Asian Paralympic Committee

Bid Application

2013 ASIAN YOUTH PARA GAMES

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Asian Paralympic Committee
1st Floor, Wisma MAB, 166-1,
Jln Tun Sambanthan,50470 Brickfields,
Kuala Lumpur, MALAYSIA
Tel. + 603-2273 3034
Fax. +603-2273 6237

E-mail: info@paralympic.org.my
Website: www.asianparalympic.org

1. Introduction

Roles and responsibilities

i) Asian Paralympic Committee

The 2013 Asian Youth Para Games is owned and governed by the Asian Paralympic Committee (APC). The APC Board of Executive Committee will select the Games Host. The APC through its Sports and Development Committee is responsible for the technical delivery of the games.

ii) Bidding Authority/Local Organising Committee (LOC)

The LOC is solely responsible for all aspects of the bid application and for all commitments entered into by it concerning the organisation and staging of the Games and shall assume the entire financial responsibility for such organisation. The LOC must sign the Host Contract for the Games with the APC prior to be considered for selection as host for the Games.

iii) National Paralympic Committee

The National Paralympic Committee (NPC) consents to the LOC bidding to host Games and commits to support the organisation of the Games.
The NPC must be a member in good standing with the IPC and APC by the submission deadline for the bid application.

Timeline and Process:

15 July 2008	**Bid Application Submission Deadline** The bid applicants are required to submit the completed bid application by this deadline.
15 October – 30 November 2008	**Bid Review Process and Site Inspection Visits** The APC will conduct the bid review process of the completed bid applications and conduct site inspection visits to each of the bid cities.
15th December 2008	**Awarding and Signing of Host Contract** The APC Board of Executive awarding and signing of the contract.

Intellectual Property Ownership of the Bid Application

iv) The APC shall retain the rights to use all intellectual property developed throughout the bid application process. This shall include all data, documents and information provided by the APC or LOCs, including the bid application documents and completed responses. LOCs should confirm that all agreements in place for the bid application reflect this.

1.2 Host Contract for the Games and Bid Application

Host Contract

The successful LOC must sign the Host Contract as a condition for awarding of 2013 Asian Youth Para Games.

Contacts for questions at the APC

The APC encourages an open and constructive relationship with LOCs, and we would encourage LOCs to request further information or any clarifications required related to any element of the bid application process.

All enquiries should be directed to:

Ms. Malini
APC Secretary General

Phone: +603-2273 3034
Fax: +603-2273 6237
Email: malini@paralympic.org.my

1.3 Response Format and Requirements

- Both the structure of the required bid application documentation and the bid process have been reviewed by the APC secretariat. The aim of the format of responses is to save the LOC unnecessary work, effort and expense, and also to ensure that the information provided to the APC can be easily and objectively analysed and represented.

Structure of responses

- Responses must follow the questions specified in the bid application. The questions provide a basis for technical analysis of the bid, and cover all critical elements for assessing the concepts and technical elements critical to the success of the Games.

- Facts must be presented as clearly and concisely as possible.

Guarantees from third parties

- The bid application requires the LOC 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.

Representations, statements and commitments

- 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 LOC is selected to host the Games.

Forms of submission

- **The bid must be submitted in electronic format by 15 July 2008**. Hard copies of supplementary documents must also be provided directly to the APC. The electronic submission should include a separate MS Word file and PDF file for the responses for each

bid application Section. Any attachments such as diagrams, pictures, plans, etc. should be provided in PDF format. LOCs must provide two hard copy responses. While the responses submitted electronically will be considered the official responses, any information provided and commitments made in the written documents shall be binding on the LOC.

Language of the Bid

- All information submitted to the APC must be in English. Printed versions of the bid applications may also be produced in other languages, however where there are discrepancies between documents produced in multiple languages, the English version shall take precedence. All correspondence to and from the APC shall be produced in English only.

