



REQUEST FOR PROPOSAL (RFP)

BWF BIDDING DOCUMENT

CONTINENTAL PARA-BADMINTON CHAMPIONSHIPS 2016

Asian Para-Badminton Championships
Africa Para-Badminton Championships
European Para-Badminton Championships
Oceania Para-Badminton Championships
Pan America Para-Badminton Championships



PARA-BADMINTON CONTINENTAL CHAMPIONSHIPS 2016

CHAPTER 1 - INTRODUCTION

OVERVIEW

Para-Badminton Continental Championships are hosted every two years (on even numbered years). The Championships determine 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 CHAMPIONSHIPS

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

REQUIREMENTS

Dates	June or November - the date is to be agreed between the host and BWF
Number of Competition Courts	8 – mix of court mats and wooden flooring
Number of Warm-Up Courts	2
Number of Referees	2 – Referee and Deputy Referee (can be local Deputy Referee) appointed by BWF
Technical Delegate	1 – appointed by BWF
Classifiers	1 Chief Classifier and up to 4 Classifiers
On-Court Doctors	1 local doctor – must be English speaking
Competition Days	3 – 4 days
Classification Days	1 day

CHAMPIONSHIP FORMAT

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

Events	Wheelchair classes		Standing classes			Short Stature
	WH 1	WH 2	SL 3	SL 4	SU 5	SS 6
Men's Singles	☒	☒	☒	☒	☒	☒
Women's Singles	☒	☒	☒	☒	☒	☒
Men's Doubles	① ← ☒ → ①		② ← ☒ → ②		③ ☒ ③	☒
Women's Doubles	① ← ☒ → ①		④ ← ☒ → ④			☒
Mixed Doubles	① ← ☒ → ①		④ ← ☒ → ④			☒

The following rule will apply for doubles and mixed:

Sign	Event	Sport Class	Points	Combinations Permitted	NOT Allowed
①	Men's Doubles Women's Doubles Mixed Doubles	WH 1 & WH 2	A maximum of 3 points	WH 1 + WH 2 (WH 1 + WH 1)	WH 2 + WH 2
②	Men's Doubles	SL 3 & SL 4	A maximum of 7 points	SL 3 + SL 4 (SL 3 + SL 3)	SL 4 + SL 4 SL 3 + SU 5 SL 4 + SU 5
③	Men's Doubles	SU 5	No limitation	SU 5 + SU 5 (or all other combinations)	
④	Women's Doubles Mixed Doubles	SL 3 to SU 5	A maximum of 8 points	SL 3 + SU 5 SL 4 + SL 4 (SL 3 + SL 4 SL 3 + SL 3)	SL 4 + SU 5 SU 5 + SU 5

CHAPTER 2 – MAKING A PROPOSAL

TIMETABLE

12 Jun 2015	Opportunity advertised widely, RFP available on website.
07 Sep 2015	Deadline for submission of RFP & bid documentation to BWF. Email to Andy Hines-Randle a.hines-randle@bwfbadminton.org and copy in Darren Parks - d.parks@bwfbadminton.org
05 Oct 2015	Shortlist and recommendation prepared for BWF Para-Badminton

and Events Committees or persons delegated by Council

26 Oct 2015	Para-Badminton Committee considers shortlist and makes recommendation to Council.
30 Oct 2015	Decision on the host for the 2016 Continental Para-Badminton Championships. The decision is communicated to successful bidder.
11 Dec 2015	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 to host the Continental Championships:

