Asian Paralympic Committee

Bid Application

11th ASIAN PARA GAMES 2014

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Part 1 Preliminary Information

1.1 Introduction

a) The 11th Asian Para Games 2014 bid application process is the first step in the organisation of successful Games, and provides a blueprint and planning base that will assist the local organising committees and the APC in determining the best host.

b) The purpose of this document is to outline the terms and conditions for the Asian Paralympic Committee (the APC) awarding, supervising and controlling the respective Asian Para Games in the Asian Region as stipulated in the IPC bylaws. The official name for the Games shall only be designated as 11th Asian Para Games 2014.

c) The APC undertakes to fulfil its obligations related to the 11th Asian Para Games 2014 in compliance with the relevant provisions of the IPC Handbook, the respective IPC Sport Technical Rulebooks, the respective Asian Para Games Technical Agreement and all organisational responsibilities outlined in these terms and conditions (e.g. accommodation, transport, doping control etc.).

d) Furthermore, the APC will ensure that:
   - the LOC promotes the development of the spiritual values as well as the sporting merits of the great international competition of athletes constituted by the 11th Asian Para Games 2014, including, without limitation, their social, educational, aesthetic and moral aspects;

   - the determination process for awarding the 11th Asian Para Games 2014 to the LOC hosting the respective edition of the Asian Games includes:
     - The captures of comparable information, data and guarantees required to assess the initial feasibility of the LOC to meet the hosting requirements;
     - The establishment and execution of a comprehensive review and evaluation process conducted in agreement and collaboration with the IPC and respective IFs; and
     - The awarding of the 11th Asian Para Games 2014, following sanctioning approval, by the respective APC's Board of Executives and the signing of formal contract in this regard.

   - the 11th Asian Para Games 2014 shall be staged in a dignified manner as an independent event and not in connection with any other international or national enterprise or event in the host city or the greater vicinity of the host city such as a fair or exhibition;

   - the LOC shall not use the 11th Asian Para Games 2014 to serve any purpose other than the interests of the Paralympic Movement;

   - that during the dates of the 11th Asian Para Games 2014 no other elite level domestic competition for the respective sports is permitted in the host city;no agreements shall be entered into, having any connection with the 11th Asian Para Games 2014, between the LOC and any national organization (whether governmental or non-

governmental), any international or supranational organizations, or foreign states, without the prior approval of the APC;

- the decisions taken or orders given by the APC or any of its appropriate bodies are observed, as long as such decisions or orders relate to the 11th Asian Para Games 2014 and are in full compliance with these terms and conditions.

Roles and responsibilities

Asian Paralympic Committee

The 2014 Asian 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.

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 upon being selected the host city of the Games.

National Paralympic Committee

The National Paralympic Committee (NPC) consents to the LOC bidding to host the Games and commits to support its organisation. 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 February 2008	**Host Expression of Interest Application Deadline** The bid applicants are required to submit the host expression of interest application by this deadline
31 Mei 2008	**Bid Application Submission Deadline** The bid applicants are required to submit the completed bid application by this deadline.
1 Jun – 15 August 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.
12-13 September 2008	**Final Bid Presentation and Evaluation** The bid applicants will be invited to present to the APC Games Liaison Committee the final bid scope by which the final report and recommendation to the APC Board Executive Committee will be made.
15 October 2008	**Awarding and Signing of Host Contract** The APC Board of Executive Committee awarding and signing of the contract.

Intellectual Property Ownership of the Bid Application

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.

Confidentiality
All LOCs that have expressed an interest in hosting the 11th Asian Para Games 2014 have agreed to strict confidentiality throughout the bid application process.

1.2 Use of the Host Contract for the Games and Bid Application

Host Contract
The successful LOC must sign the Host Contract as a condition for awarding of 11th Asian Para Games 2014. Should there be any inconsistency between the Host Contract and other elements of the bid application, the Host Contract shall take precedence. The Host Contract will be adapted to reflect the specifications of the bid application; however the core elements will not be altered.

Terms and Conditions of Bidding
In submitting a bid application, the LOC agree to be bound by and accept the IPC Code of Ethics.

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.

For reasons of a transparent bid application process, the APC may respond to specific requests for clarification with a circular letter to all bid candidates. In such circular responses the origin of the question will not be specified.

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 Use of APC Marks

LOC use of APC Symbol

If an LOC does not intend to commercialise any elements of the bid application, the LOC may use the APC symbol for non-commercial promotional usage. The APC symbol may only be used strictly on the basis that no third party (public or private) is directly or indirectly associated with the bid applicant material. Any usage of the APC symbol or any other Paralympic property must be subject to prior written approval by the APC. The LOC shall not use the 11th Asian Para Games 2014 to serve any purpose other than the interests of the Paralympic Movement;

LOC promotional marks

LOCs may create their own marks / logos to promote their bid, however these may not include any of the following designations (or translations thereof):

- Paralympic
- Paralympics
- Asian Paralympic Committee
- Asian Para Games

Except in the forms of the following designations

- 11th Asian Para Games 2014 Bid Applicant
- 11th Asian Para Games 2014 Bid Committee

Incorporation of APC elements

The LOCs promotional marks must also not include any elements of the APC symbol, or any elements which may resemble the same.