2. Local Organizing Committee (Details, Staffing and Structure)

General Requirements and Information

- The Local Organizing Committee (LOC) must develop an organisational structure capable of planning and delivering the 2013 Asian Youth Para Games. The organisational structure should involve all stakeholders who have a key role in delivering the Games. It is advised that the local, regional and national public authorities are involved in the organisational structure, due to the critical role they play in investment, support services and facilities.

- The Games must be run in accordance with the requirements of the APC and fulfil the obligations outlined in the Host Contract. The LOC must manage the Games in a professional manner, reflecting the international status of the competition and maximising the media awareness associated with the competition. The LOC must ensure that communication and delivery of the Games is conducted in English in addition to the language of the host country.

Responses Required

- Provide full details of the LOC that is bidding for the Games. This should include the following:
  a. Name
  b. Address
  c. Telephone, fax numbers and email
  d. Principal officers
  e. Proposed contact person and position.
- Provide a letter signed by two (2) officers of the LOC, who must be the lead party in all aspects of the bid, specifying the name and legal entity of the LOC, providing the date to host the Games.

- Provide a letter signed by the President/Secretary General of the NPC, endorsing the bid application of the LOC, confirming the “good standing” of the LOC, and stating that the NPC agrees to work with the LOC to ensure that the games meets the conditions of the Host Contract to be undertaken with the APC.

Organising structure and staffing

- Outline the organisational structure to be utilised for hosting the Games, including an organisation chart, and specifying key linkages with external agencies and how they are linked to the organisational chart.

- Outline the roles and responsibilities of personnel in key roles in the organisation and hosting of the Games

Volunteers

- Outline the role that volunteers will play in the hosting of the Games.

- Outline your plans for volunteer recruitment and training.

3. Local and National Support

General Requirements and Information

This Section seeks to provide the APC with a clear understanding of the involvement of local and national authorities (public and sport) with the bid application and the hosting of the Games as well as information on the national structure.

Responses Required

Public Authorities

i) Describe the role that local and national public authorities will play in the support, preparation and hosting of the Games. 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 vehicle established to host the Games. In the case of the local public authorities specify in detail by area any confirmed levels of support.

Entry Formalities for Certain Personnel and Goods

ii) Describe the regulations in force in your country regarding immigration and entry visas. Provide a statement on the conditions to be levied from the public authority responsible for immigration and entry visas to all Games accredited people.

iii) Specify any regulations concerning the import of products, equipment, animals (e.g. guide dogs), etc. required by Games accredited people (e.g. athletes, NPC team officials, media, etc), including without limitation broadcasting and related equipment, photographic and audio-visual equipment, medicines and medical equipment, telecommunications equipment, sports equipment, etc. Provide a statement on the conditions to be levied from the public authority responsible for the importation and exportation of these products, especially in relation to the duties or other taxes that may apply during the occasion of the Games.

4. Games Participation and Schedule

General Requirements and Information

To encourage active participation of more young disabled athletes, the Asian Youth Para Games is designated for athletes of age category to 14-19 years

Responses Required

Games Participation

i) The LOC must submit a bid application on the basis of the following Games Participation:

Activity	Start Date	Finish Date
Arrival Date		
Classification Dates		
Training Dates		
Opening Ceremony		
Competition Dates		
Closing Ceremony		
Departure Date		

ii) List of the proposed sports to be featured in the Games

iii) Specify the proposed dates for the Games as outlined in the schedule above

iv) Explain why these dates have been selected

v) Describe the strategy to provide the requisite number of Technical officials

5. Competition Venues

General Requirements and Information

Minimum Venue Standards

The Games competition venue is a critical success factor for the games, in both financial and operational terms. All competition venues, and all venue operational elements, must be in line with the commitment to stage a world-class competition. The Games should be safely and efficiently operated. Each venue must provide spectator comfort (both in terms of seating and facilities)

Accessible Design
While it is anticipated that most proposed competition venues will have already hosted high level sporting events, competitions for athletes with a disability have specific requirements with regard to accessibility. Such adaptations should be considered and reflected in the bid application.

Competition Venues Access
The competition venues should be accessible to the LOC in time to sufficiently allow competition preparations for the Games to be completed prior to the arrival of athletes and NPC team officials.

