



IOA CONTINENTAL GAMES 2022 BID MANUAL



International
Quidditch
Association



Content of this bid manual

Content of this bid manual	1
1 - Introduction	2
Requirements for applicants	2
2 - About quidditch	3
What is quidditch?	3
The International Quidditch Association	3
Our mission and values	3
Our membership	4
3 - IQA Continental Games 2022	5
European Games	5
Pan American Games	5
4 - The bidding process	6
Intent to Bid	6
Initial Bid	6
Site visits	6
Bid timeline	7
COVID-19	7
5 - Organising agreement options	9
6 - Initial bid	10
Minimum requirements	10
Enhanced requirements	14
7 - Contact	16
Appendix 1 - Intent to Bid form	17
Appendix 2 - Initial Bid Snapshot	18



1 - Introduction

The International Quidditch Association (IQA) is happy to present this bid package which contains information to bid on:

- IQA European Games 2022
- IQA Pan American Games 2022

Section 3, covering the IQA's events, will go more into details about each of these events, listing hotel nights and attendance.

Section 6 will discuss the details of what must be submitted to the IQA with each bid.

The events will take place from June until August, although dates within these months are flexible to allow for bidding organizations to present the best bid. Where possible, bids should avoid regional exam times, significant regional events, and holidays, as all these events may impact the participation of many of our athletes and teams.

Requirements for applicants

Bids will be accepted from:

- National Governing Bodies
- Local governments
- Event planning organizations
- Community groups

To be eligible to submit a bid, there must be an existing National Governing Body (NGB), which is either a full or associate member of the International Quidditch Association (IQA) and is in good standing with the IQA. Please contact events@iqasport.org if you are unsure about the existence of a National Governing Body in your area.

Bids submitted by an organization or group other than the National Governing Body must include a letter of support from the local NGB.

Countries submitting bids must ensure that their government has ratified, accepted, acceded to, or approved the UNESCO International Convention against Doping in Sport ([link](#)), and that their national anti-doping association complies with the World Anti-Doping Code (2015) published by the World Anti-Doping Agency ([link](#)). Countries that do not meet these requirements will not be considered as host nations.



2 - About quidditch

What is quidditch?

Quidditch is a mixed-gender, fast paced, full contact, high-intensity sport played across six of the world's seven continents. The game features 4 positions and 3 types of game-balls, all offering different playstyles and techniques from other sports and disciplines. The specific handicap for this sport is all players must be mounted on 'brooms' which they hold between their legs. The quaffle is used as the primary means of points scoring in the game, giving ten points when it legally passes through any one of the opponents' hoops. It is handled by each team's chasers of which there are four per team, one of whom is considered a keeper who has extra privileges to distinguish their position. Three bludgers are fought over by the two beaters from each team. When a bludger hits an opposition player, they must dismount their broom, and are considered out of play until they tag back into their own hoop. The third ball only comes into play after 18 minutes of game time and is contained in a sock-like material to create a tag and attached to another neutral official, the Snitch Runner. It is the task of each team's seeker to attempt to grab this tag from the snitch runner's waistband, this awards the catching team 30 points. With these points, if the catching team is in the lead, they win, if not, the match proceeds to overtime. This is where the seekers and snitch are removed and the remaining six on each team battle it out, scoring quaffle points until the set-score for the game is reached.

The International Quidditch Association

The IQA is the international governing body for quidditch and supports quidditch development and competition worldwide. The IQA aims to lead and promote the sport of quidditch by holding international sporting events, supporting other quidditch groups, and by sharing quidditch and its values of gender equity and inclusivity with a broader audience.

Our mission and values

The IQAs' Mission Statement is:

"To lead and promote the sport of quidditch by holding international sporting events, supporting other quidditch groups, and by sharing quidditch and our values of gender equity and inclusivity with a broader audience."

The values of quidditch are as follows:

Inclusivity

Quidditch is a sport that welcomes, celebrates and actively encourages participation by diverse individuals. As a community we want our sport to be inclusive of people of different ethnicities, cultural backgrounds, ages, languages, genders, and sexual orientations.

Integrity

Integrity is about being honest and holding yourself to high moral principles. Both on and off the field, quidditch players strive to be people of integrity and encourage a similar mindset in others.



Accessibility

Quidditch is a unique sport and has encouraged people who are not usually interested in sport to pick it up and become more physically active. As well as encouraging this, we also want to be a sport that as many people as possible can play by being accessible to people with differing abilities.

Openness

As the IQA we want to be open with the community, this means communicating clearly with our NGBs and the broader community of players, volunteers and supporters. We also want to be an open, welcoming organization that people feel able to engage, work or volunteer with.

