



In cooperation with the IAAF

Bidder's Guidelines

Outdoors - Indoor

November 2013

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IN COOPERATION WITH THE IAAF

Section 2: EXECUTIVE SUMMARY

WORLD MASTERS ATHLETICS

MASTERS' PREMIER ASSOCIATION organizing world championships for masters (athletes 35 years of age and up) in athletics - track and field, road races

IAAF organized cooperation with IAAF the highest athletic world Federation (Monaco)

FOUNDED 1975 registered non-profit organization (SWE), no paid officers

ATHLETICS: Athletic disciplines include all common stadium events (running, jumping, throwing, race walking) as well as non-stadium events (marathon, half-marathon, cross-country races, road race walking).

Outdoor championships offer a full selection of track, Field and Road events
Indoor championships offer a smaller selection of events due to venue restrictions.

ATHLETES: Broad international representation of athletes, ranging from several hundred of the larger countries (to sometimes over 1,000 from the host country) to just a few from smaller or poorer countries

Athletes participation is 100 % privately funded by them
There are no monetary rewards for athletes. Title, medals and diplomas for the first three finishers in general

Every championship is a meet of high level athletic performances with new age group records being achieved at every championship

CHAMPIONSHIP HISTORY: First Stadium championship 1975 held in Toronto, the next ones followed every odd-numbered year, without interruption

STADIUM CHAMPIONSHIPS: The 21 events to date (even-numbered years) have been held on five continents with an average athletes' participation of approx. 5,000, representing up to over 90 countries; 9,000 athletes in the championships, held in 2007 in Italy, 4,130 in the championships held in Porto Alegre, Brazil. Next Championships to be awarded: 2018 Outdoors.

Stadium championships are held in the July/August time frame in the northern hemisphere.

INDOOR CHAMPIONSHIPS (odd-numbered years) have been introduced in 2004 which were all held in Europe. Participation level increased from 2,600 (56 countries represented) in 2004 to 3,700 in 2008 (65 countries represented). Next Championships to be awarded: 2019.

Indoor championships are held in March.

RATIO of athletes to accompanying persons approx. 1: 1,5

DURATION of Stadium championships: 12 competition days incl. 2 rest days

DURATION of Indoor championships: 6 competition days

SIGHTSEEING Many athletes and their accompanying visitors stay for extra periods of time to join tours in the host country that are offered by the local organizers

Athletes and visitors also take advantage of visiting sites of interest in the surroundings of the host city, and partake in cultural programs

TECHNICAL REQUIREMENTS

STADIA CHAMPIONSHIPS:

Stadium events:

2-3 Stadiums, with at least one with 8-lane oval, synthetic track surfaces

Stadiums should be in close proximity for ease of athlete's travel.

Warm up, Long jump, high jump, pole vault, steeplechase facilities in primary and secondary stadiums, hurdles, contingent of technical implements. Throwing fields (discus, shot put, hammer, weight, javelin)

At primary stadium: athletes' registration hall, team manager meeting facilities (TIC). Warm up area's

Third stadium for overflow events, warm-up and training

Note: A fourth stadium may be required dependant on the number of entries.

Non-Stadium events: Routes (paved) for race walking, Marathon, half-marathon, 10km Road, Cross country route (grass, or dirt tracks)

INDOOR CHAMPIONSHIPS:

There is a limited selection of traditional stadium events (facility limitations) and a selection of non-stadium events; see WMA handbook

One indoor track, 6 lane oval, synthetic track surface, raised banks

preferred; 8-10 lane 60m straight away for sprint and hurdling, long jump, high jump triple jump, pole vault, weight throw

Warm-up facilities

Throwing fields (discus, hammer, javelin)

Non-Stadium events: Routes (paved) for race walking, half-marathon, 10km Road, Cross country route (grass, or dirt tracks)

NON-TECHNICAL REQUIREMENTS ACCOMMODATIONS

Stadia Events: 5-10,000 Hotel rooms

Indoor event: 2-4,000 Hotel rooms,
various classes (2 to 4 stars)

University and dorm

Caravan parking

CONVENTIONS:

Outdoor/Indoor event:

Council conference room (15-20 persons)

Outdoor : General Assembly (150-200 persons)

Get Together Party up to 2000 participants

OTHER Housing for several hundred officials, referees and volunteers

Catering facilities at venues

Athletes Village

(Info booths and sales shops)

Doping Control facilities

Medal awards ceremonies

Opening and closing ceremonies

ORGANIZATION

A local host organizing committee (LOC) needs to be established which is responsible for organizing the event, with assistance by WMA.

Members include typically:

Experienced local sports organizers and officials (athletics)

Representatives of the host national athletic federation

Representatives of the host WMA Member Association

Leading community and regional politicians
Accommodation and Guest tour coordinator

Financial expertise/Treasurer

FINANCIAL REQUIREMENTS

Depending on local cost levels, in Western Europe, an Expense Budget of € 500 - 700,000 must be anticipated for Stadia.

€ 250 - 400,000 must be anticipated for Indoors.

60-75% of that amount is raised through registration fees by athletes and accompanying persons.

Various merchandising sales and commission income typically raises some € 50,000.

The rest must be raised locally through sponsorships, public support and guarantees and marketing efforts.

Public support is important to provide up-front liquidity for early cash outlays in the organization phase, as registration moneys will arrive only in the months prior to the championship period.

TIME SCHEDULE

OFFICIAL DEADLINE for filing bids for championships are generally five years in advance, and by the 1st September in the even year before the bi-annual general assembly in the coming odd year. (for 2017 by 1st September 2012, for 2018 - 1st September 2014)

Receipt of satisfactory bid packages will be followed by detailed site inspections by WMA President, IAAF Representative, WMA Technical and organizational Vice Presidents.

Soonest: Bidder should provide a Letter of Intent, indicating desire to bid.

BID PACKAGE to include:

1. Signed Bid Application, Preliminary Contract.
2. A Guarantee for the financial deposit of USD 40,000 (Performance Bond).
USD 20,000 for Indoor Championships
3. Drawings/outlay of stadiums or arena, and other venues.

4. Letters from the owners of the athletic venues, committing to availability and use of the stadiums, arena's and other facilities.
5. Support letters from the City Mayor, the National IAAF Federation and the Government Emigration Department.
6. Proposed time for the championships.
7. Confirmation of firm availability of accommodations, cost and extent thereof.
8. Funding Guarantee to meet and discharge the WMA sanction fee requirement (fee to WMA for granting the right to host the championships).
8. A provisional budget.

These Guidelines provides further details.

Requirements will also be discussed in detail during the evaluation visits scheduled for the period after the bid acceptance and before bids are presentation to the General Assembly for voting of the award.

SECTION 3

BACKGROUND OF WMA AND THE CHAMPIONSHIPS

A. DEFINITIONS AND ABBREVIATIONS

ATHLETICS: Includes the sports of Track & Field, Road Racing (e.g. Marathon), Cross Country, Road and Track Race Walking, Combined Events.

MASTER: As used in this book, the terms are synonymous. They represent an age group program in Athletics, currently for men and women aged thirty-five and over.

WMA: World Masters Athletics. This is the international governing body for Masters athletes throughout the world. WMA was known until 2001 as WAVA, World Association of Veteran Athletes.

IAAF: The International Association of Athletics Federations, is the international governing body for the sport of athletics. WMA is the official organization for Masters Athletics, as recognized by the IAAF.

NGB: National Governing Body. These are national associations recognized by the international governing bodies as the representative governing organization for a particular country. Participation of athletes in WMA events is validated by their respective National Governing Bodies.

LOC: Local Organizing Committee (sometimes referred to as the "Host"). This is the entity responsible for applying for, organizing, and operating the Championships on behalf of WMA.

STADIA: Those events in Athletics that are held inside a stadium; i.e., all track & field events, combined events, and track walks.

NON-STADIA: Those events in Athletics that are held outside of a stadium; i.e., road races (including the Marathon), road walks, and cross country.

INDOORS

Those events are winter events held indoors. Certain Non-Stadia events and Winter Throwing events may be added to Indoor Championships.

COUNCIL: The Council of World Masters Athletics, consisting of elected officers and regional delegates appointed by their regional federations.

ED: The Executive Director of the Local Organizing Committee of the Championships.

GA: The General Assembly of WMA. This body elects the WMA officers, determines policy, makes changes to the WMA Constitution, sanctions WMA Championships, and performs other functions.

B. CHAMPIONSHIPS BACKGROUND

The first World Masters Athletics Championships was held in Toronto, Canada in 1975. The World Association of Veteran Athletes (WAVA), the original name of World Masters Athletics (WMA), was founded in Gothenburg, Sweden in 1977 to administer the sport for veteran athletes. [See WMA website for "History of Veteran/Masters Athletics" first started by Don Farquharson.]

What are the Indoors Championships.

The Indoors Championships are held biennially in the even-numbered years (2004, 2006 etc) and provide a limited variety of the Stadia events, including certain of the field events; details are specified in the WMA Handbook. Participation in the WMA Championships is based upon age only. Entry must be through a WMA Affiliate, or, as an exception, directly upon specific WMA approval. The Host of the Championships is charged with organization and presentation of the competitions and the infra-structure elements (housing, transportation, amenities, etc) in a first class manner.

The inaugural Indoors Championships was held in Sindelfingen, Germany in March 2004 and was attended by 2600 competitors. The second Indoors Championships was held in Linz, Austria in March 2006 and was attended by 3300 competitors, and it is growing in popularity. The third Indoors Championships held in March 2008 in Clermont-Ferrand, France registered 3700 entrants.

A limited number of Non-Stadia and Winter Throwing competitions are added as outdoor events to the Indoor Championships.

It must be emphasized that the Host is conducting the Championships on behalf of WMA, and that WMA has final authority in all aspects of the conduct of the Championships (see sample Contract). Specific organization is left to the Local Organizing Committee, which includes responsibility for acquisition of all venues and facilities, development of marketing and promotional efforts, organization of social and cultural programs, coordination with appropriate sports federations, etc.

When and Where are Bids Presented.

Completed bid documents must be submitted to WMA four years in advance of those Championships that are up for award. For example: For the 2017 World Masters Athletics Indoors Championships, bid documents must be in the hands of the WMA Secretary no later than September 1 2014. Formal presentation of the bid will then be made to the WMA Council and thereafter to the General Assembly during the WMA 2015 Stadia Championships.

Who Bids:

Bids for the Championships must come from the City/Town with an appointed LOC, must be supported by endorsement letters from the IAAF affiliate of the country, and the Masters National Governing Body of the bidding country (as recognized by WMA), and support from the local governmental entity (Mayor, Governor, etc.) and the Government's Immigration body.

Additionally, bids must be supported in writing by parties such as owners of the proposed facilities, Masters athletes from the locale, and from officers of the locale's sports council or sports authority.

