

SECTION 8: EVENT SPECIFICATIONS AND BID PROCESS

8.1 HOSTING AN Virtus CHAMPIONSHIP OVERVIEW



1 INTRODUCTION AND OVERVIEW

- 1.1 This document is designed to facilitate the process of bidding and hosting events sanctioned by Virtus. It is intended to ensure a consistent approach to event hosting and delivery to ensure the highest possible standards are maintained.
- 1.2 Hosting a Virtus event is a fantastic way to promote sport for athletes with an intellectual impairment within a country, to develop new partnerships with organisations, sponsors and the media, to raise awareness of impairment sport amongst the general population, to showcase national sport and facilities, and to find and retain new volunteers.
- 1.3 events can need significant funding and time commitment and this should be considered carefully before the bid is made, however a successful event can leave a lasting legacy for your organisation, for sport and for Virtus globally.
- 1.4 This guide refers to the bidding process for Virtus World and Regional Championships and should be read in conjunction with the Sport & Championship Specifications (available on the website).

2 BID TIMELINE

- 2.1 Virtus will invite bids to host World Championships approximately 24 months before the proposed competition date and bids may only be made during the specified bid period.
- 2.2 The timetable for the bid process will be stated in the call for bids and will usually be as below though some events may vary:
 - 24 months before the event - Call for bids
 - 15 months before the event - Deadline for receipt of bids
 - 12 months before the event - Winning bid announced
- 2.3 Where no bids are received, Virtus may approach nations to solicit a bid or may manage the event in-house.

3 Bid Information

- 3.1 A bid to host a Virtus Championship should be made using the Virtus Championship Bid Application Form and completed in accordance with the specification set out in this document, the Virtus Sport & Championship specifications.
- 3.2 Bids that do not meet the specification will not be accepted. You are strongly urged to consult the relevant Sport Committee before submitting the bid.
- 3.3 To make a bid for a Virtus event, host organisations must be in membership of Virtus (or working with the Member Organisation) and the Member must be in good standing. Bids must be submitted and endorsed by the recognised Member Organisation within a country.
- 3.4 Bids should be sent no later than the stipulated deadline date to the secretariat (enquiries@virtus.sport) in electronic format. Only complete bids which address all

SECTION 8: EVENT SPECIFICATIONS AND BID PROCESS

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areas of the bid specification will be considered. Bids may include a visual presentation (in electronic format).

3.5 Bids must include:

- a. the bid application form
- b. the event budget
- c. a letter of support from the Member Organisation signed by the President/Secretary General
- d. a copy of the venue certification (where relevant), for example the IAAF or FINA track or pool certification in athletics or swimming

3.6 It is strongly recommended that the following items are also included with the bid:

- a. Letter of support from host city/local government
- b. Letter from major funding bodies committing their support for the event

Note: Where these items cannot be provided with the bid, it should be explained why they are not available.

4 COMPULSORY EVENT INSURANCE

4.1 It is a condition of hosting an Virtus event that appropriate insurance is held by the Organising Committee/Host Organisation. The minimum level of cover is determined by Virtus' own insurers and is currently as follows:

- a. For a period beginning on the date of the Hosting Agreement and ending 2 years after the date of completion of the Event, the Organisers shall maintain, with reputable insurers lawfully carrying on insurance business the following insurance:
 - (i) professional indemnity insurance for an amount of at least £250,000 (or equivalent local currency amount) in respect of each and every claim or, in USA/Canada, £250,000 (or equivalent local currency amount) in the aggregate.
 - (ii) public liability insurance for an amount of at least £5,000,000 (or equivalent local currency amount) for any one occurrence or series of occurrences arising out of any one event, unlimited in the aggregate, or in USA/Canada, £2,000,000 (or equivalent local currency amount) in the aggregate.

4.2 The LOC is also strongly recommended to seek event cancellation insurance.

5 EVENT HOSTING FEES

5.1 Hosts should consult the Virtus Schedule of Fees (available at virtus.sport) to determine the hosting fee. This is the fee charged by Virtus to host the event.

SECTION 8: EVENT SPECIFICATIONS AND BID PROCESS

8.1 HOSTING AN Virtus CHAMPIONSHIP OVERVIEW



6 DATA PROTECTION

- 6.1 All LOC's must demonstrate that they will adhere to the requirements of the Virtus privacy policy
- 6.2 All personal and sensitive information (including athlete, official, volunteer and other information) acquired by the LOC must be kept securely, must only be accessed on a needs-only basis and – unless consent is obtained by the LOC – must be destroyed within 12 months of the event unless strictly needed for legal obligations.

7 VIRTUS POLICIES, RULES AND PROCEDURES

- 7.1 All LOC's must commit to strict adherence of all Virtus policies, procedures rules and codes. These are available on the Virtus website.
- 7.2 LOC's will not restrict entry to the event due to any political, religious or other reason. Virtus has sole authority to determine any athlete, team or country who is excluded from the event.

8 LANGUAGE

- 8.1 The bid and all subsequent information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

9 CONFIDENTIALITY AND CONDUCT

- 9.1 In submitting a bid, Virtus Member Organisations agree to strict confidentiality throughout the bid application process. Bidding organisations will not attempt to solicit support from the Governing Board or other Committee members and Virtus representatives. Bids must at all times observe the Virtus Handbook including the Code of Ethics.
- 9.2 The successful host will ensure professional standards throughout the delivery of the event.

SECTION 8: EVENT SPECIFICATIONS AND BID PROCESS

8.1 HOSTING AN Virtus CHAMPIONSHIP OVERVIEW



10 BID ASSESSMENT

- 10.1 Bidding is a competitive process. Bids will be first be considered by the relevant Sport Committee with support from the management team following which a recommendation will be made to the Governing Board.
- 10.2 In exceptional circumstances, Virtus reserves the right to request a site-visit of candidate cities (at the cost of the bidding nation) prior to approving the bid, however this is not normally required.
- 10.3 The Governing Board will ratify all bid decisions and their decision is final. Decisions may be appealed under the relevant policy.
- 10.4 Candidate organisations will be informed as soon as possible of the outcome, at which time Virtus will issue an Event Hosting Agreement. Only when the Hosting Agreement has been signed by all parties should a public announcement be made.

11 EVENT HOSTING AGREEMENT

- 11.1 An Event Hosting Agreement will be sent to the winning hosts. The Agreement will set out the responsibilities of the organising committee and the host organisation and must be followed precisely.
- 11.2 Any variations from the original bid must be approved in writing by the Virtus Sport and, where appropriate, ratified by the Governing Board before they are implemented.