



**BPAC PAN AM CHAMPIONSHIPS 2018  
BPAC BIDDING DOCUMENT  
CONTINENTAL CHAMPIONSHIPS**

**Male & Female Continental Team Championships  
15<sup>th</sup> to 18<sup>th</sup> February 2018**

**INTRODUCTION**

This continental event is played every pair year and the winners will have a spot on the **Thomas & Uber Cup Finals 2018 (Bangkok – Thailand, host country)**.

**PREVIOUS HOST**

Regarding the last update for the qualification to the final stage of this event the last host of this event was **Mexico**.

**2016**                      Guadalajara – Jalisco                      Mexico

**BIDDING TIMETABLE**

**June 27<sup>th</sup>, 2017:** Deadline for submission of bid documentation to BPAC., email to [events@badmintonpanam.org](mailto:events@badmintonpanam.org) , [pcarrillo@badmintonpanam.org](mailto:pcarrillo@badmintonpanam.org)

**July 4<sup>th</sup>, 2017:** EXCO approves host of 2018 Pan Am Men & Female Team Event.

**July 7<sup>th</sup>, 2017:** Announcement made, BPAC will contact the host winner country to arrange the economical from BPAC for this tournament.

**SELECCTION CRITERIA**

The following provides the main criteria the BPAC Ex-Co board uses in evaluating bids.

**ORGANIZATION:** Evaluate the nature and structure of the **Organizing Committee** for the event in addition to the organizational experience of the hosting body with regards to the staging of previous international badminton events.

At least was running 4 International series event or 2 International Challenge event.

**VENUE:** Ensuring that all the technical specifications detailed in this document can be met and delivered on time, in a professional manner and in accordance with BPAC/BWF Regulations.



**LOCATION:** Considering the proximity of the venue in relation to all other organizational factors including international airports the projected distance and time of transport from airports to hotels, the requirements for and complexity of obtaining visas.

**ACCOMMODATION:** Ensuring a range of options can be presented to participating teams and the associated costs with these options, the location and distance from hotels to venue/practice, self-catering possibilities, need for pre-payment, etc.

**DECISION:** makers and further details the final decision on the award of the event will be taken by BPAC Ex-Co.

Document for application:

Any Association bid must be addressed to BPAC ([pcarrillo@badmintonpanam.org](mailto:pcarrillo@badmintonpanam.org) , [events@badmintonpanam.org](mailto:events@badmintonpanam.org)) and include a letter of interest to host the event, information and structure of your Organizing Committee and venue information ( Venue address, city, State, etc. ) to help in your bidding application, together with any benefit ( if any ) that could be offered to the participants or towards the event.

The persons responsible for handling all correspondence with MAs bidding for BPAC events are COO (Pilar Carrillo) and the Chair of Events (Zarko Cukic), all enquiries, expressions of interest, bid documentation etc. should be sent to Pilar Carrillo [pcarrillo@badmintonpanam.org](mailto:pcarrillo@badmintonpanam.org) , [events@badmintonpanam.org](mailto:events@badmintonpanam.org) at the office.

## **PAN AM MALE & FEMALE CONTINENTAL TEAM CHAMPIONSHIPS 2018**

**Entry fee for team event:** USD \$200.00 per TEAM

### **GENERAL REQUIEREMENTS**

#### **Organizer´s responsibility – Pan Am MALE & FEMALE Team Championships**

##### **Venue or Stadium:**

Must be available at least 1 day before the beginning of Team Competition, for practice and transportation provided for athletes and their Coaches.

Have available 2 warm-up courts.

Must have minimum of 10mts in height (BWF 30 feet).

Must have a minimum of 4 courts.

Ideally using wooden sprung flooring, but if not, with none-slip court mats (badminton markings only) on wooden or synthetic flooring.

Courts must have minimum 5 feet clear space surrounding all the outer lines of the court. This space is a minimum requirement between any two courts marked out side by side.

Good lighting intended for, and at a minimum of 1,000 lux. Suitable for badminton.



All sources of daylight or sunlight behind or along the sides or the court should be eliminated in the best possible way.

If air-conditioning or heating will be used, there should be minimal effect on shuttle flight.

Changing rooms and bathrooms designated for athletes, TOs (Men and Ladies), separate from the public.

Designate areas: VIP, athletes, delegates, spectators, emergency exits, etc.

Have available 4 baskets for athletes' equipment, per court.

Umpires elevated chair, chairs for line judges and coaches.

Mops and towels available in each court.

