Badminton Pan America is opening a bidding process to host its Continental Team Championship.

**Deadline for submission of bid documentation to BPAC:** Thursday August 11th, 2022.
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Introduction

BPAC welcome receiving bid application documents which are electronic - such as Power Point Presentations, Videos or PDF documents.

*Please consider that this document is an example, not a form or template, so please create your own document to be submitted*

As a minimum, those wishing to host the Panamerican Cup 2023, must include the requested information below which is also explained with examples for applicants complete understanding.

Only can apply those member Associations who have not hosted the Team Continental Event the year before.

All applications must be sent to the following email addresses: events@badmintonpanam.org / bpac@badmintonpanam.org

This bidding document is divided in three parts as follow:

I. Instructions and minimum information to be include in the bidding.

II. Host responsibilities and commitments. (Including Covid-19, contingency plan).

III. Bidding timetable and other considerations.
I. Instructions

1. Contact Details

- **Name of the organization:** Name of the Member Association who is bidding for this tournament.

- **Name of the Main Contact:** Write the Name and position of the person who is representing the Member Association, e.g., President, General Secretary.

- **Email address:** provide the one that is active and used currently.

- **Phone number:** Provide Local and mobile phone numbers.

- **Address:** Provide address and postal code of the applicant Member Association.
2. Proposed City & Venue

- Name and photo of the proposed city.

- Overall information of the city: Write a brief description of the city, geo location, weather, temperature, altitude (asl), culture, currency and any other information that you consider to be mentioned.

- Name and photo of the venue.

- Write a brief description of the venue, capacity, facilities, structure, distance from the official hotel and any other information that you consider to be mentioned.
3. Experience hosting Badminton Events.

- What experience do you have hosting National or International badminton Tournaments?

  Write a brief description about Badminton tournaments which you have hosted in your country; you can add other experience that you have running Badminton International Tournaments.

  *Include a chart with the list badminton tournaments that you had held during the last two years*

- What kind of experience do your key personnel have?

  Write a brief description about your key personnel involved in the organization of this Panamerican Cup 2023.
4. Outcomes for hosting this Event.

- **What are the outcomes for your organization in bidding for the Panamerican Cup 2023?**
  
  Write a description about the outcomes, regarding development, tournament structure, sponsorship and others.

- **What do you want to achieve by bringing the event to your region?**
  
  Write a description about the benefits to run this event in your country for the region.

- **Explain how this event would assist in regional development in the following aspects:**
  
  - Players
  - Events organization skills
  - Management knowledge.

  Write your expectations about your contribution for the region.
5. Venue and other major aspects

- Name of the proposed venue
- Address:
- Have Continental or international badminton Tournaments played before? (If so, please provide a detailed chart, listing the main events)
- Capacity and measures: (Describe the following aspects of the venue)
  - Size of the playing area (FOP) in meters.
  - Height of the hall at lowest point over the playing area (in meters).
  - Anticipated number of courts, including warming up area.
  - Seating capacity.
  - Is there air conditioning? Does it affect air movement the Field of play?
  - What are the sizes of the largest rooms within the venue (typically used for shared operation office, media room, secretariat room).
6. Accommodation & Services

- What range of hotel accommodation will be provided? State likely prices per room in US$, inclusive of all local taxes and breakfast.

- List all the possible official hotels as the example below.

<table>
<thead>
<tr>
<th>Hotel Name 1</th>
<th>ROOM</th>
<th>RATES (USD$)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single occupancy</td>
<td>USD$ 000.00</td>
<td>Bed size</td>
</tr>
<tr>
<td></td>
<td>Double occupancy</td>
<td>USD$ 000.00</td>
<td>Two beds or shared beds</td>
</tr>
<tr>
<td></td>
<td>Triple occupancy</td>
<td>USD$ 000.00</td>
<td>Three beds or a different configuration</td>
</tr>
<tr>
<td></td>
<td>Additional services</td>
<td></td>
<td>Specifying distance in Kilometers and estimated time.</td>
</tr>
<tr>
<td></td>
<td>Distance to the venue</td>
<td></td>
<td>Specifying distance in Kilometers and estimated time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Name 2</th>
<th>ROOM</th>
<th>RATES (USD$)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single occupancy</td>
<td>USD$ 000.00</td>
<td>Bed size</td>
</tr>
<tr>
<td></td>
<td>Double occupancy</td>
<td>USD$ 000.00</td>
<td>Two beds or shared beds</td>
</tr>
<tr>
<td></td>
<td>Triple occupancy</td>
<td>USD$ 000.00</td>
<td>Three beds or a different configuration</td>
</tr>
<tr>
<td></td>
<td>Wheelchair (accessible)</td>
<td>USD$ 000.00</td>
<td>Number of available rooms</td>
</tr>
<tr>
<td></td>
<td>Additional services</td>
<td></td>
<td>Eg. Free internet access, gym, swimming pool, and other services which could be included.</td>
</tr>
<tr>
<td></td>
<td>Distance to the venue</td>
<td></td>
<td>Specify distance in Kilometers and estimated time.</td>
</tr>
</tbody>
</table>

- What kind of booking system will be used? Through LOC /Hotel Direct?

