



Tender document for hosting 2019 Atlantic Championships

Guidelines for National Authorities tendering to host the above.

At the time of presenting the bid document, World Bowls requires written assurance that no national team or member of any competing National Authority team will be subject to any restrictions on the grounds of race, religion or sexual orientation.

Bids must be supported with letters of support for the bid from leading national sports authorities, Government bodies, local councils and any other appropriate association.

An initial outline budget for the event must be provided.

The bid submission must be accompanied by a fee of £1500 sterling payable to World Bowls. (Half refundable if unsuccessful)

In addition a hosting fee of £3,000 will be payable to World Bowls prior to the commencement of the event (the bid submission fee will be deemed to be part of the hosting fee)

Number of teams/competitors etc:

Eligible Entrants- Full Member National Authorities from countries designated by World Bowls as being eligible to enter the event.

At the time of preparing this tender document, the relevant countries are:-
Argentina, Botswana, Brazil, Cyprus, England, Guernsey, Ireland, Isle of Man, Israel, Jersey, Kenya, Malawi, Malta, Namibia, Netherlands, Portugal, Scotland, South Africa, Spain, Swaziland, Turkey, Wales, Zambia & Zimbabwe.

The Event shall be a qualification event for the 2020 World Championships. Qualification shall be by individual discipline finishing position **NOT** by overall team finishing position.

The other qualification event for the 2020 World Championships shall be the 2019 Asia Pacific Championships.

Singles, pairs, triples and fours disciplines shall be conducted utilising the agreed formats for the disciplines in the 2020 World Championship.

- Men's and Women's events; number of competitors per country per event-maximum of five (5); Singles & Fours disciplines being played together and Pairs & Triples disciplines being played together;

- additional national support personnel may be accredited to a maximum of 4 persons to cover Men's and Women's team entries;
- disciplines – Singles, Pairs, Triples and Fours played in formats agreed by the Board of World Bowls for the 2020 World Championships;
- dates of event: proposed dates to be provided as part of bid taking into consideration geographical location. Dates to be confirmed by World Bowls;
- there will be an estimated 10 playing days with a rest day after day 5. Total days required may be affected by the ultimate level of entries and availability of lighting;
- number of official practice days – 1 minimum;
- a minimum of four greens are required;
- where more than one playing venue is being utilised the venues must establish effective liaison between their green keepers so that all of the venues reach a high degree of uniformity in pace and performance. All greens must be of a suitable standard of performance and must conform to the requirements of the World Bowls Laws of the Sport of Bowls;

Once the bid to host the event is accepted by World Bowls the National Authority shall:

- be required to appoint a Board/Committee comprised of individuals considered, by the Executive of the host National Authority, to possess the required skills and experience in order to cover the range of requirements relating to the event;
- such Board/Committee will be required to operate from shortly after acceptance of the bid until finalisation of all affairs relating to the event;
- the Board/Committee shall deal with all matters relating to the event including all enquiries and arrangements, including arrangements for competing teams, those officiating at the event, relevant National and International Officials etc.;
- The Board/Committee shall liaise with the Chief Executive of World Bowls at all times during this period.

The host National Authority shall be responsible for including financial responsibility for:

- provision of venues;
- accreditation for the range of attendees at the event;

- lunch at venue during the event for competing teams and accredited officials plus light evening meal should evening play be necessary;
- the host will be responsible for all arrangements in relation to practice sessions including allocation of any host clubs to individual teams;
- a pool of adequately trained markers, World Bowls accredited International Technical Officials and scoreboard turners;
- to provide uniforms for event officials (optional);
- supplies of bottled water for players/officials;
- changing rooms, adequate toilets and secure lockers for players/officials;
- catering and toilet facilities for spectators;
- first aid facilities/personnel at all venues;
- all matters relating to ticketing for the event;
- the content and production of the official event Programme in liaison with World Bowls in relation to certain content required by World Bowls in the official Programme;
- security at venue, car parking arrangements, spectator seating, flagpoles, public announcement systems;
- transport between the playing venues;
- dedicated facilities to accommodate Press/Media representatives, which are to include adequate equipment/connections for phone, fax and internet, plus photocopying facilities;
- tournament office, which must be free from outside interference and include equipment/connections, computer, printer and photocopying facilities, with adequate phone, fax and internet;
- opening and closing ceremonies;
- arrangements for any on-site retail facilities;
- supply of all equipment required in field of play, i.e. mats, jacks, scoreboards, scoring indicators, umpires equipment etc.;
- coloured discs for bowls and scorecards;
- signage at venues in consultation with World Bowls in respect to World Bowls sponsors and commercial partners;

- facilities required in relation to any drug testing arrangements. National Authority must make arrangements with National Anti Doping Agency in accordance with requirements of World Bowls; (World Bowls will be responsible for the costs relating to any drug testing)
- results boards required for public display at venues;
- daily results sheets service for Team Managers and relevant officials etc.;
- gold, silver and bronze medals to World Bowls design and required standard;
- production and distribution of Team Managers' handbook. The content to be agreed with Chief Executive of World Bowls;
- organisation and allocation of adequate accommodation for competing teams plus relevant National and International Officials. The accommodation must cover a range of types and prices because competing National Authorities are responsible for the cost of bed and breakfast accommodation and any evening meal costs (other than when there are both day and night sessions) for their teams and officials;
- organisation and allocation of adequate accommodation for the World Bowls' Tournament Director.
- organisation and allocation of adequate accommodation for International Technical Officials.
- corporate entertainment facilities in consultation with World Bowls;
- relevant insurance cover in consultation with World Bowls;
- opening reception function-arrangements and ticketing;
- final farewell function – arrangements and ticketing.

Other Considerations:

The Tournament Director of the event shall be the World Bowls Chief Executive or other World Bowls appointee.

The Jury of Appeal appointed for the event must be by agreement with World Bowls.

The event Logo must be agreed in consultation with World Bowls.

All TV rights in relation to the event shall remain the property of World Bowls and any matters relating thereto will be a matter of negotiation between the host National Authority and World Bowls Chief Executive and/or designated World Bowls' consultant.

In liaison with World Bowls Chief Executive and/or designated World Bowls' consultant) formulate and agree a national and international marketing and media plan for the event, which will include clear definition of areas of responsibility and financial responsibilities in this regard.

In liaison with World Bowls Chief Executive and/or designated World Bowls' consultant formulate and agree a national and international sponsorship plan for event including clear definition of areas of responsibility and financial responsibilities in this regard.

Ultimate agreement in relation to a headline sponsor for the event will rest with the Board of World Bowls following full consultation between World Bowls Chief Executive and/or designated World Bowls' consultant and the host National Authority.

The host National Authority will be required to present World Bowls with six monthly written progress reports relating to the organisation of the event during the period leading up to the event. Quarterly reports will be required in the final year prior to the event. These must include full financial updates.

Within six months of the conclusion of the event the host National Authority must produce a full written report of their hosting of the event, including an executive summary, all results, a summary of financial accounts and any recommendations to any future hosts.

Contract between World Bowls and the National Authority

A legally prepared contract must be agreed between World Bowls, the National Authority and any Company formed to stage these Championships. The contract must cover the above clauses and any other pertinent matters thought necessary and from that date there shall be full consultation with World Bowls in all matters pertaining to the Championships.

World Bowls will retain the right to be represented at any meetings of the organising committee.

World Bowls shall have no financial responsibilities relating to any aspect of the event. World Bowls will be entitled to share in any net profits arising from the staging of the event.

Closing date for receipt of bids at World Bowls headquarters is 31 December 2014

Gary Smith
Chief Executive
27 August 2014