Periods of use

The LOC promotional marks may only be used until the time of the APC Board of Executive Committee awards the Games, in October 2008, at which time all distribution and use must cease.

Third party association

Third parties (including public authorities and commercial entities) may associate themselves with the LOCs promotional marks, as long as the marks respect the principles outlined above. Such associations must however cease at the time of the APC Board of Executive Committee awards the Games, in October 2008.

1.4 Response Format and Requirements

Both the structure of the required bid application documentation and the bid process have been reviewed by the APC. 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 Part 2 of 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. Each Section also allows for additional information to be provided outside the specific areas covered in the questions.

Numbering of the questions
The numbering for each question in Part 2 has been made specific to the respective Section. This simplifies the referencing of responses in the bid analysis process.

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 31st May 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 and correspondence submitted to the APC must be in English.

Part 2 Subject Areas

2.1 Local Organizing Committee (Details, Staffing and Structure)

General Requirements and Information

The Local Organizing Committee (LOC) must develop and staff an organisational structure capable of planning and delivering the 11th Asian Para Games 2014. 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 11th Asian Para Games 2014 must be run in accordance with the requirements of the APC and fulfil the obligations outlined in the Host Contract. The 11th Asian Para Games 2014 shall be staged in a dignified manner as an independent event and not in connection with any other international or national enterprise or event in the host city or the greater vicinity of the host city such as a fair or exhibition. 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 Games. 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

LO1 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.

LO2 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 and explicitly stating agreement to conform to the principles, policies and contractual obligations established by the APC for the Games.

LO3 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 competition meets the conditions of the Host Contract to be undertaken with the APC.

Special Purpose Company

LO4 If a special purpose company, joint venture or other similar legal entity is proposed as the LOC, including Government and or other State agencies (for example statutory authorities), give full details of the proposed structure, including legal status or other interests and governance structure.

LO5 Would the proposed structure require any transference of responsibilities from the LOC? If so, what is required to be transferred and how would this be managed and

legally reflected? Confirmation must be provided that such entities will provide written guarantees in relation to fulfilling their responsibilities associated with delivering the Games.

Organising structure and staffing

LO6 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.

LO7 Outline the roles and responsibilities of personnel in key roles in the organisation and hosting of the Games.

Volunteers

LO8 Outline the role that volunteers will play in the hosting of the Games.

LO9 Outline your plans for volunteer recruitment and training.

Additional Information

LO10 Please provide any additional information you may wish to include in relation to this Section.

2.2 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 and the involvement of the able-bodied federation.

Entry Formalities

The LOC must make the necessary arrangements for the temporary entry, before, during and after the 11th Asian Para Games 2014 of certain personnel in the host country/territory and the importation of equipment and supplies for the purposes of the 11th Asian Para Games 2014 (e.g medical, sport, broadcasting, sponsors) in accordance with the laws of and in coordination with the relevant authorities in the respective country/territory

Responses Required

Public Authorities

LN1 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.

LN2 Provide any written guarantees obtained from the specified local and national public authorities regarding their support and commitment (financial or other) towards the Games.

LN3 List all local and national public elections planned in the host country up until 2014 and indicate whether the outcome of such elections could have any impact (and if so what kind) on the preparation or staging of the Games.

Entry Formalities for Certain Personnel and Goods

LN4 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.

LN5 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.

LN6 Describe in detail any involvement by the able-bodied federation in the bid application and the hosting of the Games. If involved, please provide a letter of guarantee specifying in detail by area any confirmed levels of support.

Medical Legislation

LN7 Specify the legislation in force in your country concerning the practice of medicine by foreign practitioners.

Additional Information

LN8 Please provide any additional information you may wish to include in relation to this Section.

2.3 Games Participation and Schedule

General Requirements and Information

General Obligation

The IPC, in collaboration with the respective IFs, agree to undertake the following with respect to the 11th Asian Para Games 2014:

- to establish and enforce the criteria of eligibility and qualification for the competitions of the 11th Asian Para Games 2014 and to submit these to the APC for approval.
- to monitor (in the case of sports not governed by the IPC) the technical control and direction of the respective medal events at the 11th Asian Para Games 2014.
- to ensure the appointment by the respective IFs of the necessary technical delegates, technical officials and classifiers for each sport from the host country and abroad within the limit of the total number agreed to with the APC in order to ensure that the rules and regulations of the respective sports are followed.
- to develop in cooperation with APC and the 11th Asian Para Games 2014 Organizing Committee a comprehensive sport presentation concept and strategy for each medal event, in consultation with the respective IFs.
- to ensure the final results and rankings for medal events at the 11th Asian Para Games 2014 are established by the respective IFs.
- to ensure that 11th Asian Para Games 2014 Record lists are established and maintained by the APC in cooperation with the respective IFs.
- to ensure the respective IFs establish with APC and the 11th Asian Para Games 2014 Organizing Committee – the competition schedule, competition and training facility requirements, sports equipment requirements, technical installation for establishing results and the delivery of services to technical delegates and other officials necessary for ensuring the success of the paralympic and Elite Athlete with a Disability (EAD) medal events programme, subject to the approval of the APC.

