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Document

* Please find enclosed bidding application for the World Archery Masters Championships.
* 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.

# 2) World Archery Objectives

* To ensure the Host City and Organising Committee have a positive experience and achieve their goals from hosting an archery event
* Create strong partnerships between the Host City, Organising Committee, National Federation and World Archery
* Present and deliver an archery event that is attractive to sponsors and other investors
* Engage the media and public support
* Generate a positive spectator experience
* To have an event with fair play and that is safe
* Assist the National Federation to grow an ongoing legacy of archery participation at all levels, recreational through to elite level

# 3) Event Description

The World Archery Masters Championships is an event offered to senior archers from 40 years old. This event is diverse as it offers competition in 3 different venues; indoor, outdoor and field and different disciplines such as recurve and compound bow but also barebow, instinctive and longbow (min 8 archers per discipline is required). It issues World Master Champion titles in 4 different age categories.

The participation of this event is quite high with over 350 athletes from all over the world at the last World Archery Masters Championships held in Lausanne in 2018.

The World Archery Masters Championships offers the chance for a city to couple different venues to a large audience, with high economic impact.

**Key figures:**

* Athletes: 350+ (m 65%/f 35%)
* Athlete officials: 115
* Participating countries: 45 from all continents
* Event duration: 5 days
* Approximate dates: June - September
* Disciplines: compound bow, recurve bow, barebow, instinctive and longbow
* Medal categories: 4, individual per age group (40-49, 50-59, 60-69, 70+)
* Distances shot: 18 and 25 m (indoor), 50m (compound and barebow), 60 and 70m (recurve)

# 4) Host City Opportunities

* Instant economic impact (~ CHF 550,000)
* Opportunity to show different venues of the city / tourism impact
* Host international and national tourists
* Tickets and merchandise sales
* Entry fees and accommodation commission
* Advertising rights as agreed with World Archery
* Media and social media coverage (Facebook, Twitter, Instagram, YouTube, World Archery website)
* Unique sporting experience for the local community
* Development of an alternative sport for all that can be done at recreational and elite level
* Non-tangible benefits: Public involvement

# 5) Host City Requirements

* Staging fee (CHF 50.- per subscription, minimum CHF 15,000)
* Local transportation for athletes, officials and World Archery staff
* Accommodation and travel costs for key World Archery staff and officials
* Inspection visit costs, if required
* Event marketing and promotion
* Anti-Doping testing

# 6) Support and services from World Archery

* Deliver a fast and accurate on venue and live results services
* Accreditation system for participating teams and organising committee personnel
* Online entry system to manage the entries of elite athletes and their support staff
* Provide an organisers’ event manual and branding guidelines
* Full technical advice and guidance for archery
* Promote the event within the 164+ member associations
* Dedicated media team to develop written and photographic content and news distribution
* Social media activities, Facebook, Instagram, Twitter and YouTube

# 7) Bid process (what is required)

* Complete all sections in the event bid application and submit electronically in PDF format with any relevant documents.
* Technical visits, if necessary.
* Bidders are allowed to bid for multiple archery events in the same or different years.

# 8) Submission dates and timelines (4 years before the event)

|  |  |
| --- | --- |
| 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 |

# 9) 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

# 10) Contact Details

Mr Thomas Aubert

Email: [taubert@archery.sport](mailto:taubert@archery.sport)

Tel: +41 21 614 30 50

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

# 11) 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 Championships |  |
| 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 |  |  |  |

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 Masters Championships?

|  |
| --- |
|  |

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 Masters Championships?

|  |
| --- |
|  |

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

**Accommodation facilities:**

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 Masters Championships. The invoiced hotel price for the Masters Championships 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) |  | | | |  | | | | | |  | | | |
| 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

**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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | |
| Is there a closing party/banquet foreseen? | | Yes: | | | No: | |
| What is the cost per person? | | | | Indicate Currency | |  | |
| What is the location? |  | | | | | | |
| What evening is proposed? | | |  |  | |  | |
| **DD** | **MM** | | **YYYY** | |
| What is the concept of the party/banquet?  **Note:** World Archery has not expectation for an opening ceremony | | | | | | | |

COMPETITION VENUE LAYOUT - Indoor

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

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the measurements of Qualification Round Field (outdoor and indoor):  **Note:** As per World Archery rules, a single shooting line has 3 archers per target, each archer has a minimum of 90cm each on the shooting line. | | | |
| Width (in metres) outdoor / indoor: | Length (in metres) outdoor / indoor: | | |
| How much space, in centimetres, will each athlete have to shoot on the shooting line? | | | |
| Orientation of the Field, is it a northern direction?(outdoor) | | Yes | No |
| How much, in degrees, is the direction from north (+ or -°, outdoor) | | | |
| Will there be stands for the Qualification Round? (outdoor and indoor) | | 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.org/documents/index.php/Events/Bidding/WA_Organising_Manual_Rev2.pdf)  *Please refer to section: 2.1 and 2.1.1* | | | |