Guarantees of financial support from governmental agencies (city, district, national government) have become an essential part of successful bids for the Championships, and must be in place before a bid is awarded. Support commitments must be expressed in the endorsement letters.

All Bids which are submitted by the LOC/Host City must be accompanied by a Preliminary Contract and a letter of guarantee for the payment of the Performance Bond. Which should be paid within 30 days of signing the Preliminary Contract, which follows the awarding of the Championships at the General Assembly?

WMA looks closely at the composition of the proposed Local Organizing Committee to ensure that it contains individuals who have the expertise and commitment to accomplish the successful organization, conduct, and presentation of the Championships.

SECTION 4

II. CRITERIA FOR BIDDING ORGANIZATIONS

On the following pages are the criteria for hosting a WMA Championships which must be fulfilled by each prospective bidding organization. In your bid document, please respond with specific answers to the information requested in boldface italic type.

COMPETITION ASPECTS OF THE CHAMPIONSHIPS

A. PREFERRED DATES

The Outdoor Championships are typically held in July - August. However, do vary within the Continents.

The Indoor Championships are typically held in the early months of a year, usually in March.

Outline the proposed dates of your Championships, and for that time frame, enclose an official record of the average maximum and minimum temperatures, rain-/snow-fall, and humidity for at least the prior four years. The Indoor Championships include some outdoor field and Non-Stadia events.

B. VENUES

PRIMARY VENUES

STADIA (Outdoors)

Facilities dependant on the expected entries. 2 - 3 fully equipped stadiums. At least 2 with full 8 lane tartan surface. All stadiums with full track markings jumps areas. jump beds. throws areas, photo finish, lighting, PA System, results rooms, officials rooms, changing facilities, refreshment areas, anti-doping facilities at least in the considered main stadium.

See the WMA technical appendix (i) for more information.

THROWS FIELD. Throws area to compensate the stadiums dependant on entries
NON STADIA. roads. Parklands, fields.

Adequate paved surface, flat road courses, free of traffic, must be staked out for the Non - Stadia events. Cross Country, Road Walks, Marathon and Half Marathon

INDOORS

The Indoor Hall must have a six lanes 200-meter oval with synthetic surface and raised banks, meeting all IAAF certification requirements. The infield should contain an eight lane straight away for 60m sprint and hurdle races, one or several

pits for long and triple jump, as well as high jump, pole vault, and shot put areas. A weight throw area should be facilitated. The detailed specifications, outlined above for Field Events of the Stadia Championships apply likewise for Indoor Championships.

The Outdoor and Indoor venues must provide sufficient good warm-up and training areas or tracks for the athletes; alternatively a temporary tent of sufficient size must be erected.

Other auxiliary requirements are identical to those for the primary venue of Stadia Championships, see above.

The facility should have spectator seating for athletes and visitors.

SECONDARY VENUE INDOOR

Ideally adjacent to the Indoor Hall, there should be a stadium or a throwing field available that meets IAAF certification requirements to accommodate hammer, discus, and javelin throwing events that are part of the Winter Throwing Championships.

ADDITIONAL VENUES

Adequate paved surface, flat road courses, free of traffic, must be staked out for the Non - Stadia events Indoors, 10km Road Race Walk and the Marathon and Half Marathon races of the Winter Championships. The 8km Cross Country race requires a mixed surface course of grass and/or trails, mostly flat. The detailed specifications for Road Race Walking, Cross Country and Half Marathon races apply, as outlined above for Stadia Championships.

Electronic timing equipment must be available at these venues, as well as enclosed athletes clothes changing and toilet facilities.

For each venue listed above please describe in detail the location, infrastructure, and layout of your proposed venues, including warm-up facilities. Include diagrams and/or photos of each.

C. COMPUTER OPERATIONS

The Championships involve up to twenty-eight age groups. two or three events. For the Stadia Championships there are approximately 28 different events scheduled for each age group. Indoor Championships there are approximately 20 different events scheduled for each age group, and the number of competitors is close to 6000 and 3,000, of whom many enter in two or three events. These entrants levels,

plus the housing and travel arrangements, lead to complex logistical challenges which can only be handled by a specialized computer program.

WMA requires the use of the computer program Hy-Tek, the latest version of which will be provided by WMA at no charge to the LOC. The Hy-Tek program has been modified for use at the World Masters Championships. The program will compute age-grading results and keep track of world, national, and meet records.

Other computer programs may be used if permission is granted by WMA; however, any computer program used must be able to read data from the computerized results of previous Championships, and must be compatible with the Hy-Tek system. - See also pages 11 - 13.

Detail your proposed plans for computer operations at the World Championships.

D. OFFICIALS

At WMA Championships at least 140 - 170 certified officials, plus a large number of volunteers, are needed for the Championships. Often, a training program for prospective officials, perhaps provided by the NGB, is needed to qualify the number required. Non-certified officials may be used for ancillary duties, such as raking pits, placing hurdles, etc. Prior Championships have provided free meals, free housing, relaxation areas, and in several cases, free transportation to some or all working officials. Officials are outfitted in uniforms, where possible colour-coded according to function; for example, bright blue for the Games Committee, so they may be readily identifiable.

List the names of the principal persons responsible for recruitment and scheduling of officials. Include the number of certified officials in your geographic area, and plans for the recruitment of additional officials. Indicate any amenities (such as housing, meals, relaxation areas, etc) which you plan to offer to officials.

E. MEDALS & AWARDS

Medals are awarded to the top three finishers in individual events in each category, and to the members of the top three teams in the Cross Country, Marathon, Road Walk, and Track Relays (see *Technical Aspects* for details on team awards). The design of the medals shall be approved by the WMA Council. These medals are to be gold, silver, and bronze in appearance.

Medal ceremonies are to be planned jointly by the LOC and WMA. Presenters shall be determined at least 24 hours prior to the presentation. The medal ceremonies are to take place on-site, in prominent view of the main stand, as soon as possible after the conclusion of each competition, but are not to interrupt the competition.

Include a description of the size and front design of the proposed medals. (The obverse side must have the WMA logo.)

HOUSING & MEALS

Housing facilities must be available for up to 5-10,000 visitors for a period of 10 to 14 days for Stadia Championships. 5 to 8 days for Indoor Championships. A wide variety of housing must be available, such as university dormitories, as well as large and small hotels. Private housing can be used if nothing else is available, but is not encouraged, as such housing has proven difficult for the organizers to regulate.

WMA will insist that there be a limit on any increase in housing rates from the time the bid is made until the actual conduct of the event. This stipulation will be contained in the Contract. If there is a local hotel association, preferably a representative of that association should be in attendance when the bid is presented. If a representative is not present, there should be a firm written commitment relating to rates, meals, and amenities. The Local Organizing Committee may empower a hotel association or travel agency to handle the arrangements for accommodation of the athletes and their families. However, the Local Organizing Committee, not the hotel association or other entity, will be responsible for ensuring that housing costs are reasonable and in accordance with the bid.

Housing represents the greatest expense, after transportation, for the average competitor, and its cost will affect attendance. A successful bid will include low-cost housing options. Dormitory housing, with inexpensive cafeteria meals available, or cooking facilities in the rooms, is a prime requirement. Many of the competitors cannot afford to participate without such facilities. A range of hotels and motels—from budget to luxury—must also be available to the competitors. (See appropriate Contract Section.) Some participants may wish to stay in non standard housing (campgrounds). Examples of campground availability and costs should be included in your bid.

Provide a detailed listing of the available housing, with room charges, meals included and any amenities available. Room rates must be quoted per room, with an indication of the maximum number of persons allowed in each room. Location and cost of available campsites and/or amenities hook-ups should be included.

TRANSPORTATION

A. EASE OF ACCESS TO THE HOST CITY

The majority of the competitors will be arriving and departing by airplane. A detailed report on the existing airport facilities, airlines servicing same, and proposals for transportation to and from the airport to the host city is required. If group airfares will be available through the Organizing Committee, please give details. Sample train and bus schedules, along with sample ticket costs to the host city, are to be included in the bid.

It is highly recommended that the LOC provide some means of transfer, at a reasonable cost to the participants and accompanying persons, between the airport and major hotel areas upon arrival and departure. It is required that there be an information booth at the airport to assist arriving and departing WMA participants.

B. TRANSPORTATION WITHIN THE HOST CITY

The Local Organizing Committee is required by Contract to provide free shuttle service between the major accommodations areas and the venues for entered athletes, team managers, medics and officials.

Accompanying persons must be given access to this same transportation, and a reasonable fee may be charged to cover the cost of transport for these additional individuals. If financially feasible, transport between the hotel areas and venues should be in buses dedicated for use by WMA participants and accompanying person. At prior Championships, some host cities have also provided passes for free use of the city's existing transportation system. For example, at several previous Championships, the athlete's credential or accompanying person's guest pass has allowed him/her transport on existing bus or subway systems, at no cost.

On the day prior to a non-stadia competition (the Marathon, Cross Country, Road Walk), organizers must make transport available, either free or at a nominal cost, for athletes who wish to visit these areas of competition.

Other items to be referred to in the bid are courtesy vehicles for the WMA Council at least 4 vehicles .

Rental information (availability and costs), and transportation "hot line" information (whom do the competitors call if a problem arises with the transportation provided).

Include a detailed transportation plan, touching on the points referred to in the above paragraph. Include a map showing existing transportation routes and planned shuttle routes.

MEDICAL SERVICES

The medical services team at the World Masters Athletics Championships must provide for the welfare of athletes, officials, volunteers, and spectators. The medical services team should include medical doctors, trainers, physical therapists, massage therapists, emergency medical technicians, and ambulance services at all venues. Medical support, such as massage and physiotherapy, must be available to the athletes both before and after the competitions, as well as during the events. Include a comprehensive medical services proposal, with attention paid to plans for on-site emergency medical aid, location of nearest hospitals, and availability of qualified medical personnel. Specify medical treatment areas at each venue. Appropriate areas should also be made available for teams with their own medical aid, (physical therapists, massage therapists).

DRUG TESTING

Drug testing is mandatory at the Championships. Facilities for testing must be available at each venue. The testing is to be conducted by an IAAF-authorized body, and a letter from this approved authority agreeing to conduct the testing must be provided.

Describe the areas which will be made available for use by the drug testing team.

PERFORMANCE BOND

Following the signing of the Preliminary Contract, the LOC must deposit within 30 day into the WMA Bank Account either the sum of \$40,000 (Stadia) \$20,000 (Indoor) or A Bankers Guarantee to fulfil the Performance Bond. Should the LOC fail to perform in a timely manner any of its financial obligations in regard to the Contract, WMA shall have the right to declare the monetary deposit forfeit and/ or to call upon the guarantors of the performance bond to make payment to WMA, in order to enable WMA to utilize such monies to remedy the LOC's non performance. Included in the financial obligations are the following:

1. Creation and distribution within two months after the conclusion of the Championships of the results books and any videos for which LOC has received payment from the competitors.
2. Delivery of the LOC's written report on the Championships within six months to WMA.