- Will deposits be required in advance? And if so, what be the refund possibilities for early departure or cancelation?

- Is there a possibility of self-catering accommodation? If so, please write details.

  - What kind of restaurants and rates are available close to the hotel and venue?

  - List the several restaurants and the rate average available for participants as the example below.

<table>
<thead>
<tr>
<th>RESTAURANT</th>
<th>ESPECIALITY</th>
<th>RATES (average per person)</th>
<th>DISTANCE (MTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOS</td>
<td>Pizza &amp; Pasta</td>
<td>USD$ 10.00 to 30.00</td>
<td>200 mts</td>
</tr>
<tr>
<td>GRATTACHECA</td>
<td>Mediterranean</td>
<td>USD$ 15.00 to 50.00</td>
<td>200 mts</td>
</tr>
<tr>
<td>TAMBOR</td>
<td>Local food</td>
<td>USD$ 3.00 to 15.00</td>
<td>400 mts</td>
</tr>
<tr>
<td>Others</td>
<td>Eg. Delivery services by mobile app like UBER Eats, Glovo, Rappi and others</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Transportation

- Name of the main/closest international airport (point of arrival)
  - Describe the distance in time and kilometers from the airport to the official hotel(s).
  - Describe the kind of transportation service that you will offer to all participants at the arrival (Airport/Hotel/Airport)

- What kind of transportation will offer for this event?
  - Please specify the several types of transportation and capacity that you will provide in this event for all participants.

- Specify if there are other kind of transportation services which the participants can use by their self.
8. Medical services

- **Medical Services at venue**
  - Describe the kind of medical service that you will implement for all the participants at the competition venue, besides the on-court doctor and ambulance which is mandatory.
  - Is at the venue an equipped medical room?
  - Is at the venue first aid assistance?

- **Medical services out of competition venue**
  - List all the main hospitals and clinics which can receive players or other foreign players participants, which accept international insurance. As the example below.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISTANCE (in time)</th>
<th>INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Clinic</td>
<td>10 min</td>
<td>E.g. Assist Card, Surared, International Assistance.</td>
</tr>
<tr>
<td>West Hospital</td>
<td>5 min</td>
<td>E.g. only receive Assist Card</td>
</tr>
<tr>
<td>South Hospital</td>
<td>20 min</td>
<td>E.g. Surared and International Assistance.</td>
</tr>
</tbody>
</table>
II. Host responsibilities & Commitments

*All costs must be borne by the host*

9. Venue

- Include an official letter from the venue Management / Owner, granted the venue for the tournament.
- Must be available at least two days before the beginning of the competition for official training days together with a medical services and transportation that must be provided for athletes, coaches, and officials.
- Must have enough space for (4) competition courts, ideally with a wooden sprung flooring. But if not, any other shock absorption flooring system.
- Consider a minimum space of 2.5 meters, clear space surrounding all the outer lines of the court. This space is a minimum space requirement between any two badminton courts mats placed side by side.
- Good lightning intended for, and a minimum of 1,000 lux. Suitable for badminton.
- All sources of daylight or sunlight behind or along the sides of the court should be eliminated in the best possible way.
- If air conditioned of heating will be used, there should be minimal effect on shuttle flight.
- **Changing rooms** and **bathrooms** designated for athletes, TOS (Men & Ladies), separate from the public.
- **Designated areas**, VIP, Athletes, Delegates, spectators, emergency exits, etc.
- **Arrange** four (4) baskets for athletes’ equipment, per each competition court.
- **Umpires elevated chair**, chairs for Service Judge, Line Judges, Coaches and other personnel which is required to sit close to the court.
- **Mops and towels**, two (2) of each per competition court.
- **Net height** measure devise.
10. Technical Officials

- **National Officials & Staff**
  - Provide six (6) local Umpires (PBAC Level preferable)
  - Provide minimum of sixteen (16) Local Line Judges, from the beginning of the tournament.
  - Provide a desk staff personnel as follow:
    - One (1) match control (Tournament Software Operator)
    - One (1) announcer. (English and Spanish preferable)
    - One (1) shuttle control.
    - One (1) streaming assistant for each streamed court during the competition days.
  - Provide accommodation and meals for all out-of-town national TOs, as per your discretion.

