



Bid Application

2016 IPC Ice Sledge Hockey European Championships

June 2015

International Paralympic Committee

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Part 1 General Information

1.1 Introduction

Ice Sledge Hockey

Since its debut at the Lillehammer 1994 Winter Games, the Paralympic version of ice hockey has quickly become one of the largest attractions for spectators. It is fast-paced, highly physical and played by athletes with a physical impairment in the lower part of the body in 17 countries worldwide. The sport is governed by the IPC with co-ordination by the IPC Ice Sledge Hockey Sport Technical Committee. It follows the rules of the International Ice Hockey Federation (IIHF) with modifications. Instead of skates, players use two-blade sledges that allow the puck to pass beneath. Players use two sticks, which have a spike-end for pushing and a blade-end for shooting.

Roles and responsibilities

International Paralympic Committee

The IPC European Championships are owned and governed by the International Paralympic Committee (IPC). The IPC Governing Board will select the Championships Host. The IPC through its Sport Technical Committee is responsible for the technical delivery of the competition.

Bidding Authority (BA)

The BA is solely responsible for all aspects of the bid application and for all commitments entered into by it concerning the organization and staging of the Championships and shall assume the entire financial responsibility for such organisation. The BA must sign the Host Contract for the Championships with the IPC prior to be considered for selection as host for the Championships. As outlined in Section 2.1 of the bid application, a Local Organizing Committee (LOC) should be formed to deliver the Championships and can take a number of forms depending on the country and primary sources of financial support. However in wherever form the LOC is developed the commitments, representations and statements that the BA entered in with IPC will be binding for the LOC.

National Paralympic Committee

The National Paralympic Committee (NPC) consents to the BA bidding to host the Championships and commits to support the organization of the Championships

The NPC must be a member in good standing with the IPC by the submission deadline for the bid application.

Intellectual Property Ownership of the Bid Application

The IPC shall retain the rights to use all intellectual property developed throughout the bid application process. This shall include all data, documents and information provided by the IPC or the BA, including the bid application documents and completed responses. The BA should confirm that all agreements in place for the bid application reflect this.

Confidentiality

All BAs that have expressed an interest in hosting the IPC Ice Sledge Hockey European Championships have agreed to strict confidentiality throughout the bid application process.

1.2 Use of the Host Contract for the Championships and Bid Application

Host Contract

Should there be any inconsistency between the Host Contract and other elements of the bid application, the Host Contract shall take precedence. The Host Contract will be adapted to reflect the specifications of the bid application; however the core elements will not be altered.

The Host Contract is to be negotiated during the Bid process.

Terms and Conditions of Bidding

In submitting a bid application, the BA agree to be bound by and accept the IPC Code of Ethics, and IPC Handbook (including the Anti-doping Code and the Classification Code).

Contacts for questions at the IPC

All enquiries should be directed to:

Jessica Korber
IPC Ice Sledge Hockey Sport Manager
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53113 Bonn
Germany

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Fax: +49 228 2097 209
Email: jessica.korber@paralympic.org

1.3 Response Format and Requirements

Both the structure of the required bid application documentation and the bid process have been reviewed by the IPC following the experiences of overseeing previous Championships. The aim of the format of responses is to save the BA unnecessary work, effort and expense, and also to ensure that the information provided to the IPC can be easily and objectively analysed and represented.

Structure of responses

Responses must follow the questions specified in Part 2 of the bid application. The questions provide a basis for technical analysis of the bid, and cover all critical elements for assessing the concepts and technical elements critical to the success of the Championships.

Facts must be presented as clearly and concisely as possible. Each section also allows for additional information to be provided outside the specific areas covered in the questions.

Numbering of the questions

The numbering for each question in Part 2 has been made specific to the respective section. This simplifies the referencing of responses in the bid analysis process.

Guarantees from third parties

The bid application requires the BA to provide a number of guarantees from itself and third parties. See Bid Application Appendix 3.4.

Representations, statements and commitments

All representations, statements and other commitments contained in the bid application, including verbal, and in other correspondence and documents related to the bid, are binding in the event that the respective BA is awarded to host the Championships. All these representation, statements and commitments will be binding on the LOC when formed.

Forms of submission

The bid must be submitted in electronic format no later than **17 July 2015**. Hard copies of supplementary documents must also be provided directly to the IPC. The electronic submission should include a separate MS Word file and PDF file for the responses for each bid application section. Any attachments such as diagrams, pictures, plans, etc. should be provided in PDF format. BAs must provide two hard copy responses. While the responses submitted electronically will be considered the official responses, any information provided and commitments made in the written documents shall be binding on the LOC.

Bid Application Fee

A bid application fee of 1,500 Euros must be paid to the following IPC account:

Account name:	IPC Ice Sledge Hockey
Bank:	Deutsche Bank AG, D-53113 Bonn, Germany
Bank code:	380 700 59
Branch No.:	414
SWIFT Address:	DEUT DE DK 380
Account number:	0290 122 02
IBAN	DE21380700590029012202

All payments should be identified as follows: Bid Application Fee – Ice Sledge Hockey ECH – CITY NAME. The BA must provide proof of payment with the bid application. The fee is non-refundable, but in the case the BA is awarded the Championships this amount will be deducted from the Host Contract signing fee.

Language of the Bid

All information submitted to the IPC must be in English. Printed versions of the bid applications may also be produced in other languages, however where there are discrepancies between documents produced in multiple languages, the English version shall take precedence. All correspondence to and from the IPC shall be produced in English only.

Bid Application Evaluation

The Bid application will be reviewed by an Evaluation Commission composed by the IPC Sport Manager and two (2) IPC Sport Technical Committee members. The review will include a minimum of one (1) site visit to each bid applicant by the Commission, and may require a presentation to the Commission. The BA shall bear the cost of air and ground transportation, full room and board for a maximum of two (2) nights per person.

