

# 2023 INAS GLOBAL GAMES BID AND EVENT SPECIFICATION



### 8.3 2023 INAS GLOBAL GAMES BID SPECIFICATION

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#### PART 1: GENERAL INFORMATION

##### 1. Introduction and Overview

The INAS Global Games are a multi-sport event for athletes with an intellectual impairment and the pinnacle event in the INAS programme.

The first games were held in 2004 and since then, the event has grown both in terms of sports and the number of participants. The 2023 Games will be the 6<sup>th</sup> edition of the Games.

The INAS Global Games provide a fantastic opportunity to showcase elite sport for athletes with an intellectual impairment and national culture, as approximately 1000 athletes can be expected to compete.

##### 1.1. Roles and responsibilities

The INAS Global Games are owned and governed by INAS and managed by the INAS Global Games Committee. The INAS Governing Board will select the winning host.

The winning nation will be supported by the INAS Global Games Committee who will give advice and guidance throughout the process. Further support will be given by the management team, Sports and other Committees as required.

##### 1.2. Confidentiality and conduct

In submitting a bid, INAS member nations agree to strict confidentiality throughout the bid application process. Bidding nations will not attempt to solicit support from Governing Board or other Committee members and INAS representatives. Bids must at all times observe the INAS Handbook including the Code of Ethics.

The successful host will ensure professional standards throughout the delivery of the event.

##### 1.3. Language

The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages, however English versions should take precedence.

##### 1.4. 2023 INAS Global Games Sports Programme

The INAS Governing Board will confirm the sports to be included in the medal programme together with any demonstration events no later than April 2021. As guidance, the organisers should make provision for:

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Athletics	Rowing (Indoor)	Taekwondo
Basketball	Rowing (Outdoor)	Tennis
Cycling (road)	Swimming	
Futsal	Table Tennis	

#### 1.5. Bid process and timetable

Bids should be made in accordance with the specification set out in this document, using the headings and sections in Part 2.

The timetable for the bid process is:

1 <sup>st</sup> February 2018	Bid process begins
30 <sup>th</sup> April 2018	Deadline for expression of interest
31 <sup>st</sup> May 2018	Confirmation of candidate nations by INAS
31 <sup>st</sup> January 2019	Deadline for receipt of bids
February/March 2019	Consideration of bids by INAS
June 2019	Announcement of winning bid

All bids will be considered by the Governing Board after advice from the Global Games Committee, Sports Committees and other relevant committees. A site visit may be organised to each bidding city to take place in February 2019. The cost of the site visit will be met by the bidding nation.

Bids should be sent no later than the closing date to the INAS Secretariat in electronic format ([enquiries@INAS.org](mailto:enquiries@INAS.org)). Only complete bids which address all areas of the bid specification will be considered.

Bids may include a visual presentation (in electronic format).

#### 1.6. Expression of Interest

INAS requests all nations who are considering a bid to submit an expression of interest no later than 30th June 2018. This should be made using the enclosed form and submitted via email to [enquiries@INAS.org](mailto:enquiries@INAS.org).

Expressions of interest/bids will only be accepted from the recognised INAS member organisation within a country who must be in good standing with INAS.

After assessing the expression of interest, INAS may choose not to invite all bidding nations to proceed to the full application should it be felt that a country is unable to meet the bid or event delivery requirements.

Full bids will only be accepted from those nations who have submitted the expression of interest (ie. candidate cities) and been approved as a candidate nation by INAS.

#### 1.7. Event Contract

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An event hosting agreement will be sent to the winning hosts and only when the contract has been signed by both parties should it be considered that the bid has been successful. The agreement will set out the responsibilities of the organising committee and must be followed carefully.

The agreement will set out the responsibilities of the host nation and any changes from the bid that affect the delivery of the event must be approved by the INAS Governing Board.

#### 1.8. Further resources

Reference MUST be made to the various INAS [policies and procedures](#) available on the INAS website in respect of competition management and delivery. This includes:

- Sections 4.2 Anti Doping
- Section 7 – Sport Specifications

#### 1.9. Information and questions

If you have questions about the bid process, please contact the INAS management team in the first instance.

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#### PART 2: BID SPECIFICATION

##### **1. Event specification and delivery**

Your bid document must include full details under the following headings. Where possible, please include photos, videos or other collateral materials and web-links.