Sports Technical Jurisdiction

- The IPC is the sole governing body for the sports under its jurisdiction. Other sports will come under the purview of the respective IFs, under the coordination of APC Sports Committee. In relation to the 11th Asian Para Games 2014, all matters of a sport technical nature and competition sanctioning and are under the sole authority of the IPC. Typically, the respective IPC Sport Technical Committee will oversee the LOC's delivery of the sport technical requirements, including but not limited to the following areas:
    a) Competition Programme
    b) Sport Entries and Qualification
    c) Competition and Training Schedules
    d) Competition and Training Venue Requirements
    e) Sports Equipment
    f) Results and Information Services
    g) Competition Management
    h) Games Officials (Technical and Classification)

- The IPC will prepare and negotiate a technical agreement to be agreed to with the LOC and the APC regarding the technical arrangements of the 11th Asian Para Games 2014. The awarding of 11th Asian Para Games 2014 is subject to the respective bid authority being able to fulfil the necessary sport technical requirements for competition sanctioning.

Games Participation

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

Type	Number
Athletes	5,500 1600 wheelchair users
NPC Team Officials	1800
International Sports Technical Officials	300
National Technical Officials	1000

Games Schedule

The LOC must submit a bid application on the basis of the following Games Schedule:

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

No Scheduling Conflict

During the dates of the 11th Asian Para Games 2014, no other elite level domestic competition for the respective sports is permitted in the host city; no agreements shall be entered into, having any connection with the 11th Asian Para Games 2014, between the LOC and any national organization (whether governmental or non-governmental), any international or supranational organizations, or foreign states, without the prior approval of the APC. This will be defined as any level, which is determined by the APC to have a potentially significant impact on the ticket sales, broadcasting or the success of local implementation of the spectator and commercial programmes. This is intended to protect the commitment and interest of the LOC.

Responses Required

Games Participation

GP1 Specify any limitation or consideration in relation to accommodating the required numbers specified in the table above.

GP2 List of the proposed sports to be featured in the Games

GP3 Describe the strategy to provide the requisite number of National IPC/IFs Accredited Officials.

Games Schedule

GS1 Specify the proposed dates for the Games as outlined in the Games Schedule table above.

GS2 Explain why these dates have been selected.

GS3 Specify any major sport event and other events (in the city or the region) immediately preceding, during or immediately following the Games, and how this event may impact (contribute or challenge) the Games.

GS4 Provide a letter of guarantee by the appropriate authorities that there will be no elite level competition for athletes with a disability will be permitted in the city hosting the Games two (2) weeks prior or during the dates scheduled for the Games.

Additional Information

GS5 Please provide any additional information you may wish to include in relation to this Section.

2.4 Games Competition Venues

General Requirements and Information

Minimum Venues Standards

The Games competition venues are 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, keeping in mind a central focus on an extraordinary athlete experience. Each venue must provide spectator comfort (both in terms of seating and facilities) and comply with the provisions set out by the APC in the Technical Requirements.

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.

Implementation of the LOC Licensing and Commercial Programme at Competition Venues

Venues must be provided clean of all commercial rights and signage that are not directly supporting the LOC Licensing and Commercial Programme. Confirmation that this requirement can be delivered for the Games is required. No competition venues shall be encumbered during the period of the Games by any franchise, concession or any other commercial agreement that would conflict with the provisions outlined in the Host Contract.

Provision of venue 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.

Environmental issues

APC is committed to the Games being an environmentally responsible event. The questions related to venues are therefore intended to gauge the level of environmental impact studies conducted by the LOC and reflect the APC's commitment to overseeing an environmentally sound Games.

Responses Required

Competition Venues Information

Overview

CV1 Provide a letter from the owner of each competition venues confirming the venues 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.

CV2 Explain the ownership of the venue, noting any possible changes prior to the Games and the impact of such changes.

CV3 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

CV4 Provide a list of major competitions (national or international) hosted in each Competition venue(s) in the last two (2) years.

CV5 Explain any restrictions on noise, floodlighting or scheduling within the Games period.

Venue Plans

CV6 Provide a plan (no larger than A3) of each level of the venues, 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

CV7 Confirm the surface type, scope and certification of the FOP in accordance with the competition venue requirements.

Athletes, Sports Technical Officials facilities

CV8 Provide an overview of the existing and planned team facilities in the venue, including:

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

Scoreboards, Videoboards and Floodlighting

CV9 Provide details on scoreboards and video boards in the venues, including dates of installation and technical specifications.

CV10 Provide information on the floodlighting at the venues, including dates of installation and technical specifications.

Broadcast and Media Facilities

CV11 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. An area to be used for venue press centre and accreditation centre within or close to the venue

CV12 Provide an overview of the existing and planned media facilities in the venues (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

Hospitality

CV13 Provide an overview of the existing and planned hospitality facilities in the venues, including:

a. Details of proximity to venues
b. Capacity for hospitality marquees/trade exhibitions
c. Full details of areas/facilities available for corporate hospitality

Signage

CV14 Provide an overview of the signage at the venue, including:

a. Signage available and planned, including boards
b. Explain existing advertising sizing, the system used and on what structures

Public access

CV15 Provide a summary of public access to the venues, including:

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

Accessibility

CV16 Describe the wheelchair accessible access for the venues for athletes, spectators, etc.