Part 2 Questionnaire

2.1 Local Organizing Committee (Details, Staffing and Structure)

General Requirements and information

LD1 Provide full details of the BA that is bidding for the Championships. This should include the following:

- a. Name BA
- b. Address
- c. Telephone, fax numbers and email
- d. Principal officers
- e. Proposed contact person and position.

LD2 Provide a letter signed by two (2) principal officers of the BA, who must be the lead party in all aspects of the bid, specifying the name and legal entity of the BA, providing the date to host the Championship and explicitly stating agreement to conform to the principles, policies and contractual obligations established by the IPC for the Championships.

LD3 Provide a letter signed by the President/Secretary General of the NPC, endorsing the bid application of the BA, confirming the “good standing” of the BA, and stating that the NPC agrees to work with the BA to ensure that the competition meets the conditions of the Host Contract to be undertaken with the IPC.

Following a successful Bid Application a Local Organizing Committee (LOC) must be created and staffed in an organisational structure which will be capable of planning and delivering the 2016 IPC Ice Sledge Hockey European Championships (Championships). The organisational structure should involve all stakeholders who have a key role in delivering the Championships, including NPC members and athletes. It is advised that the local, regional and national public authorities are involved in the organisational structure, due to the critical role they play in investment, support services and facilities.

The Championships must be run in accordance with the requirements of the IPC and fulfil the obligations outlined in the Host Contract. The LOC must manage the Championships in a professional manner, reflecting the international status of the competition and maximising the media awareness associated with the competition. The LOC must ensure that communication and delivery of the Championships is conducted in English in addition to the language of the host country.

Special Purpose Company

LD4 If a special purpose company, joint venture or other similar legal entity is proposed as the LOC, including Government and or other State agencies (for example statutory authorities), give full details of the proposed structure, including legal status or other interests and governance structure.

Organising structure and staffing

LD5 Outline the organisational structure to be utilised for hosting the Championship, including an organisation chart, and specifying key linkages with external agencies and how they are linked to the organisational chart.

LD6 Outline the roles and responsibilities of personnel in key roles in the organisation and hosting of the Championships.

Volunteers

LD7 Outline the role that volunteers will play in the hosting of the Championships.

LD8 Outline your plans for volunteer recruitment and training.

LD9 Provide the numbers of projected staff/volunteers

Additional Information

LD10 Please provide any additional information you may wish to include in relation to this Section.

2.2 Local, Regional and National Support

General Requirements and Information

This section seeks to provide the IPC with a clear understanding of the involvement of local, regional and national authorities (public and sport) with the bid application and the hosting of the Championships as well as information on the national structure and characteristics of IPC Ice Sledge Hockey, including the involvement of the able-bodied federation.

Responses Required

Public Authorities

NC1 Describe the role that local, regional and national public authorities will play in the support, preparation and hosting of the Championships. In addition to an outline of the role of each authority, provide a description of the coordination between these bodies and the LOC and any vehicle established to host the Championships. In the case of the local public authorities specify in detail by area any confirmed levels of support.

NC2 Provide any written guarantees obtained from the specified local, regional and national public authorities regarding their support and commitment (financial or other) towards the Championships. (Guarantee A)

NC3 List all local, regional and national public elections planned in the host country up until 2016 and indicate whether the outcome of such elections could have any impact (and if so what kind) on the preparation or staging of the Championships.

Entry Formalities for Certain Personnel and Goods

NC4 Describe the regulations in force in your country regarding immigration and entry visas. Provide a statement on the conditions to be levied from the public authority(ies) responsible for immigration and entry visas to all Championships accredited people.

NC5 Specify any regulations concerning the import of products, equipment, animals (e.g. firearms, ammunition, guide dogs), etc. required by Championships accredited people (e.g. athletes, NPC team officials, media, etc.), including without limitation broadcasting and related equipment, photographic and audio-visual equipment, medicines and medical equipment, telecommunications equipment, sports equipment, etc. Provide a statement on the conditions to be levied from the public authority(ies) responsible for the importation and exportation of

these products, especially in relation to the duties or other taxes that may apply during the occasion of the Championships.

National “IPC Ice Sledge Hockey” Overview

NC6 Provide a summary overview of the structure of the national level of IPC Ice Sledge Hockey in your country (e.g. affiliation with and support of the able-bodied federation), major competitions, numbers of athletes, spectator interest, broadcast and media support, commercial support, etc.

NC7 Describe in detail any involvement by the able-bodied federation in the bid application and the hosting of the Championships. If involved, please provide a letter of guarantee specifying in detail by area any confirmed levels of support. (Guarantee B)

Medical Legislation

NC8 Specify the legislation in force in your country concerning the practice of medicine by foreign practitioners.

Additional Information

NC9 Please provide any additional information you may wish to include in relation to this Section.

2.3 Championships Participation and Schedule

General Requirements and Information

Championships Participation

The BA must submit a bid application on the basis of the following Championships Participation:

Type	Number
Athletes	170 (10 teams) *Up to 180 athletes depending on the provision of maximum entry per team for female athlete inclusion
NPC Team Officials	60-70
Wheelchair Users	60-75 approx.
International IPC Championships Officials	25-30 approx.