Criteria	Description
Event Experience	Has experience in delivering successful international Para-Badminton tournaments / Badminton tournaments.
Organisation	Has experienced people on the Organising Committee. The nature and structure of the Organising Committee and its international tournament experience / capacity to deliver.
Location	The proposed location of the city / venue / accommodation. Organisational factors such as frequency and departure points of flights, the distance and time for transport from airport(s) to official hotel(s) and official hotel(s) to competition venue as well as the requirements for and complexity of obtaining visas are taken into consideration.
Finance	Capacity of all relevant costs to be met by the Local Organising Committee (LOC), that the budget is reasonably well balanced between revenue and expenditure, that the budget is realistic, and that income generation plans are well-supported.
Accessibility	Ensuring wheelchair accessible competition venues, training venues, accommodation and transport are provided. Competition Venues - 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.
Competition 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.
Accommodation	Ensuring a range of wheelchair accessible options can be provided to participating players / support personnel and the associated costs of these options are packaged well. The location and distance from hotels to competition and practice venues, self-catering possibilities, the need for pre-payment etc;
Transport	Wheelchair accessible transport for players and support personnel provided from airport(s) to hotels and hotels to competition venue.
Medical	Ensuring appropriate levels 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 / Regional Development	How the event will be marketed to maximize exposure for the sport. How the event will encourage the playing of Para-Badminton in the region / country.

CONTACT DETAILS

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

The person responsible for handling all correspondence with organisations bidding for BWF Para-Badminton events is the Para-Badminton & Integrity Unit Manager, Andy Hines-Randle 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

Badminton World Federation

Unit 17.05, Level 17

Amoda Building

22 Jalan Imbi

55100 Kuala Lumpur

CHAPTER 3 – ORGANISATIONAL AND FINANCIAL RESPONSIBILITY

The chart below provides the major technical and logistical requirements and who is responsible for these – operationally and financially. This chart will be used in the agreement between the Host and the BWF once the preferred candidate city is selected. (LOC = Local Organising Committee).

	ASPECT/SPECIFICATION	RESPONSIBILITY	FINANCE
1.	COMPETITION / TRAINING VENUE		
	Competition Venue – an international standard sport facility as per BWF regulations.	LOC	LOC
	Accessibility - The venue must be wheelchair accessible to 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 Space) - The venue must have appropriate space for at least eight (8) courts (with reasonable space between courts) and two (2) training courts in the same hall or adjacent to the main arena.	LOC	LOC
	Flooring - The venue must have wooden flooring (preferably wooden sprung flooring). Badminton court mats shall be used for standing classes, wooden surfaces for wheelchair classes. The surface must be suitable for international play. BWF shall approve the venue set up and court layout.	LOC	LOC
	Playing Height – The venue must allow a clear height of 9 metres above the complete playing area.	LOC	LOC
	Availability – The venue must be available with courts set up ready at least one (1) full day before the competition starts and be available till the end of the final events. Players must be able to practice / train on the competition courts the day before competition starts.	LOC	LOC

	<p>Court Lighting - The venue must be specifically set up for badminton. Lighting should be suitable for competition with a minimum 'horizontal luminance' level of approximately 800 – 1000 lux to provide an even light over the whole surface. If television is taking place (see below) then the minimum is 1400 – 1600 lux.</p> <p>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.</p> <p>Catering facilities - catering facilities must be available at the venue from at least one hour after play starts until one hour before play is due to complete for each day during the Championships, and offering a range of hot and cold food and drinks, and specifically not just snacks or fast foods. Consumers to pay for food purchased.</p>	LOC	LOC
		LOC	LOC
		LOC	LOC
2.	OTHER VENUE FACILITIES / SECURITY		
	<p>Classification Area / Rooms - The Venue must have an area and rooms where classification of players can be conducted in private by Classifiers / Medical personnel.</p> <p>Minimally this is a wheelchair accessible waiting room, and adjacent to this, a classification room – also wheelchair accessible. The room must be large enough for examination benches, examination chairs, a table and four chairs and privacy screens.</p> <p>Doping Control Station - The venue must have an area for a Doping Control Station to be set up. Minimally this has two rooms, a wheelchair accessible waiting room and a processing room which has two adjacent toilets, one for male and one for females (see detailed specifications).</p> <p>Office Space / Work Station - BWF shall have access to a shared office / work station at the venue with free internet access.</p> <p>Media Facilities - work stations / work area for media including free access to the internet for an agreed number of media personnel.</p>	LOC	LOC
		LOC	LOC
		LOC	LOC
		LOC	LOC