Empowering

As the IQA we believe that our role is to support and empower people within our community to do the best that they can. We want to encourage our volunteers and give them the skills and help they need to do the best that they can. We want to work with NGBs, teams and players around the world to do the best that we all can to take our sport to the next level.

Our membership

The IQA is working with over 40 countries around the world to help grow and develop quidditch. With membership teams focused on expansion, resources, youth quidditch, diversity, and inclusion within our member organizations. This includes providing networking opportunities and collaboration channels for member organizations. IQA volunteers help ensure members are aware of the latest rulebook updates, translation assistance, and tech recommendations to develop the sport within their country/region. The IQA works with NGB volunteers to help support the roughly 550 teams and 9000-10000 active players.



3 - IQA Continental Games 2022

International and regional teams from countries in each continental region compete to provide high-level competition regularly around the globe and allow teams a chance to compete between IQA World Cup years. Continental regions are determined by the IQA by team density and identifying reasonable travel distances for our members.

At the most recent European Games in 2019 in Bamberg, Germany, teams from 20 European nations met to compete. Over 400 athletes attended from Europe and the event attracted volunteers from as far away as the United States and Australia. News coverage was provided throughout Europe and helped the development of teams from around the area. The IQA seeks to build on the success of the 2019 tournament.

European Games

Previous hosts:

2015: Sarteano, Italy

2017: Oslo, Norway

2019: Bamberg, Germany

The IQA expects attendance from more than 15 international teams from throughout Europe. Quidditch is currently played in over 20 European nations, and most will field a team for this competition. This event will take place over 5 days, and will include workshops, education sessions and exhibition games in the days before the three-day international competition.

Bidders for the IQA European Games may be in Iceland, the United Kingdom, mainland Europe, or Turkey. Bidding nations do not need to be members of the European Union or any other European body. Bidders should prepare for up to 400 athletes and team volunteers, in addition to tournament volunteers. Given 4-person hotel rooms, this will be 110-125 rooms booked at its peak, and 400-475 room nights for the event.

Pan American Games

Previous hosts:

2019: Richmond, Virginia, USA

The IQA expects attendance from 4 to 10 teams from North and South America at the second edition of the IQA Pan American Games. While most teams will be national teams (e.g. Team Brazil), nations will have the chance to submit regional teams to ensure more even competition and development for both more established and more novice nations. This event will take place over 4 days, and will include workshops and education sessions for attendees, and exhibition games, in the days before the two-day international competition.

Bidders for the IQA Pan American Games may be located anywhere in North, Central, or South America, or the Caribbean. Bidders should prepare for up to 200 athletes and team volunteers, in addition to tournament volunteers. Given 4-person hotel rooms, this will be 60-75 rooms booked at its peak, and 200-250 room nights for the event.



4 - The bidding process

The International Quidditch Association is currently accepting bids for the IQA Continental Games 2022. Please review all items in this manual before submitting your bid package.

It is important to note that any cities or other external organizations and community groups who wish to bid for the IQA Continental Games must have the backing of the IQA-recognised National Governing Body (NGB) for that region/country. The details of the partnership between the bidding party and the NGB will be negotiated if the bid is successful; previous events have seen the NGB assisting with media coverage, providing volunteers, or undertaking other tasks that require volunteers fluent in the local language. The IQA must be able to rely on the support of the NGB in addition to the bidding party.

Intent to Bid

After reviewing the manual, please email a completed Intent to Bid form to events@iqasport.org. The form can be found in Appendix 1. Intent to Bid forms can be sent separately from the Initial Bid and supplemental materials. You will be provided a confirmation of receipt by email within 3 business days.

Initial Bid

In the Initial Bid phase, the IQA will welcome Initial Bid packages. Initial Bids will allow the IQA to select the top bids for a Site Visit, and they must be a full representation of what the bidding country can offer. The Initial Bid process will ensure that bids meet the basic needs of the IQA and allow the IQA to work with all bidders to ensure the best bids possible. All Initial Bids will be welcomed during this time, provided they include the information listed below. This bid manual outlines what an ideal bid would look like. If your bid does not meet all the requirements in this manual, we advise you to still submit your bid. Depending on what information you are missing, exceptions can be made.

Up to three finalists will be chosen by the IQA Events and Membership Services Department for each event, these will then be subject to a site visit.

To submit an initial bid, the information listed in Section 6 of this bid manual must be submitted to the IQA. The information may be submitted using the form found in Appendix 2, or in any other format as long as all of the required information is included. Bids must be submitted in PDF format to events@iqasport.org by September 30, 2021. You will be provided a confirmation of receipt by email within 3 business days.

