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Document

* Please find enclosed bidding application for the Indoor Archery World Series.
* This application is for the World Archery member associations (national federations), host cities or local organising committees that are interested in bidding for this World Archery event.
* The bidding organisation understands that the information included within this application is a statement of commitment in what the host organiser is to deliver and to what level, should this application be awarded the event.
* World Archery will not allow any changes in relation to fees, costs, services or locations unless they can be justified. Furthermore, this application will become an integral part of the organisers agreement. All amounts should be expressed in local currency or as an alternative in EUR or USD.

# 1) World Archery Introduction

World Archery is the world governing body for the sport of archery, recognised by and a core sport of the International Olympic Committee (IOC) and International Paralympic Committee (IPC).

World Archery currently consists of 164+ Member Associations (national federations and associations), that are the governing bodies for archery in each country covering the continents of Africa, The Americas, Asia, Europe and Oceania.

World Archery serves to promote and regulate archery world-wide through its member associations and in conformity with the Olympic principles. Aims at initiating interpreting the World Archery rules in the organisation of World Championships, World Cups and other international multi sporting events incorporating Archery. World Archery promotes archery through various media channels and sponsors.

Archery, a true sport for all, has been part of the Olympic movement since 1900 and has been permanently present in the Olympic Games since 1972. World Archery has staged World Championships since 1931 and has progressively developed to eight disciplines since 1991. There is over 460,000 archers associated with the federation in the world. In 2006, World Archery launched the Archery World Cup circuit consisting of four stages and a final that will host the top 8 men and women in the world that qualify.

Although archery is considered a historical/traditional sport, the culture and vision of the World Plan is very much modern and open minded to new ventures.  World Archery is staging its collection of international events at iconic venues and new developing cities around the world, in an effort, to promote both the location and sport, while also providing education and entertainment for spectators.

Should your city or organisation wishes to be involved with a dynamic, exciting and growing sport, please contact us to discuss further.

The Indoor World Series is a global collection of indoor events with dual purpose, offering a ranking race towards an elite final for world-class athletes and a participative ranking for all athletes.

# 2) Aims:

* Increase worldwide participation of archery for all levels and abilities
* Provide a mass-participation, international competition platform
* Extend geographical reach of archery in target markets
* Increase the development of indoor archery competition
* Provide exposure of archery in a usual low-key period
* Establish a successful and self-sustaining tournament system

There are three event levels in the Indoor World Series:

* 1000
* 500
* 250

Each level determines the size of the event and represents a minimum level of service to be delivered, such as:

* Number of participants
* Facilities on venue
* Amount of prize money to be awarded
* Services to be delivered at the event

Organisers may bid to have their event sanctioned as a stage of the Indoor World Series. Events and the level of an event will be evaluated each year.

# 3) Staging fee:

* Indoor World Series 1000 – 11’000 CHF
* Indoor World Series 500 – 8’000 CHF
* Indoor World Series 250 – 5’000 CHF

Funds generated will be used to create the athlete prize fund.

# 4) Outcomes:

* Increased exposure for athletes within the archery community
* Increased news exposure for athletes outside of the archery community
* Increased opportunities to earn prize money for elite athletes
* Increased exposure for archery brands within archery community
* Increased steps in international competition pathway (enabler for more international athletes to be created)

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **World Series 1000** | **World Series 500** | **World Series 250** |
| Participation | 1000+ athletes | 500+ athletes | 250+ athletes |
| Targets (minimum) | 64 | 48 | 32 |
| Staging fee | 11,000 CHF | 8’000 CHF | 5’000 CHF |
| Tournament name required\* | Yes | Yes | Yes |
| Original logo required\* | Yes | Yes | Optional |
| Competition categories | Compound and recurve, men and women, junior and senior | Compound and recurve, men and women, junior and senior | Compound and recurve, men and women, senior |
| Competition format | 18 metres; 60+ arrow qualification; head-to-head or elimination phase\*\* | 18 metres; 60+ arrow qualification; head-to-head or elimination phase\*\* | 18 metres; 60+ arrow qualification; head-to-head or elimination phase\*\* |
| Ranking points available | Until 64th place | Until 32nd place | Until 16th place |
| Venue | Permanent exhibition or sports hall. Minimum six metres behind shooting line for athlete equipment and waiting, temperature control, lighting conforming to World Archery guidelines. | Permanent exhibition or sports hall. Minimum six metres behind shooting line for athlete equipment and waiting, temperature control, lighting conforming to World Archery guidelines. | Permanent exhibition or sports hall. Minimum six metres behind shooting line for athlete equipment and waiting, sufficient lighting. |
| Prize money (minimum) | 5,000 USD for winner of four senior competition categories. Minimum total prize fund of 40,000 USD. | 2,000 USD for winner of four senior competition categories. Minimum total prize fund of 20,000 USD. | 1,000 USD for winner of four senior competition categories. Minimum total prize fund of 10,000 USD. |
| Entries and results | Collect entries using open WAREOS. Generate live results using World Archery Results System | Collect entries using open WAREOS. Generate live results using World Archery Results System | Collect entries using open WAREOS. Generate live results using World Archery Results System |
| Practice range required | Yes (20 targets minimum) | Yes | Optional |