	<p>Venue Security / Access Control - The venue must use appropriate measures to control access in and around the field of play. Personnel must be provided for access / control. Measures taken to ensure the overall security and safety of the teams / team management, technical officials and organising committee.</p> <p>Site Inspection - the BWF will carry out a site inspection. International economy class flight for one person and all local arrangements shall be made by LOC for one BWF representative. This includes transport (airport-hotel-venues-hotel), accommodation for two nights. A site visit shall be arranged of all venues – competition, training, accommodation.</p>	LOC	LOC
		LOC	LOC
3.	EQUIPMENT		
	<p>Court Mats / Umpires Chairs / Other Equipment - A suitable quantity and quality of court mats, posts, nets and umpire chairs must be provided to service the competition.</p> <p>Scoring Equipment – Manual or electronic scoring equipment is provided including court side monitors if electronic scoring systems are used.</p> <p>Shuttles – A suitable quantity and quality of shuttlecocks and a variety of speeds must be available for the running of the smooth running of the competition. The safekeeping and security of the shuttlecocks must be arranged.</p> <p>The brand and quality of the shuttlecock shall be approved.</p>	LOC	LOC
		LOC	LOC
		LOC	LOC
		BWF	-
4.	PERSONNEL - TECHNICAL		
	<p>Referee and Deputy Referee - a suitably qualified BWF appointed Referee (1) and local Deputy Referee (1) will be available before and during the Championships to be in charge of the competition.</p>	BWF	BWF

<p>Technical Delegate - a suitably qualified Technical Delegate will be present immediately before and during the Championships to support the Referee / Deputy on technical Para-Badminton matters.</p> <p>Classifiers – five (5) Classifiers shall be appointed for the Championships (1 Chief Classifier and 4 Classifiers).</p> <p>Umpires – up to a maximum of 20 suitably qualified Umpires will be appointed and present during the competition to be in charge of matches at the competition. They may be a combination of local, national or international level umpires.</p> <p>Up to six (6) international Umpires shall be appointed.</p> <p>Line Judges – a suitable number of Line Judges (16 years old and over) shall be available throughout the Championships.</p> <p>Personnel – Transport, Accommodation and Allowance</p> <ul style="list-style-type: none"> ○ International air transport and daily allowance / per diem shall be provided for the Referee, Technical Delegate, International Umpires and Classifiers. ○ Daily allowance / per diem shall be paid to the local Deputy Referee and local Umpires. Trainee Classifiers shall be paid for the days they work. ○ Accommodation for a minimum of seven (7) nights shall be provided for the Referee, Deputy Referee, Technical Delegate and Classifiers. The hotel shall be a minimum 4 star level hotel and includes breakfast and internet access. ○ Accommodation for a minimum of six (6) nights shall be provided for the International Umpires and Local Umpires who require this. The hotel shall be a minimum 3 star level hotel and includes breakfast. ○ Lunch for the workforce - during the day and times people are working at the competition venue during competition days only, lunch shall be provided to all technical personal and volunteers working on the event. 	BWF	BWF
	BWF	BWF
	LOC	LOC
	BWF	BWF
	LOC	LOC
	BWF	BWF
	LOC	LOC
	LOC	LOC

