS Event Brand Guide.

VIRTUS and its brand and any official VIRTUS Sub brands must remain prominent in all imagery, publications and electronic materials.

Any materials produced must be checked and signed off by VIRTUS before production.

Any partnerships or sponsorships must be signed off by VIRTUS before any agreements are signed.

8.1. Media, digital media and public relations

Public awareness and media coverage of the Regional Games both in the build-up and during the event is a key measure of its success.

Athletes should be placed at the centre of any media activities, offering people the chance to get to know their national athletes well in advance of the competition.

Media must also be taken care of during the Games, including a place to work with high speed wifi and cabled internet access and light refreshments. Venues must also have a dedicated space, with a good view of the field of play, for media to work during competitions.

Bids must include:

- a) An outline plan for how the LOC will work with local and national media to build relationships with media and ensure coverage of athletes, key milestones and of competition.
- b) An outline plan for how the LOC will utilise social media to create awareness and interest in the athletes and Regional Games. A website must also be produced in partnership with VIRTUS.
- c) An outline of the number of personnel responsible for media relations, digital media and public relations in the LOC and their level of experience.
- d) Details of a Media Centre, its location, size and internet provision
- e) Number of volunteers dedicated to media services
- f) A detailed marketing budget

8.2. Photography

A pool of professional sports photographers must be employed by the LOC to ensure all medals ceremonies, opening and closing ceremonies and sports are covered. All finals, medal matches and medal ceremonies must be photographed. This can be achieved through careful planning.

All photographs, raw video footage and edited video content must be provided to VIRTUS as soon as possible after the conclusion of each ceremony and competition day (minimum 50 photos per day). All images must be rights free in order for VIRTUS to distribute them to media.

Bids must include:

- a) An agreement to cover to all sports, finals, medal matches, medal ceremonies and ceremonies on each day by one or more professional sports photographers
- b) An agreement to provide VIRTUS with rights-free photographs and video daily

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8.3. Broadcast

The Regional Games are the world's biggest gathering of athletes with an intellectual impairment and therefore should be an attractive prospect for broadcasters.

Potential LOCs should consider partnerships with local and national broadcasters for showing the competition either live or via highlights on their news and sports channels.

A livestream of some or all of the competitions is essential.

Broadcasting is also an attractive prospect for partners and sponsors and could generate additional revenue for the LOC.

VIRTUS remains the owner of all images from the competitions and they cannot be distributed without prior agreement to any third parties.

Bids must include:

- a) An outline of any plans to broadcast the Regional Games and which broadcasters may be interested in showing coverage
- b) An outline of plans and associated budget for content capture across the event
- c) An outline of plans and associated budget for livestreaming the event

- d) An agreement to provide some content coverage of all sports – across various event elements such as finals, medal matches, medal ceremonies and ceremonies on each day as well as some general non sport content
- e) An agreement to provide VIRTUS with rights-free raw content and edited video content daily

8.4. Spectators and ticketing

Athletes train very hard in order to be able to compete at the Regional Games. They deserve to be supported by a crowd.

The potential for Partners and sponsors to be associated with the event will be enhanced if spectators are guaranteed.

Overall, spectators are a crucial element of the atmosphere of the Regional Games and will contribute to its overall success.

Ticketing Policy rests with the LOC and entry to competition for the public can be at a cost or free or a combination of both. Local schools and community and volunteer groups can be offered free tickets to fill the stands.

Bids must include:

- a) An indication of whether tickets will be sold or available for free
- b) An outline plan of how the local community will be involved (schools programmes, distribution of tickets to community and volunteer groups) and how the general public will be encouraged to attend.

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9. Community Engagement and Legacy

The Regional Games provide an important opportunity to promote and develop sport for athletes with an intellectual impairment within a nation and across a region.