###### 1.1. Motivation and Vision

Bids should begin by explaining the motivation behind the bid, what the LOC hopes to achieve by hosting the Global Games, and the benefits to INAS, to athletes with an intellectual impairment and to the local area.

Please also describe your Vision for the Games. What do you hope to achieve through the Games, and what difference do you hope the Games will make?

###### 1.2. Host Organisation

INAS will only accept bids from Full INAS Member Organisations in good standing at the time of the bid deadline. Organisation who have been members for INAS less than 5 years should explain in detail their track record in delivering major multi-sport events.

The bid must be supported by clear letters of support from:

- the national or local government responsible for the location of the event
- the recognised national or local sports authority, eg, sports council or similar

Where possible the bid should also be supported by clear letters of support from:

- the national paralympic committee
- national federations of sport
- likely sponsors/funders
- partners to the Inas member who will make up key members of the LOC and/or carry out key functions of the event

Bids should include:

- a. A letter signed by the Chair/President of the INAS Member Organisation supporting the bid and clearly stating agreement to conform to the rules, regulations and contractual obligations established by INAS for the event.
- b. Letters of support (as above)
- c. Details of the organisation's experience and history of delivering major international championships
- d. Confirmation that any changes from the original bid that affect the delivery of the event must be agreed to in advance by the Global Games Committee
- e. Confirmation that the nation will meet the cost of a potential site visit.

###### 1.3. Local Organising Committee/Delivery company

The host organisation will be required to establish a local organising committee (LOC) who will be responsible for managing and overseeing all aspects of the event.

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The LOC may be established as a separate legal identity such as a Global Games delivery company – a wholly owned subsidiary of the member organisation - for the purposes of the delivery and organisation of the Games. In such cases both the INAS Member Organisation and the Delivery Company will be parties to the Event Hosting Agreement.

INAS Member Organisations are strongly encouraged to seek legal advice regarding the most appropriate structure to deliver the Games and to enter the contract.

LOC members are required to have the appropriate background and experience for managing a major international event and an effective line management structure must be in place to ensure efficient decision making and delivery.

The Games must be run in accordance with the requirements of INAS and relevant International Sports Federations (IF's). The LOC must manage the Games in a professional manner, reflecting the international status of the competition and maximising the media awareness associated with the competition.

The LOC should provide regular updates to the Global Games Committee (initially quarterly, and then monthly in the final 18 months) on progress towards the event, and provide a post-event evaluation report within 3 months of the completion of the event.

Bids should include:

- a. A clear overview of the proposed delivery company, if used, including name, directors, timeline for creation, legal nature/structure
- b. Outline the structure of the proposed Local Organising Committee, naming key personnel and giving their qualification and experience
- c. Details of other partner organisations/agencies involved, naming key personnel and roles/responsibilities
- d. A commitment to observing the rules of INAS and International Sports Federations
- e. A detailed budget for LOC structural costs (staffing, office space etc)

#### 1.4. Event dates and programme

The event date should be determined in consultation with the INAS Governing Board and should allow for competition cycles, climate, other major events, venue and accommodation availability.

The event should follow the example programme template in Appendix 2.

Bids should give details of proposed:

- a. Arrival Dates
- b. Classification Evaluation Dates (in relevant sports)
- c. Opening Ceremony Dates
- d. Competition Dates and Schedules for each sport
- e. Closing Ceremony Dates
- f. Departure Dates

#### 1.5. Entry Process, Information and Communication

Preliminary entry information should be available to members approximately 18 months before the date of the Opening Ceremony and final entry information approximately 12 months before, giving full details and costs associated with the event.

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**Entry must be managed using the INAS Sports Management System.**

A Team Handbook should be developed and published approximately 3 months before the Opening Ceremony containing all key event information.

A full list of entrants by sport should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

Bids should include:

- a. Date of availability of entry forms
- b. First and Final Entry Deadlines
- c. Details of how entries will be managed
- d. A commitment to ensuring a timely flow of information to entrants
- e. Details of how information and communication will be managed during the competition

#### 1.6. Results Management

An efficient and accurate results management service is essential throughout the event using a recognised and proven software platform. Organisers should ensure that results of events are published 'live' to the event website.

By the close of the event, a full results list should be available.