	<ul style="list-style-type: none"> ○ Refreshments for the workforce – between the hours of 1000 and 2100, refreshments and snacks shall be provided for the workforce. ○ Drinking water for workforce – Adequate supply of bottled drinking water shall be provided free of charge for technical personnel and volunteers working at the event. 	LOC	LOC
		LOC	LOC
5	OTHER PERSONNEL – OPERATIONS / SERVICES		
	<p>Organising Committee - sufficient staff and volunteers shall be appointed to the committee to ensure the necessary planning, implementation and reporting after the Championships. Roles include but not limited to – main contact person (fluent in English), Event Manager, Match / Shuttle Controller, Umpire Coordinator, Results Coordinator, Venue Coordinator, Transport Coordinator, Accommodation Coordinator, Medical Services Coordinator, Publicity and Media Coordinator.</p> <p>Medical Services - Provide medical services at the Championships to take care of injuries / medical referrals as well as emergency medical services for participants, support personnel, officials and the workforce and spectators if required.</p> <p>Medical Referral Service - a referral service to local medical centres. Medical service must be available for foreign / overseas players and officials to deal both with minor ailments and injuries, as well as emergencies, and the procedures for using that medical service must be clearly documented to all visitors.</p> <p>Physiotherapy / Massage Service - visiting players must have access to a qualified physiotherapy / massage service – this may be in the venue or a referral service to an external provider. Charges for these are the responsibility of the players / teams themselves.</p> <p>Championships Photographer – an official photographer shall be appointed for the Championships and copies of all photos shall be made available to the BWF for its use in publicity of the event and future publications. All accommodation, transport,</p>	LOC	LOC
		LOC	LOC
		LOC	-
		LOC	-
		LOC	LOC

	<p>professional fees, allowances shall be the responsibility of the LOC.</p> <p>Press Officer – LOC shall appoint a press officer to coordinate media and media enquiries and write articles and press releases about the Championships / publish these and make these available for the BWF website.</p> <p>BWF Support Staff – BWF shall appoint supports staff as it sees necessary to support the Championships.</p> <p>Other Personnel - all other necessary personnel must be made available, for roles such as airport greeting, player / team liaison, hotel liaison, accreditation, team press room service, VIP liaison and support.</p>	LOC	LOC
		BWF	BWF
		LOC	LOC
6.	INVITATIONS, ENTRIES, PLAYERS AND TEAMS		
	<p>Invitation / Entry Forms / Entries - invitations, accommodation / transport / visa and entry forms shall be prepared and made available no later than four (4) months before the last day of play. Entries shall close eight (8) weeks before the Championships.</p> <p>The invitation / entry form and fees charged shall be approved before circulated and published.</p> <p>Entries - Member Associations and organisations recognized by the BWF shall enter on the official entry form and send these direct to the LOC. These shall be checked, and players verified against the players Master List. Regular reports shall be sent to the BWF on entries and the final list of entries provided to the BWF four (4) days after closing of entries.</p> <p>Player's air travel or their own domestic land travel - this will be arranged and paid for by themselves or their Member Associations. LOC must provide assistance where necessary to visiting teams and officials to obtain entry visas. Timely applications for visas remain the responsibility of the applicants.</p>	LOC	-
		BWF	-
		LOC	-
		-	-

	<p>Players' accommodation - this will be arranged and paid for by their Member Associations or by individual players. LOC must provide assistance to visiting teams, officials and others to make bookings for their stay in the official host hotel for the tournament. Hotel prices should be reasonable and affordable in price for the Member Associations / players and the pricing structure for accommodation shall be approved by the BWF.</p> <p>Players, managers / team living expenses will be the total responsibility of their Member Associations or the individuals competing / visiting.</p>	-	-
7.	WHEELCHAIRS ACCESSIBLE ACCOMMODATION AND TRANSPORT		
	<p>Wheelchair Accessible Accommodation - Wheelchair accessible hotel(s) shall be selected as the official Championships hotel(s) for players and teams. The name(s), location(s), quality, pricing, process for bookings etc shall be detailed in the official invitation.</p> <p>Official competition hotels must be used to accommodate the Referee, Deputy Referee, Technical Delegate, Classifiers, Umpires, Doctors, BWF Press Officer, BWF Official Photographer and BWF support staff. Accommodation for the above must be in single rooms except Umpires who should be allocated accommodation in twin rooms.</p> <p>Wheelchair Accessible Transport - drivers / transport must be made available to convey (in a reasonably timely manner – ½ hourly to hourly service – and by a reasonably direct route) all foreign / overseas players, officials, BWF VIPs if any and personnel from BWF to and from the official competition hotels and the nearest international airport; between the hotels and the venue; and between the hotels and the practice facilities.</p> <p>A car and driver must be available whenever required for each of the 1) BWF President or his representative, and 2) the Refereeing team and 3) the Technical Delegate. Transport must be available late at night to convey other officials and media room staff back to their hotels.</p>	<p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p>	<p>-</p> <p>(see 4 above)</p> <p>LOC</p> <p>LOC</p>

