

ERSO
European Show Contest
Bid Book



Version 01.01.16



BIDDING PROCESS FOR THE ERSO EUROPEAN SHOW CONTEST EVENT

This policy is designed as a step by step process for any organization wishing to tender a bid to host the ERSO European Show Contest.

The following annexes are an important part of this document and need to be carefully read and understood before submitting a formal bid:

- Annex 1 SC Ceremony Procedures and Event Officials
- Annex 2 SC Code of Conduct
- Annex 3 SC Code of Ethics
- Annex 4 Agreement for hosting the ERSO Show Contest (available upon application)
- Annex 5 SC Event Budget (available upon application)

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

- a. Any organization wishing to embark on the bid process should send an email to bids@erso.info stating its interest in submitting a formal bid.
- b. ERSO will provide guidelines to interested parties including the timeframe for the bidding process together with Annexes 4 and 5.
- c. A formal written bid must be submitted to ERSO by email to bids@erso.info by the deadline stated in the guidelines at the latest (and preferably earlier).
- d. 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 before the bid is considered by the member countries (if time allows at the next ERSO General Assembly).
- e. Following the initial evaluation of all bids received, ERSO will contact all bidding organizations with further instructions.

BID PROCEDURES CHECKLIST

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

1.0 Event

- 1.1 Provisional Dates (a weekend in the period between mid-October and end-November)
- 1.2 Venue (competition theatre including warming up area and training facilities)
- 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

2.0 Host

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



3.0 Sports Information

- 3.1 Competition theatre and warming up area (description and location)
- 3.2 Training facilities (description and location, if different than the competition theatre)

4.0 Medical Provision

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

5.0 Accommodation

- 5.1 Physical distance between accommodation and:
 - a). competition theatre
 - b). training facilities
- 5.2 Accommodation style to be used
- 5.3 Provisional accommodation costs
- 5.4 Meal times
- 5.5 Sample menus for breakfast, lunch and dinner
- 5.6 What special types of meals are available (vegetarian, gluten-free, etc.)
- 5.7 Seating capacity and type of dining/catering facilities
- 5.8 Physical distance between dining facilities and:
 - a). competition theatre
 - b). training facilities
 - c). accommodation
- 5.9 Availability of water in competition theatre and training facilities

6.0 Other activities

- 6.1 Draft program of other activities available on the Sunday for:
 - a). athletes
 - b). non-athletes
- 6.2 Proposed structure and ideas concerning the Medal Ceremony

7.0 Transport

- 7.1 Map including nearby airport(s) and train station, registration location and sports venues.



- 7.2 Transfer arrangements for arrival / departures and provisional costs for teams
- 7.3 Transport arrangements during the competition (if required between the accommodation and the competition theatre and training facilities)
- 7.4 Availability and cost of transport for sightseeing etc.
- 7.5 Visa requirements for entrance into the country

8.0 Language

- 8.1 All materials must be available in English, ERSO's official language. Please specify which materials/information (if any) will be available in other languages?
- 8.2 Will teams be provided with interpreters?

9.0 Organizing Committee

- 9.1 Outline the structure of the Organizing Committee, naming key personnel
- 9.2 List the other partner organizations / agencies involved, naming key personnel and roles/responsibilities. Please provide websites where applicable.

10.0 Insurance

- 10.1 The Organizing 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 organizations before registration deadline.
Note: Participating member organizations are responsible for their own insurance requirements for travel, personal accident, liability, and medical matters
- 10.2 Organizing Committee must indemnify ERSO against all liability.

11.0 Packages

- 11.1 The price of the registration packages must be set to a level that is sufficient to cover the cost of all aspects included in Annex 4. A minimum contingency fund of 5% (of total expenses, excluding food and accommodation costs) must be included in budgets.
Note: Finalized package details must be communicated to member organizations at least six months prior to the start of the event.
- 11.2 All package prices must include the ERSO capitation fee as per Annex 4.
- 11.3 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
- 11.4 Full details of any additional costs should also be given e.g. cost of additional nights / meals etc.

12.0 ERSO Working Board Members

- 12.1 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.



12.2 The expenses stated in Annex 4 concerning the ERSO Board members that are actively working during the event must be included in the event budget and covered by the income from the participant package fees.

13.0 Accreditation & Security

13.1 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).

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

14.0 Event Organization, Promotion and Material

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

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

15.0 Event Budget

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

16.0 Schedule

16.1 The bid document should contain:

- a). Proposed daily schedule of event, (from arrival, through to departure, including contest day, medal ceremony and other events such as workshop, optional sightseeing time, etc.).
- b). Provisional schedule for distribution of promotional resources, package details, payment and registration deadlines etc.

17.0 Press Strategy

17.1 Person responsible

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

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

18.0 Other Matters

18.1 Local average temperatures / weather conditions at time of event

18.2 Any local matters of interest

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

18.4 Any local cultural requirements or regulations