

BID

TO HOST

UANA EVENT

201? UANA PAN AMERICAN insert discipline CHAMPIONSHIP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNION AMERICANA de NATACION

1 0LYMPIC PLACE, COLORADO SPRINGS

USA

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table of Contents

1.0 Preamble 3

2.0 Application 3

3.0 Host Organization Information 4

4.0 Host City Information 5

5. Venue Information 6

6.0 Transportation Information 8

7.0 Financial Responsibilities 9

7.1 Bid Fee 9

7.2 UANA Participant / Sanction Fee 9

7.2.1 Reports 9

7.3 UANA Technical Commission / Committee / Liaison 9

7.3.1 UANA President / Secretary / Treasurer 9

7.4 Food and Lodging 10

7.4.1 UANA Technical Committee Commission 10

7.4.2 UANA Technical Committee Officials………..………………………………………………………………………….10

 **7.4.3 UANA Technical Committee ………….……………………………………………………………..……………..11**

7.5 Transportation ……………………………………………………………………………………………..………………….. 11

8.0 Budget Template…………………………………………………………………………………………………………....11-12

 **9.0 Schedule A………………………………………………………………………………………………………...……13**

## 1.0 Preamble

The Event is and shall remain the exclusive property of the Union Americana de Natacion (UANA). The Event will be organized and conducted on behalf of UANA by the Host National Federation and under the sanction and control of UANA.

The UANA Technical insert discipline Committee will be the Management Committee and will be responsible for the technical details of the Event. The Host National Federation Organization Committee will be responsible for the logistical details.

## 2.0 Application

Please ensure the following are attached when submitting this Bid to Organize and Host the Event:

|  |  |
| --- | --- |
| **Information included** |  |
| 1. Host Organization Information |  |
| 2. Host Country/City Information |  |
| 3. Venue Information |  |
| a) Pool Details |  |
| - Pool map (showing all front/back-of-house plus seating in bowl |  |
| b) Event Hotel(s) |  |
| - List of additional hotels |  |
| c) Additional items |  |
| - City map showing location of pool and hotels |  |
| 4.Transportation information |  |
| 5. Budget Template |  |
| 6. Funding/Support Opportunities |  |

UANA President:

UANA Secretary – Treasurer:

Discipline Liaison:

UANA Technical Committee Chairperson:

UANA Technical Committee Secretary:

## 3.0 Host Organization Information

Name of Applicant National Federation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Stamp

Signature of President or Secretary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UANA or Organizational Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application was prepared by:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This application meets with the approval of the National Federation:*

Federation Stamp

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List major competitions hosted by applicant Organizing Committee in the past four (4) years (International and national competitions/events only)

1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If additional information regarding or accompanying documentation is required, list the primary contact information below:

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 4.0 Host City Information

Proposed dates of competition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Host City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any major activities or events scheduled to take place in the host city during the same time period as the Championship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List community and volunteer resources proposed to help host and promote the Championship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 5. Venue Information

The Event facilities must meet the requirements of the Rules and Regulations of FINA.

1. Event Pool

| Item Description | Competition Pool |
| --- | --- |
| Name of Pool Facility |  |
| Address of Pool |  |
| Contact name of pool representative |  |
| Telephone number of pool representative |  |
| Email address of pool representative |  |
| Pool rental cost/per hour or daily |  |
| Number of additional pools available at venue |  |
| Size and depth of main competition pool |  |
| Size and depth of warm-down pool |  |
| Seating capacity of main competition area |  |
| Changing rooms available at pool |  |
| Number of meeting and other rooms at pool |  |
| Distance to closest hospital/emergency centre |  |
| Is there free or paid parking? Cost? |  |
| Are there restrictions regarding merchandise sales |  |
| Equipment available at competition pool: Judges Chairs, platform, flag poles, springboards, speaker |  |
| Event management program to be used |  |

Additional Items (Provide additional sheets as needed to cover topics below)

Is there sufficient space in the competition area for all event officials (including announcers, music) to be seated on pool deck with clear viewing of lanes to all areas of the competition pool

(see diagram “Sample Pool Deck Diagram” in the Bid Information and Hosting Guideline)

Please attach pool diagram showing swimmers “entrances/exits, audience stands, judges platforms, front/back-of-house, etc”

**B) Hotel Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Official Hotel** | **Secondary Hotel** | **Additional Hotel(s)** |
| Event Hotel Name |  |  |  |
| Address |  |  |  |
| Contact NameTelephone NumberEmail Address |  |  |  |
| Number of rooms available for competition |  |  |  |
| Number of Complimentary Rooms |  |  |  |
| Are rates guaranteed for 201? |  |  |  |
| Number of available meeting rooms |  |  |  |
| Website for Hotel |  |  |  |
| Which room(s) will be used for event dining room  |  |  |  |
| Gym/Pool available |  |  |  |
| Guest Parking available |  |  |  |
| Cost of Parking |  |  |  |
| Number of Restaurants at Event Hotel |  |  |  |
| Types of menu/price range |  |  |  |
| Restaurant hours of operation |  |  |  |
| Number of restaurants near pool and hotels within 1 km |  |  |  |

Additional Items

Attach brochure or website information for all proposed hotels.

