



*Badminton
Pan America*

APPLICATION TO HOST

PAN AM PARA BADMINTON CHAMPIONSHIPS 2025

OCT - 2025

Badminton Pan America is opening a bidding process to host its Continental Para Badminton Championships.

Deadline for submission of bid documentation to BPAC, **Thursday June 13th, 2024**

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Introduction

BPAC welcome receiving bid application documents which are electronic – such as Power Point Presentations, Videos or PDF documents.

*Please consider that this document is an **example**, not a form or template, so please **create** your own document to be submitted*

As a minimum, those wishing to host the **Pan Am Para badminton Championships 2025**, must include the requested information below which is also explained with examples for applicants complete understanding.

Only can apply those Member Associations who have not hosted the last edition of the Para badminton Continental Championships.

All applications must be sent to the following email addresses:

bpac@badmintonpanam.org

events@badmintonpanam.org

This bidding document is divided in three parts as follow:

- I. Instructions and minimum information to be include in the bidding.
- II. Host responsibilities and commitments.
- III. Bidding timetable and other considerations.

I. Instructions

1. Contact Details

- **Name of the organization:** Name of the Member Association who is bidding for this tournament.
- **Name of the Main Contact:** Write the name and position of the person who is representing the Member Association, e.g., President, General Secretary, Other.
- **Email address:** Provide the one that is active and used currently.
- **Phone number:** Provide Local and mobile phone numbers.
- **Address:** Provide address and postal code of the applicant Member Association.

2. Proposed City & Venue

- Name of the proposed city.
- **Overall Information of the city:** Write a brief description of the city, location, weather, temperature, altitude (asl), culture, currency and any other information that you consider should be mentioned.
- Name and photo of the venue.
- Write a brief description of the venue, capacity, facilities, structure, distance from the official hotel and any other information that you consider should be mentioned.
- Include a geo localization map of the venue.

3. Experience hosting Badminton Events

- What experience do you have hosting National or International badminton tournaments?

Write a brief description about Badminton tournament which you have hosted in your country (National or International).

include a chart with the list of badminton tournaments that you had held during the last two years

- What kind of experience do your key personnel have?

Write a brief description about your key personnel involved in the organization of this Pan Am Para badminton Championships 2025.

4. Outcomes for hosting this Event.

- What are the outcomes for your organization in bidding for the Pan Am Para badminton Championships 2025.?

Write a description about the outcomes, regarding development, tournament structure, sponsorship and others.

- What do you want to achieve by bringing the event to your region?

Write a description about the benefits to run this event in your country for the region.

- Explain how this event would assist in regional development in the following aspects:

- Players.
- Events organization skills.
- Management knowledge.

Write your expectations about your contribution for the region.

5. Venue and other major aspects

- Name of the proposed venue
- Address
- Had Continental or International badminton tournaments played before? (if so, please provide a detailed chart, listing the main events)
- Capacity and measures: (Describe the following aspects of the venue)
 - Size of the playing area (FOP) in meters.
 - Height of the hall at the lowest point over the playing area (in meters).
 - Seating capacity.
 - Is there air conditioning? Does it affect air movement the field of play?
 - What are the sizes of the largest rooms within the venue (typically used for shared operation office, media room, secretariat room).
 - Include a venue layout as an annex for your bidding.

6. Accommodation & Services

- What range of hotel accommodation will be provided? State likely process per room in US\$, inclusive of all local taxes and breakfast.
- What kind of booking system will be used? Through LOC/Hotel Direct?
- Will deposits be required in advance? And is so, what be the refund possibilities for early departure or cancelation?
- **Specify** the number of wheelchair accessible rooms that you can offer.

- Is there a possibility of self-catering accommodation? If so, please write details.
 - What kind of restaurants and rates are available close to the hotel and venue?

