

**Application to Host  
XXX Pan Am Junior Championships 2021  
July 15<sup>th</sup> to 23<sup>rd</sup>, 2020**

**Deadline for submission of bid documentation to BPAC, Thursday April 2<sup>nd</sup>, 2020**

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

The BPAC is happy to receive bid documents which are electronic – such as Power Point Presentations or PDF documents.

As a minimum, those wishing to host the **XXX Pan Am junior Championships 2021**, must include the information below (explained with examples for complete understanding).

Email this to the-mail addresses [bpac@badmintonpanam.org](mailto:bpac@badmintonpanam.org) / [events@badmintonpanam.org](mailto:events@badmintonpanam.org)

This bidding document is divided in three parts as follow:

- I. Instructions and minimum items to include in the bidding
- II. Host responsibilities and commitments
- III. Bidding timetable and selection criteria
- IV. Other Considerations

## **I. INSTRUCTIONS**

### **(1) Contact details**

- ✓ **Name of the organization:** (Name of the Member Association)
- ✓ **Name of contact:** (Please write the name and include position of the person who is representing the Member Association) e.g. President, General Secretary.
- ✓ **Email address:**
- ✓ **Phone number:**
- ✓ **Mobile phone number:**
- ✓ **Address:**

### **(2) Proposed City and venue**

- ✓ **Name and photo of the proposed city:**



- ✓ **Overall information of the city:** Brief description of the city, geo location, weather, temperature, altitude (ams), culture, currency and other information that you consider to be mentioned.
- ✓ **Name and photo of the venue:**



- ✓ **Overall information of the venue:** Brief description of the venue, capacity, facilities, structure, accessibility distance from the official hotels and other information that you consider to be mentioned.

### **(3) Experience hosting Continental Events**

- ✓ **What experience do you have of hosting National or International Badminton tournaments?**

Make a brief description about Badminton tournaments which you have hosted in your country, also you can add other experience that you have running Badminton international tournaments.

**\*include a chart with a list of international badminton events that you have held\***

No.	TOURNAENT	CITY	YEAR
1.			
2.			
3.			

✓ **What Badminton experience will your key tournament personnel have?**

Make a description about your key personnel in the organization of this Badminton Continental Event and the experience that they have running international tournaments.

**(4) Outcomes for hosting the event**

✓ **What are the outcomes for your organization in bidding for the XXX Pan Am Junior Championships2020?**

Make 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?**

Make a description about the benefits to run this event in your country for the region. (cheaper air fares increase the participation, MAs cooperation and others).

✓ **Explain how this event would assist in regional development of players, of event management skills, of management knowledge.**

Share your expectations about your contribution for the region.

**(5) Stadium and other major aspects**

✓ **Name of the proposed stadium (venue)**

✓ **Address:**

✓ **Have Continental or International tournaments played here before? (list main events)**

✓ **Capacity**

Describe the following aspects of the venue:

- ✓ Size of the playing area (FOP) (meters)
- ✓ Height of hall at lowest point over playing area (meters)
- ✓ Anticipated number of courts
- ✓ Seating capacity
- ✓ Is there air conditioning? Does it affect air movement the field of play?
- ✓ What are the sizes of the three largest rooms within the stadium (typically used for shared operations office, media room, secretariat room)

## (6) Accommodation and services

- ✓ **What range of hotel accommodation will be provided? State likely prices per room in USD\$ (inclusive of all local taxes and breakfast)**

- ✚ List all the possible official Hotels as follow:

### 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.

- ✚ What kind of booking system will be used? / Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?

- ✚ Is there a possibility of self-catering accommodation? (if so, give details)

- ✓ **What kind of restaurants and rates are available close to the hotel and venue?**

- ✚ List the difference restaurants and rate average available for participants

E.g.

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		

## (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 hotels
- ✚ Describe the kind of transportation service you will offer for all the participants at the arrival (Airport – Hotel – Airport)
  
- ✓ **What kind of transportation will offer for this event?**
  
- ✚ Please specify the different kind of transportation and capacity you will use in this event for all participants as follow:
  - Shuttle bus
  - Bus
  - Others
  
- ✚ Specify if there are other kind of transportation services which the participants can use by their selves as follow:
  - UBER
  - BEAT
  - GRAB
  - Other

## **(8) Medical Services**

- ✓ **Medical services at venue**
  
- ✚ Describe the kind of medical service you will offer for all the participants at the competition venue, besides the on-court doctor and ambulance which is mandatory. (physiotherapy?)
- ✚ Is at the venue an equipped medical room.
- ✚ Is at the venue first aid assistance.
  
- ✓ **Medical services out of competition**
  
- ✚ List all the main Hospitals and clinics which can receive players or other foreign participant which accept international insurance.