Provision of venues plans
Detailed plans of each of the proposed competition venues and the surrounding environment up to 200 metres must be provided. These plans must identify commercial and public areas within the 200 metre radius and whether such area(s) can or cannot be delivered clean during the period of the Games.

Responses Required

Competition Venue Information
Overview

- Provide a letter from the owner of each competition venues confirming the venue will be provided clean and is available during preparation period and the period of the Games including exclusive access periods and non-exclusive access periods for Games set-up and breakdown.

- Provide an overview of the construction and usage of the venue, including:
  a. The date of construction
  b. Dates of major refurbishment
  c. Accessible Overlay Required
  d. Total current seating capacity
  e. Planned redevelopment (including status of relevant approvals required)
  f. Current usage

- Provide a list of major competitions (national or international) hosted in the Games venue(s) in the last two (2) years.

Venue Plans

Provide a plan (no larger than A3) of each level of the venue, including the following:
a. Field of Play
b. Scoreboards/Videoboards
c. Operational areas (e.g. call rooms, general office space and storage etc,)
d. Toilets and Showers (specify wheelchair accessible toilets)
e. Seating blocks (including total number of seats, VIP seating areas, etc.)
f. Hospitality areas (boxes, function rooms and associated seating)
g. Concession points, Merchandising facilities and Restaurants

Field of Play (FOP)

Confirm the surface type, scope and certification of the FOP in accordance with the competition venue requirements.

Athletes and Officials facilities

Provide an overview of the existing and planned team facilities in the venues, including:

a. Size and facilities in changing rooms
b. Size and location of warm-up areas
c. Facilities for Technical Officials
d. Medical facilities

Scoreboards, Videoboards and Floodlighting

Provide details on scoreboards and video boards in the venues, including dates of installation and technical specifications.

Broadcast and Media Facilities

Provide an overview of the existing and planned broadcast facilities in the venues (if any of these are felt by the LOC to be insufficient please provide suggestions for further development, including:

a. Availability of power supply / backup
b. Television camera facilities and positions
c. Commentary positions and facilities (TV & radio)
d. Press conference and interview rooms
e. Broadcast facilities
f. Existing IT/infrastructure
g. A area to be used for venue press centre and accreditation centre within or close to the venue

Provide an overview of the existing and planned media facilities in the venue (if any of these are felt by the LOC to be insufficient, please provide suggestions for expansion or overflow), including:

a. Facilities for the written media and other accredited media at the Games
b. Press tribune positions
c. Mixed areas in which the media and athletes can interact
d. Press conference facilities
e. Photographer working facilities
f. Photographer positions around the field of play
g. Any plan to establish a media centre which would include all of the above
h. Existing IT/infrastructure

Public access

Provide a summary of public access to the venue, including:

a. Distance from the venue to city centre
b. Expected travel time to city centre (specifying type of transport)
c. Public parking availability
d. Access from venue to public transport
e. Any special event assistance from public agencies (road closures, free public transport etc.)

Accessibility

- Describe the wheelchair accessible access for the venue for athletes, spectators, etc
- Specify the number of positions for wheelchair spectators in the venue.
- Specify the slope of door widths, ramps, lifts etc.
- Specify the number of wheelchair accessible toilets for athletes, spectators, etc.

Guarantees for new construction

If the venue has not yet been constructed, please provide the following information:

a. Letters of guarantee regarding the financing of the construction
b. Letters of guarantee regarding the construction timelines and planning permission

6. Games Training Venues

General Requirements and Information

Games training venues have become an extremely important element of the Games, as they provide a critical platform for the preparation of athletes. This Section focuses on the general principle the LOC has used in planning for the Games training venues as well as the specifications of the proposed sites. Each Games training venue should be adequately staffed, catered and include the required medical services for the Games. It is the responsibility of the LOC to ensure that all appropriate and necessary security measures are in place to protect the safety and focus of the athletes.

