

# Host Selection Process and Event Requirements

## 2022 WWR European Championship Qualification Tournament

worldwheelchair.rugby



# Host Selection Process and Event Requirements

Due to the impact of the current worldwide pandemic the 2022 Division C and 2023 Divisions B event will be combined into a European qualification event. This document will assist WWR Member Organisations and their hosting partners through the Host Selection Process and Event Requirements.

The WWR will assist any organisations through the process of developing and subsequently submitting a bid to host this tournament. The WWR recommends that any interested hosting organisation contacts them (details below) and expresses an interest in order that support and guidance can be provided at an early stage.

The European qualification tournament will consist of between 8 – 10 teams. This will be held between August 1 – September 15, 2022, or November 1 2022 – Dec15 2022. Up to two teams from this event will qualify for the 2023 WWR European Championship Division A with the remaining teams and their positions forming the future European zone structure.

## Eligibility to Host

The WWR will accept bids from countries which are WWR members in good standing as of the date the bid is submitted.

The bid can come from an WWR member organisation (WWR Member) or from another organisation with the approval of the WWR Member. Only one bid per country will be accepted. If more than one organisation in a country wishes to submit a bid, the WWR Member for that country is responsible to select which bid will be submitted.

Bids will be accepted from any European country not remaining in the WWR European Championship Division A, following the 2022 Division A event.

Bids will also be accepted from other European Zone countries not currently on the World Ranking List however they must be WWR members in good standing prior to any bid being considered.

## Event Dates

The event can be held on any dates between 1 August 2022 and 15 September 2022 or 1 November 2022 and 15 December 2022. Bids should include proposed and alternate dates to allow scheduling to avoid conflict with other sanctioned events during this period. If your preferred window for delivery is outside these dates, please contact the WWR for further discussion.

## Further Information

Please get in touch at any stage should you require information, help or advice. The WWR is here to assist and develop the sport through these competitions. For information on this event, contact:

Kathy Newman, WWR Competitions Committee Chair, at [knewman@IWRF.com](mailto:knewman@IWRF.com), or Dawn Watson, WWR European Competitions Representative, at [dwatson@IWRF.com](mailto:dwatson@IWRF.com), or John Timms, WWR European Competitions Representative at [jtimms@IWRF.com](mailto:jtimms@IWRF.com).

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## Host Selection Process

### How to Bid

Bid organisations must submit the attached Host Application document by the deadline specified for the event. Host Applications must be accompanied by payment of the bid fee of USD 1250.

### Site Evaluation

Following completion of the Host Application, the WWR will conduct an evaluation of each bid. The evaluation will begin with a review of the Host Application to determine if the bid will be selected for a site visit. If a bid is not selected for a site visit, the bid fee will be returned, and no further evaluation will be conducted.

If a bid is selected for a site visit, the WWR will send representatives to verify the information in the Host Application and to confirm that the bid meets all event requirements. Costs for travel for the site evaluation will be paid by the WWR; the bid organisation is responsible for local costs including accommodation, local transportation, and meals. Should travel restrictions remain in place alternative arrangement regarding site visits may be made.

The WWR may deem that a site visit is not required if the venue and hotel options have previously delivered successful WWR or Paralympic Sports tournaments and may conduct the site visit virtually.

### Key dates:

January 21, 2022	Bid deadline
February 19, 2022	Site visits completed
March 12, 2022	Site selection complete
Aug 1 - Sept 15 2022 Or Nov 1 - Dec 15 2022	WWR European Championship Qualification Tournament

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## Event Requirements

**NOTE: IF COVID 19 MITIGATION REQUIREMENTS ARE REQUIRED PLEASE REFER TO WWR COVID 19 REGULATIONS FOR DETAILS**

### Participants

<b>Participating teams</b>	<b>10</b>	<b>8</b>
Athletes (12 per team)	120	96
Team Staff (minimum 6 per team)	60	48
WWR Officials	28	22
WWR Representatives	1	1

Table officials must be provided by the LOC. At least 8 table officials are required for a 8-team event. The WWR can assist in training table officials if required.

### Sample schedule for a 8 team event,

Day	Activity
1	Arrival of teams and officials
2	Classification and training
3	Classification and training
4	Competition, Opening Ceremony
5	Competition
6	Competition
7	Competition
8	Competition and closing Ceremony
9	Depart

### Competition venue

*Number of courts required* – This will depend on the event size. The floor must be an WWR approved floor (refer to the Official WWR Rules for more details on flooring requirements). The court should have 2m run off minimum on the sidelines and end zones. The courts require scoreboards and 2 x 40 second clocks.

Allow enough time in the schedule for games and teams to warm up on court prior to the start of the game and cool down after the game.

*Storage area for wheelchairs* – safe secure storage area is required for sport chairs. Allow 3mx3m for each storage area per team.

One officials' meeting room must be provided at the competition venue.

# Host Selection Process and Event Requirements

## Classification

Two rooms are required for athlete classification. Each classification panel will classify 8 athletes each day. Classification will take place over a two-day period prior to the start of the tournament. The LOC will need to provide access to a court for the classifiers.