Championships Schedule

The LOC must submit a bid application on the basis of the following Championships Schedule:

(OC= Opening Ceremony)

Activity	Scheduling
Arrivals	Start 3 days prior to OC until 1 day prior to OC (including the day of the OC)
Training	Start 2-3 days prior to OC Finish last day of competition
Classification	Start 2-3 days prior to OC (Athletes to be classified <u>must</u> arrive no later than the classification evaluation period start)

Opening Ceremony	Scheduled to maximise spectator attendance and media coverage
Competition Days	9 days
Duration of the event	13-14 days
Closing Ceremony	Held on last day of competition
Departure	On-going throughout Championships Finish 2 days following closing Ceremony according to flights availability

No Scheduling Conflict

No elite level domestic competition for athletes with a disability is to be permitted in the city hosting the Championships two (2) weeks prior or during the dates scheduled for the Championships. This will be defined as any level, which is determined by the IPC to have a potentially significant impact on the ticket sales, broadcasting or the success of local implementation of the spectator and commercial programmes. This is intended to protect the commitment and interest of the LOC.

Responses Required

Championships Participation

PS1 Specify any limitation or consideration in relation to accommodating the required numbers specified in the table above.

PS2 Describe the strategy to provide the requisite number of National IPC Championship Officials.

Championships Schedule

PS1 Specify the proposed dates for the Championships as outlined in the Championships Schedule table above.

Activity	Scheduling	
	Start	Finish
Arrivals		
Training		
Classification		
Opening Ceremony		
Competition Days		
Duration of the event		
Closing Ceremony		
Departure		

PS2 Explain why these dates have been selected.

PS3 Specify any major sport event and other events (in the city or the region) immediately preceding, during or immediately following the Championships, and how this event may impact (contribute or challenge) the Championships.

PS4 Provide a letter of guarantee by the appropriate authorities that there will be no elite level competition for athletes with a disability permitted in the city hosting the Championships two (2) weeks prior or during the dates scheduled for the Championships. (Guarantee C)

Additional Information

PS5 Please provide any additional information you may wish to include in relation to this Section.

2.4 Championships Competition Venues

General Requirements and Information

Minimum Venue Standards

The Championships competition venue is a critical success factor for the Championships, in both financial and operational terms. All competition venues, and all venue operational elements, must be in line with the commitment to stage a world-class competition. The Championships should be safely and efficiently operated, keeping in mind a central focus on an extraordinary athlete experience. Each venue must provide spectator comfort (both in terms of seating and facilities) and comply with the provisions set out by the IPC in the Technical Requirements (Schedule 4 of the Host Contract). The LOC is required to provide the appropriate Championships Competition Venues, in accordance with the technical specifications in the IPC Ice Sledge Hockey Rulebook.

Accessible Design

While it is anticipated that most proposed competition venues will have already hosted high level sporting events, competitions for athletes with a disability have specific requirements with regard to accessibility. Such adaptations should be considered and reflected in the bid application.

Competition Venue Access

The competition venue should be accessible to the LOC in time to sufficiently allow competition preparations for the Championships to be completed prior to the arrival of athletes and NPC team officials.

A final venue inspection will be completed by the Technical Delegate 3 days prior to the Opening Ceremony.

Implementation of the LOC Licensing and Commercial Programme at Competition Venue

Venues must be provided clean of all commercial rights and signage that are not directly supporting the LOC Licensing and Commercial Programme. Confirmation that this requirement can be delivered for the Championships is required. No competition venue shall be encumbered

during the period of the Championships by any franchise, concession or any other commercial agreement that would conflict with the provisions outlined in the Host Contract.

Provision of venue plans

Detailed plans of each of the proposed competition venues and the surrounding environment up to 200 metres must be provided. These plans must identify commercial and public areas within the 200 metre radius and whether such area(s) can or cannot be delivered clean during the period of the Championships.

Environmental issues

IPC is committed to the Championships being an environmentally responsible event. The questions related to venues are therefore intended to gauge the level of environmental impact studies conducted by the LOC and reflect the IPC's commitment to overseeing an environmentally sound Championships.

Responses Required

Competition Venue Information

Overview:

CV1 Provide a letter from the owner of each competition venue confirming the venue will be provided clean and is available during preparation period and the period of the Championships including exclusive access periods and non-exclusive access periods for Championships set-up and breakdown. (Guarantee D)

CV2 Explain the ownership of the venue, noting any possible changes prior to the Championships and the impact of such changes.

CV3 Provide an overview of the construction and usage of the venue, including:

- a. The date of construction
- b. Dates of major refurbishment
- c. Accessible Overlay Required
- d. Total current seating capacity
- e. Planned redevelopment (including status of relevant approvals required)
- f. Current usage

CV4 Provide a list of major competitions (national or international) hosted in the Competition venue(s) in the last two (2) years.

CV5 Explain any restrictions on noise, floodlighting or scheduling within the Championships period.

Venue Plans:

CV6 Provide a plan (no larger than A3) of each level of the venue, including the following:

- a. Field of Play
- b. Scoreboards/Videoboards
- c. Operational areas (e.g. call rooms, general office space and storage etc,)
- d. Toilets and Showers (specify wheelchair accessible toilets)
- e. Seating blocks (including total number of seats, VIP seating areas, etc.)
- f. Hospitality areas (boxes, function rooms and associated seating)
- g. Concession points, Merchandising facilities and Restaurants

Field of Play:

CV7 Confirm the specifications, scope and certification of the FOP in accordance with the IPC Ice Sledge Hockey competition venue requirements.

Athletes, IPC Championships Officials and IPC Officials facilities:

CV8 Provide an overview of the existing and planned team facilities in the venue, including:

- a. Size and facilities in changing rooms
- b. Size and location of warm-up areas
- c. Facilities for IPC Championships Officials and IPC Officials
- d. Medical facilities
- e. Anti-doping facilities
- f. Equipment Storage rooms
- g. Facilities for inclement weather

Scoreboards, Videoboards and Floodlighting:

CV9 Provide details on scoreboards and videoboards in the venue, including dates of installation and technical specifications.