In some sports, IPC and/or IF's may require the use of specific software (eg. Hy-Tek in Swimming) and LOC's are responsible for ensuring that results are managed in accordance with and event sanction.

Bids must include:

- a. Details of how you will manage the results service
- b. A commitment to observing the rules of IPC and/or IF sanctioning with regards to results management

#### 1.7. Sport Specification and IF/NF sanction/support

INAS events are organised in accordance with the relevant Sports Federation rules with appropriate amendments as set out in the INAS Handbook. Local Organisers are not permitted to amend these rules. The involvement of the IF/NF is essential to ensure a successful event.

In sports where there is a Paralympic pathway, IF Event Sanctioning should be considered in consultation with the INAS Sport Committee. The LOC's is responsible for submitting the application for event sanctioning and should liaise with the INAS Sport Director.

Bids must include:

- a. Full details of how the event is supported by the IF and/or NF for each sport
- b. A commitment to applying for IPC/IF Sports Sanction in relevant sports and undertaking appropriate management

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#### 1.8. Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access.

An efficient system of distributing accreditation on arrival and checking accreditation at venues, fields of play and non-public areas should be arranged.

Bids should include

- a. Details of how accreditation will be managed

## 2. Ceremonies, Guests and Hospitality

#### 2.1. Ceremonies and Receptions

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the INAS flag and a welcome speech from the INAS President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

Bids should include:

- a. Details of opening and closing ceremonies
- b. Details of any additional receptions
- c. A detailed budget for ceremonies

#### 2.2. Victory ceremonies

Victory ceremonies are an important element of the Global Games. For some athletes it is the highest level they can compete at.

Careful consideration should be given to victory ceremonies within the bid document such as where they will take place.

Bids should include:

- a. Details of opening and closing ceremonies
- b. Outline of victory ceremonies, including locations for each sport
- c. Details of any additional receptions
- d. A detailed budget for ceremonies

#### 2.3. VIP Guests

Organisers are required to provide a VIP Guest hospitality programme. This will include an appropriate accommodation venue, transport, competition venues and any receptions or social programme.

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The VIP Guest list should be developed in consultation with the Global Games Committee and in addition to LOC invitations, will usually include the INAS President, members of the INAS Governing Board and members of the Global Games Committee.

Bids should include:

- a. Details of the VIP guest programme
- b. A detailed budget for guest programme

### 3. Facilities and Transport

#### 3.1. Competition and Training Venues

Sports venues should be chosen that are of a suitable standard and meet both the IF and INAS sport specification. You are strongly encouraged to liaise with the INAS Sports Directors when selecting venues.

Where possible, venues should be within 20 minutes transfer time from the athlete accommodation and no more than 35 minutes in average traffic conditions.

Bids should include:

- a. Full details of proposed training venues including addresses/photos
- b. Full details of proposed competition venues including addresses/photos
- c. A map showing location of venues relative to accommodation
- d. A detailed budget for facilities and transport

#### 3.2. Accommodation, meals and refreshments

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, and volunteers should be in the same general area but **any media guests should be accommodated separately.**

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

One hotel should be identified as the INAS Hotel (IH). This will be a minimum 4\* hotel and will be used exclusively for INAS Governing Board, secretariat and guests.

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

Bids should include details of:

- a. Location and function of all hotels (athletes and teams, officials and volunteers, media)
- b. Costs and standards (including whether single/double rooms etc)
- c. INAS Hotel details
- d. Menus and food choices (taking account of cultural requirements)

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- e. A detailed accommodation budget

#### 3.3. Transport

An effective transport provision is vital to the success of the event. This begins with the arrival of the teams at the airport, continues with travel to training and competition venues and ceremonies, and ends with teams returning to the airport for departure.

Transport should be provided from a reputable supplier, and sufficient for the large numbers of people travelling at the same time. It is important to ensure appropriate insurance is in place.

Additional transport also needs to be considered for event staff, guests, officials and VIP's and any equipment needs.

A dedicated car should be available for each of the INAS President and the INAS Executive Director throughout the Games.

Bids should include:

- a. Details of transport to/from airport etc
- b. Availability and timing during the event
- c. How transport for guests and staff will be managed
- d. Confirmation of transport arrangements for the INAS President and Executive Director
- e. A detailed transport budget

#### 3.4. Office Space Provision

A private office must be provided within the INAS Hotel for the exclusive use of the INAS President and Executive Director throughout the event. This should have high-speed wireless internet access available and sufficient space to host meetings.

