

1 Introduction

BISFed invites bids from its Members to organise and run the following Boccia Events during 2016:

- **2016 Boccia World Individual Championships:** This event must be held **before 31 March 2016** (this is the latest date for World Ranking points to be earned towards qualification for the Rio 2016 Paralympic Games.) The winner in each classification at this event will qualify automatically for Rio 2016.
- **2016 Boccia World Open Championships:** The BISFed Competition Calendar allows for one World Championships event per Region during 2016 (i.e. a maximum of three World Open events in 2016.) These events will earn World Ranking points which will be reflected in the BISFed World Ranking List **immediately after** the Rio 2016 Paralympic Games. (Please note that BISFed's preference is for World Open events in 2016 to be held after 1 April.)

Bid Deadline for all 2016 Events: 30 January 2015

Appendix 1 to this document gives a guide to the main requirements for each event; Bidders are advised to review these requirements carefully in preparing a budget and to seek clarification on any areas on which they are unclear. Questions should be sent to Martin Lam, Secretary General at: martinlam@hkparalympic.org

This document asks Bidders to submit basic information and assurances which will allow BISFed's Competition Panel to evaluate the Bids and to recommend a preferred Bidder* to the BISFed Board. Preferred Bidders may be asked to submit more detailed information and undertakings before a contract to organise and run the event is agreed between BISFed and the preferred Bidder.

By completing this Bid Document, your organisation undertakes that:

- You have the capability to organise and manage a successful major sporting event.
- The Event will be run according to BISFed's Rules of Boccia, its Classification Code and its Anti-Doping Policy.
- You have the support of your National Paralympic Committee to run the Event.
- The proposed venue and accommodation have sufficient capacity for all competitors (as per the BISFed Competition System) and their supporting teams and that they are accessible by wheelchair users.
- You will ensure a fair entry fee for participants.
- You will facilitate any Visa or other entry requirements for athletes and teams who travel to your country to participate in the Event.
- You will carry full financial responsibility for the Event if your Bid is successful.

* Note: If there is only one bidder for an Open Event, BISFed will attempt to conclude a Contract with this bidder.

Please complete and return this Bid Document to: martinlam@hkparalympic.org with a copy to info@bisfed.com no later than 30 January 2015

2 Event

Note: a separate application must be completed if you are applying for more than one event; indicate with a 'Y' below the event to which this Bid Document refers.

EVENT WHICH THE BIDDER APPLIES TO HOST	
	<i>Please indicate which event you are bidding for in the box below</i>
2016 Boccia World Individual Championships	
2016 Boccia World Open Championships	

3 Information about the Bidder

Name of BISFed Member Organisation	
Name of Contact Person	
Title of Contact Person	
Email Address	
Telephone Number	
Please describe your organisation's experience of organising major sporting events; if none, please describe how you propose to manage the Event	

4 Information about the proposed Competition Venue

City		
Name of Proposed Venue		
Venue website		
Nearest International Airport		
Distance from nearest International Airport to Venue		
Main Venue Capacity	Number of Competition Courts: Number of Training Courts: Spectator capacity (approximate number of seats): Wheelchair Accessible: (Yes/No)	
If there is a second venue please complete the following details	Number of Competition Courts: Number of Training Courts: Spectator capacity (approximate number of seats): Wheelchair Accessible: (Yes/No)	
Previous boccia competitions at this venue: Please record the name and dates of any previous boccia events held at this venue	<ul style="list-style-type: none"> • • • • 	
Playing surface (e.g. wooden, Mondo, Taraflex)	<u>Surface of Competition Courts</u>	<u>Surface of Warm-up Courts</u>

5 Transport

Please describe the proposed transport arrangements from the airport to the accommodation venue, and if appropriate the transport arrangements from the accommodation to the competition venue, including provision for wheelchair users	
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6 Accommodation

Note: all accommodation must be wheelchair-accessible

Please describe the proposed accommodation (Hotel/other, star rating, capacity)	Hotel / Other (please describe): Star Rating: Number of Bedrooms: Number of Accessible Bedrooms: Distance from the Hotel to the Competition Venue:
Please complete the above information for each hotel (if more than one)	Hotel / Other (please describe): Star Rating: Number of Bedrooms: Number of Accessible Bedrooms: Distance from the Hotel to the Competition Venue:

7 Dates

Please indicate the proposed dates of the Event	Main Arrival Date	Classification, Equipment Check date(s)	Opening Ceremony	Competition Dates	Closing Ceremony	Departure Date
	dd/mm/yy	dd/mm/yy to dd/mm/yy	dd/mm/yy	dd/mm/yy to dd/mm/yy	dd/mm/yy	dd/mm/yy

8 Budget

Please indicate the maximum proposed entry fee per participant in Pounds Sterling. The entry fee must include the relevant Capitation Fee (see the guidance notes in Appendix 1.)	
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9 Supporting Documents

Please attach the following documents in support of your Bid:

- A set of photographs which show the relevant areas to be used at the event (Field of Play; Warm-up Area; Classification Room; Sports Equipment Check Area; Officials Room; Athlete's Lounge; TD Office; Head Referee/Protest Room.)
- A letter from your National Paralympic Committee supporting your Bid.
- A letter from the Competition Venue owners indicating that the Venue is available for the proposed dates of the Event.
- Any other letters of support, for example from the Local Authority, Hotels, local business sponsors.
- If you wish to submit any other information to support your bid, please do so in whatever format is most convenient.

10 Declaration

We the undersigned, declare that if this information is correct to the best of our knowledge, and that if this bid is accepted as the preferred bid for the Event named in Paragraph 2 above, we will use our best endeavours to agree a Contract with BISFed for the Event.

Signed by:	Stamp or official Seal
Position:	
Date:	

Bid Document for BISFed Boccia Competitions in 2016

APPENDIX 1: Guidance to Bidders in preparing a Budget

This Appendix sets out the main items which bidders must include in preparing a budget and in calculating the maximum entry fee they propose to charge. This guidance is not intended as an exhaustive list and is for guidance only. Bidders should use their own experience and wherever possible should seek financial support/grants in order to minimise the entry fee. Bidders are referred to the BISFed Competition System (see www.bisfed.com) for more details of the format for each type of event.

A. Personnel

- i. A Local Organising Committee (LOC) must be formed within one month of the winning bid being announced. The proposed structure of the LOC must be agreed with BISFed.
- ii. The LOC is responsible for the expenses of the following BISFed – appointed officials: (Economy class travel from home town to the Event Venue, accommodation and all meals during the Event)

Event	Number of Athletes	Minimum number of Competition Courts	Minimum recommended number of warm up Courts	Minimum Number of Officials					
				Technical Delegate	Head Referee+ Assistant Head Ref	Referees		Classifiers	
						Int'l	Nat'l	Int'l	Reg'l
World Individual Championships	160	<u>4 day Competition</u> <u>12</u>	6	1*	2*	24*		3*	3*
		<u>5 day Competition</u> <u>10</u>	5	1*	1*	Minimum of 16 must be from outside the Host Country			
World Open Championships	Not specified	Depends on the number of entries	3	1*	1* 2* if more than 100 athletes	20* Minimum of 14 must be from outside the Host Country	1* per competition court	1 per competition court	3* 2

* **Must be International Officials, certified and appointed by BISFed**

** **Proposed by LOC and approved by BISFed**

Bid Document for BISFed Boccia Competitions in 2016

- iii. For the World Individual Championships, the LOC must pay for the BISFed President (or if the President is unavailable, one BISFed Board Member) to attend the Event. (Economy class travel from home town to host city, meals and accommodation)
- iv. Per Diem expenses: LOC must pay each Official a per diem allowance equivalent to £20 in local currency (or USD when appropriate) for every day of the competition including the arrival and departure days.

B. Site Inspection

- a. BISFed will appoint a Technical Delegate who will make an inspection visit shortly after a contract to host the event is signed. LOC will be responsible for economy class travel for the inspection visit from home town to host city and accommodation and meals for the period of inspection (no more than 2 days.)

C. Capitation Fees

The LOC must budget for the following Capitation Fees which must be paid to BISFed:

Event Type	Capitation Fee per Participant <i>(For all accredited Team Members e.g. athletes, coaches, medical staff)</i>
World Individual Championship	£50
World Open Event	£20