CV10 Provide information on the floodlighting at the venue, including dates of installation and technical specifications.

Timing and Scoring:

CV11 Provide information if Timing and Scoring systems is available at the venue.

CV12 Provide information about the Timing and Scoring Systems that will be used during the Championships

Broadcast and Media Facilities:

CV13 Provide an overview of the existing and planned broadcast facilities in the venue (if any of these are felt by the LOC to be insufficient please provide suggestions for further development, including:

- a. Availability of power supply / backup
- b. Television camera facilities and positions
- c. Commentary positions and facilities (TV & radio)
- d. Press conference and interview rooms.
- e. Broadcast facilities
- f. Existing IT/infrastructure
- g. An area to be used for venue press centre and accreditation centre within or close to the venue
- h. Hi-speed Internet access

CV14 Provide an overview of the existing and planned media facilities in the venue (if any of these are felt by the LOC to be insufficient, please provide suggestions for expansion or overflow), including:

- a. Facilities for the written media and other accredited media at the Championships
- b. Press tribune positions
- c. Mixed areas in which the media and athletes can interact
- d. Press conference facilities
- e. Photographer working facilities
- f. Photographer positions around the field of play
- g. Any plan to establish a media centre which would include all of the above
- h. Existing IT/infrastructure

Hospitality:

CV15 Provide an overview of the existing and planned hospitality facilities in the venue, including:

- a. Details of proximity to venues
- b. Capacity for hospitality marquees/trade exhibitions
- c. Full details of areas/facilities available for corporate hospitality

Signage:

CV16 Provide an overview of the signage at the venue, including:

- a. Signage available and planned, including boards.
- b. Explain existing advertising sizing, the system used and on what structures

Public access:

CV17 Provide a summary of public access to the venue, including:

- a. Distance from the venue to city centre
- b. Expected travel time to city centre (specifying type of transport)
- c. Public parking availability
- d. Access from venue to public transport.
- e. Any special event assistance from public agencies (road closures, free public transport etc.).

Accessibility:

CV18 Describe the wheelchair accessible access for the venue for athletes, spectators, etc.

CV19 Specify the number of positions for wheelchair spectators in the venue/FOP.

CV20 Specify the slope of door widths, ramps, lifts etc.

CV21 Specify the number of wheelchair accessible toilets for athletes, spectators, etc.

Guarantees for new construction (Guarantee E):

CV22 If the venue has not yet been constructed, please provide the following information:

- a. Letters of guarantee regarding the financing of the construction
- b. Letters of guarantee regarding the construction timelines and planning permission

Environmental studies:

CV23 Please specify the plans and guarantees for the minimisation of environmental impact, which exist for the proposed venue.

Additional Information:

CV24 Please provide any additional information you may wish to include in relation to this Section.

2.5 Championships Training Venues

General Requirements and Information

Championships training venues have become an extremely important element of the Championships, as they provide a critical platform for the preparation of athletes. This Section focuses on the general principle the LOC has used in planning for the Championships training venues as well as the specifications of the proposed sites. Each Championships training venue should be adequately staffed, catered and include the required medical services for the Championships. It is the responsibility of the LOC to ensure that all appropriate and necessary security measures are in place to protect the safety and focus of the athletes. LOCs are required to provide adequate time for training sessions on the ice rink and ensure the provision of the following facilities in addition to the requirements specified in the Technical Agreement (Schedule 4 in the Host Contract)

Responses Required

TV1 Provide a list of the proposed training venues if different than competition venue, specifying the following:

- a. available and planned facilities
- b. distances and time to and from the Championships competition venue(s) and accommodation properties.

TV2 Provide a letter(s) from the owner(s) of each Championships training venue(s) confirming the venue(s) will be provided clean and is available during preparation period and the period of the Championships including exclusive access periods and non-exclusive access periods for Championships set-up and breakdown.

Additional Information

TV3 Please provide any additional information you may wish to include in relation to this Section.

2.6 Championships Services (Accommodation, Catering, Transportation, and Others) General Requirements and Information

Accommodation

The appropriate accommodation properties shall be secured by the LOC for the various Championships constituent groups considering type, quality, location, pricing and accessibility. When determining accommodation properties the LOC must adhere to the following conditions:

- a) Accommodation for athletes and NPC team officials, IPC Championships Officials, IPC Anti-Doping Officials, IPC Family, the media, guests and VIPs and Sponsors should be in the same general vicinity of each other and available for the duration of the Championships Schedule. Please note that Media preferable should not be lodged in the same facility as the athletes and NPC team officials.
- b) The properties must be close to the competition venue, no further than 45 minutes to/from by car (at peak traffic times).
- c) All accommodation properties for athletes and NPC team officials (NPC Delegations) must be equivalent to at least a three (3) star quality hotel according to European standards. At least 75% of the NPC delegations should have access to such facilities at an equivalent per night cost per single occupancy (depending on the country and region) of no more than 65 Euro per night including breakfast or 110€ for double occupancy. The previous mentioned rate is the maximum and this does not mean that cannot be less.
- d) The LOC must cover the cost of accommodation (including breakfast) for IPC Championship Officials (overseas and designated host country), IPC Representatives and IPC Anti-Doping Officials in accordance with the Technical Requirements (Schedule 4 of the Host Contract).
- e) The LOC must secure a Championships Hotel for the IPC Family equivalent to a four (4) star hotel according to European standards and must include breakfast in the per night room rate per individual.
- f) The LOC shall facilitate access to sufficient, and adequate accommodation in hotels with reasonable room rates for accredited media representatives. The respective media representatives shall cover the costs of such accommodation
- g) All accommodation must be wheelchair accessible in accordance with IPC Guidelines (Schedule 4 of the Host Contract).

