



UK SPORTS ASSOCIATION
FOR PEOPLE WITH LEARNING DISABILITY

Event Bidding Procedure

Policy Document

Approved 21.7.06 UKSA Board
Amended 13.3.07

UKSA BIDDING PROCESS FOR INAS-FID WORLD & EUROPEAN EVENTS

This policy is designed as a step by step process for any organisation wishing to tender to host an INAS-FID (World or European) event in the UK.

At their Executive/Technical Committee meetings, INAS-FID extends invitations to member nations to bid to host a particular event. UKSA is the official GB member nation of INAS-FID.

A copy of the INAS-FID Bidding procedures is provided with the invitation to all member nations.

UK Procedure

- a) Any organisation wishing to embark on the bid process, should contact the UKSA office for a copy of the bidding procedures.
- b) If an organisation wishes to continue, an expression of interest to formally bid for the event should be lodged, in writing with the UKSA office.
- c) On receipt of “an intention to bid”, the UKSA office will contact either through a formally scheduled meeting, or through other communication, the Directors of UKSA to seek approval to lodge with INAS-FID (World or European) “a GB intention to bid”.
- d) The UKSA office will provide guidelines to interested parties on the timeframe for bidding to co-inside with INAS-FID deadlines and UKSA Board meetings.
- e) A formal written bid, should be provided to the UKSA office within the timeframe given.
- f) On receipt of such a bid, the UKSA office will carry out the first check to ensure that the required elements are present, seeking further clarification if necessary.
- g) On completion, the bid document will be sent by the UKSA office to the two UKSA directors representing the Home Country Association in which the event is to be hosted for Home Country approval.
- h) The two Directors will liaise with the technical representatives for that sport in their Home Country Association to determine the suitability of the event.
- i) If agreed by the two representatives Directors, the bid document will be taken to the UKSA Board of Directors for formal endorsement prior to submitting to INAS-FID (World or European).
- j) UKSA office submits to INAS-FID (World or European) and liaises with INAS/bidding party/Home Country Association on acceptance, queries and implementation.

UKSA BID PROCEDURES CHECKLIST

The formal bid document should contain at least the following provisions. Please ensure these specific headings are used. This is for guidance only and should be read in conjunction with the relevant international organisations bidding procedure guidelines provided by UKSA. All elements from these lists and the requirements of INAS bidding documents should be included in the bid to UKSA.

1.0 Event Title/Sport

- 1.1 Provisional Dates/Venue
- 1.2 Location/Airport/Transport arrangements to the host city
- 1.3 Should include a location map to show where in the UK event relates to major cities

2.0 Host

- 2.1 Who is hosting the event
- 2.2 Relationships to UKSA; Endorsements; INAS involvement

3.0 Sports Information

- 3.1 Competition venues/type/description/location
- 3.2 Training facilities/description/location
- 3.3 Details and qualifications of Officials to be used
- 3.4 National Governing Body of Sport support/involvement
- 3.5 Schedule of competition/events

4.0 Medical Provision

- 4.1 Medical/physio support at competition venues/training facilities and accommodation
- 4.2 Location and level of support available at venue/local hospital
- 4.3 Support of national doping control unit and how this will be managed

5.0 Accommodation

- 5.1 Location to competition/training venues
- 5.2 Type/standards to be used/provisional costs
Delegations should be offered a choice i.e. Hostel, University, Hotel,
minimum standard to be Hostel type rooms with a maximum of four persons to a room.
- 5.3 Type of food service/times available/menu choice
- 5.4 Water provision

6.0 Social Programme

- 6.1 Draft programme of leisure and recreational activities available
- 6.2 Opening/Closing Ceremonies
- 6.3 Receptions

7.0 Transport

- 7.1 Location of Airports/Rail/Road to venues
- 7.2 Transfer arrangements for arrival/departures and provisional costs for teams
- 7.3 Transport arrangements during the competition
- 7.4 Access to transport for leisure use
- 7.5 Visa requirements

8.0 Language

- 8.1 Although the official language of INAS-FID is English, will all materials/information be available in other languages?
- 8.2 Will teams be provided with an interpreter?

