

INAS CHAMPIONSHIP BID APPLICATION FORM

1. EVENT

INAS Championship that you wish to bid for:

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2. HOSTS

a. INAS Member Organisation:

Name of INAS Member Organisation	
Name of Contact Person	
Role of Contact Person	
Website	
Email	
Telephone	
Address	

Where delivery of the event will be managed by a delegated third party, please provide their details here (a copy of the contract with the delivery organisation will be needed).

Name of Event Delivery Organisation	
Name of Contact Person	
Role of Contact Person	
Website	
Email	
Telephone	
Address	

b. Local Organising Committee

Outline the structure of the proposed Local Organising Committee, naming key personnel and giving their qualification and experience. Details of other partner organisations/agencies involved, naming key personnel and roles/responsibilities.

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3. WHY

Please explain the vision for the event and motivation behind the bid, what the LOC hopes to achieve by hosting the event, and the benefits to INAS, sport for athletes with an intellectual disability.

Give details of the organisations experience in organising international sporting events and in particular sporting event for athletes with a disability.

4. WHERE

Please indicate the proposed host city

Please provide the averages of the following covering the proposed dates in the host city:

Average Temperature	
Degree of Humidity	
Number of Days of Rain	
Wind Direction and Strength	
Altitude of the city in metres	
Currency	
Population	
Other relevant information	E.g. relevant political, cultural and historical information

5. WHEN

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

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What are the proposed dates for the event:

	Start	Finish
Arrival		
Training		
Classification (if relevant)		
Technical Meeting		
Opening Ceremony		
Competition		
Closing Ceremony		
Departure		

List any other major event that may happen during this period in the city

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6. VENUE

Name	
Address	
Website	
Certified by NF and/or IF	
Spectator capacity	
Athlete Changing Rooms (per gender)	
Athlete Rest Area	
Technical Officials Changing Rooms (per gender)	
Technical Officials Rest Area	
Classification Room (if applicable)	
Medical Room	
Doping Control Facilities	
Competition Office (with internet & printer)	
Media facilities	
What security systems will be in place?	
VIP room	
To whom would internet connection/s be available?	

Please provide any other general information on the proposed competition and training venue/s:

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Please provide technical information on the proposed competition and training venue/s including field of play, sport equipment and timing, scoring and results management:

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Please insert photographs where possible.

7. INTERNATIONAL FEDERATION SANCTION & NATIONAL FEDERATION SUPPORT

Will the LOC apply for International Federation sanction of the event?	Yes / No
Will the event be supported by the National Federation?	Yes / No If yes how:

8. SITE VISIT

The LOC agrees to meet the flight, accommodation and internal transport costs associated with hosting any site visits.

Yes/No	
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9. ENTRIES

Entry Timeline

	Deadline Date
Expression of Interest	
1 st Entry (including 30% fee)	
2 nd Entry (including 70% fee)	

Entry Fees

The registration fee for participation in the event is

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Should participants wish to stay additional nights the cost will be

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Is there a limit on the number of entries which can be accommodated?

Yes/No	
If yes please include number and why	

10. ELIGIBILITY & CLASSIFICATION

We the LOC agree to observe the INAS primary eligibility and sports classification rules

Yes/No	
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In those sports where classification processes have been identified, a minimum of 3 days should be set aside at the beginning of the programme for athlete evaluation.

The LOC agrees to

- Liaise closely with the IF's to make all necessary preparation for hosting classification including venues and facilities for athlete evaluation, facilities and venue for computer based tests, equipment and technology requirements, classifier and personnel requirements
- Meet all costs of providing a sports-classification service, including travel, accommodation, subsistent, transport and per diem expenses of classification personnel

Yes/No	
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11. TRANSPORT

Please provide detail of the transport provision for the following including mode (e.g. minibus, coach, car) and regularity (hourly shuttle, per team per match, on demand):

Airport – accommodation – airport	
Accommodation - venue – accommodation for training	
Accommodation – venue – accommodation for competition	

12. ACCOMMODATION

Name of accommodation	
Website	
Distance from airport	
Time from airport	

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Distance to venue	
Time to venue	
Maximum number of beds	
Bedroom types (single, twin, double)	
Can each team have a section/floor to itself?	
Is internet connection available? At what cost?	
Is security system present and clear?	
Are laundry facilities available?	
Are any recreational facilities available?	

13. CATERING

Will 3 meals per day be arranged?	
What are the planned menus?	
Where will meals be served? (accommodation/venue)	

14. MEDICAL

What medical services will be available at the venue for competition	
What medical services will be available at the venue during training	
What medical services will be available at the accommodation facilities (24 hrs./day)	

15. ANTI DOPING

Which organisation will provide anti doping services for sample collection and who will fund the testing programme?

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16. IF & INAS REPRESENTATIVES

The LOC agrees to meet the costs of travel, accommodation, transport and catering for the IF Technical Delegate (where relevant), INAS Sport Director, INAS Official Representative and INAS Sports Manager or their nominated representatives.

Yes/No	
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17. TECHNICAL OFFICIALS

Please detail how technical officials will be provided and their qualifications

Role	Qualification	Organisation

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The LOC agrees to meet the costs of travel, accommodation, transport, per diem and catering for the above technical officials.