\*Minimum requirement for name is “Location + Open”; minimum requirement for logo is stylised tournament name.

\*\*Alternative competition formats reviewed on a case-by-case basis.

\*\*\*Participation numbers would be based on the categories of the Indoor World Series,

*An event may exceed these requirements at any level. All requirements should be met at the assigned level.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **World Series 1000** | **World Series 500** | **World Series 250** |
| Finals field of play | Custom built and well-branded arena. Full sports presentation, music, on-venue announcing and video wall or projection (16:9, 3m shortest side minimum), showcasing at least gold medal matches one at a time. | Arranged and branded arena. Sports presentation, music, on-venue announcing showcasing at least gold medal matches one at a time. | Defined competition area. Basic music and announcements showcasing at least gold medal matches one at a time. |
| Spectator seating required | Yes (2000 seats minimum) | Yes (500 seats minimum) | Optional |
| Video production | Minimum six-camera broadcast-quality production in 1080i50/60 format with graphics and live commentary. | Minimum five-camera production in 1080i50/60 streaming in 720p with graphics. | News footage in 1080i50/60. (One camera minimum.) |
| Anti-doping facility | Minimum eight testsParticipation to testing – 4’000 CHF | Minimum six testsParticipation to testing – 3’200 CHF | Minimum four testsParticipation to testing – 2’400 CHF |
| Photography | Official photographer providing minimum 60 rights-free high-resolution images per day within 60 minutes of close of each day of competition | Official photographer providing minimum 60 rights-free high-resolution images per day within 60 minutes of close of each day of competition | Official photographer providing minimum 100 rights-free high resolution images with 60 minutes of close of competition  |
| News service | Quotes from top qualifiers and gold medallists, distributed via email within 60 minutes of close of competition stage | Quotes from top qualifiers and gold medallists, distributed via email within 60 minutes of close of competition stage | Quotes gold medallists, distributed via email within 60 minutes of close of competition stage |
| Exhibition area required | Yes | Optional |  |
| Try archery required | Yes | Optional |  |
| Second chance tournament | Yes | Optional |  |
| World Archery technical delegate/designated supervisor | Yes | Yes | Yes |
| International judges (appointed by World Archery) | 3+ (dependent on entries) | 2 | 1 |
| Local/regional judges | 6+ (dependent on entries) | 4+ (dependent on entries) | 3+ (dependent on entries) |

# 5) Formats:

Recommended competition format.

* Qualification – 60 arrows at 18 meters
* Head-to-head elimination
* Top 32 cut in each category

For the “Second chance” tournament (optional for 250) available to those athletes not making the cut, a format of 15 arrows cumulative scoring is suggested. Depending on the number of participants, organising committees may divide athletes into divisions. Alternative suggestions competition formats are welcome.

# 6) Entry requirements:

* Participants need to be a current and valid member of their national federation. No other minimal requirements exist to participate. National federations must be recognised by World Archery.

# 7) Ranking:

There are three ranking types. The first ranks athletes in the competition series with a view to qualification for the Indoor World Series final in Las Vegas and is temporarily known as the “elite ranking”. The second ranks athletes in the competition series with a view to qualification for the Indoor World Series youth final in Nîmes and is temporarily known as the “youth ranking”. The third is the all-athlete ranking, for the overall season, temporarily known as the “open ranking”.

