



INTERNATIONAL  
**WORLD GAMES**  
ASSOCIATION

# Bidding for The World Games 2017

The World Games



under the Patronage of the IOC

# The World Games



Under the Patronage of the  
International Olympic Committee





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## Introduction

# BIDDING FOR THE WORLD GAMES 2017

## Official Bid Application and Questionnaire for The World Games 2017

**Bidding for The World Games 2017** is the official Bid Application Document and Questionnaire for The World Games 2017. It is published and circulated by the International World Games Association (IWGA).

The IWGA wishes to acknowledge the support provided by the International Olympic Committee (IOC) and other organizations (IPC) in allowing the IWGA to base much of this document as well as the questionnaires on the contents of the candidature documentation for their multi-sport games.

The IWGA nevertheless takes full responsibility for this Bid Application document and for the questionnaires, all of which in no way reflect the views of the IOC and/or any other organization, nor are they in any way endorsed by the IOC and/or other organizations.



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## President's Message



To the Applicant Host Cities!

The International World Games Association seeks a Host City for the tenth edition of The World Games, which is scheduled to take place over eleven days in the year 2017.

This Bid Application document describes the nature, scope and objectives of The World Games. Together with another document, Preliminary Information for Candidate Host Cities, it provides valuable insights into how the hosts of the most recent editions prepared and delivered the multi-sport games to the acclaim of stakeholders and participants as well as the public at large. It thus aims to serve as the first blueprint and planning base for the future Host City.

Another purpose of the document is to list all requirements a Candidate Host City must be able to meet in order to submit a bid with good prospects for success. It includes the "Q&A" structure for the applicant host cities to address each of 18 themes separately and to provide bid-related information to an extent appropriate for the initial stages in their preparations for The World Games 2017.

Last but not least, the document outlines the terms and conditions for the International World Games Association awarding, supervising and controlling The World Games 2017 as stipulated by the relevant provisions in its Constitution and Regulations, the Rules of The World Games and the IWGA technical manuals.

A handwritten signature in black ink, appearing to read 'Ron Froehlich'.

Ron Froehlich

IWGA President

## Executive Summary

The World Games are multi-sport games for the world's best athletes in sports, or disciplines of sports, which are not currently on the program of the Games of the Olympiad. Around 30 International Sports Federations contribute to the diversity of The World Games. They take place over a period of eleven days, generally in July or August, and involve maximum 3,600 athletes and officials. Competitions, whose winners are proclaimed "World Games Champions," are staged in about 175 events at a number of suitable sporting venues in and around the Host City.

The top-level contests attract significant numbers of admission-paying spectators. The Opening and Closing Ceremonies of The World Games are equally capable of filling the stadia to capacity (2009 Kaohsiung: 50,000), and the associated initiatives – such as the World Games Plaza and World Games Party – draw huge numbers of general public (2009 Kaohsiung: 1.2 million).

Hosting The World Games is a major undertaking. Budgets of several tens of millions U.S. dollars are required to prepare and deliver them. The Host City pays for the necessary competition infrastructure, the equipment, the ceremonies, the liability and cancellation insurance, as well as for all local transportation, accommodation and food for the participants in The World Games. In addition, the Host City contributes – over a period of four years – to the operating costs of the International World Games Association and funds a number of joint planning meetings during the lead-up to the event.

It is one of the primary aims of the International World Games Association to secure extensive and worldwide media coverage for The World Games. The services of a Games Host Broadcaster must be contracted and a range of media services must be provided by the Host City. It is also required to collaborate in, and contribute funds for, determined communication and promotional efforts to be undertaken jointly with the International World Games Association at the international level.

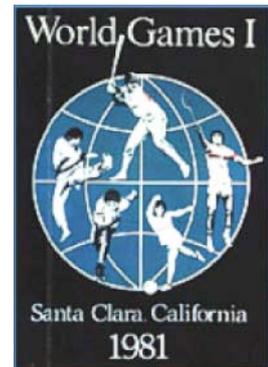
In return, the International World Games Association provides the Host City with opportunities to generate revenue through the proprietary rights it holds to all editions of The World Games. The lion's share of all income resulting from the joint exploitation of the commercial and media rights to The World Games goes to the account of the Host City. From the gross income generated directly by the Host City through exploitation of rights to The World Games, it retains 94%. From the net income, after deduction of agency commissions, generated by the International World Games Association through exploitation of rights to The World Games, 60% go to the account of the Host City. The Host City and the International World Games Association agree to share any and all profit derived from The World Games based on a table defining different profit levels.

# 0 GENERAL INFORMATION

## 0.1 The World Games

### 0.1.1 Origin and Purpose

A number of International Sports Federations (IFs) first considered the option to provide their athletes with the opportunity to compete in elite multi-sport games of their own in the 1970s. These IFs sought to popularize the sports under their governance further by improving their prominence through excellent sporting achievements of top-level athletes, by securing extensive international exposure in the media for exploits of the athletes, and by conserving all the traditional values of sport.



### 0.1.2 The Organization

Founded in 1981, the International World Games Association (IWGA) is a non-governmental and non-profit international organization made up of 32 Member IFs. The IWGA is a member of SportAccord, formerly known as the General Association of International Sports Federations, and an organization recognized by the International Olympic Committee (IOC). The official language of the IWGA is English.

### 0.1.3 The Objective

The objective of the IWGA is to stage a top-level and high profile international multi-sport event, The World Games (TWG), at intervals of four years. With the program of TWG based on the sports governed by the 32 IWGA Member IFs, the popularity of the featured sports is developed further – and IWGA as well as its Member IFs are able to secure additional resources and funding for continued promotion.

### 0.1.4 The Characteristics

TWG are the pinnacle in the competition calendar for the world's best athletes in sports – or disciplines of sports – which are not currently on the program of the Games of the Olympiad. Recognizing that the multi-sport event provides the athletes in these sports with the opportunity to compete at the highest level, to represent their countries and to promote the Olympic ideals, the IOC grants its patronage to TWG.



### *0.1.5 The Principles*

In its Constitution and through its actions, the IWGA explicitly upholds and promotes the principles and values that are defined in the Olympic Charter. The commitment to fair play, the commitment to clean sport and others apply to TWG. The IWGA adopts the World Anti-Doping Code and enforces its Anti-Doping Rules in compliance with the norms and standards of the World Anti-Doping Agency. Consistent with the practice of the Olympic Movement, it refers any conflict or dispute arising from TWG and/or its other activities to the resolution through the Court of Arbitration in Sport.

The IWGA insists on the protection of the environment as well as on the utmost respect for socio-cultural issues, including all aspects of diversity and ethics in sports.

### *0.1.6 The Unique Traits*

The concepts of viability and sustainability are held in highest regard by the IWGA. Unlike for some of the other multi-sport events, a Host City is not required to build facilities or extend upon available infrastructure for the sake of TWG. In fact, the Rules of The World Games stipulate that the games must be staged at existing venues, or at venues that have been planned and built regardless of the bid for TWG.

The composition of the Official Sports Program of TWG is consequently subject to the availability of suitable venues and required infrastructure in the Host City. Hence, not every sport governed by an IWGA Member IF features necessarily in every edition of TWG.

For the past ten years the IWGA has kept the maximum number of eligible Official Sports within manageable limits through a moratorium on new membership. On the other hand, and in order to accommodate local cultural affinities and preferences, the IWGA allows the Host Cities to endorse a limited number of sports of its choice to feature on the Invitational Sports Program.

For TWG 2017, the IWGA envisions again compact games staged at appropriately sized venues, with an Official and Invitational Sports Program comprising a manageable number of different events, and with particular emphasis put on efforts to secure broad international exposure for the featured sports.

### *0.1.7 Evolution of The World Games*

TWG 2017 will be the tenth edition since the games' inception in 1981. While the special character has been preserved over three decades and nine editions, some of the initial criteria have been updated and significant amendments have been brought to the concept.

Following TWG 1997 Lahti, FIN, the IWGA strengthened its cooperation with the IOC. It culminated in the appointment of



Dr. Jacques Rogge, then a member of IOC Executive Board, as an Official Observer to the IWGA Executive Committee. Some of Dr. Rogge's suggestions for improvements to the existing concept were adopted in time for TWG 2001 Akita, JPN. Others required changes to the IWGA Constitution and to the Rules of The World Games.

The national representation of athletes and delegations in TWG, absent for 20 years, was the most fundamental change. It was first applied to the Opening, Closing and Medal Ceremonies of TWG 2005 Duisburg, GER, with all athletes parading by nation, under their country's flag, and with the Medal Ceremonies and Tables reflecting the winners' nationalities.

As was intended and encouraged by the IOC President, the significant change brought about the active involvement of more National Olympic Committees (NOC) in the administration of the nationally representative delegations to TWG.



### 0.1.8 Partners in The World Games

The World Games are organized in a partnership between the Host City and the IWGA. For this purpose the two parties conclude an agreement, the Host City Contract, which clearly defines the role and responsibility of each party. The IWGA is responsible for arranging – through its IFs – the participation of the world's best athletes and for ensuring the most elite competitions in each sport of TWG.

The Host City is responsible for the provision of accommodation, meals and local transportation for the participants. And it assumes the costs for the facilities, equipment, staff, services – such as accreditation and result systems, broadcasting and media services, doping controls – as well as the protocol of TWG. Both partners are equally committed to ensure an optimal organization and delivery of TWG. Furthermore, the partners acknowledge that their partnership could be expanded to include additional parties – such as patrons, institutional and commercial sponsors, media partners and others – in order to attain their common objectives.



### *0.1.9 The Bid Process for The World Games*

The bid process for TWG is not only the first step for prospective hosts towards organizing a successful edition of TWG, it also provides the IWGA with the impartial and effective structure to determine the best Host City and to select the partner best suited to organize and stage the games successfully. The determination process and the procedure for awarding a respective edition of TWG to a Candidate Host City consist of

- ✓ The capture of comparable information, data and guarantees required to assess the initial feasibility of the bid project submitted by the candidates, and to thoroughly examine the candidates' ability to meet the basic hosting requirements.
- ✓ The establishment and execution of a comprehensive and fair review and evaluation process;
- ✓ The pre-selection of the designated Candidate Host Cities who met the basic hosting requirements.
- ✓ The exchange of views and the establishment of dialogue between the stakeholders in TWG – Candidate Host Cities, IWGA and others – with the aim to improve the final version of the bid book.
- ✓ The site inspections and the process of conclusive review and evaluation of the final version of the bid project.
- ✓ The presentation of results and the negotiation of the Host City Contract.
- ✓ The award of TWG to the Host City by the IWGA Executive Committee.
- ✓ The ratification of the award through the IWGA Annual General Assembly and the formalization of the Host City Contract.

### 0.1.10 Roles and Responsibilities

#### IWGA

The World Games are owned and governed by the International World Games Association.

The IWGA Executive Committee selects the Host City for TWG.

The IWGA Annual General Assembly ratifies the award of TWG to a Host City.

The IWGA, through its Member International Sports Federations and its Executive Officers, is responsible for the technical delivery of the games, using venues, equipment and support personnel provided by the Host City.

#### Candidate Host City

The bidding authority of a Candidate Host City is solely responsible for all aspects of the bid application and for all commitments entered into by it concerning the organization and the staging of the games, and it shall assume the entire financial responsibility for such organization.

The Host City Contract for TWG – covering all aspects of organizing and staging the games, and listing all obligations and commitments of the partners – must be signed by the authorized representatives of Host City and IWGA at the time of the city's selection and ratification as host of TWG.

## 0.2 Bid Process for The World Games 2017

### 0.2.1 Bid Application

In March 2010 the IWGA made preliminary information about TWG and about the bid process/procedure available to all cities wishing to organize the tenth edition (refer to *Preliminary Information for Candidate Host Cities*). The IWGA circulates the Bid Application document to all those cities that have manifested their intention to submit a bid for hosting TWG 2017. The bid application and all related documents will also be made available for downloading from the IWGA website as of the same date.

### 0.2.2 Themes

The Bid Application document identifies 18 Themes.

Theme 1: Games Vision and Concept

Theme 2: Local Organizing Committee

Theme 3: Local and National Support

- Theme 4: Legal Aspects
- Theme 5: Finance
- Theme 6: Sports and Venues
- Theme 7: Ceremonies
- Theme 8: Accommodation and Catering
- Theme 9: Transport
- Theme 10: Security
- Theme 11: Medical and Health Services
- Theme 12: Anti-Doping
- Theme 13: Media (Broadcast and Press)
- Theme 14: Communication and Promotion
- Theme 15: Marketing
- Theme 16: Technology
- Theme 17: Risk Management and Insurance
- Theme 18: Environment, Sustainability and Meteorology

Between them, the themes cover all elements that need to be considered in the organization and delivery of TWG 2017. Addressing each of these themes in the context of its specific situation, an applicant host city arrives at what will serve as the first blueprint for organizing TWG 2017 and as a valid bid project.

### *0.2.3 Information*

In this Bid Application document the IWGA provides comprehensive information to each of the 18 themes. This information is based on best practice standards and on the experiences gathered by organizers of previous editions of TWG. Additional information is available from other official IWGA documents and sources. In preparing their files for the first phase of the bid process, applicant host cities should also refer to the publications and documents listed on the next page.

***The IWGA Constitution establishes in conjunction with the Regulations the overall objects, fundamental principles, functions, roles, policies and procedures of the IWGA.***

*The Rules of TWG govern all aspects of organizing and staging TWG; they define the roles and responsibilities of the IWGA and the Host City in the partnership entered into for the purpose of organizing and staging TWG.*

*The Memorandum of Understanding IOC – IWGA defines the cooperation between the two organizations.*

*The document “Preliminary Information for Candidate Host Cities” provides prospective bidders with background information on TWG in general, the last and the upcoming edition, and on the bid process for TWG 2017.*

*IWGA Manuals providing guidance and directives to the applicant host cities in various areas are mentioned under the corresponding themes.*

The *IWGA website* and particularly the *site’s section dedicated to the bid process for TWG 2017* are the online source for information related to the IWGA, TWG and the bidding.

#### *0.2.4 Requirements*

The IWGA lists – per theme – the requirements which the applicant host cities must be able to meet and fulfill in order to ensure that TWG 2017 are staged in a dignified manner and that all objectives of the stakeholders in the event can be attained.

These requirements range from conceptual frameworks to formal commitments and contracts with, or guarantees from, third parties.

#### *0.2.5 Questionnaires*

Questionnaires for the themes are the mainstay of the bid application. The applicants are requested to complete each questionnaire, providing clear and concise information to the extent that is appropriate for the first phase of the bid process. The determination of the bid project’s initial feasibility is based on the review of the questionnaires.

### *0.2.6 Response Formats*

The structures of the bid application and of the entire bid process have been thoroughly reviewed by the IWGA. The aim of the format of responses is to save an applicant host city unnecessary work, effort and expense, and also to ensure that the information provided to the IWGA can be easily and objectively analyzed and represented. Therefore,

- ✓ Responses must follow the questions specified in the questionnaires of the bid application. The questions provide a basis for technical analysis of the bid, and they cover all critical elements for assessing the concepts and technical elements critical to the success of TWG 2017.
- ✓ Facts must be presented as clearly and concisely as possible. Each theme also allows for additional information to be provided outside the specific areas covered in the questions.
- ✓ The numbering for each question in the questionnaires has been made specific to the respective theme. This simplifies the referencing of responses in the bid analysis process.
- ✓ The bid application requires the Candidate Host City to provide a number of guarantees from itself and third parties. These are specified clearly in the questions in order to provide a reference list.
- ✓ All representations, statements and other commitments contained in the bid application, and in other correspondence and documents related to the bid, are binding in the event that the respective applicant host city is selected to host TWG 2017.
- ✓ The bid application must be submitted in electronic format by 31 May 2011. The electronic submissions should include a separate MS Word and PDF file of the responses for each theme in the bid application (Themes 1 to 18). Any attachments such as guarantees, pictures, plans, etc. should be provided as PDF files. Where templates are provided in the annexes to this Bid Application document, an applicant is expected to make use of them.
- ✓ An applicant must provide three (3) hard copies of the complete Bid Application, including all attachments, to the IWGA Headquarters by 31 May 2011.
- ✓ All responses, additional information and other correspondence submitted to the IWGA must be in English.

### *0.2.7 IWGA Symbol, Emblems and Designation of TWG 2017*

Applicant host cities may be granted the right to use the IWGA symbol and all other emblems – such as pictograms – in conjunction with their bid applications. Usage of these emblems for non-commercial promotional purposes requires the prior approval of the IWGA and the clear identification of the city as an "Applicant Host City for TWG 2017" or – if shortlisted – as a "Candidate Host City for TWG 2017" in all publications where the IWGA emblems are reproduced. The emblems may only be used until the IWGA executive awards TWG 2017, at which time all distribution and use must cease.

The games shall only be designated as “The Tenth (10<sup>th</sup>) World Games 2017 [name of the Candidate Host City]” or, as an acronym, “TWG 2017 [name of the Candidate Host City].” No other designations and no deviations from the official designation – other than the omission of “Tenth”/”10<sup>th</sup>” – or abbreviations are acceptable.

### *0.2.8 Terms and Conditions of the Bidding for TWG 2017*

In submitting its bid application, the applicant host city accepts, and agrees to be bound by, the terms set forth in the IWGA Constitution and Regulations, the Rules of The World Games and other relevant manuals or documents – such as this Bid Application document – and to refer any conflict or dispute arising from the bid process to the resolution through the Court of Arbitration in Sport in Lausanne, Switzerland.

Furthermore, the applicant host city acknowledges – by submitting its bid application with the authorized signatures affixed to the documents “Undertaking” and “Covenant” (Theme 5, Legal Aspects) – that the IWGA retains the rights to all intellectual property developed throughout the bid process for TWG 2017. This includes all data, documents and information provided by the IWGA and the bidders, including the bid application documents and the completed responses.

All applicant host cities are bound to maintain the appropriate levels of confidentiality throughout the bid process. However, the IWGA encourages an open and constructive relationship between it and the bidders, inviting the latter to request further information or any clarification on the bid process as it is described in this Bid Application document.

For reasons of keeping the bid process as transparent as possible, the IWGA will respond to specific requests for information and/or clarification with circular letters to all bidders. In such circular responses the origin of the question will not be disclosed.

All inquiries and other requests should be addressed to the IWGA Chief Executive Officer, Mr. Joachim Gossow (personal address: An den Wiesen 87· 47239 Duisburg · GERMANY · FAX: +49 2151 94 11 62 · MOB: +49 175 581 14 92 · ceo@theworldgames.org · sports@theworldgames.org

### *0.2.9 Bid Fee*

The IWGA requires the payment of a bid fee of US\$ 50,000 (fifty thousand U.S. dollars) from the cities applying to stage TWG. It is due at the time of submitting the bid application – deadline for that being 31 May 2011 – to the IWGA. A bid application will be assessed by the IWGA once the bid fee is received.

The IWGA will select from the applicant host cities the short-list of the Candidate Host Cities. Applicant host cities not selected for the short-list will be refunded 100% of the bid fee. The Candidate Host Cities that are not selected as the Host City for TWG 2017 will be refunded 75% of the bid fee. The bid fee of the Host City – i.e. the Candidate Host City that is awarded TWG 2017 – is not refundable.

The bid fee must be transferred to the IWGA bank account below no later than 31 May 2011.

**UBS Ltd.**  
**Bahnhofplatz 2**  
**CH-6002 Lucerne**  
**SWITZERLAND**

**Beneficiary Bank Swift Code: UBSWCHZH80A**  
**Beneficiary Account Name: International World Games Association**  
**Beneficiary IBAN: CH10 0024 8248 7015 6560 1**  
**Account Number: 248 70156560 1**

### 0.2.10 Timeline

Year	Date	
2011	01 February	Distribution of the Bid Application Document and Questionnaire to the prospective bidders that have notified IWGA of their intention to bid for TWG 2017
2011	31 May	Deadline for submission of the Bid Application Questionnaires by applicant host cities
2011	01 June – 30 June	Study of submitted responses, follow-up with applicant host cities, selection of the Candidate Host Cities for TWG 2017
2011	01 July – 31 Oct.	IWGA Bid Evaluation Commission's visits to the Candidate Host Cities, on-site inspections of facilities, hotels, etc. and discussion of the finalized bid files
2011	01 Nov. – 31 Dec.	Evaluation of the commission's reports on the visits, study of the finalized bid files and presentation of conclusions/results to the IWGA Executive Committee
2012	January	Announcement of the Host City for TWG 2017
2012	January to March	Final negotiation of the Host City Contract between the IWGA and Host City representatives
2012	March or April	Ratification of the award of TWG 2017 to the Host City by the 2012 IWGA General Conference and signing of the Host City Contract during the 2012 SportAccord Convention



Vision & Concept  
VISION & CONCEPT

# 1 VISION & CONCEPT

## 1.1 General

### *1.1.1 Introduction*

Hosting the tenth edition of TWG in 2017 is a major undertaking. The parties involved in the games' organization and delivery must have an appropriate and compatible motivation that can justify the efforts and expenditure required to take on such a project – and to bring it to a successful conclusion. It is this motivation which will serve to shape the planning, to set goals for the hosting and to define the legacy of TWG 2017.

The IWGA states its principal motivation – the promotion of the sports governed by its Member IFs through TWG – in this and other documents. The Candidate Host City, too, must declare its motivation and describe the visions it holds for hosting TWG in 2017. Knowing how TWG 2017 fit in with the development goals and long-term planning of the Candidate Host City allows the IWGA to assess all merits of the bid project. And it serves as the solid basis to a well-functioning partnership between the IWGA and Host City.

From the Candidate Host City's motivation and vision derives the overall concept for TWG. This outlines the schedules, locations, venues, programs and initiatives associated with TWG.

### *1.1.2 Dates and Duration*

TWG extend over maximum eleven days, generally during the period from July through August. The Opening Ceremony is scheduled for a Thursday evening, the first day, whilst the Closing Ceremony takes place on the second Sunday night, the final day. Competitions in the sports are staged over ten days, from Friday morning (day two), to the second Sunday afternoon/evening (final day).

Athletes and officials should be able to take part in either the Opening Ceremony or the Closing Ceremony. The period of their stay depends on the competition schedule of their sport.

### *1.1.3 Locations/Venues*

The Host City provides the sites, locations and venues for all competitions and for training. They are critical to the success of TWG. The competition venues – including the venue operational elements – must be in line with the commitment to stage world-class competitions in all sports. Each venue must provide an extraordinary experience for athletes and for comfort to spectators.

The Host City provides accommodation for all participants of TWG 2017 – the athletes, officials and invited guests – in appropriate lodging. Provisions also need to be made for media accommodations. A compact layout of locations, where accommodations are within walking distance from sports venues, is desirable. Failing that, a transportation infrastructure must connect the locations.

The Host City provides the venues for the Opening and Closing Ceremonies. It selects these venues considering above all the seating capacity and location. Selecting a location other than a sports venue is an option if other outdoor venues exist and provide an even more appropriate setting for the ceremonies.

The Host City provides the venues for the press and broadcast center and the facilities required for all games services.

#### *1.1.4 Programs, Initiatives and Events*

Aside from the Official and the Invitational Sports Program, the Host City needs to associate additional programs with TWG in order to enhance their appeal, to broaden their scope and to maximize their positive impact and legacy.

Associated programs and initiatives range from civic mobilization, educational, cultural and promotional initiatives – implemented prior to TWG – to specific projects undertaken while the games are in progress. Prominent among the latter are:

The World Games Plaza: a central meeting point for citizens, visitors and participants to socialize and take in the games atmosphere in a spirit of international solidarity and cultural exchange.

The World Games Party: a social event, scheduled midway through TWG (Tuesday or Wednesday evening), which focuses on the athletes, providing them with the opportunity to meet and socialize with their colleagues from other sports. This event is of particular importance if the athletes are not lodged together on a campus or in a games village.



## 1.2 Requirements

### 1.2.1 Motivation

A good understanding of how the Host City could derive specific benefits from hosting TWG 2017 is the basis: the motivation. These benefits should, in one way or another, offset the many commitments and obligations required to organize and stage TWG 2017. The Host City's motivation must be fully compatible with the principal aims of the IWGA and the purpose of TWG.

### 1.2.2 Vision

From the motivation evolves a general vision of how the city goes about planning, preparing and delivering TWG 2017.

### 1.2.3 Concept

"Concept" under this theme refers to the general concept – the "... when, where, how and why?" – establishing what will be the distinguishing features of TWG 2017 held in the Host City. The concept must guarantee that TWG 2017 are staged in the most dignified manner, as an independent event and not in connection with any other international or national enterprise or event in the Host City – or its greater vicinity – such as a fairs, exhibitions or sporting competitions.

**Note:** Nearly all points that are addressed in the "Vision and Concept" questionnaire are taken up again in the other questionnaires, under each separate theme. In-depth information should be provided there, and only summaries are required in this questionnaire to Theme 1 "Vision and Concept."

## 1.3 Questionnaire

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<b>Motivation</b>	
<b>VC 1</b>	What is the Host City's principal motivation for hosting TWG 2017?
<b>VC 2</b>	List the specific goals – benchmark targets and legacy goals – the Host City pursues through the hosting of TWG 2017.
<b>VC 3</b>	Outline how the IWGA can help the Host City in achieving these targets and goals.
<b>VC 4</b>	Outline the impact of these goals on planning and operations.
<b>Vision</b>	
<b>VC 5</b>	Describe the vision the Host City holds for organizing and staging TWG 2017.
<b>VC 6</b>	How will the Host City ensure that its vision will be integrated into all elements of the games, including sports, ceremonies, cultural and educational programs as well as other initiatives associated with TWG 2017?
<b>VC 7</b>	Explain how this vision fits into the long-term planning strategy of the Host City.
<b>Concept</b>	
<b>VC 8</b>	Confirm the dates the Host City proposes for TWG 2017 and specify the reasons for selecting them.
<b>VC 9</b>	Confirm that no other major events – of whatever kind – held in the Host City will coincide with, or will precede by less than one month, TWG 2017.
<b>VC 9</b>	<p>Provide a map (Map A: no larger than A 3 – folded or double page – with the graphic scale indicated) of the Host City on which the locations and the venues of TWG 2017 are superimposed, providing a visual overview of the project for TWG 2017. Map A should include the following:</p> <p>Competition venues, Venues for ceremonies, Accommodation (hotels, campus, other) for athletes, officials guests and media personnel, Main press and broadcast center, Hotels for visitors, Locations and venues for associated programs and initiatives, Main transportation infrastructure (incl. airport, train and bus stations, etc.)</p>
<b>VC 10</b>	Give the rationale behind the choice of locations and venues for sports, ceremonies, games services plus other programs and initiatives associated with TWG 2017.
<b>VC 11</b>	Briefly describe the Host City's strategies for ceremonies, World Games Plaza/Party, for community mobilization programs, for educational, cultural and promotional initiatives.
<b>Additional</b>	
<b>VC 12</b>	Provide any additional information the Host City considers relevant in the context of motivation, vision and concept.

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Local Organizing Committee

## 2 LOCAL ORGANIZING COMMITTEE

### 2.1 General

#### 2.1.1 Introduction

The IWGA awards TWG 2017 to the Host City with whom it concludes the Host City Contract. The Host City Contract covers all aspects relating to the organization and delivery of TWG 2017, defining the duties and responsibilities of both signatories. Upon the award and its formalization, the Host City sets up the Local Organizing Committee (LOC), tasking the LOC under an official mandate with the duties and responsibilities of planning, preparing and delivering TWG 2017 in partnership with the IWGA. For this purpose the Host City develops the appropriate governance and organizational structures for the LOC and appoints the key officers. Even if the LOC is an independent body, its organizational structure should involve the stakeholders who assume key roles in delivering TWG 2017. All the local, regional and national governmental and sporting authorities should be included in this structure, because of the important role they play in investment, support services and facilities.

In the execution of its task, the LOC establishes the permanent office – with adequate space and equipment – and employs staff according to the workload in the respective stages of project preparation and execution.

#### 2.1.2 LOC

The LOC must be able to manage TWG 2017 in a professional manner, reflecting the world-class status of the games and maximizing the public and media awareness associated with them. The LOC must also be able to ensure that all communications and the delivery of the games are conducted in English in addition to the language of the host country.

The LOC could be constituted as a special purpose company, a joint venture between the Host City and other parties – such as regional, national authorities and/or organizations involved in the hosting of the games – or as another legal entity which can be entrusted with planning, preparing and delivering TWG 2017.

In any case, the full LOC should be constituted no later than March 2013. Prior to appointing the LOC Chief Executive Officer (CEO) and his or her deputy, the Host City must consult with the IWGA, providing the qualifications and the curriculum of the persons it considers for the position. The CEO appoints – with the approval of the Host City and other relevant authorities – additional officers with the required qualification and experience in the area to which they are assigned. Key officers in the LOC are the sports director and the director in charge of communications and media. They should also be appointed by March 2013. IWGA will

ensure that the 2013 Cali organizers invite the principal officers of the LOC as observers to The World Games, so that they can gain invaluable insights.

To best prepare for the constitution of the LOC, the applicant host cities should start planning from the earliest bid stages. Consideration should be given to the persons who may be part of the LOC in the event that the city is selected to host TWG 2017. For two reasons: to guarantee the best possible cooperation between Host City – with other authorities/organizations involved in the candidature – and the LOC, and to ensure continuity between the bidding stage and the start of the project execution. The applicant host cities should consider the establishment of a transition team, for the time between the award of TWG 2017 and the constitution of the LOC, as this will also help continuity and allow for planning work to continue without interruption.

### *2.1.3 LOC Mission*

The Host City must grant the necessary powers and the authority to the LOC, enabling it to execute the relevant planning and operational duties that are assigned to the Host City in the Host City Contract.

The Host City, as the signatory to the agreement with the IWGA, remains legally and financially responsible for the fulfillment of the Host City Contract, including all those duties it has mandated the LOC to carry out. The Host City must have the appropriate management mechanisms in place to ensure an appropriate integration and supervision of the LOC.

### *2.1.4 LOC Structure*

In addition to the overall governance structure, where the LOC is linked to the Host City and other stakeholders involved in TWG 2017, an effective organizational structure needs to be contemplated from the early bid stages too. The LOC assumes duties and responsibilities in a wide range of areas. The sample organizational chart on the following page identifies the key divisions and division managers. Further subdivisions will likely be required; a somewhat different assignment of duties and tasks could be imaginable.

### 2.1.5 Organizational Chart (Sample)

Chief Executive					
Director	Director	Director	Director	Director	Director
<b>Administration</b>	<b>Sports</b>	<b>Services</b>	<b>Marketing</b>	<b>Communications and Media</b>	<b>Associated Programs</b>
<b>Finance</b>	Program	Lodging	Sponsorship	Host Broadcaster	Community Mobilization
<b>Tender</b>	Facilities	Transport	Sponsorship Support	Image and Identity	Educational Programs
<b>IT</b>	Equipment	Meals	Merchandising	Publications	Cultural Programs
<b>Human Resources</b>	Medical	Security	Advertising, Media Planning	Promotion	Protocol
<b>Accreditation</b>	Anti-Doping		Sales Promotion	Public Relations	Opening Ceremony
<b>Result Service</b>	Competition Managers		Ticketing	Media Relations	Closing Ceremony
<b>Visa</b>	Medal Ceremonies			Press and Broadcast Centers	World Games Plaza, Party

### 2.1.6 LOC Office

Among the first duties of the LOC is the establishment of the permanent and fulltime LOC Office. The LOC Office must start operations – with a skeleton staff and limited infrastructure – no later than January 2014. As the workload increases in subsequent stages of organization, the scale and scope of operations will be adjusted continuously. Particular importance – from the start of operations – is assigned to deployment of state-of-the-art information and communication technology.

### 2.1.7 Coordination Committee

The Coordination Committee (CoCom) is the body that coordinates the planning and the interface for communications between the IWGA and the LOC on all matters related to the organization of TWG 2017. It is made up of an equal number of IWGA board members and LOC members/staffers. The IWGA President is the

chairman of the CoCom, which meets at least twice per calendar year in the Host City in order to assess the progress achieved by the LOC in the preparation of the games.

During the early stages of planning, the primary task of the CoCom is the finalizing of the Official and Invitational Sports Program for TWG 2017. In subsequent stages the CoCom puts its emphasis on all areas requiring the coordination between the IWGA and the LOC.

All CoCom meetings are minuted by the IWGA Manager or CEO. An action list is established and updated at every meeting. The minutes and the action list will then be circulated to the members of the CoCom for comments and approval. Once agreement on accuracy is confirmed by the LOC and the IWGA, both parties sign the minutes.

### *2.1.8 Volunteers*

Apart from the professional staff of the LOC, due consideration must also be given to the incorporation of volunteers in the different stages of preparation and, above all, in the execution of the games. Their early recruitment, motivation and training are crucial to the success of TWG.

The two most recent editions of TWG deployed between 3,000 (2005 Duisburg) and 5,000 (2009 Kaohsiung) volunteers in a variety of capacities.

### *2.1.9 Consultants and Contractors*

Identifying project-related consultants/advisers to be contracted for the planning of TWG 2017 should also be contemplated early on.

The outsourcing of specific services to providers qualified and able to offer them competitively is another important element in the preliminary human resource planning.



## 2.2 Requirements

### 2.2.1 *Host City Contract*

The Host City Contract is entered into by the IWGA and the Host City upon award of TWG 2017. It defines the relationship, roles and responsibilities among the IWGA, the Host City and other stakeholders in TWG 2017, such as regional or national authorities and organizations as well as partners of the Host City and the IWGA. It outlines all legal, commercial, organizational, financial and reporting obligations, and it establishes the primary financial and operational responsibilities with regard to these obligations. Together with the Rules of The World Games and the IWGA Manuals it governs all aspects of how TWG 2017 must be organized and conducted in fulfillment of these obligations.

### 2.2.2 *Local Organizing Committee*

The Host City is required to plan for the constitution and empowerment of the LOC – as the latter is the body responsible for organizing and delivering TWG 2017. To best prepare for the constitution of the LOC, it is essential that the necessary planning be completed during the candidature phase. At the time of concluding the Host City Contract, preliminary agreements should be in place between all parties involved in the TWG 2017. They outline the roles, responsibilities and financial obligations of each party prior to the signing of the Host City Contract.

The applicant host cities are required to describe the legal status as well as the governance and organizational structure of the LOC in their bid project. They must define their concepts and policies for the constitution, empowerment and supervision of the LOC, and they should be able to establish the scale and scope of LOC operations in the different stages of planning, organizing and executing TWG 2017.

The appointment of key officers to the LOC needs to be contemplated from the earliest bid stages too. The LOC CEO and the directors of certain divisions must be appointed in time for them to take part in the Observers' Program of The World Games 2013 Cali.

### 2.2.3 *LOC Office*

A permanent and fulltime LOC Office must be established and operational from March 2014. The mission of the LOC Office is to provide all members of the LOC staff with the operational synergies and the infrastructure required to perform all duties assigned to them, and to serve as the primary and central point of contact for TWG 2017 in general.

### 2.2.4 *Coordination Committee*

From the initial stages of planning and preparing TWG 2017, the LOC commits to coordinate all relevant aspects of its work with the IWGA. It also agrees to periodically monitor the progress – and audit the

milestone compliance – in its work jointly with the IWGA. For this purpose the IWGA and the LOC establish the CoCom.

The CoCom consists of an equal number of members – up to 10 – from the IWGA Executive Committee (5) and the top-echelon management – as well as the parties in charge of oversight – of the LOC (5). Additional members could be invited by IWGA and/or LOC to attend specific meetings. The invitations are subject to the prior approval by both parties.

The CoCom and the CoCom meetings are chaired by the IWGA President. Decisions taken in mutual agreement between the IWGA and the LOC at the CoCom meetings or otherwise are binding.

### *2.2.5 Volunteers*

Appropriate programs for the involvement of volunteers in many pre-games and games-time activities of the LOC need to be developed. The first concepts for recruitment, orientation, training and scheduling of volunteers involved in pre-games activities of the LOC and in the delivery of the games should be established in the bid project.

### *2.2.6 Human Resource Planning*

In the evolutionary life cycle of the LOC various stages must be considered and the staff/workforce must be adapted to the requirements of each stage. The evolution commences with core teams planning for TWG 2017, culminates in the deployment of the workforce for games-time operations and ends – after key staff have performed all assigned reporting duties – with the dissolution of the LOC. Aside from permanent or temporary staff, consultants and contractors could assume key roles in the respective stages of the LOC life. Their appointment should be considered in the bid project too.

## 2.3 Questionnaire

### Host City Contract

- LO 1** Designate and describe any party – other than the Host City itself – whose role and involvement in the organization and execution of TWG 2017 would need to be addressed in the Host City Contract. Such parties could be local, regional or national authorities and project-related partners of the Host City.
- LO 2** Describe the role and the involvement of such party in the organization and execution of TWG 2017.
- LO 3** If selected as the Host City for TWG 2017, what party – other than the Host City itself – would need to be involved in the negotiation of Host City Contract?

### Local Organizing Committee

- LO 4** Briefly describe the nature and the governance structure of the LOC which the Host City would mandate to plan, prepare and deliver TWG 2017
- LO 5** Designate and describe the different entities represented on the LOC, including all public authorities and project-related partners of the Host City.
- LO 6** Establish the timeline for the constitution of the LOC, from the award of TWG 2017 to the start of LOC operations.
- LO 7** If a special purpose company, joint venture or any other form of corporation – involving public authorities, statutory organizations and project-related partners – is proposed as the LOC, provide details of the proposed governance structure.
- LO 8** Would the proposed structure require any transference of the responsibilities assigned by the IWGA to the Host City? If so, what is required to be transferred? How would this be managed and legally reflected? How is the fulfillment of such responsibilities guaranteed after the transfer?
- LO 9** Provide the mission statement and task list for the LOC.
- LO 10** Outline the organizational structure of the LOC, providing a reasonably detailed organizational chart and specifying key linkages to external entities.
- LO 11** Outline the roles and responsibilities of key LOC personnel in the organization and the hosting of TWG 2017.
- LO 12** Confirm that the LOC, in the performance of its tasks and duties, will coordinate, at all times, with the IWGA through the Coordination Committee, the body which it forms together with members of the IWGA Executive Committee. Confirm that it will be this body which assesses the milestone compliance by the LOC.
- LO 13** Confirm that the LOC Office will be operational from March 2014.

### Volunteers

- LO 14** Outline the role that volunteers play in the organization and in the hosting of TWG 2017.
- LO 15** Outline the Host City's concept and plan for the recruitment, motivation, training and scheduling of volunteers in pre-games and games-time activities of the LOC.

### Human Resource Planning

- LO 16** Describe the Host City's preliminary plans for the recruitment of fulltime/temporary LOC staff.

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**LO 17** Outline the Host City’s preliminary plans for the contracting of consultants for the planning and/or for the outsourcing of determined services at different operational stages.

**Additional**

**LO 18** Provide any additional information the Candidate Host City considers relevant in the context of the constitution and empowerment of the Local Organizing Committee.

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Local & National Support

## 3 LOCAL & NATIONAL SUPPORT

### 3.1 General

#### 3.1.1 Introduction

Even though TWG 2017 will be awarded to a single Host City, it is understood that formal sanction and crucial support of other entities are required in order for the city to be able to stage them. The jurisdiction, responsibilities and prerogatives of national, regional and local public authorities and of statutory bodies governing sports in the host country affect the organization and the delivery of TWG 2017.

Without all of these authorities and bodies affirming their sanction of – and their support to – the project of hosting TWG 2017, starting with an endorsement of the Host City's bid project, it is impossible to stage them. Extensive project support by the national, regional and local population is equally important and must be ascertained from the very outset to ensure the games' success.

Under this theme, the IWGA seeks to evaluate whether the applicant host cities have been able to secure the formal sanction and appropriate levels of project support from public authorities and sports governing bodies in the host country. In order to be eligible as Candidate Host City, guarantees – financial or other – from all national, regional and local authorities and bodies involved in the staging of TWG 2017 must be obtained.

In order to ensure that the IWGA can properly assess the information provided by the applicant host city under this theme, the bid project must include an outline of the country's legal framework and governance structure with regards to sports and other areas relevant to the hosting of TWG 2017.

#### 3.1.2 Public Authorities

The public authorities at the local level are assumed to be the driving force behind the bid project. They have to guarantee, therefore, that the Host City is able to fulfill all obligations which are stipulated in the Host City Contract, that the Host City will comply with the Rules of The World Games, and they must confirm the veracity of any and all information provided to the IWGA in the bid and other documents. Generally, such guarantees need to be ratified by the executive and/or the legislative branches of the local government.

At the very least, the national public authorities are required to guarantee free and non-discriminatory access to – and free movement around – the host country for all persons accredited for participation in TWG 2017 on the basis of a passport, with or without entry visa.

National regulations, too, apply for the import and export of equipment as well as products required by accredited persons. These include – without limitation – sports equipment, broadcasting, photographic and related equipment, telecommunications equipment, medical equipment, medicines, etc. Terms and conditions, which national public authorities levy for their importation and exportation at the time of TWG 2017, must be defined and guaranteed.

The jurisdiction of national authorities in other areas – such as the anti-doping legislation, taxation, etc. – is bound to affect the staging of TWG 2017 too. However, and even more importantly, the games' global scope and their magnitude will require the national public authorities to commit to far more than just an endorsement and certain covenants. For any Host City to be able to realize its plans and deliver TWG 2017 in a dignified manner – as a world-class event – the collaboration between it and public authorities at other levels will be prerequisite.

### *3.1.3 Sporting Authorities*

While parliaments, ministries and/or other government-level agencies establish the overriding policies for sports at the national level, sports also fall under the authority of determined statutory bodies. National sports confederations, federations and associations are empowered – generally by law – to exercise their authority and to govern one or more sports with certain autonomy.

### *3.1.4 National Olympic Committee*

The International Olympic Committee encourages all National Olympic Committees to assume the role outlined in the Olympic Charter Paragraph 28, Articles 2 and 3, and to sanction the participation of the national delegations in the multi-sport games held under its patronage.

The involvement of the respective host country's NOC in the organization and delivery of TWG 2001 through TWG 2009 was decisive to their success. For TWG 2013, too, the Colombian Olympic Committee has assumed an active role in the preparations, collaborating closely with the Cali Organizing Committee.

An applicant host city is required to obtain formal sanction and support to TWG 2017 from all relevant sporting authorities and the NOC from the early bid stages.

### *3.1.5 Public Support*

Additionally, the project of hosting TWG 2017 will need acceptance and support among the population at local, regional and national levels. Ascertaining that the general public opinion towards the project is favorable should also be considered.



## 3.2 Requirements

### 3.2.1 *Local/Regional Public Authorities*

- ✓ Formal sanction and guaranteed support to the project of hosting TWG 2017, allowing the applicant host city to live up to all commitments it assumes by concluding the Host City Contract with the IWGA

### 3.2.2 *National Public Authorities*

- ✓ Endorsement of the bid project
- ✓ Covenant from the relevant public authority guaranteeing free access to and free movement around the host country for all participants accredited for TWG 2017
- ✓ Covenants that guarantee the terms and conditions levied for the importation and exportation of equipment and products at the time of TWG 2017

### 3.2.3 *Sporting Authorities*

- ✓ Endorsement of the bid project
- ✓ Pledge to support the applicant host city in the planning, preparing and executing of TWG 2017 in all matters concerning sports

### 3.2.4 *National Olympic Committee*

- ✓ Endorsement of the bid project
- ✓ Pledge to support the applicant host city in planning, preparing and executing TWG 2017 according to the mission and role of the NOC (as outlined in the Olympic Charter, Paragraph 28, Articles 2 and 3)

### 3.2.5 *Popular Acceptance and Support*

- ✓ Popular endorsement of the bid project

## 3.3 Questionnaire

### Public Authorities

- LN 1** Describe the role that local, regional and national public authorities will play in the support, preparation and hosting of TWG 2017. In addition to an outline of the role of each authority, provide a description of the coordination between these bodies and the LOC and any other vehicle established to host the games. In the case of the local public authorities specify in detail by area the confirmed levels of support.
- LN 2** Provide any written guarantees obtained from the specified local, regional and national public authorities regarding their support and commitment – financial or other – towards the games.
- LN 3** List all relevant public elections scheduled in the host country from 2011 through 2017 and indicate whether the outcome of such elections could have any impact on the preparation or staging of the games.
- LN 4** Describe the regulations in force in the host country regarding immigration and entry visas. Provide a statement on the conditions imposed by the public authority responsible for immigration and entry visas to all games accredited people.
- LN 5** Specify any regulations concerning the import of products, equipment, etc. required by games accredited people (athletes, team officials, media, etc). Provide a statement on the conditions imposed by the public authority responsible for the importation and exportation of these products, especially in relation to the duties or other taxes that may apply at the time of TWG 2017.
- LN 6** Identify all potential obstacles arising from national or international obligations binding the host country (e.g. national law, international treaties, European Community rules and requirements) that may conflict with the obligations of the Host City pursuant to the Host City Contract, the IWGA Constitution and the Rules of The World Games, including obligations of commercial, financial, fiscal or legal nature.

### Sporting Authorities

- LN 7** Provide a general overview of how sport is legislated and governed in the host country.
- LN 8** Describe the role the national (regional, local) sporting authorities will play in the support, preparation and staging of TWG 2017.
- LN 9** Provide any written guarantees obtained from the specified sporting authorities regarding their support and commitment towards the games.

### National Olympic Committee

- LN 10** Describe the role the NOC will play in the support, preparation and staging of TWG 2017 pursuant to its mission and role.
- LN 11** List any members of the NOC – and of the IOC – who are involved in the preparation of the bid project and who will likely assume a role in the LOC.
- LN 12** Endorsement of the bid project for TWG 2017 by the NOC.

### Popular Acceptance and Support

- LN 13** Provide any evidence of the acceptance and support of the local (regional, national) population

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towards the project of hosting TWG 2017.

- ✓ Opinion polls – provide details of specific polls carried out (dates, sample size, questions asked)
- ✓ Statements by citizens
- ✓ Track record (popular support to similar projects in the past)
- ✓ TWG 2017 pre-bidding awareness campaigns – provide details

#### Additional

**LN 14** Provide any additional information the Candidate Host City considers relevant in the context of local and national support to TWG 2017.

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Legal Aspects

## 4 LEGAL ASPECTS

### 4.1 General

#### 4.1.1 Introduction

Theme 4 seeks to establish whether an applicant host city and the other public authorities at all levels understand and act in conformity with the rules relating to the International World Games Association, including the IWGA Constitution and Regulations, the Rules of The World Games as well as the Host City Contract.

Theme 3 also addresses the issues of “The World Games [Host City] 2017” mark and symbol protection.

#### 4.1.2 City Authorities

A declaration from city authorities confirming that the persons submitting the bid project are empowered to represent the applicant host city is required. The names and/or titles of persons who will – prior to the award of TWG 2017 to a Host City – have the authority to negotiate and sign contracts and other documents on behalf of the city need to be provided.

#### 4.1.3 Applicant/Candidate Host City Undertaking

Applicant/Candidate Host Cities are required to abide by the terms of the Candidate City Undertaking ("the Undertaking").

Representatives of each applicant host city – and the representatives of all other public authorities involved in the bid project – must duly sign and return the Undertaking (below) to the IWGA with the other bid documents; not later than 31 May 2011.

#### *The Undertaking (Text)*

***1. ... [Name of the applicant host city] as well as all as the other public authorities involved in the bid project recognize and declare that they are aware of the contract which shall be executed with the IWGA if the city is selected for the organization of TWG 2017 (such contract being referred to herein as the “Host City Contract”) and are prepared to sign the Host City Contract without reserve or amendment.***

*2. In consequence thereof, the city and the other public authorities declare that – during the period of the candidature of the city – they will refrain from becoming a party to or approving or consenting to any act, contract, commitment or any other action contrary to or which might affect any of the obligations stipulated in the Host City Contract.*

*3. Should the city and other public authorities involved in the bid project have already entered into or approved or consented to a commitment which would be in conflict with, jeopardize, prevent or make impossible the fulfillment of any provision of the Host City Contract, the city and the other public authorities shall bring to the attention of the IWGA Executive Committee all such commitments. The city and the other public authorities involved in the bid project declare that all such commitments shall be neither enforced nor enforceable vis-à-vis the IWGA and that such commitments shall be deemed, as regards the IWGA and any party with which the IWGA may enter into an agreement with respect to the TWG 2017, to be null and void, unless approved in writing by the IWGA Executive Committee. Furthermore, the city and/or the IWGA shall take all steps necessary to terminate or cause to be terminated all such commitments which would be contrary to obligations stipulated in the Host City Contract.*

*4. The city and all other public authorities involved in the bid project undertake to abide by the IWGA Constitution and Regulations and any directions of the IWGA Executive Committee regarding the use of the marks and symbols of TWG 2017.*

*5. The city and all other public authorities involved in the bid project have ensured, or shall ensure, that symbols, marks and other designations as determined by the IWGA Executive Board for TWG 2017 are protected in the name of the IWGA and/or have obtained, or shall obtain, from their competent national authorities, adequate and continuing legal protection to the satisfaction of the IWGA and in the name of the IWGA. The city has brought this provision to the attention of the competent authorities and confirms that these authorities have agreed, or shall agree, with its contents.*

*6. The city and all other public authorities involved in the bid project declare that any dispute arising during the period of the candidature of the city, in connection with this Undertaking, shall be definitively settled by the Court of Arbitration for Sport in Lausanne, Switzerland, pursuant to the Code of Sports-related arbitration. Swiss law shall be applicable to this Undertaking.*

*7. This Undertaking shall remain in full force and effect until it is superseded on the date of the award of TWG 2017 by the provisions of the Host City Contract*

...

#### 4.1.4 The Covenant (Text)

Covenants from the authorities – local, regional and national – concerned by the project of hosting TWG 2017 are required to guarantee the following:

*... [Name(s) of the duly authorised representative(s)] hereby confirm(s) that the government of [name of the host country/regional authority of (name of the region)/local authority of (name of the city)]*

- 1. Guarantee(s) the respect of the IWGA Constitution and Regulations and the Host City Contract;*
- 2. Understand(s) that all representations, warranties and covenants contained in the applicant host city's bid documents, as well as all other commitments made, either in writing or orally, by either the applicant host city or other public authorities involved in the bid project shall be binding on the city;*
- 3. And guarantees that it will take all the necessary measures in order that the city fulfills its obligations completely ...*

#### 4.1.5 IWGA Symbol

Applicant host cities may be granted the right to use the IWGA symbol (the “W” with the sphere, four swooshes and “INTERNATIONAL WORLD GAMES ASSOCIATION” as text) in conjunction with another graphic device or logo to create a single emblem for use in promotional material such as posters, brochures, video presentations and such other items as may be approved by the IWGA. Such emblem must contain terminology which stipulates that the city is an “Applicant Host City for TWG 2017” or – if shortlisted – a “Candidate City for TWG2017.”

#### 4.1.6 Symbols Created by the Applicant/Candidate Host City

Candidate Host Cities may not commercialize the IWGA symbol. They may, however, commercialize their own graphic device or logo used without the IWGA symbol within the country in which the Candidate City is located and subject to the prior approval of the IWGA.

Candidate Host Cities may not commercialize their own graphic device with respect to product or service categories forming the subject matter of the IWGA’s international marketing program during the period of candidacy, unless the prior approval of the IWGA Executive Committee is obtained.

Subject to the prior approval of the IWGA, a Candidate City may grant to its supporters the right to use the standard designation “Supporter of TWG 2017 [name of the Candidate Host City] Candidature.” This designation may be used in conjunction with the own graphic device or logo, but not with the IWGA symbol or with any design that is confusingly similar to the IWGA symbol.

All rights to the use of the Candidate Host City's graphic device or logo or any candidacy-related designation terminate on the date of the decision to award the TWG 2017 for which the city is a candidate, without the supporters having any automatic or binding residual rights, options or other arrangements of any nature – expressed or implied – with respect to the TWG 2017 if the Candidate Host City is successful.

If the Candidate Host City is awarded TWG 2017, the provisions of the Host City Contract will apply immediately. Any and all commercial activities involving the marks and symbols of TWG 2017 must therefore be agreed in advance – and in writing – between the IWGA and the Host City in their negotiations.

The use of the Olympic rings, always together with the text “Under the Patronage of the International Olympic Committee,” is limited to non-commercial activities only and governed by the norms specified in the IWGA Corporate Identity Manual.

#### *4.1.7 Protection of “TWG 2017 [Host City]” Marks, Symbols and Designations*

An applicant host city must confirm that appropriate measures have been – and will be – taken to protect the word mark “TWG 2017 [Host City]” as well as the symbols, emblems and designations related to TWG 2017 within the national territory. A declaration by the relevant authorities must confirm that legal and legislative measures are enforceable to protect marks, symbols, emblems and designations within the national territory.

An applicant host city needs to confirm that it will assume the costs for registration of the domains that are currently property of the IWGA, committing to use them as per IWGA instructions:

theworldgames2017.org	worldgames2017.com
theworldgames2017.com	worldgames2017.tv
theworldgames2017.tv	worldgames2017.info
theworldgames2017.info	worldgames2017.mobi
theworldgames2017.mobi	worldgames2017.net
theworldgames2017.net	Etc.
worldgames2017.com	



## 4.2 Requirements

### 4.2.1 City Authorities

- ✓ A declaration from the city authorities confirming that a bid committee or a similar entity is empowered to represent the applicant host city and submit the bid project for TWG 2017 on its behalf;
- ✓ List of the names of persons – and/or their titles – who have the authority to sign contracts and other documents on behalf of the city.

### 4.2.2 The Undertaking

Representatives of the applicant host city – as well as the representatives of other public authorities involved in the bid project – must sign and return the Undertaking not later than 31 May 2011.

### 4.2.3 The Covenants

Covenants from all authorities – local, regional and national – concerned by the project of hosting TWG 2017 have to accompany the bid project at the time of submission.

### 4.2.4 Marks, Symbols and Designations

Documentation indicating that appropriate measures have been – and will be – taken to protect the word mark “TWG 2017 [Host City]” and all associated symbols, emblems and marks/designations within the national territory.

### 4.2.5 Domains

The applicant city must commit to register and use domains for TWG 2017 as per instructions of the IWGA.

## 4.3 Questionnaire

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### City Authorities

- LA 1** If a bid committee has been constituted, name and describe its legal entity.
- LA 2** Provide a declaration from the city authorities confirming that the bid committee or another entity is empowered to represent the applicant host city and indicate the names of the persons and/or their titles who have the authority to sign contracts and other documents – such as the Undertaking – on behalf of the city.

### The Undertaking

- LA 3** Did the applicant host city, the bid committee or any other entity involved in the bid project enter into project-related agreements which would be in effect after the date of election of the Host City for TWG 2017 and which have not been approved or agreed to by the IWGA? Did anyone involved in the bid project grant any options or rights of renewal to sponsors that would result in agreements being in effect after the date of election of the Host City? If so, please describe them.

Please confirm that these agreements would not jeopardize, prevent or make impossible the fulfillment of any provision of the Host City Contract.

Provide copies of **The Undertaking** signed by each public authority – national, regional and local authorities – involved in the bid project and concerned by the project of hosting TWG 2017.

### The Covenants

- LA 4** Provide a covenant from each public authority – national, regional and local authorities – concerned by the project of hosting TWG 2017. Use the template **The Covenant** or similar wording.

### Protection of “TWG 2017 [Host City]” Marks, Symbols and Designations

- LA 5** Describe the legal measures in force in the host country to protect the word mark “TWG 2017 [Host City]” plus all emblems, logos, marks and designations related to TWG 2017.
- LA 6** Provide documentation indicating that appropriate measures have been – and will be – taken to protect the word mark “TWG 2017 [Host City]” and all symbols, emblems and marks/designations related to TWG 2017 within the national territory.

### TWG 2017 Domains

- LA 7** Commit to register and administrate all domains – worldgames2017; theworldgames2017; etc. – that the IWGA has assigned for the online presence of TWG 2017.

### Additional

- LA 8** Provide any additional information the Candidate Host City considers relevant in the context of the legal aspects.
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*The World Games*  
**2009**  
*Kaohsiung*

Finance  
EUISUCG

# 5 FINANCE

## 5.1 General

### 5.1.1 Introduction

Theme 5 seeks to establish the viability of the financial plan and the budget developed for TWG 2017. The Host City – and its LOC – shall be responsible for all commitments concerning the organization and staging of TWG 2017 as described under these themes and shall assume the entire financial responsibility for the organization and staging of TWG 2017.

The theme also establishes the relevance of the financial guarantees provided to

- ✓ Ensure the financing of all major capital investments required to deliver the TWG 2017.
- ✓ Cover any potential economic shortfall of the LOC.

### 5.1.2 Games Financial Arrangements

- ✓ All costs of TWG 2017 will be met by the LOC.
- ✓ The LOC will make contributions towards the operating costs of the IWGA through four annual payments of US\$ 220,000 each. The first payment is due on 1 February 2014; the remaining three payments are due on 1 January of each successive year until 2017.
- ✓ From the gross income of the revenues generated by the LOC through the marketing of commercial rights to TWG 2017 – such as sponsorships, merchandising, sale of admission tickets, etc. – the LOC will transfer 6% to the IWGA.
- ✓ The IWGA will transfer 60% of the net income – i.e. after deduction of agency commissions – generated through sponsorships it has acquired for TWG 2017 to the LOC.
- ✓ Any financial shortfall resulting from the TWG 2017 project will be assumed in its entirety by the LOC.
- ✓ Any financial surplus resulting from the celebration of TWG 2017 will be shared between the LOC and the IWGA based on a table dependent on the levels of profit.

### 5.1.3 Games Operations Budget (Games Budget)

An applicant host city must include in the bid application a detailed operating budget – revenues and expenses – related to the organizational arrangements for TWG 2017. It should be realistic and accurate, following full consideration of each line item. The Games Budget is prepared and managed by the LOC and must be formally approved by the IWGA. In order to obtain verifiable and comparable data, budgets should be prepared on the basis of economic conditions existing at the time of the bid application. The possible inflationary and currency effects will be analyzed by the IWGA. All budget figures must be provided both in local currency and USD, with the exchange rate specified and used consistently in all information.

There could be a need to present additional budgets too. The Games Budget is the operations budget for the organization and the staging of TWG 2017. Infrastructure development costs for sports venues and other major infrastructure projects should not be included in the Games Budget.

Additional and separate budget would need to be disclosed if there were any plans for the construction of sports venues and other infrastructure, since the IWGA stipulates that the Host City should not be required to build facilities or expand on available infrastructure for the sake of TWG. The financing of such long-term legacy should be undertaken by the public authorities or the private sector; independently of the Games Budget.

#### *5.1.4 Games Budget Categories*

The description of each budgetary section listed below provides applicant host cities with information on what elements are to be taken into consideration in the preparation of their budgets.

#### *5.1.5 LOC Revenues*

##### *5.1.5.1 Broadcast and other media rights*

Revenues arising from the sale of broadcast and other media rights: these rights will generally be marketed through the IWGA Global Media and Marketing Partner. This partner will provide updated information on the revenue targets for TWG 2013 Cali to the applicant host cities.

##### *5.1.5.2 Sponsorship*

Revenues in both cash and value-in-kind (VIK) arising from the sale of sponsorship rights: a number of commercial arrangements with sponsors may contain elements of VIK that may reduce the total cost of organizing and delivering TWG 2017. For these revenues it should be specified what percentage is cash and what percentage is VIK. The budget must be able to demonstrate that the VIK categories are also reflected in the expenditure budget in comparable amounts to the projected VIK revenue.

##### *5.1.5.3 Official suppliers*

Suppliers are granted determined rights, at levels of investment lower than the sponsorships, with reduced benefits and marketing opportunities. Typically, the official suppliers provide VIK to the LOC.

#### *5.1.5.4 Ticket sales*

Revenues generated through ticket sales to TWG 2017 events, Opening and Closing Ceremonies and other programs, including the cultural program.

#### *5.1.5.5 Licensing and merchandising*

Revenues generated through licensed product sales activities.

#### *5.1.5.6 Lottery*

Revenues arising from national and other lotteries organized in relation to TWG 2017.

#### *5.1.5.7 Donations*

Revenues in cash or VIK received from third parties without any sponsorship or marketing rights attached.

#### *5.1.5.8 Disposal of assets*

Revenues arising from post-games sales of capital investments: installations and equipment for which the LOC or the Host City holds title of ownership.

#### *5.1.5.9 Subsidies*

Subsidies are received from city, regional or national authorities.

#### *5.1.5.10 Other revenues*

Other revenues not included in the above sections, including

- ✓ Interest income and exchange gains: interest earned on invested cash, as demonstrated by the cash flow model, and exchange gains from hedging strategies for revenues and expenditures denominated in currencies other than the domestic currency;
- ✓ Interest expenses and exchange losses should be reflected as a financing cost in the expenditure budget;
- ✓ Accommodation commissions of hotel room revenue from all paying clients in the hotel network of TWG 2017;
- ✓ Catering commissions of food and beverage sales at the venues;
- ✓ Test event income: revenues from the conduct of test events that accrues solely to the benefit of the LOC, generally from sponsorship, media rights, ticket sales or athlete participation fees.
- ✓ Revenue from rate card services refers to income generated by the LOC from the fee-based provision of goods and services – in excess of the entitlements stipulated in the Host City Contract – to the

participants in TWG 2017. The rates for such goods and services are generally subject to the approval of the IWGA.

#### *5.1.5.11 Other miscellaneous revenue*

Other miscellaneous revenue refers to revenues not specifically categorized or mentioned above.

### **5.1.6 LOC Expenditures**

#### *5.1.6.1 Capital investments*

Section refers to the costs of upgrading existing sports facilities incurred by the LOC – or to contributions to other parties by the LOC for the cost of renovation. If such upgrading or renovation is not fully funded by the LOC, these facility improvements are of a permanent nature and not limited to the period of TWG 2017.

#### *5.1.6.2 Games Operations*

Section includes the planning, implementation, establishment and operating costs of all services to and all facilities of TWG 2017. Note that the staffing costs for these operations are portrayed under section 6.1.6.3, "Games Workforce."

- ✓ Host broadcasting: contract with the host broadcaster for production of the national and international television signals of TWG 2017, operating costs of the International Broadcast Center and the venue broadcast compounds. This section includes the costs of the planning and management contract with the Games Host Broadcaster.
- ✓ Construction of temporary facilities for which use after TWG 2017 is not contemplated. This category includes costs for facilities that are temporary or temporary adaptations to existing facilities such as seating, tents, portable buildings, toilets, lighting, power and the costs to install, operate, maintain, dismantle and restore the facilities to their permanent configuration.
- ✓ Furniture, fixtures and equipment required in relation to these facilities (e.g., for sports events, training venues and test events) that will be disposed of after TWG 2017, including the costs to deliver, install, maintain, recover and dispose of the equipment.
- ✓ Rental costs for venues if the installations do not belong to the Host City. The IWGA expects facilities owned by public authorities to be provided to the LOC either at no cost; or at a rental cost to be approved by the IWGA.
- ✓ Electricity and other sources of energy.
- ✓ Facility logistics that cover the costs for the delivery, set-up, installation, maintenance, tracking, recovery and disposal of venue furniture, fixtures and equipment.
- ✓ Cleaning and waste management services
- ✓ Event services at the sports venues, including costs for crowd control, bag search operations, ticket checking, ushering and spectator information, etc.

- ✓ Command, control and communications: communication, coordination and decision-making structures for the games-time operations. Includes costs for the headquarters operations center, venue communications centers and functional command centers.
- ✓ Front desk operations at the venues and the accommodations for athletes and officials.
- ✓ Non-competition venues, including the Main Press Center (MPC) and the International Broadcast Center (IBC).
- ✓ Photographic and written press operations: operating costs of the Main Press Center and of the satellite (venue) press centers.
- ✓ Other non-competition venues: taking into consideration the level of service required, and the complexity and duration of their operation.

#### *5.1.6.3 Games workforce*

Throughout the life cycle evolution of the LOC, from core teams planning operations on a generic basis (TWG-4 to TWG-1 years) to the games-time operations (TWG-1 year to TWG), the workforce is made up of LOC staff, volunteers, consultants and contractors.

- ✓ Permanent staff of the LOC: salaried staff whose employment is for duration greater than one year
- ✓ Temporary LOC staff: usually games-time or project-specific staff whose employment is of duration of one year or less
- ✓ Volunteers: primarily games-time volunteers, but pre-games volunteers should also be considered
- ✓ Consultants: project-specific advisers over the life of the LOC
- ✓ Contractors: employees of contracted service providers
- ✓ Costs for the human resources administrative function should be included under section 6.1.6.14, "Administration"

#### *5.1.6.4 Technology*

Technology covers information systems, telecommunications and other technologies, and Internet in three subsections. Technology is an area where value-in-kind sponsorships are commonplace and able to demonstrate that cost estimates can be consistent with the VIK components of the sponsorship revenues. However, all recent games have also registered significant cash costs, above all for systems integration.

#### *5.1.6.5 Information Systems*

Typically, information systems consist of the following functional components.

- ✓ Timing and scoring systems
- ✓ Results systems
- ✓ Games management systems, such as accreditation

- ✓ Administrative systems, such as finance, human resources, project management, procurement and logistics
- ✓ Integration of systems
- ✓ Systems operations
- ✓ Hardware and systems software
- ✓ Printing and publishing

The timing, scoring, results and games management systems – specifically designed to the requirements of the IWGA and fully integrated – are contracted from the IWGA partner SWISS TIMING. The IWGA will make information on costs available to the applicant host cities.

#### *5.1.6.6 Telecommunications and other technologies*

Typically they include the following functional components.

- ✓ Communications infrastructure
- ✓ Landline communications
- ✓ Wireless communications
- ✓ Radio frequency communications
- ✓ Public address systems
- ✓ CCTV and cabling
- ✓ Televisions and recorders
- ✓ Imaging
- ✓ Video boards

#### *5.1.6.7 Internet*

Internet comprises pre-games and games-time websites, streaming channels, social networks, etc. The development of applications and other services for Smart Phones would also fall under the subsection.

#### *5.1.6.8 Ceremonies and culture*

Costs incurred for the ceremonial, artistic, celebratory and cultural aspects of TWG 2017. The area provides the LOC with the opportunity to showcase the artistic and cultural heritage of the Host City, the host region and country. While some of it is based on a level of investment decision by the LOC, the highest standards need to be maintained throughout. The following needs to be considered.

- ✓ Opening Ceremony
- ✓ Closing Ceremony
- ✓ IWGA Flag hand-over ceremony at TWG 2013 Cali Closing Ceremony
- ✓ Medal Award Ceremonies
- ✓ Cultural programs

- ✓ World Games Plaza and Party
- ✓ Other programs initiatives and special events, including pre-games educational programs

#### *5.1.6.9 Medical services and doping control*

Even though the IWGA advises all participating athletes and officials to arrange for adequate personal health insurance cover in the host country for the duration of TWG 2017, costs for the following medical services/facilities should be budgeted in this section.

- ✓ First aid, medical care for athletes/officials at competition and training venues
- ✓ Emergency medical services and hospital facilities for athletes/officials in the Host City
- ✓ Medical transport facilities
- ✓ Doping controls, even if the anti-doping legislation in a host country could lead to the associated costs being assumed by third parties

#### *5.1.6.10 Accommodations and Catering*

Costs incurred to meet accommodation, food and beverage requirements of the accredited athletes, officials and guests of the IWGA, including but not limited to the constituents and cost categories listed here.

- ✓ Accommodation for athletes, officials and guests of the IWGA in hotels of the category appropriate for each constituent group (and/or in university campus dormitories): the Host City provides free accommodation for all participants, to the agreed maximum number of persons. An indication for their total number is 3600, including the competition officials. The participants in the Invitational Sports Program of TWG 2017 – athletes and officials – are not reflected in this number as their accommodation goes to their own account. The number of VIP guests invited by the IWGA will not exceed 200 (including IF Presidents, Secretary Generals and IOC/NOC members).
- ✓ Games-time accommodation for non-local workforce and volunteers
- ✓ Full-board catering for the different constituent groups includes
- ✓ Athletes and officials: on a cost-per-meal basis projected for 2017
- ✓ Guest catering and VIP hospitality: levels of planned service drive costs
- ✓ Meals for staff and volunteers

#### *5.1.6.11 Transport*

Costs incurred to provide all participants in TWG 2017 with reliable, secure and efficient transport between the various sites and venues. Geographically dispersed sites and venues will demand different transport operation, and therefore a different cost scenario, than a compact and clustered layout of sites and venues. Different constituent groups are entitled to a variety of transportation modes, including car, bus and rail. A city's existing transport systems can be enhanced effectively by adding services such as dedicated routes, additional bus services, etc. The following groups are to be considered in the planning.

- ✓ Athletes' and officials' transport from nearest airport to/from accommodation sites and to/from venues
- ✓ Transport of anti-doping officials
- ✓ Guests' transport
- ✓ Media transport
- ✓ Workforce transport
- ✓ Spectator transport

#### *5.1.6.12 Security*

Costs incurred to provide the necessary security to the participants in TWG 2017 as well as the visitors and residents of the Host City. Security includes physical security, asset protection, access control, public safety, protection of VIPs, etc. at sports venues, in hotels and at all other sites of TWG 2017, and during transport between the venues and sites. The following costs will need to be considered.

- ✓ Private security contractors
- ✓ Additional services rendered by law enforcement agencies – according to their jurisdictional responsibilities
- ✓ Equipment
- ✓ Planning, coordination and training

#### *5.1.6.13 Advertising and Promotion*

Costs incurred for the advertising and promotion of TWG 2017. Costs will include

- ✓ Advertising and promotion through international and domestic media
- ✓ Communications (international and domestic)
- ✓ Media relations (international and domestic)
- ✓ Community relations
- ✓ Promotional events and programs (international and domestic)
- ✓ Marketing and sales programs
- ✓ Sponsorship sales and servicing
- ✓ Licensing and merchandising programs
- ✓ Look of the Games
- ✓ Decoration of the Host City
- ✓ Print and electronic publications
- ✓ Audio-visual productions
- ✓ Ticket marketing
- ✓ Ticket sales and order processing

#### 5.1.6.14 Administration

Administration includes the costs incurred for the effective management and coordination of all operational activities and to provide administrative support to the LOC in the different areas.

- ✓ Executive Office: the top-level executive management, generally the top three to four management levels of the LOC, including the Chief Executive Officer, the Sports Director, the Division Directors and the Area Managers
- ✓ Corporate administrative services: headquarters administrative costs, including: headquarters rental, fit-out and operating costs, office furniture and equipment
- ✓ Finance: operations of the LOC finance department responsible for financial accounting, financial planning, accounts payable and receivable, internal and external audit, and treasury management.
- ✓ Risk management: insurance and operational safety costs, including premiums for insurance coverage, brokerage.
- ✓ Legal services: contract negotiation, legislation, obligations management, brand protection and litigation.
- ✓ Games workforce: human resources administrative function for all staff categories (paid, volunteer, contractors), including recruitment, remuneration and benefits, staff requirements planning, workforce relations and recognition, and uniforms.
- ✓ Planning and project management: master planning, strategic planning, operational planning and integration, timelines and milestones.
- ✓ Environment: environmental policy and implementation of initiatives.
- ✓ Post-Games dissolution: settlement of accounts, final financial results and audit, post-games reporting.
- ✓ Language services: translation and interpreting.
- ✓ Procurement and supply chain: requirements definition and scoping, value engineering and resource rationalization, tendering process, supplier selection, contract administration.
- ✓ Rate card services: order processing and fulfillment for the fee-based provision of goods and services – which are in excess of the Host City Contract entitlements – to the participants in TWG 2017.
- ✓ Logistics: material logistics, warehouse management, delivery, installation, asset tracking, maintenance and removal of goods, disposal of assets.
- ✓ Accommodation: establishing and managing the hotel network and other accommodations for TWG 2017, including establishing contracts with the properties and administering reservations.
- ✓ Accreditation: establishing and administering accreditation policies and operations.
- ✓ Government services and coordination: liaison and coordination of the LOC's relationship with related public agencies.

#### 5.1.6.15 Test events and coordination meetings

Includes the costs of organizing events to test LOC functions and venues for TWG 2017. Costs relating to the permanent liaison and coordination between the LOC and the IWGA (including the IFs), as well as costs for

the LOC's participation in TWG 2013 Cali Observers' Program and travel to observe other games and events, should also be included in this section.

- ✓ Test Events
- ✓ TWG 2013 Cali Observers' Program
- ✓ Other observation programs
- ✓ IWGA Executive Committee Meetings
- ✓ TWG 2017 Coordination Committee Meetings
- ✓ SportAccord and IWGA Annual General Meetings
- ✓ IF Competition Manager Meetings
- ✓ Presentations and reports

#### *5.1.6.16 Other*

Operating costs not included in the above sections.

#### *5.1.6.17 Contingency*

Establishment and management of financial contingencies against financial risks and uncertainties is an important component of the budget. The contingency is designed to provide a financial cushion against shortfalls in revenues and over-runs in expenses. It should be substantial early in the planning process and then decline as uncertainties become clarified.

#### *5.1.6.18 Net financial result*

The division of any surplus is laid down in the Host City Contract. Any financial shortfall is absorbed in its entirety by the LOC (and/or underwriters).

### **5.1.7 Other Budgets**

Independent budgets would need to be presented for all major infrastructure development projects and support operations that benefit TWG 2017 but cannot be included in the Games Budget.

#### *5.1.7.1 Non-LOC facilities budgets*

Capital investment budgets of the city, regional or national authorities and/or the private sector for the creation of new infrastructures – or the updating of existing infrastructures – which will be used for TWG 2017 should be disclosed, even if such investments have been integrated into a long-term urban development plans.

#### *5.1.7.2 Non-LOC operating budgets*

Budgets for the financing of support operations to TWG 2017 provided by the different levels of government and/or others should also be disclosed.

#### *5.1.8 Taxation*

A critical element of the financial management of the games is the identification and minimization of the impact of taxation on the games and their organization. The regime of taxation applicable for TWG 2017 needs to be analyzed early and thoroughly. The details on all forms of taxation and their impact on the budget, on the LOC legal structure, and on the general organizational planning and operations need to be taken into account.

- ✓ Corporate taxes
- ✓ Capital taxes
- ✓ Income taxes
- ✓ Value-added taxes
- ✓ Withholding taxes
- ✓ Tax exemptions

#### *5.1.9 Cash Flow Projections*

Expected annual cash flows and financing lines from the award of TWG 2017 (TWG-5 years) through the full dismantling the LOC must be disclosed.



## 5.2 Requirements

### *5.2.1 Agreement to Financial Arrangements*

Confirmation that the applicant host city agrees to the financial conditions of organizing and hosting TWG 2017 and that it accepts the financial arrangements as described under 5.1.2.

### *5.2.2 Financial Shortfall Guarantee*

Details of how and by whom any financial shortfall would be absorbed plus guarantee(s) of all entities that underwrite such shortfalls must be submitted.

### *5.2.3 Games Budget*

Proposed Games Budget as per template and guidance on budgetary sections provided under this theme. In addition to the standard structure of the Games Budget included in the Candidature File, comprehensive data supporting the build-up of each budgetary section must be submitted prior to the Evaluation Commission's visit to the Candidate Host City. Subsidiary schedules that demonstrate the levels of service, the quantification and the detailed pricing used for the cost estimates are required.

### *5.2.4 Non-LOC Budget(s)*

Details and budget(s) for any capital investment in major infrastructure development projects by a local, regional and national authority, or by a private entity, that will be used for TWG 2017.

Details and budgets for the financing of support operations to TWG 2017 provided by the different levels of government and/or others, including official confirmation of such support.

### *5.2.5 Taxation*

Outline of the tax regime the LOC, including any structure established for the purpose of planning and organizing TWG 2017, will be subject to.

### *5.2.6 Cash Flow Projections*

Cash flow forecasts, disclosing expected annual cash flows and financing lines from the award of TWG 2017 through the full dismantling of the LOC.

## 5.3 Questionnaire

### Financial Conditions and Arrangements

- FI 1** Provide a letter confirming that the applicant host city agrees to the financial conditions of organizing and hosting TWG 2017 and that it accepts the financial arrangements.

### Financial Shortfall Guarantees

- FI 2** Provide details on how and by whom a potential economic shortfall would be absorbed. Provide a financial guarantee from the competent authorities and/or entities covering a financial shortfall of the LOC.

### Games Budget

- FI 3** Complete the Games Budget as per the *Games Budget Template* and the guidance on budgetary sections provided under this theme (5.1.2 to 5.1.7). In order to obtain verifiable and comparable data, the Games Budget should be prepared on the basis of economic conditions existing at the time of the preparation of the Candidature File. Possible inflationary and currency effects will be analyzed by the IWGA. All budget figures must be provided both in local currency and U.S. dollars with the exchange rate specified and used consistently. For budgeting purposes, Candidate Host Cities should use the amounts communicated by the IWGA by circular letter for the broadcast/media rights as well as other arrangements controlled by the IWGA, such as SWISS TIMING.

### Non-LOC Budget(s)

- FI 4** Provide details and budgets on capital investments in major infrastructure development projects from which TWG 2017 will benefit, but that are made by authorities or entities other than the LOC.
- Provide details and budgets for the financing of support operations to TWG 2017 by the different levels of government and/or other entities.
- Provide official confirmation of such support.

### Taxation

- FI 5** Describe the various types of taxes which are currently levied in the host country and which may have an impact should TWG 2017 be staged there.
- FI 6** Describe the impact of local and international taxation for the participants in TWG 2017 and for accredited media, broadcasters, etc.
- FI 7** Outline the tax regime the LOC – including any structure established for the purposes of planning and organizing TWG 2017 – will be subject to.
- FI 8** Describe the impact the tax status of such structure – whether fully taxable or tax exempt – will have on the operations of the LOC and TWG 2017 in the various fields of taxation.
- FI 9** Provide confirmation on how the tax authorities treat tangible and intangible rights: in particular fees payable by the LOC to the IWGA as well as broadcasting/media and marketing rights.

### Cash Flow

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**FI 10** Provide cash flow forecasts, disclosing expected annual cash flows and financing lines from the award of TWG 2017 (G-5 years) through the full dismantling of the LOC by using the ***Cash Flow Forecast Template***.

**Additional**

**LN 14** Provide any additional information the Candidate Host City considers relevant in the context of finance.

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Sports & Venues  
SPORTS & VENUES

## 6 SPORTS & VENUES

### 6.1 General

#### 6.1.1 Introduction

Theme 6 seeks to establish a Candidate Host City's plans for sport and venues, including elements such as the sports programs, the collaboration with national sports organizations and the venue identification. All planning for this particular theme requires the closest collaboration between the IWGA, its Member IFs and the Host City. And as stipulated in the Host City Contract, TWG 2017 will be organized and delivered through a well-functioning partnership involving all of the stakeholders.

Since sports are the mainstay of TWG 2017, their impeccable organization and presentation are crucial to the games'. The IWGA, as well as its Member IFs and partners, will provide the LOC with guidance and assistance – as required – to ensure proper planning and organization of the competitions at TWG 2017.

National sports associations affiliated with the IWGA Member IFs and other sports organizations – like the NOC – will also be challenged to provide the LOC with assistance and support in the field of sports. An applicant host city should ensure their active involvement from the earliest bid stages and establish the formula for their full integration into the LOC structure after the award.

#### 6.1.2 Sports

##### 6.1.2.1 Official Sports Program

The IWGA undertakes to establish the Official Sports Program in consultation with the Candidate Host City. Eligible to be included in the Official Sports Program are all those sports – or disciplines of sports – governed by the IWGA Member IFs that fulfill the participation criteria set out in the Rules of The World Games Rules. A sport's inclusion in the Official Sports Program depends on the availability of suitable venues and facilities in the Host City. The responsibility for the Official Sports Program lies with the IWGA.

The 32 IWGA Member International Sports Federations (as of November 2010) as well as the sports, disciplines and events eligible to be on the Official Sports Program are listed on the next page.

<b>Sport</b>	<b>International Federation</b>	<b>Acronym</b>
<b>Aikido*</b>	International Aikido Federation	IAF
<b>Air Sports</b>	Fédération Aéronautique Internationale	FAI
<b>Archery</b>	Fédération Internationale de Tir à l'Arc	FITA
<b>Billiard Sports</b>	World Confederation of Billiard Sports	WCBS
<b>Bodybuilding*</b>	International Federation of Bodybuilding & Fitness	IFBB
<b>Boules Sports</b>	Confédération Mondiale Sports Boules	CMSB
<b>Bowling</b>	Fédération Internationale des Quilleurs	FIQ
<b>Canoe</b>	International Canoe Federation	ICF
<b>Casting Sport*</b>	International Casting Federation	ICF
<b>Climbing</b>	International Federation of Sport Climbing	IFCS
<b>DanceSport</b>	International DanceSport Federation	IDSF
<b>Fistball</b>	International Fistball Association	IFA
<b>Flying Disc</b>	World Flying Disc Federation	WFDF
<b>Gymnastics</b>	Fédération Internationale Gymnastique	FIG
<b>Handball</b>	International Handball Federation	IHF
<b>Hockey</b>	Fédération Internationale de Hockey	FIH
<b>Ju-Jitsu</b>	Ju-Jitsu International Federation	JJIF
<b>Karate</b>	World Karate Federation	WKF
<b>Korfball</b>	International Korfball Federation	IKF
<b>Life Saving</b>	International Life Saving Federation	ILS
<b>Netball</b>	The International Federation of Netball Associations	IFNA
<b>Orienteering</b>	International Orienteering Federation	IOF
<b>Powerlifting</b>	International Powerlifting Federation	IPF
<b>Racquetball</b>	International Racquetball Federation	IRF
<b>Roller Sports</b>	Fédération Internationale de Roller Skating	FIRS
<b>Softball</b>	International Softball Federation	ISF
<b>Squash</b>	World Squash Federation	WSF
<b>Sumo</b>	International Sumo Federation	ISF
<b>Surfing</b>	International Surfing Association	ISA
<b>Tug of War</b>	Tug of War International Federation	TWIF
<b>Underwater Sports</b>	Confédération Mondiale des Activités Subaquatiques	CMAS
<b>Water Ski</b>	International Water Ski & Wakeboard Federation	IWWSF

\* Aikido is a non-competitive sport and therefore not eligible to be on the Official Sports Program. Bodybuilding and Casting Sport are currently suspended and not eligible to be included in the Official Sports Program.

#### Eligible Official Sports, Disciplines and Events (as of November 2010)

Sport	Discipline	Event	Venue	
<b>Air Sports</b>	Paragliding	Landing Accuracy	Outdoor	
	Parachuting	Canopy Piloting	Outdoor	
<b>Archery</b>	Field	Barebow	Outdoor	
		Compound	Outdoor	
		Recurve	Outdoor	
<b>Billiard Sports</b>		Snooker – Men	Indoor	
		Pool	Indoor	
<b>Boules Sports</b>	Pétanque	Carom - Men	Indoor	
		Doublette	Outdoor	
		Triplette	Outdoor	
<b>Bowling</b>	Ten Pin	Tir Progressif	Outdoor	
		Single	Indoor	
		Double	Indoor	
<b>Canoe</b>		Canoe Polo	Outdoor/Pool	
<b>Competition Climbing</b>	Lead	Single	Outdoor/Indoor	
	Speed	Single	Outdoor/Indoor	
<b>Dance Sport</b>		Standard	Indoor	
		Latin	Indoor	
<b>Fistball</b>		Team – Men	Outdoor	
<b>Flying Disc</b>		Ultimate	Outdoor	
<b>Gymnastic</b>	Rhythmic	Clubs – Women	Indoor	
		Hoop- Women	Indoor	
		Ball – Women	Indoor	
		Rope – Women	Indoor	
		Sport Acrobatics	Pairs	Indoor
			Group	Indoor
		Sport Aerobics	Individual	Indoor
			Pairs	Indoor
			Trios	Indoor
		Trampoline	Synchronized	Indoor
		Double Mini	Indoor	
	Tumbling		Indoor	
<b>Handball</b>	Beach	Team – Men and Women	Outdoor	
<b>Ju-Jitsu</b>		Duo System	Indoor	
		Fighting System	Indoor	
<b>Karate</b>		Various Weight Categories	Indoor	
<b>Korfball</b>		Team	Indoor	
<b>Life Saving</b>		Various Distances	Pool	
<b>Netball</b>		Team – Women	Indoor	
<b>Orienteering</b>		Team Relay	Outdoor	
		Individual	Outdoor	
<b>Powerlifting</b>		Various Weight Categories	Indoor	
<b>Racquetball</b>		Single	Racquetball Court	
<b>Roller Sports</b>	Artistic	Freeskating	Indoor	
		Dance	Indoor	
		Pair	Indoor	
		Speed	Various Distances	Outdoor
	Inline Roller Hockey	Team – Men	Indoor	
<b>Softball</b>		Team – Women	Outdoor	
<b>Squash</b>		Single	Squash Court	

<b>Sumo</b>		Various Weight Categories	Indoor
<b>Surfing</b>		Various Events	Outdoor
<b>Tug of War</b>		Outdoor – Men	Outdoor
		Indoor – Women	Indoor
<b>Underwater Sports</b>	Fin Swimming	Various Events	Pool
<b>Water Ski</b>	Water Ski Classic	Jump	Outdoor
		Trick	Outdoor
		Slalom	Outdoor
	Wakeboard	Freestyle	Outdoor

Inclusion into the Official Sports Program depends on factors such as availability of facilities and reconfirmation of eligibility.

The composition of the Official Sports Program – detailed with all the sports, disciplines and events of TWG 2017 – is dependent on the

- ✓ Availability of existing facilities in the Host City,
- ✓ Outcome of discussions within the Coordination Committee and
- ✓ Decision of the IWGA Executive Committee,

Taking account of the total number of participating athletes and officials agreed upon in the Host City Contract.

#### 6.1.2.2 IF Allocation

Based on the decision by IWGA board, the IF Allocation is drawn up and issued by the IWGA CEO to each IF. The IF Allocation governs the participation of the IF in TWG 2017, reflecting the

- ✓ Sports, disciplines, events
- ✓ Number of medals
- ✓ Number athletes (male, female)
- ✓ Number of officials (judges, referees, delegates, technicians, TD)
- ✓ Arrival and departure dates
- ✓ Number of bed nights
- ✓ Allocated venues
- ✓ Competition schedules.

#### 6.1.2.3 Invitational Sports Program

The IWGA undertakes to establish the Invitational Sports Program jointly with the Candidate Host City. In order to accommodate local cultural affinities and preferences, up to five (5) sports/disciplines – that are not governed by an IWGA Member IF or do not comply with the criteria for inclusion as an Official Sport – may be proposed by the Host City to feature on the Invitational Sports Program. The selection of an Invitational Sport

is subject to the approval by the IWGA, and the total number of participants in the Invitational Sports Program is capped.

An IF governing an Invitational Sport must be compliant with the World Anti-Doping Code and agree that doping controls – as per IWGA instructions – are carried out at its own or at LOC expense.

No IF Allocation will be issued by the IWGA for Invitational Sports. The IWGA will not be involved in the negotiation or the conclusion of contracts with the IFs governing Invitational Sports. The Host City concludes separate agreements with the respective IF regarding the terms and conditions for participation in TWG 2017. The IF of an Invitational Sport must pay annually 2,500 U.S. dollars to the IWGA as a contribution towards the IWGA operating costs. The first payment is due on 1 January 2014 and the final payment on 1 January 2017.

#### *6.1.2.4 Sports Technical Control and Direction*

The IWGA – through its Member IFs – monitors the technical control and direction of the respective medal events at TWG 2017.

It ensures the appointment by each International Federation of the

- ✓ **Competition Manager (CM)** who will advise the Host City regarding the choice of venue – which will then have to be approved by the IF – who will brief the LOC on all sport-specific requirements for facilities, equipment and services throughout the planning and preparation process, and who will be the guarantor that competitions will be staged in accordance with the rules and regulations of the respective sport.
- ✓ **International Federation's Contact Person (FC)** who is an official of the IF and fully up-to-date with the rules and regulation of the respective sport and those of the IWGA, and who will serve as liaison between the IWGA, the TD and the LOC.
- ✓ **Information and Communication Technology Person (ICT)** who is an official of the IF, who is fully up-to-date with the technical communications requirements and who liaises between the TD, the LOC, the IWGA as well as other partners in this field (SWISS TIMING).
- ✓ Technical Officials for each sport – within the limits of the total number agreed to in the Host City Contract and IF Allocation – in order to ensure that the rules and regulations of the respective sports are followed.

#### *6.1.2.5 Sports Presentation*

The IWGA develops – in cooperation with the IFs and the LOC – a comprehensive sports presentation concept and strategy for each medal event.

The IWGA ensures the final results and rankings for medal events at TWG 2017 are established by the respective IFs.

The IWGA ensures that the final results, medal tables and record lists are maintained by the IWGA – in cooperation with the respective IFs and its partner SWISS TIMING – beyond TWG 2017.

The IWGA ensures that each IF will establish – jointly with the IWGA and the LOC – the competition schedule, competition and training facility requirements, sports equipment requirements, technical installations and services to Competition Managers and other officials.

#### *6.1.2.6 Athletes' Selection and Qualification*

The IWGA – through its Member IFs – guarantees that all medal events of the Official Sports Program will be of the highest (world class) standards. It defines and enforces the criteria for eligibility, qualification and selection of athletes competing for medals in the Official Sports at TWG 2017.

#### *6.1.2.7 Sports Technical Jurisdiction*

The IWGA Member IFs – as the world governing bodies – hold the jurisdiction over their sports and are jointly with the IWGA responsible for all matters of a sport technical nature and competition sanctioning. Typically, the Competition Manager and the IWGA Sports Director will oversee the delivery by LOC of the sport technical requirements, including but not limited to

- ✓ Competition and Training Schedules
- ✓ Competition and Training Venue Requirements
- ✓ Sports Equipment
- ✓ Results and Information Services
- ✓ Competition Management
- ✓ Games Officials

The IWGA Member IFs are bound by the Rules of The World Games to

- ✓ Ensure their full compliance with the World Anti-Doping Code and the IWGA Anti-Doping Rules.
- ✓ Keep to the total number of athletes and officials as stated in the IF Allocation.
- ✓ Seek approval from the IWGA for extra IF officials required to run their competitions, and to pay the LOC for the costs of such officials.
- ✓ Provide the LOC with the names of the qualified and/or selected athletes immediately after 1 January 2017 and no later than eight (8) weeks prior to the start of TWG.
- ✓ Provide information on athletes, including TV-footage, photos and pictures, for promotional purposes on an ongoing basis.

The IWGA Member IFs are all committed to

- ✓ Provide biographical information on qualified/selected athletes as well as rights-free video footage and photos for media and promotional purposes in the lead-up to TWG 2017.
- ✓ Promote TWG 2017 to their communities.

- ✓ Assist the IWGA and LOC Communications Departments and the Games Host Broadcaster with know-how and expertise in the production and broadcasting of their sports.

#### *6.1.2.8 Sports Experience*

Like the IWGA and its Member IFs, the applicant host cities are expected to bring their own experience and know-how related to major sports events and their organization to TWG 2017. The bid project should include a list of all major international sports events hosted in the past, as well as events scheduled during the lead-up to TWG 2017, and provide background on their organization.

Additionally, an applicant host city should outline its plans for full cooperation with national sports federations affiliated with the IWGA Member IFs and other national sports organizations in the area of sports.

### *6.1.3 Venues*

#### *6.1.3.1 Minimum Venues Standards*

All competition venues, and all venue operational elements, must be in line with the commitment to stage world class competitions. All venues should be safely and efficiently operated, keeping a central focus on an extraordinary athlete experience and spectator comfort – in terms of seating and facilities – and comply with the provisions set out in the technical requirements specific to each sport contested there.

Training venues also have become an important element of the games, as they provide the platform for the preparation of athletes. Each training venue should be adequately staffed and include the required medical services. It is also the responsibility of the LOC to ensure that all appropriate security measures are in place to protect the safety and the focus of the athletes.

#### *6.1.3.2 Venue List*

A list should be compiled with all

- ✓ Proposed competition venues
- ✓ Proposed training venues

For the competition venues, gross spectator and seating capacities should be indicated.

Although the applicant host cities are requested to (provisionally) allocate specific sports to specific venues under Theme 8, the IWGA reserves the right to work with the eventual LOC to modify this allocation if it should be required.

### 6.1.3.3 Venue Location

A compact and clustered layout of all competition and training venues – to the extent that this is achievable – is preferred. Fast and efficient public transport infrastructure, connecting the venues with accommodations and other sites of TWG 2017, could compensate for distance, which may never exceed 50 kilometers or require transport beyond one (1) hour in either direction. Most proposed competition venues will have hosted top-level sporting events prior to TWG 2017 and proven formulas for access to the venues by participants and general public should exist. The location of the competition and training venues must be indicated on a map together with the key transport infrastructure, including rail systems and arterial roads.

### 6.1.3.4 Venue Plans

Detailed plans of each of the proposed competition venues and its surrounding environment (up to 100 meters in the city center, up to 200 meters in suburbs) must be presented. These plans must identify the public areas within the 100/200 meter radius and provide information on whether such areas can or cannot be delivered clean, i.e. without any signage and commercial rights held by parties not involved in the commercial and licensing programs of TWG 2017, during the period of the games.

### 6.1.3.5 Venue Use

The ownership of each venue must be stated and a written guarantee submitted from all current and future owners, granting use and control of the venue to the LOC for the period of TWG 2017, including exclusive access periods and non-exclusive access periods for set-up and dismantling.

### 6.1.3.6 Clean Venue

For the period of TWG 2017, the venues are to be provided clean of commercial rights and all signage that are not directly supporting commercial and licensing programs of TWG 2017. The competition venues cannot be encumbered, during the period of the games, by commercial agreements that would conflict with the provisions outlined in the Host City Contract.

### 6.1.3.7 Guarantee of Venue Use and Commercial Rights

***“The undersigned, on behalf of ... [venue owner], hereby guarantees that, with respect to the venue/s of TWG 2017 identified below, which is/are owned by ... [venue owner], the Local Organizing Committee for TWG 2017 (LOC) will have***

***Exclusive use of the venue; and***

***All rights with respect to commercial rights, including but not limited to***

***Sponsorship and media rights,***

*Signage and advertising rights,*

*Retailing and concession rights,*

*Ticketing and hospitality rights,*

*During the period ... (the period the LOC has control of the venue) for the Games venue name/s ... (Venue A, B, C ...).*

*The undersigned also agrees to abide by the terms of Host City Contract throughout the duration of the agreement with the LOC and to assist the LOC to combat attempts of ambush marketing.”*



## 6.2 Requirements

### 6.2.1 Official Sports Program

Official Sports Program of TWG 2017 made up of all eligible sports, disciplines and events governed by IWGA Member IFs – listed under 6.1.2.1 – for which suitable facilities and conditions can be guaranteed in the Host City.

### 6.2.2 Invitational Sports Program

Proposal for maximum five sport or disciplines to feature on the Invitational Sports Program, with the condition of official IF sanction, of capped numbers for athletes and officials, and of annual contributions to the IWGA made by their IFs. The proposed sports or disciplines should be selected primarily to accommodate cultural affinities and preferences in the host country.

### 6.2.3 Sports Experience

List of – and information on – all major international sports events staged during the past five years, and of all events scheduled through 2016, in the Host City. Plans and preliminary agreements for cooperation with all national sports associations belonging to the IWGA Member IFs, with other national sports organizations such as the NOC, and with IFs governing the proposed Invitational Sports should be presented.

### 6.2.4 Venue List

A list of all competition and training venues for the sports on the Official and Invitational Sports Program must be provided, with each sport allocated to its specific venue. Gross spectator and seating capacities for the competition venues should be indicated.

### 6.2.5 Map of Venues

The location of the competition and training venues must be indicated on a map together with the key transport infrastructure, including rail systems and arterial roads.

### 6.2.6 Venue Plans

Detailed plans for their proposed competition venues and their surroundings must be submitted.

### *6.2.7 Venue Use*

Written guarantees from all current and future owners, granting use and control of the venues – clean of commercial rights and all signage – to the LOC for the period of TWG 2017, must be submitted.

## 6.3 Questionnaire

### SPORTS

#### Official Sports Program

**SV1** List the sports, disciplines and events that can be accommodated in the Host City: all those eligible to feature in TWG 2017 and for which suitable venues, facilities and conditions exist in the Host City and/or its immediate surroundings. If sports are included for which a new venue – temporary or permanent – will need to be constructed, specify that in the list and provide all additional under “Venues”.

#### Invitational Sports Program

**SV 2** If desired, propose up to five (5) sports/disciplines that the Host City endorses to feature on the Invitational Sports Program and confirm that their IFs will sanction and finance their participation as Invitational Sport in TWG 2017.

#### Technical Control, Direction and Sports Jurisdiction

**SV 3** Confirm that the Candidate Host City – and the LOC – understands and accepts the principles set forth under

- ✓ “Sports Technical Control and Direction”
- ✓ “Sports Presentation”
- ✓ “Athletes’ Selection and Qualification”
- ✓ “Sports Technical Jurisdiction”

With regards to the matters relating to the technical control, the direction and the jurisdiction over the sports featured in TWG 2017. This explicitly includes all Invitational Sports, for which their world governing bodies are to assume a role identical to the one of an IWGA Member IF.

#### Sports Experience

**SV 4** Provide a list of – and information on – all major international sports events staged during the past five years, and of all major sporting events scheduled from 2011 through 2016, in the Host City.

**SV 5** State whether the applicant host city has applied for and obtained the support of all National Sports Associations affiliated to the IWGA Member IFs and/or other national sports organizations. Describe briefly to what extent these national bodies have been involved in the preparation of bid project, and outline the plans for incorporating them in the LOC structures and drawing from their sport-specific expertise after the award of TWG 2017.

**SV 6** List the National Sports Associations affiliated to the IWGA Member IFs, provide addresses and phone numbers of contact persons with whom the applicant host city has coordinated during the preparation of the bid project.

### VENUES

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## Venue List

- SV 7** Provide list of all competition and training venues for the sports on the Official and Invitational Sports Program, with each sport allocated to its venue. Specify whether:
- The venue exists – or will be set up temporarily – and requires only minor adaptation for use during TWG 2017.
- The venue exists – or will be set up temporarily – but requires major renovation and/or adaptation for use during TWG 2017 with a budget dependent on the LOC.
- The venue is planned and will be constructed in time for the games, irrespective of the Host City being awarded TWG 2017 and with budgets independent from the Games Budget.
- For all existing competition venues, provide an overview of construction, capacity and current usage.
- ✓ Date of construction
  - ✓ Dates of major refurbishment
  - ✓ Total current spectator capacity
  - ✓ Total current seating capacity
  - ✓ Planned redevelopment (including status of relevant approvals required and timelines)
  - ✓ Current usage
  - ✓ List of major national or international competitions hosted at the venue
  - ✓ List of possible restrictions on noise, lighting or scheduling during the period of TWG 2017

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## Venue Location

- SV 8** Indicate on Map B, no larger than A3 – folded or double page – and giving the graphic scale used, the location of all competition and training venues, as well as the non-competition venues listed.
- ✓ Accommodation sites (hotels, university campus, etc.)
  - ✓ LOC/Games Headquarters
  - ✓ Main Press Center
  - ✓ International Broadcast Center

Map B should also indicate key transport infrastructure, including rail/bus systems and arterial roads.

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## Venue Plans

- SV 9** Provide location plans (Plan LP 1, LP 2, LP 3 ...), no larger than A3 and with the graphic scale indicated, for every competition venue, including the zone surrounding it within a radius of 100 (city) to 200 meters (suburb), indentifying all public areas within this zone, and confirming whether the areas can or cannot be delivered clean of commercial rights.

- SV 10** Provide a plan (Plan VP 1, VP 2, VP 3, ...), no larger than A3, for each level (a, b, c ...) of every competition venue, indicating the
- ✓ Field of play

- 
- ✓ Scoreboards/video boards
  - ✓ Operational areas (e.g. first aid, call rooms, office space, storage)
  - ✓ Wardrobes, toilets and showers
  - ✓ Seating blocks (including VIP seating areas)
  - ✓ Hospitality areas (boxes, function rooms and associated seating), concession points, merchandising and catering facilities

**SV 11** Provide some information on the features and an overview of determined facilities – existing or planned – that are expected at every competition venue.

- ✓ Field of play: Confirm the surface type and its compliance with the technical requirements for the sport(s) contested at the venue.
- ✓ Facilities for athletes and technical officials: changing rooms, warm-up areas, working areas for officials, etc.
- ✓ Scoreboards, video boards, lighting: technical specifications, date of installation, etc.
- ✓ Broadcast and media facilities: power supply and back-up, camera and commentator positions, broadcast compound, working areas for media, mixed zone, IT infrastructure, photographer positions and working facilities, plans to establish a satellite press center at the venue, etc.
- ✓ Hospitality: capacity for hospitality areas or marquees, facilities for corporate hospitality, etc.
- ✓ Signage: spaces available to put up signage indoors and outdoors, existing supports for overlays, etc.
- ✓ Public access: distance from city center, estimated travel time from city center (per mode of transport), parking capacities, distance between venue and public transport, etc.

#### Venue Use

**SV 12** Provide written guarantees from all current and future venue owners, granting use and control of the venues – clean of commercial rights and all signage – to the LOC for the period of TWG 2017. Use the template Guarantee of Venue Use and Commercial Rights (*see Annex*) or similar wording.

#### Additional

**SV 13** Provide any additional information the Candidate Host City considers relevant in the context of sports and venues.



Ceremonies  
ceremonies

## 7 CEREMONIES

### 7.1 General

#### 7.1.1 Introduction

Theme 7 seeks to establish a Candidate Host City's plans for the ceremonies of TWG 2017. Through these ceremonies, the LOC has a unique opportunity to showcase the artistic and the cultural heritage of the Host City as well as of the host region and country. Even if budgetary allocations for the ceremonies are based on level of investment decisions by the LOC, highest standards must be maintained in order for the ceremonies to make for an unforgettable experience by the participating athletes and officials as well as by the spectators. The international broadcasting of the Opening and Closing Ceremonies can only be considered if their content – in terms of pageantry – is of the highest caliber.

#### 7.1.2 Opening Ceremony

The LOC proposes the venue for the Opening Ceremony in consideration of its seating capacity and location. Selecting a location other than a sports venue – such as the main stadium – is an option if other outdoor venues exist and provide an even more appropriate setting.

The detailed program of the Opening Ceremony will be decided upon between the IWGA and the LOC. Elements of pageantry, including the artistic and cultural elements that will be presented as part of the program, should be developed by their creative director to the stage of a draft script, or storyboard, before they are submitted for approval by the IWGA Executive Committee.

The protocol elements of the Opening Ceremony are governed by the Rules of The World Games and the relevant manuals. Between them, they address

- ✓ Language: that of the host country and English
- ✓ Presentation of the IWGA Member IFs: parade of IF flags and placards
- ✓ Athletes' Parade: with athletes parading by nation under their national flags
- ✓ Hoisting of the flags: IWGA, IOC, host country and host city flag
- ✓ Speeches: IWGA President, IOC President, LOC President
- ✓ Opening Declaration: Head of State, highest political authority of the host country

### *7.1.3 Medal Ceremonies*

The Host City provides all medals – gold silver bronze – with their design approved by the IWGA Executive Committee.

At each Medal Ceremony the national flags of the three medalists are hoisted and the national anthem of the gold medal winner must be played. The flags and national anthems used in all ceremonies will be those recognized by the IOC for country, or territory, which the athletes represent. Medal Ceremonies for the different sports, disciplines and events take on a uniform format and follow an identical protocol. The LOC and the IWGA will coordinate with the IF regarding the involvement of officials (IWGA, IOC, IF) in the Medal Ceremonies.

### *7.1.4 Closing Ceremony*

The Closing Ceremony is held at a location that is agreed upon between the IWGA and the LOC. The members of the IWGA Executive Committee and delegations of the IFs participate together with members of the LOC, the staff and the volunteers of The World Games.

Appropriate elements of pageantry and culture are included in the Program of the Closing Ceremony. They are also subject to the approval by the IWGA Executive Committee and the LOC.

Representatives of the Host City of the following edition of The World Games are expected to attend and to receive the IWGA flag in a symbolic hand-over between the highest authorities of the actual and future Host Cities and the IWGA President.

The IWGA President delivers – on behalf of the IWGA – the address of thanks and farewell. The highest authority of the Host City, as the Official Host of the Closing Ceremony, declares The World Games as closed.

A social gathering between athletes, officials and organizers follows the Closing Ceremony.

### *7.1.5 Other*

The World Games Plaza and the World Games Party – which are both briefly described under 1.1.4 – will require an approach to be taken by the LOC which is similar to that for the ceremonies in terms of budgeting and planning.

- ✓ Choosing an optimal location and setting

- ✓ Considering the inclusion of appropriate creative and cultural elements, and deciding on the level of investment



## 7.2 Requirements

### *7.2.1 Opening and Closing Ceremonies*

Preliminary plans and approximate budgetary allocation for the Opening and the Ceremony

### *7.2.2 Medal Ceremonies*

Preliminary plans and approximate budgetary allocation

### *7.2.3 Other*

Preliminary plans and approximate budgetary allocation

## 7.3 Questionnaire

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### Opening and Closing Ceremonies

**CE 1** Describe the strategy and plans of the Candidate Host City for the Opening and the Closing Ceremony of TWG 2017.

**CE 2** Describe what is planned to enhance the broadcast appeal of the Opening and the Closing Ceremony.

**CE 3** Which venue(s) is/are proposed for the Opening and Closing Ceremony of TWG 2017? Indicate whether these venues exist or have yet to be built. Provide information on the venues' seating capacity for the ceremonies.

**CE 4** If the ceremonies are taking place in a venue other than a competition venue already described, include the location of the venue(s) on Maps A and B and provide the venue plans (LP, VP).

**CE 5** Provide an indication of the level of investment for the Opening and the Closing Ceremony.

### Medal Ceremonies

**CE 6** Describe the strategy and plans of the Candidate Host City for the Medal Ceremonies of TWG 2017.

**CE 7** Provide an indication of the level of investment for the Medal Ceremonies of TWG 2017.

### Other

**CE 8** Describe the strategy and plans of the Candidate Host City for the World Games Plaza and the World Games Party.

**CE 9** Describe the proposed locations for the World Games Plaza and the World Games Party.

**CE 10** Provide an indication of the level of investment for the World Games Plaza and the World Games Party.

### Additional

**SE 11** Provide any additional information the Candidate Host City considers relevant in the context of ceremonies.

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# Accomodation & Catering

Accomodation & Catering

## 8 ACCOMODATION & CATERING

### 8.1 General

#### 8.1.1 Introduction

For the duration of TWG 2017 and at the expense of the Host City, accommodation and full board catering are provided for

- ✓ Athletes and officials – as per IF Allocations – of the Official Sports Program
- ✓ IWGA Executive Committee and the IWGA staff
- ✓ Presidents and the General Secretaries of the IWGA Member IFs
- ✓ Representatives of future host cities
- ✓ Invited VIP guests of the IWGA

The total number of persons entitled to free accommodation and catering being the one agreed in the Host City Contract, for the purpose of this Bid Application document the approximate numbers per constituent group are

- ✓ Athletes and officials: 3,600 (including technical officials)
- ✓ IWGA Executive Committee members and IWGA staff, Presidents and the General Secretaries of the IWGA Member IFs, representatives of future host cities and invited guests of the IWGA, their number not to exceed a total of 200 persons (including IOC and NOC officials)

Every IWGA Member IF could – subject to the approval by the IWGA – add a determined number of additional persons to support the athletes – such as coaches, physicians, physiotherapists, etc. – and/or to assist in the running of the competitions as officials/staff of the IF.

These “Extra Officials” – though accredited for TWG 2017 – are not included in the IF Allocation, and each IF has to assume the costs for their accommodation. The LOC provides accreditation and accommodation for extra officials at the same property assigned to the main contingent in IF Allocation, charging the IF and establishing procedures for the booking.

Similar provisions and arrangements as for the “Extra Officials” need to be made in the case of a National Olympic Committee (NOC) that sends athletes and officials to TWG 2017 for periods longer than the number of days specified in the IF Allocation, and that wishes to add NOC staff to its delegation.

### 8.1.2 Accommodation

The LOC must secure appropriate accommodation facilities for the different constituent groups, considering their type, quality and location. When selecting these accommodations the LOC must adhere to the following conditions:

- ✓ Athletes, officials, IWGA/IF/future host cities' representatives as well as guests should be accommodated in the general vicinity of one another for the duration of TWG 2017.
- ✓ The facilities must be close to the competition venues, definitely no more than 50 km or 45 minutes to/from by car at peak traffic times.
- ✓ Accommodation facilities for athletes and officials must be equivalent to at least a three-star quality hotel and occupancy cannot exceed two people per room.
- ✓ The LOC must secure one or more hotels of least four-star quality – with rooms in single occupancy, and offering breakfast, lunch and dinner at the premises – for the other constituent groups (IWGA/IF/future host cities' representatives as well as VIP guests).
- ✓ The LOC must secure additional accommodation in hotels (three to four-star quality) with reasonable room rates for accredited media representatives. The media representatives cover the costs of such accommodation.

The LOC could provide accommodation in a “games village” set-up for athletes and officials. This could be on a university campus, or in other facilities, as long as the standard of accommodation corresponds to that of a three-star quality hotel. Bedrooms must be provided for a maximum of two (2) people per room, with one (1) bathroom for maximum four (4) people.

### 8.1.3 Catering

The LOC must cover the cost of catering services for all constituent groups accredited for TWG 2017, including its own staff, volunteers, contractors, etc.

The catering service plan must ensure that

- ✓ An adequate variety of food selection is available.
- ✓ It complies with the specific needs of athletes competing in the sport.
- ✓ It takes into account cultural diversity and religious sensitivity.

It is critical that

- ✓ A variety of ethnically diverse meals that incorporate special nutritional and religious requirements are offered for athletes.
- ✓ Meal services are provided in facilities close to venues and accommodations.

- ✓ Meal services are offered at optimal times for athletes and officials to eat appropriately prior to and after competitions.

Sufficient bottled beverages – in particular water and other isotonic beverages – must be provided at all competition and training venues for the athletes and officials.

Catering services at the competition venues for IWGA/IF/future host cities' representatives as well as guests must be provided in a designated VIP lounge.



## 8.2 Requirements

### 8.2.1 Accommodations

Appropriate accommodation facilities of the standard specified

- ✓ For the different TWG 2017 constituent groups, and up to the numbers specified in the Host City Contract
- ✓ For the other accredited persons – such as participants in the Invitational Sports Program, extra officials, contractors, etc. – up to the numbers specified at the time of concluding the Host City Contract
- ✓ For the visitors to TWG 2017, up to the numbers anticipated by the applicant host cities

Must be available in and around the Candidate Host City at the time of TWG 2017.

The hotel network and all other facilities used to accommodate the persons accredited for TWG 2017 must comply with the requirement of maximum travel distances/times between sports venues, accommodations and other sites.

A statement from the national tourist board describing the host country's hotel rating system must be provided. The detailed hotel room inventory of the Candidate Host City must be submitted, indicating the room capacities per hotel and the total hotel room capacity. The national tourist board should confirm the veracity of this information.

If facilities other than hotels should be used to accommodate the athletes and officials, a comprehensive description, including photographs, must be submitted with the bid project.

### 8.2.2 Catering

The catering service plan – for breakfast, lunch, dinner, VIP hospitality at the venues, beverages/snacks for athletes/officials at the venues – must comply with the standards set out under 8.1.3 for the TWG 2017 constituent groups, up to the numbers specified in the Host City Contract.

Additional provisions have to be made and presented as part of the bid project for catering services to LOC staff, volunteers and contractors.

## 8.3 Questionnaire

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### Accommodations

- AC 1** Some of the questions under Theme 8 require the categorizing of hotels according to the internationally accepted star rating system (5-star, 4-star, 3-star). An official statement from the national tourist board should be provided, giving the equivalent rating used in the host country and a description of the standard of hotel in each category.
- AC 2** Provide an inventory of the hotel rooms available in the Candidate Host City, detailing the room capacity per hotel and the total hotel room capacity in and around a point of reference selected within the Host City. The main stadium for TWG 2017, a central hotel – the one used to accommodate IWGA/IF/future host cities’ representatives and VIP guests – or any other central location of relevance to TWG 2017 could serve as such point of reference. Templates for this inventory are made available in the annex.
- AC 3** Provide a comprehensive description of any other concept – games village, university campuses, etc. – used to accommodate the athletes and officials of TWG 2017. Confirm that the standard of such accommodation corresponds to that of a 3-star quality hotel and submit documentary photographs of the facilities.
- AC 4** Provide an overview of the proposed hotels for the accommodation of the media, stating the cost per night, including breakfast and taxes.
- AC 5** Provide a map indicating the location of all existing hotels (5-star to 3-star categories) – within a 50 km radius of point of reference – which are proposed to accommodate the constituent groups of TWG 2017. All athletes and officials, including extra officials, of one IF must be assigned to the same hotel. This hotel must be located as close as possible to the sports venue that is assigned to the IF.
- AC 6** Provide a map indicating the location of other facilities – such as a games village, a condominium park or university campus – if they are proposed to accommodate the athletes and officials of TWG 2017.
- AC 7** Provide a map indicating the location of hotels to be constructed within 50km radius of the point of reference, if such hotels are proposed to accommodate the constituent groups of TWG 2017.

### Catering

- AC 8** Describe the proposed meal services and facilities to be made available for the following constituent groups
- ✓ Athletes and officials
  - ✓ IWGA/IF/future host cities’ representatives and VIP guests

### Additional

- AC 9** Provide any additional information the Candidate Host City considers relevant in the context of accommodations and catering.
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Transport

## 9 TRANSPORT

### 9.1 General

#### *9.1.1 Introduction*

Another key to successful games is an efficient, safe and reliable transportation system between the designated ports of entry, the accommodation locations, the catering facilities as well as the competition and training venues. The LOC is required – at its expense – to provide transport between all official venues of TWG 2017 – as well as to and from the designated ports of entry/departure, generally airports, for all accredited persons. There are certain critical elements the LOC needs to identify in establishing its transport plan.

#### *9.1.2 Scope, Costs and Duration*

The LOC is responsible for the cost of transportation for athletes and officials, IWGA/IF/future host cities' representatives and VIP guests, and for the accredited media personnel, at the appropriate levels service for the duration of TWG 2017.

#### *9.1.3 Transportation Scheduling*

Identifying an accurate schedule of arrival and departure times between the various competition venues, considering venue locations (distance and time between), vehicle types and numbers available, load and unload times.

#### *9.1.4 Vehicle Procurement*

Identifying what types and numbers of vehicles (car/coach pools) need to be procured for the transport of the different constituent groups – including equipment – between various venues in an efficient, safe and reliable manner.

#### *9.1.5 Arrivals*

Identifying the timeliness and general level of service provided for each constituent group – athletes and officials, IWGA/IF/future host cities' representatives and VIP guests – from arrival at the port of entry, through immigration, baggage claim and customs, on to accreditation and then accommodation locations, ensuring that sport equipment is transported too.

### *9.1.6 Departures*

Identifying the timeliness and general level of service provided for each constituent group from the accommodation location to the port of departure, through the check-in procedure.

### *9.1.7 Ceremonies*

Identifying the transportation resources required for the transport of the various constituent groups to and from the Opening and Closing Ceremony in a swift and manner.



## 9.2 Requirements

### 9.2.1 *Transport*

The transportation network and all operational plans to transport the different constituent groups – from arrival at the designated port of entry to their departure – in an efficient, safe and reliable manner between all venues, locations and sites of TWG 2017.

The public transportation infrastructure, strategy and management capable to provide all participants – and all spectators – with good access to and good mobility around the venues, locations and sites of TWG 2017.

## 9.3 Questionnaire

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### Transport

**TR 1** Provide information on the main international airport and any other international airport that could be used as the designated port of entry/departure for TWG 2017. Provide information on airport capacity (passengers per hour, aircraft movements per hour, etc.) and list the destinations served to/from (national, international, transcontinental) on a regular basis (daily/weekly).

**TR 2** Are there other major ports of entry (seaports, train stations, bus terminals, etc.)?

**TR 3** Indicate the distances and travel times between the designated ports of entry/departure, all competition and training venues, and all accommodation and other locations/sites of TWG 2017, specifying the mode of transport used to determine the time estimates.

**TR 4** Provide a summary of the type of transport and its level of service – such as operating times, frequency, etc. – projected for

- ✓ Athletes and officials
- ✓ Anti-doping officials
- ✓ IWGA/IF/future host cities' representatives and VIP guests
- ✓ Media

**TR 5** Provide an overview of the vehicle procurement plan and its scope, indicating the approximate numbers of vehicles available in each of the following categories:

- ✓ Buses
- ✓ Cars
- ✓ Limousines (VIP)
- ✓ Vans

**TR 6** Describe procedures at the arrival and departure for all constituent groups at major ports of entry.

**TR 7** Provide guarantee from parties supporting the success of the plans above (including governmental, airport/train station authorities and vehicle providers).

**TR 8** Provide an overview of existing transport infrastructure (motorways, major urban arterial network, suburban rail, subway, light rail public transport systems with significant capacity) and describe any new transport infrastructure planned irrespective of TWG 2017 but having a direct impact on them.

### Additional

**TR 9** Provide any additional information the Candidate Host City considers relevant in the context of transport.

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Security  
2020

# 10 SECURITY

## 10.1 General

### *10.1.1 Introduction*

Theme 10 seeks to establish whether a Candidate Host City possesses the necessary infrastructure to guarantee total security – discreetly but efficiently – and to provide the safest possible environment for TWG 2017 to take place.

The LOC will be required to take all necessary security measures in order to guarantee the safe and peaceful celebration of TWG 2017. To do so, the LOC must undertake thorough risk assessments in the lead-up and implement appropriate games-time security provisions jointly with the relevant national and local authorities.

### *10.1.2 Risk Assessment*

An in-depth analysis of all potential risks to TWG 2017 staged in the Host City and the host country should be carried out jointly between the LOC and the authorities.

### *10.1.3 Security Planning and Organization*

Planning and organizing the games-time security is done between the LOC and the relevant authorities, with the highest government authority of the host country guaranteeing the safety and peaceful celebration of TWG 2017.

In the event that the regional and/or local government(s) has (have) authority over public security, emergencies or any other aspect of security, the highest authority of the regional and/or local government(s) must provide (a) similar guarantee(s).

The LOC should coordinate that public and private organizations work side-by-side, within an integrated structure, during security planning and operations.



2017

## 10.2 Requirements

### *10.2.1 Risk Assessment*

Assessment of general risks connected with the Candidate Host City and the host country to be carried out jointly with the authorities.

### *10.2.2 Security Planning and Organization*

Planning, organization and implementation of games-time security provisions between the authorities and the LOC.

### *10.2.3 Guarantees*

Obtain guarantees for the safety and peaceful celebration of TWG 2017 from national, regional and/or local governments.

## 10.3 Questionnaire

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### Security

**SE 1** Provide an analysis of the general risks and threats to TWG 2017 held in the Host City/country.

**SE 2** Provide an analysis by a competent authority regarding risks posed by activist minorities (religious, political, ethnic, etc.) or terrorist groups in the country or region.

**SE 3** Identify the public and private security organizations, which will be involved during TWG 2017, and describe their respective responsibilities.

**SE 4** Identify how the public and private organizations will be integrated and coordinated, both amongst themselves and with the LOC, throughout planning and operations.

**SE 5** Provide organizational charts of games security for the planning phases and the implementation phase.

**SE 6** Provide estimates of the total police and emergency services human resources currently available in the city/region.

**SE 7** Provide an estimate of the total human resources that would be deployed in the operational implementation of security during TWG 2017, specifying staff type (police, emergency services, military/intelligence personnel, contract security, volunteers) and capacity.

### Additional

**TR 8** Provide any additional information the Candidate Host City considers relevant in the context of security.

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Medical & Health Services

Medical & Health Services

# 11 MEDICAL & HEALTH SERVICES

## 11.1 General

### 11.1.1 Introduction

Theme 11 seeks to establish a Candidate Host City's ability to provide a health system adapted to the needs of TWG 2017 without affecting the normal health operations.

Accredited athletes and officials are required to obtain adequate insurance cover on their own – or through the LOC – for medical treatment in the host country during TWG 2017. However, the LOC must assume the cost and be responsible for first aid and emergency treatment – including the medical evacuation – to be available at sports venues and other sites of TWG 2017 for all accredited persons.

A complete list of hospitals and clinics located in the Host City (or region) is to be submitted together with the bid project, listing the hospitals' names, patient capacities, medical specialties and key diagnostic equipment. The distance between each hospital and the point of reference selected for Theme 8 needs to be indicated too.

Hospital name	Number of beds	Departments by specialty	Diagnostic equipment	Distance from point of reference
UVW	1,000	Allergology, Burn Unit, Cardiology	CT Scan	10 km
XYZ	100	Ophthalmology		15 km

Prior to TWG 2017, the LOC provides the Competition Manager of each IWGA Member IF with a detailed location plan of all medical facilities in the Host City and 7-day, 24-hour emergency telephone numbers for physicians, dentists and hospitals.

The LOC makes adequate facilities (rooms for physiotherapists, physicians, etc.) available at the competition and training venues for the medical staff of the IFs. Additionally, the LOC needs to provide the delegation of the International Federation of Sport Chiropractors (FICS) with suitable locations to work at during TWG 2017. FICS is a partner organization of the IWGA, providing the participants of TWG with free treatment since 2005.



## 11.2 Requirements

### *11.2.1 Provision of Medical and Health Services*

All accredited persons are responsible for the cost of medical/health treatment required during TWG 2017, except for emergency and first aid treatment (including medical evacuation). Athletes and officials will be informed by the IWGA Member IFs of the need for medical insurance that covers treatment in the host country of TWG 2017.

The LOC is responsible for the implementation of all appropriate on-site emergency and first aid services, including medical evacuation services, and it assumes the costs for those directly or through its insurance.

The LOC is required to make medical insurance available to accredited persons who are unable to obtain adequate cover on their own.

## 11.3 Questionnaire

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### Medical and Health Services

- MH 1** Specify what legislation is in force in the host country concerning the practice of medicine and describe the organization of the health services. Specify the legislation in force concerning the practice of medicine by foreign practitioners.
- MH 2** Describe the social system for managing medical expenses. Explain the arrangements for foreign nationals visiting the host country.
- MH 3** Give a general outline of the health care system currently in operation in the Candidate Host City and region.
- MH 4** Describe the operational procedures of the current emergency services in the Candidate Host City and region.
- MH 5** Explain how TWG 2017 will fit in with first aid, medical evacuation and emergency services in the Host City and region.
- MH 6** Describe existing plans for medical assistance and evacuation in the event of natural or other disasters, specifying the chains of command and transfer of responsibilities. Explain how these plans will be affected by TWG 2017.
- MH 7** Describe the resources and procedures in the Candidate Host City, region and country to counter epidemiological risks.
- MH 8** Provide a list of all hospitals and clinics located in the Host City and region, specifying patient capacities, medical specialties, key diagnostic equipment as well as distance from point of reference.

### Additional

- MH 9** Provide any additional information the Candidate Host City considers relevant in the context of medical and health services as well as the costs thereof.
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Anti Doping

## 12 ANTI-DOPING

### 12.1 General

#### *12.1.1 Introduction*

The IWGA is a signatory to the World Anti-Doping Code (the Code). Consistent with article 20.6 of the Code that outlines the role and the responsibilities of the IWGA as a Major Event Organizer, it will undertake to do everything possible to award TWG 2017 only to a country where the government is a state party to the UNESCO International Convention against Doping in Sport, and where national organizations responsible for carrying out anti-doping activities are deemed to be in full compliance with the World Anti-Doping Agency's (WADA) Code.

Prior to and during TWG 2017, the IWGA will ensure that the LOC complies with the IWGA Anti-Doping Rules, and with all regulations of the Code, while carrying out the IWGA approved doping control plan.

This plan requires the LOC to implement a comprehensive anti-doping program for the TWG 2017 by appointing a testing agency and a WADA accredited laboratory, by providing suitable and secure anti-doping facilities within each competition venue, and by granting logistical and operational support to enable the effective implementation of the program.

The LOC will be required to conduct testing, at its own expense, on up to 10% of the athletes competing in TWG 2017. The percentage and the exact number of tests are to be agreed upon between the IWGA and the Host City at the time of concluding the Host City Contract.



## 12.2 Requirements

### 12.2.1 Anti-Doping Program of TWG 2017

The relevant national authorities must guarantee that

- ✓ The national government is a state party to the UNESCO International Convention against Doping in Sport and complies with it.
- ✓ The organizations that are responsible for carrying out anti-doping activities in the host country, such as a National Anti-Doping Agency (NADO), have
  - ✓
  - ✓ Signed the WADA Code Acceptance form and sent it to WADA,
  - ✓ Adopted Code-compliant anti-doping rules and regulations,
  - ✓ Implemented and enforced the rules in a Code-compliant way
  - ✓ Completed the online WADA Questionnaire.
  - ✓ The WADA Code in force as of 2017 will apply to The World Games.

The Candidate Host City must provide information on how it will procure the

- ✓ Testing agency (NADO, NOC, etc.)
- ✓ WADA accredited laboratory
- ✓ Anti-doping facilities at sports venues
- ✓ Logistical and operational support to the Anti-Doping Program (including all the transport associated with it)

The Candidate Host City must confirm that the LOC will arrange and pay for doping controls to be conducted on up to 10% of the athletes competing in TWG 2017.

## 12.3 Questionnaire

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### Anti-Doping

**AD 1** Does the host country have any legislation on doping? If so, explain and provide a copy of such laws.

**AD 2** Confirm that the national government has become a state party to the UNESCO International Convention against Doping in Sport and is compliant with it.

**AD 3** Have the relevant authorities in the host country signed an agreement with WADA to adopt and implement the WADA Code?

**AD 4** Is there a WADA accredited laboratory in the Candidate Host City? If not, where is the nearest WADA accredited laboratory located? Indicate the distance/travel time between the accredited laboratory and the selected point of reference (as in Themes 8 and 11).

**AD 5** Give details and a schedule for procurement of anti-doping equipment, facilities, personnel, etc.

**AD 6** Give an indication of the procedures envisaged for sample transportation between venues and laboratory.

### Additional

**AD 7** Provide any additional information the Candidate Host City considers relevant in the context of the anti-doping program of TWG 2017.

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Media  
WIGGINS

## 13 MEDIA: BROADCAST & PRESS

### 13.1 General

#### *13.1.1 Introduction*

One of the main objectives of the IWGA is to secure comprehensive media coverage for TWG as well as the participating sports and athletes. The LOC must acknowledge the important role first-rate media operations play in transmitting a positive image and in providing for a clear understanding of the games by global audiences. Wide exposure through the media – and through television and new media in particular – is also the prerequisite to successful sponsorship programs that are developed for the games.

The LOC must assign the highest priority to efforts that aim at securing media coverage. It must guarantee the audio-visual broadcasting of TWG to audiences worldwide and provide all facilities for the games media services in general. The LOC can count on 800 to 1,200 accredited media representatives involved in the coverage on TWG.

#### *13.1.2 Games Host Broadcaster*

The LOC is required to contract the services of the Games Host Broadcaster (GHB). The GHB is responsible for delivering the full range of broadcasting services, from the production of the footage to making it available for worldwide transmission. The GHB produces this footage and the international signals in adherence to the standards and the scope outlined in the broadcast requirements for each of the sports on the Official Sports Program.

The LOC assumes all costs that arise from contracting the GHB. Additionally, it provides the GHB – as well as the rights-holding broadcasters producing unilateral coverage on TWG – with the basic facilities and services required for their work from the International Broadcast Center in the host city.

National broadcasters – public or private – and production companies can be contracted to serve as the GHB, provided they are able to bring the required expertise, experience and reliability to such an assignment. If a national broadcaster is considered as the GHB, the LOC could award it the domestic television and new media rights to leverage the contract negotiations.

Under the terms of its contract with the LOC, the GHB produces the international television signal in picture and sound – for live or delayed transmission – in wide-screen high-definition format and in the television

standard of the host country. Minimum from the semi-final stages onward, coverage of all contests in the Official Sports are part of the international signals, as are the Opening and Closing Ceremony plus the medal ceremonies.

The international signal is objective and impartial, not focused on determined athletes or countries, but covering the contests for a global audience. The international signal includes slow-motion replays, basic TV graphics and timings. It is delivered with all the editorial support.

### *13.1.3 Expertise*

While the International Media and Marketing Rights to TWG remain under the ownership and the control of the IWGA, the marketing of the National Rights is assigned to the Host City. The Host City Contract defines and regulates these National Media and Marketing Rights in order to guarantee consistency between all media and marketing concepts to be associated with TWG. The revenue generated through media and marketing rights is split between the IWGA and the Host City, with the percentage going to each party stipulated in the Host City Contract.

In order to ensure uniformly high standards for broadcasting across successive editions of TWG, the IWGA is committed to assist the LOC and the GHB in their efforts to establish an optimal broadcast concept/plan for a particular edition. For this purpose, IWGA enters into a long-term partnership with an agency, appointing it as the Global Media and Marketing Partner, and has it develop and implement the international media and marketing programs on behalf of organizers as well as IWGA.

The IWGA Global Media and Marketing Partner is a renowned sports agency and able to provide expertise in all areas which concern the broadcasting of TWG. A media rights strategy aiming to maximize the levels of exposure as well as revenue is defined jointly between the IWGA Partner, the IWGA and the LOC. IWGA, its Member International Federations (IFs) and its Global Media and Marketing Partner transfer specific know-how in the production of coverage on the sports of TWG to the GHB. The worldwide distribution of the coverage is arranged through the international media and marketing partner.

With all elements for a successful broadcast operation in place, Global Media and Marketing Partner assists IWGA and LOC in the development of suitable sponsorship programs, and it assumes the lead in the acquisition of international sponsors.

The most recent editions of TWG have succeeded in establishing respectable benchmarks for international exposure through television and new media. However, with the appointment of the IWGA Global Media and Marketing Partner, the prospects for exponential growth in both areas have improved significantly. By fully

embracing the power and potential of the latest digital technology, TWG will be able to boost their global audiences to record levels.

Producing coverage on 30+ different sports, securing worldwide exposure for TWG, generating income through media rights and associating international sponsors with the event, are hardly fields where an LOC can count on in-house expertise. The Global Media and Marketing Partner provides IWGA as well as the future hosts of TWG with the competence required to meet the most ambitious objectives in each field.

#### *13.1.4 Press Operation – Facilities*

Press coverage is the other key to successful games. The LOC is required to plan and provide a Main Press Center (MPC). It serves as the primary working place for media personnel covering TWG. Depending on the location and the facilities which are available, the MPC can either be set up at or near the competition venues or, alternatively, at other suitable locations which are well connected to the latter by an appropriate transport system for media personnel.

The facilities must include access to all competition venues, press conference rooms, press catering and all other facilities required for the implementation of the games media services stipulated by the IWGA Media/Press Department in a separate document.



## 13.2 Requirements

### *13.2.1 Games Host Broadcaster*

Contract with an entity qualified to produce the international television signal to the highest standard and in compliance with the technical and editorial requirements set forth by the IWGA and its Global Media and Marketing Partner:

- ✓ Production of live coverage
- ✓ Production of delayed coverage such as daily and sports highlights
- ✓ Production of video news releases
- ✓ Production of thematic features such as pre- and post-event programs on the sports and the hosts of TWG 2017
- ✓ Production of the comprehensive graphics package in collaboration with the IWGA partner SWISS TIMING
- ✓ Delivery of broadcast and new media coverage worldwide

### *13.2.2 International Broadcast Center*

Provision of suitable facilities for the GHB and other rights-holding broadcasters to be able to carry out their work

### *13.2.3 Collaboration with IWGA and its Media/Marketing Partner*

Collaboration with IWGA and its Global Media and Marketing Partner in all areas related to the broadcast operation:

Definition of the international media strategy

Development of the international sponsorship programs

### *13.2.4 Main Press Center*

Provision of a centralized venue and of comprehensive facilities for all media personnel to be able to carry out their work

Provision of facilities at competition and other venues for media personnel to work (satellite press centers)

## 13.3 Questionnaire

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### Broadcast

**BP 1** Describe the plans of the LOC for the national and international broadcasting of TWG 2017.

**BP 2** Provide information on the entities that the LOC considers to contract as the GHB, and that could guarantee the production and transmission of the international signal. Specify their production/broadcast experience and their credentials as host broadcaster of major sporting events in the past.

**BP 3** Describe the plans of the LOC to provide the GHB and other broadcasters with the facilities required for their work. Describe the location, size and infrastructure of what could serve as the International Broadcast Center during the games. Explain the choice.

### Press

**BP 4** Describe the concept of the LOC for the Main Press Center. Provide information on location, size and infrastructure – explain the choice.

**BP 5** Describe the concept of the LOC for the satellite media centers and provide information on the facilities to be provided there.

### Legal

**BP 6** Would foreign broadcast and media organizations and their personnel be subject to labor and union laws? If so, please explain.

Would foreign broadcast and media organizations be subject to specific taxes related to their work and/or equipment? If so, please explain.

### Additional

**BP 7** Provide any additional information the LOC considers relevant in the context of games media services, broadcast and press operations, etc.

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# Communication & Promotion

# 14 COMMUNICATION & PROMOTION

## 14.1 General

### 14.1.1 Introduction

Just like the media operations, communications and promotion are crucial in transmitting strong and positive messages regarding TWG. To ensure that these messages are articulated with consistency between the principal stakeholders in TWG, close collaboration as well as an open and congenial partnership between IWGA and LOC are paramount.

### 14.1.2 Concepts

To ascertain that all communications and promotional activities for TWG fit in properly with the long-term campaigning by IWGA, the LOC is requested to briefly outline its vision and propose preliminary concepts for these areas

- ✓ Values of TWG: planning and implementing campaigns to promote moral and social values – such as “Excellence, Friendship and Respect” – through TWG
- ✓ Sports of TWG: planning and implementing campaigns which contribute to the promotion and popularization of the sports featured in TWG
- ✓ Awareness for TWG: planning and implementing programs and campaigns that aim to increase awareness for TWG in general (educational, social, cultural, etc.)
- ✓ Ceremonies of TWG: planning and implementing ceremonial activities (Opening, Closing and Medal Ceremonies) with a distinct local, regional and national character.
- ✓ Look of TWG: planning and implementing the “Look of the Games”

### 14.1.3 Communications Strategy/Plan

The LOC must define the comprehensive strategy and develop the plans for communications and promotion of the above concepts at national and international levels. The principal aim is to cultivate support and interest prior to and during the games. To do so, the LOC should develop plans for the full range of media as well as for activities. Creativity and innovation are two key elements.

### 14.1.4 Marks

For The Seventh World Games 2005 Duisburg, GER, the IWGA redesigned its logo and developed a range of additional icons to strengthen its brand. An IWGA slogan – “The World Games: 30+ sports at their best!” – is also used since 2005. The IWGA Logo and Icons – pictograms for the sports and ceremonies of The World

Games – were subsequently developed further. The IWGA Corporate Identity Manual, edition 2007, governs the use and the norms for reproduction of the logo and icons.

In developing its own marks for the distinct look of TWG 2017, the LOC is bound to respect the norms, instructions and restrictions contained in this manual.

#### *14.1.5 Designs*

The LOC will be required to design a great number of graphic, visual, artistic and intellectual works and creations for communications and promotion of TWG 2017:

- ✓ Emblems
- ✓ Medals
- ✓ Mascots
- ✓ Information icons (e.g. pictograms)
- ✓ Visuals
- ✓ Decorative fit-outs
- ✓ Slogans
- ✓ Publications
- ✓ Audio-visual productions (e.g. promo reels)
- ✓ Websites
- ✓ Etc.

The list is non-inclusive!

In developing these – and other – designs, the LOC can only proceed in consultation with the IWGA from the earliest stages. All of the finalized designs are subject to the formal approval by IWGA.

#### *14.1.6 Joint Communications and Promotion*

The IWGA commits to bring its expertise and specific know-how to the production of materials required to convey concise and consistent messages concerning TWG 2017 to key audiences.

Working with the LOC of the 2005, 2009 and 2013 editions of TWG, the IWGA Communications and Media/Press Departments have been able to establish well-proven formulas in the production of materials in the following areas

- ✓ Print and electronic publications
- ✓ Audio-visual productions
- ✓ Websites
- ✓ Both Departments of the IWGA have provided crucial assistance to the organizers of the previous editions in:
- ✓ Promotional events at the international level

✓ Media relations at the international level

The communication and media teams of the LOC and the IWGA are to collaborate once more in joint communications, promotion and related media projects in the lead-up to and during TWG 2017. The Coordination Commission for TWG 2017 is to assume the supervisory function over these projects.



## 14.2 Requirements

### *14.2.1 Concepts*

Establish the first concepts for communications and promotion of TWG 2017 – as described under 14.1.2 – consistently with the vision of the LOC and that of the IWGA.

### *14.2.2 Strategy and Plans*

Define the overall strategy and development of the plans for effective communications and promotion of TWG.

### *14.2.3 Marks and Look of the Games*

Develop the distinct marks and the look of the games respecting the norms and instructions set forth in the corresponding manuals of the IWGA.

### *14.2.4 Designs*

Design the items listed under 14.1.5 (*list is non-inclusive*) in consultancy with IWGA.

### *14.2.5 Joint Communications and Promotion*

Commit to work jointly with the IWGA in the production of materials for international communications and promotion in the lead-up to and during the games.

## 14.3 Questionnaire

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### Existing Communications and Promotion

**CP 1** Describe existing communications and promotional activities for the sports of TWG in the host country.

**CP 2** Provide a summary of the key media outlets in the host country, including the main newspapers, television and radio stations.

### Games Communications and Promotion

**CP 3** Outline briefly the vision that the LOC holds for effective communications and promotion of TWG 2017. Provide the first draft concepts addressing

- ✓ Look of TWG
- ✓ Values of TWG
- ✓ Sports of TWG
- ✓ Awareness for TWG

**CP 4** Where will the LOC put the emphasis in communicating and promoting TWG 2017 locally and nationally? Provide an overview of the media the LOC is planning to use.

**CP 5** Briefly outline the promotional campaigns the LOC plans to embark on in order to raise awareness for TWG locally/nationally. Describe the communications programs the LOC intends to set up locally/nationally during the years leading up to the games.

**CP 6** Describe how the LOC proposes to collaborate with the IWGA in joint communications and promotion at the international level.

### Additional

**CP 7** Provide any additional information the LOC considers relevant in the context of communications and promotion.

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Marketing

# 15 MARKETING

## 15.1 General

### 15.1.1 Introduction

Theme 15 seeks to establish a Candidate Host City's understanding of the development of successful marketing programs jointly with the IWGA and its partners. The priorities in this context include

- ✓ Reaching an agreement with the IWGA and its partners – such as the Global Media and Marketing Partner and SWISS TIMING – to develop successful marketing programs jointly within the future host territory and worldwide.
- ✓ Obtaining commitments from the relevant public and private entities within the future host territory to protect the image of TWG 2017 and to prevent ambush marketing.
- ✓ Projecting and substantiating conservative preliminary revenue forecasts from marketing sources within the future host territory.
- ✓ Developing a strategic and tactical understanding of how to leverage the brand of TWG 2017, and of how to exploit all commercial opportunities associated with the brand.

### 15.1.2 Joint Marketing Programs

The IWGA, its Global Media and Marketing Partner and the LOC undertake to exploit all commercial and media rights associated with TWG 2017 jointly, in order to maximize revenues and to ensure an optimal organization, staging and financing of the games.

The commercial rights to TWG 2017 include

- ✓ The right to revenues generated by the marketing of stadia advertising
- ✓ The right to revenues generated by advertising in official publications
- ✓ The right to revenues generated from the sale of tickets or other revenue connected to such tickets
- ✓ The right to revenues generated by the sale of any merchandise produced by or on behalf of the LOC bearing any of the marks of TWG 2017
- ✓ The right to revenues generated by the sale of any and all media rights associated with TWG 2017
- ✓ The right to all other revenues generated by any other form of exploitation, marketing or commercial activity involving the TWG 2017, subject to the approval of IWGA

From the gross income generated by the LOC through exploitation of rights to TWG 2017, the LOC retains 94% (ninety-four percent) and covers all agency commissions. 6% (six percent) of the gross income goes to the IWGA. Value-in-kind contributions are exempt and not subject to 6% going to IWGA.

From the net income – after deduction of agency commissions – generated by the IWGA through exploitation of rights to TWG 2017, 60% (sixty percent) go to the account of the Host City and must be applied to the financing of TWG 2017 by the LOC. 40% (forty percent) are retained by the IWGA.

The IWGA ensures that the LOC develops and implements marketing programs for TWG 2017 that are fully compatible with its own. All LOC marketing programs are subject to approval by the IWGA prior to their implementation.

The IWGA will ensure that the LOC negotiates first with the Global Media and Marketing Partner and its other long-term partners concerning sponsorship or promotional opportunities arising from TWG 2017. The LOC cannot enter into any form of commercial arrangement with companies that are – or may be – considered competitors of any long-term partner of the IWGA without having first offered that opportunity on identical terms to such IWGA partner.

### 15.1.3 Domestic Sponsorship Revenues

Every Candidate Host City should be able to project and substantiate preliminary and conservative revenue forecasts from marketing sources within the future host territory.

The Candidate Host Cities are required to disclose revenue targets for multiple-tier sponsorship programs that they suggest to be implemented by the LOC at the national level. The Candidate Host Cities will receive revenue forecasts for the international programs from the IWGA and its partner the Global Media and Marketing Partner.

Level of sponsorship at national level	Product category	Projected gross revenues by level of sponsorship (in US\$ at the time of submission of the bid project)
<b>First level (highest level of domestic sponsorships)</b>	Category X	Projected revenues X
	Category Y	Projected revenues Y
	Category Z	Projected revenues Z
<b>Second level</b>	Category XX	Projected revenues XX
	Category YY	Projected revenues YY
	Category ZZ	Projected revenues ZZ
<b>Third level</b>	Category XXX - ZZZ	Projected revenues XXX - ZZZ

### 15.1.4 Ticketing

A well-managed ticket program is essential to the success of the TWG 2017. The objectives of the LOC and the IWGA in the context of ticketing are

- ✓ To promote TWG 2017 as a valued property
- ✓ To ensure capacity crowds at the venues for as many sessions as possible
- ✓ To generate revenue to the LOC/IWGA
- ✓ To establish a suitable timeline for the ticket sales program

The Candidate Host Cities are required to disclose a revenue target for the ticket programs during TWG 2017.

### *15.1.5 Licensing*

The Candidate Host Cities are required to disclose revenue targets for the licensing/merchandising programs in connection with TWG 2017.

Category type	Projected net revenues
Category X	
Category Y	
Category Z	
<b>TOTAL</b>	

### *15.1.6 Media Rights*

The Candidate Host Cities will receive revenue forecasts for the worldwide sale of media rights to TWG 2017 from the IWGA Global Media and Marketing Partner for reference.



## 15.2 Requirements

### *15.2.1 General*

The Candidate Host City must confirm its commitment to develop successful marketing programs for TWG 2017 jointly with the IWGA Global Media and Marketing Partner and to develop its own strategies and programs to leverage the brand of TWG 2017 and all commercial opportunities associated with the brand.

The Candidate Host City must pledge to exploit, jointly with the IWGA Global Media and Marketing Partner, all commercial and media rights associated with TWG 2017 with the aim to ensure an optimal organization, staging and financing of the games.

## 15.3 Questionnaire

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### Marketing

- MA 1** Confirm that the Candidate Host City recognizes and accepts the obligations and constraints concerning the marketing of any and all rights to TWG 2017 as stipulated under this theme.
- MA 2** Confirm that the Candidate Host City has not entered into any agreements with third parties, granting any rights or options that could jeopardize, prevent or impinge upon the fulfillment of the Host City Contract and the constraints concerning the marketing of rights to TWG 2017.
- MA 3** Confirm that legislation to sanction ambush marketing will be enforced during TWG 2017.
- MA 4** Indicate projected revenues from multiple-tier sponsorship programs implemented at the national level.
- MA 5** Provide an outline of the ticket sales strategy and indicate projected revenues from ticket sales.
- MA 6** Indicate projected revenues from licensing/merchandising.
- MA 7** Outline the concept for hospitality programs and indicate projected revenues.
- MA 8** Describe the current legislation in the host country regarding lotteries in general and sports lotteries specifically. Indicate projected revenues from such lotteries.
- MA 9** Specify any constraints which may exist and that may impact on the marketing/commercial programs of TWG 2017, including any category restrictions for the sponsorship program.

### Additional

- MA 10** Provide any additional information the Candidate Host City considers relevant in the context of marketing rights to TWG 2017.
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Technology  
TECNOLOGIA

# 16 TECHNOLOGY

## 16.1 General

### *16.1.1 Introduction*

Theme 1 seeks to establish a Candidate Host City's ability to deploy and support state-of-the-art technology in all areas, which are vital to TWG 2017.

The IWGA will ensure that the LOC deploys the requisite technological means necessary for staging successful games and for running the competitions in accordance with the sport-specific provisions set forth by the IWGA Member IFs. The LOC is responsible for planning and implementing, at its expense, the technological means necessary for the preparation and the running of TWG 2017. However, all plans regarding technology must be submitted to the IWGA for approval in consultation with the IWGA technology partner SWISS TIMING.

### *16.1.2 Accreditation System*

The IWGA partner SWISS TIMING will provide the system for accreditation of athletes and officials in TWG 2017. The LOC covers the cost associated with the provision of the accreditation system by SWISS TIMING. The IWGA ensures that accreditation policies and procedures are in accordance with the international standards.

### *16.1.3 Timing, Scoring and Result Systems*

The IWGA partner SWISS TIMING will provide the systems for timing, scoring and results of all competitions staged during TWG 2017. The LOC covers the costs associated with the provision of these systems by SWISS TIMING. The IWGA and its Member IFs ensure that the data generated by the systems comply with the international standards.

### *16.1.4 Telecommunications*

The telecommunications infrastructure for fixed and mobile networks is expected to meet the highest demands during TWG 2017. Networks linking all venues are required to support heavy traffic (phone and data networks, radio networks, audio and video circuits) generated by the staging of the games in the Host City. Cell phones must be provided to the members of the IWGA Executive Committee, the IWGA Medical Committee and the anti-doping officials at the expense of the LOC.



## 16.2 Requirements

### *16.2.1 Technology*

A Candidate Host City is required to plan for the full range of technological means necessary in the preparation and the running of TWG 2017. Technology in the context of major multi-sport games covers accreditation, timing, scoring, result and information systems, telecommunications and other technologies, and Internet.

The Candidate Host City's preliminary plans for the deployment of technology will be submitted to the IWGA technology partner SWISS TIMING for comment and approval.

## 16.3 Questionnaire

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### Technology

**TE 1** Confirm that the Candidate Host City is prepared to coordinate all of its plans for the deployment of technology with the IWGA technology partner SWISS TIMING.

**TE 2** Confirm that the LOC will contract the services of the IWGA technology partner SWISS TIMING for the accreditation, timing, scoring and result systems of TWG 2017.

**TE 3** Indicate whether a regulatory body exists for the telecommunications market in the host country, whether this body is tied to government authorities, and whether this body awards licenses.

**TE 4** Indicate how many providers for fixed phone networks and for mobile phone services exist in the host country.

**TE 5** Describe the existing infrastructure and technology networks linking all venues that will support the high volume of traffic (phone networks, data networks, audio and video circuits) during TWG 2017.

**TE 6** If additional infrastructure for fixed and mobile networks is required, describe it and indicate which carriers are prepared to supply it.

**TE 7** Indicate which body is responsible for controlling and allocating the frequencies necessary for radio transmissions in the host country.

**TE 8** Is this body prepared to allocate the frequencies necessary for the organization of TWG 2017?

### Additional

**TE 9** Provide any additional information the Candidate Host City considers relevant in the context of technology.

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Risk Management

RISK MANAGEMENT

# 17 RISK MANAGEMENT & INSURANCE

## 17.1 General

### *17.1.1 Introduction*

Under Theme 17 an applicant host city is required to outline the risk management plans and the insurance programs that the LOC is expected to have in place throughout TWG 2017.

Comprehensive risk management and insurance programs are critical elements of the organization of TWG 2017. The IWGA will ensure that the LOC secures and maintains – at its own expense – adequate insurance coverage (including personal liability and third party insurance) in respect of all risks associated with the organization and the staging of TWG 2017. The insurance program must name the LOC and the IWGA as joint assured parties in respect of their respective potential liability to any third parties.

### *17.1.2 Public/Product Liability Insurance*

The LOC is expected to have appropriate public/product liability for all competition events in place throughout the games. This insurance would cover legal liability for loss of, or damage to, property and death of, or injury/disease to persons, occurring in connection with TWG 2017.

### *17.1.3 Professional Indemnity Insurance*

The LOC is expected to have adequate professional indemnity insurance in place to indemnify the IWGA in respect of the games for any neglect, error or omission occurred or committed by employees of the LOC or any other person, firm or company acting jointly with the LOC. The IWGA will ensure that the LOC undertakes to indemnify, hold harmless and exempt the IWGA and its officials from all payment in respect to any damages resulting from the hosting of TWG 2017, not applying to willful misconduct or negligence.

### *17.1.4 Medical Insurance Cover*

The LOC is strongly advised to ensure that adequate medical insurance coverage is in place for all costs incurred by the LOC in connection with any emergency and first aid services provided during the games. Furthermore, the LOC is expected to make medical insurance available to accredited persons – at their expense – who are unable to obtain cover for medical treatment in the host country on their own.

### *17.1.5 Other Insurance*

The LOC is expected to have in place other general insurance cover for its normal activities.

## 17.2 Requirements

### *17.2.1 Risk Management Plans and Insurance Programs*

The Candidate Host City is required to address the issue of comprehensive risk management from the bid stages and to outline the insurance programs the LOC will have in place to cover general and specific risks to TWG 2017 and their organizers.

## 17.3 Questionnaire

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### Risk Management and Insurance

**IN 1** Outline the public/product liability insurance to be put in place for TWG 2017.

**IN 2** Outline the professional indemnity insurance to be put in place for TWG 2017.

**IN 3** Outline the contingency insurance to be put in place for TWG 2017 that will adequately cover financial losses caused by contingencies due to circumstances beyond the control of the LOC. Such sports contingency insurance covers risks such as adverse weather, cancellation or interruption of the games, etc.

**IN 4** Outline the medical insurance to be put in place to cover costs arising to LOC from medical emergency and first aid services during TWG 2017.

**IN 5** Describe the medical insurance which could be made available to athletes and officials accredited for TWG 2017 but unable to get their own coverage for medical treatment in the host country. Provide an estimate of the premium an accredited person would be charged, in 2017, for adequate coverage during the games.

**IN 6** Outline other insurances to be put in place for normal activities of the LOC prior to and during TWG 2017.

### Additional

**IN 7** Provide any additional information the Candidate Host City considers relevant in the context of risk management and insurance.

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Meteorology,  
Environment & Sustainability

# 18 METEOROLOGY, ENVIRONMENT & SUSTAINABILITY

## 18.1 General

Theme 18 seeks to assess the general meteorological and environmental features of the Candidate Host City and its surroundings. The theme also seeks to establish an understanding of the environmental protection priorities and the legacy objectives that are pursued by the LOC in its delivery of eco-friendly and sustainable games.

Since a Host City is not required to build facilities or expand upon available infrastructure for the sake of TWG, their sustainability should a priori be guaranteed.

In cases where an applicant host city plans the construction of new sports or other venues – or the major renovation of existing venues – prior TWG 2017, it is understood that this will be done in compliance with the city's long-term development strategy, and with the venues' post-games use fully contemplated and guaranteed.

## 18.2 Requirements

### 18.2.1 Meteorology

Information and data concerning the meteorological conditions in the Candidate Host City must be submitted for

- ✓ The dates that are proposed for TWG 2017
- ✓ The areas where TWG 2017 would be held, including venues within the radius of 50 km from the Candidate Host City where conditions are significantly different
- ✓ The past ten years prior to the year of the bid application's submission

### 18.2.2 Environment

Information concerning the environment in and around the Candidate Host City must be submitted through

- ✓ A map of the geographical features of the city and its surroundings in which protected and environmentally sensitive areas are identified
- ✓ A report on the ambient air quality
- ✓ A report on the quality of drinking water
- ✓ A brief outline of the environmental protection priorities and targets that the LOC would be tasked to pursue (prevention/reduction of adverse impact to environment and natural resources, environmental awareness campaigns, etc.)

### 18.2.3 Sustainability

An applicant host city must provide a brief description of how it envisions TWG 2017 fitting into its long-term planning/development strategy, stating its concepts for planned venue construction/renovation projects as legacy of the games.

## 18.3 Questionnaire

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### Meteorology

**ME 1** Indicate the altitude of the Host City in meters ASL. Specify any significant differences in altitude between the city and the competition venues.

**ME 2** Complete the table in the annex to this document, indicating for the proposed dates and the geographical area of TWG 2017

✓ Temperature in °C (maximum, average, minimum) at 9 a.m. / 12 noon / 3 p.m. / 6 p.m. / 9 p.m.

✓ Humidity in % (maximum, average, minimum) at 9 a.m. / 12 noon / 3 p.m. / 6 p.m. / 9 p.m.

**ME 3** Complete the table in the annex to this document, indicating

✓ Number of precipitation days per year

✓ Number of precipitation days for the proposed dates of TWG 2017

✓ Average volume of precipitation (in l/square meter) per year

✓ Average volume of precipitation (in l/square meter) for the proposed dates of TWG 2017

Precipitation days = more than 0.1 ml per 24 hours!

**ME 4** For all outdoor competition venues, complete table in the annex to this document, indicating

✓ Average wind direction

✓ Average wind strength (km/h)

### Environment

**ME 5** Provide a map (Map C: no larger than A 3 – folded or double page – with the graphic scale indicated) of the Candidate Host City and its surroundings, indicating

✓ Geographical features

✓ Protected and environmentally sensitive areas

**ME 6** Provide information – according to the standards of the World Health Organization – on the ambient air quality during the proposed dates for TWG 2017 over the past five years.

**ME 7** Provide information – according to the standards of the World Health Organization – on the quality of the drinking water in the Candidate Host City.

**ME 8** Describe the measures that the LOC will take to prevent and reduce adverse impact on the environment through TWG 2017. This information should cover

✓ Transport

✓ Air and noise pollution

✓ Energy supply and conservation, renewable energy use and management

✓ Environmental awareness raising

**ME 9** Describe how the LOC will incorporate an eco-friendly and environmentally sound policy into its procurement procedures and contracts.

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**ME10** Provide details of the environmental management tools and compliance standards that the LOC will use to achieve the environmental objectives.

#### **Sustainability**

**ME11** Describe how the Candidate Host City's vision of the TWG 2017 fits in with the city/region's long-term development and planning strategy.

**ME12** Provide information on the Candidate Host City's legacy plans involving the construction of new sports or other venues – or major renovation of an existing venue – for TWG 2017.

#### **Additional**

**ME13** Provide any additional information the Candidate Host City considers relevant in the context of meteorology, environment and sustainability.

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Instructions  
Instructions

# 19 INSTRUCTIONS

## 19.1 Bid Application Phase

In this phase an applicant host cities will prepare the initial bid application. To assist them in this process, the IWGA provides precise instructions on how they must submit both their bid application and the corresponding guarantees.

The bid application shall be submitted in the form of answers to specific questions put forward by the IWGA in this document.

All answers should be concise and concrete, and they should address the substance of the question put forward.

All answers must respect the specific format stipulated for each question. There are three formats/types of answers:

**Explanatory:** textual explanations. Comprehensive answers so that the IWGA can properly analyze the current status and potential of the bid are expected.

**Visual:** concrete information allowing rapid visual grasp and objective analysis of the context (tables, graphics, lists, maps and plans). When an answer has to be given in one of these formats, any additional textual explanation should be complementary and brief.

**Guarantees:** replies that require representations, undertakings, covenants and/or agreements on the part of the applicant host city or third parties. Under the corresponding theme and in reply to the question, indicate whether or not an applicant host city has obtained such guarantee and who gave it.

All bid application documents must be in English. The inclusion of graphics and other illustrations is encouraged to present technical information. Photos should be used to provide information on venues and infrastructure.

All of these aspects are essential for the proper analysis of the bid application by the IWGA.

The applicant host cities is required to submit their initial bid applications and any update in two formats.

In electronic format, with all electronic submissions including a separate MS Word file and PDF file of the application. Attachments such as diagrams, tables, pictures, maps, plans, etc. should be provided as PDF files and in the size indicated. Where templates are provided, an applicant is expected to make use of them. Guarantees must be scanned and attached as PDF files.

As hard copy, submitting three (3) copies with a simple spiral wire binding. Loose leaves and ring binders are not acceptable.

Applicant host cities should show moderation with regard to expenditure on the presentation of their bid project. The form and presentation of the bid project are not evaluation criteria. While the IWGA expects comprehensive answers so that it can analyze the current status and the potential of a bid, it strongly advises the applicants to refrain from a costly presentation of the information.

Important are the applicants' efforts to enter into a dialogue with the national sports associations/federations that are in membership with the IWGA Member IFs, and to secure their collaboration in compiling all the sport-specific technical information of the bid project. The IWGA and its Member IFs will help all applicant host cities to establish contact with the national sports associations/federations.

At this stage already, the sports eligible to be included in TWG 2017 will need to be tentatively assigned to a venue in or around the city. To do this – and to get a grasp of all technical requirements for the staging of competitions in a particular sport – the applicant host city will have to rely considerably on the expertise from national sports associations/federations. Furthermore, the initial collaboration will allow the applicants to assess to what extent national sports associations/federations are able and willing to assist them in the organization of the games.

During the Bid Application phase all cities are considered as “Applicant Host Cities”. The phase extends until the applications are assessed by the IWGA. In concluding the acceptance procedure, the Executive Committee determines which cities are to be accepted as “Candidate Host Cities”.

## 19.2 Candidature Phase

Those cities accepted as “Candidate Host Cities” by the IWGA Executive Committee will go through to a second phase, during which they have to ensure that their applications are complete, specifically with regards to each and every one of the required guarantees.

At this point, each Candidate Host City will receive a draft of the Host City Contract for TWG 2017 and an original Host City Contract undertaking. The latter will need to be signed by representatives of each city and the IWGA.

An Evaluation Commission, composed of members of the IWGA Executive Committee, members of the IWGA staff and experts will then examine the applications – including all guarantees – once more, visit the Candidate Host Cities and prepare an evaluation report, based on which the IWGA Executive Committee will select the Host City for TWG 2017.

### **19.3 Planning in the Evolutionary Setting**

The evolutionary process is bound to continue as the IWGA strives – in coordination with all Organizing Committees, past, present and future – to improve The World Games 2013 and their organization further.

In this and other documents related to the bidding for TWG 2017 the applicant host cities are provided with information to base their planning and decisions on. The applicant host cities need to be aware, however, that certain elements addressed therein could be subject to review and modification.

The IWGA endeavors to identify these elements as best it can. They essentially pertain to the exploitation of rights as well as to specific international communications and promotional efforts for TWG, all of which are to be undertaken jointly between the future Host City, the IWGA, the IWGA Global Media and Marketing Partner.

## ANNEXES

The templates and tables mentioned under the different themes of this Bid Application document are all available for downloading from the section dedicated to the bid process for TWG 2017 on the IWGA websites.

*As IWGA is in the process of revamping its website and re-launching it under a new URL (February 2011), two sites are listed below. All templates and tables can be downloaded from either one.*

*<http://twg2017.wordpress.com>*

*<http://www.theworldgames.org/twg2017>*

*For further information about the bid process or clarification on anything contained in this document, please contact the CEO or the Headquarters.*

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# The World Games



Under the Patronage of the  
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