18. VOLUNTEERS

How and where from will the LOC ensure the provision of volunteers to support the running of the event

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19. ACCREDITATION

How will accreditation be managed?

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20. CEREMONIES, SOCIAL PROGRAMME & GUESTS

Please provide outline detail if plans for opening and closing ceremonies, social programme and guest receptions.

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21. BRANDING AND MARKETING

The LOC agrees to protect the rights of INAS and abide by branding regulations.

Yes/No	
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Will a competition logo/emblem be produced?

Yes/No	
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The LOC agrees to consult with INAS on all potential commercial partnerships (sponsors, title sponsorships etc)

Yes/No	
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What promotional materials will be produced to market the competition (posters, programmes, advertising etc)	
What resources and expertise are available from within the LOC for marketing and branding. Please give examples of previous experience.	

22. MEDIA, DIGITAL MEDIA AND PUBLIC RELATIONS

What resources and expertise are available from within the LOC for media and public relations. Please give examples of previous experience.	
What resources and expertise are available from within the LOC for digital media (social media, website). Please give examples of previous experience.	
What relationships already exist with local media.	
What relationships already exist with national media.	

Please provide details of how the LOC will promote the event to ensure maximum awareness in the local and national community and media

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23. BROADCAST

Please provide details of any plans to broadcast the competition either via a livestream or working with local and national broadcasters.

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24. TICKETING

What resources and expertise are available	
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from within the Local Organising Committee for attracting spectators. Please give examples of previous experience.	
Will the Local Organising Committee be selling tickets or will the event be free to spectators.	

Please provide details of plans to attract as many spectators as possible to watch the competition.

Please provide details of plans to involve the local community (schools, community and volunteer groups etc) in the event.

25. LEGACY

Please provide detail on how you will ensure the event delivers a lasting legacy for sport for people with an intellectual disability, for example building lasting partnerships with National Sport Federations to ensure that opportunities are sustainable.

26. BUDGET

Please complete the INAS Event Budget Template and submit this with your bid application.

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27. DATA PROTECTION

Please detail how you will comply with the INAS Privacy Policy.

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28. DECLARATIONS

We have read, understand and agree to be bound by:

Yes/No	The INAS policies and procedures published at inas.org
Yes/No	The in-competition testing policy and the testing requirements/associated costs
Yes/No	The event hosting fee (see schedule of fees at inas.org)

29. GUARANTEES AND ENDORSEMENTS

Please provide letters from the following or complete the data below:

- INAS Member Organisation endorsing the Bid
- Governmental (mandatory) in support of the Bid
- Owner/s of the venues and accommodation in support of the Bid
- Private and/or other organisations/individuals supporting the Bid

This is to confirm that the Local Organising Committee (LOC) has the full support of the INAS Member Organisation.

INAS Member Organisation Name	
Name of Authorised Signatory	
Position in Member Organisation	
Signature	
Official Stamp	

This is to confirm that the LOC has the full support of the relevant National/Local Government Department or Agency.

Organisation Name	
Name of Authorised Signatory	
Position in Member Organisation	

Signature	
Official Stamp	

30. LOC SIGNATURE

We, the LOC confirm that the bid is made in the knowledge of the full INAS Sport and Championship Specifications and agree to abide by all regulations detailed including:

- The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English
- To submit a budget using the INAS Event Budget Template with this bid application form
- To establish an Organising Committee (LOC) infrastructure that can deliver a successful Championships
- To organise and operate the event in accordance with agreed business plan, budget & contract
- The successful host will ensure professional standards throughout the delivery of the event
- Ensure all athletes are eligible to compete according to the INAS Master List
- Publish a Team Handbook approximately 3 months before the Opening Ceremony containing all key event information
- Support competing nations in applying for visas
- Pay INAS Event Host Fee within 1 month of the completion of the event
- Manage the collection of INAS Capitation Fee from athletes
- The cost of hosting the event will entirely be met by the LOC
- Provide public liability insurance for the event
- Ensure emergency and contingency plans are in place
- On completion of the event provide a short report detailing an overview of the event and a full statement of income and expenditure
- Provide INAS Secretariat with an electronic copy of the event results on completion of the event

On behalf of the Organising Committee (LOC), I confirm that we have thoroughly read and understood the INAS Sport and Championship Specification and have express authority to submit the Bid Application on behalf of the bidder.

If awarded the right to host the Championships, I understand and agree that we must comply with each and every requirement set forth by INAS as well as all application International Federation rules and regulations.

Each and every statement, commitment, photograph, or submission made in conjunction with the submission of this Bid Application is true and accurate, as of the date of this submission, and do not omit or misrepresent a material fact or seek to promise to deliver on a promise that is incapable of being fulfilled. If, due to subsequent events or inaction, any statement, commitment or submission made herein is no longer true or capable of being fulfilled as required by INAS, then I shall immediately notify INAS of this fact.

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I further understand and agree that INAS reserves the right to withdraw its award of the Championships due to Bidder's inability to fulfill the conditions and promises stated in its original Bid Application.

Organisation Name	
Name of Authorised Signatory	
Position in Organisation	
Signature	

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ATTACHMENTS

When submitting your bid, please include:

- A copy of this form fully completed
- The event budget template
- Letters of Support/Endorsement
- Copies of venue certification (ie. athletics track certification)