



# BID TO HOST UANA EVENT

## 2018 UANA PAN AMERICAN MASTERS CHAMPIONSHIP

---

UNION AMERICANA de NATACION  
1 OLYMPIC PLACE, COLORADO SPRINGS  
USA

---

## Table of Content

- 1.0 Preamble and History
- 2.0 Application Information
- 3.0 Host Organization Information
- 4.0 Host City Information
- 5.0 Venue Information
- 6.0 Transportation Information
- 7.0 Financial Responsibility
- 8.0 Budget Template

## 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 Bidder and under the sanction and control of UANA.

The UANA MASTERS Technical Committee will be the Management Committee and will be responsible for the technical details of the Event. The Organizing Committee (OC) will be responsible for the logistical details.

### UANA MASTERS Pan American Championships

2005	Santo Domingo, Dominican Republic
2007	San Juan, Puerto Rico
2009	Veracruz, Mexico
2011	Rio de Janeiro, Brazil
2013	Sarasota, Largo, Orlando, Florida, USA
2015	Medellin, Colombia
2018	Currently accepting bids until 2/16/16

## 2.0 Application Information

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

Information included	
Host Organization Information	
Host Country/City Information	
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	
Transportation information	
Budget Template	
Funding/Support Opportunities	

UANA President: Dale Neuburger

UANA Secretary – Treasurer: Errol Clarke

Discipline Liaison: Marcos Jara

UANA MASTERS Technical Committee Chairperson: Mel Goldstein

UANA MASTERS Technical Committee Secretary: Maureen Croes

### 3.0 Host Organization Information

Name of Applicant Federation/Club:

\_\_\_\_\_

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 Federation of the Applicant Host/Club if applicable:*

Federation Stamp

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

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

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

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

List major competitions (International, National and large Regional events) within the past 4 years. Name of event, date, # of participants, type of event (SW, WP, SS, DV, OW); records broken

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

4) \_\_\_\_\_

\_\_\_\_\_

5) \_\_\_\_\_

\_\_\_\_\_

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

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

Proposed dates of competition:

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

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

---

---

---

---

List community, volunteers or paid resources proposed to help host and promote the Championship:

---

---

---

---

## 5.0 Venue Information

A Venue Diagram for **each discipline** must accompany this application, showing swimmers “entrance/exits”, Spectators entrance, any staging areas, such as call area, officials/Judges areas, location of First Aid station, credentials, awards, etc

Is there sufficient space in the competition area for all event officials to be seated on the pool deck with clear viewing of all areas of the competition pool for each venue?

Please include available meeting rooms for technical committee, registration and credentialing and meeting rooms to host athletes technical meetings

Please show where the designated area for the awards presentation will be held

All venues must have power and internet capabilities for public address system, audio system and score board

Are there any restrictions regarding merchandise sales at any of the venues?

No smoking: Smoking is prohibited on competition sites, locker area and spectator area during warm ups and competition.

Will there be concessions area for athletes and for spectators



The Event facilities must meet the requirements of the Rules and Regulations of FINA.  
(FR5)

### 5.A.D) Event Pool-Diving

Item Description	Competition Pool
Name of Diving Pool Facility Address of Diving Pool	
Contact name of diving pool representative Telephone number of diving pool representative	
Email address of diving pool representative Pool rental cost/per hour or daily	
Number of additional pools available at venue Type of pool: INDOOR or OUTDOOR	
Size and depth of main competition pool	
Seating capacity of main competition area	
Changing rooms # of Female, # of Male	
Distance to closest hospital/emergency centre	
Is there free or paid parking? Cost?	
Equipment available at competition pool: Judges Chairs, platform, speaker	
Number of 1 M Springboards Number of 3 M Springboards	
Shade type for judges and athletes	
Event management program to be used	

The Event facilities must meet the requirements of the Rules and Regulations of FINA.  
(FR2)

## 5.A.SW) Event Pool-Swimming

Item Description	Competition Pool
Name of Swimming Pool Facility Address of Swimming Pool	
Contact name of swimming pool representative Telephone number of swimming representative	
Email address of swimming representative Pool rental cost/per hour or daily	
Number of additional pools available at venue Type of pool: INDOOR or OUTDOOR	
Size and depth of main competition pool Number of racing lanes	
Gutter type Starting platform type and height above water	
Adjustable track start footrest (Y/N)	
Size and depth of warm-down pool	
Seating capacity of main competition area	
Changing rooms # of Female, # of Male Distance to closest hospital/emergency centre	
Is there free or paid parking? Cost? Equipment available at competition pool: Officials Chairs, flag poles, speakers, starting system	
Shade type for officials, timers and athletes Event management program to be used	

The Event facilities must meet the requirements of the Rules and Regulations of FINA.  
(FR10)

## 5.A.SS) Event Pool-Synchronized Swimming

Item Description	Competition Pool
Name of Synchro Pool Facility Address of Synchro Pool	
Contact name of Synchro pool representative Telephone number of Synchro pool representative	
Email address of Synchro 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 Judging platforms	
Seating capacity of main competition area Changing rooms # of Female, # of Male	
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, speaker and music system for underwater audio Shade type for officials, audio tech and athletes	
Event management program to be used	

The Event facilities must meet the requirements of the Rules and Regulations of FINA (FR9).

