



BID TO HOST UANA EVENT

2016 UANA PAN AMERICAN SYNCHRONIZED SWIMMING CHAMPIONSHIP

UNION AMERICANA de NATACION
1 OLYMPIC PLACE, COLORADO SPRINGS
USA

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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 Synchronized Swimming Committee will be the Management Committee and will be responsible for the technical details of the Event. The Organization Committee of the Host National Federation 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: Dale Neuburger

UANA Secretary – Treasurer: Errol Clarke

Discipline Liaison: Margo Mountjoy

UANA Technical Committee Chairperson: Rose Cody

UANA Technical Committee Secretary: Erika Linder

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 #: _____

Email: _____

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.

A) 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	
Dry land Training facility – size and equipment available	
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, speakers	
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 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 Name Telephone Number Email Address			
Number of rooms available for competition Number of Complimentary Rooms			
Are rates guaranteed for 2016			
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 US\$1000.00 is to accompany 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 National Federation event host will collect entry fees from each National Federation entry on a per athlete participant basis in an amount to be determined. The National Federation host shall remit the entry fees collected to UANA within 30 days of the date of the competition. On completion of the event UANA will return to the National Federation event host an amount to be determined on a per athlete participant basis 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 Committee shall pay one half the travel expenses of the UANA Technical 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 ensure 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 US\$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 US\$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 US\$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 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 _____ to _____ 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 Practice Opening 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 the UANA Technical Synchronized Swimming 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