8.	EVENT OPERATIONS		
	<p>Schedule of Play - players will be informed of their playing schedule at the Championships via their team managers.</p> <p>Electronic Scoring System - Tournament planner shall be used as the tournament draws and results software.</p> <p>Use best endeavours to provide electronic scoring services to a high quality. Supply of any equipment will be at no cost to the BWF including – LCD screens for scoring, computers / PCs (Windows XP, network connections).</p> <p>Match Control and Results Reporting - provide and pay for high quality results service for teams, Para-Badminton fans and the media.</p> <p>Event Presentation - Provide high quality sports presentation including the event logo and elements used in the overall look and feel / brand of the Championships, country flags, backdrops for media interviews and for prize presentations.</p> <p>Produce an event logo which is approved by the BWF.</p> <p>Championships Programme – produce a souvenir programme for the Championships. The final copy is approved by the BWF before printing. The programme must contain BWF supplied content.</p> <p>Medals - providing medals or keep sake souvenirs for the winners, and runners up and 3rd / 4th place. The design of the medals must be approved by the BWF and have the BWF logo on them.</p> <p>Anti-Doping Testing - testing shall be carried out in accordance with BWF Anti-Doping Regulations and procedures, and BWF will be responsible for deciding the number of tests to be conducted. BWF may request LOC for assistance in liaising with</p>	<p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>BWF</p>	<p>-</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>LOC</p> <p>BWF</p>

	<p>the national anti-doping agency.</p> <p>Facilities must be provided for the testing to take place as per the WADA guidelines.</p> <p>VIP Support - VIP hospitality (refreshments and snacks) to be provided on the days of play where BWF / BWF council, BWF guests are present. VIP seats and VIP accreditations must be made available at all sessions as required. BWF shall have the opportunity to request additional seats or accreditations.</p>	LOC	LOC
		LOC	LOC
9.	TELEVISION, MARKETING AND PUBLICITY		
	<p>Publicity and Marketing - marketing and publicity of the Championships must be done across the country where the Championships are being hosted to raise visibility and awareness of Para-Badminton and the Para-Badminton Continental Championships.</p> <p>TV Production - use its best endeavours to secure at no cost to the BWF, TV production which is relevant to the scale and scope of the Championships. LOC will use best endeavours to ensure coverage of the Event meets BWF's Television Delivery Requirements. LOC must liaise with the BWF on the television production and broadcast arrangements.</p> <p>Website and Internet Rights – BWF retains rights for the exploitation by means of website, internet, and interactive media. Streaming and webcasting rights of any of the match played remain with the BWF unless otherwise agreed by the BWF.</p> <p>Possibility for non-exclusively to create a Championships website specifically and only for the communication and publicity for the Championships including Championships information, news stories, player profiles and results.</p>	LOC	LOC
		LOC	LOC
		BWF	BWF
		BWF	BWF

10.	POST CHAMPIONSHIPS REPORTING		
	Post Championships Report – responsible for preparing and sending to the BWF a comprehensive post event report within 4 weeks of the Para-Badminton Continental Championships 2016 finishing.	LOC	LOC

CHAPTER 4 – MEDIA AND COMMERCIAL RIGHTS & OBLIGATIONS

INTRODUCTION

Within 60 days of the BWF decision on who is hosting the Championships 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 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, bona 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 up to 36 A-boards around one court.
- **Size and setup:** For BWF events, A-boards must be of a size specified in BWF Guidelines. A-board set up will be agreed by the BWF. The BWF shall retain the rights to have up to 6 A-Boards per court.
- **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 (BCE) 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 endeavors 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:

- 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.
- 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 Championships> Para-Badminton Continental Championships 2016'

Or

'<name of Championships> Para-Badminton Championships presented by <company>'

Other naming combinations will be considered and will need to be 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 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 practical, 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 a 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 including 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 4.