The following table illustrates the distribution of elite and youth ranking points. Elite ranking points will be available to the following categories: recurve men, recurve women, compound men and compound women. Youth ranking points will be available for U21 recurve men, U21 recurve women, U21 compound men and U21 compound women.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **World Series 1000** | **World Series 500** | **World Series 250** | **World Series Open** |
| 1st  | 1000 points | 500 points | 250 points | 100 points |
| 2nd  | 600 points | 300 points | 150 points | 90 points |
| 3rd | 500 points | 250 points | 125 points | 80 points |
| 4th | 300 points | 150 points | 75 points | 70 points |
| 5th  | 250 points | 125 points | 60 points | 60 points |
| 6th | 200 points | 100 points | 50 points | 50 points |
| 7th | 190 points | 95 points | 45 points | 40 points |
| 8th | 180 points | 90 points | 30 points | 30 points |
| 9th -16th  | 90 points | 45 points | 20 points |  |
| 17th – 32nd | 45 points | 20 points |  |  |
| 33rd – 64th | 20 points |  |  |  |

World Archery will produce the Indoor World Series ranking list from the points accumulated from the positional points based on final ranking achieved at each stage to identify who qualifies for the Indoor World Series Final

The participation ranking list will assign the points scored by each athlete with the first 60 arrows shot in each qualification round. All rounds will be normalised to a World Archery 18m round with a maximum of 600 points.

World Archery will also produce an overall open ranking list, ranking all participants, that attended any stage or open events, by their highest three (3) qualification scores (first 60 arrows) achieved in the season. A season ranking list will be generated for each of the following categories, recurve men, recurve women, compound men, compound women, recurve junior men, recurve junior women, compound junior men, compound junior women, barebow men and barebow women from the Indoor World Series.

For example, each athlete may have two finishing positions:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ranking** | **Event 1 (1000)** | **Event 2 (500)** | **Event 3 (250)** | **Total** | **Series ranking** |
| Elite ranking | 1st – 1000 points | 4th – 150 points | 5th – 60 points | 1210 points | 5th (qualified) |
| Amateur ranking | 570 | 582 | 568 | 1720 points | 28th |

# 8) Personnel:

* One (1) World Archery representative will attend each event to act as a Technical Delegate/Supervisor. World Archery will pay for the flight, the organiser provides 4-star full board single room accommodation and local transport.
* One (1) World Archery results supervisor at each event World Archery will pay for the flight, the organiser provides 4-star single room accommodation with breakfast/lunch and local transport.
* World Archery will appoint international accredited judges. World Archery will pay for the flights. The local organiser provides 4-star full board single room accommodation and local transport.
* Organising committees will appoint and fund accredited national judges.
* The organising committee is obliged to appoint and fund an official photographer. World Archery can suggest personnel.
* Additional staff sent from World Archery but requested by the local organising committee (even if required to meet the minimum standards) will be at the sole cost of the organising committee. Contact World Archery to receive a proposal.
* Any additional staff sent from and by World Archery will be at the cost of World Archery.

# 9) Toilets:

* Separate toilets for male and female
* Six (6) toilets for each gender for every 300 people
* At least one (1) disabled toilet

# 10) Food and beverage:

* For competing athletes, coaches and spectators to purchase
* Must be safe, hygienic and of good quality
* Should be a variety of hot and cold affordable options catering for most diets

# 11) Promotional:

World Archery will assist an event organiser in promoting their event, however the promotional strategy of Indoor World Series events should be to develop individual and strong identities for each tournament.

# 12) Rights:

Each event will own its television and media rights given that it gives World Archery full and unrestricted permission to use and distribute the footage in perpetuity. World Archery will stream the signal, providing technical materials and support, and distribute high-resolution footage to potentially-interested television channels.

World Archery will post produce footage and work to create the largest possible audience for each event.

# 13) Lighting requirements:

* See World Archery lighting guidelines

# 14) Branding:

* World Archery logo must be visible on the main field of play (qualification and finals) and appear on all event publications
* Develop own branding and look styles are encouraged
* If a 250 event does not wish to develop its own logo, one will be provided by World Archery. 1000 and 500 events are obliged to develop their own logos.
* World Archery will provide a stamp logo with the competition level which should be visible on all field of plays.

# 15) Sponsorship:

* Organising Committees are free to attract as many sponsors as they wish
* Cannot seek sponsorship from alcohol or tobacco (including e-cigarettes) sectors
* World Archery may purchase advertising rights to the organiser if a sponsor for the series is secured.

# 16) Submission dates and timelines

|  |  |
| --- | --- |
| January  | Opening of the bid process |
| 30 September | Bids should be submitted for initial review by the World Archery Secretary General and Event Director |
| 30 November | Reviewed bids will be submitted to the World Archery Executive Board for review and evaluation |
| Mid-December | All bidders are notified on the outcome on their bid and announcement of the host city |

# 17) Bid Evaluation

The bid evaluation committee consists of the World Archery Secretary General, World Archery Event Director and the World Archery Executive Board Members.

