

REQUEST FOR PROPOSAL (RFP)

BWF BIDDING DOCUMENT

EUROPEAN PARA-BADMINTON CHAMPIONSHIPS 2014









PARA-BADMINTON CONTINENTAL CHAMPIONSHIPS 2014

CHAPTER 1 - INTRODUCTION

OVERVIEW

Para-badminton Continental Championships are hosted every two years (on even numbered years). The Championships determine who are the Continental Champions in each of the Sport Classes / Events on the programme.

The Para-badminton Continental Championships is an individual competition and each Member Association or Organisation recognized by the BWF from a particular Continental Confederation region, is invited to enter players into the Championships.

STATUS OF THE CHAMPIONSHIS

The Para badminton Continental Championships (Africa, Asia, Europe, Oceania, Pan America), are prestigious championships for players competing for the title of Continental Champion in their respective Sport Class / Event

SPECIFIC DETAILS

Dates : to be agreed with host

Number of Competition Courts : 8 (a mix of court mats for standing classes

and wooded flooring for wheelchair classes)

Number of Training Courts : 2

Number of Referees : 2 (Referee and Deputy appointed by the BWF)

Technical Delegate : 1 (appointed by the BWF)

Classifiers : 1 Chief Classifier, 4 Classifiers

On Court Doctors : 1 (local medical doctor – English speaker)

Competition Days : 3 - 4 days

Classification Days : 1

THE CHAMPIONSHIP FORMAT

The Championships consists of events for men and women in wheelchair, standing and short stature Sport Classes.

Events	Wheelcha	air classes	Standing classes		Short Stature	
	WH 1	WH 2	SL 3	SL 4	SU 5	SS 6
Men's Singles	\boxtimes	\boxtimes				\boxtimes
Women's Singles	\boxtimes					
Men's Doubles	\boxtimes	\boxtimes				\boxtimes
Women's Doubles	\boxtimes	\boxtimes		← ⊠ →		\boxtimes
Mixed Doubles	\boxtimes	\boxtimes		← ⊠ →		\boxtimes

The Laws of Badminton and Para-badminton Competition Regulations apply.

The competitions in each Sport Class are in two parts - pool play with three to four in each pool (where there are sufficient entries), followed by a knock-out stage. The pool play is a round robin format to ensure each player at the Championships gets a minimum of two to three matches.

The number of pools and the pool size will depend on the number of entries in each class / category.

For Women's Doubles and Mixed Doubles events, the following rule will apply. The combined Sport Class number must be 8 or less.

Examples

SL 3 and SU 5 may be combined as the total Sport Class number does not exceed 8 (SL 3 + SU 5 = 8)

SL 4 and SU 5 cannot be combined as the total Sport Class number exceeds 8 (SL 4 + SU 5 = 9)

CHAPTER 2 – MAKING A BID

BIDDING TIMETABLE

- 28/06/2013 Opportunity advertised widely, RFP available on website.
- 30/08/2013 Deadline for submission of RFP & bid documentation to BWF.

 Email to Andy Hines-Randle <u>a.hines-randle@bwfbadminton.org</u> and copy in Darren Parks <u>d.parks@bwfbadminton.org</u>
- 13/09/2013 Shortlist and recommendation to BWF Para-Badminton and Events Committees or persons delegated by Council.
- 20/09/2013 Decision on the host for the 2014 European Championships. Communicated to successful bidder.
- 10/11/2013 Host and BWF sign Hosting & Sponsorship Agreement (contract).

SELECTION CRITERIA

The following provides the main criteria the Para-badminton Committee / Events Committee uses in evaluating bids:

Finance – ensuring all appropriate costs are met by the Local Organising Committee (LOC), that the budget is balanced between revenue and expenditure, that the budget is reasonable and attainable, and that income generation plans are well-supported and sustainable.

Competition / Practice Venue – ensuring that all the technical specifications detailed in this document (especially Section 3) can be met and delivered on time, in a professional manner and in accordance with Para-badminton Competition Regulations.

Ensuring the venues are wheelchair accessible for all the key areas including access / exit points to / from the venue, elevators, field of play access, changing rooms, enough disabled toilets, classification rooms, spectator / viewing areas, match control desk, results boards and medical doping control station.

Organisation – the nature and structure of the Organising Committee for the event in addition to the organisational experience of the hosting body with regards to the staging previous international para-badminton events.