A further office should be made available for other INAS staff including any sport, media or other staff and should also have high-speed wireless internet access available.

Bids should include:

- a. Details of office provision

## 4. Site Visits

#### 4.1. Site Visits

It is important that, throughout the planning for the event, there is regular and consistent communication with key INAS officials. To facilitate this, a series of site visits will be necessary. The exact programme, number and timing of site visits will be determined by the Global Games Committee in consultation with the LOC, and may include:

Following submission of the bid	Possible bid assessment visit by 1 member of the Global Games Committee to view likely event venues and discuss the overall delivery of the proposed event
24 months before the event (approx.)	Mandatory site visit by up 1 member of the Global Games Committee and up to 2 INAS staff members to inspect venues and assess preparation to inspect venues and assess preparation

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18 months before (approx.)	Mandatory visit for representative from INAS Sport Committees and up to 2 INAS staff members to visit venues and for meetings with local sport managers
9 months before	Mandatory visit by 1 member of the Global Games Committee and up to 2 INAS staff members to assess preparation
3 months before	Mandatory final planning visit by 1 member of the Global Games Committee and up to 2 INAS staff members to assess preparation

In all cases, the LOC are responsible for meeting the flight, accommodation and internal transport costs associated with hosting site visits.

Site visits are normally of minimum 2 days duration in addition to travel days.

Bids should include:

- a. An agreement to organise site visits and to meet the associated costs as stated.
- b. Details of site visit budget

## 5. Staffing, volunteers and officials

### 5.1. Technical Delegates

Where a sport is sanctioned by an IF, a Technical Delegate/Official(s) will normally be appointed by the IF. The LOC is responsible for meeting all costs associated including travel (ie. flight costs), accommodation, subsistence, transport and other per diem expenses as identified by the IF.

Bids must include:

- a. A commitment to applying for, and meeting the costs of IF event sanctioning in relevant sports

### 5.2. INAS Sport Directors

Though the LOC will normally appoint a local manager for each sport, the INAS Sport Director or their representative remains the highest authority within each sport. The LOC is responsible for meeting the cost of travel (ie. flights), accommodation and internal transport of INAS Sport Directors.

Bids must include:

- a. A commitment to meeting the costs of hosting INAS Sport Directors

### 5.3. Officials

The Global Games are a World Championship event, and therefore all officials should be appropriately qualified and recruited from the relevant National Sports Federation, in accordance with the sport specification set out in the INAS Handbook. It is strongly recommended that International Referees/Officials are invited in accordance with the Sport Specification.

The LOC will normally be responsible for any out-of-pocket expenses as defined by the NF.

Bids should include:

- a. Full details of how officials will be recruited and qualification for each sport
- b. A commitment to meeting the cost of Officials.

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- c. A detailed budget for officials costs

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#### 5.4. Volunteers

Volunteers are vital to the success of the event. The Organising Committee should carefully plan roles and responsibilities, providing appropriate training and ensure a clear management structure is in place. Where possible, translators should be provided for each team.

The LOC should establish a clear policy regarding volunteer, which as a minimum should cover travel, accommodation and meals. The LOC should also establish clear standards on Child and Vulnerable Adult Protection.

Bids should include:

- a. Details of volunteer recruitment and management with consideration to each sport's needs as well as other functional areas (media, transport etc)
- b. Details of translators
- c. A volunteer expenses policy
- d. Details of Protection Policies that will be enforced
- e. A detailed budget for volunteer costs

### **6. Anti-Doping**

A doping control programme must be organised in accordance with the specification set out in the INAS Anti-Doping Policy. This includes a commitment to organising a minimum number of tests which should be established in consultation with the INAS Anti-Doping Committee.

LOC's should ensure that appropriate venues are provided for effective and efficient doping control service.

INAS will appoint an Anti-Doping Coordinator who will be present throughout the event to oversee the testing programme. All costs associated with hosting the coordinator (flight, accommodation and internal transport) must be met by the LOC.

All costs (including sample collection and analysis) of providing a doping control service must be met by the LOC

LOC's, in consultation with the INAS Anti-Doping Committee, should appoint a Sample Collection Agency.