The World Archery Evaluation Committee will evaluate each bid with the following criteria:

1. Creativity and location of the event
2. Facilities, sports equipment and services that satisfy the World Archery Rules and Organiser Event Manual
3. Accommodation facilities and operations such as catering, transportation and practice
4. Realistic budgeting and financial resources
5. Experience of Organising Committee
6. Marketing, communications and promotional plan
7. Evidence of engagement and support of the national federation, host city Ministry/Council/Mayor or Government
8. Sustainable legacy plan to introduce and develop archery nationally

# 18) Contact Details

Mr Thomas Aubert

Email: taubert@archery.sport

Tel: +41 21 614 30 50

World Archery: Avenue de Rhodanie 54, 1007 Lausanne, Switzerland

# 19) Bid application

Please complete all the information requested below:

|  |  |
| --- | --- |
| Name of bidding organisation |  |
| Type of bidding organisation (i.e. Member Association, Event Company etc.) |  |
| Function of bidding organisation(i.e. event organizer etc.) |  |
| Mailing Address | Street Number |  |
| City |  |
| Postal/zip code |  |
| Country |  |
| Telephone Number |  |
| E-Mail address |  |
| Website address |  |
| Any other relevant information  |  |

|  |  |  |
| --- | --- | --- |
| Will the bidding association/ organisation be the organising committee? | Yes | No |
| If no, who will be the organising committee? |
| Is the organizing committee a current and valid World Archery Member Association? | Yes | No |
| Please list previous tournaments organized by the tournament organization/director. |
| Who will be the Active Director or President of the Organising Committee? |

|  |  |
| --- | --- |
| Telephone Number: |  |
| E-Mail address: |  |

CANDIDATE DETAILS

|  |  |
| --- | --- |
| Proposed City for the Event |  |
| Official language |  |
| Time Zone |  |
| Population of the city |  |
| Political system and structure or major political issues |  |
| Main holidays in the host country |  |

ECONOMIC

|  |  |
| --- | --- |
| Currency |  |
| GDP |  |
| Annual rate of inflation for the past 5 years |  |
| Forecast for each year up to the event |  |
| Fluctuation in the currency exchange rates compared to USD, CHF in the past 5 years |  |
| Currency used in this bid for pricing (EUR/USD) |  |

EVENT DATES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposed Date** From | **DD** | **MM** | **YYYY** | **Alternative Date**From | **DD** | **MM** | **YYYY** |
|  |  |  |  |  |  |
| To |  |  |  | To |  |  |  |

How many years are planned to stage an Indoor World Series event?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| One (1) |  | Two (2) |  | Three (3) |  |

Does this date conflict with any known national championship or international World Archery sanctioned tournament?

|  |  |
| --- | --- |
| Yes: | No: |
| If yes, please list: |

Does this date conflict with any other major International event in your county (e.g. World Athletics Championships, football, F1, Multi-Sport Games and/or festival?)

|  |  |
| --- | --- |
| Yes: | No: |
| If yes, please list: |

MOTIVATION FOR HOSTING EVENT

What is the principal motivation for hosting the World Archery Indoor World Series?

|  |
| --- |
|  |

Explain the reasons why this event will be successful in your nation

|  |
| --- |
|  |

What would be the impact and legacy for your City/Region in hosting the World Archery Indoor World Series?

|  |
| --- |
|  |

What other major archery and other sporting events has the host city staged in the last 2 years?

|  |
| --- |
|  |

ENTRY FEES

What are the entry fees for the tournament?

|  |  |
| --- | --- |
|  | **Currency, (please indicate)** |
| Per athlete: |  |
| Per athlete official (coach, team manager, physiotherapy): |  |
| Any other charges, please explain: |  |

What is included in the entry fee, such as, transport, goodie bag, airport transfer, local transportation, or meals etc.?

|  |
| --- |
|  |

ACCOMMODATION

Depending on the level of series staging, be able to cover between 15-25 room nights with meal plan for World Archery personnel, such as a technical delegate/supervisor, a World Archery results verifier, and World Archery International Judges. Distribution should be a 4-star, single room accommodation with full board.