Location – considering the proximity of the city and venue in relation to all other

organisational factors including international airports, (frequency and departure points of flights), the projected distance and time of transport from airport(s) to official hotel(s) and official hotel(s) to competition venue, the requirements for and complexity of obtaining visas.

Wheelchair Accessible Transport – wheelchair accessible transport for players and support personnel provided from airport(s) to hotels and hotels to competition venue

Wheelchair Accessible Accommodation – ensuring a range of accessible options can be provided to participating players / support personnel and the associated costs of these options, the location and distance from hotels to competition and practice venues, self-catering possibilities, the need for pre-payment, the flexibility in departure dates without incurring extra costs;

Medical - ensuring appropriate level of medical servicing to the event for players, player support personnel and officials and for providing on-court medical requirements as described in the Competition Regulations.

Marketing – how the event being hosted would be marketed to maximize exposure for the sport.

Development – how the event will encourage the playing of para-badminton the region / country.

DECISION MAKERS - CONTACT DETAILS

The final decision on the awarding of the event will be taken by the BWF Council or persons delegated by the BWF Council.

The person responsible for handling all correspondence with organisations bidding for BWF events is the Events Director - **Darren Parks**, and all enquiries, expressions of interest, bid documentation, should be sent to him at:

Email: a.hines-randle@bwfbadminton.org

Fax: +603 2143 7155 **Tel:** +603 2141 7155

CHAPTER 3 – FACILTY PROVISION

ORGANISATIONS & OBLIGATIONS

Outlining what is needed to run the event, to what standard, and who is responsible.

This section details the requirements needed to run the event and outlines the body responsible for organizing and financing each area (the two right-hand columns of the table). LOC = Organising Committee.

1. Venue: technical specifications

Area	Description	Responsibility to organise	Financial responsibility
Accessibility	The venue must be wheelchair accessible all the key areas - field of play access, changing rooms, toilets, classification rooms, spectator / viewing areas, match control desk, results boards and medical doping control station.	LOC	LOC
Size of arena (usable floor space)	The venue must have appropriate space for the number of courts required (see specific event detail). Please note that the minimum number of competition courts to host these Championships is 8.	LOC	LOC
Seating capacity	The venue must provide a minimum seating capacity of 300 for the competitors in the event. There must be sufficient viewing areas which are wheelchair accessible.	LOC	LOC
Court lighting Playing area	The venue must be specifically set up for badminton. Lighting should be suitable for competition with a minimum 'horizontal luminance' level of approximately 700 lux to provide an even light over the whole surface.	LOC	LOC
height	The venue must allow a clear height of 9 metres above the complete playing clear.	LOC	LOC

Flooring	The venue must have wooden (sprung) flooring. Court mats shall be used for standing classes, wooden surfaces for wheelchair classes.	LOC	LOC
Classification Area / Rooms	The Venue must have an area and rooms where classification of players can be conducted in private by Classifiers / Medical personnel.	LOC	LOC
	Minimally this is a wheelchair accessible waiting room, and adjacent to this a classification room – wheelchair accessible, and large enough for examination benches, examination chairs, a table and four chairs, privacy screens		
Doping Control Station	The Venue must have an area for a Doping Control Station to be set up. Minimally this has two rooms, a wheel chair accessible waiting room and a processing room which has two adjacent toilets – one for male and one female players (see detailed specifications).	LOC	LOC

2. Venue: other important features

Area	Description	Responsibility to organise	Financial responsibility
Accessible	The Venue must accessible (see above).	LOC	LOC
Availability	The Venue must be available at minimum of one day before competition play starts.	LOC	LOC
Practice	The venue (augmented by one or more auxiliary venues, if required) must provide suitable practice facilities for players for the period commencing at a minimum of one day before the event until the event completion.	LOC	LOC

Security / access control	The venue must use appropriate measures to control access in and around the field of play.	LOC	LOC
	Overall security and safety of the teams / team management, technical officials and organising committee.		
BWF Office	BWF shall have access to a shared office (secretariat) at the venue with free internet access.	LOC	LOC
Refreshments	Refreshments and snacks must be provided for volunteers and technical officials at least between the hours of 1000 and 2100 at the venue on classification days and competition days.	LOC	LOC
Equipment	A suitable quantity of shuttlecocks, court mats, post, nets and umpires chairs to be provided	LOC	LOC
	Other appropriate court equipment to be provided.		LOC
	The safekeeping and security of the shuttlecocks (as described above) must be arranged.		