Provide an area map showing venue locations, proposed hotels and nearby restaurants.

Include a listing of additional hotels available in the area showing the number of rooms, room rates and distances from the official hotel and pool.

Will the official hotel provide any required meeting space on a complimentary basis if required for event functions?

## 6.0 Transportation Information

|  |  |
| --- | --- |
| Name of nearest airport |  |
| Transportation must be provided for arrival and departure of officials, coaches and athletes. Is transportation available from airport to hotel |  |
| A complimentary shuttle system must be provided between the hotels and venues for official, coaches and athletes to fit the competition schedule. How long will the trip from hotel to pool take?  |  |
| Are there potential traffic problems travelling between the venues and hotels? |  |

Distances Between Venues

|  | Pool | Hotel 1 | Hotel 2 | Airport |
| --- | --- | --- | --- | --- |
| Pool |  |  |  |  |
| Hotel 1 |  |  |  |  |
| Hotel 2 |  |  |  |  |
| Airport |  |  |  |  |

## 7. Financial Responsibilities

## 7.1 Bid Fee

Bid fee of $1000 is to be accompanied with this document. The bid fee is fully refundable if the bid submitted is not accepted. If the bid is awarded the bid fee shall be returned on successful completion of the Event.

## 7.2 UANA Participant / Sanction Fee

 The host will pay UANA $50 per athlete participant in a prompt manner. On completion of the event UANA will pay the meet host $10 per athlete participant in recognition for hosting an outstanding event and fulfilling all of the obligations of the contract.

## 7.2.1 Reports

The following reports should be forwarded to the Chairman of the Technical Committee no later than 60 days after the completion of the meet to receive bonus.

1. Meet Report
2. Results in a format that can be posted on the UANA website
3. Financial Report

 4. Impact Studies

## 7.3 Travel Expenses for UANA Commission / Committee / Liaison

The Organizing Committeeshall pay one half the travel expenses of the UANA Technical Committee Commission, the UANA Technical Committee, and the UANA Executive Committee Liaison. Expenses will be paid 50% by UANA and 50% by the OC. Committee members should make travel arrangements no later than 45 days prior to the event to insure the lowest airfare possible.

## 7.3.1 UANA President / Secretary / Treasurer

Travel, Lodging , and meal expenses for the UANA President or Secretary-Treasurer or their designee shall be paid by UANA.

##

## 7.4 Food and Lodging

## 7.4.1 UANA Technical Commission / Executive Committee Liaison

## The OC shall pay lodging (single occupancy) first class (Four Star). Provide three meals per day or pay $60 per diem for meal expenses for the three members of the UANA Technical Commission, and Executive Committee Liaison, during the duration of the event

## 7.4.2 UANA Technical Committee Officials

The OC shall pay lodging (double occupancy) first class (Four Star). Provide three meals per day or pay $60 per diem per day for meal expenses for the UANA Technical Committee, Officials during the duration of the event.

7.4.3 UANA Technical Committee

The OC shall pay lodging (double occupancy) first class (Four Star). Provide three meals per day or pay $60 per diem per day for meal expenses for the UANA Technical Committee, during the duration of the event.

## 7.5 Transportation

The OC shall provide free of charge local ground transportation between the airport and the Event hotel and between the Event hotel and the Event pool for the UANA President or his designate, UANA Technical Committee Commission, UANA Technical Committee, and Technical

Officials.

The OC shall negotiate local ground transportation between the airport and the Event hotel and between the Event hotel and the Event pool for the competitors and their team officials for the duration of the Event and may charge a fee for same.