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.

## **II. HOST RESPONSIBILITIES AND COMMITMENTS**

### **(9) Venue or Stadium:**

- Must be available at least 1 day before the beginning of the competition for official training day and transportation must be provided for athletes, coaches and officials.
- Have available two (2) warm-up courts.
- Must have minimum of 10mts in height (BWF 30 feet). Above the playing area / courts.
- Must have a minimum of eight (8) courts, ideally using wooden sprung flooring, but if not, with none-slip court mats (badminton markings only) on wooden or synthetic flooring.
- Courts must have minimum two (2) meters (BWF 7 feet) clear space surrounding all the outer lines of the court. This space is a minimum requirement between any two courts market out side by side.
- Good lighting intended for, and at a minimum of 1,000lux. Suitable for badminton.
- All sources of daylight or sunlight behind or along the sides or the court should be eliminated in the best possible way.
- If air conditioning or heating will be used, there should be minimal effect on shuttle flight.
- Changing rooms and bathrooms designated for athletes, TOs (Men and Ladies), separate from the public.
- Designate areas: VIP, athletes, delegates, spectators, emergency exits, etc.
- Have available four (4) baskets for athletes' equipment, per each competition court.
- Umpires elevated chair, chairs for line judges and coaches.
- Mops and towels available in each court.
- Net height measure ruler.

### **(10) Venue Availability**

- Ensure the availability of the venue from 2 or 3 days before the beginning the competition until day after the conclusion of the competition.
- Consider that the availability of the venue must be from 06:00 to 22:00 each day.

### **Key dates (days)**

- Day 0, in case that BPAC will be in charge of the Streaming production this day will be used to set up all the equipment required for streaming.
- Day 0 usually use to set up all the courts an venue.
- Day 1, Official training day and Team Managers meeting for team Event.
- Day 2, First day of team Event Competition
- Day 3, Second day of Team Competition
- Day 4, Third day of Team Competition (Team Finals and opening ceremony)

### **(11) Technical Officials**

#### **National Officials:**

- Provide ten (10) local umpires.

- Provide minimum sixteen (16) local Line Judges, for first two (2) competition rounds until Quarter Finals.
- Provide minimum twenty-four (24) local Line Judges, From Quarter Finals on.
- Provide a desk staff members as follow:
  - One (1) match control (tournament software operator).
  - One (1) announcer.
  - One (1) shuttle control.
- Provide accommodation and meals for all out of town national TOs, as per your discretion.

**BPAC Technical Officials:**

- **Referees:**
  - Provide two (2) single rooms at the official Hotel (eleven (11) nights each).
  - Provide meals and snacks at venue during each competition day for two (2) Referees
  - Pay a daily allowance of **USD\$80.00** for one (1) Referee for twelve (12) days.
- **Umpires:**
  - Provide five (5) double rooms (two (2) beds per each room) at the official hotel (eleven (11) nights each)
  - Provide meals and snacks at venue during each competition day.
  - Pay a daily allowance of **USD\$50.00** for each of ten (10) Umpires for ten (10) days.
- **BPAC staff:**
  - Provide one (1) single room at the official hotel (eleven (11) nights).
  - Provide two (2) double rooms (two beds per each room) at the official hotel (eleven (11) nights each).
  - Provide a meeting room for Team Managers meeting.
  - Provide a meeting room for TOs daily briefing at competition venue.

**(12) Security**

The venue must use appropriate security measures to control access in particular, appropriate security must be ensured in the playing area/ field of play, including any necessary stewarding and accreditation of player's officials and others attending the event.

Include within the proposal a document that guarantees the knowledge and support of the Authorities of the city during the days in which the competition is carried out and all its additional activities in such case.

**(13) Accreditation**

The Host Association is responsible and must provide accreditations for all persons involved in the Event, (LOC, Staff, Teams, TOs, Delegates, Security, Media, Medical staff, etc.), who are allowed access in different/several areas.

**(14) Accommodation**

Liaise with the official hotel and make the 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. Facilitate at the best rate possible a Meeting Room (40 people) to hold the Team Managers Meeting.

Provide an “information Desk / Hospitality Room” at the official hotel where accreditation can be made, daily information, updates and others. Available two (2) days before the beginning of the event until its conclusion.

Facilitate an area for pigeon Boxes to place information for each of the teams.

### **(15) Transportation**

- Provide transportation between the airport (main official point of arrival) to the official hotel for all players, staff and TOs, that are staying at the official hotel. (cost to be borne by the LOC).
- Provide transport between the official hotel, venue and training venue (if is necessary), (cost to be borne by the LOC).
- Transportation between the official hotel and venue must be provided according to needs of the event, consider number of matches, time schedule and number of participants. Transportation schedule must be approved by the Referee team and BPAC.
- Separate transportation unit must be provided for TOs and staff, to the venue and back, this transportation’s schedule will be provided by BPAC according to the competition schedule.