CV17 Specify the number of positions for wheelchair spectators in the venues.

CV18 Specify the slope of door widths, ramps, lifts etc.

CV19 Specify the number of wheelchair accessible toilets for athletes, spectators, etc.

Guarantees for new construction

CV20 If the venues have 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.

Environmental studies

CV21 Please specify the plans and guarantees for the minimisation of environmental impact, which exist for the proposed venue.

Additional Information

CV22 Please provide any additional information you may wish to include in relation to this Section.

2.5 Competition Training Venues

General Requirements and Information

Competition 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 Competition training venues as well as the specifications of the proposed sites. Each competition training venue should be adequately staffed and include the required medical services for the competitions. 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. LOCs are required to provide at least two (2) training venues per sports and ensure the provision of the following facilities in addition to the requirements specified in the Technical Agreement.

Responses Required

TV1 Provide a list of the proposed training venues if different than competition venues, specifying the following:

a. available and planned facilities

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

TV2 Provide a letter(s) from the owner(s) of each competition 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 Games set-up and breakdown.

Additional Information

TV3 Please provide any additional information you may wish to include in relation to this Section.

2.6 Games Services (Accommodation, Catering, Transportation, and Others)

General Requirements and Information

Accommodation

The LOC is required to make sure that the accommodation requirements are in accordance with those established for other regional games and major championships, including but not limited to aspects concerning maximum room rates, scope of accommodation services, accessibility. The appropriate accommodation properties shall be secured by the LOC for the various competitions 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, Sports Technical Officials, Anti-Doping Officials, APC Family, the 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 competition venues, 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 Sports Technical Officials (overseas and designated host country) and Anti-Doping Officials in accordance with the Technical Requirements.
e) The LOC must secure a Paralympic Family Hotel for the APC Family equivalent to a Five (5) star hotel and must include breakfast, lunch and dinner in the per night room rate per individual.
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 assessable and models of best practice.

<u>Games Village</u>

The LOC may provide an exclusive accommodation facility 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 catering services plan for the 11th Asian Para Games 2014 shall ensure that an adequate variety of food selection is available during the 11th Asian Para Games 2014 that complies with the needs of athletes competing in the sport and takes into account cultural diversity and religious sensitivity.

The LOC must cover the cost of catering services for athletes, NPC team officials, Sports Technical Officials and Anti-Doping 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 are offered at optimal times for athletes and NPC team officials to eat appropriately prior to and after competitions. Sufficient bottled beverages, in particular water and other beverages must be provided at the competitions and training venues.
The LOC must make available catering services at the competition venues 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. The LOC must, at its expense, provide wheelchair accessible transport between all official venues of the 11th Asian Para Games 2014 as well as to and from designated ports of entry (airports, train stations, etc.) for all accredited categories**.** The APC will ensure that the transportation policies and procedures of the 11th Asian Para Games 2014 are in accordance with those established for other Regional Games and major Championships.
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 competition 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 Competition 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, Sports Technical Officials, Anti-Doping Officials, the media at the appropriate service levels as outlined in the transportation requirements for each constituent group and will be available for the duration of the Games.

Other Games 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 for the APC Games Liaison Committee for the purpose of liaising and coordinating the Games when they travel from their nations of residence. The LOC is also responsible for a return commercial economy class airfare and other related transportation costs (including an established amount for ground travel), for the APC Board of Executive Committee members, APC Standing Committee members and International Sports Technical Officials and officials necessary prior to the games. The APC shall provide the LOC with a list of officials.

- **Organization of 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, APC Board of Executive Committee meetings and APC General Assembly in conjunction with the Games. The LOC shall be responsible for all the meeting expenses including meeting rooms, facilities, equipment, accommodation and ground transportation. The APC may hold a Sports Congress with the NPCs from the region during the occasion of the 11th Asian Para Games 2014.

- **Accreditation** – The LOC must develop and deliver an accreditation system for the Games. The APC will ensure that the accreditation policies and procedures of the Asian Para Games are in accordance with those established for other Regional Games and major Championships. 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** – The LOC must follow the policies for medical services that are in accordance with those established for other regional Games and major Championships. 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 and safety** – 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 APC will ensure that the LOC implements at its expense the requisite technological means necessary for the preparation and running of the competitions in accordance with any sport-specific provisions outlined by the IPC or respective IF (i.e the Paralympic Results and Information Service documentation). The LOC is responsible for planning and implementing, at their expense, all the technological means necessary for the preparation and running of the 11th Asian Para Games 2014. The plans regarding Technology must be submitted to the APC for its approval in consultation with the IPC.

- **Media Services**
  The LOC shall provide all the necessary media services and facilities to cover the 11th Asian Para Games 2014.

- **Ceremonies and Protocol -** The LOC shall make sure the policies for ceremonies and protocol during the 11th Asian Para Games 2014 that are in accordance with those established by the APC and APC will liaise with LOC on this matter.