7. Transportation

- Name of the main/closest international airport (point of arrival)
 - Describe the distance in time and kilometers from the airport to the official hotel(s).
 - Describe the kind of transportation service that you will offer to all participants at the arrival.
(Airport/Hotel/Airport)
- What kind of transportation will offer during the competition?
 - Please specify the several types of transportation and capacity that you will provide in this event for all participants.
 - Is there accessible transportation?
- Specify if there are other kind of transportation services which the participants can use by their self.

8. Medical Services

- Medical services at the venue
 - Describe the kind of medical service that you will implement for all the participants at the competition venue, besides the on-court doctor and ambulance which are mandatory.
 - Is at the venue an equipped medical room?
 - Is at the venue first aid assistance?

- Medical Services out of competition venue
 - List all the main hospitals and clinics which can receive players or other foreign participants, which accept international insurance.

II. Host responsibilities & Commitments

All costs must be borne by the host

9. Venue

- Include an official letter from the venue Management / Owner, granted the venue for the tournament.
- Must be available three days before the beginning of the competition one day for BPAC equipment installation and set up and two days for **official training and classification process**, medical services and transportation **must be provided** for athletes, coaches and officials during those days.
- Must have enough space for 8 (5 court mats & 3 wooden) competition and 4 warm-up courts (2 synthetic mats & 2 wooden), ideally with a wooden sprung flooring. But if not, any other shock absorption flooring system.
- Consider a minimum of 2.5 meters, clear space surrounding all the sides of the court mats. This space is a minimum space requirement between any two badminton court mats placed side by side.
- Good lightning intended for, and a minimum of 1.000 lux. Suitable for badminton.
- All sources of daylight or sunlight behind or along the sides of the court should be eliminated in the best possible way.

- Two medical room equipped, for classification proposes, three days before the beginning of the tournament.
- If air conditioned or heating will be used, there should be minimal effect on the shuttle flight.
- Changing rooms & bathrooms designated for athletes, TOs (Men & Ladies) , separated from the public.
- Designated areas, VIP, Athletes, Delegates, spectators, emergency exits, etc.
- Arrange four (4) baskets for athletes' equipment, per each competition court.
- On court TOs chairs, chairs for Umpires (elevated), Service Judges, Line judges, Coaches and other personnel which is required to sit close to the court.
- Mops and towels, two (2) of each per each competition court.
- Net height measure devise.

10. Technical Officials

- National Officials & Staff
 - Nominate a National Technical Coordinator, which will be the contact link between BPAC and LOC.
 - Provide six (6) local umpires (BPAC Level preferable)
 - Provide minimum of twenty-four (24) local Line judges, from the beginning of the tournament.
 - Provide a desk control staff personnel as follow:
 - One (1) match control (Tournament Software Operator)
 - One (1) announcer. (English & Spanish preferable)
 - One (1) shuttle control.
 - Five (5) streaming assistants.
 - Provide accommodation and meals for all out-of-town national TOs, as per your discretion.

- International Technical Officials and BPAC Staff
- Referees
 - Provide two (2) single rooms at the official hotel (nine (9) nights each). Breakfast included.
 - Pay a daily allowance of US\$100.00 per day for each of the two Referees per twelve (10) days.
 - Total estimated for referee allowance US\$2,000.00
- Umpires
 - Provide five (5) double rooms (two (2) beds per each room) at the official hotel. (seven (7) nights). Breakfast included.
 - Pay a daily allowance of US\$80.00 per day for each of the ten (10) Umpires for eight (8) days.
 - Total estimated for umpire allowance US\$6,400.00
- ITOs Meals and Snacks
 - Provide to all ITOs including assessors, meals and snacks while they are on duty as Meetings, Training courses and others.
 - Provide to all ITOs including Assessors meals and snacks during the competition hours.
 - In the case that the playing hours **extend after 18:00h**, provide dinner at the venue for all ITOs including Assessors.
- BPAC Staff
 - Provide two (2) single rooms at the official hotel. (eleven (11) nights). Breakfast included.
 - Provide one (1) double room (two beds) at the official hotel. (eleven (11) nights). Breakfast included.
 - Provide one (1) double room (two beds) at the official hotel. (nine (9) nights). Breakfast included.

