

## Federation Operations Policy No 2

# Hosting Federation Events

### 1. Rationale

- 1.1 The Federation is committed to ensuring that the delivery of Federation Events is of a quality befitting the nature of international competition. For this reason the selection and appointment of a host country for all Federation Events will follow a formal process, requiring all hosting countries to meet specified criteria.
- 1.2 Federation Events are classified in Tiers as summarised below and further details are contained in Operations Policy No 1 – Federation Event Classification:
  - Tier 1: World Cup Touch Events;
  - Tier 2: Multinational Touch Events;
  - Tier 3: Bi-national Touch Events;
  - Tier 4: Other International Events; and
  - Tier 5: Multisport and other Events.
- 1.3 Major Federation Events are normally hosted by Member countries on behalf of the Federation. It is normal for the Federation to offer Member countries the opportunity to deliver Tier 1 and Tier 2 Federation Events and in some cases other Tiered Federation Events.
- 1.4 This policy outlines the process for selection and appointment of hosting Member countries for major Federation Events (Tier 1 and Tier 2) and summarises the administrative and logistic requirements associated with the hosting of those major Federation Events.
- 1.5 Tier 3 and 4 events require Federation sanction and Tier 5 events require Federation endorsement. The application process for sanction or endorsement is covered under Operations Policy No 4 – Event Sanction or Endorsement.

### 2. General procedures

- 2.1 Selection and appointment of Member country hosts for Federation Events is normally a three-staged process:
  - Stage 1 – to identify Member interest, the Federation may either invite selected, potential host countries to submit an initial statement of interest to host an event or the Federation may distribute a general invitation to all Member countries seeking initial statements of interest to host an event;
  - Stage 2 – Following consideration of initial statements of interest, the Federation may then request a formal Expressions of Interest (EOI) to be submitted from one or more selected Member countries seeking to host a specified Federation Event; and
  - Stage 3 – Following consideration of EOI and any associated negotiations with any or all of the Member countries submitting EOI, the Federation will allocate the hosting of

- a specified Federation Event to the successful Member country, subject to the subsequent exchange and signing of a formal Host Nation Agreement (HNA).
- 2.2 Following initial hosting selection and appointment process and for regular or annual Federation Events, the Federation may make an appointment for a term of more than one year, in which case, respective Member countries are not normally required to participate in further selection and appointment processes. Host countries must still forward confirmation advice of the Federation Event not less than three (3) months prior to delivery of that event, to the Secretary General or to an appointed delegate from a Regional Federation or to the respective Federation Sub Committee, as the matter has been agreed.
- 2.3 The Federation will normally initiate the selection and appointment process in accordance with the timeline procedures for specific events as detailed at Appendix 1 (i.e. for Tier 1 World Cup events (Open, Senior or Youth) – not less than six (6) years prior to the indicative event dates; and for Tier 2 Regional events (e.g. European or Asian Championships) – not less than three (3) years prior to the indicative event dates.
- 2.4 A Member country wishing to host a Federation Event must be a legal entity and / or be an incorporated company limited by guarantee, society or agency as required by the respective laws of the country.
- 2.5 Unless specifically detailed to the contrary respective EOI for all Federation Events must respond to the various administrative, financial and logistic criteria detailed in this policy document. EOI will also need to specify the benefits of hosting the event to the proposed local and regional areas and to the respective Member country, and EOI should also specify the benefits to the sport from a global perspective.
- 2.6 Each Member country submitting a Federation Event EOI will be advised of the outcome of the EOI investigation. Further information may be sought or negotiation entered into between the Federation and each Member country.
- 2.7 Delivery, financial aspects and administration of each Federation Event will be detailed in the event-specific HNA. Tier 1 and Tier 2 activities are Federation Events unless specifically detailed otherwise in the HNA.
- 2.8 While every reasonable effort will be made to utilise technology and local expertise to adequately assess the suitability of intended facilities, the relevant Member country may be required to cover the costs (including local and international travel, accommodation, food as appropriate) of a physical inspection of the venue and facilities by a Federation official.
- 2.9 Reserved.

