

March 2022

WWR Americas Regional Championship

Bid Process, Timelines and Requirements

worldwheelchair.rugby



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Call for Bids

WWR is seeking bids to host the 2023 WWR Americas Regional Championship. This event is part of the 2023 WWR Americas Championship. The two top finishing teams from the 2023 WWR Americas Regional Championship will qualify to attend the 2023 ParaPan Am Games.

2023 IWRF Americas Regional Championship – Host Eligibility

Host Eligibility & Location

To be eligible to host this event the host nation must be a current member in good standing with WWR as of May 1, 2022. Eligible hosts will be from the South & Central America Region.

Eligible teams to attend

All WWR member nations from the South and Central Americas region will be eligible to attend, with the exception of the host for the 2023 ParaPan Am Games and the teams already qualified to attend the 2023 ParaPan Am Games.

Note: If not enough eligible teams confirm attendance, the LOC can open up the invitation to the other teams in the Americas Zone that have already qualified to attend the 2023 ParaPan Am Games. In such case, North American Member nations may send a development team. Results from these participating teams will not impact overall event results or the qualifying slots for the 2023 ParaPan Am Games.

The LOC may determine the number of teams they want to attend the event. However all Americas national teams that have not already qualified to attend the 2023 ParaPan Am Games will be invited to attend.

Note: The technical personnel required to deliver this event may vary dependent upon the number of teams attending. Therefore this document is meant to be a guideline.

All team members must be registered with the WWR MALS system

Process

To apply to host the 2023 WWR Americas Regional Championship please complete the bid application and submit the application to WWR Competitions Working Group Chair Kathy Newman at knewman@iwrf.com

When you have submitted the application, an invoice will be sent to you for the bid fee of \$250 USD

Should you require any advice with your application please contact Kathy Newman at knewman@iwrf.com

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Timelines

- June 1, 2022 – Deadline for bid applications and fees
- June 30, 2022 – Site visits completed (During this time the site visit may be conducted virtually)
- July 15, 2022 – Successful bid confirmed

Event Requirements

Proposed Event dates – between February 2023 and April 15, 2023

Number of teams – 4 – 8 teams

Number of courts required – 1 court is required and the floor must be a 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 3m run off at end zones. The court requires scoreboards and 2 x 40 second clocks.

Allow enough time in the schedule for 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.

Accommodations – twin rooms, can be dormitory style but a 3 star minimum hotel is preferred. Accommodations must be accessible and include accessible showers and toilets in the rooms. There should be a minimum of two elevators at the accommodation.

Technical Delegate, Head Official, and Chief Classifier require single rooms.

Transportation – host responsible to pick up officials, classifiers, WWR Delegate, teams and their equipment at airport if required and to drop off at airport. If required accessible transportation should be available to and from the accommodations and competition and training venue.

Food Services – host to provide 3 meals a day. Food services must be hygienic and of sufficient quantity.

International Technical Officials (ITO's)

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4 Team Tournament	6 Team Tournament (may include Development Teams)	8 Team Tournament (may include Development Teams)
Technical Delegate Head Official 4 x referee 2 x commissioners 1 x evaluators 1 Chief Classifiers 6 Classifiers	Technical Delegate Head Official 6 x referee 2 x commissioners 2 x evaluators 1 Chief Classifier 6 Classifiers	Technical Delegate Head Official 8 x referee 2 x commissioners 2 x evaluators 1 Chief Classifier 6 Classifiers

1 room must be available at the competitions venue to allow for officials debriefing meetings

Budget must include travel, ground transportation, accommodations, food services and a daily \$25 USD per diem per day for each Official.

Every effort will be made to ensure travel costs are kept to a minimum

Note: The LOC may want to take advantage of this event being hosted in their region and provide leadership development and educational opportunities. Examples include:

- Officials
- Classifiers
- Development
- Coaching Education

Classification – Type A Panel

Type A Panel requirements

Chief Classifier (to be appointed by WWR) = 1

Two panels of 3 classifiers = 6 total

Two rooms to conduct classification

Classification note:

1. 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. Please also refer to Classification Regulations for more details on the make up of these two types of panels, as this will affect your budget.
2. The LOC may also want to consider requesting the opportunity to accept 1 trainee per panel. The Chief Classifier makes this decision. If this request is accepted the trainees must pay for their travel to attend the tournament however

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the LOC must cover the cost of ground transportation, food and accommodations.

Table Officials to be supplied by Host – If required the Technical Delegate will work with the LOC (Local Organizing Committee) to recruit and train table officials.

Sample event schedule for 4, 6 & 8 Team Tournament

Day 1 arrival – Teams, Technical Delegate, Chief Classifier, Classifiers

Day 2 training and classification – All other IWRF Personnel

Day 3 training and classification

Day 4 competition

Day 5 competition

Day 6 competition

Day 7 departure

Budget Information (Please provide budget in both local currency and US Dollars)

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
- ITO Travel (based on \$1,500 per person payable to WWR), Accommodations & Food
- Daily fee (per diem) for ITO's based on \$25 per day, payable upon arrival
- Venue rental
- First aid & Ice
- 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 minimum 4 tests.
- Covid – 19 testing services
- Bid fee \$1,000 USD – this fee is used to assist with expenses related to a site visit however if an in person site visit is not conducted WWR will charge a fee of \$250 to cover administrative costs.
- License fee \$250 USD – this fee covers WWR administration costs when awarding a license for an event
- Awards –
 - Medals (or some type of recognition) for 1st, 2nd and 3rd 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)
- Ceremonies
 - Opening Ceremony (optional)

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- Medal Ceremony after last game
 - Webcasting (optional) and commentary (optional)
 - Photography and Photo Gallery (optional)
 - 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

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.

Please get in touch at any stage should you require information, help or advice. WWR is here to assist and develop the sport through these competitions. You can contact Kathy Newman, Competitions Working Group Chair at knewman@iwrf.com