- **Disciplines, Medal Events and Athletes -** The disciplines and maximum number of medal events will be determined by the APC in consultation with the IPC. The maximum number of athletes is subject to approval by the APC, who will seek to ensure that the 11th Asian Para Games 2014 offer appropriate opportunities for athletes competing in the Asia Region.

- **Entry Formalities -** The LOC must make the necessary arrangements for the temporary entry, before, during and after the 11th Asian Para Games 2014 of certain personnel in the host country/territory and the importation of equipment and supplies for the purposes of the Asian Para Games (e.g medical, sport, broadcasting, sponsors) in accordance with the laws of and in coordination with the relevant authorities in the respective country/territory.

- **Look of the Games -** The LOC should develop the look of the games. APC will establish policies for look of the Games that are in accordance with those established for other Regional Games and major Championships.

- **Research -** The LOC shall ensure that any research initiatives undertaken during the Asian Para Games are done so with the approval of and in accordance with the guidelines of the IPC and APC.

- **Dates and Location -** The APC, through the awarding process of the 11th Asian Para Games 2014 will adhere to the pre-determined cycle of competition for the respective sport and respect the IPC Calendar Coordination policies in order to avoid conflicting dates, especially with those of World Championships.

- **Transfer of Knowledge -** The APC shall ensure that the LOC, at its expense, provides a complete transfer of data, information, and material (e.g. medals, promotions, publications) to the APC immediately following the conclusion of the 11th Asian Para Games 2014. The LOC is required to produce an after action report for the 11th Asian Para Games 2014 in accordance with the APC guidelines.

Responses Required

Accommodation

GS1 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

GS2 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

GS3 Provide an overview of the proposed accommodation for the Sports Technical Officials

GS4 Provide an overview of the proposed accommodation for the media (including per night cost including breakfast).

Catering

GS5 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. Sports Technical Officials

Transportation

GS6 Indicate the distances and travel times between all competition venues, training, accommodation and ports of entry, additionally specify the mode of transport in each instance which is used to determine the time estimate.

GS7 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) Sports Technical Official
d) media
e) spectators

GS8 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

GS9 Describe the arrival and departure process for all constituent groups at major ports of entry.

GS10 Provide letters of guarantee from all parties supporting the success of the plans above (including governmental, airport/train station authorities and vehicle providers)

Other Games Services

GS11 Describe your concept for the Games Accreditation Centre(s) which shall be conveniently accessible upon arrival, include the following elements:

a. Location and size of the proposed facilities
b. State whether they are existing facilities or to be constructed
c. Explain reasons for the choices of site
d. Provide a letter from the owner of the venue confirming the venue will be provided Clean and is available for the Games period.

GS12 Describe the proposed system and policy of the language services for the Games, including the languages used in translation for the media and official Competition events.

GS13 Describe the proposed laundry services and prices to be made available for all accredited people.

GS14 Describe the proposed medical services to be made available during the Games.

GS15 Identify the public and private agencies that will be involved with security during the Games including the specification their responsibilities.

GS16 Describe the proposed plan for technology and related matters to be made available during the Games.

GS17 Identify and describe the International Zone if a games village is constructed.

Additional Information

GS18 Please provide any additional information you may wish to include in relation to this Section.

2.7 Doping Control

General Requirements and Information

The APC is the recognised anti-doping organization for the 11th Asian Para Games 2014, having been an independent signatory to the World Anti-Doping Code, and is therefore fully responsible and liable for compliance with the provisions as set forth in this document. The APC will ensure that the LOC undertakes to follow the anti-doping rules and regulations as stipulated in the World Anti-Doping Code while carrying out, at its expense, the APC approved doping control plan. The APC will ensure that the LOC conducts testing, at its expense, for a minimum of 10% of the competing athletes in the Asian Para Games.

The LOC will be required to implement a comprehensive anti-doping programme for the Games in accordance with the IPC Anti-doping Code and IPC Anti-Doping Handbook for Organising Committees of IPC Sanctioned Games. Furthermore, the LOC is required to appoint a testing agency and a World Anti-Doping Agency (WADA) Accredited Laboratory and must provide suitable and secure anti-doping facilities within each competition venue and logistical/ operational support to enable the effective implementation of the programme, (which may include both In-Competition and Out-of-Competition testing).

Responses Required

DC1 Please provide a copy of any anti-doping legislation in the host country.

DC2 Have the relevant authorities in your country signed an agreement with WADA to adopt and implement the WADA Code?

DC3 Is there a WADA accredited laboratory in the host country? If so please provide details.

Additional Information

DC4 Please provide any additional information you may wish to include in relation to this Section.

2.8 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. The broadcast interest for athletes with a disability has grown exponentially since the Paralympic Games in 1988.

While all **Broadcasting Agreements** for the Asian Para Games will be negotiated by and concluded by or with the APC, the LOC is responsible for contracting an entity to serve as the Games Broadcasting Organization ("**GBO**"). The GBO is responsible for delivering the broadcasting services for the Games including the production of footage. The GBO will produce the footage and international signals of the Games to a standard and scope as outlined in the APC sport-specific Broadcasting Requirements. The LOC also must deliver the broadcast footage for each Asian Para Games to the APC and IPC or as the APC and IPC shall direct, free of charge.