Bids must include:

- a. Full details of proposed doping control programme
- b. Details of proposed sample collection agency
- c. A commitment to meeting all costs associated with delivering a doping control programme
- d. A letter of support from the National Anti Doping Agency
- e. A detailed budget for anti-doping services

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#### 7. Athlete Eligibility and Classification

##### 7.1. Athlete Eligibility

INAS will manage the primary eligibility process and will regularly update the INAS Master List. Athletes must appear on the Master List no later than the final entry deadline and there is no guest entry.

The LOC will support INAS to ensure all athletes are eligible to compete. This includes:

- Appearance on the INAS Master List no later than the final entry deadline (all athletes)
- Sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

Bids should include

- a. A commitment to observing primary eligibility rules

##### 7.2. Sports Classification

INAS complies with the IPC Classification Code, and as such, organisers need to make provision for on-site sports classification.

In those sports where classification processes have been identified, a minimum of 2 days should be set aside at the beginning of the programme for athlete evaluation. More time may be needed if further events are added to the Paralympic Games programme.

The LOC must liaise closely with the IF's to make all necessary preparation for hosting classification including venues and facilities for athlete evaluation (these may need to be in addition to training venues), facilities and venue for computer based tests, equipment and technology requirements, classifier and personnel requirements (including transport, accommodation, meals, per diem and other necessary expenses).

The LOC are responsible for meeting all costs of providing a sports-classification service, including travel, accommodation, subsistent, transport and per diem expenses of classification personnel and should consult the guidance available within the relevant section of the INAS Handbook.

The LOC will liaise closely with the IF's to manage the classification programme.

Bids should include:

- a. A detailed budget for classification
- b. Details of the programme for on-site athlete evaluation
- c. A commitment to hosting, managing and meeting the costs of a sports classification service

#### 8. Branding, Media, Marketing and Communications

The INAS Global Games are an opportunity to showcase the world's best athletes to a wide audience.

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A strong brand identity which is unique and celebrates the athletes must therefore be carefully considered and created.

The organisers are responsible for producing this brand in accordance with the branding guidelines set out in the INAS Brand Book.

INAS and its brand must remain prominent in all imagery, publications and electronic materials.

Any materials produced must be checked and signed off by INAS before production.

Any partnerships or sponsorships must be signed off by INAS before any agreements are signed.

#### 8.1. Media, digital media and public relations

Public awareness and media coverage of the INAS Global Games both in the build-up and during the event is a key measure of its success.

Athletes should be placed at the centre of any media activities, offering people the chance to get to know their national athletes well in advance of the competition.

Media must also be taken care of during the Global Games, including a place to work with high speed wifi and cabled internet access and light refreshments. Venues must also have a dedicated space, with a good view of the field of play, for media to work during competitions.

Bids must include:

- a) An outline plan for how the LOC will work with local and national media to build relationships with media and ensure coverage of athletes, key milestones and of competition.
- b) An outline plan for how the LOC will utilise social media to create awareness and interest in the athletes and INAS Global Games. A website must also be produced in partnership with INAS.
- c) An outline of the number of personnel responsible for media relations, digital media and public relations in the LOC and their level of experience.
- d) Details of a Media Centre, its location, size and internet provision
- e) Number of volunteers dedicated to media services
- f) A detailed marketing budget

#### 8.2. Photography

A pool of professional sports photographers must be employed by the LOC to ensure all medals ceremonies, opening and closing ceremonies and sports are covered. All finals, medal matches and medal ceremonies must be photographed. This can be achieved through careful planning.

All photographs, raw video footage and edited video content must be provided to INAS as soon as possible after the conclusion of each ceremony and competition day (minimum 50 photos per day). All images must be rights free in order for INAS to distribute them to media.

Bids must include:

- a) An agreement to cover to all sports, finals, medal matches, medal ceremonies and ceremonies on each day by one or more professional sports photographers
- b) An agreement to provide INAS with rights-free photographs and video daily

#### 8.3. Broadcast

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The INAS Global Games are the world's biggest gathering of athletes with an intellectual impairment and therefore should be an attractive prospect for broadcasters.

Potential LOCs should consider partnerships with local and national broadcasters for showing the competition either live or via highlights on their news and sports channels.

A livestream of some or all of the competitions should be considered.