Championships Village

The LOC may provide an exclusive accommodation facility or collection of smaller accommodation facilities in a Village concept. In such cases, private bedrooms must be

provided for a maximum of two (2) per room and the number of bathrooms in a residential unit must meet the following ratios by constituent mobility type:

- One (1) bathroom for every four (4) ambulant people and
- One (1) bathroom for every three (3) people using wheelchairs

Catering

The LOC must cover the cost of catering services for athletes, NPC team officials, IPC Championship Officials and IPC Anti-Doping Officials. It is critical that a variety of ethnically diverse meals that incorporate special nutritional and religious requirements are offered for athletes, that meal services are provided in wheelchair accessible facilities and meal services are offered at optimal times that allow athletes and NPC team officials to eat appropriately prior to and after competition. Sufficient bottled beverages, in particular water and other beverages must be provided at the competition and training venues during the whole official period of the Championships (where are also included the pre-competition activities e.g. classification and equipment control).

The LOC must make available catering services at the competition venue for the IPC Family in a designated lounge.

Transportation

One of the keys for successful Championships is an accessible, efficient, safe and reliable ground transportation system between major ports of entry, accommodation locations and Championships competition and training venues. Some critical elements the LOC is required to identify in setting-up its transport plan include:

Transportation Scheduling

Identifying an accurate schedule of arrival and departure times between the various Championships venues, considering venue locations (distance and time between), vehicle types and numbers available, load and unload times.

▪ Vehicle Procurement

Identifying what types and the numbers of vehicles that are required to transport the different constituent groups and their equipment to the various Championships venues in an accessible, efficient, safe and reliable manner.

- **Arrival and Departures**

Identifying the timeliness, accessibility and general level of service provided for each constituent group from the point of arrival by plane/train, through immigration and customs to the baggage claim area and finally departing to the appropriate accommodation location and ensuring all sport equipment is transported safely and securely (e.g. assistance at baggage claim where requested, accessible signage and help desks, load procedures). Identifying the timeliness, accessibility and general level of service provided for each constituent group from the point of departure from their accommodation location, through the airport/train station check-in procedure through security and immigration to boarding the airplane/train. Particular emphasis should be placed on planning for large number of wheelchair users and creating an independent and dignified experience.

- **Opening and Closing Ceremonies**

Identifying what transportation resources are required in the transport of the various constituent groups to and from the Opening and Closing Ceremonies in a swift, orderly, accessible, efficient, safe and reliable manner.

- **Classification and Equipment control**

A limited transport service is required for athletes going to the (competition) venue for classification and equipment control prior to the start of competition.

Cost and Duration of Transportation

The LOC is responsible for the cost of transportation for athletes, NPC team officials, IPC Family, IPC Championship Officials, IPC Anti-Doping Officials the media at the appropriate service levels as outlined in the IPC Guidelines (Schedule 4 of the Host Contract) for each constituent group and will be available for the duration of the Championships.

Other Championships Services

The other following Championships Services will be provided for by the LOC:

- **Air and Ground Travel** – The LOC is responsible for a return commercial economy class airfare and other related transportation costs (including an established amount for ground travel) for the IPC Championship Officials, IPC Representatives and IPC Anti-Doping Officials.
- **Accreditation** – The LOC must develop and deliver an accreditation system for the Championships in accordance with the IPC Guidelines (Schedule 4 of the Host Contract). In this section the LOC should describe the general process of accreditation, including photo

acquisition and the proposed locations for which the various constituent groups will obtain their accreditation passes.

- **Language Services** – The official language of the Championships is English. The LOC should ensure a good working knowledge of IPC Ice Sledge Hockey terminology and associated technical terms by its workforce (staff and volunteers) - required for interpretation and translation personnel. The LOC should provide an overview of how language services will be planned and implemented to address these requirements.
- **Laundry** – The LOC must ensure that laundry services are available through the various accommodation properties allowing for regular washing of clothing and other articles at a reasonable cost to be paid by the respective accredited people.
- **Medical Services** – All accredited people attending the Championships shall be responsible for the cost of all individual medical treatment required during the Championships, except for emergency and first aid treatment. The LOC is strongly advised to obtain medical insurance to cover such emergency and first aid cases (including the coverage of repatriation). Furthermore, the LOC must agree to cover the cost and be responsible for the implementation of all necessary and appropriate on-site sport science, medical, emergency ambulance and first aid services during the Championships in accordance with the IPC Guidelines (Schedule 4 of the Host Contract).
- **Security** – The necessary security measures shall be taken by the LOC to guarantee the safe and peaceful celebration of the Championships. The LOC should undertake a risk assessment with the national and local authorities to evaluate the appropriate level of security provisions for the Championships.
- **Technology, Software and other Related Matters** – The LOC is responsible for planning and implementing all the technological means necessary for the preparation and running of the Championships in accordance with the IPC Guidelines and Technical Requirements (Schedules 4 and 5 of the Host Contract).

Responses Required

Accommodation

CS1 Provide an overview of the accommodation type and services to be provided to NPC delegations, specifically:

- a. Standards and services of all accommodation facilities
- b. Current accessibility conditions and modifications planned and agreed to
- c. Per night cost (including breakfast) and for the total cost for the duration of Championships

- d. Policies regarding minimum length of stay and cancellation

CS2 Provide an overview of the accommodation type and services for the Championships Hotel, noting:

- a. Standards and services
- b. Current accessibility conditions and modifications planned and agreed to
- c. Per night cost (including breakfast) and for the total cost for the duration of Championships
- d. Policies regarding minimum length of stay and cancellation

CS3 Provide an overview of the proposed accommodation property for the IPC Championship Officials, IPC Family, Media, Sponsors/VIPs and IPC Anti-Doping Officials.