- Other facilities
 - Provide meeting room into the competition venue close to the courts for TOs daily briefing.

11. Security

The **Local Organizer Committee** must arrange the appropriate security measures to control access in particular, appropriate security must be ensured in the playing area /FOP. Including any necessary stewarding and accreditation of players, officials and others attending the event.

Include with the proposal a documents that guarantees the acknowledge and support of the Authorities if the city during the days in which the competition is carried out.

12. Accreditation

The host Association is responsible and **must provide accreditation for all participants** and personnel involved in the event (LOC, Staff, Teams, TOs, Delegates, etc.), who are allowed to access in different/several areas.

13. Accommodation

Liaise with the official hotel(s) and make necessary coordination as the responsible organization in favor of the participant Associations, according to the invitation sent out. Host Member Association will do its best effort in getting preferential rates for the participants.

14. Medical Support

- **Provide** first aid and assist in other medical needs to the Teams, Delegates, TOs and Staff. In case further care is need by individual, the cost should be covered personally or by their insurance.
- **Provide** an on-court doctor who **must** be always present during **official training and competition**. And must be situated close to the FOP and Referee.

- Provide an ambulance and emergency plan to always attend any emergency during training and competition.

15. Transportation

- Provide transportation between the airport (main official point of arrival to the official hotel for all players, staff and TOs, that staying at the official hotel.
- Provide transportation between the official hotel, venue and training venue (if is necessary)
- Separated transportation unit must be provided for TOs and BPAC Staff, to the venue and the way back, this transportation´s schedule will be provided by BPAC according to the competition schedule.

16. Insurance

The LOC must have civil and public liability in place for the tournament and must insure against other risk as deemed fit.

17. Water and Snacks

Provide enough but no limited bottled water and snacks at players and TOs lounge during all training and competition days.

18. Ceremonies

- There is a requirement to have an opening and awards ceremony. (These activities must be coordinated and approved by BPAC)
- All medals must be presented; it is recommended to have a national anthems played, and national flags raised.

19. Official Logo and usage

BPAC will grant the right for the LOC to develop a dedicated tournament logo to use together with the official Continental Event Tournament Logo for marketing and merchandising purposes.

20. Equipment in the venue

■ Match control

- Two (2) laptops compatible with Tournament Software.
- Laser printer and copy machine (with enough supply of toner).
- Internet access to desk control and Referees.
- Sound system equipment with enough capacity to cover all the venue.

■ Streaming production and rights

- Badminton Pan Am owns all the streaming and TV rights for Pan Am Para badminton Championships 2025.
- *The Candidate Association must include in their proposal information about dedicated internet access (20mbps upload speed minimum) service must be provided from two days before the beginning to the final day of the competition.*
- *The Candidate Association must provide the following additional equipment:*
 - (2) Laptops Windows OS and power Point software with HDMI port.
 - (6) 14" to 20" TV Screens. (HDMI ports)
 - (6) Camera platforms, height to be defined in accordance with the FOP layout.
 - (6) staff personnel or volunteers to operate the streaming system through the event.
 - Venue layout indicating the power sources and camera positions in/on court.

■ Live Score equipment

For the Para Pan Am Championships 2025, BPAC will use the Live Score system, the applicant candidates should provide all the requested hardware as follow:

- (1) Router 5g – Coverage range 50 meters minimum.
- (10) Tv screens 50" or more.
- (2) Laptops Windows OS.
- (10) HDMI cables 1.5 mts length.

- Full CAT6 cable roll x 400 mts.
- RJ45 connector pack x 50 units.
- (15) Power extensions 15mts each.

Additional details and specifications will be coordinated together with BPAC office.

■ Court equipment sponsor.

The official court equipment sponsor for BPAC is YONEX. The product categories of the shuttlecocks, court mats, posts and nets are exclusive to YONEX at the venue.