In assessing bids, the VIRTUS Governing Board will look for those bids that demonstrate clear community engagement and legacy plans

Bids must include

- A) A Community Engagement Plan Outline which demonstrates how the LOC plans to engage with the local, national and regional stakeholders in the lead up to and during the Event to build awareness of VIRTUS, the Event and our athletes
- B) An outline of the Legacy Plan and how at National and Regional level it supports in terms of
 - a. more athletes,
 - b. more sporting opportunities,
 - c. and more competitions for athletes with an intellectual impairment
 - d. with a focus on the future generation of younger athletes
 - e. Enhanced Partnership with National Sporting Federations
- C) This statement should also include details of any associated funding and/or value in kind support that will be made available to support legacy activities and the post event timelines that this funding will support

10. Medical, Security, Emergency and Contingency Planning

10.1. Medical Provision

Appropriate medical provision must be available at all training, competition and accommodation venues, and this should be clearly marked for teams. VIRTUS will provide details of the minimum Medical provision levels needed no later than mid-2018.

Bids must include:

- a. Full details of medical provision and emergency services
- b. Full details of physiotherapy services.
- c. Details of the medical budget

10.2. Security

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the Games. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities and a copy of the risk assessment should be made available to VIRTUS at least 18 months before the competition.

The risk assessment should cover all areas of security and welfare of athletes, teams, spectators and staff, being sympathetic to the specific needs of athletes with an intellectual impairment and the size of the event.

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Bids should include:

- a. An overview of security measures and letters of support from national and local authorities or private contractors. This should specify the areas that are deemed to be a risk and the measures planned to mitigate risk using a detailed risk assessment tool.
- b. A detailed security budget

10.3. Emergency Planning

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with VIRTUS staff, and for management of media.

The plan should be developed in consultation with VIRTUS and made available to key staff within the LOC.

10.4. Contingency Planning

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to contingency and backup plans in respect of essential Games areas to ensure successful delivery. Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

11. Finances

11.1. Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by VIRTUS.

All costs associated with bidding for this event must be met by the LOC.

11.2. Event hosting fee

An event hosting fee is payable to VIRTUS as follows:

- On signing the event hosting agreement – 10%
- 6 months before the event – 50%
- Within 1 month after the event – 40%

The hosting fee will be equivalent to \$35 per participant .

11.3. Entry fees

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

11.4 Capitation/Accreditation Fees

A capitation or accreditation fee is payable to Virtus by all participants. The fee is \$25 per person.

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11.4 Sponsorships - LOC's are encouraged to seek Sponsorship for the Event. All sponsorships should be acquired in accordance with the guidelines set out in the VIRTUS Handbook.

Prior to securing ANY sponsorship the LOC must liaise with VIRTUS to ensure that any potential sponsor does not conflict with any existing VIRTUS Partner/s.

The bid should show which income is already secured/guaranteed, which income is anticipated, and a contingency plan in the event that expected support is not available.

Finally, please ensure the bid clearly states the name of the organisation who is underwriting the project, and include a letter confirming this.

Bids must include:

- a. A breakdown of the full budget for the event in USD set out in accordance with Appendix 1
- b. Details of the cost to participants/entry fee
- c. Details of the cost to guests
- d. Details of how you will raise sponsorship and income including potential target list, expected timescales and key dates by which funding will be confirmed
- e. Acceptance of the event hosting fee
- f. A commitment to meeting all costs associated with the hosting of the event and a letter of support from the underwriting organisation

12. Insurance

The LOC should consider all necessary insurances needed for the safe and successful delivery of the event. This will include any compulsory insurances (within the nation) and may include public liability and employer's liability.

For a period beginning on the date of this Agreement and ending 2 years after the date of completion of the Event, the Organisers shall maintain, with reputable insurers lawfully carrying on insurance business the following insurance:

- professional indemnity insurance for an amount of at least £250,000 or equivalent local currency amount in respect of each and every claim (£250,000 or equivalent local currency amount in the aggregate in USA/Canada).
- public liability insurance for an amount of at least £5,000,000 or equivalent local currency amount for any one occurrence or series of occurrences arising out of any one event, unlimited in the aggregate (£2,000,000 or equivalent local currency amount in the aggregate in USA/Canada).