**Accommodation facilities (optional for athletes):**

For each hotel to be used please provide full details on the hotel. Transportation from the hotel to the competition/practice area should be provided free of charge. For each hotel the current listed price should be mentioned as well as the expected price for the event. The invoiced hotel price for the event cannot be higher than the listed amount for the hotel rooms.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Headquarter Hotel** | **Alternate Hotel** | **Low Cost Rooms** |
| Name of Hotel |  |  |  |
| Star rating of the hotel (e.g. 5, 4, 3 stars) |  |  |  |
| Distance from airport to hotel (miles/kilo in metres) |  |  |  |
| Average journey time from airport to hotel |  |  |  |
| Distance to competition field (miles/kilometres) |  |  |  |
| Average journey time to the venue |  |  |  |
| How close can event transportation get to the hotel entrance for pick up/drop off? (metres) |  |  |  |
| How many disabled rooms |  |  |  |
| Surrounded area (city, country, quiet)  |  |  |  |
| **Room Rates** |  |  |  |
| Single room rate per day |  |  |  |
| Double room rate per day |  |  |  |
| Triple room rate per day |  |  |  |
| Dormitory (indicate price per person and number of persons) |  |  |  |
| **Meals** |  |  |  |
| Is the cost of meals included | Breakfast | **Y** | **N** | Breakfast | **Y** | **N** | Breakfast | **Y** | **N** |
| Lunch | **Y** | **N** | Lunch | **Y** | **N** | Lunch | **Y** | **N** |
| Dinner | **Y** | **N** | Dinner | **Y** | **N** | Dinner | **Y** | **N** |
| If no what is the cost |  |  |  |
| Breakfast |  |  |  |
| Lunch |  |  |  |
| Dinner |  |  |  |
| **Services and Facilities** |  |  |  |
| What other services are available in hotel? |  |  |  |
| Car Parking Available | Yes |  | No |  | Yes |  | No |  | Yes |  | No |  |
| Cost of Car Parking | Indicate Currency | Indicate Currency | Indicate Currency |
|  |  |  |
| Internet | Yes |  | No |  | Yes |  | No |  | Yes |  | No |  |
| Internet Costs | Indicate Currency | Indicate Currency | Indicate Currency |
|  |  |  |
| Laundry | Yes |  | No |  | Yes |  | No |  | Yes |  | No |  |
| Laundry Costs | Indicate Currency | Indicate Currency | Indicate Currency |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Has an initial agreement been signed with the hotels or the tourist board having a fixed price for the year of the event? | Yes | No |
| If no, when will the agreement be signed? | DD/MM/YYYY |

TRANSPORT (optional for athletes)

**Airport**

|  |  |
| --- | --- |
| Name of the closest airport  |  |
| Is this an international airport |  |
| If yes, please provide the number of countries this airport operates to |  |
| If no, please provide the details on the closest international airport to the venue and how transportation will operate between this airport and the host city. |  |
| Flight times from major global hubs |  |
| Is the airport transfer fee included in the entry |  |
| If no, what is the estimated cost for an airport transfer (including both ways) |  |
| What type of transportation will be provided from the airport to hotels?  |  |
| Is there any visa entry required / for which country |  |

**Transport to venues**

|  |  |
| --- | --- |
| Is there a dedicated free shuttle bus for spectators and from where (city, train station) |  |
| Is there a parking for spectators on venues |  |

**Public transports to venue**

|  |  |  |  |
| --- | --- | --- | --- |
| **Transport from city to venues** | **Price** | **Frequency/Operating hours** | **Journey time** |
| Taxi |  |  |  |
| Train |  |  |  |
| Metro |  |  |  |
| Bus |  |  |  |
| Other |  |  |  |

CATERING (optional for athletes)

|  |  |  |
| --- | --- | --- |
| Where will lunch be provided? | Yes: | No: |
| Qualification venue |  |  |
| Finals venue |  |  |
| Event Hotel |  |  |
| Please describe what lunch will be, i.e. hot/cold buffet and how will the various diets be catered for such as allergies, gluten free and religious diets (no pork/halal) etc. |