The LOC will be responsible for the costs of the GBO and must make available to the GBO, and any additional production team provided by the APC, all facilities, support services and other basic requirements for the audio-visual broadcasting of the Asian Para Games. All such facilities, services and other requirements for the broadcasters, as well as general infrastructure for their use shall be provided free of charge by the LOC unless expressly specified by the LOC and approved by the APC.

All Broadcast signals (including sound and picture) or other material and data related to the Games produced by, or on behalf of, the GBO shall be copyrighted in the name of the APC and the LOC must assign all rights it may acquire in any broadcast footage of the Games to the APC and must agree to procure a copyright (and other rights) assignment in favour of the APC from the GBO.

Press operations and facilities

Press coverage is also a key to successful Games. 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 competitions. Depending on the location and the facilities available, this can either be at or near the competition venues or alternatively at another location such as the city centre or main press accommodation centres. The facilities must include suitable access to the competition venues, press conference rooms, press access to catering, photographers working room and other facilities required for the implementation of the Games Media Services as stipulated in the APC Media Service Requirements.

Responses Required

Broadcast

BP1 Describe the LOC's concept and plans for broadcast coverage of the Games.

BP2 Provide information on reliable and experienced national broadcasters or production company who may potentially be appointed by the LOC as the GBO, and who could guarantee the production of the broadcast signal for the Games. Specify the Games experience of the company (ies), experience in other major events and general host broadcasting credentials.

BP3 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 Games period.

Press facilities

BP4 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.

BP5 Provide an overview of the standard facilities that will be provided in the press centre at each venues.

Legislative implications

BP6 Would foreign broadcasters and media organisations and their personnel normally be subject to union regulations or labour laws? If so please explain.

BP7 Would foreign broadcasters and their personnel be subject to specific taxes for broadcasting work such as taxes on production and/or equipment? If so please explain.

Additional Information

BP8 Please provide any additional information you may wish to include in relation to this Section.

2.9 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, including, but not limited 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); and
- Planning and implementation of a comprehensive Look of the Games Programme.

The ceremonial and cultural activities of the Games provide an opportunity for the LOC to give the Games a local, regional and national identity. In previous Games educational opportunities have played an important role for LOCs to build a close cooperation within schools and educational institutions in the host country. This allowed for the broad promotion of the APC, the Paralympic Movement, and the Games.

Responses Required

Existing communications and promotion situation

CP1 Explain the existing communications and promotional structure for sport for athletes with a disability in the host country.

CP2 Provide a summary of the key media outlets in the host country, including the main newspapers, television and radio stations.

Games communications and promotion

CP3 Describe how is it 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.

CP4 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.

CP5 Provide any further information on support available from local tourism authorities and other relevant government development agencies.

CP6 Describe your plans for the ceremonial activities (Opening, Closing and Medal) to take place during or prior to the Games.

CP7 Describe your plans for the Look of the Games programme to take place during or prior the Games and letters of guarantees from local, regional and national public authorities to support and contribute to such a programme.

CP8 Describe any educational programmes that will be established in schools during the years leading up to the Games.

Additional Information

CP9 Please provide any additional information you may wish to include in relation to this Section.

2.10 Commercial Rights

General Requirements and Information

The IPC grants the APC a licence to use the IPC General Rights and the Asian Para Games Proprietary Rights (as defined in attachment 1) within the Asian Region in connection with the organisation of the 11th Asian Para Games 2014 and the exploitation of the following Commercial Rights in order to assist the IPC APC in the organisation, staging and financing of the 11th Asian Para Games 2014:

- the right to retain revenues generated by the marketing of stadia advertising and advertising in official publications relating to the Asian Para Games;
- the right to retain revenue generated from the sale of tickets for access to the 11th Asian Para Games 2014 or other revenue which is connected to such tickets;
- the right to retain all revenues generated in the Asian Region by the sale of any merchandise produced by or on behalf of the APC bearing any of the 11th Asian Para Games 2014 Proprietary Marks intended for sale at the Asian Para Games or within the respective Asian Region during the agreed term; and

All other revenues generated in the Asian Region by any other form of exploitation, marketing or commercial activity involving the Asian Para Games, subject to the prior written approval of the IPC.

In respect of IPC's International Marketing Programme, the APC will ensure that the LOC negotiates first with the IPC Partners in respect of any sponsorship or promotional opportunities arising from the 11th Asian Para Games 2014. Furthermore, the APC will ensure that the LOC does not enter into any form of commercial arrangement with any company that is or may be considered a competitor of any IPC Partner without having first offered that opportunity (on the no less favourable terms) to the IPC Partner. Any revenues raised by the APC as a result of the exploitation of the Commercial Rights must be applied first to financing the Asian Para Games with any surplus to be distributed as agreed to with the IPC.

The APC shall ensure that the LOC develops and implements marketing and ticketing plans for the 11th Asian Para Games 2014. All such plans prior to implementation are subject to the written approval of the APC. Prior to raising any revenues for the Games, the LOC is required to develop a Marketing Plan and have it approved by the APC.