3. Delivery within six months to WMA of the financial statements covering the Championships and its income and expenditures.

AMENITIES

A. MEALS

Availability of low-cost restaurants and cafeterias close to the venues and accommodations is of great importance. Foods appropriate for the competitive athlete must be available for purchase at each of the venues.

Give a brief overview of the various eating establishments located close to the venues and to the major housing areas. Indicate type of food served and approximate range of meal costs.

B. RECREATIONAL FACILITIES, CULTURAL EVENTS & TOURS

For the competitors, the Championships is not only an opportunity to compete, but also a chance to experience another culture. Many competitors bring their families. Most Championships offer daily tours to local attractions, often at a special rate to WMA competitors. The bidder may propose a special cultural event for all of the visitors.

Please list the available recreational opportunities, cultural events and sightseeing tours which you would anticipate would be available to WMA competitors. Make note of any admission discounts for WMA visitors.

C. CEREMONIES

There must be an Opening and a Closing Ceremony. The Opening Ceremonies must feature a parade of all the athletes in attendance, broken into age groups or by country. Short speeches by appropriate dignitaries are usually given. Current flags of all countries must be provided by the LOC.

The Opening Ceremony must not conflict with any competitions. A Ceremonies Protocol to be followed may be found in the Appendix (ii)

Indicate your preliminary plans for the Opening and Closing Ceremonies.

D. MEETING FACILITIES

WMA conducts numerous meetings during the Championships. By Contract, the LOC is required to arrange hotel or convention space for these meetings. Cost of the meeting rooms, if any, is borne by LOC.

E. WMA COUNCIL (Council).

The Council has meetings almost every day. A conference room able to accommodate up to twenty persons, preferably placed around a large table, is to be provided at both the headquarters hotel and at the main competition venue. Meals may sometimes be taken in these rooms. No microphones are necessary. Indicate the hotel or convention space proposed for WMA's meetings listed above.

F. GENERAL ASSEMBLY

For the General Assembly session, on the 2nd rest day an adequate meeting forum with full sound and vision facilities shall be made available by the LOC. A suitable public address system and a Beamer/Projector, with a capacity for 150-200 shall be provided, together with three (3) portable microphones to be distributed in the aisles and 8 fixed or portable microphones at the Council table, dependant on the set up of the "dias".

The LOC should list the available facilities appropriate for the holding of the General Assembly.

G. MEDIA & DAILY RESULTS

Each venue should have adequate space for working press, and a smooth paper-flow for distribution of results to the media and competitors. Daily results are to be made available to accredited media. A Press Centre close to the main venue, with facilities for at least 10 working press, is highly recommended.

Daily results are to be made available to Team Managers and Regional Representatives at no charge. These are generally distributed at the daily Team Managers meeting room. Results are to be posted daily on the Championships website, and paper copies must also be available to competitors at either low or no cost.

In the event that there will be sponsored television coverage of the Championships, the bidder is advised that financial arrangements with WMA must be negotiated.

Submit a media plan, encompassing all venues, which addresses the points above.

H. FINANCES

Submit a proposed budget for the Championships. (See Financial Statements and Budget Guide in the Appendices for background.) Outline your LOC's fundraising

strategy. Include information on prior fundraising experience, existing financial commitments, and financial guarantees by governmental or other bodies.

I. LOCAL ORGANIZING COMMITTEE

As part of your bid document, please provide an organizational chart, with particular attention to identifying wherever possible the person or persons in charge of crucial areas of the Championships--Competition, Transportation, Housing, Medical, etc. Indicate the background and experience of the key personnel on the Organizing Committee. (See "Administrative Structure" in Section IV.)

OTHER AREAS

A. COMMUNITY SUPPORT

Written letters of endorsement from elected officials, potential sponsors, and venue administrators are highly recommended. Letters from a local hotel association and from those in charge of any dormitories which will be used should also be included. Early indications of sponsorship support from private or public agencies may also be included.

B. MARKETING PLAN

Outline the marketing strategy your LOC will use for the Championships. How and when will athletes be recruited to participate in the Championships?

C. TEAM MANAGERS

Team Managers are representatives of country groups who act as the liaisons between the Organizers and the competing athletes. It is imperative that these Team Managers be kept informed of all information relating to the competitions and to the overall event: scheduling changes, shuttle information, ceremonies protocol, etc. The Team Managers are the voice of the athletes, and must be provided with daily briefings by LOC staff. A room dedicated for their sole use must be made available, free of charge. Scheduling of this room for meetings of different country delegations should be arranged through the LOC.

Team Managers receive complimentary passes, and are not be charged an Athlete Entry or Accompanying Persons fee. However, if any country group claims more than five (5) Team Managers, then an "Accompanying Persons" fee may be charged for any Team Manager over the maximum allotment of Five.

D. SPONSORSHIP

Sponsors are, of course, of great importance in underwriting the expenses of the World Masters Athletics Championships. It is essential that there be close communication between the LOC and the WMA Council in all matters relating to sponsorship.

E. WMA COUNCIL

The WMA will hold its annual Council meeting or an Executive meeting in the host City during the first half of the year before the Championships. It is at this meeting that the details regarding the operation of the event are agreed. For the purpose of this meeting, the LOC shall provide complimentary housing accommodation (single rooms, or double, if required by WMA officers) and breakfast for the WMA Council (maximum of 15 rooms), a suite for the WMA President and a meeting room to hold not less than twenty persons. Said facilities shall be available for up to five days. (See appropriate Contract Section)

A partial Council delegation may meet at the Indoor Championships site approximately one year prior to the Indoor Championship event. It is at this meeting that the details regarding the operation of the event are agreed to. The LOC provides complimentary hotel accommodations for the WMA Council during the Championships and this operational review visit. (See appropriate Contract Section)

F. WMA CONTRACT

A bidder is required to agree the Preliminary Contract with WMA (*part of the draft may be found at the end of this document*) as a condition for submission of a complete bid package, and has to be signed upon the acceptance of a bid at the General Assembly. The final Contract is signed with the bidding organization as soon as possible after the following the General Assembly, so as to incorporate any possible changes. This final contract may vary in some respects from the draft preliminary contract, in accordance with the requirements of the WMA Council from time to time, regard being had to prevailing circumstances which vary from venue to venue and bidder to bidder.

G. GENERAL CONSIDERATIONS IN PRESENTING A BID

Successful past bid proposals have included videotape presentations, hospitality booths, receptions for delegates, brochures and literature about the bidding site, recreational information, letters of endorsement from civic and governmental leaders, etc.

Should your city wish to bid for the World Masters Athletics Championships, WMA will offer assistance in answering questions regarding the Contract, which must be finalized before the bid is formally made, and which must be signed at least sixty days before the meeting of the WMA General Assembly.

Hy-Tek Ltd.

"MEET MANAGER" Software

Information Technology (IT) requirements at WMA Championships

Guiding principle: WMA IT requirements: "It is essential that any meet management program used be commercially produced and maintained and that its availability and use be widespread so that its setup, and its operation, is familiar to a wide range of people, not just a single person or a small group of people."

Reasons for WMA's recommendation of using Hy-Tek Meet Manager software:

- 1 Proven and fully developed software, used for almost 20 years in many international meets, including WMA World Championships
- 2 Superb functionality: functions, interfaces, output
- 3 Ready and easy to use
- 4 Provided free of charge by WMA
- 5 WMA conducts training for LOC personnel/operators
- 6 WMA delegates can assist in operating the system in emergencies
- 7 Shortcomings experienced by the use of local (national) software programs and resulting difficulties to correct those deficiencies.

STATEMENT The Hy-Tek meet management program was developed and improved since the early 1990's in the USA. This program is independently owned and neither WMA, nor any of its WMA officers has any business agreements or financial interests invested in or coming from it. WMA, by its own considerable experience, advocates this program merely on the basis of its merits and substantiated success.

WMA individuals have contributed volunteer hours and made suggestions over time to correct and up-grade this system resulting in a relationship that was, and is, most beneficial to Masters track and field. The use of Hy-Tek can save local LOC's substantial investments in direct contract costs and re-programming, including testing and debugging time for alternative software.

Since the Hy-Tek "Meet Manager" program is a complete package offering all the features to conduct a WMA Championship, it significantly reduces financial and operational pressure off the LOC. It operates on common PC computers over a very

common and simple Ethernet network. There is no need for an LOC to duplicate an existing system that is furnished by WMA at no cost to the LOC.

WMA/November 2013

Section 5: BID SUBMISSION REQUIREMENTS

LIST OF EXHIBITS

Exh. A	Sec. 1	WMA Contract Clause 2
Exh. B	Sec. 4.2	Venues
Exh. C	Sec. 4.2	Confirms of Venues' Availability
Exh. D	Sec. 8.5	LOC Budget
Exh. E	Sec. 8.8	Insurance Certificate
Exh. F	Sec. 7.2	Accommodation Listing
Exh. G	Sec. 7.5	Transportation Plan
Exh. H	Sec. 8.9	Final Report Index

Appendix „H“

Sec. 8.9 REPORT AND ACCOUNTING

The Final LOC Report should include details relevant to all aspects of the event. These include:

1. Motives for Bidding
2. Bid Process and Award
3. LOC Composition
4. Infrastructure and organizational Time Management (pre-event)
5. Preparation Process, including Marketing and Promotion, Athletes'

Publications

6. Description of Venues incl. auxiliary service requirements
7. Non-Technical Environment incl. Opening and Closing Ceremonies, Medal Presentations, Anti-Doping and Medical Services (incl. Accidents), Transportation, Social Programs
8. Major Summary Statistics - Entries by Nation, Genders, Discipline-Registrations
9. Comprehensive Financial Report of Major Income and Expense Items
10. Athletes' Feedback, if available
11. Economic Impact on Region

The Report should be in electronic and booklet form (6 copies provided), enriched by pictures, if available.

ACCEPTABLE BID TO INCLUDE:

1. Signed Bid application
Contract, all sections completed

Sec. 2. Composition of LOC

Sec. 4.1 Proposed event dates

Sec. 4.2 Description of venues

a) Attach drawings as Exh. B

b) Attach letters by venue owners confirming availability of facilities as Exh. C

Sec. 7.2 Accommodation Listing as Exh. F

Sec. 7.5 Transportation Plan as Exh. G

Sec. 8.1 Entry Fees, to be coordinated with WMA

Sec. 8.4 Performance Bond deposit letter of guarantee attached

Sec. 8.5 LOC Preliminary Financial Budget

Section 6:

ADMINISTRATION GUIDELINES

The information on the following pages may prove useful for bidding organizations to see what is involved in the organization of a WMA Championships. This section is intended as a guide, not as an all-inclusive description of how to organize a Championship.