COMPETITION VENUE LAYOUT

**Qualification Round and Elimination Field of Play:**

|  |
| --- |
| Please indicate the measurements of Qualification Round Field:**Note:** As per World Archery rules, a single shooting line has 4 archers per target, each archer has a minimum of 80cm each on the shooting line. |
| Width (in metres): | Length (in metres): |
| How much space, in centimetres, will each athlete have to shoot on the shooting line?  |
| Will there be stands for the Qualification Round? | Yes | No |
| If Yes, how many spectator seats will there be and please indicated position with a plan/map. |
| Describe the concept of qualification round field.*The practice and qualification venue is outlined in the World Archery Organisers Event Manual:*[*https://extranet.worldarchery.sport/documents/index.php/Events/Bidding/WA\_Organising\_Manual\_Rev2.pdf*](https://extranet.worldarchery.sport/documents/index.php/Events/Bidding/WA_Organising_Manual_Rev2.pdf)*Please refer to section: 2.1 and 2.1.1* |

**Practice Field (optional for 250 level):**

|  |  |  |
| --- | --- | --- |
| Is the practice field separate from the competition field? | Yes | No |
| Please indicate the measurements of the practice field |
| Width (in metres): | Length (in metres): |
| How many days prior to official practice will the competition the practice field will be available?  |
| What other practice ranges exist in the local area? |

**Finals Field of Play:**

|  |
| --- |
| Please indicate the measurements of the final venue |
| Width (in metres): | Length (in metres): |
| How many seats will there be in the stands at the finals venue? |
| Public seating: | VIP seating: | Athlete seating: |
| Describe concept of the final venue:*The Finals venue is outlined in the World Archery Organisers Event Manual:*[*https://extranet.worldarchery.sport/documents/index.php/Events/Bidding/WA\_Organising\_Manual\_Rev2.pdf*](https://extranet.worldarchery.sport/documents/index.php/Events/Bidding/WA_Organising_Manual_Rev2.pdf)*Please refer to section: 2.1 and 2.1.2* |
| What makes the finals venue iconic, recognizable, and memorable? |

VENUE SPACES AND SERVICES AVAILABLE

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Competition field (qual. + Elim)** | **Finals Field** | **Practice field** |
| YES | NO | YES | NO | YES | NO |
| Accreditation |  |  |  |  |  |  |
| Access for wheelchair users |  |  |  |  |  |  |
| Access control (fencing and personnel) |  |  |  |  |  |  |
| Anti-doping |  |  |  |  |  |  |
| Athlete practice range |  |  |  |  |  |  |
| Athlete call room |  |  |  |  |  |  |
| Athlete bow storage area |  |  |  |  |  |  |
| Athlete equipment repair booth |  |  |  |  |  |  |
| Catering area |  |  |  |  |  |  |
| DOS (Director of Shooting) |  |  |  |  |  |  |
| Exhibition, trade and fan zone area |  |  |  |  |  |  |
| First aid and medical services/area |  |  |  |  |  |  |
| Free bottled water |  |  |  |  |  |  |
| Food and beverages to purchase |  |  |  |  |  |  |
| Judges meeting/rest area |  |  |  |  |  |  |
| Media workroom |  |  |  |  |  |  |
| Mixed zone |  |  |  |  |  |  |
| World Archery results team |  |  |  |  |  |  |
| Security 24hrs (venue and asset protection) |  |  |  |  |  |  |
| Spectator stands area |  |  |  |  |  |  |
| Sports presentation and DOS stand |  |  |  |  |  |  |
| Try archery area for spectators |  |  |  |  |  |  |
| Toilets for available on the field for athletes, LOC/World Archery staff, judges and coaches |  |  |  |  |  |  |
| Toilets for spectators |  |  |  |  |  |  |
| World Archery office  |  |  |  |  |  |  |
| World Archery technical area incorporating DOS, results and sports presentation |  |  |  |  |  |  |
| VIP area/hospitality |  |  |  |  |  |  |
| Victory ceremony preparation area |  |  |  |  |  |  |
| Volunteer/workforce rest area |  |  |  |  |  |  |

JUDGES

|  |  |  |
| --- | --- | --- |
| Engage and provide qualified national or continental judges to assist the international judges appointed for the event (1 per 8 targets minimum). In addition, provide timing and control signals for the practice and warm up ranges. | Yes | No |

ANTI DOPING

|  |
| --- |
| Who will arrange and conduct the anti-doping operations for this event? |
| Please list the name of the WADA accredited doping control lab and its location: |

SPECTATOR SERVICES

|  |  |  |
| --- | --- | --- |
| Will there be a spectator try archery experience? | Yes | No |
| If yes, please explain the concept, when and where: |
| What other spectator experience is foreseen at the venues? |

SPORTS EQUIPMENT

|  |
| --- |
| What target matts will be used for the event? **Note:** Foam targets must be used to prevent injuries and damage to arrows. |
| What World Archery licensed approved target faces will be used?**Note:** World Archery approved manufactures: <https://worldarchery.sport/about-us/sponsors> |
| To provide the necessary sports equipment as outline in the World Archery Organisers Event Manual:<https://extranet.worldarchery.sport/documents/index.php/Events/Bidding/WA_Organising_Manual_Rev2.pdf>Please refer to section: 2.2 and 2.2.1 |

STAFF AND VOLUNTEER REQUIREMENT

Where will volunteers and staff be recruited from?