<table>
<thead>
<tr>
<th>No.</th>
<th>NTOs</th>
<th>Number</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Umpires</td>
<td>6</td>
<td>Preferable BPAC Level</td>
</tr>
<tr>
<td>2</td>
<td>Line Judges</td>
<td>16</td>
<td>Been at least 16 years old</td>
</tr>
<tr>
<td>3</td>
<td>Match Control</td>
<td>1</td>
<td>Have basic knowledge of Tournament Software</td>
</tr>
<tr>
<td>4</td>
<td>Announcer</td>
<td>1</td>
<td>Capable to speak in English &amp; Spanish</td>
</tr>
<tr>
<td>5</td>
<td>Shuttle Control</td>
<td>1</td>
<td>Manage use of new and used shuttles.</td>
</tr>
<tr>
<td>6</td>
<td>Streaming Operator</td>
<td>1*</td>
<td>Operate streaming equipment</td>
</tr>
</tbody>
</table>

*One operator per each streamed court
International Technical Officials (BPAC)

Referees

- Provide two (2) single rooms at the official hotel (seven (7) nights each)
- Provide meals and snacks at the venue during competition days for two (2) Referees.
- Pay daily allowance of **USD$100.00** per day for each of the two Referees per seven (7) days. One day before and one day after the competition.
  - Total estimated for Referee allowance USD$1,400.00

Umpires

- Provide three (3) double rooms (two (2) beds per each room) at the official hotel. (six (6) nights).
- Provide meals and snacks at the venue during competition each competition day for six (6) Umpires.
- Pay a daily allowance of **USD$80.00** per day for each of six (6) Umpires for six (6) days.
  - Total estimated for Umpire allowance USD$2,880.00

BPAC Staff

- Provide two (2) single rooms at the official hotel. (nine (9) nights)
- Provide one (1) double room (two beds) at the official hotel. (nine (9) nights)
- Provide one (1) double room (two beds at the official hotel. (seven (7) nights)
- Provide a meeting room for TOs daily briefing at the competition venue.

<table>
<thead>
<tr>
<th>N°</th>
<th>ROOM TYPE</th>
<th>NUMBER</th>
<th>TOTAL NIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SINGLE</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>2.</td>
<td>SINGLE</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>3.</td>
<td>DOUBLE</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>4.</td>
<td>DOUBLE</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>5.</td>
<td>DOUBLE</td>
<td>3</td>
<td>6</td>
</tr>
</tbody>
</table>
11. Security

The Local Organizer Committee must arrange the appropriate security measures to control access in particular, appropriate security must be ensured in the playing area/FOP. Including any necessary stewarding and accreditation of player, officials and others attending the event.

Include with the proposal a document that guarantees the acknowledge and support of the Authorities of the city during the days in which the competition is carried out and all its additional activities in such case.

12. Accreditation

The host Association is responsible and must provide accreditations for all participants and personnel involved in the Event, (LOC, Staff, Teams, TOs, Delegates, etc.) who are allowed to access in different/several areas.

13. Accommodation

Liaise with the official hotel(s) and make necessary coordination as the responsible organization in favor of the participant Associations, according to the invitation sent out. Host Member Association will do its best effort in getting preferential rates for the participants.

14. Medical Support

- **Provide** first aid and assist in other medical needs to the Teams, Delegates, TOs and Staff. In case further care is need by individual, the cost should be covered personally or by their insurance.

- **Provide** an on-court doctor who **must** be always present during official training and competition. And must be situated close to the FOP and Referee.

- **Provide** an ambulance and emergency plan to always attend any emergency during training and competition.
15. Transportation

- **Provide** transportation between the airport (main official point of arrival) to the official hotel for all players, staff and TOs, that are staying at the official hotel.

- **Provide** transportation between the official hotel, venue and training venue (if is necessary)

- **Transportation** between the official hotel and venue must be provided according to the needs of the event, consider number of matches, time schedule and number of participants. Transportation schedule must be provided by the LOC and BPAC.

- **Separated** transportation unit must be provided for TOs and BPAC Staff, to the venue and the way back, this transportation’s schedule will be provided by BPAC according to the competition schedule.
**16. Insurance**

The LOC must have civil and public liability in place for the tournament and must insure against other risk as deemed fit.

**17. Water and Snacks**

Provide **enough** bottled water and snacks at players and TOs lounge during all training and competition days.

**18. Ceremonies**

- **There is** a requirement to have an opening and closing ceremony. (These activities must be coordinated and approved by BPAC)
- **All medals** must be presented; it is recommended to have national anthems played and national flags raised.