## Accommodation

Accommodation must be provided for all registered participants. This can be dormitory style but a 3-star minimum hotel with twin rooms is preferred. Accommodations must be accessible and include showers and toilets in the rooms. There should be a minimum of two elevators at the accommodation.

The WWR Technical Delegate, Head Referee, Chief Classifier, Head Table Official and WWR Representative require single rooms.

## Transportation

The host is responsible to pay for flights for WWR officials and representatives. Travel will be booked by the WWR.

The host is responsible to pick up and drop off WWR personnel, teams, and their equipment at the airport. If required accessible transportation should be available to and from the accommodations and competition and training venue.

## Food services

The host must provide breakfast, lunch and dinner for all participants throughout the duration of the event. Food service should begin with lunch on Day 1 (arrivals) and should not end prior to lunch on Day 9 (departures). Food services must be nutritious and varied.

## Antidoping

Doping control will be conducted at the event. The LOC is responsible for liaison with the appropriate National Anti-Doping Organisation to conduct sample collection and analysis. A minimum of four urine tests must be conducted. The costs of doping control will be paid by the LOC.

## Medical

The host must implement and follow any return to play guidance in place as a result of the Covid19 worldwide pandemic, this should include all required testing and safety protocols for all participants.

# Host Selection Process and Event Requirements

## Protocol

The event should include an Opening Ceremony prior to the start of competition, and a Medal Ceremony following the final match. Details on this requirement are in the WWR Competition Regulations.

The WWR Flag or other court markings showing the WWR logo must be displayed at all competition courts. National Flags of competing WWR Members should also be displayed in the venue or during ceremonies.

Awards including individual medals must be provided for the first, second, and third place teams.

## Webcasting

The event should include webcasting/streaming that provides an accessible platform for the wider audience to view all games.

## Reporting

If you are successful with your bid and eventually host the event, you will be required to provide a final report including an event finance report to the WWR appointed Technical Delegate within 28 days following the final game.

# Host Selection Process and Event Requirements

## Budget

Please submit your budget in **US currency**. You may also add another column using local currency.

Be sure to include the following expenses in your event budget

- Accommodations
- Ground Transportation - from/to airport and from/to venue and accommodations
- Food services meals need to be nutritious and large enough to satisfy athlete and officials appetites
- Water for ITOs and teams
- Travel costs of USD 1250 per person for WWR personnel
- Accommodations & Food for WWR personnel
- Per diem for WWR officials of USD 25 per day payable upon arrival
- Venue rental
- First aid & Ice
- Medical services
- Potential Covid19 management costs including cleaning, testing etc
- Repair station for sport wheelchairs – this service can be offered at the athletes expense
- Access to welding services – as above at athletes expense
- Doping Control fees (contact your local Doping Control Agency to determine the fee per test) You must conduct 4 tests.
- Bid fee of USD 1250 – this fee is used to assist with expenses related to a site visit
- Sanction fee of USD 250 USD
- Awards and Ceremonies
  - Opening and closing ceremonies
  - Medals (or some type of recognition) for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place teams
  - Trophy or plaque for winning team
  - MVP award
  - Best in Class awards
- Results board (results to be displayed at venue so teams and public can view them)
- Webcasting and commentary
- Photography and Photo Gallery
- Welcome package (optional)
- Final Function or closing dinner/party (optional)
- Event Program (optional)
- We would also encourage you to include a 5% of the overall budget contingency

A sample budget has been provided to assist in planning. This is intended as a guide only; local conditions will determine the actual budget amounts.

The WWR would advise all interested bidding organisations to share early versions of their budget in order for them to assist in the development of accurate forecasting and to ensure that the budget is achievable to be delivered.

# Host Selection Process and Event Requirements

WWR Division B, Division C or Regional Championship					
Budget Template					
Name of Host Country					
<b>Income</b>					<b>Total Income</b>
Registration Fee	Estimated number of participants		Rate per person		
Sponsorship					
Government Funding					
Other funding sources					
<b>Total Income</b>					<b>0</b>
<b>Expenses</b>					<b>Total Cost</b>
Accommodations		Single Room	Twin Share	Days	
Technical Delegate	1	yes			
Chief Classifier	1	yes			
Head Referee	1	yes			
Referees	4 to 8		yes		
Classifiers	6		yes		
Commissioners	1 or 2		yes		
Evaluators	1 or 2		yes		
Teams	4 to 8		yes		
WWR Representative	1	yes			
Food					
WWR Officials and Representatives					
Teams					
WWR Process Fee	USD 1250				
WWR Sanction Fee					
WWR Travel costs	USD 1250 per person				
WWR Officials per diem	USD 25 per day per person				
Venue Rental					
Equipment					
Volunteers (food, drink & shirt)					
Team water					
Transportation					
Doping Control	One test per team				
First Aid					
Awards					
Insurance					
<b>TOTAL EXPENSES</b>					<b>0</b>
	See Event Requirements for number of officials based on teams attending				