Site visits

Finalists will be expected to organize travel (including costs) and welcome two IQA representatives, chosen by the IQA, for a Site Visit of all locations listed in the bid including and not limited to the fields, accommodations, potential social venues, etc.



Bidders who receive a Site Visit shall be expected to provide the following:

- Hotel accommodation at one of the hotels listed in the bid for 2 nights, with no more than 2 individuals per hotel room
- Flights from the airport nearest to each visiting IQA representative to the airport recommended for travel within the bid package
- Tours of all the sites listed within the bid, and meetings with managers or other appropriate personnel at each location
- A meeting with all of the bid organisers towards the end of the site visit

The IQA representatives conducting site visits may not accept more than \$30 worth of gifts and will not accept any inappropriate entertainment.

Following the completion of all site visits, the IQA Events and Membership Services Department will deliberate and select the final location.

If a bidding organization would like to bid but may not be able to pay for site visits, please submit your bid regardless however specify that you cannot afford to pay for the site visits and justify your need for site visits to be paid for by the IQA.

Bid timeline

1. The bidding process for the IQA Continental Games 2022 begins on August 1, 2021.
2. After reviewing the manual, please submit a complete Intent to Bid form to events@iqasport.org.
3. Submit the completed bid package to events@iqasport.org. If you are submitting bids for multiple locations, a separate bid package needs to be submitted for each location. All bids are due by September 30, 2021.
4. The IQA Events and Membership Services Department will select and announce event finalists by October 15, 2021.
5. Site visits will be scheduled between October 16 and 31, 2021.
6. Once the site visits have been completed, the IQA Events and Membership Services Department will decide on a location for each event. Bid organizations will be informed by November 15, 2021 and locations will be announced on November 19, 2021.

COVID-19

The bid selection process could be impacted due to COVID-19. Site visits are an important part of the selection of our event sites. Keeping travel restrictions, and health and safety concerns during the bid selection period in mind, the IQA Events and Membership Services Department may opt for an alternative site visit. In this case, the site visit will be conducted virtually. More information will be provided to bid finalists.

To ensure the best possible conditions for the organization of the IQA Continental Games with COVID-19 in mind, the IQA will require extra precautions to be taken during the event. These include but are not limited to extending time between games to disinfect equipment and adding an extra day of competition to the IQA European Games. We encourage bidding organizations to include all support they can give in ensuring a safe event for all attendees in the bid package.



The bid manual includes questions about a venue for a social event or after party, please keep in mind that we'd look for a location suitable within COVID guidelines. The IQA may decide not to host an afterparty at the event.

The IQA Events and Membership Services Department will work with the members to develop a list of criteria which will be used to track the impact of COVID-19 on each of the events. This list will include the extra precautions taken to ensure a safe event for all attendees, and conditions needed to be met for the event to be able to go ahead safely. Each of the IQA Events will be individually evaluated on an ongoing basis. We will work closely with each of our bidding partners in this process.



5 - Organizing agreement options

The IQA is looking into partnering with national governing bodies or other bidding organizations, depending on the experience and resources of the bidding organization.

The different levels of partnership are the following:

- A licensing agreement in which the bidding organization is responsible for organizing the event.
- A partnership agreement between the bidding organization and the IQA which the bidding organization does the bulk of the work.
- A support agreement in which the IQA organizes the full tournament with local support.

In a licensing agreement, the IQA will negotiate benchmarks with the bidding organization and the bidders will be responsible for the full organization of the event, while checking in with the IQA at pre-agreed upon times and stages. If a bidding organization wishes to have a licensing agreement, the IQA will need to see proof of previous successful events organized by the same group or organization, and will need to have reasonable certainty that the IQA will receive financial consideration.

A bidding organization may prefer a partnership agreement, in which the bidding organization and the IQA are both responsible for the event. Event oversight and work is a collaborative effort between both organizations to develop the skills of the organizing group and ensure a successful tournament.

We also recognize that the best bid might come from an area where the bidding organization lacks the expertise to take on most of the responsibilities of the organization. In this agreement the IQA will hire a tournament committee and organize the event. However, we do ask that the bidding organization supports the IQA in hosting the tournament.

Bids submitted must outline which of the three agreement types they would like to use and which they feel would be a best fit for their skills and abilities, as well as suggestions of the split of specific responsibilities. Negotiation of the particulars of the licensing or partnership agreement will take place as bids are being considered to ensure the best possible tournament.