9.0 Organising Committee

- 9.1 Outline the structure of the Organising Committee, naming key personnel
- 9.2 List the other partner organisations/agencies involved, naming key personnel and roles/responsibilities

10.0 Insurance

- 10.1 The Organising Committee is responsible for ensuring satisfactory insurance arrangements are made in respect of public liability and professional indemnity, and this must be made known to INAS-FID and the participating member organisations before entry deadline.
- 10.2 Participating member organisations are responsible for their own insurance requirements for travel, personal accident, liability, and medical matters
- 10.3 Organising Committee should indemnify UKSA against all liability.

11.0 Entry Fee

- 11.1 The entry fee must be set with the agreement of INAS-FID and notified to member organisations twelve months prior to the start of the championships.
- 11.2 The entry fee must include a capitation tax of US\$ 10 per person for all members of the delegation (athletes, coaches, staff, not personal escorts/carers) payable by the Organising Committee to INAS-FID immediately following the last day of the championships.
- 11.3 The entry fee will be determined as a result of the costs falling to the Organising Committee for the staging of the event and will include the reasonable costs of providing accommodation (varying according to 4.2), food, a social programme, transport, and other essential items.
- 11.4 Participating member organisations will be responsible for meeting their own transport costs to and from the host-city.
- 11.5 All costs should clearly show how many nights are included, what type of room (single etc), meals, what airport pickup etc. Full details of any additional costs should also be given eg. Cost of additional nights/meals etc.

12.0 International Federation & GB Personnel

- 12.1 The Organising Committee will be expected to meet the costs of accommodation and internal transport throughout the championships for the following INAS-FID personnel: the President or his nominee (only one person) and the Sports Technical Delegate (only one person). Any persons accompanying the official representatives shall be at their own expense.
- 12.2 The Organising Committee will be expected to meet the costs of accommodation and internal transport throughout the championships for an International Technical Official (ITO) from the International Governing Body of Sport as appropriate.
- 12.3 The Organising Committee will be expected to meet the costs of accommodation, internal transport and an office room throughout the championships for the Doping Control Unit if required.
- 12.4 The Organising Committee will be expected to meet the travel costs from and to their home country, and the costs of accommodation and internal transport throughout the championships, for one referee from each participating nation at team sport championships

(basketball, football).

- 12.5 The Organising Committee will assist INAS-FID Technical Committee or their representative carry out a pre-event site inspection by meeting the costs of accommodation, food and internal transport, for one or two days, as required.
- 12.6 UKSA will require formal representation on the Organising Committee. Costs associated with attendance at the event and pre and post preparation meetings should be met by the Organising Committee.
- 12.7 UKSA will provide to the Organisers an Eligibility Officer. Costs associated with attendance at the event and pre and post preparation meetings should be met by the Organising Committee.

13.0 Accreditation & Security

- 13.1 A formal accreditation system should be adopted.
- 13.2 Accreditation should be at varying levels and all requiring photographs.
- 13.3 Details of how accreditation system and security will be managed.

14.0 Event Organisation, Promotion and Material

- 14.1 All event material must be pre-approved by UKSA in advance of circulation and publicising to member nations.
- 14.2 All liaisons with INAS-FID/Europe will be conducted by UKSA on behalf of the Organising committee, unless alternative arrangements have been agreed with UKSA>
- 14.3 All event material and promotion (hard copy and electronic) should recognise the involvement of UKSA and any partner organisations and sufficiently include previously agreed statements and logos of both UKSA and INAS on all material prior to circulation.

15.0 Event Budget

- 15.1 A formal event budget should be prepared and appended to the bid and should include, amongst other items, the following:
 - provision for Eligibility Officer and UKSA representative costs
 - details of how the event budget is being underwritten

16.0 Schedule

- 16.1 The bid document should contain
 - a) Provisional Competition Schedule
 - b) Provisional Event schedule, from arrival, through to departure, including scheduled technical committee meetings, debriefs, sports assemblies, opening/closing ceremonies.
 - c) Provisional LOC Schedule for distribution of information, payment deadlines etc.
 - d) Definitive date by which a final decision is taken on the basis of Expressions received on the event viability.

17.0 Press Strategy

- 17.1 Person responsible
- 17.2 Proposed strategy for marketing and raising press profile of event

18.0 Other Matters

- 18.1 Local temperatures/weather conditions at time of event
- 18.2 Any local matters of interest