**Practice Field:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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): | | |
| Orientation of the practice field, is it a northern direction?(outdoor) | | Yes | No |
| How much, in degrees, is the practice fields direction from the north (+ or –°, outdoor) | | | |
| 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 (outdoor / indoor) | | | | | |
| Width (in metres): | | Length (in metres): | | | |
| Orientation of Field, is it a northern direction?(outdoor) | | | | Yes | No |
| How much, in degrees, is the direction from north (+ or -°, outdoor) | | | | | |
| How many seats will there be in the stands at the finals venue? (outdoor / indoor) | | | | | |
| Public seating: | VIP seating: | | Athlete seating: | | |
| How many days prior to the finals will the venue be available? | | | | | |
| 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.org/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? | | | | | |

COMPETITION VENUE LAYOUT – Outdoor

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

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the measurements of Qualification Round Field (outdoor and indoor):  **Note:** As per World Archery rules, a single shooting line has 3 archers per target, each archer has a minimum of 90cm each on the shooting line. | | | |
| Width (in metres) outdoor / indoor: | Length (in metres) outdoor / indoor: | | |
| How much space, in centimetres, will each athlete have to shoot on the shooting line? | | | |
| Orientation of the Field, is it a northern direction?(outdoor) | | Yes | No |
| How much, in degrees, is the direction from north (+ or -°, outdoor) | | | |
| Will there be stands for the Qualification Round? (outdoor and indoor) | | 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.org/documents/index.php/Events/Bidding/WA_Organising_Manual_Rev2.pdf)  *Please refer to section: 2.1 and 2.1.1* | | | |

**Practice Field:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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): | | |
| Orientation of the practice field, is it a northern direction?(outdoor) | | Yes | No |
| How much, in degrees, is the practice fields direction from the north (+ or –°, outdoor) | | | |
| 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 (outdoor / indoor) | | | | | |
| Width (in metres): | | Length (in metres): | | | |
| Orientation of Field, is it a northern direction?(outdoor) | | | | Yes | No |
| How much, in degrees, is the direction from north (+ or -°, outdoor) | | | | | |
| How many seats will there be in the stands at the finals venue? (outdoor / indoor) | | | | | |
| Public seating: | VIP seating: | | Athlete seating: | | |
| How many days prior to the finals will the venue be available? | | | | | |
| 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.org/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? | | | | | |

COMPETITION VENUE LAYOUT - Field

**Qualification Round and Elimination Field of Play**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please describe and indicate the measurements of qualification Round area:  **Note:** It is important that the shooting positions, trails and target scoring areas be designed with the athletes’ safety for both wet and dry conditions. | | | | | |
| How many courses are planned? | | | | | |
| Will the courses be designed for moderate difficulty or terrain? | | | | Yes | No |
| What is the grade % of the steepest target? | | | | | |
| How many toilets will there be for each course and where will they be located, please illustrate using a map/plan. **Note:** The Field and 3D guide states at least 3 toilets are to be provided per course. | | | | | |
| Will there be spectator areas on the courses for the qualification round? | | | | Yes | No |
| If yes, how many areas will there be and how many targets will have spectator visibility. | | | | | |
| Course 1 | Course 2 | Course 3 | Course 4 | | |
| It is desirable to have spectators see as much of the competition as possible, keeping in mind safety.  Please indicated position with a plan/map. | | | | | |
| How will spectators be able to access the spectator area?  Note: *Please attach to this document maps of the area, photographs of the planned field of play.* | | | | | |
| Describe the topography of the area for the qualification courses.  *The practice and qualification venue is outlined in the World Archery Rules Book:*  [*https://worldarchery.sport/rulebook/article/3137*](https://worldarchery.org/rulebook/article/3137) | | | | | |

