



## **Bid Application Questionnaire**

**2016 IPC Ice Sledge Hockey European Championships**

June 2015

**International Paralympic Committee**

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## Part 2 Questionnaire

Please complete the questionnaire by filling in the space provided. Please refer to the General Bid Application document for more detailed information regarding required responses. The question codes correspond to the question code indicated in the General Bid Application document.

### 2.1 Local Organizing Committee (Details, Staffing and Structure)

LD1 Details of Bidding Authority (BA)	
Name BA:	
Address:	
Telephone, fax, email:	
Principal Officers:	
Proposed contact person and position:	
LD2 Letter signed by two (2) principal officers of the BA	
Attached:	Yes No
LD3 Letter signed by the President/Secretary General of the NPC	
Attached:	Yes No
LD4 Is a special purpose company, joint venture or other legal entity (government or state agency) proposed as the Local Organizing Committee (LOC)?	
If yes, provide full details:	Yes No

<b>LD5 Outline the organisational structure (organisation chart, key linkages, external agencies)</b>	
<b>LD6 Outline the roles and responsibilities of personnel in key roles in the organisation</b>	
<b>Outline the plan related to recruitment, training and usage of volunteers for the Championships</b>	
<b>Refer to: LD7/8/9</b>	

## 2.2 Local, Regional and National Support

<b>NC1 Describe the role that local, regional and national public authorities will play in the support, preparation and hosting of the Championships.</b>	
<b>NC2 Provide any written guarantees obtained from the specified local, regional and national public authorities regarding their support and commitment (Guarantee A)</b>	
<b>Attached:</b>	Yes                      No



### 2.3 Championship participation and schedule

PS1 Specify the proposed dates for the Championships				
Please fill in the table:	<b>Activity</b>		<b>Scheduling</b>	
			<b>Start</b>	<b>Finish</b>
	Arrivals			
	Training			
	Classification			
	Opening Ceremony			
	Competition Days			
	Duration of the event			
	Closing Ceremony			
	Departure			
PS2/3 Why have these dates been selected? Are there any major events in the region prior to/during/after 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)				
<b>Attached:</b>	Yes	No		

### 2.4 Championship Competition Venues

Provide overview of the competition venue		
<b>CV1 Letter attached: (Guarantee D)</b>	Yes	No
<b>CV2 Venue ownership:</b>		

<b>CV3/4/5</b>	Date of construction:	
	Date of major refurbishment:	
	Accessible overlay required:	
	Total seating capacity:	
	Planned redevelopment (incl. status of any approvals)	
	Current usage:	
	Major competitions held in last 2 years:	
	Any restrictions/challenges (i.e. noise, lighting, scheduling...)	
<b>Provide information on venue plan</b>		
<b>CV6 Venue plan attached:</b>	Yes	No
<b>Provide information on field of play specifications, scope and certification</b>		
<b>CV7</b>	<i>Note: Refer to <a href="#">IPC ISH Rules</a> (Chapter 2)</i>	
<b>Provide overview of facilities in the venue for athletes, officials and IPC officials</b>		
<b>CV8-12</b>	Changing rooms (size and location)	
	Warm up areas (size and location)	
	Facilities for officials	
	Medical facilities	

	Anti-doping	
	Equipment storage	
	Scoreboards and videoboards	
	Floodlighting	
	Timing and scoring systems	
<b>Provide an overview of planned broadcasting services and facilities</b>		
<b>CV13</b>	Availability of power supply/backup	
	Television camera facilities and positions	
	Commentary positions and facilities (TV & radio)	
	Press conference and interview rooms	
	Broadcast facilities	
	Existing IT/infrastructure	
	Area for press centre and accreditation centre	
	Hi-speed internet access	



<b>Provide an overview of planned media services and facilities</b>		
<b>CV14</b>	Facilities	
	Press tribune positions	
	Mixed areas/zones	
	Press conferenece facilities	
	Photographer working facilities	
	Photographer positions around the FOP	
	Plan to establish media centre?	
	Existing IT/infrastructure	
<b>Provide information related to public access (distance from city centre, travel time, parking, public transport etc.)</b>		
<b>CV17</b>		
<b>Describe the accessibility provisions at the venue (i.e. access to the venue, space for wheelchair spectators, ramps, lifts, accessible toilets etc.)</b>		
<b>CV18-21</b>		

## 2.5 Championships Training Venues

Provide list of proposed training venues including distances from competition venue and accommodation. Has the owner confirmed that the venue can be used for the Championships?	
TV1-3	

## 2.6 Championships Services

Provide an overview of the accommodation type and services to be provided to IPC officials, officials and teams including costs, accessibility, services and standards	
CS1-3	
Provide an overview of the catering services to be provided to IPC officials, officials and teams	
CS4	
Provide an overview of the transportation provisions including travel times, modes of transport, airport transportation for teams, officials and IPC officials	
CS5/6	
Provide information on any other services:	
CS10 Laundry: CS11 Medical services	

<b>NC8 Medical legislation</b>	<i>Specify the legislation in force in your country concerning the practice of medicine by foreign practitioners.</i>
<b>CS12 Security:</b>	

## 2.7 Anti-doping

Provide information on anti doping programme	
<b>LE1-3</b>	
<b>LE4</b>	

## 2.8 Media coverage – Broadcast and press

Describe the organising committee's concept and plan for the broadcast coverage	
<b>BP1</b>	

## 2.9 Communications and promotion

Outline briefly the a) planned promotional events that would take place to raise awareness of the event (e.g. media, public events, education programmes) b. plans for opening, closing and medal ceremonies c. Plans for the look of the Championships

CP1-7

## 2.10 Commercial rights

Provide information on a) existing commercial relationships and agreements b) potential commercial partners and sponsors c) any potential constraints that may impact on the LOC commercial programme

CR1-6

## 2.11 Ticketing

Outline the proposed ticketing strategy for the Championships

TK1-4

## 2.12 Finance and taxation

Provide a proposed Championship budget

FT2 Budget  
attached:

*Note: use template provided*

Yes

No

List any challenges that you might face with regards to currency variations and taxation	
FT3-7	
If you are planning to obtain any external financial support please include a letter from the authority confirming such support	
FT8 Letter attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2.13 Insurance and risk management

Outline the planned insurance provisions including public/product liability insurance, professional indemnity insurance and professional medical insurance	
IN1-4	

### 2.14 Legacy

Specify the general legacy goals established for hosting the Championships and outline the perceived importance of hosting the Championships for your country and for the world of ice sledge hockey	
LG1-7	

## 2.15 Verification

<b>For the Local Organising Committee (LOC):</b>	<p>I, (LOC representative name)</p> <p>hereby verify that the information provided is accurate and truthful.</p> <p>Signature:</p> <p>Position:</p> <p>Date:</p>
<b>NPC Endorsement:</b>	<p>I, (NPC representative name)</p> <p>hereby verify that the bid application submitted by (LOC name)</p> <p>is supported and endorsed by the _____ (NPC)</p> <p>Signature:</p> <p>Title:</p> <p>Date: _____ NPC stamp: _____</p>

Please return the application together with all the attachments to IPC Ice Sledge Hockey (fax/email).