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| --- |
|  |

How many archers are in the 100km radius of the location of the event?

|  |
| --- |
|  |

How many local clubs are there to the location of the event?

|  |
| --- |
|  |

MEDICAL

#### Are there any vaccines required or any health-related issue?

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| --- |
|  |

Name of the hospitals in the city, the distance and typical travel time by car from the venues

|  |
| --- |
|  |

ENVIRONMENTAL SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY

#### Are there any reduction, reuse and recycling of waste?

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| --- |
|  |

What will be considered in terms of impact of transport, water usage and energy on the environment?

|  |
| --- |
|  |

Are you ensuring a tobacco-free competition?

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| --- |
|  |

MEDIA, TV BROADCASTING AND STREAMING

**Digital coverage**

World Archery leverages live and feature video, images and articles through its key digital platforms, which include YouTube, Facebook, Instagram, Twitter and the official website of the federation: [www.worldarchery.sport](http://www.worldarchery.sport). World Archery also maintains a presence on Tumblr, Pinterest and WeChat.

What is the organising committee’s media plan?

|  |
| --- |
|  |

**Social Media**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What social platforms do you use? | Facebook  | Twitter  | Instagram  | YouTube  | Own website  |
| How many followers do you have? |  |  |  |  |  |
| What is the average impression\* on your social media platforms?*\*number of times your content is displayed* |  |  |  |  |  |
| What is the average engagement\* on your social media platforms?*\* it measures the public shares, likes and comments* |  |  |  |  |  |

Describe your target audience on social media. Who are they?

|  |
| --- |
|  |

What is your strategy on social media? How many posts per week do you create?

|  |
| --- |
|  |

What type of content do you create for your audience on social media (images, video, quotes, blog posts, etc.)?

|  |
| --- |
|  |

**Television**

What current relations have been created with the national television companies and what events have they produced for you previously. Whenever possible World Archery tries to coproduce with the national television station and share resources:

|  |
| --- |
|  |

Please provide details of archery on local TV in the last 4 years:

|  |
| --- |
|  |

**Note:** Television rights will be outlined in the organiser’s agreement.

MARKETING & PROMOTIONAL PLAN

What is your marketing plan:

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| --- |
|  |

What is the overall concept of the event (theme, attractions around the event etc):

|  |
| --- |
|  |

#### How will you promote the event:

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| --- |
|  |

FINANCES

|  |
| --- |
| **Budget Sections:** |
| **INCOME/REVENUE** | **VIK** **(Value In Kind)** | **CASH** | **Total (indicate currency)** |
| Government Funding |  |  |  |
| City/Local Authority Funding |  |  |  |
| Sponsorship |  |  |  |
| Participant Entry Fees |  |  |  |
| Hotel/Catering Revenues |  |  |  |
| Exhibitor Trading Stand Fees |  |  |  |
| Donations |  |  |  |
| Ticket Sales |  |  |  |
| Merchandise |  |  |  |
| Other |  |  |  |
| **INCOME/REVENUE TOTAL** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **OUTGOINGS/EXPENDITURE** | **VIK** **(Value In Kind)** | **CASH** | **Total (indicate currency)** |
| Event Staging Fees |  |  |  |
| Venue hire |  |  |  |
| Overlay building (temporary structures) |  |  |  |
| Accommodation |  |  |  |
| Transport |  |  |  |
| Catering |  |  |  |
| Staff and Volunteer Requirements |  |  |  |
| Sports Equipment |  |  |  |
| Office Administration and IT |  |  |  |
| Event Marketing and Promotion |  |  |  |
| Event Branding/Look and Feel |  |  |  |
| Event Functions/Entertainment and Ceremonies |  |  |  |
| Media, Social Media and Broadcasting |  |  |  |
| Sponsorship |  |  |  |
| Anti-Doping |  |  |  |
| Security and Access Control |  |  |  |
| Medical  |  |  |  |
| Logistics |  |  |  |
| Event Insurances |  |  |  |
| Evaluation and Legacy |  |  |  |
| Contingency |  |  |  |
| **OUTGOINGS/EXPENDITURE TOTAL** |  |  |  |