3. Personnel

Area	Description	Responsibility to organise	Financial responsibility
Referees	The BWF-appointed badminton Referee and Deputy Referee will be present immediately before and during the event to be in charge of the event, and to liaise as necessary with LOC from the time from their appointment.	BWF	-
	Referee's and Deputy Referee's air travel .	BWF	BWF
	Referee's and Deputy Referee's accommodation (bed and full breakfast, in single rooms for a	LOC	LOC

	minimum of 5-6 nights and 4 star standard) must be arranged and paid for by LOC. BWF shall have final approval on the hotel(s) in which they are due to stay.		
	Referee's and Deputy Referees' living expenses will be paid for by the BWF.	BWF	BWF
	Five BWF appointed Parabadminton Classifiers will be present before and during the event to be in charge of classification of players and serving on protest panels if required.	BWF	-
	Classifiers accommodation (bed and full breakfast, in single rooms for a minimum of 6-7 nights and 4 star standard) must be arranged and paid for by LOC. BWF shall have final approval on the hotel(s) in which they are due to stay.	LOC	LOC
Classifiers	Classifiers living expenses will be paid for by the BWF. One Technical Delegate appointed	BWF	BWF
	by the BWF.		
	The airfares and daily allowance is paid for by the BWF.		
	One suitably qualified local doctors who can communicate well in English. The local doctor must beable to prescribe as required should be present during the event	LOC	LOC
Technical Delegate	to be in charge of on-court injury / treatment and any other medical emergency that they may be asked to attend to at the Competition Venue.	LOC	LOC
3	Doctors' travel, living expenses and accommodation will be arranged and paid for by LOC.		

Doctors	Sufficient numbers and the quality of the Umpires (qualified to a National level, can umpire in English and preferable who have	LOC	LOC
	had para-badminton experience) must be provided by the LOC for the competition. Accommodation, food and allowance paid for by LOC.	LOC	LOC
Umpires	Up to 4 International Umpires who have had para-badminton experience will be appointed by the BWF. Flight to the host city is the responsibility of the BWF.	BWF	BWF
	Other interested international umpires will be invited and may participate as technical officials as long as they / their association funds their travel and expenses.		
	Living expenses and accommodation in double rooms will be arranged and paid for by LOC.	LOC	LOC
Line Judges	Sufficient numbers and the quality of Line Judges must be provided by the LOC for the competition	LOC	LOC
	All other necessary personnel must be made available (eg for airport greeting, hotel liaison, media room service, match control, shuttle control, venue stewarding, accreditation, transport, catering staff etc).	LOC	LOC

4. Other requirements

Area	Description	Responsibility to organise	Financial responsibility
Hotels	Any official hotel must be wheelchair Accessible. LOC must select official hotels (options of 4 star and 3 star level for visit teams /players and supporters). Official event hotels must be used to accommodate Referees and Deputy		LOC

Referees, these must be a 4* level. Accommodation for the above must be in single rooms.

	Transport and drivers must be made available to convey (in a reasonably timely manner, frequency of service and by a reasonably direct route) all foreign / overseas players, technical officials, VIPs / personnel from BWF to and from the official event hotels and airport (or railway station); between the hotels and the event venue; and between the hotels and the practice facilities.	LOC	LOC
	A car and driver must be available whenever required for each of the following: 1) BWF President / Deputy, 2) Vice President, Paralympic Relations and 3) Referee and Deputy Referee and TD. Transport must be guaranteed until late at night for officials.	LOC	LOC
Medical Services	An appropriate referral medical service must be available. At minimum, this is information on the local medical centre and where to get emergency and minor medical care for overseas players and officials.	LOC	LOC
Physio	Visiting players must have access to a Qualified physiotherapy service. Costs to be covered by individuals seeking treatment or may be free of charge.	LOC	LOC
Schedule Of play	Schedules of play must be available must	LOC	LOC
Medals	LOC will be responsible for providing and paying for medals for those ranked 1, 2, and 3/4. BWF will approve any design of medals.	LOC	LOC
Anti-Doping Testing	gAll testing will be carried out in accordance with BWF regulations and procedures, and BWF will be responsible for deciding the number of tests to be conducted.	BWF	BWF
Results Service	LOC to provide high quality results service for media and teams/participants at the Venue. Tournament Planner must be	LOC	LOC

the software used for the tournament.