Broadcasting is also an attractive prospect for partners and sponsors and could generate additional revenue for the LOC.

INAS remains the owner of all images from the competitions and they cannot be distributed without prior agreement to any third parties.

Bids must include:

- a) An outline of any plans to broadcast the INAS Global Games and which broadcasters may be interested in showing coverage

#### 8.4. Spectators and ticketing

Athletes train very hard in order to be able to compete at the INAS Global Games. They deserve to be supported by a crowd.

Partners and sponsors will also be more keen to be associated with the event if spectators are guaranteed.

Overall, spectators are a crucial element of the atmosphere of the INAS Global Games and will help determine its success.

Tickets do not have to be sold – entry to competition for the public can be free. Local schools and community and volunteer groups can be offered free tickets to fill the stands.

Bids must include:

- a) An indication of whether tickets will be sold or available for free
- b) An outline plan of how the local community will be involved (schools programmes, distribution of tickets to community and volunteer groups) and how the general public will be encouraged to attend.

## 9. Legacy

The INAS Global Games provide a fantastic opportunity to promote and develop sport for athletes with an intellectual impairment within a nation or region.

In assessing bids, the INAS Governing Board will look for those bids that demonstrate clear legacy in terms of more athletes, more sporting opportunities and more competition for athletes with an intellectual impairment – particularly younger athletes.

INAS particularly encourages LOC's to build lasting partnerships with National Sport Federations to ensure that opportunities are sustainable.

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Bids must include:

- a. A detailed statement on how you will ensure the Global Games deliver a lasting legacy for sport for people with an intellectual impairment

## 10. Medical, Security, Emergency and Contingency Planning

### 10.1. Medical Provision

Appropriate medical provision must be available at all training, competition and accommodation venues, and this should be clearly marked for teams. INAS will provide details of the minimum Medical provision levels needed no later than mid-2018.

Bids must include:

- a. Full details of medical provision and emergency services
- b. Full details of physiotherapy services.
- c. Details of the medical budget

### 10.2. Security

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the Games. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities and a copy of the risk assessment should be made available to INAS at least 18 months before the competition.

The risk assessment should cover all areas of security and welfare of athletes, teams, spectators and staff, being sympathetic to the specific needs of athletes with an intellectual impairment and the size of the event.

Bids should include:

- a. An overview of security measures and letters of support from national and local authorities or private contractors. This should specify the areas that are deemed to be a risk and the measures planned to mitigate risk using a detailed risk assessment tool.
- b. A detailed security budget

### 10.3. Emergency Planning

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with INAS staff, and for management of media.

The plan should be developed in consultation with INAS and made available to key staff within the LOC.

### 10.4. Contingency Planning

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to

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contingency and backup plans in respect of essential Games areas to ensure successful delivery. Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

## 11. Finances

### 11.1. Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by INAS.

All costs associated with bidding for this event must be met by the LOC.

### 11.2. Event hosting fee

An event hosting fee of \$75,000US is payable to INAS as follows:

- On signing the event hosting agreement – 20%
- 24 months before the event – 20%
- 12 months before the event -20%
- 6 months before the event – 20%
- 1 month before the event – 20%

### 11.3. Entry fees

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

Sponsorship should be raised, in accordance with the guidelines set out in the INAS Handbook.

Bids must include:

- a. A breakdown of the full budget for the event in USD set out in accordance with Appendix 1
- b. Details of the cost to participants/entry fee
- c. Details of the cost to guests
- d. Details of how you will raise sponsorship and income including expected timescales and key dates by which funding will be confirmed
- e. Acceptance of the event hosting fee
- f. A commitment to meeting all costs associated with the hosting of the event

## 12. Insurance

The LOC should consider all necessary insurances needed for the safe and successful delivery of the event. This will include any compulsory insurances (within the nation) and may include public liability and employer's liability.

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For a period beginning on the date of this Agreement and ending 2 years after the date of completion of the Event, the Organisers shall maintain, with reputable insurers lawfully carrying on insurance business the following insurance:

- professional indemnity insurance for an amount of at least £250,000 or equivalent local currency amount in respect of each and every claim (£250,000 or equivalent local currency amount in the aggregate in USA/Canada).
- public liability insurance for an amount of at least £5,000,000 or equivalent local currency amount for any one occurrence or series of occurrences arising out of any one event, unlimited in the aggregate (£2,000,000 or equivalent local currency amount in the aggregate in USA/Canada).