### **3. Host and Venue Administrative Requirements**

- 3.1 Notwithstanding any additional information requested or supplied, each EOI submitted from a Member country to host a Federation Event must specify the following details (location, size and other matters) with regards to the Member country and to the venue at which the respective event is proposed:
- 3.1.1 The Member country Touch administration infrastructure;

- 3.1.2 Financial or in-kind support from domestic or local government or sponsors;
- 3.1.3 Address and accessibility of the proposed venue, with appropriate historical data;
- 3.1.4 Number of International quality playing and training facilities at the venue;
- 3.1.5 Written approval from respective councils or authorities who control intended playing facilities, ensuring:
  - 3.1.5.1 Full and exclusive use of the grounds for the duration of the tournament; and
  - 3.1.5.2 That any prior use of the grounds will not jeopardise the playing standard and / or safety of the grounds;
- 3.1.6 Suitable access and local transport facilities, including parking space for team vehicles and spectator vehicles;
- 3.1.7 A reliable and adequate public address system with back-up;
- 3.1.8 Adequate seating and associated amenities for spectators and participants, including under-cover areas;
- 3.1.9 An event control room and associated facilities for tournament officials, including locations for tournament announcer, scorers, statisticians, volunteer staff, etc;
- 3.1.10 Photocopy, Internet and facsimile facilities with adequate power outlets;
- 3.1.11 A referee's area or adequate sheltered areas for referees and other officials;
- 3.1.12 Two-way radio communication system and back-up;
- 3.1.13 Suitable scoreboard facilities;
- 3.1.14 Field lighting (if required);
- 3.1.15 Medical and first aid facilities, qualified medical practitioner and physiotherapy;
- 3.1.16 Facilities suitable for the collection of anti-doping samples (if required by the Federation or the relevant National Anti-Doping Agency);
- 3.1.17 Support staff, liaison officers and associated volunteers for the duration of the event;
- 3.1.18 Referee managers, assistants and referee masseurs;
- 3.1.19 Appropriate VIP hospitality facilities;
- 3.1.20 Adequate security systems for all facilities and participants
- 3.2 Reserved.

#### **4. Playing Fields / Pitches**

- 4.1 Each EOI is to contain plans, photographs and other suitable media including video or DVD, with clear identification of the details to assist with assessment on matters relating to proposed playing fields / pitches, including:
  - 4.1.1 Location and size of all proposed playing fields / pitches;
  - 4.1.2 Details of the playing surface of all intended playing fields / pitches;
  - 4.1.3 Availability and location and details of back-up (reserve) playing fields / pitches;
  - 4.1.4 Availability of ground staff for marking prior to and re-marking playing fields / pitches during the tournament;
  - 4.1.5 Availability, size and location of all seating for spectators, with special reference to finals or other key matches;

- 4.1.6 Specific location and size of dressing rooms, shower and toilet facilities for player participants, referees and spectators;
- 4.1.7 Historical data with regards to temperature, humidity and general weather conditions during the proposed event dates.
- 4.2 Reserved.

## **5. Catering and Accommodation**

- 5.1 All EOI for hosting Federation Events must supply details of catering and accommodation suitable for respective events including:
  - 5.1.1 Availability and location of fresh water supply and / or resupply procedures;
  - 5.1.2 Availability and location of proposed food and drink outlets for participants and spectators for the duration of the tournament;
  - 5.1.3 Data on catering facilities (including type and nature of food) and if there are any current rights attached to the venue for food, beverages, drinks and alcohol sales;
  - 5.1.4 A full and detailed analysis of the types of accommodation available in close proximity to the venue and likely tariff charges for participants at the time of the event (i.e. number of beds and configuration etc.);
  - 5.1.5 Distance and details of local transport required between proposed event venue and proposed accommodation venue; and
  - 5.1.6 Details of available motor vehicle or mini buses available for participants.
- 5.2 Reserved.

## **6. Media and Sponsorship**

- 6.1 Each EOI for hosting Federation Events must detail preliminary media plans and facilities and any sponsorship opportunities including:
  - 6.1.1 Location of media rooms and Internet or communication facilities and areas for officials, press staff and participants;
  - 6.1.2 Location and access to protocol facilities including flag poles;
  - 6.1.3 Details of suitable facilities and areas for formal presentations or ceremonies including specific opening and closing events.
  - 6.1.4 Any specific event sponsorship secured or intended;
  - 6.1.5 Particulars of advertising or promotional campaigns to be used;
  - 6.1.6 Information on merchandising rights (if any) that are attached to the venue and / or proposed facilities;
  - 6.1.7 Television, Internet and other media available to cover the event and what facilities are available for filming from vantage points; and
  - 6.1.8 Plans for opening and closing ceremonies, including participant march pasts, directed towards exposure of the sport and marketability.
- 6.2 Reserved.

## **7. Training and Other Facilities**

- 7.1 Each EOI for hosting Federation Events must detail additional information including:

- 7.1.1 Availability and location, size and availability of training and / or warm-up facilities;
  - 7.1.2 Potential tourism, restaurant and post-event activities for participants; and
  - 7.1.3 Any other facilities or aspects that would make the EOI attractive.
- 7.2 Reserved.