Responses Required

Provide a list of the proposed training venues if different than competition venue, specifying the following:

a. available and planned facilities
b. distances and time to and from the Games competition venue(s) and accommodation properties

Provide a letter(s) from the owner(s) of each Games training venue(s) confirming the venue(s) will be provided clean and is available during preparation period and the period of the Games including exclusive access periods and non-exclusive access periods for competitions set-up and breakdown.

7. Games Services (Accommodation, Catering, Transportation, and Others)

General Requirements and Information

Accommodation

The appropriate accommodation properties shall be secured by the LOC for the various Games constituent groups considering type, quality, location, pricing and accessibility. When determining accommodation properties the LOC must adhere to the following conditions:

a) Accommodation for athletes and NPC team officials, Technical officials, APC Family, the media, guests and VIPs and Sponsors should be in the same general vicinity of each other and available for the duration of the Games schedule. Please note that Media and Broadcasting should not be lodged in the same facility as the athletes and NPC team officials.

b) The properties must be close to the games venue, no further than 45 minutes to/from by car (at peak traffic times).

c) All accommodation properties for athletes and NPC team officials must be equivalent to at least a four (4) star quality hotel and must include breakfast in the per night cost of the room

d) The LOC must cover the cost of accommodation (including breakfast) for Technical Officials (overseas and designated host country) in accordance with the Technical Requirements.

e) The LOC must secure a Family Hotel for the APC Family.

f) The LOC shall facilitate access to sufficient, accessible and adequate accommodation in hotels with reasonable room rates for accredited media representatives. The respective media representatives shall cover the costs of such accommodation

g) All accommodation must be wheelchair accessible and models of best practice.

Games Village

The LOC may provide an exclusive accommodation facility or collection of smaller accommodation facilities in a Village concept. In such cases, private bedrooms must be provided for a maximum of two (2) per room and the number of bathrooms in a residential unit must meet the following ratios by constituent mobility type:

- One (1) bathroom for every four (4) ambulant people and
- One (1) bathroom for every three (3) people using wheelchairs

Catering

The LOC must cover the cost of catering services for athletes, NPC team officials and Technical Officials. It is critical that a variety of ethnically diverse meals that incorporate special nutritional and religious requirements are offered for athletes, that meal services are provided in wheelchair accessible facilities and meal services are offered at optimal times that allow athletes and NPC team officials to eat appropriately prior to and after competition. Sufficient bottled beverages, in particular water and other beverages must be provided at the competition and training venues.

The LOC must make available catering services at the competition venue for the APC Family in a designated lounge.

Transportation

One of the keys for successful Games is an accessible, efficient, safe and reliable ground transportation system between major ports of entry, accommodation locations and Games competition and training venues. Some critical elements the LOC is required to identify in setting-up its transport plan include:

Transportation Scheduling

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

- **Vehicle Procurement**
  Identifying what types and the numbers of vehicles that are required to transport the different constituent groups and their equipment to the various Championships venues in an accessible, efficient, safe and reliable manner.

- **Arrival and Departures**
  Identifying the timeliness, accessibility and general level of service provided for each constituent group from the point of arrival by plane/train, through immigration and customs to the baggage claim area and finally departing to the appropriate accommodation location and ensuring all sport equipment is transported safely and securely (e.g. assistance at baggage claim where requested, accessible signage and help desks, load procedures). Identifying the timeliness, accessibility and general level of service provided for each constituent group from the point of departure from their accommodation location, through the airport/train station check-in procedure through security and immigration to boarding the airplane/train. Particular emphasis should be placed on planning for large number of wheelchair users and creating an independent and dignified experience.

- **Opening and Closing Ceremonies**
  Identifying what transportation resources are required in the transport of the various constituent groups to and from the Opening and Closing Ceremonies in a swift, orderly, accessible, efficient, safe and reliable manner.

Cost and Duration of Transportation

The LOC is responsible for the cost of transportation for athletes, NPC team officials, APC Family, Technical Officials, the media at the appropriate service levels for each constituent group and will be available for the duration of the Games.