ADMINISTRATIVE STRUCTURE OF A CHAMPIONSHIP

Following is a summary of common administrative areas in past WMA Championships. These areas have been overseen by either a committee of volunteers or LOC staff members, or a combination of both:

COMPETITION AREAS

STADIA COMMITTEE

Comprises the track & field events, and is usually further subdivided according to venue (Main Stadium, Second Stadium, Third Stadium, Arena). The combined events (decathlon & heptathlon, Pentathlon, and Weight Pentathlon) are most often a part of this committee.

NON-STADIA COMMITTEE

Comprises the non-track & field events, and are usually further subdivided into Road Walks, Marathon, and Cross Country sub-committees.

NON-COMPETITION AREAS

APPAREL

Handles the clothing of competition officials, Organizing Committee staff, and event volunteers.

AWARDS

Designs, orders, and distributes the competition medals, as well as any participation awards which the LOC may choose to give. Coordinates the scheduling of awards presenters at the different venues.

BEAUTIFICATION

Encourages beautification efforts in the community, and plans enhancements to the venues. These may include floral arrangements, works of art, cultural events, clean-up efforts, and so on.

BUDGET

Oversees the income and expenses of the Championships. (See sample Budget Guidelines and Past Financial Statements in the Appendices.) Usually also arranges for insurance coverage, required performance bonds, and Demand Letter of Credit.

COMMUNICATIONS

Arranges for the various communications systems, including hand-held radios, cell phones, fax machines, and internet access.

COMPUTER OPERATIONS

Organizes the computer set-up for both the competition areas and the administrative areas. Operations should include networking of computers.

EQUIPMENT (NON-COMPETITION)

Provides the essential equipment needed at any event of this size, including trucks, automobiles, office furniture, tents, portable cabins, flooring, partitions, pipe & drape, etc.

FOOD

Arranges for the daily feeding of athlete, officials and staff. This committee may also oversee the vendors who sell food to the athletes.

HOSPITALITY

Organizes the welcome for the athletes and VIPs at airports, rail stations, official hotels and at the venues. Organizes the Host-An-Athlete program, which matches participants with local residents, who host one or more athletes in activities such as a barbecue, cultural event, sightseeing outing, or similar.

MEDIA

Provides the media in advance of the Championships with all the necessary information about the event itself, press accreditation, venue maps, etc. Arranges for press rooms at the various venues. The press rooms should have computer terminals, typewriters, internet access, fax machines, photocopiers, and telephone lines.

MEDICAL

Organizes the necessary medical coverage for the event. Often is subdivided further into Medical Doctors, Trainers, Massage, Chiropractic, Physiotherapists, Ambulance and Hospital. May also coordinate the drug control program.

MERCHANDISE

Identifies and markets to athletes and spectators the t-shirts, warm-up suits, athletic shoes, collectibles, etc. which will provide a revenue source to the LOC. This task is sometimes sub-contracted to a private company.

PHOTOGRAPHY / VIDEO

Arranges for the filming of the Championships, the production of photos for sale to the athletes and an official video available for purchase. Sometimes sub-contracted to a private vendor. Copies must be made available to WMA for promotional purposes

PUBLICATIONS

Produces the Competitor's Handbook (in multiple languages), Official Program, Results Book, and any other printed materials.

RECORDS

Liaises with the WMA Records Committee to ensure smooth processing of new World and Area Records achieved at the Championships.

REGISTRATIONS / PACKET PICK-UP

Arranges for the distribution of athletes' packets at a conveniently located facility.

RESULTS

Produces and distributes results to WMA, officials, media, and athletes.

SECURITY

Works to guarantee the safety of persons and property during the Championships.

SIGNAGE

Arranges for adequate signs at all venues, in the appropriate languages.

SPECIAL FUNCTIONS

Develops plans for the Athletes Village, Banquet, Opening Ceremony, and Closing Ceremony.

SPONSORSHIP

Assists marketing firms in identifying and signing event sponsors. Attends to the proper care of signed sponsors, ensuring that all benefits are fulfilled.

TRANSLATORS (INTERPRETERS)

Develops a plan for recruiting, training and scheduling volunteer translators/Interpreters.

TRANSPORTATION

Oversees the transport of athletes and any accompanying persons, including shuttles to and from the airport, and shuttle routes to and from each of the venues to the accommodations areas. Develops orientation training for the shuttle bus drivers.

VOLUNTEERS

Recruits and trains the hundreds of volunteers needed to assist with the Championships.

WEBSITE

Develops the official event website and posts pertinent information on a continuing basis. Items posted might include regular news on the organisational aspects of the championships, entry information, competitor's handbook, entrants list, daily results.

TECHNICAL ASPECTS AND EQUIPMENT

Following are some of the technical rules and requirements of a World Masters Athletics Championship. For further information about a particular item, consult the WMA Handbook, or contact the appropriate Stadia, Non-Stadia, or Executive Vice-President.

A. AGE GROUPS.

Five-year age groups for women and men shall be used beginning with age 35, through the age of the oldest competitor in each division (90-94, 95-99, 100-104, etc). A competitor's age on the first competition day shall determine in which age group he/she competes. If athletes from different age groups are placed in same section of an event, these athletes shall be of the same gender, and from age groups that are contiguous; e.g., women 35-39 shall be placed with women 40-44, not with women 45-49.

In certain long-distance events of the Non-Stadia program, women and men of several or all age groups may compete jointly in the same event; however, the competitors individual results will be tabulated separately.

B. SCHEDULE OF EVENTS.

The determination of the schedule of events (competition time table) rests with WMA. Modifications in the schedule can be made depending on local facilities and

the number of competitors. The WMA Stadia and Non-Stadia Committees will work closely with the Competitions Directors on the formulation of the schedule.

C. ENTRY BOOKLET DISTRIBUTION.

Samples for editing will be given to the LOC by the WMA Technical and Organisational Delegates. The Entry booklets should be produced for distribution at least one year ahead of the Championships and are subject to prior approval by WMA. Booklets must be produced at least in the following languages: English, French, German, and Spanish. An appropriate quantity of booklets shall be sent to each WMA Affiliate or NGB. The LOC may further distribute entry booklets during international masters meetings or championships to individual athletes.

D. TEAM MANAGERS

The representatives of participating national groups are among the most important allies for an Organizing Committee. They are the primary conduit for dissemination of information to athletes both before, and particularly, during the course of the Championships. Team Managers should receive a list of athletes and events in advance of the Championships in order to check input errors. They should be sent an "Electronic" copy of the Competitor's Handbook in advance, so that they may relay pertinent information to their athletes.

During the Championships, the key LOC representatives must meet daily with the Team Managers to discuss all aspects of the Championships: competition matters, transportation, medical, security, etc. At these daily meetings, it is highly recommended that the LOC have translators in attendance.

E. TEAM AWARDS.

Team awards shall be determined by WMA. For the Cross Country, Marathon, and Road Walks, all competitors from the same country, within the same age group, shall be eligible to be a team member. Scoring shall be based on the fastest three cumulative times by each country, in each five year age group. Teams do not have to be declared prior to the start. An individual may compete in a younger age division with the approval of the appropriate Team Manager, but the athlete must notify the Clerk of the Course of his/her intention at least one hour prior to the start of the race.

Relay teams shall be declared at least one hour prior to the start of the race. The age of the youngest member of each team shall determine the age group of the team. Relay teams must be composed of participants from the same country. All members of a team must wear a uniform that will clearly denote the country that they are representing, unless specifically excused by WMA.

F. BUS SHUTTLES TO SPECIAL EVENTS

It is critical that there be ample buses or other transport (eg, tram) available to shuttle athletes to the Athletes Party, Opening & Closing Ceremonies, General Assembly, WMA Regional & Committee meetings and any other activities which require transport. It is highly recommended that volunteers be stationed at the shuttle pick-up points for these special events to assist with directions. In addition, if there are other buses using these points which are not associated with the WMA Championships, large signs indicating the WMA buses must be provided.

G. NOTICE BOARD.

The LOC shall provide prominently displayed "Notice Boards" at easily accessible locations, at all competition venues. These are to be used by the Team Managers/Head of Delegation and WMA to place notices for the competitors. In addition, bus schedules with arrival and departure times must be posted at all venues, including practice areas.

H. EVENT SCHEDULE & RESULTS POSTINGS.

The competition schedule (time table) must be posted prominently at each competition venue, and on the Championships website. It is recommended that a copy be inserted into each competitor's packet, as well.

Once competition has commenced, the complete results of an event must be posted at an easily accessible location at the venue at which the event(s) were staged, and on the Championships website. This is to be done as soon as possible, and not more than two hours after an event has been completed.

I. INFORMATIONAL AND DIRECTIONAL SIGNAGE

Signs giving information or directions should be in multiple languages, at a minimum English, French, German, and Spanish. When placed at various shuttle pick-up points, these signs should be at least .5 meter x 1.0 meter in size. If the shuttle point is any distance from the venue, a directional map at least .5 meter x 1.0 in size, and preferably larger, must be posted at the shuttle point.

J. OFFICIAL CHAMPIONSHIPS PROGRAM (COMPETITORS HANDBOOK)

The Official Championships Program must be given at no additional cost to registered competitors and registered accompanying persons, and may be offered for sale to other interested persons. Typically, the Program includes at least the following information: letters of welcome, list of officials, participating countries, competition schedules (time table), venue and course maps, conversion tables, list of current world records, competitors in each event by age group, list of competitors in alphabetical order. The Program may also refer to sight-seeing tours and other cultural programs being offered by the LOC.

The Hy-Tek software can produce the entrants' related reports once the data has been entered.

K. AUTOMATIC TIMING

Fully automatic timing must be used at all stadia venues for all events contested on the track. (See Rule 160 of the IAAF Handbook.)

In the Non-Stadia events, the use of computer timing chip technology is highly recommended.

L. IMPLEMENTS

All implements for field events, including a selection of vaulting poles of different poundage, must be provided by the Organizers. (See "Sample Implement List" in this booklet.)

Competitors may use their own throwing implements provided these implements conform to the rules and are certified by the Equipment Official at least 90 minutes before the event. Note--Any other competitor in that specific flight or final has the right to use another competitor's implement if he/she so wishes (Loss of Identity Rule).

Spikes. Only spikes of 6mm length are permitted on stadium or indoor tracks.

Spikes of 12mm may be used in the discus and javelin events.

M. TECHNICAL RULES, JURY OF APPEALS, DISQUALIFICATIONS.

(Fuller descriptions may be found in the WMA Handbook.)

- A. WMA shall be the sole determinant of the technical rules.
- B. WMA shall approve of the composition of the Jury of Appeal and shall assist the OC in staffing the Jury of Appeals.
- C. WMA may disqualify any competitor who is in violation of the WMA Rules. -6 29
- D. The road course(s) shall be measured in accordance with IAAF/WMA standards and shall have AIMS certification. WMA shall be the final determinant of all competition courses.
- E. The course(s) shall meet the IAAF criteria.
- F. The safety of the competitors shall be of paramount importance, with the following criteria being taken into consideration:
 - i. The time of day the event is held;
 - ii. The course(s) must be traffic free for any route on which the competitors run (this does not preclude traffic in the opposite lane);
 - iii. Medical services plan must be reviewed by WMA;
 - iv. Adequate fluids shall be available at the start of event(s) and along the course.

