



BID TO ORGANISE AND HOST UANA EVENT

2017 UANA PAN AMERICAN OPEN WATER SWIMMING CHAMPIONSHIPS

UNION AMERICANA DE NATACION

1 OLYMPIC PLACE

COLORADO SPRINGS, CO 80909

UNITED STATES OF AMERICA

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1 Preamble

The 2017 UANA Pan American Open Water Swimming Championships (the "**Championships**") is and shall remain the exclusive property of the Union Americana de Natacion ("**UANA**"). The Championships will be organised and conducted on behalf of UANA by the undersigned UANA federation which bids for the Championships (the "**Bidder**") and under the sanction and control of UANA.

The UANA Technical Open Water Swimming Committee will be the Management Committee of the Championships and will be responsible for the technical details of the Championships. The Organising Committee of the Bidder (the "**Organising Committee**") will be responsible for the logistical details of the Championships.

The purpose of the Championships is to help promote and develop the discipline of open water swimming in the Americas. UANA Federations are encouraged to bid for the Championships and, as a part of the bid, please note that the Championships do not necessarily need to be a stand alone event. The Championships may be a stand alone event or part of an existing open water swimming event in your UANA Federation such as an aquatics festival or part of an existing multi-sport event.

UANA Federations are also encouraged to consider encouraging separate masters events in the Championships to help promote attendance and success of the Championships. The Championships may be split between juniors (i.e. persons aged 14-18), open and masters.

The Championships may include events in any or all of the following distances and/or formats: 5k, 10k, 25k and team pursuits (men, women and/or mixed).

The UANA Technical Open Water Swimming Committee expects that, at a minimum, the Championships will consist of at least 5k and 10k events for men and women (open) but the Bidder should give serious consideration to including junior and masters events in order to ensure larger participation and development opportunities for younger athletes.

2 Application Information

Please ensure the following are attached when submitting this document to organise and host the Championships:

Information included	Attached?
Host Organisation Information	
Host Country/City Information	
Venue Information	
a) Venue Details	
- Venue 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 training pools, competition venue(s) and hotels	
Transportation information	
Budget Template	
Funding/Support Opportunities	

UANA President: Dale Neuburger

UANA Secretary-Treasurer: Errol Clarke

Open Water Swimming Liaison: Algernon Cargill

UANA Technical Open Water Swimming Committee Chairman: Jorge Delgado

UANA Technical Open Water Swimming Committee Vice Chairman: Dennis Ryther

UANA Technical Open Water Swimming Committee Secretary: Michael Lockwood

3 Host Organisation Information

3.1 Name of Applicant Federation:	
Mailing address:	
Daytime phone #:	Cell Phone #:
Email:	
Signature of President or Secretary of National Federation:	

Host Stamp/Seal

3.2 Name of Host Organisation (if other than National Federation):	
UANA or Organisational Affiliation:	
Contact person:	
Contact Email:	
This application was prepared by:	
Name:	
Daytime phone #:	Cell Phone #:
Email:	
Signature of Host Representative:	

This application meets with the approval of the Federation of the Applicant Host/Club (if different to the above):

Federation Stamp/Seal

Signature of President or Secretary of National Federation
Name and Title

List major Open Water Swimming competitions (International, National and large Regional events) within the past 4 years. Name of event, date and number of participants

1.
2.
3.
4.
5.

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

Name:	
Daytime phone #:	Cell Phone #:
Email:	

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

5 Venue Information

A Venue Diagram 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 with clear viewing of all areas of the competition venue?

Please include available meeting rooms for the UANA Technical Open Water Swimming 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.

Please include a description of the feeding platform that will be used for the races (this, in particular, will be required for any race which is 10k and over).

All competition 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 competition 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 competition venue must meet the requirements of the FINA Rules and Regulations.

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

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

Please attach competition venue diagram showing swimmers “entrances/exits, audience stands, etc.”. Please provide safety plan which includes medical personnel and on site medical facility, distance to hospital.