Net measure ruler

### **Technical Officials:**

Provide a minimum of 4 local umpires, if possible 6.

Provide a minimum of 4 line judges per court, made available when required by the Referee.

Provide 8 line judges for all semi-finals and finals matches.

Provide a desk staff of at least: 1 match control, 1 announcer, 1 results control and 1 shuttle control staff members.

Provide a US\$ 80.00 daily allowance for the Referee since his arrival 2 days before the beginning of the Team Event; US \$50.00 daily allowance for umpires since arrival 1 day before the beginning of the Team Event. These allowances will cover until 1 day after the conclusion of the Individual Event.

Provide meals (or snacks at venue) during each day of competition.

Provide shared hotel accommodations for all foreign and out of town umpires.

Single room accommodation and meals for the Referee and double occupancy and meals for the 6 foreign Umpires.

Facilities of a Meeting Room for the Technical Officials Meeting. (The same Meeting Room used for the Team Managers Meeting can be used.)

### **Security:**

The Venue must use appropriate security measures to control access – in particular, appropriate security must be ensured in the playing area/ field of play, including any necessary stewarding and accreditation of player's officials and others attending the event.

### **Immigration and visas:**

Organizer shall assist visas requirement needs, by providing letters if needed to the requesting Associations.

### **Accreditation:**

The Host Association is responsible and must provide accreditations for all persons involved in the Event, (OC, Staff, Teams, TOs, Delegates, Security, Media, Medical, etc.), who are allowed in the different areas.



**Accommodation:**

Liaise with the Official Hotel and make the necessary coordination as the responsible Organization in favor of the participating Associations, according to the invitation sent out. Host Association will do its best effort in getting preferential rates for the participants. Facilitate at the best rate possible a Meeting Room (40 persons) to hold the Team Managers Briefing.

Provide an "Information Desk/Hospitality Room" at the official hotel where accreditation can be made, daily information, updates and others. Available 2 days before the beginning of the event until its conclusion.

Facilitate an area for Pigeon Boxes to place information for each of the teams

**Transportation:**

Provide (free of charge) transportation between the airport to official hotel for all players, staff and TOs, that are staying at the official hotel.

Provide (free of charge) transport between the official hotel and venue. Transportation between the official hotel and venue must be provided according to needs of the events, considering number of matches, time schedule and number of participants. Transportation schedule must be approved by the Referee and BPAC.

When possible a separate transportation unit must be provided for TO and staff, to the venue and back, this transportation's schedule will be provided by BPAC according to the competition schedule.

**Equipment in the venue:**

Work station (computer)

Printer / Copy machine (with supply of ink / toner and paper)

Internet access for desk control.

Sound equipment

**Schedule:** Badminton Pan Am shall provide assistance.

**Court Equipment Sponsor:**

The official court equipment sponsor for Badminton Pan Am Continental Events is YONEX. The product categories of shuttlecocks, court mats, net post and nets are exclusive to YONEX at the event.

Shuttles will be provided and if needed also, court mats on loan up to a number of 4, the cost of transportation is responsibility and temporary custom expenses is responsibility of the local organization. No other court equipment brand will be allowed in the playing area, and banners and A boards from YONEX should be positioned in every court.

A space for stringing facility managed by YONEX should be provided free of cost and be close to the playing area. This will provide stringing service for the participant players.



A space for a display and sales stand for YONEX should be provided free of cost inside the stadium or at the entrance to the venue.

**Logo Usage:**

BPAC will grant the right for the OC to develop an Event logo and to use this for marketing and merchandising purposes – an identity for this event.

**Medical Support:** Provide first aid and assist in other medical needs to the Teams, Delegates, TOs and Staff. In case further care is needed by any individual, these costs should be covered personally or by their insurance.

An on-site Doctor must be present at all times in the venue, and he should be situated close to the Referee.

An Ambulance must be at the venue at all times during the competition.

**Water:**

Reasonable supplies of bottled drinking water must be available to all players and officials.

**Insurance:**

The event organizer must have civil and public liability insurance in place for the event, and must insure against other risks as deemed fit.

**Ceremonies:**

There is no requirement to have an opening or closing ceremony. If scheduled this must be a simple but effective opening / closing ceremony.

All medals must be presented; it is not necessary to have national anthems played or national flags raised.

**Web site and Reporting results:**

The event organizers may set up and run a web site for the event.

BADMINTON PAN AM must have full access to the results, for publication on its own website.

According to Regulations the Host Association is responsible of sending daily results to BWF office as well as any fine because of not fulfilling this.