- G. No unreasonable time limit shall be imposed upon competitors to complete the course in the non-stadia events, provided that their continuation in the competition would not be injurious to their own health.
- H. Facilities shall be provided for the competitors liquid replenishment needs in the road race walks and other long distance running events.
- I. WMA shall appoint the Chief Walking Judge.
- J. The Road Walking course shall be a circuit no less than 2,000 and no more than 2,500 meters, with the start and finish held in the exact middle of the circuit. Two water stations shall be placed in the middle of the circuit, each approximately 300 meters from the two turnarounds.
- K. All non-stadia road courses must be AIMS/IAAF certified.
- L. Use of transponder technology for the non-stadia events is required, where available.

N. DRUG TESTING .

As stipulated in the Contract, drug testing will be conducted at the Championships, following the procedures to be outlined by WMA.

O. COMMUNICATIONS WITH WMA COUNCIL

It is highly recommended that for the championship period the LOC provide a number of cell phones or walkie-talkies to the WMA Council to ensure easy communication with the LOC.

P. TRANSLATORS IN ADDITIONAL LANGUAGES

It is highly recommended that in addition to English-speaking announcers, the LOC arrange for announcers at both Stadia and Non-Stadia events who speak the other official WMA languages (French, German, Spanish). This is particularly important when there may be announcements over the public-address system regarding schedule or venue changes.

Translators are also recommended at the reception desk at the airport, the assistance desk at the main venue, and at the awards ceremonies.

Q. MASSAGE & PHYSIOTHERAPY

Low-cost or no-cost massage and physiotherapy should be made available to the competing athletes. It has been found in prior Championships that if the cost of these services is too high, they will not be utilized.

An area within the venue for national team masseurs and physiotherapists to set up is also required and highly recommended.

R. COMPETITOR'S HANDBOOK

The Competitor's Handbook is to be included in every athlete's packet. It contains all of the specific information relating to the Championships not found in the Entry Booklet or elsewhere. Samples for editing will be given to the LOC by the WMA Technical and Organisational Delegates

Areas commonly covered include Stadia Competition Information, Non-Stadia Competition Information, lists of competitors with their numbers, venue and city maps, (including warning procedures in the Race walks), Advancement Procedures, Non-Stadia Competition Information, Merchandise, Entertainment, Medical Services, Massage, Shuttle Schedules (if not a separate booklet), Banquet, Security, Money Exchange, Awards Procedures, Opening/Closing Ceremonies, Team Managers Information, Drug Testing Procedures, and Protest Procedures. A copy of this Handbook should be given to each Team Manager in advance of the Championships.

The Competitor's Handbook must be available in English, French, German, and Spanish. Additional languages (such as Japanese) are recommended, but not required.

WHOM TO CONTACT

For any general matter relating to the Championships, it is recommended that the LOC contact the WMA Secretary.

For any matter relating to the Championships in their entirety, it is recommended that the LOC contact the WMA President.

For matters relating specifically to the stadia competitions, contact the WMA Vice-President, Stadia;

For matters relating to non-stadia events, contact the Vice-President, Non-Stadia.

For matters relating to non-competition, such as housing, transportation, or amenity issues, contact the Executive Vice-President.

Contact numbers for these individuals are to be found on the WMA website, www.world-masters-athletics.org

(Note—for specific information regarding the hosting WMA Non-Stadia Events the conduct of non-stadia events in the WMA Stadia and Indoor Championships,

please refer to the Bidder's Workbook for Non-Stadia, available from the WMA Non Stadia Vice-President.)

Once your draft of your presentation booklet has been completed, send fifteen (15) copies to the WMA Secretary for distribution to the WMA Council, or as otherwise agreed with the WMA Secretary for distribution to the Council.

APPENDICES

I. IMPLEMENT LIST

II. BUDGET GUIDE

III. SAMPLE FINANCIAL STATEMENTS

IV. CEREMONIES PROTOCOL

VI. WMA BRAND MARK & ADVERTISING

VI. PARTICIPANTS AND COUNTRIES (recent championships)

Section 7: APPENDIX I

SAMPLE EQUIPMENT LIST STADIA

**A GENERAL LISTS REQUIREMENTS FOR STADIA
CHAMPIONSHIPS AND WILL BE REVIEWED WITH THE LOC
DURING THE TECHNICAL INSPECTION VISIT FOR ACTUAL
INDOOR REQUIREMENTS**

Appendix I	
WMA Championship	
Minimum Implement List	
Item	Minimum Number Required
Hammer, 7.26 k (Outdoor Event)	6
Hammer, 6.0 k (Outdoor Event)	6
Hammer, 5.0 k (Outdoor Event)	6
Hammer, 4.0 k (Outdoor Event)	6
Hammer, 3.0 k (Outdoor Event)	3
Shot Put, 7.26 k (hard or soft depending on indoor surface used)	6
Shot Put, 6.0 k (hard or soft depending on indoor surface used)	6
Shot Put, 5.0 k (hard or soft depending on indoor surface used)	6
Shot Put, 4.0 k (hard or soft depending on indoor surface used)	6
Shot Put, 3.0 k (hard or soft depending on indoor surface used)	3
Discus, 2.0 k (Outdoor Event)	6
Discus, 1.5 k (Outdoor Event)	6
Discus, 1.0 k (Outdoor Event)	6
Discus, 0.75 k (Outdoor Event)	6
Javelin, 800 g (Outdoor Event)	6
Javelin, 700 g (Outdoor Event)	6
Javelin, 600 g (Outdoor Event)	6
Javelin, 500 g (Outdoor Event)	6
Javelin, 400 g (Outdoor Event)	4
Weight, 15.88 k (hard or soft depending on indoor surface used)	3
Weight, 11.34 k (hard or soft depending on indoor surface used)	3
Weight, 9.08 k (hard or soft depending on indoor surface used)	3
Weight, 7.26 k (hard or soft depending on indoor surface used)	4
Weight, 5.45 k (hard or soft depending on indoor surface used)	3
Weight, 4.00 k (hard or soft depending on indoor surface used)	3
Hurdles (adjustable to .991, .914, .840, .762.m)	80
Hurdles (.686 m)(or above can be used if they adjust to this height)	64
Assorted Pole Vault Poles	10 -12
13/120 - 13/130 -13/140 - -13/150 - 14/140 - 14//150	
14/160 - 15/150 - 15/160 - 15/170 - 15.6/170 - 15.6/180	

SAMPLE EQUIPMENT LIST

(Courtesy of USA Track & Field, “Championships Bidding Handbook)

1. Meet Director -survey certificate, information/entrants list, records list, rule book in force, radio
2. Medical -ice, medical equipment, training equipment, tables and massage benches or tables, covered area
3. Admissions -cash box, pencils, set of gate lists, admissions signs, table at gate, assorted tickets, assorted location and instruction signs

4. Concessions -cash box with change, price signs, concessions supplies, table(s)
5. Athlete Services -dressing rooms, toilets, food and drink, covered areas where appropriate (especially for multi-events)
6. Official and VIP Services -hospitality areas, food and drink, covered areas as appropriate
7. Announcers -clipboard with cover, entrants list, metric conversion table, pencils & pens, public address system, set of records, sets of call sheets or time schedules, radios, copy of printed programs, scripts and information for all sponsor promos and other announcements, event start lists and qualifying procedures for all prelims, spotter and field event charts, stopwatch for unofficial timing
8. Communications -rules clipboard with cover, pencil, time schedule, radio-talkie
9. Registration -blank forms, heat sheets, heat sheet packets, team packets, pencils, rolls of masking tape, signs as needed, covered area, tables
10. Referees/Assistant Referees -rules clipboards with cover, entrants lists, records listing, rule book in force, time schedule
11. Clerks -bench (4m minimum), chairs, rules clipboard with cover, flagging, time schedule, spare forms, start sheet sets, map of starts/finishes, officials check-in list, table, radio-talkies, covered area
12. Head Starter/Recall Starters -.32 or .38 guns, shells, maps of starts/finishes, set of start lists, starter's sleeve, whistles, rules clipboards with cover, assistant starters' flags, time schedule, radio (with recall), watch for split times
13. Blocks Crew -blocks, lane numbers on cart, rolls jock tape, wheelbarrow, wrench for blocks
14. Clothing Crew -clothing baskets, cart
15. Chief Umpire (Inspector) and Umpires (Inspectors) -violations & protest forms, rules clipboard with cover, pencils or pens, rule book in force, radio, maps of assignments, yellow flags, rolls of jock tape, time schedules
16. Wind Gauge Operators -anemometer(s), wind record forms, clipboard, event lists
17. Hurdle Crew -hurdle placement chart, hurdles, hurdles cart, string lines, tape for hurdle repair, device for checking pullover force
18. Judges of the Race Walking -rules clipboard with cover, chief judge and judges paddles, pens or pencils, recording sheet, recording form, small chalkboard on stand, writing implements, assorted pens, assorted reporting forms

19. Finish Line Coordinator -rules clipboard with cover, assignment sheet form, map of starts/finishes, pencils, whistle, lap timing sheets (10km), sets of index cards

20. Lap Scorers -bell & lap counter, start lists, lap scoring and/or counting forms

21. Timers & Finish Judges -handheld watches, pencils, small note pads, stands with areas flagged, supply of finish tape, chronograph-style printing timers, rules clipboard with cover, photo finish equipment, whistle

22. Inspector of Implements -implement carts, implements spray chalk for marking, table

23. High Jump Judges -pit of legal depth & length, standards, tape for standards marks, crossbars, bench (4m minimum), reader board or indicator, watch or clock for time limit, rules clipboard with cover, pencils, event forms, tape measure 10m, radio

24. Pole Vault Judges -pit of legal depth, length & front standards, crossbars, crossbar raiser, ladder 7m, tape measure 10m, reader board or indicator, watch or clock for time limit, pole rack with end sock, traffic cone, bench (4m minimum), rules clipboard with cover, events forms, pencils, radio-talkie

25. Long Jump & Triple Jump Judges -plasticise or sand troughs, trowel or other implement to smooth sand or plasticine, board markers, traffic cone, extender for side jumps, bench (4m minimum), flagging, reader board or indicator, clock or watch for time limit, tools (sand smoother/dragger, sweep broom, rake, shovel), rules clipboard with cover, event forms, pencils, spot point, tape measure 25m, red/white flag, radio

26. Shot Put Judges -ring with legal toe board, foot mats, bench (4m minimum), flagging, implement rack, rags/towels, reader board or indicator, watch or clock for time limits, tools (sweep broom), spot point, tape measure 25m, red/white flag, traffic cone, rules clipboard with cover, event forms, pencils, radio-talkie

27. Discus & Hammer Throw Judges -ring with legal cage, foot mats, bench (4m minimum), flagging, implement rack, rags/towels, reader board or indicator, watch or clock for time limits, tools (sweep broom, push broom), spot point, 100m tape measure, foul flag, traffic cone, rules clipboard with cover, event forms, pencils, radio

28. Javelin Judges -runway with legal spot point and toe board, board markers, foot mats, bench (4m minimum), flagging, implement holder, rags/towels, reader board or indicator, watch or clock for time limits, tools (sweep broom, push broom), spot point, 100m tape measure, foul flag, traffic cone, rules clipboard with cover, event forms, pencils, radio

29. Awards Crew -awards, awards stand, table(s) for awards, covered area, separate public address system or microphone, forms for checking off recipients

30. Recorder of Records -record forms, records listing for all applicable categories

31. Results -computer, input terminals, computer area, tables, chairs, baskets for incoming results, boxes for completed data entry, printer, posting boards for display of results, covered and separated area.