Responses Required

CR1 Confirm that the LOC recognises and accepts the obligations and constraints of the LOC Commercial Rights as stipulated.

CR2 Provide detailed information on existing commercial relationships held by the LOC itself, including broadcast, sponsorship, merchandising, hospitality and other such commercial arrangements.

CR3 Confirm that the LOC has not entered into any agreements with commercial third parties granting any options which could jeopardise, prevent or impinge upon the fulfilment of any element of the Host Contract or the constraints of the LOC Commercial Rights.

CR4 Identify any potential commercial partners for Games that may sponsor the Games.

CR5 Specify any constraints (e.g. local, regional or national legislation) which may exist and that may impact on the LOC Commercial Programme, including any potential category restrictions and the reduction of ambush marketing.

Additional Information

CR6 Please provide any additional information you may wish to include in relation to this Section.

2.11 Ticketing

General Requirements and Information

An effective and well-managed ticket programme is essential to the overall success of the Games. The LOCs objectives for such a programme are to promote the Games as a valued property and to fill the competition venues with spectators for as many sessions as possible and to contribute to the LOC's revenue.

Responses Required

TK1 Outline your proposed ticketing strategy, including compliance with games and regulatory authorities and provide proposed ticket prices in USD and your local currency. This should include statements rationalising the ticket pricing concept.

TK2 Describe how you intend to cultivate local support and interest within the local, regional and national areas.

TK3 Indicate what entities will manage ticketing operations (e.g. will it be done in house or contracted to a third party).

TK4 Specify any legislation which may impact on the ticketing sales and marketing strategy.

Additional Information

TK5 Please provide any additional information you may wish to include in relation to this Section.

2.12 Finance and Taxation

General Requirements and Information

This section seeks to establish the reasonableness of the financial plan/ budget developed for the Games.

The LOC shall be responsible for all commitments entered into by it concerning the organization and staging of the 11th Asian Para Games 2014 and shall assume the entire financial responsibility for the organization and staging of the 11th Asian Para Games 2014.

The APC shall impose

- a right fee to the LOC awarded to stage 11th Asian Para Games 2014 and
- a capitation fee for each participant at the 11th Asian Para Games 2014

Games Financial Arrangements

The LOC must agree to the following conditions:

a) All costs of the Games will be met by the LOC.
b) A Right Fee will be paid to the APC at the time of signing the Host Contract.
c) Any financial surplus resulting from the celebration of the Games will be distributed 60% to the LOC and 40% to the 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. No retrospective allocation of bid application costs shall be attributed to the Games budget for the successful LOC.

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. It 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 possible inflationary and currency effects will be analysed by the APC. All budget figures must be provided both in local currency and USD, in 2014 prices, with the exchange rate specified and used consistently in all information (please reference www.oanda.com).

In relationship to value-in-kind (VIK) despite it recognised that a number of commercial arrangements with sponsors and suppliers for the Games may contain elements of VIK which may reduce the total cost of organising the Games, at this stage the line item or revenue estimates should exclude any VIK valuation.

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 (ies) required to conduct the Games.

Taxation

A critical element of the financial management of the Games is the identification and minimisation of the impact of taxation on the Games, for the benefit of all parties. This Section requires an analysis of the taxation environment for such an event as the Games and details on all forms of taxation which may have an impact, and how this taxation impacts on the budget, the organisational and political structure of the organising committee, and general organisational planning and operations. These must include corporation tax, income tax, Value Added Tax (GST, VAT, etc.) and any existing tax exemptions.

Responses Required

Games budget

FT1 Provide a letter confirming that the LOC agrees to the financial conditions of the Games.

FT2 Complete a proposed Games budget.

Taxation

FT3 Provide details on the likely impact of local and international taxation for the APC, NPC delegations and other accredited people.

FT4 Outline the tax regime you expect the LOC, including any structure established for the purposes of planning and organising the Games, to be subject to.

FT5 What impact will the tax status of this entity (whether fully taxable or tax exempt) have on the operations of the LOC and the Games in the various fields of taxation.

FT6 Provide confirmation on how your tax authorities treat tangible and intangible rights and in particular fees payable by the LOC to the APC and broadcasting and marketing rights. In particular outline how any taxes would be levied in relation to the sums of money paid to the APC by third parties who have bought television rights or marketing rights relating to the Games.

External financial support

FT7 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.

Additional Information

FT8 Please provide any additional information you may wish to include in relation to this Section

2.13 Insurance and Risk Management

General Requirements and Information

A comprehensive risk management and insurance programme is a critical element of the organisation of major events such as the Games. The insurance programme shall name the LOC and the APC as joint assured parties in respect of their respective potential liability to any third parties. The APC will ensure that the LOC secures and maintains, at its expense, adequate insurance (including personal liability and third party insurance) coverage in respect of all risks associated with the organisation and staging of the 11th Asian Para Games 2014 (including coverage for Sports Technical Officials).
This Section requires the LOC to detail the risk management plans and to indicate the proposed insurance programme for the Games that meets the minimum levels established in the APC Insurance Requirement.