Other Services

The other following Games Services will be provided for by the LOC:

- **Air and Ground Travel** – The LOC is responsible for a return commercial economy class airfare and other related transportation costs (including an established amount for ground travel) for the APC GLC, APC Board of Executive Committee members, and Technical Officials prior to the games.

- **Meetings** – The LOC is responsible to host the APC Games Liaison Committee meetings, APC Sports and Development Committee meetings, APC Medical and Sports Science Committee meetings and APC Board of Executive Committee meetings in conjunction with the Games.

- **Accreditation** – The LOC must develop and deliver an accreditation system for the Games. In this section the LOC should describe the general process of accreditation and the proposed locations for which the various constituent groups will obtain their accreditation passes.

- **Language Services** – The official language of the Games is English. The LOC should provide an overview of how language services will be planned and implemented to address these requirements.

- **Laundry** – The LOC must ensure that laundry services are available through the various accommodation properties allowing for regular washing of clothing and other articles at a reasonable cost to be paid by the respective accredited people.

- **Medical Services** – All accredited people attending the Games shall be responsible for the cost of all individual medical treatment required during the Games, except for emergency and first aid treatment. The LOC is strongly advised to obtain medical insurance to cover such emergency and first aid cases (including the coverage of repatriation). Furthermore, the LOC must agree to cover the cost and be responsible for the implementation of all necessary and appropriate on-site sport science, medical, emergency ambulance and first aid services during the Games**.**

- **Security** – The necessary security measures shall be taken by the LOC to guarantee the safe a peaceful celebration of the Games. The LOC should undertake a risk assessment with the national and local authorities to evaluate the appropriate level of security provisions for the Games.

- **Technology, Software and other Related Matters** – The LOC is responsible for planning and implementing all the technological means necessary for the preparation and running of the Games in accordance with the Technical Requirements.

Responses Required

Accommodation

i) Provide an overview of the accommodation type and services to be provided to NPC delegations, specifically:
   a. Standards and services of all accommodation facilities
   b. Current accessibility conditions and modifications planned and agreed to
   c. Per night cost (including breakfast) and for the total cost for the duration of Games
   d. Policies regarding minimum length of stay and cancellation

ii) Provide an overview of the accommodation type and services for the APC Family Hotel, noting:
   a. Standards and services
   b. Current accessibility conditions and modifications planned and agreed to
   c. Per night cost (including breakfast) and for the total cost for the duration of Games
   d. Policies regarding minimum length of stay and cancellation.

iii) Provide an overview of the proposed accommodation for the Games Technical official

iv) Provide an overview of the proposed accommodation properties for the media (including per night cost including breakfast).

Catering

i) Describe the proposed meal services and facilities to be made available for the following constituent groups and confirm that all costs will be covered by the LOC:
   a. Athletes and NPC team officials
   b. Games Technical Officials

Transportation

i) Indicate the distances and travel times between all Games competition, training, accommodation and ports of entry, additionally specify the mode of transport in each instance which is used to determine the time estimate.

ii) Provide a summary of the transport type and level of service (operating times) projected for each of the following constituent categories:
   a) athletes and NPC team officials
   b) APC Family
   c) Games Technical Officials
   d) media
   e) spectators

iii) Provide an overview of the vehicle procurement plan and scope indicating the number of accessible vehicles in each of the following vehicle category:
   a) vans
   b) buses
   c) cars
   d) other

iv) Describe the arrival and departure process for all constituent groups at major ports of entry.

v) Provide letters of guarantee from all parties supporting the success of the plans above (including governmental, airport/train station authorities and vehicle providers

8. Media Coverage - Broadcast and Press

General Requirements and Information

Broadcast

LOCs should acknowledge the importance of ensuring broadcasting and the widest possible worldwide audience of the Games.