Catering

CS4 Describe the proposed meal services and facilities to be made available for the following constituent groups and confirm that all costs will be covered by the LOC:

- a. Athletes and NPC team officials
- b. IPC Championships Officials & IPC Anti-Doping Officials

Transportation

CS5 Indicate the distances and travel times between all Championships competition, training, accommodation and ports of entry, additionally specify the mode of transport in each instance which is used to determine the time estimate.

CS6 Describe the arrival and departure process for all constituent groups at major ports of entry.

CS7 Provide letters of guarantee from all parties supporting the success of the plans above (including governmental, airport/train station authorities and vehicle providers)

Other Championships Services

CS8 Describe your concept for the Championships Accreditation Centre(s) which shall be conveniently accessible upon arrival, include the following elements:

- a. Location and size of the proposed facilities.
- b. State whether they are existing facilities or to be constructed
- c. Explain reasons for the choices of site
- d. Provide a letter from the owner of the venue confirming the venue will be provided Clean and is available for the Championships period.

CS9 Describe the proposed system and policy of the language services for the Championships, including the languages used in translation for the media and official Championships events.

CS10 Describe the proposed laundry services and prices to be made available for all accredited people.

CS11 Describe the proposed medical services to be made available during the Championships.

CS12 Identify the public and private agencies that will be involved with security during the Championships, including the specification their responsibilities.

CS13 Describe the proposed plan for technology and related matters to be made available during the Championships.

Additional Information

CS14 Please provide any additional information you may wish to include in relation to this Section.

2.7 Anti-Doping

General Requirements and Information

The LOC will be required to implement a comprehensive anti-doping programme for the Championships in accordance with the IPC Anti-Doping Code.

With respect to the above, the LOC shall at their expenses conduct doping control tests (sample collection + analysis), which has to be 15% of the total number of athletes accredited to participate at the Championships.

Doping control may include urine and blood samples and additional special analysis, collected In-Competition and/or Out-of-Competition, as agreed upon with the IPC. For this purpose, the LOC is required to appoint a Sample Collection Agency (National Anti-Doping Agency or a third party) and a WADA Accredited Laboratory. Appointment of both Sample Collection Agency and WADA Accredited Laboratory will be subject to approval by the IPC.

In order to implement the doping control programme effectively and efficiently, the LOC must provide suitable and secure anti-doping facilities within each competition venue and logistical/operational support (in case of Out-of-Competition testing conducted outside the competition venues).

The approved conditions will constitute a separate 'Doping Control Agreement' which will be part of the Host Contract.

Additionally, the LOC must implement an anti-doping education programme as agreed upon with the IPC.

Responses Required

LE1 Provide a copy of the document(s), demonstrating the Host Country Government's commitment to the World Anti-Doping Code by ratifying, accepting, approving or acceding (= to agree) to the UNESCO Convention (the International Convention against Doping in Sport).

LE2 Identify the Sample Collection Agency to be appointed for the purposes of sample collection.

LE3 Identify the WADA Accredited Laboratory, which will receive and analyze the collected samples.

LE 4 Outline the plans for an anti-doping education programme.

Additional Information

LE5 Please provide any additional information you may wish to include in relation to this Section.

2.8 Media Coverage - Broadcast and Press

General Requirements and Information

Broadcast

LOCs should acknowledge the importance of ensuring broadcasting and the widest possible worldwide audience of the Championships. The broadcast interest for athletes with a disability has grown exponentially.

While all Championships **Broadcasting Agreements** will be negotiated by and concluded with the IPC, the LOC is responsible for contracting an entity to serve as the Championship Broadcasting Organization ("**CBO**"). The CBO is responsible for delivering the broadcasting services for the Championships including the production of footage. The CBO will produce the footage and international signals of the Championships to a standard and scope as outlined in the IPC Guidelines (Schedule 4 of the Host Contract). The IPC will be responsible for the distribution of this footage.

The LOC will be responsible for the costs of the CBO and must make available to the CBO, and any additional production team provided by the IPC, all facilities, support services and other basic requirements for the audio-visual broadcasting of the Championships. All such facilities, services and other requirements for the broadcasters, as well as general infrastructure for their use shall be provided free of charge by the LOC unless expressly specified by the LOC and approved by the IPC.

All Broadcast signals (including sound and picture) or other material and data related to the Championships produced by, or on behalf of, the CBO shall be copyrighted in the name of the IPC and the LOC must assign all rights it may acquire in any broadcast footage of the Championships to the IPC and must agree to procure a copyright (and other rights) assignment in favour of the IPC from the CBO.

Press operations and facilities

Press coverage is also a key to successful Championships. The LOC is required to plan and provide a Main Press Centre (MPC) for the Championships, which will serve as the primary working place for media personnel at the competition. Depending on the location and the facilities available, this can either be at or near the competition venue or alternatively at another location such as the city centre or main press accommodation centres. The facilities must include suitable access to the competition venue, press conference room, internet access in the

Media Centre and on the press seats, tabled press stands, press access to catering, a photographer working room and other facilities required for the implementation of the Championships Media Services as stipulated in the IPC Guidelines (Schedule 4 of the Host Contract).

Responses Required

Broadcast

BP1 Describe the LOC's concept and plans for broadcast coverage of the Championships.

Press facilities

BP2 Describe your concept for the Main Press Centre, including the following elements:

- a. Location and size of the proposed facilities and the reason(s) for the choices of sites
- b. Whether they are existing facilities or to be constructed
- c. Provide a letter from the venue owner confirming the venue will be provided Clean and is available for the Championships period.

BP3 Provide an overview of the standard facilities that will be provided in the press centre at each venue.

Additional Information

BP4 Please provide any additional information you may wish to include in relation to this Section.