Public/product liability insurance
The LOC would be expected to have in place throughout the Games appropriate public/product liability for all competition events. This would cover legal liability for loss of or damage to property and death of or injury or disease to persons happening in connection with the Games.

Professional indemnity insurance
The LOC will be expected to have in place adequate professional indemnity insurance to indemnify the APC in respect of the Games for any neglect, error of omission occurred or committed by the LOC's employees or any other person, firm or company acting jointly with the LOC. The APC will ensure that the LOC undertakes to indemnify, hold harmless and exempt the APC and its Officials from all payment in respect to any damages resulting from the hosting of the Asian Para Games, not applying to wilful misconduct or negligence.

Medical insurance cover
The LOC will be expected to ensure that adequate medical insurance coverage is in place for any emergency and first aid cost occurring during the Games. The precise monetary amount will vary from country to country but will be based in the first instance on the level of medical insurance cover provided for major Championships in that country.

Other insurance
The LOC will be required to have in place other general insurance cover for its normal activities, which would include motor vehicle coverage, goods in transit coverage, computer coverage and employer's liability coverage.

Responses Required

Public/ product liability insurance
IN1 Outline the public/product liability insurance to be put in place for the Games.

Professional indemnity insurance
IN2 Outline the professional indemnity insurance to be put in place for the Games.

Medical insurance coverage

IN3 Outline the professional medical insurance to be put in place for the Games.

Additional Information

IN4 Please provide any additional information you may wish to include in relation to this Section.

2.14 Legacy

General Requirements and Information

All LOCs should have a clear understanding of the motivations for hosting the Games, which will serve to shape planning and operations. These goals commonly include the delivery of a Games 'legacy', which leaves a positive impact in a range of areas for the LOC, the host city and the host country.
This Section allows the LOC to outline these motivations and goals for the Games, highlighting how they will impact on planning and operations.

Responses Required

LG1 Specify the general legacy goals established for hosting the Asian Para Games.

LG2 Outline the intended legacy specifically for Paralympic sports in the host city, region and country.

LG3 Outline the perceived importance of hosting the Asian Para Games in the host country for the world of Paralympics

LG4 Outline how the APC can help the LOC achieve these goals.

LG5 Outline the perceived impact of these legacy goals on planning and operations.

Additional Information

LG6 Please provide any additional information you may wish to include in relation to this Section.

ATTACHMENT 1

IPC General Rights

The IPC General Rights are owned by the IPC and include all rights of whatever kind or nature in respect of the terms “Paralympics" and "Paralympic", the IPC motto, flag and anthem, the Paralympic Symbol (Three Agitos design) and any other trade marks, logos and other indicia used or intended to be used in the context of the Paralympic Movement, such as mascots, posters and any artistic, orthographic, or visual representations or designations.

Any use made of the Paralympic Symbol (Three Agitos design) shall be in compliance with the requirements of the IPC Graphic Standards Manual (as it may be amended from time to time).

Asian Para Games Proprietary Rights

The Asian Para Games Proprietary Rights are defined as all Asia Para Games Marks and Championship Designs developed by the LOC relating to the Asian Para Games.

The Asian Para Games Proprietary rights are the exclusive property of the APC that owns all rights of whatever kind or nature concerning their organization, exploitation, broadcasting, marketing and reproduction by any means whatsoever and of any event or incident which occurs during the Asian Para Games which is connected to or associated with the competition. Therefore, the LOC is required to assign to the APC the copyright, design and other proprietary rights in and to the APC. If the LOC enjoys any so called ‘moral rights’ in any of the Asian Para Games Proprietary Rights, the LOC will waive those rights in favour of the APC. The LOC will ensure that it has an effective written assignment of all ownership rights in any of the Asian Para Games Proprietary Rights which are designed or created by a third party on behalf of the LOC.

If the LOC designs an emblem, mascot, trademarks, logos and other indicia relating to the Asian Para Games (the "**Asian Para Games Marks**") that such Asian Para Games Marks are approved by the APC in consultation with the IPC, incorporate the designated official name of the competition and are used at all times in a logical and consistent manner when referring to and in connection with competition.

The LOC must design the following graphic, visual, artistic and intellectual works or creations with respect to the Asian Para Games (the “**Asian Para Games Designs**”) all subject to approval by the APC in consultation with the IPC:

(i) Victory medals and any moulds relating thereto;

(ii) Victory and Commemorative Diplomas;

(iii) Asian Para Games Tickets;

(iv) Official Publications;

- Stationary (letterhead, forms, reports)
- Asian Para Games Registration Package
- Official Asian Para Games Programme
- Technical Manual

- Media Guide
- Asian Para Games Officials Guide
- Final Results Books/CD
- Post-competition Report - detailed
- Post-competition Report – general

(v) Official Website;

(vi) databases and statistics relating to the Asian Para Games, including those related to athletes, medical-related, purchasers of Asian Para Games tickets, licensing products and persons registering or making inquiries with respect to Asian Para Games -related services.

The design of any such Asian Para Games Designs shall be subject to the prior written approval by the APC and the IPC.