**19. Official Logo and usage**

BPAC will grant the right for the OC to develop a Tournament Logo to use together with the official Continental Event Tournament Logo for marketing and merchandising purposes - an identify for this tournament.
20. Equipment in the venue

- **Match control**
  - Laptop compatible with Tournament Software.
  - Printer / Copy machine (with enough supply of ink / toner and paper for all tournament)
  - Internet access for desk control and Referees.
  - Sound equipment with enough capacity for all the venue.

- **Streaming production and rights**
  - Badminton Pan Am owns all the streaming rights for Panamerican Cup 2023.

- **The LOC** must include in their proposal information about dedicated internet access (20mbps upload minimum) and service provided from one day before to the beginning to the final day of the competition.

- **The LOC** must provide the following additional equipment.
  - (2) Laptops Windows OS and Power Point software with DHMI port.
  - (2) 20” Tv Screens.
  - (2) Camera platforms, height to be defined in accordance with the FOP layout.
  - (2) Volunteers to operate the system, through the event.
  - Venue layout for power sources and camera positions in/on court.
Live Score equipment

For this Tournament BPAC will provide the Live Score License, to continue with the implementation of Live Score at the Panamerican Cup 2023, the host should be providing all the requested hardware for this propose, as follow:

- (1) Router 5g - Coverage range 30 meters minimum.
- (4) Tv screens 50” or more.
- (2) laptops Windows OS.
- (4) DHMI cables 1.5 mts length.
- (1) Roll CAT6 200 mts.
- RJ45 connector pack x 50 units.
- (8) Power extensions 15mts each.

Additional details and specifications will be coordinated together with BPAC office.

Court equipment sponsor

The official court equipment sponsor for BPAC Continental Events is YONEX. The product categories of the shuttlecocks, court mats, posts and nets are exclusive to YONEX at the venue.

A space for stringing facility managed by YONEX should be provided free of cost and should be close to the playing area. This will provide stringing service at a cost for the participant players. A space for display and sales stand for YONEX should be provided free of cost inside or at the entrance to the venue.

21. Website, Official Communications, and results.

The LOC may set up and run a website for the Tournament.

BPAC must have full access to all video and graphic material which could be produced by the LOC.
22. COVID-19 Considerations

Considering that all sports movement were severely affected due to COVID-19 Pandemic, it is required to consider several actions and efforts to protect all the participants and personnel involved during the delivery of this competition.

The actions might include, testing, National and International bubble implementation and any other updated guidelines which should be considered at the time of the tournament implementation.

It is important to remark, that these measures could change in different ways such a stronger one or less restrictive depending to the evolution of this worldwide situation.

➤ Testing

➤ It will be required that all participants including local staff take a PCR test before the beginning of the delivery of the competition, this must be covered the day before at the first international arrival.

➤ Several test should be taken during the competition as follows:
  ➤ Upon arrival - before hotel check in (preferable)
  ➤ Every four days through the competition.

➤ Bubbles to be implemented

➤ Bubbles can be implemented for the delivery of the event in accordance with accommodation service provided:
  ➤ Official hotel(s) for international players, Entourage, TOs and BPAC Staff.
  ➤ National Sport Villa for National Players, Team Entourage, NTOs and Association Staff. (If is the case).

➤ In both cases is strongly recommended to implement guidelines which guarantee the security of all participants.
Transportation

- Enough number of shuttle busses to guarantee the transportation of all participants, meeting all COVID-19 requirements.

Sanitization plan

- Consider products and equipment which may be required for sanitization at venue, transportation units and any other places in which this service could be done.
- Consider other products like, gel, facemask, etc.

Laboratories

- Consider a list of laboratories which offer COVID-19 tests services and its costs in accordance with the test type, to offer to the participants different options in case is require an extra test.
- **Do best effort** in providing best price for tournament test.
- **Provide** different ways of test payment as credit cards, cash or transfers.
III. Bidding table and other considerations.

- **May 27th**
  - Opening for member Associations to bid.

- **August 11th**
  - Deadline for submission of bid documentation to BPAC

- **August 12th**
  - BPAC will post the list of candidates on BPAC website

- **August 19th**
  - BPAC Events Committee will recommend to BPAC ExCo, in accordance with the proposals received by the bidding candidates.

- **August 25th**
  - ExCo will approve the host for Panamerican Cup 2023.

- **August 26th**
  - BPAC will announce the final decision for ExCo.

- **August 29th**
  - BPAC will contact the host winner Member Association to arrange the organization agreement between BPAC and Host Country.

23. Other Considerations

Due to internal consideration BPAC ExCo could chose a second option as a reserve to host the tournament in case that the first option cannot adequately deliver the event.