32. Starting Blocks. One per lane with at least 2 spare sets.

Additional Equipment for Off-Track Events. Again, this list is not guaranteed to be a complete listing of everything a particular event might need:

1. Registration -day of event -additional packets (numbers, pins, information, shirts or other complimentary items), additional entry forms, waivers, pens and /or pencils

2. Start -water table, water source, cups, pace time signs for starting line-up, public address system, starting banner, scaffold or other raising device for banners and sound, portable toilets, starter's pistol (for guest starter), timing devices (printing timers, computer interfaces, watches for split timing, radio link to finish line where necessary), clothing check materials (if needed)

3. Course Set-Up -vehicles as necessary, traffic control devices, water station materials (tables, cups, beverages, trash receptacles, etc.) cones, barricades

4. Course Monitors -safety vests, location maps and job descriptions, traffic control devices (where necessary), radio control link (where practical)

5. Course Water Stations -see above under course set-up

6. Medical -set-up is determined by medical games committee person -DO NOT scrimp on this area or contradict your medical director!

7. Finish Line -in addition to timing equipment and such noted above, you will need a method of raising banners overhead (scaffolding or such), public address system, chute materials, timing devices

8. Results -computer, input terminals, computer area, tables, chairs, baskets for incoming results, boxes for completed data entry, printer, posting boards for display of results

9. Recovery Area -tables, trash receptacles, trash bags, water source, cups, other beverages and cups, food products, clothing check (if used), medical area within recovery area, post--race lost & found and gathering place

Section 8:

APPENDIX II

BUDGET GUIDE

INCOME

Entry Fee
Sponsorship—National
Sponsorship—Regional/Local
Banquet
T-Shirts/Warm ups
Souvenirs
Licensing Income
Souvenir Results Book
Programs
Advertising Program/Stadium/etc.
Interest
Day Tour Income
Misc.

TOTAL INCOME

EXPENDITURES

Management
 Administration
 Staff
 Temporaries
 Auto Expense
 Taxes
Competition Organization
 Competition Director
 Venue Directors
 Volunteer Administrator
 Officials' Honorariums
Administration
 Accounting/Legal
 Printing/Stationery
 Telephone/Fax
 Postage

Office Rental
Office Equipment
Office Supplies

Marketing/Promotions

WVC Bid Trip/Presentation
Printing/Graphics
Travel/Accommodation
Promotions—National/Local

Games Staging

Entry Forms
Programs
Daily Update
Souvenir Book
ID Passes
Certificates of Participation
Registration Kits
Website Creation & Upkeep

Competition

Computer
Computer Operators
Equipment/Supplies
Medals
Race Numbers
Marathon
Cross Country
Race Walks
Officials' Uniforms
Officials' Meals
Officials' Housing
Venue Rental
Medical/Ambulance
Cleaning/Staff
Tenting
Venue Improvements
Trainers

Merchandise

T-Shirts/Apparel
Souvenirs/Pins

Functions/Development

Opening Ceremony

- Closing Ceremony
- Banquet
- Entertainment/Cultural Arts
- Host-An-Athlete
- Media Center
- Staff Assistance
- Transportation
 - Shuttle Bus System
 - Insurance
 - Security/Police
 - WMA
 - Officials' Lodging
 - Rights Fee
 - Site Inspection Visit
- Tours
 - Cost/Staff
 - Miscellaneous

TOTAL EXPENDITURES

* This Budget Guide is for sample purposes only. Each Championships LOC will of course establish its own Budgeting & Accounting procedures.

**Section 9:
APPENDIX III**

SAMPLE FINANCIAL STATEMENT € or US\$

INCOME

- Entry Fees
- Public Contributions
- Sponsor
- Merchandising
- Catering Commissions
- Athletes Services
- Miscellaneous Income
- Tax Refunds
- TOTAL INCOME

EXPENSES

Management

LOC

Committees

General Administration

Insurance

Competition/Techn. Organization

Ceremonies (Opening, Closing)

Medals

Promotion, Advertising

Accommodation

Meals for Officials

Medical

Transportation

Athletes

Officials

Media

Publications

Website

Sanction Fee

Other

TOTAL EXPENSES

EXCESS (SHORTFALL)

Section 10:

APPENDIX IV

WMA PROTOCOL - CEREMONIES

See also Contract Appendix I

OPENING CEREMONY

- An opening ceremony must be organized the day before the first day of competition in the main stadium, or in close proximity to the main stadium. It shall be no more than one hour and thirty minutes from the start to the completion

- All participating WMA affiliate delegation shall take part in the opening ceremony
- All interested athletes should be allowed to participate in the march-in procession. There should be no more than 30 minutes between the staging of the delegations and the commencement of the march-in.
- Each delegation, athletes in their approved uniform, shall enter the stadium behind a sign bearer and the official flag of its country. On the sign shall appear the name of the delegation in the language of the host country.
- The delegations shall enter the stadium in alphabetical order of the language of the host country. The delegations may be led into the stadium by a colour-guard carrying the WMA flag.
- The host country's delegation shall be the last to enter.
- The athletes shall be offered seating either in the main stands or on the infield for the remainder of the Opening Ceremony

When all teams have assembled and seated in the stadium, the sequence for the Opening Ceremony shall be as follows:

- Anthem of Host Country
- Welcome by the President of the LOC or his/her representative
- Speech by the WMA President or his/her representative
- Athletes Oath taken by representative athlete
- Opening of the Championships by the Head of State, Region, Municipality, Minister of Sport or other appropriate representative
- Raising of the WMA flag* in the stadium. (Playing of the WMA anthem at this time is desirable. The lighting of a Championships Flame is desirable.)
- Departure of the delegations

An appropriate display of local folklore or other entertainment shall be permitted either before or after the official ceremonies. No entertainment which produces large amounts of smoke will be allowed by WMA. WMA shall be given the opportunity well in advance to comment upon and approve the content of the entertainment.

The WMA flag shall be given a pre-eminent position in relation to other flags on display. Should the host country have strictures against any flag other than its national flag being in a pre-eminent position, the WMA flag shall be displayed on a flag-pole positioned apart from all other flags.

CLOSING CEREMONY

The Closing Ceremony shall be conducted on the last day of competition, in a similar manner to the Opening Ceremony. The sequence for the Closing Ceremony shall be as follows:

- Entrance of the delegations with athletes in their approved uniforms
- No country flags or sign bearers are required, although they may be included if the LOC so desires.
- Speech by the LOC Chairman or his/her representative
- Speech by the WMA President or his/her representative
- Lowering of the WMA flag in the stadium
- Handing over of the WMA flag to a representative of the LOC of the next World Masters Athletics Championships
- Departure of the delegations to the playing of the WMA Hymn and other appropriate music.

It is desirable that the Closing Ceremony have a social atmosphere to it, encouraging the interaction of athletes and residents of the host city.

AWARDS CEREMONIES

- Medals shall be awarded at a properly dressed awards stand in close proximity to the main stand at the appropriate stadium.
- Medals shall be presented by persons agreed upon by WMA and the LOC. A list of presenters shall be made available to WMA in advance.
- There must be communication between the medals announcer and the public-address announcer, to avoid conflicts or delays.
- No medals presentations may be made when there is a track event of less than 5000 meters in progress, in the same proximity of the starting of the races.
- A fanfare to introduce the medal ceremonies is recommended.

Section 11

APPENDIX V

WMA BRAND MARK & ADVERTISING BRAND MARK

The brand mark must always be produced from master artwork supplied by WMA.

APPLICATION OF IDENTITY

The WMA identity is more than a brand mark. It represents competition, camaraderie, and friendship to a worldwide family of athletes who are of veteran

age. These attitudes should be communicated through the use of photographic imagery. Illustrations may only be used in technical manuals

BREATHING SPACE

A minimum of 2 inches or metric equivalent must be left around the circumference of the brand mark into which no graphic or typography can be placed. This ensures the brand mark will always be clear and recognizable, with an undiminished effect.

MINIMUM SIZE

The brand mark should not be reproduced under a size of 1.5 inches (2 centimetres').

PANTONE COLOURS

The pantone colours will be provided by WMA.

Since colour accuracy and consistency are important, no other colour or tint versions other than those indicated may be used in production

PHOTOGRAPHY

To maintain clarity of the brand mark when used with a colour image or solid block of colour, the brand mark should appear in solid white format. This is the only occasion that the outer rings are not displayed

It is not recommended to use the logo with black and white photography.

PUBLICATIONS

All publications, including event awareness leaflets, entry booklet, official program, results book, technical manuals, and Competitor's Handbook must include on the front cover

- A) Event Title: World Masters Athletics Championships
- B) WMA Logo
- C) Date of Championships
- D) Venue The event title cannot be altered unless written authority has been received from the WMA Secretary. The title and logo must be in prominent positions and be the largest logo and largest font size on the cover.

DISPLAY MATERIAL

WMA would expect to see its brand mark at each venue on 1) two internal track display boards in the finishing straight, 2) 3 perimeter advertising boards placed at the 100-meter curve, 200-meter curve, and 300-meter curve. The configuration of the advertising boards will be to the IAAF requirements and produced at the expense of the Local Organizing Committee.

Where additional display material is being exhibited, such as on courtesy cars, street decorations, headquarters hotels, function and meeting rooms, etc., the WMA name and logo must be displayed on all advertising material, and be the prominent feature of the display.

ADVERTISING BOARD CONFIGURATION

All advertising boards will be produced to a standard size (1 meter x 6 meters) and affixation format (secured by t-bars set 0.6-meters back from the track throughout). Sponsors will be asked to supply camera-ready artwork. A numbered plan of the boards will be provided, and the position of the boards will be commensurate with the agreement reached.

PRESS CENTRES

Where a Press Centre is established, only three parties may advertise: WMA, the Title Sponsor, and Host City. All advertising will be displayed in equal size and should be displayed behind the interviewee.