5.1 Hotel Information

Item Description	Team Hotel	Official's 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 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			
Number of restaurants near competition venue and hotels within 1 km			
Distance to competition venue			

Note that you may make duplicate this table if there are more than 6 available hotels for the Championships.

5.2 **Additional Items**

Attach brochure or website information for all proposed hotels.

Provide an area map showing competition 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, training pool(s) and competition venue(s).

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 competition 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 competition venue(s) (how far and how long will it take)

	Competition Venue	Airport
Training Pool		
Competition Venue		
Airport		
Airport 2		
Hotel 1		
Hotel 2		
Hotel 3		
Hotel 4		
Hotel 5		

7 Financial and Contractual Responsibilities

- 7.1 **Bid Fee:** A bid fee of US\$1,000 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 Championships.
- 7.2 **UANA Participant Fee:** The Organising Committee will pay UANA US\$25 per athlete participant within 30 days of the conclusion of the Championships. On successful completion of the Championships, UANA will pay the Organising Committee US\$5 per athlete participant as a reward for hosting an outstanding event and fulfilling all of the obligations of the contract.
- 7.3 **Travel Expenses for UANA Technical Open Water Swimming Committee Personnel:**
- (a) The Organising Committee shall pay economy airfare for the UANA Executive Committee Liaison for Open Water Swimming. Travel arrangements shall be made no later than 45 days prior to the Championships and approved by UANA Executive to ensure the lowest airfare possible; and
 - (b) UANA shall pay one half the economy airfare of four UANA Technical Open Water Swimming Committee Members. The four UANA Technical Open Water Swimming Committee Members shall be nominated by the UANA Technical Open Water Swimming Committee and travel arrangements should be made no later than 45 days prior to the Championships and approved by UANA Executive to ensure the lowest airfare possible.
- 7.4 **Travel Expenses for UANA Executive Committee Members:** Travel and Lodging Expenses for either the UANA President or Secretary-Treasurer, should they attend, shall be paid by UANA.
- 7.5 **Airfare for Referees and Officials:** The airfare of the referees and officials of the Championships shall be paid by their respective federation.
- 7.6 **Food and Lodging:**
- (a) **UANA Technical Open Water Swimming Committee Commission / Executive Committee Liaison:** The Organising Committee shall pay lodging (single occupancy) first class (Four Star) inclusive of breakfast. The Organising Committee shall also provide lunch and dinner each day or pay a per diem for lunch and dinner expenses for the members of the UANA Technical Open Water Swimming Committee Commission and for the Executive Committee Liaison, during the duration of the Championships;
 - (b) **UANA Technical Open Water Swimming Committee Members:** The Organising Committee shall pay lodging (double occupancy) first class (Four Star) inclusive of breakfast. The Organising Committee shall also provide lunch and dinner each day or pay a per diem for lunch and dinner expenses for the selected four UANA Technical Open Water Swimming Committee Members during the duration of the Championships;
 - (c) **Referees and Officials:** The respective federation of the referee or official shall pay lodging and meals for its referee or official for the duration of the Championships.

- 7.7 **Transportation:** The Organising Committee shall provide, free of charge, local ground transportation between the airport and the hotel and between the hotel and the competition venue and training pool for the UANA Technical Open Water Swimming Committee Members and the President of UANA or Secretary-Treasurer of UANA or their designated representative (as applicable). The Organising Committee shall provide local ground transportation between the airport and the hotel and between the hotel and the competition venue and training pool for the competitors and their team officials for warm ups/warm downs and for the duration of the Championships.
- 7.8 **Insurance:** the Organising Committee shall secure and maintain, well in advance of the commencement of the Championships and for a reasonable time after the end of the Championships at its own cost, an adequate general liability insurance policy with a well-recognised and financially secure insurance company covering the risks related to the planning, hosting and staging of the Championships. The general liability insurance policy shall be approved by the Executive Committee of UANA prior to placement, such consent not to be unreasonably withheld. In addition, it is highly advisable for the Organising Committee to secure and maintain, at its own cost, an adequate event insurance policy with a well-recognised and financially secured insurance company.
- 7.9 **Commercial Rights:** All income generated by the exploitation of the Commercial Rights shall be the property of UANA. UANA shall agree that all such income will accrue to the Federation as a bonus for a successful championship. The Organising Committee shall provide to UANA the promotion plan in relation to the organisation of the Championships no later than three months prior to the commencement of the Championships.
- 7.10 **Agreement for the Hosting and Staging of the Championships:** UANA and the Organising Committee shall enter into an Agreement for the Hosting and Staging of the Championships in the form attached hereto. The Organising Committee should review the Agreement for the Hosting and Staging of the Championships in its entirety prior to submitting its Bid in respect of the Championships.
- 7.11 **Neutral Referee:** If the Organising Committee arranges for a neutral referee, the referee shall be approved by the Organising Committee and shall be at the cost of the Organising Committee.

