

February 2022

World Wheelchair Rugby

Host Selection Process and Event Requirements

2023 Asia – Oceania Championship

worldwheelchair.rugby

2023 Asia–Oceania Championship

SUMMARY

The WWR Zone Championships are held every two years. High standards are expected for hosting these events. Past Zone Championship events have been successful in terms of logistical support, sport technical delivery, spectator participation, and athlete performances.

This document details the sport technical, logistical, and administrative requirements to host an eight-team WWR Zone Championship. WWR members interested in submitting a bid for these events should confirm that they are prepared to meet these requirements.

TIMING

The timing of Zone Championships must take into account other sanctioned events, and must allow sufficient planning and preparation time for countries qualifying for subsequent events (e.g. between divisional championships, or between Zone championships and Paralympic and World Championship qualifiers).

The following list details the preferred timeframe for these events. It may be possible to schedule some events outside of these timeframes, depending on the specific dates of other events. All bids should provide alternate dates, to allow scheduling to avoid conflict with other events.

- WWR Asia Oceania Championship: July 2023 –September 2023

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.

2023 Asia–Oceania Championship

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:

31 March 2022	Bid deadline
14 May 2022	Site visits complete (be prepared for a virtual bid presentation if required due to COVID-19 restrictions)
14 June 2022	Site selection complete
July – September 2023	2023 WWR Asia-Oceania Championship

2023 Asia–Oceania Championship

EVENT REQUIREMENTS

PARTICIPANTS

Championship events may not always involve 8 teams. The following table provides details of the estimated participant numbers based on the number of teams attending.

	Number	Number	Number
Participating nations	8	6	4
Athletes (12 per team)	96	72	48
Team Staff (minimum 6 per team)	48	36	24
WWR Officials	20-22	18-20	14-18
WWR Representatives	1	1	1
Total	165-167	127-129	91-95

SCHEDULE

	8 teams	6 teams	4 teams
Day	Activity		
1	Arrivals	Arrivals	Arrivals
2	Classification Training	Classification Training	Classification Training
3	Classification Training	Classification Training	Classification Training
4	Opening Ceremony Competition	Opening Ceremony Competition	Opening Ceremony Competition
5	Competition	Competition	Competition
6	Competition	Competition	Competition
7	Competition	Competition Closing Ceremony	Competition Closing Ceremony
8	Competition Closing Ceremony	Departures	Departures
9	Departures		

The above table is only a guide. Please plan for up 9 days for all events. The final schedule will be determined according to the number of teams and number of competition courts available. The schedule will be determined by the Technical Delegate and the LOC prior to approval from WWR.

2023 Asia–Oceania Championship

COMPETITION VENUE

1-2 x Competition/Training Courts

- 1 x 25m x 15m court
- 1 x 25m x 15m court
- 1 x 25m x 15m court
- 1 x 25m x 15m court
- 1 x 25m x 15m court
- 1 x 25m x 15m court
- 1 x 25m x 15m court

Temperature and light

- Should be climate controlled for cooling and heating as required with the ability to maintain temperature range of 19 – 22 degrees Celsius on field of play
- If cooling is not available the LOC must provide temporary solutions for the Field of Play, e.g. large fans or blowers
- Lighting must be sufficient and equal over entire field of play

Offices

- 1 x office for the LOC
- 1 x office for the WWR

Classification rooms

- 1 x classification room
- 1 x classification room
- 1 x classification room

Referee rooms

- 1 x referee room
- 1 x referee room

Wheelchair & Equipment Storage

- 1 x wheelchair storage
- 1 x wheelchair storage
- 1 x wheelchair storage

Spectator Capacity

- 1 x spectator capacity

ACCOMMODATION

Accommodation must be provided for all registered participants. All accommodation should be minimum 3-star standard hotel-style.

All rooms for athletes and at least 25% of rooms for other participants must be wheelchair accessible or able to be adapted to allow wheelchair access. Hotel facilities must be wheelchair accessible and generally suitable for people with physical disabilities. There must be a minimum of two elevators serving every floor where participants will be accommodated. The WWR Technical Delegate, Head Referee, Chief Classifier, and WWR Representative require single rooms.

2023 Asia–Oceania Championship

If multiple hotels are to be used for accommodation, all must be of the same general standard.

A separate minimum 3 star standard hotel should be available for family and friends to book at their own expense.

MEETING ROOMS

Meeting rooms must be available for teams and officials throughout the entire event. There should be a minimum of two meeting spaces available at all times. Meeting space should be at the host hotel and/or training and competition venue with convenient access.

TECHNOLOGY

The competition venue and office areas should include wireless Internet access. WWR personnel should have access to printing and photocopy facilities on site.

TRANSPORTATION

The host will cover the cost of return airfare for all WWR officials and representatives. Accessible transportation will be provided between ports of entry and the host hotel for all participants. Arriving personnel should wait no more than 90 minutes before transport leaves to the accommodation. Departing personnel should not arrive at the airport more than 3 hours prior to flight departure times.

If the host hotel and training and competition venues are not within reasonable walking and wheeling distance, accessible transportation must be provided. This should include scheduled transportation for teams and officials, as well as a regular shuttle service throughout the day. The time to travel between the host hotel and training and competition venue should be no more than 30 minutes.

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.

The host must provide water and nutritious snacks for teams and officials at the competition venue. This should be provided in the appropriate locations e.g. athletes' lounge, officials lounge, office areas.

COMMUNICATIONS

Facebook, website and webcasting are optional activities but preferred to ensure a very high standard of event

2023 Asia–Oceania Championship

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. WWR will direct the number and type of tests to be done and will be the results management authority for the event. The costs of doping control will be paid by the LOC.

BUDGET

Find enclosed a budget template for your use. Please submit your budget in US currency. You may also use an additional column using local currency.

Registration fees should be less than US\$250.00 per person per night's accommodation provided for registered participants. For example, if an event is planned for nine days including arrival and departure dates the fee should be no more than US\$2000.00 per person.

Bids should not rely on registration fees alone to cover the costs of the event. Bid organisations are expected to source other funding and the registration fee will be considered in evaluating bids. If the number of teams attending is unknown, we recommend that potential hosts develop separate budgets for a 4, 6 and/or 8 team tournament.

The budget should include the WWR bid process fee of US\$2500, sanction fee of US\$1250. All ITO's will received a US\$25 (or equivalent) per day per diem, including arrival and departure dates. This per diem is intended to cover the incidental costs of officials participating in events.

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.

REPORTING

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

If you have any questions or require assistance to complete your bid application please contact either of the following persons

Kathy Newman
Tim Johnson

Chair Competitions Committee
Asia-Oceania Zone

knewman@iwrf.com
tim@iwrf.com