#### Practice Field

|  |  |  |  |
| --- | --- | --- | --- |
| Is the practice field separate from the competition field? | | Yes | No |
| Please indicate the measurements of the practice field and how far it is from the qualification courses. | | | |
| Width (in metres): | Length (metres): | | |
| Orientation of the Practice Field, is it a northern direction? | | Yes | No |
| How much, in degrees, is the practice fields direction from the north (+ or –°) | | | |
| How many targets will be on the practice field and what manufacture of target matts will be used? | | | |
| How many days prior to official practice will the competition the practice field will be available? | | | |
| What facilities are available nearby the practice range, such as toilets, refreshments and shelter etc? | | | |
| 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 (metres): | | | |
| Orientation of Field, is it a northern direction? | | | | Yes | No |
| What is the concept for the finals? Please provide photographs and plans to illustrate. | | | | | |
| What type of video screen do you intend to use, indicating specifications and what is the sports presentation plans for the finals? | | | | | |
| How much, in degrees, is the direction from north (+ or -°) | | | | | |
| Will the finals range be designed for moderate difficulty or terrain? | | | | | |
| What is the grade % of the steepest target? | | | | | |
| Please indicate the measurements of the practice field and how far it is from the finals venue? | | | | | |
| How many seats will there be in the stands at the finals venue? | | | | | |
| Public seating: | VIP seating: | | Athlete seating: | | |
| What facilities and quantities will be available to athletes, VIPs and spectators at the finals venue?  For example, toilets, shelter, refreshments etc | | | | | |
| How many days prior to the finals will the venue be available? | | | | | |
| 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.org/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 sheltered area |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |
| General Secretary office |  |  |  |  |  |  |
| Judges meeting/rest area |  |  |  |  |  |  |
| Judges scoring area |  |  |  |  |  |  |
| Jury of appeal room |  |  |  |  |  |  |
| Media registration and workroom |  |  |  |  |  |  |
| Mixed zone |  |  |  |  |  |  |
| World Archery results team |  |  |  |  |  |  |
| Security 24hrs (venue and asset protection) |  |  |  |  |  |  |
| Spectator stands area |  |  |  |  |  |  |
| Sports presentation and DOS stand |  |  |  |  |  |  |
| Team managers meeting room |  |  |  |  |  |  |
| 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 storage |  |  |  |  |  |  |
| World Archery technical area incorporating DOS, results and sports presentation |  |  |  |  |  |  |
| VIP area/hospitality |  |  |  |  |  |  |
| Victory ceremony preparation area |  |  |  |  |  |  |
| Volunteer/workforce rest area |  |  |  |  |  |  |
| Will the athletes’ rest area be large enough for all the athletes and officials in case of inclement weather? |  |  |  |  |  |  |

|  |
| --- |
| Please describe the athletes’ rest area: |

**JUDGES**

|  |  |  |
| --- | --- | --- |
| Engage and provide qualified national or continental judges to assist in officiating the team/mixed team elimination matches. In addition, provide timing and control signals for the practice and warm up ranges. | Yes | No |
| Agree to pay the transportation costs and all local living expenses for 16 International Judges and 1 Technical Delegate? | Yes | No |
| Does the Organising Committee prefer: | | |
| **A:** To contact, arrange and book the flight tickets for the World Archery Judges? | Yes | No |
| **B:** Have World Archery to arrange and book the flights tickets and invoice the organising committee in total after the Masters Championships? | Yes | No |

**Note:** World Archery will always try to book the cheapest fare and can book specific airlines upon request from the organising committee. Should any individual flight exceed CHF2000 World Archery will contact the organising committee before booking.

ANTI DOPING

|  |
| --- |
| Who will arrange and conduct the anti-doping operations for this Masters Championships? |
| 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? | | |

CEREMONY AND EVENTS

|  |  |  |
| --- | --- | --- |
| Is there a plan to stage an opening ceremony? | Yes | No |
| If yes, please explain the concept, when and where:  **Note:** World Archery has not expectation for an opening ceremony | | |

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/fr/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](https://extranet.worldarchery.org/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?

|  |
| --- |
|  |

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

|  |
| --- |
|  |

How many local clubs are there to the location of the Masters Championships?

|  |
| --- |
|  |

MEDICAL

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

WEATHER CONDITIONS

What is the climate during the time of the Masters Championships (Temperature in C°)?

|  |
| --- |
|  |

What are the normal weather conditions during the time of the Masters Championships (windy, rainy)?

|  |
| --- |
|  |

ENVIRONMENTAL SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Are you ensuring a tobacco-free competition?

|  |
| --- |
|  |

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 (200,000 subscribers), Facebook (300,000 fans), Instagram (100,000 followers), Twitter (50,000 followers) 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.

World Archery’s digital platforms reach over 150 million people every year.

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 are owned by World Archery and are assigned to a production company. All television arrangements should be coordinated with the World Archery assigned producer. All will be outlined in the organiser’s agreement.

MARKETING & PROMOTIONAL PLAN

What is your marketing plan:

|  |
| --- |
|  |

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

|  |
| --- |
|  |

#### How will you promote the event:

|  |
| --- |
|  |

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 |  |  |  |
| **INCOME/REVENUE 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 Masters Championships 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.

|  |  |  |
| --- | --- | --- |
| Will all World Archery member associations be able to march with their country (or World Archery approved) flag, carry a placard with their country (or World Archery approved) name, wear their country uniform with country name, and play their anthem if they win a gold medal? | Yes | No |
| If no, please list explain and list exceptions: | | |

**Note:** Please furnish a signed letter from your appropriate government official to confirm the answers to the above two questions.

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 Masters Championships |  |  |  |
| 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 Masters Championships |  |  |  |
| Preliminary budget to stage the Masters Championships according to the enclosed format |  |  |  |
| Local Organising Committee Structure chart attached |  |  |  |
| Anti-Doping Agency to use for the Masters Championships |  |  |  |

|  |
| --- |
| 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 Masters Championships.  Furthermore, I agree that should the World Championship 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 confirm the staging fee of CHF 50.- per subscription, minimum CHF 15,000.- and the performance guarantee 25% which will be reimbursed after the event will be paid to World Archery before the event.  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.