Classifiers to include the accommodation and daily catering while on duty for the

Classifiers, as described more fully in Chapter 3 Part 4.

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 must provide full details for their budgeting plans for the event in the bid forms in Chapter 6 (see over Bidding Forms – this is also available in Word format from the BWF website).

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 2016
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.	
2. Experience of hosting Para-Badminton tournaments	
What experience do you have of hosting National or International Para-Badminton Tournaments? What Para-Badminton experience will your key tournament personnel have?	
3. Goals for hosting the event.	
What are the goals for your organisation in bidding for the Para-Badminton Continental Championships? What do you want to achieve by bring the event to your region?	
Explain how this	

<p>event would assist in regional development of players, of event management skills, of management knowledge.</p>	
<p>What will be the legacy – for your organisation and for the region / continent?</p> <p>List the main legacies you wish to achieve?</p>	
<p>4. Stadium and other major aspects</p>	
<p>City Proposed (or nearest)</p>	
<p>International Airport Proposed</p>	
<p>Name of Stadium Proposed</p>	
<p>Size of playing area available for courts (metres)</p>	
<p>Anticipated number of courts</p>	
<p>Have Para-Badminton tournaments been played there before?</p>	

<p>(List main events)</p> <p>Have badminton tournaments been played here before? (List main events)</p>	
<p>Height of hall at lowest point over playing area</p>	
<p>Seating Capacity (permanent)</p>	
<p>Intended additional seating capacity (temporary)</p>	
<p>Is there air conditioning?</p> <p>Does this affect air movement over the field of play?</p>	
<p>What are the sizes of the three largest rooms within the stadium (typically used for shared operations office, media room, secretariat room. Are these rooms wheelchair accessible?)</p>	
<p>What other relevancy facilities are there at the stadium? (eg: restaurant, space for exhibitors in foyer, weight-training facilities, swimming pool).</p>	

<p>What range of hotel accommodation will be provided? State likely prices per room in USD\$ (inclusive of all local taxes and breakfast) on a twin-shared basis</p> <p>How many of the rooms are wheelchair accessible in the hotel?</p>	
<p>Can there be three or four beds to a room? (if so, indicate likely cost)</p>	
<p>Is there a possibility of self-catering accommodation (if so, give details)</p>	
<p>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?</p>	
<p>How long would a bus journey take from the intended tournament hotel(s) to the venue (state worst and best, if variable)</p>	

Which international airport(s) will participants be met at? What is the proposed method and duration of transfer from 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 visas?	
What commitments can be made regarding the entry of players from all BWF Member Associations or organizations recognized by the BWF to the event?	

5. 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
Registration fees	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 – players / support staff	B		
Technical Personnel Costs: Accommodation, Transport, Allowance – Referee x2 / Technical Delegate x 1 / Umpires x 6 International and x 14 Local / Classifiers x 5 / Doctor x 1 Local	C		
Line Judges	D		

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

Note	Comments
A	<p>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; anti-doping testing; 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.</p> <p>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.</p>
B	<p>Include hire of vehicles, any payments necessary to drivers, vehicle running costs (including insurance, petrol, parking fees, road tolls, etc).</p> <p>Costs must cover transport of all players, officials, media 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.</p>
C	<p>Include cost of accommodation, national travel and any daily allowance - for Referees x 2, Technical Delegate x 1, Umpires x 20 (6 x International and 14 x Local), Classifiers x 5, Doctor x 1 Local 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.</p>
D	<p>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 (6) per court at early stages and minimum age is 16.</p>
E	<p>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.</p>
F	<p>Indicate forms of promotion & marketing envisaged: eg posters, press / TV / radio adverts, circulars to club, etc</p>

H	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.

6. 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.



Badminton World Federation

Unit 17.05, Level 17, Amoda Building, 22 Jalan Imbi, 55100
Kuala Lumpur, Malaysia

tel: +603 2141 7155; +603 2141 6155;
fax: +603 2143 7155

email: a.hines-randle@bwfbadminton.org
website: www.bwfbadminton.org