LEGAL

|  |  |  |
| --- | --- | --- |
| Are there any laws or regulations that could cause issues with the importation and exportation of bows and arrows?  | Yes | No |
| If yes, please provide details: |

|  |  |  |
| --- | --- | --- |
| Will the necessary license be provided by the organising committee to be able to play music at the venues? | Yes | No |
| If no, please explain: |

|  |  |  |
| --- | --- | --- |
| Will the event be fully covered with liability insurance supplied by the organiser? | Yes | No |
| If yes, please explain the coverage: |

**Note:** Liability insurance is to be provided by the organising committee. World Archery will have a general policy that could be at less costs than a separate policy.

|  |
| --- |
| What is the procedure to care for athletes or coaches who arrive to the host nation without adequate insurance or have insufficient finances to pay for any medical expenses? |
|  |

|  |  |  |
| --- | --- | --- |
| Are there any specific World Archery Member Associations that are restricted to enter the host country? | Yes | No |
| If yes, please list the countries excluded: |

**Note:** Organisers must permit athletes and officials from all World Archery Member Associations to enter the host nation on equal terms. All World Archery Member Associations mush have the right to use their national or World Archery approved flag and anthem.

SUPPORT DOCUMENTS AND LETTERS

|  |  |  |  |
| --- | --- | --- | --- |
| **Please submit the following with the bid application:** | **Yes** | **No** | **Comment** |
| National Olympic Committee |  |  |  |
| National Archery Federation that is a Member Association of World Archery, if it is, the bidding organising committee not a member  |  |  |  |
| National Sports Minister |  |  |  |
| The host city of the event |  |  |  |
| A letter from the appropriate government official stating all World Archery Member Associations may enter the country on an equal basis. Also that their national or World Archery approved flag, country name (or World Archery approved association name and anthem may be used at the event) |  |  |  |
| Preliminary budget to stage the event according to the enclosed format |  |  |  |
| Local Organising Committee Structure chart attached |  |  |  |
| Anti-Doping Agency to use for the event |  |  |  |

|  |
| --- |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby warrant on behalf of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Association / Organization that the statements made and the information provided in this Bid Application are accurate.I acknowledge that this Bid Application and the information given herein will be fundamental to the decision by World Archery regarding the award of the World Archery Indoor World Series. Furthermore, I agree that should the World Archery Indoor Series be awarded to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Association / Organization, this Bid Application shall form part of the Organizer Agreement to be concluded between World Archery and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Association and that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Association will be bound by this warranty and the organizer agreement.As part of the organizers agreement I agree to pay the staging fee and anti-doping participation fees of the event’s category to World Archery as per mentioned in the document.World Archery will require a World Archery approved Technical Delegate to visit the organizing committee to view and approve the site, technical equipment, accommodation, transportation and the organization. The organizer will be responsible for these expenses, up to a total not to exceed CHF2’500. The candidate/LOC agrees that under the World Anti-Doping Code, World Archery reserves the right to cancel any agreement with a LOC if the NADO of the country concerned is declared non-compliant by WADA. World Archery can cancel the agreement without penalty where the relevant country has been ruled ineligible to host the Event. Any amount already paid by the event will be kept by World Archery to cover the costs by World Archery related to the event. |

**Name of President of Bidding Association/ Organization:**

|  |  |
| --- | --- |
| Name of the President from the bidding organisation |  |
| Mailing Address | Street Number |  |
| City |  |
| Postal/zip code |  |
| Country |  |
| Telephone Number |  |
| E-Mail address |  |
| Website address |  |
| Any other relevant information  |  |

**Signature of Bidding Association/Organization President:**

|  |  |
| --- | --- |
| Name of the President from the National Archery Federation that is a World Archery Member Association |  |
| Signature of the President |  |
| Date: | DD | MM | YYYY |
| President’s Term of office expiry date | DD | MM | YYYY |
| Name of the Secretary General |  |
| Signature of the Secretary General  |  |
| Name of the Treasure |  |
| Signature of the Treasure  |  |

**Note:** Bid applications do not always need to be submitted by a World Archery Member. Host Cities and other organisations can submit a bid application independently, but confirmation would be required of the bid application by the World Archery Member Association.