Live Score	LOC may provide Live Score services to a high quality. Any travel costs, accommodation and professional fees to be paid for by LOC.	LOC	LOC
Sports Presentation	The LOC is responsible for arranging the on event presentation, music, lighting, entertainment, and medal presentations as appropriate. The BWF however retains overall control of Sports Presentation and must approve all arrangements.	LOC/BWF	LOC
VIP	Appropriate VIP hospitality (refreshments and snacks) to be provided on all days of play for event guests and if in attendance BWF Council, BWF Guests and VIPs.	LOC	LOC
Site Visit	LOC shall pay for travel and accommodation for 2 BWF representatives to make one site visit / site inspection.	LOC	LOC
Post event	LOC is responsible for preparing and sending to the BWF a comprehensive post event report within 4 weeks after the Championships.	LOC	LOC

CHAPTER 4 - MEDIA AND COMMERCIAL RIGHTS & OBLIGATIONS

INTRODUCTION

Within 60 days of the BWF decision on who is hosting the event the BWF and the successful Host Member Association (LOC) will sign a Hosting and Sponsorship Agreement.

The agreement between them will include the rights that each party can exploit in relation to the event. The totality of these rights is initially owned exclusively by BWF and is made up of the:

- a) *Television Broadcast* Rights and Production
- b) *Commercial Rights*, including all advertising, sponsorship and merchandising Rights

In negotiating with potential hosts regarding the organisation of an event, BWF grants specific rights to the Organising Committee (LOC). The rights granted to an LOC depend largely on the competence, contacts, sales and marketing potential of the LOC, and existing BWF commitments, strategy and policy.

This section explains the rights that are typically exploited at BWF events and which rights can be exploited by the LOC. In case the LOC wish to retain additional more rights than what is described in this section, then it should be specified in detail which additional rights the LOC wish to retain and any effect on any hosting fee if these additional rights are not granted to the LOC by BWF.

The LOC should also clearly specify which Product categories they wish to have as exclusive product categories for the LOC.

BWF requires 'sign-off' on all commercial and design aspects of the arena dressing to ensure this consistent look and feel, and that all commercial requirements are implemented correctly.

TELEVISION RIGHTS

For the Para-badminton Continental Championships BWF do not expect or require any television coverage. However all **Domestic and International Television Rights** remain with the BWF and the BWF shall be entitled to exploit these rights accordingly.

'Domestic TV Rights' shall mean the exclusive right to distribute, broadcast, exhibit and reproduce the broadcast for exhibition on the following media including without limitation any form of television, cable, DBS, satellite, MMDS, SMATV, NVOD, Pay TV, Pay-Per-View and radio and all theatric and non theatric rights (excluding any fixed media such as DVD, CD-ROM, CDi video). All closed circuit and so-called in-flight exhibitions and New Media rights are excluded from the Domestic TV Rights, including but not limited to Internet, WAP, mobile devices, IPTV and other computer generated sources in the LOC's territory.

'International Broadcast Rights' shall mean the right to distribute, broadcast, exhibit and reproduce the broadcast for exhibition on any form of electronic media including without limitation any form of television medium including but not limited to terrestrial, cable, DBS, satellite, MMDS, SMATV, NVOD, Pay TV, Pay-Per-View and Radio and all theatric and non-theatric rights (excluding any fixed media such as DVD, CD-ROM, CDi, video) including and not limited to closed circuit and to so-called in-flight exhibitions, and New Media rights including but not limited to Internet WAP, mobile devices, IPTV and other computer-generated sources in all territories except the rights specified under the **Domestic TV Rights**.

'News Access Rights' shall mean the right of access to excerpts from any broadcast not exceeding three (3) minutes in aggregate duration per broadcast, for the purpose of producing news coverage to be broadcast strictly within 72 hours, or as stipulated by local news access regulations, of the occurrence of the relevant day's play as part of a regularly scheduled, bone fide, news programme by all means of vision media including the Internet and on-line services in all territories. The 'News Access Rights' remain the property of the BWF or its Licensee at all times who may authorise their use to any BROADCASTER globally and including in the territory of the LOC.

COMMERCIAL RIGHTS, RESTRICTIONS & ARENA DRESSING

By 'Commercial rights', BWF mean the advertising, sponsorship and merchandising rights associated with the event, in other words the right to sell advertising in the arena and the right to sell title sponsorship to the event.