Please note that estimates are based on our current policy, actual amounts may vary and will be confirmed no later than 1st January in the year of competition.

In addition, VIRTUS strongly recommends the LOC to purchase event cancellation insurance or similar.

Bids must include:

- a. Details of the levels of cover available and the type of insurance to be purchased.

13. Changes to the bid

SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

Significant changes to the approved bid may only be made in consultation with the Regional Games Committee.

Bids must include:

- a. A written commitment to seek approval for any variation from the bid document (such approval not to be unreasonably withheld by VIRTUS).

VIRTUS would like to thank you for taking the time to prepare and submit your bid.

SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

Appendix 1 - Budget template

State all figures in USD (\$)

Income

		USD	Explanatory Notes
	Entry Fees		State entry fee per person x number of entries:
	Grants		
	Governmental Support		
	Sponsorship		
	Ticketing		
	Merchandising		
	Other (specify)		
	TOTAL REVENUE		

Expenditure

		USD	Explanatory Notes
Accommodation and Catering	Teams		
	Officials		
	Volunteers		
	Anti-Doping Officials		
	VIRTUS Representative(s)		
	Technical Delegates		
	VIRTUS Sport Directors		
	Classification personnel		
Venues	Competition and Training Venues		
	Sports Equipment		
Services	Anti-Doping		
	Classification		
	Medical		
	Results Services		
	Timing & Scoring Service		
	Security		
Transport	Teams		
	Officials		
	Volunteers		
	Anti-Doping Officials		
	VIRTUS Representative(s)		
	Technical Delegates		
	VIRTUS Sport Directors		
	Classification personnel		

SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

Volunteers and Officials	Travel		
	Catering		
	Uniforms		
	Per diem		
	Gifts		
Administration	Staff costs –provide a detailed breakdown by position, salary level and dates of employment		
	Volunteer Expenses		
	Postage		
	Office Supplies		
	Office Rental		
	Other fixtures, furniture and equipment		
	Telephone		
	Computer equipment		
	Photocopier		
Finances	Event Hosting Fee (@ \$35 per person)		
	Banking Costs		
	Public/Liability Insurance		
	Professional Indemnity		
Branding and hospitality	Programme		
	Ticketing		
	Signage		
	Sponsor Signage		
	Welcome Dinner		
	Opening Ceremonies		
	Closing Ceremonies		
	Victory Ceremonies		
	Flags		
	Anthems		
	Banquet		
Press and Media	Press launch		
	Official Photographer		
	Website		
	Broadcasting services		
	Content Capture - Video		
	Production Costs		
Community Engagement	Pre Event		
	During Event		
Legacy	Pre/During		
	Post Event		
Site visits	Bid assessment		
	Other visits		
Other	Accreditation		
	Bid process costs		
	Post-event de-brief meeting		

SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

	Event sanction costs		
	Cultural programme		
	Water and refreshments		
Contingency (7%)			
	TOTAL EXPENSES		
	Difference		

SECTION 8: EVENT SPECIFICATIONS



8.4 REGIONAL GAMES BID SPECIFICATION

Expression of Interest Form

Host Details

Nation:	Proposed City:	
Organisation:		
Name of Contact Person:		
Position/Role of Contact Person:		
Address:		
Telephone:	Email:	Website:

Proposed Dates

Arrival:
Classification/Training Days:
Opening Ceremony:
Competition:
Closing Ceremony:
Departure:

Proposed Venues

Please provide an overview of proposed competition and accommodation venues:
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Experience and Expertise

Please provide an overview of your experience of hosting VIRTUS and other large events:

Host Details

Name of Organisational President/Secretary General:	
Signature:	Date:

