

APPLICATION TO HOST

PAN AM JUNIOR CHAMPIONSHIPS 2027

JUL. 8TH – 17TH

Badminton Pan America Confederation is opening its bidding process to host
Its Pan Am Junior Championships 2027

Deadline for submission of bidding documentation to BPAC,
April 30th, 2026



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Pan Am Junior Championship 2027

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1 Introduction

BPAC welcomes and thanks for considering hosting BPAC Continental Championships (Team, Individual or Junior). It will definitely be a valuable addition to your sporting calendar for the year and because of this privilege, high standards are required in the organization of these events.

The information in this document is provided to ensure all prospective hosts for BPAC Continental Championships are aware of the policies and procedures and recommendations to enable them to conduct a successful championship, this document is divided into:

- Bid Guidelines (General Info, Bidding process and timetable)
- General Information
- Specific/Technical Requirements (Host responsibilities and commitments)

These specifications (with examples and explanations) and the accompanying annexes are intended to provide the minimum bid specification for hosting the tournament, as well as essential information that will aid in the development of a creative, comprehensive and competitive bid proposal.

Important Eligibility Note: Only Member Associations that have not hosted the Individual Continental Event the year before are eligible to apply.

Please note this document is provided as an example only. It is not a form or template. Applicants are expected to create their own bid documents based on the guidance provided here.

2 Bid Guidelines

2.1.1 Bidding Process and Timetable

Three Phases of Bidding

- **Invitation Phase.** Where member Associations are invited to declare their interest in bidding to host a Continental Championship to BPAC. This requires an official letter from potential candidates.
- **Candidate Host Phase.** Potential hosts develop their Bid against BPAC core stipulations. Each candidate must establish a Championship Plan which addresses a series of areas.
- **Evaluation and Awarding Phase.** The proposal is received and studied by BPAC Events Director/Committee which carries out an assessment and forward its recommendations to the BPAC Board for final evaluation and selection of the Championship Host.

Once a Candidate has been awarded the right to host the Continental Championships they are required to sign the Hosting Contract which lays the legal foundation for their delivery of the event.

Deadline. The deadline for submitting a proposal to host the Pan Am Junior Championships 2027 is *11:59 p.m. Lima time April 30th, 2026.*

Changes in bids; conditional approval. Once a bid has been presented to BPAC Events Committee and the deadline for submissions has passed, it may not be changed unless the Committee or the Executive Board makes a request for modification, clarification, or additional details. The Committee or Board may approve a bid on the condition that the bid be amended or supplemented.

Below is a schedule of activities which comprise the bid process. As needed, adjustments in schedule and logistics may be made, at the discretion of the BPAC.

DATE	PROCESS
March 22 nd , 2026	Opening of the bidding process (Bid specifications published on BPAC website and invitations sent directly to MAs)
April 30 th , 2026	Deadline for submission of bid documentation to BPAC
May 4 th , 2026	BPAC will post the list of candidates on BPAC website
May 11 th - 15 th , 2026	BPAC ExCo will meet to decide and approved the host for PAN AM JUNIOR CHAMPIONSHIPS 2027
May 20 th , 2026	BPAC office will announce the final decision
June 1 st , 2026	BPAC office will contact the winner Member Association to arrange the organization agreement between BPAC and the Host country

2.1.2 Presenting the Bid

All bids must be submitted in electronic format to the following addresses:

- bpac@badmintonpanam.org
- events@badmintonpanam.org

Consider the following:

- All contents should be written in English.
- Use graphics and colors are recommended.
- The bidding document package should be presented in A4-size format.

Executive Summary. All candidates should contain within their Bid an Executive Summary. This should provide a concise overview of the proposal. (Should be one or two pages long).

The executive summary should include as a minimum.

- The event you are bidding for;
- Member Association information (Name, Address, Contact person, email address, etc.)

- Host city: provide city name, state, main airport (distance to hotel), weather conditions, etc.
- Venue proposed: provide the name of the coliseum, city, address, availability, location, layout of different areas
- The aims and objectives in hosting the event.

History. This section should put the host nation in context. This section should contain:

- MA Tournament History: summary of national/international events that MA has organized and run
- Venue Tournament History: summary of events that have been held in the proposed venue.

Event Requirements. BPAC recommends minimum hosting requirements covering all aspects of the event.

- Transportation: details of the transportation that will be provided, shuttle service from airport/hotel/airport; hotel/venue/hotel.
- Accommodation: list of official hotel(s) and details, booking system, cancellations penalties, etc.
- Safety and Security Plan
- Layouts (location of airport, venue, hotel, restaurants and other important information)
- Communication / Marketing Plan (ticketing policy, advertising and promotion of the event).

Sustainability and Good Practice. BPAC is committed to delivering increasingly sustainable events. Key issues to identify:

- Waste management
- Food management – are you sourcing local food for your event?
- Water management – use of plastic bottles? Water dispensers?

In addition to the above-mentioned requirements, the bidding Association can offer any additional offer or services which might help them win the bid. Please try to give as much information as possible to improve your bid. It is fine if certain fields cannot be answered, but the more detailed the submission the better the chance of success.

***Note:** Only complete bid packages will be reviewed by the BPAC Secretariat and considered for further presentation to the Executive Committee Meeting.*

Rules of the Game. All matches shall be played in accordance with the official BPAC / BWF Rules and Competition Regulations

Regulations. All BPAC competitions and events shall be organized according to all applicable valid BPAC and BWF Regulations (including the Anti-Doping Code).

3 General Information

3.1 Contact Details

- **Name of the organization:** Name of the Member Association who is bidding for this tournament.
- **Address:** Provide the address and postal code of the applicant Member Association.
- **Name of the Main Contact(s):** Indicate the name and position of the person who is representing the Member Association, e.g., President, General Secretary, other.
 - **Email address:** Provide the email that is active and used currently.
 - **Phone number:** Provide local and mobile phone number.

3.2 Motivation and Outcomes for Hosting the Event

BPAC would like to know whether you have a particular reason for wishing to host this event. In your proposal, please describe the motive and rationale behind the decision to host this event and the contribution to the region.

- What are your goals and motivations for hosting the event for your organizational development?
- What do you want to achieve by hosting this event?
Write a description of the benefits of running this event in your country for the region
- What are your main legacy plans for this event?
- Explain how this event would assist you in regional development in the following aspects:
 - Players
 - Events organization skills
 - Management knowledge

3.3 City Host details

- Name of the proposed city
- Overall information about the city: Write a brief description of the city, location, weather, temperature, altitude (asl), culture, currency and any other information that you consider should be mentioned.
- Name the main/nearest airport (point of arrival)
 - Provide the distance in time and kilometers from the airport to the official hotel(s).

3.4 Experience Hosting Badminton Events

- What experience do you have hosting National or International badminton tournaments?
Write a brief description of badminton tournaments which you have hosted in your country (National or International). Include a chart with the list of badminton tournaments that you have held during the last two years.
- What kind of experience do your key personnel have?
Write a brief description of your key personnel involved in the organization of this Pan Am Junior Championships 2027.

3.5 Venue Details

- Name and photo of the proposed venue.
- Address (Include a map of the venue and surroundings).

- Write a brief description of the venue, capacity, facilities, structure, distance from the official hotel(s) and any other information that you consider should be mentioned.
- Have Continental or International badminton tournaments played before in this location? (if so, please provide a detailed chart, listing the main events).
- Describe the following aspects of the venue:
 - Size of the playing area (FOP) in meters.
 - Height of the hall at the lowest point over the playing area (in meters).
 - Seating capacity
 - Is there air conditioning? Does it affect air movement in the field of play?
 - What are the dimensions of the largest rooms within the venue? (typically used for shared operations office, media room, secretariat room)
 - **Include a venue layout as an annex in your bidding** (floorplan of all facilities).

3.6 Accommodation & Services

The LOC is responsible for submitting information regarding the accommodation venues for Team Delegations, Technical Officials and Delegates.

- What range of hotel accommodation will be provided? State likely prices per room in US\$, including all local taxes and breakfast.
- What kind of booking system will be used? Through LOC/direct with hotel?
- Will deposits be required in advance? And if so, what will be the refund possibilities for early departure or cancellation?
- Is there a possibility of self-catering accommodation? If so, please provide information on what kind of restaurants and rates are available close to the hotel and venue.

3.7 Transportation

- Will there be a welcome person at the airport?
- What kind of transportation service will be provided to all participants at their arrival / departure? (airport/hotel/airport)
- What kind of transportation service will be provided during the competition?
Please specify the types, schedule and capacity of the transportation that will be provided for all participants.
- Specify if there are other kinds of transportation services which participants can use by themselves.

3.8 Medical Services

In addition to the **mandatory on-court doctor and ambulance**, which other medical services will be implemented for all participants.

- Medical services at the venue
 - Is there an equipped medical room at the venue?
 - Is there first aid assistance at the venue?
 - Are there stretchers and wheelchairs for mobility assistance?
 - Is there physiotherapy & sports massage support?
- Medical services out of competition venue

- List all the main hospitals and clinics near the venue that can receive and treat players and foreign participants, that accept international health insurance.

Note: Hospital contacts and distance information (from hotel / venue) will be made available to team managers and posted at key locations within the venue / official hotel(s).

3.9 Accreditation

In order to control the movement of different groups in the venue, a suitable accreditation system is needed to ensure the correct access rights. LOC is responsible for controlling the entrances into restricted areas (restricted either by accreditation or schedule).

The LOC is responsible for all costs related to the production of accreditations.

4 Specific/Technical Requirements (Host Responsibilities and Commitments)

ALL COSTS MUST BE BORNE BY THE HOST

4.1 Venue Technical Specification

The competition venue for the tournament will meet all the technical, logistical, and operational requirements as established by BPAC. Take into consideration the following arrangements and specifications.

4.1.1 Agreements

- **An official letter from the venue Management / Owner** confirming the availability and use of the facility for the tournament will be included in the annex of the proposal.
- **The venue must be available three (3) days prior to the official starting date of the competition** to allow for: one day for BPAC equipment installation and setup and two days for official training and medical services, transportation must be provided for athletes, coaches and officials during those days.

4.1.2 Field of play

- **Must have enough space to accommodate seven (7) competition courts**, placed on a shock-absorbing surface, ideally wooden sprung flooring. But if not, an equivalent shock absorption flooring system.
- **A minimum of 2.5 meters, clear space around all sides of each court.** This space is a minimum space requirement between any two badminton court mats placed side by side.
- **Free height over the field of play of at least 10 meters**, recommended (measured from the surface/floor of the field of play to the lowest point of the ceiling)
- **Good lightning** intended for, and a **minimum of 1200 lux** (evenly distributed across the FOP, free from glare or shadow effects). Suitable for badminton.
- All natural light sources (sunlight/daylight) behind or along the sides of the courts will be eliminated or controlled using blackout curtains, blinds or covering in the best possible way.
- If air conditioning or heating is used, airflow will be adjusted to minimize any effect on the shuttle flight.
- Arrange four (4) baskets for athletes' equipment, per each competition court.

- On court TOs chairs, chairs for Umpires (elevated), Service judges, Line judges, Coaches and other personnel which is required to sit close to the court will be provided.
- Mops and towels, two (2) of them each per competition court.
- Net height measuring device.
- The recommended temperature in the competition venue shall be between 18°C and 28°C (if possible).
- Designated and separated changing rooms & bathrooms, provided for: athletes, TOs (Men & Ladies), separated from the public.
- Clearly marked and designated areas for: VIPs, athletes, delegates, spectators, emergency exits, photographers, etc.

4.1.3 Administrative / Technical Rooms

The venue should have a lounge for officials, volunteers, and people carrying out specific technical or administrative duties withing the competition. It should be large enough to accommodate at least 10 people, have a seating area, and should have refreshments, fruits and snacks available.

4.2 Technical Officials

4.2.1 National Official & Staff

- Provide ten (10) local umpires (BPAC Level preferable)
- Provide a minimum of twenty-four (24) local Line judges, from the beginning of the tournament.
- Provide desk control staff personnel as follows:
 - One (1) match control (Tournament Software Operator)
 - One (1) announcer (English & Spanish preferable)
 - One (1) shuttle control.
 - Six (6) streaming assistants.
- Provide accommodation and meals for all out-of-town national TO's, as per your discretion

4.2.2 International Technical Officials and BPAC Staff

All accommodation assigned for BPAC staff and it's nominated TO's are under their control if changes are needed to be done due to unforeseen circumstances (flight delays, cancellations, new member inclusions, etc.) BPAC will decide how to proceed.

- **Referees**
 - Provide two (2) single rooms at the official hotel, eleven (11) nights each. Breakfast included.
 - Pay daily allowance of US\$100.00 per day for each of the two Referees per twelve (12) days.
 - ***Total estimated Referee allowance US\$ 2400.00***
- **Assessors & Referees Candidates**
 - Provide two (3) single rooms for assessors, and 2 doubles rooms for Referees candidates at the official hotel, eleven (11) nights each. Breakfast included.
 - BPAC will cover the assessor fee. \$100 per day for 11 days.
- **Umpires**

- Provide six (6) double rooms, two (2) beds per room at the official hotel, eleven (11) nights. Breakfast included.
- Pay a daily allowance of US\$ 80.00 per day for each of the eight (8) Umpires for eleven (11) days.
- Pay a flat fee allowance of US\$300.00 for each of the four (4) international Umpires for Accreditation.
- ***Total estimated Umpire allowance US\$ 8240.00***
- **ITOs Meals & Snacks**
 - Provide to all ITOs including Assessors, meals and snacks while they are on duty as Meetings, Training courses and others.
 - Provide all ITOs including Assessors' meals and snacks during the competition hours.
 - If the **playing hours extend beyond 18:00h, provide dinner** at the venue to all ITOs including Assessors.
- **BPACs Staff**
 - Provide Four (4) single rooms at the official hotel, thirteen (13) nights. Breakfast included.
- **Other facilities**
 - Provide a meeting room at the competition venue close to the courts for TOs daily briefing.

4.2.3 Total Nights / Accommodations Intl. TO's and BPAC Staff

The total number of nights required is **187 nights**, as shown in the following table:

Room Type	Number	Nights per room	Total Nights
Single (Referees)	2	11	22
Single (BPAC)	2	13	26
Double (Umpires)	6	10	60
Double (BPAC)	1	13	13
Double (BPAC)	1	11	11
Single (Assessors)	3	11	33
Double (Referee candidates)	2	11	22

4.3 Safety and Security Requirements

The Local Organizer Committee will implement comprehensive security measures throughout the event to ensure the safety of all participants, technical officials, and spectators. Provided controlled access and zoning by clearly defined zones (FOP, warm-up areas, VIP zones, media areas, etc.) with restricted access based on accreditation level.

Include with the proposal a document that guarantees the acknowledgement and support of the local Authorities during the competition days (to guarantee cooperation in traffic management around the venue, emergency evacuation, public order, etc.).

LOC should control the movement of people in the venue and make sure unauthorized people don't have access to restricted areas.

4.4 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.) to manage access and security at the event to the different areas.

4.5 Accommodation & Meals

The Host Member Association shall liaise with the official hotel(s) and carry out all necessary coordination as the organization responsible on behalf of the participant Associations, in line with the invitations sent. Every effort will be made by the Host Member Association to secure preferential rates and ensure quality accommodation for all participants.

The accommodation for team delegations, technical officials and staff shall be of at least 3-star standard minimum. As long as possible, the travelling time between the accommodation and the competition venue should not exceed 30 minutes.

LOC is responsible for collecting information about dietary requirements and allergies and offering adequate options for all participants, technical officials, etc.

LOC is NOT responsible for providing accommodation to entourage. However, it is good practice to offer all supporters deals in nearby hotels different from Team Delegations and Official(s) Hotel(s) (if possible).

4.6 Transportation

The LOC is responsible for technical officials and team delegations starting from the official arrival day(s) and ending with the official departure day.

LOC is responsible for arranging the transportation and organizing the transportation timetable between official hotel(s) and venue according to the official program.

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

4.7 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 individuals, 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.
- The area assigned for medical personnel must be situated close to the FOP and Referee.
- Provide an ambulance and emergency plan to always attend any emergency during training and competition.

- Ice must be available for injuries.

4.7.1 Hospitalization Policy

If, during a BPAC Continental Championship event, an athlete receives care at a hospital, medical clinic, or doctor's office, or is referred to a hospital/doctor by event medical staff, the athlete is barred from further competition until s/he provides a doctor's name, on letterhead or prescription pad, to event medical staff stating that the athlete is authorized to return to competition.

4.8 Insurance

The LOC **must have civil and public liability insurance** in place for the tournament and must be insured against other risks as deemed necessary.

4.9 Water and Snacks

Provide enough but not limited bottled water and snacks at players and TOs lounge during all training and competition days.

4.10 Ceremonies

- There is a requirement to have an opening and an award ceremony. (These activities must be coordinated and approved by BPAC).
 - Opening ceremony should be held the night before the official start of the competition.
- **All medals must be presented**; it is recommended to have a national anthem played, and national flags raised.
- Artistic performances, entertainment happening as well as other speeches from Local Authorities, VIPs, Sponsors, etc. can be featured.
- All ceremonies must be conducted in English and streamed.

4.11 Equipment in the Venue

4.11.1 Match Control

- Two (2) laptops compatible with Tournament Software.
- Laser printer and copy machine (with enough supply of toner). Not injection printers.
- Internet access to desk control and Referees
- Sound system equipment with enough capacity to cover all the venue.

4.11.2 Streaming production and rights

- Badminton Pan Am owns all the streaming and TV rights for Pan Am Junior Championships 2027.
- Internet connections must be of sufficient capacity for different user groups in the venue (match control, streaming, athletes) and if possible, password protected.
- The Candidate Association must include in their proposal information about dedicated internet access (50mbps upload speed minimum) service that must be provided from two days before the beginning to the final day of the competition
- The Candidate Association must provide the following additional equipment:
 - Two (2) laptops Windows OS and PowerPoint software (HDMI ports)
 - Five (5) 14" to 20" TV Screens (HDMI ports)

- Five (5) Camera platforms, height to be defined in accordance with the FOP layout
- Five (5) staff personnel or volunteers to operate the streaming system throughout the event.
- Venue layout indicating the power sources and camera position in/out court.

4.11.3 Live Score equipment

For the Pan American Cup 2027, BPAC will use the Live Score system, the applicant candidates should provide all the requested hardware as follows:

- One (1) Router 5G – Coverage range 50 meters minimum
- Eight (8) TV screens 50" or more.
- Two (2) Laptops Windows OS.
- Eight (8) HDMI cables, 1.5 mts long.
- Full CAT6 cable roll x 320 mts.
- RJ45 connector pack X 50 units.
- Eleven (11) power extensions, 15 mts each.
- An operative technician able to set up all the network/wiring. (provide all installation support).

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

4.11.4 Court Equipment Sponsor

The official court equipment sponsor for BPAC is YONEX. The product categories of the shuttlecocks, court mats, posts and nets are exclusively supplied by YONEX and will be used throughout the competition.

A dedicated space will be provided free of charge for a YONEX-managed stringing service. This area will be located in close proximity to the warming-up zone, ensuring convenient access for players. Stringing services will be offered to players at their own cost. A space for display and merchandise sales stand for YONEX should be provided free of cost (if required), positioned inside or at the entrance of the competition venue.

4.12 Communication, Promotion and Marketing

Competition branding is an essential element for creating a successful and memorable competition. It helps to establish a strong identity, build credibility, increase awareness, create consistency, and improve engagement with participants and supporters.

In the proposal, please detail activities that could be implemented to promote the event (city banners, website, TV advertising, radio advertising, social media, etc.) communication plan, marketing and ticketing strategies.

BPAC must have full access to all video and graphic material which could be produced by LOC, to be used for media/press releases, website and social media update.

4.12.1 Official Logo and Usage

BPAC will grant the right for the LOC to develop a dedicated tournament logo to use together with the Official Continental Event Tournament Logo for marketing and merchandising purposes.

4.12.2 Mixed Zone

The competition venue shall have a mixed zone in proximity to the field of play where accredited media can interview players following a match.

4.12.3 Sponsorship

BPAC and LOC have their own Sponsors and Partners, which play an important role in the competition. It is therefore important to carefully plan in advance how and where they will be displayed in the venue.

4.12.4 Flags

LOC shall make sure that in the main competition area the participants' country flags are properly displayed and clearly visible.

4.12.5 Video and Streaming

- Streaming shall be broadcasted through BPAC YouTube channel unless otherwise agreed.
- To comply with copyright laws and avoid any potential legal issues only music that is explicitly copyright-free, licensed for use, or provided with permission should be played during streaming events.
- LOC is responsible for creating photo zones that shall be clearly marked and give the possibility to take match photos from different sides of the field. (for the official photographer)

4.12.6 Ticketing

The LOC can decide to establish a ticketing system for supporters attending the tournament.

5 Other considerations

5.1 Reports and Information

LOC is responsible for sharing the necessary information of all practical arrangements of the competition concerned.

Regular/Periodical meetings will be held between BPAC and LOC to monitor progress and discuss the next steps.

5.1.1 Technical Visit

BPAC, in coordination with the Host LOC, will run a technical visit. The LOC shall be responsible for the basic costs of the technical visit, accommodation, meals and transportation. The Host must provide the following:

- Accommodation, two (2) nights at the expected official hotel for two (2) people.
- Internal transportation (local mobility, airport, hotel, venue and other places if necessary)
- Guarantee access to the competition venue.
- Provide layouts and set up plans for FOP, training and other facilities.

5.1.2 Alternative Host

Due to internal considerations BPAC ExCo could choose a second option as a reserve host to host the Pan Am Junior Championships 2027, in case the first option cannot adequately deliver the event.

5.1.3 Educational Programme

Organizing a Pan Am Continental Championships offers a great opportunity to promote and develop badminton across your country. BPAC recommends that you take this opportunity to implement an Educational Programme to improve general knowledge of badminton in your country, to inspire future generations. In your proposal, please describe your projects and actions that will support the above aims.

5.1.4 Sustainable Programme

If implemented, what can be the best practices / actions that can be followed to reduce the use of paper, food and waste disposal.

Should you require any additional information or clarification, please contact BPAC Events Teams at the email address listed above.

6 From Bidding to Contract

The Host acknowledges and accepts the differences between the Bidding application and the Contract: this application is explanatory while the Contract contains all duties and obligations to be fulfilled. The Contract outlines all legal, commercial, organizational, financial and reporting obligations as well as all relationships, roles and responsibilities involved in planning, staging and the debriefing of the Championship. It also includes a consensus from the Host to follow a BPAC Continental Championship, accreditation, protocol, doping control, sustainability, volunteer, marketing and communications, media, host broadcaster and other such guidelines. The Host and LOC have jointly operational and management duties; they are the entity legally and financially responsible for fulfilling the obligations of the Contract. The Host and the LOC must maintain appropriate management and supervision throughout the entire event.

7 Annexes

7.1 Annex 1. Accommodation / Restaurant / Hospitals Information

Accommodation (chart per hotel)

Hotel 1

Room	Rates (USD \$)	Comments
Single occupancy	USD \$ 000.00	Bed size
Double occupancy	USD \$ 000.00	Two beds or shared beds
Triple occupancy	USD \$ 000.00	Three beds or a different configuration
Additional services	E.g. free internet access, gym, swimming pool, and other services which could be included	
Distance to the venue	Specify distance in kilometers and estimated time	
Wheelchair (accessible)	Number of available rooms	

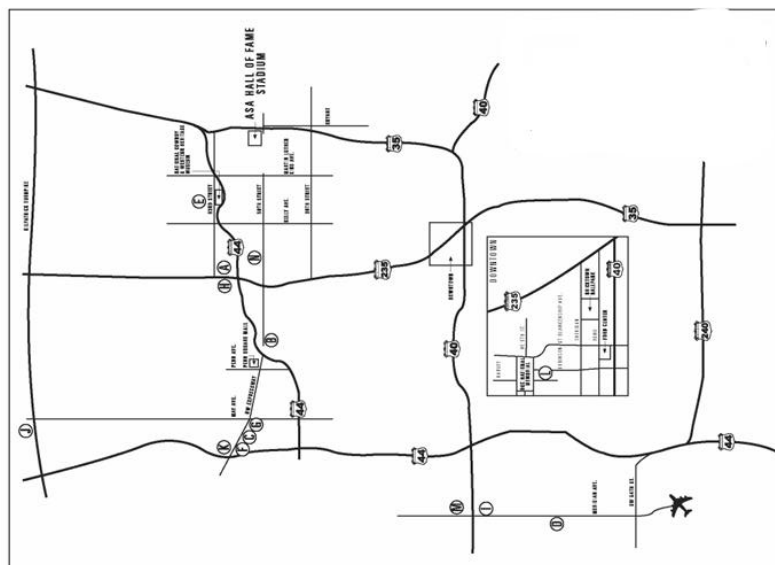
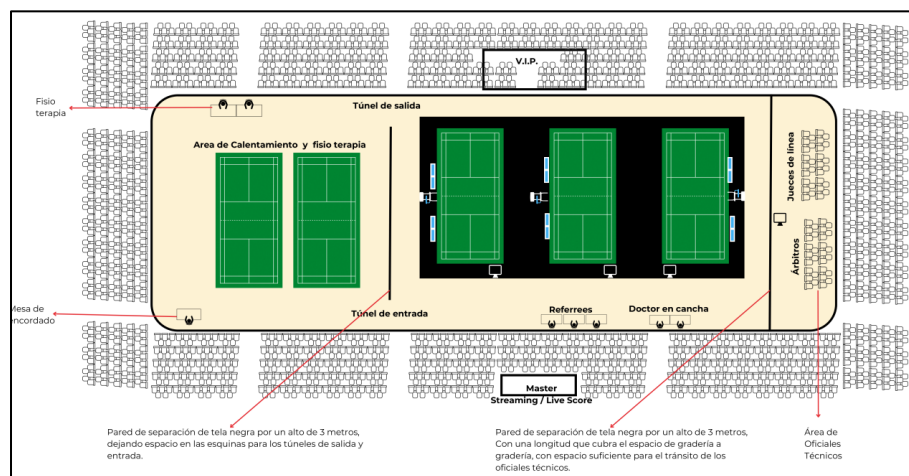
Restaurants

Restaurant	Specialty	Rates (avg per Person)	Distance (mts)
VOS	Pizza & Pasta	USD\$ 10.00 – 30.00	200 mts
GRATTACHECA	Mediterranean	USD\$ 15.00 – 50.00	200 mts
TAMBOR	Local food	USD\$ 3.00 – 15.00	400 mts
Other	e.g. delivery services by mobile app (UBER Eats, Glovo, Rappi and others)		

Hospitals

Name	Distance (in min)	Insurance
North Clinic	10 min	e.g. Assist Card, Surared, International Assistance
West Hospital	5 min	e.g. only receive Assist Card
Sout Hospital	20 min	e.g. Surared and International Assistance

7.2 Annex 2. Layout examples (Map, Venue)



7.3 Annex 3. TOs & Accommodation charts

NTOs Requirement Chart

NTOs	Number	Comments
Umpire	6	Preferable BPAC Level
Line Judges	16	Been at least 16 years old
Match Control	1	Have basic knowledge of Tournament Software
Announcer	1	Capable of communicate in English and Spanish
Shuttle Control	1	Manage use of new and used shuttles
Streaming Operator	3	Operate streaming equipment

Accommodation Chart

Room Type	Number	Nights per room	Total Nights
Single (Referees)	2	11	22
Single (BPAC)	2	13	26
Double (Umpires)	6	10	60
Double (BPAC)	1	13	13
Double (BPAC)	1	11	11
Singles (Assessors)	3	11	33
Doubles (Referee candidates)	2	11	22

TOTAL NIGHTS REQUIRED: 187

7.4 Annex 4. Expected Schedule

Tournament Schedule	Borne by
Day 1	Venue set-up: - Streaming installation - LiveScore installation - Courts set up - Venue set up
Day 2 & 3	Official training
Day 3	Team Managers Meeting (Team Event) Opening ceremony (evening)
Day 4 to 6	Competition
Day 7	Final Award Ceremonies (Team Event) Team Managers Meeting (Individual Event)
Day 8 to 12	Individual competition
Day 12	Final Award Ceremonies (Individual Event)

7.5 Annex 5. Cost Allocation Matrix

The following table does not have any contractual value and it's to be used as reference (not all costs are included).

All costs could be discussed and negotiated and will be specified before the signing of the Host City Agreement between the selected Member Association and BPAC.

Cost Description	Borne by
Host fees	LOC
Tournament venue	LOC
Flight tickets – BPAC Officials & Representatives	BPAC
Flight tickets – Team Delegations	Participating MA
Local transportation for all participants, officials and staff	LOC
Technical Officials per diems	LOC
Accommodation – Team Delegation	Participating MA
Meals (TO's, BPAC staff, volunteers, etc)	LOC
Ticketing	LOC
Live Score / Streaming (Equipment and License)	BPAC
Medals	BPAC
Anti-doping tests and Anti-doping education	BPAC & LOC
Security and medical services	LOC
Insurance	LOC
Internet requirements	LOC
Space for lounges (VIPs, TOs, Athletes)	LOC
Locker rooms for boxers and Referees & Judges	LOC
Provision of water and snacks (Athletes, TOs, etc)	LOC
Ceremonies	LOC

7.6 Annex 6. Checklist

The following list is to be used as a guideline to assist the bidding Member Association to prepare its bid document. It does NOT need to be included in the final version of the bidding documentation.

1. Motivation to host the event	
Description of your motivation and rationale to host the event	☐
Letter of interest	☐
2. About the Host City and Country	
Host City selected	☐
Map of the City and Country provided	☐
Description of the City's transportation system	☐
Records of hosting any international sporting event	☐
3. National Federation	
Description of your experience hosting events	☐
4. Competition Venue	
Seating capacity	☐
Field of Play (FOP) space for four (4) courts	☐
Appropriate space for meeting rooms and offices	☐
TVs screen(s) and scoreboard	☐
Space for lounges (VIPs, ITOs, Referees & Judges)	☐
Locker rooms for boxers and Referees & Judges	☐
Appropriate space/room(s) for warm-up	☐
Anti-doping room and medical rooms	☐
IT-equipped press room and conference room	☐
Wi-fi channels	☐
Floorplan(s) and photos	☐
One (1) warm-up court	☐
Changing rooms(s) and showers	☐
5. International transportation	
Information on main international airport	☐
Estimated travel time / distance from airport to hotel	☐
6. Promotion and ticketing	
Description of commercial strategy	☐
Description of promotional activities	☐
7. Additional Proposal	
Description of projects and actions	☐
Ceremony (Award, Opening, Closing)	☐