##

## 8. Budget Template

|  |  |  |
| --- | --- | --- |
| GENERAL REVENUE | Hosting Grants |  |
|  | Federation |  |
|  | Province/State |  |
|  | City |  |
|  | Merchandising |  |
|  | Participant Registration Fees |  |
|  | Fees from participating federations |  |
|  | TOTAL REVENUE |  |
|  |  |  |
| EXPENSES | SECRETARIAT |  |
|  | Administration |  |
|  | Translation |  |
|  | Decorations |  |
|  | TOTAL SECRETARIAT |  |
|  | TECHNICAL |  |
|  | Medals, Awards and/or gifts |  |
|  | Facilities rental |  |
|  | Music |  |
|  | Photography/Videography |  |
|  | Scoring |  |
|  | Equipment, Flagpoles, podium, flag attendants, etc. |  |
|  | TOTAL TECHNICAL |  |
|  |  |  |
|  |  |  |
|  | HOSPITALITY |  |
|  | Officials Hospitality |  |
|  | Athletes/Coaches Hospitality |  |
|  | Transportation |  |
|  | Volunteer Recognition |  |
|  | Athletes/VIP Reception |  |
|  | TOTAL HOSPITALITY |  |
|  | MARKETING AND COMMUNICATIONS |  |
|  | Posters and Souvenirs |  |
|  | MARKETING AND COMMUNICATIONS |  |
|  | TOTAL MARKETING AND COMMUNICATIONS |  |
|  |  |  |
|  | TOTAL EXPENSES |  |
|  | NET PROFIT/(LOSS) |  |
|  |  |  |

**NOTICE**

**From time to time there are special championship events, which are qualifying events for Olympics and or Pan American Championships. As a bidder for one of these events**

**“Schedule A” indicates some additional information needed and costs the bidder should be aware of**

**Schedule A**

**1.0** The Event Dates shall be from insert date to insert date and shall adhere to the following program:

|  |  |  |
| --- | --- | --- |
| **Day #** | **Date(s)** | **Description** |
| 0 |  | Participant Arrival & Competitors Practice Technical Committee arrival and Meetings |
| 1 |  | Registration, Technical Meetings & Athlete PracticeOpening Ceremony/Welcome reception – mix and mingle |
| 2 |  | Competition |
| 3 |  | Competition  |
| 4 |  | Competition  |
| 5 |  |  Team Finals, Coach/Judge de-Brief Meeting, Closing Party.\* |
| 6 |  | Participant Departures |

**2.0** UANA on the recommendation of theUANA Technical insert discipline Committee shall appoint and/or approve all Competition Technical Officials including all Referees, Assistant Referees, Judges, Judging Evaluators and Scorers. The presentation of all medals, trophies and prizes shall be at the sole prerogative of the UANA President or in his place the Official UANA Delegate; however, he may at his discretion invite other persons, on the advice of the Organizing Committee to make presentations.

**3.0** The facilities, not limited to the specifics stated hereafter, shall include:

* Competitors dressing and rest rooms at the Venue sufficient for an international competition of this calibre;
* Separate meeting rooms during the event for each of the Technical Committee members, Judges and Scorers;
* Deck (or bleacher) seating for competitors, coaches and accredited team officials;
* Adequate spectator seating at the Venue for friends, families, interested parties and members of the public (reasonable admission may be charged); and

**4.0** **Federation Responsibilities.** The Federation shall also provide, free of charge:

|  |  |
| --- | --- |
| **Description of Goods or Services** | **Provided by:** |
|  Doping Control at this Event. | Host |
| National flags of the first, second and third placed competitors will be flown during medal presentation ceremonies and flags of all participating federations shall be flown during the Event. Flagpoles shall be provided for permanent use during the Event for the flag of UANA, the national flag of the country of the Host Federation and its Aquatics Federation. | Host |
| Provision of Age Group Federation High Point Award, Overall Federation High Point Award, medals for 1, 2, 3 | Host  |
| Certificate Stock and Colour Printing Facilities for the provision of UANA Certificates (Digital Templates provided by UANA). | Host  |
| Bilingual (English and Spanish)(or with French - Trilingual) announcements throughout the Event competition. | Host  |
| Photo Accreditation | Participants |
| Protection of Privacy through sworn post-event destruction of participant personal information including: photo IDs, passport copies, email lists, music submitted digitally, names contacts and date of birth listings and the like... | Verified by Technical Committee |
| Results (in digital (.pdf) form) at the conclusion of each Session – 1st to UANA, then to the Technical Committee members and then to the Teams (two copies) | Host  |
| Use of UANA Excel registration forms (and/or) On Line registration | Entrants |
| Prior UANA Review of all Summons | UANA |
| Prior UANA Review of all Summons, and major Meet Information Announcements | UANA Media Liaison |
| (White) Uniform Event Shirts/Blouses/Jerseys for all Competition Judges. | Host |