Section 12:

APPENDIX VI

PARTICIPANTS AND COUNTRIES FROM 2000

Non-Stadia CHs, Valladolid, ESP, 2000

Non-Stadia CHs 2002:

XIV. World CHs Stadia, Brisbane, AUS, July 1-14, 2001

4,903 competitors 80 countries represented

Non-Stadia CHs, Riccione ITA, May 24-26, 2002

2,230 competitors

XV. World CHs Stadia, Carolina, PUR, July 1 -13, 2003

2,700 competitors 79 Countries represented

1st Indoor World CHs, Sindelfingen, GER, March 10-14, 2004

2,638 competitors 58 countries represented

Non-Stadia CHs, Manukau/Auckland/Rotorua, NZL, 2004

735 competitors 22 countries represented

XVI. World CHs Stadia, San Sebastian, ESP, Aug. 22 - Sep 3, 2005
6,030 competitors 91 countries represented

2nd Indoor World CHs, Linz, AUT, March 15-20, 2006
3,229 competitors 62 countries represented

XVII. World CHs Stadia, Riccione ITA, Sep. 4-15, 2007
8,946 competitors 97 countries represented

3rd Indoor World CHs, Clermont-Ferrand, FRA, March 17-22, 2008
3,670 competitors 65 countries represented

XVIII. World CHs Stadia, Lahti FIN, July 28 - Aug. 8, 2009
4948 competitors 96 countries represented

4th Indoor World CHs, Kamloops (CAN), March 2-7, 2010
1,384 competitors 62 countries represented

XIX. World CHs Stadia, Sacramento, CA (USA), July 06 - July 17, 2011
4761 Competitors from 93 Countries

5th Indoor World CHs, Jyväskylä (FIN), April 2-8, 2012
2,720 competitors 66 countries represented

XX. World CHs Stadia, Porto Alegre (BRA), October 16 - October 27, 2013
4138 Competitors from 82 Countries

Section 13:

CHAMPIONSHIP BID EVALUATION

THIS EVALUATION SHEET WILL BE REVIEWED JOINTLY BETWEEN THE LOC AND WMA BID TEAM DURING THE INSPECTION VISIT, TO TAKE PLACE AFTER A SATISFACTORY BID HAS BEEN SUBMITTED TO WMA AND BEFORE BID AWARDS.

Bid City:	Date:								Inspectors:
1. The Basics		Excellent	Good	Average	Problem	Unacceptable	Yes	No	Comments
1.1. Population: Country									
1.1.1 Population: City									
: Region									
1.1.2. Socio-Political Situation									
1.3. Athletics Culture									
1.6. Government / Authorities Involvement									
National									
Regional/State									
City/Town									
Mayor									
1.7. Reason for organizing the World Championships?									
1.8. Written letters of endorsement from elected officials, sponsors, etc.									
1.9. Time Zone									
1.10. Location of City									
2. General Information		Excellent	Good	Average	Problem	Unacceptable	Yes	No	
2.1. Draft Contract Signed by:									
Dated									
2.2. Proposed Dates									
2.3. Are the dates flexible?									
2.4. Weather Conditions at the proposed dates									
Temperature at 10:00									
Humidity at 10:00									
Temperature at 15:00									
Humidity at 15:00									
Temperature at 18:00									
Humidity at 18:00									
Average Rainfall									
2.5. Airport									
2.5.1 Number of airlines & flights									
2.5.2 International service									
2.6. Distances									

2.6.1 Airport to Downtown									
2.6.2 Hotels & Dorms to Stadia venues									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
2.6.3 Hotels & Dorms to Non-Stadia venues									
Cross Country									
Road Walks									
Marathon									
2.6.4 Hotels & Dorms to Training Areas									
2.6.5 Hotels & Dorms to General Assembly Site									
2.6.6 Council Hotel to General Assembly Site									
2.6.7 Distance from Venue 1									
Venue									
Venue									
Venue									
2.7. LOC Structure									
2.7.1 LOC have Affiliate Officials in its Structure?									
2.7.2 Will the LOC be an external company									
2.7.3 LOC have previous experience									
2.7.4 Previous Athletics Competitions organized by the Meeting Directors									
2.7.5 No. of Organizational Volunteers									
General Purpose									
Interpreters									
Hospitality									
Pool of volunteers									
2.8. Proposed Meeting venues									
2.8.1 WMA Council Meetings									
2.8.2 WMA General Assembly, Regional, & Committee meeting rooms									
2.8.3 Simultaneous Translation									
2.8.4 Electronic voting available									
2.8.5 Are there sufficient other meeting rooms									
2.8.6 Sufficient audio-visual equipment available									
2.9 Opening Ceremonies Venue									
2.10. Proposed Test Event(s)									
2.11 Transportation by Auto									
2.12 Transportation by Train									
2.13 Transportation by Boat									
2.14 Parking for Caravans & Recreational Vehicles									

3. Stadium & Venues	Excellent	Good	Average	Problem	Unacceptable	Yes	No
3.1. Stadium Capacity							
Venue							
Venue							
Venue							
Venue							
3.2 Spectator Seats							
3.2.1 Number of covered seats							
Venue							
Venue							
Venue							
Venue							
3.3 Anticipated local daily spectator attendance							
Venue							
Venue							
Venue							
Venue							
3.4. Hospitality Boxes							
Venue							
Venue							
Venue							
Venue							
3.5. Hospitality Rooms							
Venue							
Venue							
Venue							
Venue							
3.6. Parking							
3.6.1 Parking Capacity							
Venue							
Venue							
Venue							
Venue							
3.6.2 Parking Distance from Stadium							
Venue							
Venue							
Venue							
Venue							
3.7. Sponsors Area							

Venue								
Venue								
Venue								
Venue								
3.8. Marketing Area								
Venue								
Venue								
Venue								
Venue								
3.9. Offices								
3.9.1 Number of offices available								
Venue								
Venue								
Venue								
Venue								
3.9.2. Office Distance from seating								
Venue								
Venue								
Venue								
Venue								
3.11. Disabled Access								
Venue								
Venue								
Venue								
Venue								
3.12. Training Track / Training Areas								
Venue								
Venue								
Venue								
Venue								
4. Miscellaneous	Excellent	Good	Average	Problem	Unacceptable	Yes	No	
4.1 Visas								
4.1.1 No. of countries where visas required								
4.1.2 No. of countries without dipl. repres.								
4.1.3 Proposed procedure for these countries								
4.1.4 Can visas be issued on arrival?								
4.2 Accreditation								
4.2.1 Number of centers proposed								
4.2.2 Location of proposed centres								

4.3 Doping									
4.3.1 Proposed laboratory									
4.3.2 Facilities for drug testing at each venue									
Venue									
Venue									
Venue									
Venue									
4.4 Are any other incentives in addition to the WMA's basic requirements?									
4.4.1 Can you announce such plans now?									
4.4.2 Announce such plans at next General Assembly									
4.5 Medical									
4.5.1 Availability of medical doctors, trainers, etc.									
Venue									
Venue									
Venue									
Venue									
4.5.2 Adequate on-site ambulance/EMTs available									
Venue									
Venue									
Venue									
Venue									
4.5.3 Medical treatment areas identified at each venue									
Venue									
Venue									
Venue									
Venue									
4.5.4 Support from local hospital(s)									
Venue									
Venue									
Venue									
Venue									
4.5.5 Availability of physio and massage--cost?									
4.6 Security									
Venue									
Venue									
Venue									
Venue									

4.7 Amenities									
4.7.1 Vendors with low-cost food on-site									
4.7.2 Overview of eating places near to venues									
4.7.3 Range of food styles and prices									
4.7.4 Recreational opportunities available									
4.7.5 Discounts for WMA visitors?									
4.7.6 Sight-seeing tours									
4.7.7 Discounts for WMA visitors?									
4.8 Venues									
4.8.1 Retail Area									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.2 Banking services									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.3 Concession Area									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.4 Retail Areas									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.5 Photographer Control									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.6 Field Access Control									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.8.7 Affiliate team meeting rooms in Main Stadium									

4.9 WMA Organizational Delegates accepted									
4.10 Simultaneous Awards Presentation Area									
4.10.1 Simultaneous Awards along with Competition on Track and in Field									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.10.2 Can simultaneous Awards Area be seen from Main Stands									
Venue 1									
Venue 2									
Venue 3									
Venue 4									
4.10.3 Translation Services									
Will translation services be available at all venues?									
5. Accommodation & Transportation	Excellent	Good	Average	Problem	Unacceptable	Yes	No		
5.1. Athletes									
5.1.1 Number of properties									
5.1.2 Variety of accommodation (hotels & dorms)									
Luxury									
First Class									
Economy									
Dormitory									
Private Homes (not recommended)									
5.1.3 Rooms with cooking facilities available									
5.1.4 Breakfast included									
5.1.5 Additional cost for a single room									
5.1.6 Extra athletes in a single room--cost									
5.1.7 Extra athletes in a double room--cost									
5.1.8 Private Housing planned? (not encouraged)									
5.1.9 Is there adequate low-cost housing available?									
5.1.10 Map available with location of athlete housing?									
5.2. Written Guarantee Obtained from hotels?									
5.2.1 Number of hotels in each category									
Luxury									
First Class									
Economy									
5.2.2 Number of dormitory rooms									
5.3. External housing company									

5.3.1 Experience with large events									
5.4 Shuttle Transportation									
5.4.1 Shuttles from the airport to the major hotels									
5.4.2 Additional cost									
5.4.3 Shuttles from major hotel areas to the venues									
5.4.4 Additional cost or part of entry fee									
5.4.5 Will Accompanying Persons be allowed to ride									
5.4.6 Additional cost									
5.4.7 Sample metro bus schedules available?									
5.4.8 Free transport on metro bus system?									
5.5 Miscellaneous Transport									
5.5.1 Car rentals available									
5.5.2 Courtesy cars for WMA Council									
5.5.3 Transportation request "hotline" planned									
6. Media / TV	Excellent	Good	Average	Problem	Unacceptable	Yes	No		
6.1. Media									
6.1.1 Main Press Centre Location									
6.1.2 Size of Main Press Centre									
6.1.3 Distance from Stadium									
6.1.4 Sub Press Center locations									
6.1.5 Seats in media stand									
6.1.6 Internet access available									
6.2. TV									
6.2.1 Television Coverage Provided?									
7. Finances	Excellent	Good	Average	Problem	Unacceptable	Yes	No		
7.1. Income									
7.1.1 Entry Fees									
7.1.2 Authorities' contribution									
Are the contributions guaranteed?									
Are the contributions hoped for?									
7.1.3 Marketing / Sponsorship									
7.1.4 Potential sponsors from the private sector									
7.1.5 Will there be admission charged to the public?									
7.1.6 Sample Financial Budget									
7.2. Evidence that LOC can provide required									
bonds and sanction fee									