Press operations and facilities

Press coverage is also a key to successful Championships. The LOC is required to plan and provide a Main Press Centre (MPC) for the Games, which will serve as the primary working place for media personnel at the competition. Depending on the location and the facilities available, this can either be at or near the competition venue or alternatively at another location such as the city centre or main press accommodation centres. The facilities must include suitable access to the competition venue, press conference room, press access to catering, a photographer working room and other facilities required for the implementation of the Games Media Services

Responses Required

Broadcast

i) Describe the LOC's concept and plans for broadcast coverage of the Games.

ii) Describe your concept for the broadcast facilities, including the following elements:

a. Location and size of the proposed facilities and the reason(s) for the choices of sites
b. Whether they are existing facilities or to be constructed
c. Provide a letter from the venue owner confirming the venue will be provided Clean and is available for the Championships period.

Press facilities

iii) Describe your concept for the Main Press Centre, including the following elements:

d. Location and size of the proposed facilities and the reason(s) for the choices of sites
e. Whether they are existing facilities or to be constructed
f. Provide a letter from the venue owner confirming the venue will be provided Clean and is available for the Championships period.

9. Communications and Promotion

General Requirements and Information

The communications and promotion of the Games are critical in providing a positive image and clear public and media understanding of the Games. A close and open relationship between the LOC and the APC is essential in this regard. This Section requires the LOC to outline the current communications and promotional concepts and programmes planned for the Games for the following areas:

- Promoting the development of the spiritual values and sport merits of the athletes including, but not limited to social, educational, aesthetic and moral aspects;

- Planning and implementing Ceremonial activities (i.e. Opening Ceremony, Closing Ceremony and Medal Ceremonies);

- Planning and organizing educational workshops

The ceremonial and cultural activities of the Championships provide an opportunity for the LOC to give the Games a local, regional and national identity. Educational opportunities have played an important role for LOCs, building a close connection within schools and educational institutes in the host country that have allowed for the broad promotion of APC, the Paralympic Movement, the sport and the Games and have generated interest and spectators.

Responses Required

Existing communications and promotion situation

i) Explain the existing communications and promotional structure for sport for athletes with a disability in the host country.

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

Games communications and promotion

i) Describe how it is proposed that the LOC works with the APC during the planning and operational phases of the Games, including the use of existing media, new media and websites.

ii) Outline briefly any major promotional events that would be undertaken to raise awareness and describe the communications programmes you intend to set up during the years leading up to the Games.

iii) Provide any further information on support available from local tourism authorities and other relevant government development agencies.

iv) Describe your plans for the ceremonial activities (Opening, Closing and Medal) to take place during or prior to the Games

v) Describe any educational programmes that will be established in schools during the years leading up to the Games

10. Finance

General Requirements and Information

Games Financial Arrangements

The LOC must agree to the following conditions:

a) All costs of the Games will be met by the LOC.
b) The LOC may charge entry fee to any participation athletes, NPC team officials or other accredited groups. The entry fee of the games will be approved by the APC Board of Executive Committee.

c) The APC shall impose Right fee to the LOC awarded to stage 2013 Asian Youth Para Games.
d) Capitation fee will be levied by APC. Amount of the capitation fee shall be determined by APC. The LOC shall collect the capitation fee on behalf of APC.

Bid Application costs

All costs incurred by the LOC during the bid application process and associated with the bid application shall be borne in total by the LOC. APC Games Liaison Committee consists of 5 members. Organizing Committee must be responsible on the all necessary arrangements for the on-site inspection, including travel and accommodation arrangements for the APC Games Liaison Committee members.

Games Operating Budget (Games Budget)

LOCs must include in the bid application a detailed operating budget (revenues and expenses) related to the organisational arrangements for the Games. This budget should be realistic and accurate, following full consideration of each line item. The budget is prepared and managed by the LOC and must be formally approved by the APC. 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 LOC should provide separately from the Games budget mentioned above details on any capital investment from a local, regional and/or national public/private agency required to conduct the Games.

Responses Required

Games budget

- Provide a letter confirming that the LOC agrees to the financial conditions of the Games.
- Complete a proposed Games budget

External financial support

- Provide full details of any financial support that has been or will be obtained from local, regional and national public authorities, including letters officially confirming such support.