## 5.A.WP) Event Pool-Water Polo

Item Description	Competition Pool
Name of Water Polo Pool Facility Address of Water Polo Pool	
Contact name of Water Polo pool representative Telephone number of Water Polo pool representative	
Email address of Water Polo 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 # of Female, # of Male	
Number of meeting and other rooms at pool Distance to closest hospital/emergency centre	
Is there free or paid parking? Cost? Equipment available at competition pool: Officials Chairs, goals, flag poles, speaker	
Shade type for officials and athletes	
Event management program to be used	

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

## 5.A.OW) Open Water

Item Description	Competition Pool
Name of Open Water venue Address of Open Water venue	
Contact name of OW representative Telephone number of OW representative	
Email address of OW representative OW venue rental cost/per hour or daily	
Size and depth of water	
The range of water temperature experienced	
Seating capacity of venue	
Number of available water crafts	
Changing rooms # of Female, # of Male	
Number of meeting and other rooms at venue Distance to closest hospital/emergency centre	
Is there free or paid parking? Cost? Equipment available at OW venue: Judges Chairs, platform, flag poles, speaker	
Shade type for officials and athletes	
Event management program to be used	

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

Please attach OW venue diagram showing swimmers “entrances/exits, audience stands, judges platforms, etc”

Please provide safety plan which includes medical personnel and on site medical facility, distance to hospital

## 5B) 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 2018			
Number of available meeting rooms			
Website for Hotel			
Does the hotel have rooms for event dining			
Gym/Pool available			
Guest Parking available			
Cost of Parking			
Number of Restaurants at Event Hotel			
Types of menu/price range			
Restaurant hours			
Number of restaurants near pool and hotels within 1 km			
Distance to venue			

<b>Item Description</b>	<b>Additional Hotel(s)</b>	<b>Additional Hotel(s)</b>	<b>Additional Hotel(s)</b>
Event Hotel Name			
Address			
Contact Name Telephone Number Email Address			
Number of rooms available for competition			
Number of Complimentary Rooms			
Are rates guaranteed for 2017?			
Number of available meeting rooms			
Website for Hotel			
Does the hotel have rooms for event dining			
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			
Distance to venue			

you may make duplicate this if there are more than 6 available hotels for the event



## **5.C 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?

Will shuttle service be provided from the hotels to the venues?

## 6. 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	
What is the distance from the airport to the official hotel? How long will it take ?	
What is the cost of the transportation?	

Are there other airports in the area that can be used?

---

---

Other types of transportation available (such as public metro, buses, taxis):

---

---

Distances/Time Between Venues (how far and how long will it take)

	Pool	Airport
Pool		
Airport		
Hotel 1		
Hotel 2		
Hotel 3		
Hotel 4		
Hotel 5		
Airport 2		

## 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 Fee** The host will pay UANA \$25 per athlete participant in a prompt manner. On completion of the event UANA will pay the meet host \$5 per participant as reward for hosting an outstanding event and fulfilling all of the obligations of the contract.

**7.2.1 Reward** – 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 Study

**7.3 Travel Expenses for UANA Personnel.** The Organizing Committee shall undertake to pay the travel expenses of the UANA Technical Committee Members and the UANA Executive Committee Liaison to the Technical Committee. 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 Travel Expenses for the UANA Executive Committee Representative** should they attend shall be paid by UANA.

**7.4 Food and Lodging.** The OC shall pay lodging (single occupancy) first class (Four Star or better) and provide three meals per day or pay \$50 per diem for meal expenses for the UANA Technical Commission, Executive Committee Liaison, during the duration of the event

**7.3.1 Food and Lodging for the UANA Executive Committee Representative** should they attend shall be paid by UANA

**7.4 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 Executive Committee Representative and for the UANA Technical Committee Members and the UANA Executive Committee Liaison. 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 warm ups/warm downs, and 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	\$25 x number of entries
	Sponsorship	
	Shuttle and Transportation	
	TOTAL REVENUE	
<b>EXPENSES</b>	<b>SECRETARIAT</b>	
	Administration	
	Translation	
	REGISTRATION	
	Decorations	
	TOTAL SECRETARIAT	
	<b>TECHNICAL</b>	
	Medals, Awards and/or gifts	
	Facilities rental and set up	
	Meet Personnel-Lifeguards, Officials, Timers	
	Credentials and Tags	
	Photography/Videography/Audio	
	Scoring	
	Equipment, Flagpoles, podium, flag attendants, etc.	
	TOTAL TECHNICAL	
	<b>HOSPITALITY</b>	

	Airfare UANA President, Secretary Treasurer, Liaison	
	Accommodation and Meals - UANA President, Secretary Treasurer, Liaison	
	Officials Hospitality Athletes/Coaches Hospitality Transportation	
	Volunteer Recognition	
	Athletes/VIP Reception TOTAL HOSPITALITY	
	MARKETING AND COMMUNI- CATIONS	
	Posters and Souvenirs	
	MARKETING AND COMMUNI- CATIONS	
	TOTAL MARKETING AND COM- MUNICATIONS	
	TOTAL EXPENSES	
	NET PROFIT/(LOSS)	