## **8. Finance and Insurance Details**

- 8.1 The following specific financial details are required in an EOI to host a Federation Event:
- 8.1.1 An indicative budget for the event. It is important that the budget must show an excess for both the Host Nation and for the Federation;
  - 8.1.2 The budget should detail all primary elements of anticipated expenditure and income;
  - 8.1.3 It is normal Federation financial policy that individual participants (including players, coaches, managers, officials and other team staff, but excluding referees) for all events in Tiers 1 to 4 will be subject to an event registration levy payable to the Federation. A team registration levy payable to the Federation is also required (please refer to Event Classification policy);
  - 8.1.4 Accommodation, food, personal travel and health insurance, international travel for Member country teams and miscellaneous (local) travel costs are normally excluded from Federation Event budgets and are normally the responsibility of competing Member countries or participants;
- 8.2 The Host Nation is required to obtain appropriate insurance to cover the risks for the Host Nation and for the Federation, that are associated with the event. Such insurance is likely to be required to include, but not necessarily be limited to, public liability and event cancellation. Accordingly, each EOI must include some details or information regarding appropriate insurance in the relevant country together with an estimate / quotation for such insurance from at least one potential insurer for the event;
- 8.3 Reserved.

## **9. Event Personnel**

- 9.1 Each EOI must indicate the proposed arrangements (whether paid employee, contractor or volunteer) for the following event roles:
- 9.1.1 Event organiser (including venue, logistics, etc);
  - 9.1.2 Tournament organiser (Touch specific matters);
  - 9.1.3 Statistician, data entry;
  - 9.1.4 Public announcer;
  - 9.1.5 PR, media, website;
  - 9.1.6 Medical;
  - 9.1.7 Security;
  - 9.1.8 Support personnel, including, but not limited to:
    - Team liaison officers;
    - Ground staff;

- Admin support;
- Runners;

9.1.9 Any other personnel considered necessary to deliver a quality event.

9.2 Federation officials or delegates will attend all Federation Events. As specified in Paragraph 10 below, Federation personnel appointments may include:

9.2.1 FIT Delegate / Judiciary Chair;

9.2.2 FIT Tournament Director;

9.2.3 FIT Referees' Director; and

9.2.4 FIT Referees' Panel.

9.3 Reserved.

## **10. Federation Officials**

10.1 The support, financial and logistic requirements for Tiered Events are contained in Federation Operations Policy No 1 – Event Classification. A minimum of two (2) Federation officials or their appointed delegates will attend Tier 1 and Tier 2 Events. One official will attend either as Tournament Director or in the role as a Judiciary Panel Chair, and one other as the Referee Panel Chair. It is normal for Tier 1 Events that a minimum of five (5) Federation officials will be required.

10.2 Costs associated with Federation officials or their appointed delegates attending Tier 1 and Tier 2 Events and for inspecting possible event venues prior to the awarding of an event are the responsibility of the Member country seeking event hosting and should normally be included in event budgets. The Federation may choose to fund additional attendees for any Federation Event.

10.3 For Tier 3 and Tier 4 Events it is desirable for host countries to extend formal invitations to the Federation for a minimum of two Federation officials at host country expense. The Federation may appoint delegates to attend those events. Funding of travel, accommodation and miscellaneous costs for Federation officials or their appointed delegates to attend Tier 3 and Tier 4 Events should be covered by the event budget, to be confirmed under the terms of the Federation event sanction.

10.4 Reserved.

## **11. Policy / Approval / Application**

11.1 Any matter of interpretation of, or matter not provided for in this policy, shall be determined by the Federation Board.

11.2 This policy was approved by the Federation Board on 02 December 2009.

11.3 This policy will take effect immediately upon communication of same to Member countries through the respective National Touch Association last notified FIT Contact.

11.4 The policy was updated 10 June 2010 and is due for review in December 2010.

Appendix 1: Federation Event Hosting, EOI and Timelines

## Federation Event Hosting, EOI and Timelines

(Current as at December 2009)

Event / Key Timeline	Tier 1 – World Cup	Tier 2 – Regional Championships
Federation calls for EOI from member countries	Not less than D – 72 Months	Not less than D – 36 Months
Closing Date for Receipt of Member Country EOI	Not less than D – 66 Months	Not less than D – 33 Months
Closing Date for Advice to Winning Host Nation (Contingent on signing of HNA)	Not less than D – 48 Months	Not less than D – 27 Months
Conduct / Delivery of Specific Federation Event	“D” Event Date / Month	“D” Event Date / Month
Closing Date for Host Nation Event Report	Not more than D + 1 Month	Not more than D + 1 Month
Closing Date for Host Nation Final Financial Report	Not more than D + 2 Months	Not more than D + 2 Months