### **(16) Equipment in the venue**

- Workstation (computer)
- Printer / Copy machine (with supply of ink / toner and paper)
- Internet access for desk control.
- Sound equipment.

### **(17) Schedule**

Badminton Pan Am shall provide assistance and will work together with the Referee team, taking in consideration the needs of the LOC (opening ceremony, closing ceremony and others)

### **(18) Court equipment sponsor**

The official court equipment sponsor for Badminton Pan Am Continental Events is YONEX. The product categories of shuttlecocks, court mats, net posts and nets are exclusive to YONEX at the event.

Shuttles will be provided and if needed also, court mats on loan up to a number of four (4), the cost of transportation is responsibility and temporary custom expenses is responsibility of the local organization. No other court equipment brand will be allowed in the playing area, and banners and A-boards from YONEX should be positioned in every court.



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

**(19) Logo usage**

BPAC will grant the right for the OC to develop an Event logo and to use this together with the official CC logo for marketing and merchandising purposes – an identify for this event.

**(20) Medical support**

- Provide first aid and assist in other medical needs to the Teams, Delegates, TOs and Staff. In case further care is needed by any individual, these costs should be covered personally or by their insurance.
- Provide an on-court Doctor who must be present at all times during competition, in the venue, and he/she should be situated close to the Referee.
- Provide an ambulance or emergency plan to attend any emergency at all times during the competition.

**(21) Water**

Responsible supplies of bottled water drinking water must be available to all players and officials.

**(22) Insurance**

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

**(23) Ceremonies**

- There is a requirement to have an opening and closing ceremony. (these activities must be coordinated with BPAC).
- All medals must be presented; it is mandatory to have national anthems played and national flags raised.

**(24) Streaming production**

Badminton Pan Am will set streaming production of this event.

The LOC must provide at the moment of the agreement signature, information about dedicated internet access and costs in accordance with the information delivered by BPAC.

**(25) Website and reporting results**

The LOC may set up and run a website for the event.

**Badminton Pan Am** must have full access to results, for publication on its own website.

**(26) Additional activities**

- **BPAC TO Accreditation & Certification Assessment**
  - Provide two meeting rooms for theoretical part the day before to the beginning of the Team Event competition from 09:00 to 17:00 equipped as follow:
    - One with a capacity for 30 people.
    - Chairs and tables according with the number of people.
    - Video projector or TV set with HDMI connection.
    - One with a capacity for 10 people.
    - Chairs and tables according with the number of people.
    - Provide bottled water, hot water and coffee during all day.
    - Provide free Wi-Fi connection in all rooms.
  - Provide one meeting room during competition (day and time to be arranged with BPAC Assessors) equipped as follow:
    - Capacity for 30 people
    - Chairs and tables according with the capacity of the room
  - Provide three tables and chairs into the Field Of Play, for BPAC Assessors
- **Pan Am Academy**
  - Provide a training venue during five (5) days, available from 09:00 to 17:00 each day
  - Provide minimum 5 courts for training.
  - Provide bottle water or enough hydration for each participant and staff during all days.
  - Provide transportation for all Pan Am Academy participants and staff during all five days of training.
  - Provide Transportation Hotel – Airport for all Pan Am Academy participants.

**III. BIDDING TIMETABLE**

DATE	ACTIVITY
Monday January 27 <sup>th</sup> , 2020	Opening for Member Association to bid.
Thursday April 2 <sup>nd</sup> , 2020	Deadline for submission of bid documentation to BPAC, e-mail to <a href="mailto:bpac@badmintonpanam.org">bpac@badmintonpanam.org</a> , <a href="mailto:events@badmintonpanam.org">events@badmintonpanam.org</a>
Friday April 3 <sup>rd</sup> , 2020	BPAC office will post the list of candidates.
Wednesday 22 <sup>nd</sup> , 2020	BPAC Events Committee will recommend to BPAC EXCO, in accordance with the proposals received by the bidding candidates.
Wednesday, April 29 <sup>th</sup> , 2020	EXCO will approves the host of next Pan American Cup 2021
Monday, May 4 <sup>th</sup> , 2020	BPAC will announce the final decision from EXCO

Monday, May 11<sup>th</sup>, 2020

BPAC will contact the Host winner member Association to arrange the organization agreement between BPAC and Host country.

#### **IV. OTHER CONSIDERATIONS**

##### **(27) Second Alternative host**

Due to internal considerations BPAC EXCO could chose a second option which can be assigned as a reserve to host the tournament in case that the first option cannot run the event.