This section introduces the main commercial rights that are available at BWF events, it explains which rights can be exploited by the LOC, and highlights the procedures that will be required by the LOC to gain approval from BWF in the form of sign-off prior to the event. Bidding Associations are requested to detail where there are any local restrictions on the form of advertising that can be displayed in and around the venue.

COURTSIDE A-BOARDS

- Content: each panel may contain messages or commercial advertising (in any language) apart from advertising that promotes tobacco products and alcohol or products or services which are illegal within the host country.
- Number: The total number of courtside A boards that can be displayed is subject to the type of set-up that is used. A typical set-up is below and shows up to 36 A-boards around one court. The following A-boards will be retained by BWF (at own cost to produce) all others will be available to the LOC):
 - o A-board position 5, 9, 19, and 28.



- Size and setup: For BWF events, A-boards must be of a size specified in BWF Guidelines.
- o **Arrangement: Placement of** A Boards must be agreed between LOC and BWF. This will depend on the size and shape of the competition venue.

Product categories for the LOC:

All product categories available to the LOC. Except if BWF make arrangements with a Badminton Court Equipment Sponsor then the Sports Equipment Category is exclusively reserved by BWF and cannot be released.

Category Exclusivity - Badminton Court Equipment Sponsor

If BWF make arrangements with a Badminton Court Equipment sponsor then neither the LOC nor its Licensees will appoint or endorse in any way any manufacturer or brand in conflict with any BWF/Tournament sponsors, including the manufacturer or brand of shuttlecock or court equipment at the event other than the BWF Equipment sponsor.

The LOC would use their best endeavours to prevent the name of any brands competing with BWF/Tournament sponsors being advertised or promoted at the host venue, except where the advertisement is carried on the clothing of a participating player or team, or is the legitimate use of a manufacturer name on court equipment not being supplied by the BCE sponsor under the hosting agreement (e.g. umpires chairs). In the event of an infringement of this clause BWF will be entitled to instruct LOC to remove any such objects including but not limited to promotional materials, products, and advertising that may be contributing to the infringement.

OTHER ADVERTISING/ VIP BENEFITS

Other promotional opportunities, in and around the courtside and arena:

- o Hospitality Rights The LOC can set up a hospitality area where hospitality packages can be sold. BWF to have access to this area for BWF council, guests and sponsors as and when required..
- LOC has right to banner positions in the venue for corporate banners exclusive to sponsors. BWF to approve final commercial setup (numbers and positions) for sponsor exclusive corporate banners.
- o LOC has right to sell booth spaces. The BWF will have the right to the most prominent booth position and will approve the final commercial setup (numbers, space size and positions) for sponsor exclusive booths.
- Non-exclusive Merchandising rights. This right to be coordinated with BWF.

All other promotional and advertising opportunities are retained by the BWF.

NAMING RIGHTS

The LOC may have all naming rights to the Event . This includes the sale of the title sponsorship of the event, which can be:

'<company> <name of Continental Confederation> Para-badminton Championships 2014' Or

'<name of Continental Confederation> Para-badminton Championships presented by <company>'

Or other naming combinations as agreed by BWF.

ARENA DRESSING

BWF has the final 'sign-off' on all aspects of the presentation of the event, to include music and its use, music selection and playlist, all special effects and ceremonies.

BWF has the final 'sign-off' on the approval of the arena dressing and all relevant design (including material used for official functions and promotional activities), to include:

- 1. Totality of all visible sponsorship/advertising/branding
- 2. 'Sign-off' approval on inclusion of each individual sponsor/advertiser

All promotional material produced by the LOC must contain BWF sponsors in the correct position and proportion and the cost to produce such materials shall be borne by the LOC. Special requests on promotional material will be borne by the BWF or the sponsor.

VIP SERVICES

BWF will be entitled to receive free of charge the following:

- a few parking bays for VIPs if required
- Invitation to official functions for BWF officials as agreed.
- BWF shall agree with LOC on prize presenters according to BWF protocol.

OTHER COMMERCIAL RIGHTS

The LOC shall incorporate BWF Sponsors in all material where requested by BWF and shall always use the full Tournament logo where the Title sponsor is exposed. All promotional material produced by the LOC must contain BWF sponsors in the correct position and proportion and the cost to produce such materials shall be borne by the LOC.

Depending on the actual agreement with BWF tournament sponsors there may be additional sponsorship requirements that must be implemented by the LOC. If such additional requirements have material cost implications then such costs will be covered by BWF.