A space for stringing facility managed by YONEX should be provided free of cost and should be close to warming-up area. This will be providing stringing service at a cost for the participant players. A space for display and sales stand for YONEX should be provided free of cost inside or at the entrance of the venue.

21. Website, Official Communications, and results.

The applicant candidate may set up and run a website for the Tournament.

BPAC must have full access to all video and graphic material which could be produced by the LOC.

III. Bidding timetable and other considerations

22. Bidding timetable and process

- March 22nd, 2024
 - Opening for Member Associations to bid.
- June 13th, 2024
 - Deadline for submission of bid documentation to BPAC.
- June 17th, 2024
 - BPAC will post the list of candidates on BPAC website.
- June 24th, - 27th, 2024
 - BPAC ExCo will meet to decide and approve the host for Pan Am Para badminton Championships 2025.
- July 4th, 2024
 - BPAC office will announce the final decision.
- July 25th, 2024
 - BPAC office will contact the winner Member Association to arrange the organization agreement between BPAC and the Host Country.

23. Other Considerations

23.1. Technical visit, BPAC in coordination with the selected Host will run a Technical visit, the Host must provide the following:

23.1.1. Accommodation (2) nights at the expected official hotel for one (1) person.

23.1.2. Internal transportation (Local mobility, Airport, Hotel, venue and other points if it is necessary)

23.1.3. Guarantee access to the competition venue.

23.1.4. Provide layouts and set up plan for FOP, training and other facilities.

23. 2. Due to internal consideration BPAC ExCo could chose a second option as a reserve to host the **Pan Am Para badminton Championships 2025**, in case that the first option cannot adequately deliver the event.

Annex 1. lists examples

Accommodation

Hotel Name 1

ROOM	RATES (USD\$)	COMENTS
Single occupancy	USD\$ 000.00	Bed size
Double occupancy	USD\$ 000.00	Two beds or shared beds
Triple occupancy	USD\$ 000.00	Three beds or a different configuration
Additional services		Eg. Free internet access, gym, swimming pool, and other services which could be included.
Distance to the venue		Specify distance in Kilometers and estimated time.

Hotel Name 2

ROOM	RATES (USD\$)	COMENTS
Single occupancy	USD\$ 000.00	Bed size
Double occupancy	USD\$ 000.00	Two beds or shared beds
Triple occupancy	USD\$ 000.00	Three beds or a different configuration
Wheelchair (accessible)		Number of available rooms
Additional services		Eg. Free internet access, gym, swimming pool, and other services which could be included.
Distance to the venue		Specify distance in Kilometers and estimated time.