2.9 Communications and Promotion

General Requirements and Information

The communications and promotion of the Championships are critical in providing a positive image and clear public and media understanding prior to, during and after the Championships. A close and open relationship between the LOC and the IPC is essential in this regard. In addition to the obligations outlined in the Host Contract this Section requires the LOC to outline its communications activities that will help raise awareness of the event locally, nationally and internationally in the build-up to the Championships and how that interest level will be maintained during and afterwards.

- Promoting the development of the spiritual values and sport merits of the Championships athletes including, but not limited to social, educational, aesthetic and moral aspects;
- Planning and implementing Ceremonial activities (i.e. Opening Ceremony, Closing Ceremony and Medal Ceremonies); and
- Planning and implementation of a comprehensive Look of the Championships Programme.

The ceremonial and cultural activities of the Championships provide an opportunity for the LOC to give the Championships a local, regional and national identity. In past Championships educational opportunities have played an important role for LOCs, building a close connection within schools and educational institutes in the host country that have allowed for the broad promotion the IPC, the Paralympic Movement, the sport and the Championships and have generated interest and spectators.

Responses Required

Championships communications and promotion

CP1 Describe how is it proposed that the LOC works with the IPC during the planning and operational phases of the Championships, including the use of existing media, new media and websites.

CP2 Outline briefly any major promotional events that would be undertaken to raise awareness and describe the communications programmes you intend to set up during the years leading up to the Championships.

CP3 Provide any further information on support available from local tourism authorities and other relevant government development agencies.

CP4 Describe your plans for the ceremonial activities (Opening, Closing and Medal) to take place during or prior to the Championships.

CP5 Describe your plans for the Look of the Championships programme to take place during or prior the Championships and letters of guarantees from local, regional and national public authorities to support and contribute to such a programme.

CP6 Describe any educational programmes that will be established in schools during the years leading up to the Championships.

Additional Information

CP7 Please provide any additional information you may wish to include in relation to this Section.

2.10 Commercial Rights

General Requirements and Information

The IPC will grant a licence to the LOC to use the IPC Championship Rights and the Championship Proprietary Rights (the “Commercial Rights”) within the host Country for the organization, exploitation, marketing and commercial activity of the Championships. These rights are defined under the provisions outlined in the Host Contract and subject to the conditions of the IPC International Programme Partners, also outlined in the Host Contract, and are granted for the purposed of staging and financing the Championships.

All and any revenues raised through the exploitation of the Commercial Rights by the LOC must be applied to financing the Championships with any surplus divided between the Parties as stipulated in Section 2.9 of this bid application and in the Host Contract. The revenues include the following:

- the revenues generated by the LOC by their own sponsorship programme, the marketing of on-venue advertising and advertising in official publications relating to the Championships,
- the revenues generated by the LOC in the host country by the sale of licensing products relating to the Championships; and
- the other revenues generated in the host country by any other form of exploitation, marketing or commercial activity involving the Championships.

Prior to raising any revenues for the Championships, the LOC is required to develop a Marketing Plan and have it approved by the IPC.

Responses Required

CR1 Confirm that the LOC recognises and accepts the obligations and constraints of the LOC Commercial Rights as stipulated in the Host Contract.

CR2 Provide detailed information on existing commercial relationships held by the LOC itself, including broadcast, sponsorship, merchandising, hospitality and other such commercial arrangements.

CR3 Confirm that the LOC has not entered into any agreements with commercial third parties granting any options which could jeopardise, prevent or impinge upon the fulfilment of any element of the Host Contract or the constraints of the LOC Commercial Rights.

CR4 Identify any potential commercial partners for Championships that may sponsor the Championships.

CR5 Specify any constraints (e.g. local, regional or national legislation) which may exist and that may impact on the LOC Commercial Programme, including any potential category restrictions and the reduction of ambush marketing.

Additional Information

CR6 Please provide any additional information you may wish to include in relation to this Section.

2.11 Ticketing

General Requirements and Information

An effective and well-managed ticket programme is essential to the overall success of the Championships. The LOCs objectives for such a programme should be to promote the Championships as a valued property, to fill the competition venue with spectators for as many sessions as possible and to contribute to the LOC's revenue.

Responses Required

TK1 Outline your proposed ticketing strategy, including compliance with competition and regulatory authorities and provide proposed ticket prices in Euro and your local currency. This should include statements rationalising the ticket pricing concept.

TK2 Describe how you intend to cultivate local support and interest within the local, regional and national areas.

TK3 Indicate what entities will manage ticketing operations (e.g. will it be done in house or contracted to a third party).

TK4 Specify any legislation which may impact on the ticketing sales and marketing strategy.

Additional Information

TK6 Please provide any additional information you may wish to include in relation to this Section.

2.12 Finance and Taxation

General Requirements and Information

This section seeks to establish the reasonableness of the financial plan/ budget developed for the Championships.

Championships Financial Arrangements

The BA must agree to the following conditions:

- a) All costs of the Championships will be met by the LOC.
- b) A signing fee of 2,500 Euro payable to the IPC at the time of signing the Host Contract. The amount of the bid application fee previously paid will be deducted from this amount.
- c) Any financial surplus resulting from the celebration of the Championships will be distributed 60% to the LOC and 40% to the IPC.
- d) The IPC will pay the LOC a subvention grant to be determined through the BAs preliminary Budget estimation as a contribution to the delivery of the Championships. The payment schedule and conditions of grant will be established in the Host Contract.
- e) The LOC may not charge any fee to any athletes, NPC team officials or other accredited groups for entry to or for the provision of services (unless otherwise specified in the Host Contract).

Bid Application costs

All costs incurred by the BA during the bid application process and associated with the bid application shall be borne in total by the BA. No retrospective allocation of bid application costs shall be attributed to the Championships budget for the successful BA.