MERCHANDISING RIGHTS

Included in this category are all rights associated with the sale of product in connection with BWF events. These rights are a non-exclusive rights for the LOC and should be coordinated and agreed with BWF.

Each item of product and its design must be approved by BWF and must carry, where practicable, any logo that the BWF requires.

INTERACTIVE RIGHTS

This group of rights concerns all and any presence of information and data owned by BWF that appears on the internet in any shape or form. It includes but is not limited to:

1. Any moving pictures of the event including video (webcasting) from the event or

- its environs
- 2. Historical data about players which is contained in databases compiled and owned by BWF
- 3. So-called "live" scoring of matches at BWF events
- 4. The use of any URL associated with an BWF event
- 5. The right to give a web site "official competition web site" status.

BWF retains all rights to the Interactive category but may grant certain rights to an LOC as part of its agreement with that LOC. For example, language rights to operate a website in the language of the host LOC only may be granted.

CHAPTER 5 – FINANCIAL OVERVIEW

Explaining budget possibilities

OVERVIEW

In all cases, the Organising Committee is expected to pay for all costs involved in the delivery of the event to the basic specifications in this document, and as detailed further in the hosting contract to be signed between BWF and the successful candidate city. The headline costs include but are not limited to:

Venue and practice facility hire as described more fully in Section 3, to include hire of all venues and facilities for the required number of days during and after the event.

Media facilities to include the provision of shared work stations with access to internet.

Local organisation [transport, hotel and subsistence costs (as needed by volunteers), event marketing and local promotion, security and stewarding, media facilities, office and communications expenditure, souvenir programme, appropriate staffing and volunteers, etc].

Court Officials to include the accommodation and per diem allowances of the Referee and Deputy Referee, Technical Delegate, and doctors, as described more fully in Chapter 3, Part 3.

Classifiers to include the accommodation and daily catering while on duty for the Classifiers, as described more fully in Chapter 3 Part 3.

In certain areas where BWF is expected to have a major operational input, such as with the organisation of flights and accommodation of officials, it is acceptable for bidding organisations to propose a budget limit that can be agreed between BWF and the Organising Committee and used by both parties in the organisation of the event.

MARKETING RIGHTS

BWF is the owner of all rights in connection with its event.

Over and above the costs of organising the event, the Organising Committee may wish

to exploit marketing rights at the event. Bidding organisations should make clear their intentions in this regard at the time of bidding. For avoidance of doubt, the Domestic and International Broadcast Rights will be retained by BWF.

BUDGETS

Bidding organisations should provide full details for their budgeting plans for the event in the bid forms in Chapter 6 (see over Bidding Forms).

CHAPTER 6 - BIDDING DOCUMENTS/FORMS

The BWF is happy to receive bid documents which are electronic – such as Power point Presentations – or hard copy, paper based bound booklets / documents.

As a minimum, those wishing to host a Continental Para-badminton Championships must complete the form below.

BWF Event	Para-badminton Continental Championships 2014

1. Contact Details

Name of	
Organisation	
Name of Contact	
Title	
(eg Secretary	
General)	
Email Address	
Phone Number	
Fax Number	
Mobile Phone	
Number	
Address	
Other Contact	
information, if any.	
inionination, il any	
2. Goals for hosting	the event.
What are the goals for your	

organisation in bidding for the BWF Continental Championships? – What do you want to achieve by bring the event to your region?	
Explain how this event would assist in regional development – of players, of event management skills, of management knowledge.	
What will be the legacy – for your organisation and for the region / continent? List the main legacies you wish to achieve?	
3. Stadium and other	er major aspects
City Proposed (or nearest)	
International	
Airport Proposed	
Name of Stadium	
Proposed Size of playing area	
available for courts	
(metres)	

	T				
Anticipated number					
of courts					
Have para-					
badminton					
tournaments been					
played there					
before?					
(List main events)					
Have badminton					
tournaments been					
played here before?					
(List main events)					
Height of hall at					
lowest point over					
playing area					
Seating Capacity					
(permanent)					
Intended additional					
seating capacity					
(temporary)					
Is there air					
conditioning?					
Does this affect air					
movement over the					
field of play?					
What are the sizes					
of the three largest					
rooms within the	1.	m	Х	m	
stadium (typically					
used for shared					
operations office,					
media room,	2.	m	X	m	
secretariat room.					
	3.	~	v	m	
Are these wheelchair	J.	m	X	m	
accessible.)					
What other					
relevancy facilities					
are there at the					
stadium?					
(eg: restaurant, space					
for exhibitors in foyer,					
weight-training					
facilities, swimming					
pool).					
'					
<u> </u>	1				