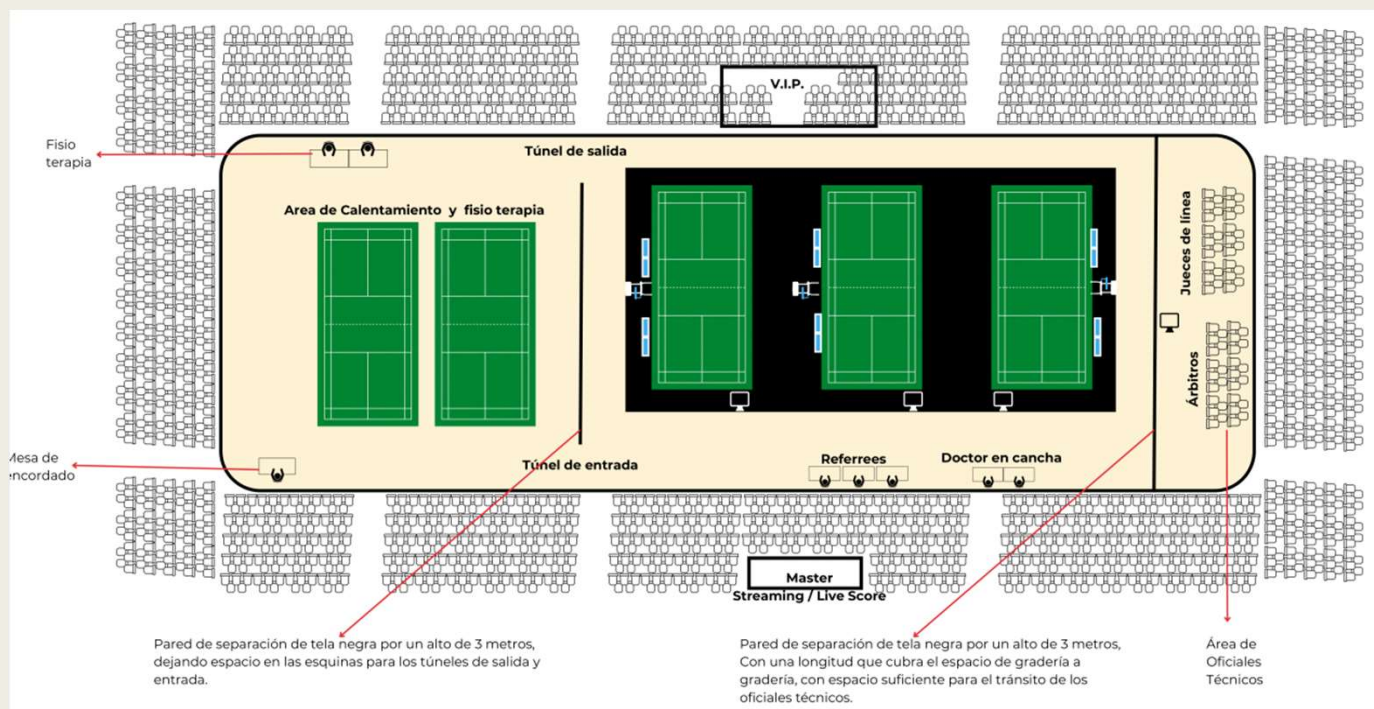
Restaurants

RESTAURANT	ESPECIALITY	RATES (average per person)	DISTANCE (MTS)
VOS	Pizza & Pasta	USD\$ 10.00 to 30.00	200 mts
GRATTACHECA	Mediterranean	USD\$ 15.00 to 50.00	200 mts
TAMBOR	Local food	USD\$ 3.00 to 15.00	400 mts
Others	Eg. Delivery services by mobile app like UBER Eats, Glovo, Rappi and others		

Hospitals

NAME	DISTANCE (in time)	INSURANCE
North Clinic	10 min	E.g. Assist Card, Surared, International Assistance.
West Hospital	5 min	E.g. only receive Assist Card
South Hospital	20 min	E.g. Surared and International Assitance.

Annex 2. Layout examples



Annex 3. T0s & Accommodations charts

NTOs requirements chart

No.	NTOs	Number	Comments
1	Umpires	6	Preferable BPAC Level
2	Line Judges	24	Been at least 16 years old
3	Match Control	1	Have basic knowledge of Tournament Software
4	Announcer	1	Capable to speak in English & Spanish
5	Shuttle Control	1	Manage use of new and used shuttles.
6	Streaming Operator	6	Operate streaming equipment

Accommodation chart

No.	Room type	Number	Nights per room	Total nights
1.	Single (Referees)	2	9	18
2.	Single (BPAC)	2	11	22
3.	Double (Umpires)	5	7	35
4.	Double (BPAC)	1	11	11
5.	Double (BPAC)	1	9	9

Total nights required: 95

Annex 4. Expected schedule

Tournament Schedule

Day 1 - Venue set up:

- Streaming installation
- Livescore installation
- Courts set up
- Venue set up
- Medical rooms for classification set up
- Classification Meeting (National Players)

Day 2 – Classification and official training:

- Classification assessment (National players)
- Classification Meeting (International Players)
- Official training

Day 3 – Classification and official training:

- Classification assessment (International players)

Day 4 to 10 – Competition