Championships Operating Budget (Championships Budget)

BAs must include in the bid application a detailed operating budget (revenues and expenses) related to the organisational arrangements for the Championships. This budget should follow the structure set out in Schedule 5. It should be realistic and accurate, following full consideration of each line item. The budget is prepared and managed by the BA and must be formally approved by the IPC. In order to obtain verifiable and comparable data, budgets should be prepared on the basis of economic conditions existing at the time of the bid application. The possible inflationary and currency effects will be analysed by the IPC. All budget figures must be

provided both in local currency and Euro, in 2015 prices, with the exchange rate specified and used consistently in all information (please reference www.oanda.com).

Proposal on how the BA plans to mitigate the variations between local currency and Euro or if the BA has a hedge strategy in place to face the challenge of currency variations must be submitted to IPC.

In relationship to value-in-kind (VIK) despite it recognised that a number of commercial arrangements with sponsors and suppliers for the Championships may contain elements of VIK which may reduce the total cost of organising the Championships, at this stage the line item or revenue estimates should exclude any VIK valuation.

The BA should provide separately from the Championships budget mentioned above details on any capital investment from a local, regional and/or national public/private agency (ies) required to conduct the Championships.

Taxation

A critical element of the financial management of the Championships is the identification and minimisation of the impact of taxation on the Championships, for the benefit of all parties. This Section requires an analysis of the taxation environment for such an event as the Championships and details on all forms of taxation which may have an impact, and how this taxation impacts on the budget, the organisational and political structure of the organising committee, and general organisational planning and operations. These must include corporation tax, income tax, Value Added Tax (GST, VAT, etc.) and any existing tax exemptions.

Responses Required

Championships budget

FT1 Provide a letter confirming that the BA agrees to the financial conditions of the Championships.

FT2 Complete a proposed Championship budget using the budget structure included in Bid Application Appendix 3.5.

FT3 Proposal on how the BA plans to mitigate the variations between local currency and Euro or if the BA has a hedge strategy in place to face the challenge of currency variations must be submitted to IPC.

Taxation

FT4 Provide details on the likely impact of local and international taxation for the IPC, NPC delegations and other accredited people.

FT5 Outline the tax regime you expect the LOC, including any structure established for the purposes of planning and organising the Championships, to be subject to.

FT6 What impact will the tax status of this entity (whether fully taxable or tax exempt) have on the operations of the LOC and the Championships in the various fields of taxation.

FT7 Provide confirmation on how your tax authorities treat tangible and intangible rights and in particular fees payable by the BA/LOC to the IPC and broadcasting and marketing rights. In particular outline how any taxes would be levied in relation to the sums of money paid to the IPC by third parties who have bought television rights or marketing rights relating to the Championships and the IPC's contribution to the LOC.

External financial support

FT8 Provide full details of any financial support that has been or will be obtained from local, regional and national public authorities, including letters officially confirming such support.

Additional Information

FT9 Please provide any additional information you may wish to include in relation to this Section.

2.13 Insurance and Risk Management

General Requirements and Information

A comprehensive risk management and insurance programme is a critical element of the organization of major events such as the Championships. The insurance programme shall name the LOC and the IPC as joint assured parties in respect of their respective potential liability to any third parties. This Section requires the BA to detail the risk management plans and to indicate the proposed insurance programme for the Championships that meets the minimum levels established in the IPC Guidelines (Schedule 7 of the Host Contract).

Public/product liability insurance

The LOC would be expected to have in place throughout the Championships appropriate public/product liability for all Championships events. This would cover legal liability for loss of or damage to property and death of or injury or disease to persons happening in connection with the Championships.

Professional indemnity insurance

The LOC will be expected to have in place adequate professional indemnity insurance to indemnify the IPC in respect of the Championships for any neglect, error of omission occurred or committed by the LOC's employees or any other person, firm or company acting jointly with the LOC.

Medical insurance cover

The LOC will be expected to ensure that adequate medical insurance coverage is in place for accredited individuals for any emergency and first aid cost occurring during the Championships, including coverage for repatriation of patient or body if such condition occurs. The precise monetary amount will vary from country to country but will be based in the first instance on the level of medical insurance cover provided for major Championships in that country.

Other insurance

The LOC will be required to have in place other general insurance cover for its normal activities, which would include motor vehicle coverage, goods in transit coverage, computer coverage and employer's liability coverage.

Responses Required

Public/ product liability insurance

IN1 Outline the public/product liability insurance to be put in place for the Championships.

Professional indemnity insurance

IN2 Outline the professional indemnity insurance to be put in place for the Championships.

Medical insurance coverage

IN3 Outline the professional medical insurance to be put in place for the Championships.

Additional Information

IN4 Please provide any additional information you may wish to include in relation to this Section.

2.14 Legacy

General Requirements and Information

All BAs should have a clear understanding of the motivations for hosting the Championships, which will serve to shape planning and operations. These goals commonly include the delivery of a Championships ‘legacy’, which leaves a positive impact in a range of areas for the LOC, the host city and the host country.

This Section allows the BA to outline these motivations and goals for the Championships, highlighting how they will impact on planning and operations.

Responses Required

- LG1 Specify the general legacy goals established for hosting the Championships.
- LG2 Outline the intended legacy specifically for IPC Ice Sledge Hockey in the host city, region and country.
- LG3 Outline the perceived importance of hosting the Championships in the host country for the world of IPC Ice Sledge Hockey.
- LG4 Outline how the IPC can help the BA achieve these goals.
- LG5 Outline the perceived impact of these legacy goals on planning and operations.

Additional Information

- LG7 Please provide any additional information you may wish to include in relation to this Section.