What range of hotel accommodation will be provided? State likely prices per room in USD\$ (inclusive of all local taxes and breakfast) on a twinshared basis	
Are the rooms wheelchair accessible?	
Can there be three or four beds to a room? (if so, indicate likely cost)	
Is there a possibility of self-catering accommodation (if so, give details)	
What system of hotel booking will be used? Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?	
How long would a bus journey take from the intended tournament hotel(s) to the venue (state worst and best, if variable)	
Which international airport(s) will participants be met at? What is the proposed method and duration of transfer form each airport to the hotels to be used?	

Please supply typical climatic figures (humidity levels, minimum & maximum temperatures and general weather)	
What assistance can be given with visa?	
What commitments can be made regarding the entry of players from all BWF Member Associations or organizations recognized by the BWF to the event?	

4. Budget

It is important that you submit your first draft budget using the format below. If you are awarded the BWF event (and where specified on part of the final agreement), you will also be required to report your accounts in this same format.

Please use US\$ where possible, but if you require or prefer to budget and account in another currency, please state clearly the currency proposed.

Currency:				

INCOME

Area	Note	Budget	Your Comment
Ticket Sales	1		
Sponsors	2		
Local, state or national government support	3		
Sales of advertising space	4		
Other (specify)	5		

EXPENDITURE

Before completing this section, please read carefully the accompanying notes on expenditure for the particular event for which you are applying.

Area	Note	Budget	Your Comments
Stadium – rental, staffing, utilities (electricity etc), venue staff/security, Badminton Court equipment (Mats, shuttles etc)	A		
Transport	В		
Referees, umpires, Classifiers, TD, doctors and medical services Transport	С		
Line Judges	D		
Other Personal	E		

Promotion & Marketing	F	
Hospitality & Catering	G	
Administration	Н	
Other (Please specify) TV Production	I	

Note	Comments
А	Include hire of stadium for at least 1 day before the first day of play and all associated cost (if not already included) such as any associated taxes; security and compulsory stewarding costs; electricity; cleaning; hire of rooms for media; dopetesting; VIPs; etc. NB: media room will be needed for four (minimum three) days before the first day of play. Included cost of scoreboards and a player identification system.
	Also include the cost of setting up a small (minimum 3 PCs) network with one PC located at the Match Control, one in media room and one in the VIP room: these PCs are used for the results and matches in progress.

В	Include hire of vehicles, any payments necessary to drivers, vehicle running costs (including insurance, petrol, parking fees, road tolls, etc). Costs must cover transport of all players, officials, medias and VIPs to/from airport (including large amount of luggage): between hotels and hall(s): between hotel (s) and practice facilities; and to/from any official receptions and ceremonies.
С	Include cost of accommodation, national travel and any daily allowance - for Referee and Umpire travel budget; use a working assumption of USD\$ 1200 per person. This may be revised down word, depending on the location of the host Association. Also assume the number of umpires and referees required or specified by BWF for the event concerned
D	Include cost of any daily allowance to be paid of refreshments/snacks for them. Indicate total number of line judges to be available. Minimum is six per court at early stages and minimum age is 16.
E	Include cost of any daily allowance to be paid or of refreshments/snacks for them. Indicate total number of personnel envisaged. Covers stewards, match control, shuttle control, secretariat, media support personnel, etc.
F	Indicate forms of promotion & marketing envisaged: eg posters, press/TV/radio adverts, circulars to club, etc
Н	Include for VIPs, and welcome receptions, drinking water and snacks for personnel, players etc (if not already included in another category)
I	Include all costs involved in preparing for event; consider meeting costs; communications (phone/faxes); overtime paid staff; supplies (stationery, etc); etc
J	TV production costs can be high if not bartered for national terrestrial rights. Please seek further guidance from BWF if necessary.

5. Other Supporting Information

Please put here any further information to support your bid. For example, your previous experience of organizing major badminton events, any special skills you can bring to hosting the event applied for, any special conditions you wish to propose regarding the financial arrangements for hosting the event, etc

This form is available as a WORD document from BWF.



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