8. Marketing/Merchandise	Excellent	Good	Average	Problem	Unacceptable	Yes	No
8.1. "Clean Stadium" (no signs) Guaranteed							
8.2. Existing franchise in Stadium							
If yes, how many?							
What is the solution?							
8.3. Potential national partners							
8.4 Photographer/Videographer							
8.4.1 Plans for photographing & filming							
8.4.2 Plans for sale of photos & videos/CDs							
8.5. Website							
8.5.1 Plans for website/internet							
8.6. Promotional Plans							
9. Stadium/Arena Technical Attributes	Excellent	Good	Average	Problem	Unacceptable	Yes	No
9.1 Stadium Lighting							
9.1.1 Quality of Stadium Lighting (competition or TV quality)							
Venue							
Venue							
Venue							
Venue							
9.2 Results Screens							
9.2.1 Number							
Venue							
Venue							
Venue							
Venue							
9.2.2 Size							
Venue							
Venue							
Venue							
Venue							
9.3 Stadia							
9.3.1 Size of Lanes							
Venue							
Venue							
Venue							

Venue									
9.3.2 Type of Surface									
Venue									
Venue									
Venue									
Venue									
9.3.3 Age of Surface									
Venue									
Venue									
Venue									
Venue									
9.3.4 Is Surface renewal planned before Championships									
Venue									
Venue									
Venue									
Venue									
9.3.5 Is IAAF Track Survey Available									
Venue									
Venue									
Venue									
Venue									
9.3.6 Lanes on Straight									
Venue									
Venue									
Venue									
Venue									
9.3.7 Lanes on Oval									
Venue									
Venue									
Venue									
Venue									
9.3.8 Curbing on Track									
Venue									
Venue									
Venue									
Venue									
9.3.9 Provisions for Fully Automatic Electronic Timing									
Venue									
Venue									
Venue									
Venue									
9.3.10 Starting Blocks available									
Venue									
Venue									
Venue									
Venue									

Number of Simultaneous Bi-directional Long/Triple Jump Venues									
Venue									
Venue									
Venue									
Venue									
No. of Simultaneous High Jump Venues									
Venue									
Venue									
Venue									
Venue									
HJ pads and uprights available for all venues									
Venue									
Venue									
Venue									
Venue									
No. of Simultaneous Bi-directional PV Venues									
Venue									
Venue									
Venue									
Venue									
PV pads and uprights available for all venues									
Venue									
Venue									
Venue									
Venue									
Number of Simultaneous Discus/Hammer venues									
Venue									
Venue									
Venue									
Venue									
Are Hammer and Weight Permitted on infield									
Venue									
Venue									
Venue									
Venue									
Are Discus and Hammer cages adequate									
Venue									
Venue									
Venue									
Venue									
Number of Simultaneous Shot Put venues									
Venue									
Venue									
Venue									
Venue									
Is Shot Put Permitted on track infield									

Venue									
Venue									
Venue									
Venue									
No. of Simultaneous Javelin Venues									
Venue									
Venue									
Venue									
Venue									
Additional Throwing Fields									
Venue									
Venue									
Venue									
Venue									
Bidirectional Hurdle Markings									
Venue									
Venue									
Venue									
Venue									
Are all WMA Hurdles Settings Marked									
Venue									
Venue									
Venue									
Venue									
Are all WMA Hurdle Heights available (68.6cm)									
Venue									
Venue									
Venue									
Venue									
Adjustable Steeplechase Barriers and Water Barrier at 2 main Stadiums									
Pole Vault Poles									
Covered area for Athletes									
Venue									
Venue									
Venue									
Venue									
Results Posting Area									
Venue									
Venue									
Venue									
Venue									
Call Room Area									
Venue									
Venue									
Venue									

Venue								
Athlete Warm-up Area								
Venue								
Venue								
Venue								
Venue								
Athlete Dressing Rooms								
Venue								
Venue								
Venue								
Venue								
Team Bulletin Area in Main Stadium								
Team Manager's technical meeting room in Main Stadium								
Equipment Storage Room								
Venue								
Venue								
Venue								
Venue								
Implement Verification and Control Area								
Venue								
Venue								
Venue								
Venue								
9.4 Non-Stadia Review	Excellent	Good	Average	Problem	Unacceptable	Yes	No	
9.4.1 Will the following be appointed:								
Race Organizer								
Medical officer								
Safety Officer								
Chief Course Marshall								
9.4.2 Road Races (Race Walks/Marathon)								
Racing surface entirely of paved roads								
All roads closed to traffic?								
If not will runners be in coned lanes								
AIMS certified								
Course maps available								
Location of Race Communications Center								
Shelter for Officials								
Shelter for Medical Facility								

Shade for Athletes									
Water Stations									
9.4.3 Location of Non- Stadia Courses									
Race Walks									
Venue 1- Ave Biera Rio									
Cross- Country									
Venue 1- Marine Park									
Marathon									
Venue 1- Ave Biera Rio									
9.4.4 Courses									
Road Walks- Elevation change									
Road Walks- Length of loop									
Road Walks- Limitations									
Cross Country- Elevation change									
Cross Country- Length of loop									
Cross Country- Limitations									
Marathon-Elevation change									
Marathon-Length of loop									
Marathon-limitations									
9.4.5 Are the following available at non-stadia									
Changing rooms									
Showers									
Toilets									
Medical									
Catering outlets									
Kit/Baggage storage									
Portable shower available									
Announcer location with PA System									
Refreshment and medical stations available									
VIP area									
Awards area with stage									
Electrical Power									
Safety Officers to be used at each non stadia venue									
Results Trailer									
Results Program/Posting Boards/internet results to stadium									
Starting Finishing Gantry/fencing/chute									
WMA and Sponsor banner locations									
Police and security									
Timing System used									
Covered areas									

10. Arrangements for Officials	Excellent	Good	Average	Problem	Unacceptable	Yes	No
10.1 IAAF/WMA Technical and Organizational Delegates							
10.1.1 WMA Technical Delegates accepted							
Two Technical Delegates							
One Organizational Delegate							
One Medical and Anti-Doping Delegate							
One Starting Delegate							
One Photo Finish Delegate							
Three ITO/ATO Technical Officials							
Minimum of Head Walking Delegate and Three International Walk Judges							
10.1.2 Housing for WMA Delegates							
Housing for WMA Technical Delegates.							
Housing for WMA Organizational Delegate							
Housing for IAAF/WMA Medical/Anti-Doping Delegate							
Housing for WMA Starting Delegate							
Housing for IAAF/WMA Photo Finish Delegate							
Housing for 3 IAAF/WMA International/ Area Technical Officials (ITO/ATO)							
Housing for IAAF/WMA Race Walk Delegate and Three International Walk Judges							
10.2 Local Officials							
10.2.1 Number of local registered officials							
10.2.2 Number of local registered officials invited							
10.2.3 Central housing for local officials							
10.3 Invited WMA General International Officials							
10.3.1 Number of WMA experienced General international officials that will be invited							
10.3.2 Central housing for general international officials							
10.4 General Official's Info.							
10.4.1 Meals for all Working Officials							
10.4.2 Uniforms required and/or furnished for all officials							
10.4.3 Arm Bands to identify top officials from Head Judges upward							
10.4.4 Office, Break Room, and Staging area for Officials							
Venue							
Venue							
Venue							
Venue							
10.5 Jury of Appeals							
10.5.1 Will LOC furnish some members of the Jury of Appeals							
10.5.2 Jury of Appeals meeting room							
10.5.3 Jury of Appeals secretary							

10.5.4 Officials participate in Opening/Closing Ceremonies								
10.6 Technical Volunteers								
10.6.1 Number of Technical Volunteers (including young and low-level officials)								
10.6.2 Previous events that required many technical volunteers								
11. Infrastructure and Related	Excellent	Good	Average	Problem	Unacceptable	Yes	No	
11.1 Pollution								
11.2 Traffic								
11.3 Safety								
11.4 Water								
11.5 Police								
11.6 Medical								
11.7 Food								
11.8 Travel								
Summary:								
Questions:								
Conclusions:								
Message to LOC:								

Section 14

DRAFT CONTRACT

The full Draft Contract can be obtained from the WMA Sectary (info@world-masters-athletics.org)

This need to be read and discussed during the WMA site visit, and any changes agreed before the contract is signed immediately following the award of the championships by the General Assembly to the bidder.

The signatures needed are those set out below in the 2nd and final clauses of the Preliminary and later the Final Contract.

2. COMPOSITION OF LOCAL ORGANIZING COMMITTEE

The LOC consists of the following persons (official representatives of the WMA Affiliate, the IAAF Affiliate, and the Host City must be included). For the contract to be binding, any changes within these signatories shall be notified to the WMA Secretary and the signatory pages re-signed and forwarded to WMA.

NAME	POSITION	ORGANIZATION
_____	City Representative	_____
_____	General Director	_____
_____	IAAF Federation Representative	_____
_____	Treasurer	_____
_____	WMA Affiliate Representative	_____
_____	Other LOC Representative	_____
_____	Government Immigration	_____

10.1 APPLICATION OF THE CONTRACTS

The Final Contract including the Technical Appendix will come into force after the deliberation of the WMA General Assembly (GA), which has given its recommendation, and should be agreed and signed by all parties within twelve (12) months of the granting of the championships. Any changes to the contract as in

"Clause 1" shall be included in the FINAL CONTRACT no later than 12 months preceding the said championships.

The person designated by WMA to deal with and attend to these matters on its behalf is: The WMA President

The parties hereto agree to the terms and conditions above set forth:

DATED: at _____, this _____ day of _____, 20....

APPROVED AND ACCEPTED on behalf of the LOCAL ORGANIZING COMMITTEE:

/s/ _____ Mayor of City of _____
(printed name.....)

/s/ _____ LOC General Chairman
(printed name.....)

/s/ _____ LOC President
(printed name.....)

IAAF NATIONAL GOVERNING BODY:

/s/ _____ Title _____
(printed name.....)

/s/ _____ WMA Affiliate
(printed name

/s/ _____ LOC-Treasurer
(printed name.....)

APPROVED AND ACCEPTED on behalf of the WORLD MASTERS ATHLETICS:

/s/ _____ WMA-President
(printed name)

/s/ _____ WMA-Treasurer
(printed name)

/s/ _____ WMA-Executive Vice-
President
(printed name)

/s/ _____ WMA-Vice-President
Stadia
(printed name)

/s/ _____ WMA-Vice-President
Non-Stadia
(printed name)

ENDORSED IN SUPPORT OF THE LOC BY
LOCAL, REGIONAL, AND/OR NATIONAL GOVERNMENTAL AGENCIES:

/s/ _____ Title _____
(printed name)

/s/ _____ Title _____
(printed name.....)

/s/ _____ Title _____
(printed name.....)

/s/ _____ Title _____
(printed name.....)

/s/ _____ Title _____
(printed name.....)