Please note that estimates are based on our current policy, actual amounts may vary and will be confirmed no later than 1<sup>st</sup> January 2023.

In addition, INAS strongly recommends the LOC to purchase event cancellation insurance or similar.

Bids must include:

- a. Details of the levels of cover available and the type of insurance to be purchased.

### 13. Changes to the bid

Significant changes to the approved bid may only be made in consultation with the INAS Global Games Committee.

Bids must include:

- a. A written commitment to seek approval for any variation from the bid document (such approval not to be unreasonably withheld by INAS).

INAS would like to thank you for taking the time to prepare and submit your bid.

## SECTION 8: EVENT SPECIFICATIONS



### 8.3 2023 INAS GLOBAL GAMES BID SPECIFICATION

#### Appendix 1 - Budget template

State all figures in USD (\$)

##### Income

		USD	Explanatory Notes
	Entry Fees		State entry fee per person x number of entries:
	Grants		
	Governmental Support		
	Sponsorship		
	Ticketing		
	Merchandising		
	Other (specify)		
	<b>TOTAL REVENUE</b>		

##### Expenditure

		USD	Explanatory Notes
<b>Accommodation and Catering</b>	Teams		
	Officials		
	Volunteers		
	Anti-Doping Officials		
	INAS Representative(s)		
	Technical Delegates		
	INAS Sport Directors		
	Classification personnel		
<b>Venues</b>	Competition and Training Venues		
	Sports Equipment		
<b>Services</b>	Anti-Doping		
	Classification		
	Medical		
	Results Services		
	Timing & Scoring Service		
	Security		
<b>Transport</b>	Teams		
	Officials		
	Volunteers		
	Anti-Doping Officials		
	INAS Representative(s)		
	Technical Delegates		
	INAS Sport Directors		
	Classification personnel		

## SECTION 8: EVENT SPECIFICATIONS



### 8.3 2023 INAS GLOBAL GAMES BID SPECIFICATION

<b>Volunteers and Officials</b>	Travel		
	Catering		
	Uniforms		
	Per diem		
	Gifts		
<b>Administration</b>	Staff costs –provide a detailed breakdown by position, salary level and dates of employment		
	Volunteer Expenses		
	Postage		
	Office Supplies		
	Office Rental		
	Other fixtures, furniture and equipment		
	Telephone		
	Computer equipment		
	Photocopier		
<b>Finances</b>	Event Hosting Fee	75,000	
	Banking Costs		
	Public/Liability Insurance		
	Professional Indemnity		
<b>Branding and hospitality</b>	Programme		
	Ticketing		
	Signage		
	Sponsor Signage		
	Welcome Dinner		
	Opening Ceremonies		
	Closing Ceremonies		
	Victory Ceremonies		
	Flags		
	Anthems		
	Banquet		
<b>Press and Media</b>	Press launch		
	Official Photographer		
	Website		
	Broadcasting services		
	Production Costs		
<b>Site visits</b>	Bid assessment		
	Other visits		
<b>Other</b>	Accreditation		
	Bid process costs		
	Post-event de-brief meeting		
	Event sanction costs		
	Cultural programme		
	Water and refreshments		
<b>Contingency (7%)</b>			
	<b>TOTAL EXPENSES</b>		

## SECTION 8: EVENT SPECIFICATIONS



### 8.3 2023 INAS GLOBAL GAMES BID SPECIFICATION

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	Difference		



## SECTION 8: EVENT SPECIFICATIONS



### 8.3 2023 INAS GLOBAL GAMES BID SPECIFICATION

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#### Expression of Interest Form

##### Host Details

Nation:	Proposed City:	
Organisation:		
Name of Contact Person:		
Position/Role of Contact Person:		
Address:		
Telephone:	Email:	Website:

##### Proposed Dates

Arrival:
Classification/Training Days:
Opening Ceremony:
Competition:
Closing Ceremony:
Departure:

##### Proposed Venues

Please provide an overview of proposed competition and accommodation venues:
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##### Experience and Expertise

Please provide an overview of your experience of hosting INAS and other large events:
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##### Host Details

Name of Organisational President/Secretary General:	
Signature:	Date: