



ERSO

# European Championships Bid Book

ERSO Executive Board – June 2021



## BIDDING PROCESS FOR THE ERSO EUROPEAN CHAMPIONSHIPS EVENT

This policy is designed as a step-by-step process for any organisation wishing to tender a bid to host the ERSO European Championships (EC) including the Junior European Championships (JEC) and the European Open Tournament (EOT).

The following annexes are an important part of the bidding process and need to be carefully read and understood before submitting a formal bid. They are available upon application.

- Annex 1: EC Ceremony Procedures and Event Officials
- Annex 2: EC Code of Conduct
- Annex 3: EC Code of Ethics
- Annex 4: Agreement for hosting ERSO European Championships and Youth/Open Tournament
- Annex 5: EC Event Budget

All requirements stated in these annexes need to be satisfactorily fulfilled by any bid submitted and included in the event budget and the calculated event prices.

## PROCEDURE

1. Any organisation wishing to embark on the bid process should send an email to [bids@erso.info](mailto:bids@erso.info) stating its interest in submitting a formal bid.
2. ERSO will provide guidelines to interested parties including the timeframe for the bidding process together with Annexes 4 and 5.
3. A formal written bid must be submitted to ERSO by email to [bids@erso.info](mailto:bids@erso.info) by the deadline stated in the guidelines at the latest (and preferably earlier).
4. On receipt of such a bid, ERSO will carry out the first check to ensure that the required elements are present, seeking further clarification if necessary.
5. Following the initial evaluation of all bids received, ERSO will contact all bidding organisations with further instructions.
6. Based on the final bids received from the NGB's, the ERSO Board of Directors is going to decide about the place of the next European Rope Skipping Championships.



## BID PROCEDURES CHECKLIST

The formal bid document should contain at least the following provisions. Please ensure these specific headings are used.

### **1 Event**

- 1.1 Provisional Dates (in the period between middle of July and middle of August)
- 1.2 Venue
- 1.3 Location/Airport/Transport arrangements to the host city
- 1.4 A location map to show where the event will be located in relation to major cities

### **2 Host**

- 2.1 What is the legal name of the organisation submitting the event?
- 2.2 Relationship to ERSO
- 2.3 Endorsements/Recommendations (e.g. from the national organisation, city, etc.)

### **3 Sports Information**

- 3.1 Competition venue(s) (description and location)
- 3.2 Training facilities (description and location, if different than competition venue(s))

### **4 Medical Provision**

- 4.1 Level of Medical/Physiotherapy support at:
  - a. competition venues
  - b. training facilities, and
  - c. accommodation
- 4.2 Physical distance between competition venues/training facilities/accommodation and local hospital
- 4.3 Level of medical support offered at local hospital



## **5 Accommodation**

- 5.1 Physical distance between accommodation and:
  - a. competition venue(s)
  - b. training venue(s)
  - c. dining facility(ies)
- 5.2 Accommodation style to be used (only hotels or hostels)
- 5.3 Provisional accommodation costs

## **6 Meals**

- 6.1 Type of dining facility(ies) (restaurant, catering, canteen, etc.) and seating capacity for each
- 6.2 Meal times
- 6.3 Sample menus for breakfast, lunch and dinner
- 6.4 What special types of meals are available (vegetarian, vegan, gluten-free, kosher, halal, etc.)
- 6.5 Physical distance between dining facilities and:
  - a. competition venue(s)
  - b. training venue(s)
  - c. accommodation(s)
- 6.6 Availability of drinking water in competition venues and training facilities

## **7 Social Program**

- 7.1 Draft program of leisure and recreational activities available to:
  - a. athletes
  - b. non-athletes
- 7.2 Proposed structure and ideas concerning the content of Opening/Closing/Medal Ceremonies

## **8 Transport**

- 8.1 Map including nearby airport(s) and train station, registration location and sports venues.
- 8.2 Transfer arrangements for arrival/departures and provisional costs for teams
- 8.3 Transport arrangements during the competition (if required between the accommodation and the sports venues)
- 8.4 Availability and cost of transport for sightseeing etc.
- 8.5 Visa requirements for entrance into the country



## **9 Language**

- 9.1 All materials must be available in English, ERSO's official language. Please specify which materials/information (if any) will be available in other languages.
- 9.2 Volunteers need to be fluent in English in such a way that they can communicate and give all relevant information to event participants.

## **10 Organising Committee**

- 10.1 Outline the structure of the Organising Committee, naming key personnel
- 10.2 List the other partner organisations/agencies involved, naming key personnel and roles/responsibilities. Please provide websites where applicable.

## **11 Insurance**

- 11.1 The Organising Committee is responsible for ensuring satisfactory insurance arrangements are made in respect of public liability and professional indemnity, and this must be made known to ERSO and the participating member organisations before registration deadline.

Note: Participating member organisations are responsible for their own insurance requirements for travel, personal accident, liability, and medical matters

- 11.2 The Organising Committee must indemnify ERSO against all liability.

## **12 Packages**

- 12.1 All prices have to be announced in Euro (€).
- 12.2 The EC packages consist of 2 parts:
- the host part with accommodation, food, local transport and other costs included in Annex 4
  - the ERSO part with the competition fee
- 12.3 The NGB's will pay their entire participation costs to the host. The host is transferring the competition fees to the ERSO.

Note: every person involved in the competition (athletes, judges, coaches) has to take both parts of the EC package. This allows the host an easier calculation of the needed number of hotel beds, meals, etc.

- 12.4 The price of the host part must be set to a level that is sufficient to cover the cost of all aspects of the accommodation, food, local transport, gym and other costs included in Annex 4. A minimum contingency fund of 5% (of total expenses, excluding food and accommodation



costs) must be included in budgets. Finalized package details must be communicated to member organisations at least nine months prior to the start of the event.

12.5 All packages should clearly indicate how many nights are included, what type of room (single/double, with private/shared bathroom, etc.), which meals are included for each day, and whether airport pickup etc. is included

12.6 Full details of any additional costs should also be given e.g. cost of additional nights/meals etc.

### **13 Site visit**

The expenses stated in Annex 4 concerning the ERSO Board members that are required to perform a site visit prior to the event must be included in the event budget and covered by the event incomes.

### **14 Accreditation & Security**

14.1 Details of a formal accreditation (including a delegate badge with photograph, each individual's role (e.g. athlete, coach, official, spectator, etc.) and package type).

14.2 Details of how the accreditation system and security will be managed.

### **15 Event Organisation, Promotion and Material**

15.1 All event material must be pre-approved by the ERSO in advance of circulation and being published.

15.2 All event material and promotion (hard copy and electronic) should recognize the involvement of the ERSO and any partner organisations and sufficiently include previously agreed statements and logos of both the ERSO and the Host on all material prior to circulation as per Annex 2.

### **16 Event Budget**

A formal event budget should be prepared by completing Annex 5 and submitted with the bid.

### **17 Schedule**

17.1 The bid document should contain:

- a. Proposed daily schedule of event, (from arrival, through to departure, including competition days, opening/closing ceremonies and other events such as training camp, optional sightseeing time, etc.).
- b. Provisional schedule for distribution of promotional resources, package details, payment



and registration deadlines etc.

17.2 The above mentioned must integrate the following competition schedule (which may be subject of change due to changes of the competition rule book):

Day 1: (arrival and) practice time in competition venue

Day 2-5: Competitions (Qualifiers, Overalls and All Arounds)

Day 6: European Championships and Masters Finals (teams and individuals) and Team Show

Day 7: Departure day

## **18 Anti-Doping Testing and Protocol**

Provide necessary infrastructure for anti-doping testing

## **19.0 Press Strategy**

19.1 Person responsible

19.2 Proposed strategy for marketing and raising press profile of event:

- a. internationally among rope skipping community members
- b. locally/national in the host country

## **20.0 Other Matters**

20.1 Local average temperatures/weather conditions at time of event

20.2 Any local matters of interest

20.3 Local sightseeing attractions that could interest the participants during any free time or after the event.

20.4 Any local cultural requirements or regulations