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	
EXPENSES	SECRETARIAT	
	Administration	
	Translation	
	REGISTRATION	
	Decorations	
	TOTAL SECRETARIAT	
	TECHNICAL	
	Medals, Awards and/or gifts	
	Facilities rental and set up	
	Personnel-Lifeguards, Officials, Timers	
	Credentials and Tags	

	Photography/Videography/Audio	
	Scoring	
	Equipment, Flagpoles, podium, flag attendants, etc.	
	Share of airfares	
	Share of accommodation	
	Local transportation	
	TOTAL TECHNICAL	
	HOSPITALITY	
	Officials Hospitality	
	Athletes/Coaches Hospitality	
	Transportation	
	Volunteer Recognition	
	Athletes/VIP Reception	
	TOTAL HOSPITALITY	
	MARKETING AND COMMUNICATIONS	
	Posters and Souvenirs	
	TOTAL MARKETING AND COMMUNICATIONS	
	TOTAL EXPENSES	
	NET PROFIT/(LOSS)	

9 Reports

The following reports should be forwarded to the Secretary of the UANA Technical Open Water Swimming Committee no later than 60 days after the completion of the Championships to receive bonus.

- 9.1 Championships Report
- 9.2 Results in a format that can be posted on the UANA website
- 9.3 Financial Report
- 9.4 Impact Study

Schedule A

It is understood that from time to time there are special championship events which are qualifying events for the Olympic Games and/or the Pan American Games. As a bidder for one of these events "Schedule A" indicates some additional information needed and costs the bidder should be aware of.

- 1 The Event Dates shall be from **[date]** to **[date]** and shall adhere to the following programme:

Day #	Date(s)	Description
0	[date]	TOWSC Commission Arrival
1	[date]	Other members of TOWSC Arrival
2	[date]	Teams Arrival
3	[date]	Course recognition /Training
4	[date]	Competition & Opening Ceremony
5	[date]	Off Day
6	[date]	Competition
7	[date]	Competition
8	[date]	Participant Departures

- 2 UANA, on the recommendation of the UANA Technical Open Water Swimming Committee shall appoint and/or approve all Competition Technical Officials including all Referees, etc. 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 of the Championships; however, he may at his discretion invite other persons, on the advice of the Organising Committee to make presentations.
- 3 The facilities, not limited to the specifics stated hereafter, shall include:
- 3.1 Competitors dressing and rest rooms at the Venue sufficient for an international competition of this calibre;
- 3.2 Separate meeting rooms during the event for the Technical Committee members and Technical Officials;
- 3.3 Adequate spectator viewing at the Venue for friends, families, interested parties and members of the public (reasonable admission may be charged); and

- 4 **Federation Responsibilities:** The Organising Committee 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 to be flown during medal presentation ceremonies and flags of all participating federations to 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
Medals for the first, second and third placed competitors of each race	Host
Trilingual (English, French and Spanish) announcements throughout the Event competition.	Host
Accreditation	Host
Photo for Accreditation	Participants
Protection of Privacy through sworn post-event destruction of participant personal information including: photo IDs, passport copies, email lists, 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 TOWC Commission, then to UANA and then to the Teams (two copies)	Host
Use of Entry Forms and/or On Line registration	Host
Prior UANA Review of all Summons	UANA
Meet Information Announcements	UANA Media Liaison