In any bid if there is an individual or individuals involved in the bidding who would be part of the organizing team in a licensing situation, or who would like to be involved in the organization in a partnership or support situation, the bid must include:

- Those individuals' names
- Desired roles
- Contact information
- A short summary of their skills and previous accomplishments with respect to event organization in the role they would like



6 - Initial bid

The International Quidditch Association must be provided with supplemental bid materials that address the following bid requirements. Bids must address the Minimum Requirements. Additional weight will be put on bids that also meet criteria under the Enhanced Requirements.

Upon submission of a bid package by a bidding party, the International Quidditch Association will assume that the bidding organization has read and fully understands the responsibilities, requirements, and expectations needed to host an International Quidditch Association event.

Minimum requirements

General information

- The name of the submitting organization or city.
- The names of the committee working on this bid.
- The name, title, and contact information for the bid's point of contact.
 - They must be fluent in English and the local language(s) if different.
 - They must also be associated with the bidding organization and be willing to work with the organizing committee - typically as a member of the organizing committee itself, although in the case of organizations or local council bidding for the event, specify an individual assigned to assist the tournament committee in setting up the tournament.
- Statement of which event you are bidding for.
- Desired relationship with the IQA: support, partnership or licensing.
 - Include information about the individuals who will be involved in the organization:
 - Names;
 - Desired roles;
 - Contact information;
 - A short summary of their skills and previous accomplishments with respect to event organization in the role they would like.
- The address of the site(s) offered and the distance between them if applicable.
 - Venues will not be considered if there is more than 1km between the proposed fields or if there is a main road between the pitches.
- The name, title and contact information for the facility's point of contact and the language(s) spoken by this individual.
 - Preference given to bids with facility contacts who speak English.
- The dates offered for the event between June 1st and August 31st.
- A list of languages spoken by the majority of locals in the host city.
- Historical weather data from the past 5 years for the week before and after the proposed event weekend(s).
- Motivation for submitting the bid.
- Letters of support from the host location and other relevant organizations.
- A letter of recommendation or support from the National Governing Body for that country/region if the bid is not submitted by the NGB.



Venue information

- The total size of available playing surfaces in metres squared, and a description of the type of field (i.e. football pitches, baseball pitches, multisport fields, etc.)
- A description of the playing surface (turf or grass, etc.) and type of turf if there is turf (i.e. rubber pellets, turf over concrete, etc.).
 - Preference given to bids that have artificial turf, or grass if there is unlikely to be rain during the event.
- The number of pitches that can be comfortably placed on the playing surface. Pitches must be 44m by 66m, with no more than 1km between furthest pitches and at least 3m of space between pitches if multiple pitches will be on the same playing surface.
 - Minimum 5 pitches to bid for European Games, preference will be given to bids with at least 6 pitches.
 - Minimum 2 pitches to bid for Pan American Games and Oceania-Asian Games, preference will be given to bids with at least 3 pitches.
- Spectator seating, lighting/floodlights, scoreboards and other amenities on-site, or availability of rental spectator seating if there is not built-in seating for all pitches.
 - Preference given to bids that have lighting on all fields and bids that have built-in spectator seating for at least one pitch.
- The venue's ability to mark out pitch lines ahead of time (and the associated costs); if not, the possibility for the organizers to mark out pitch lines themselves using equipment provided by the venue.
- Description of the parking area, restroom facilities, changing rooms, indoor, and outdoor space.
 - Bids must include at least 2 accessible restrooms (for spectators/fans in wheelchairs, athletes using crutches, etc.), either an accessible stall in a multi-stall restroom, or an accessible single-stall restroom, or include plans and cost for an adequate number of portable toilet stalls that will be accessible.
- Potable water fountains and spigots available for cooler refills. These must be available and turned on for the duration of the event.
- Ability to use the facilities at the venue ahead of the tournament.
 - Hard requirement: 1 day before the event is scheduled. Preference to venues with 2 or more days before the scheduled event.
- The availability of a room or space on-site that can be dedicated as a tournament office with internet access and power plugs.
 - Preference given to bids that include space for at least two separate rooms for the use as tournament office.
- Potential for overnight equipment storage.
 - Preference given to bids that include overnight equipment storage a few days in advance of the tournament (with regard to the aforementioned ability to use the facilities ahead of the tournament).
- An estimate of the maximum allowed capacity of all offered spaces.
- The availability, quality, and coverage of wifi on-site or potential for high-quality wifi.
 - Bids must include the minimum bit-rate provided to broadcast video in uplink (in kilobits per second)



- The availability, quality and cost for mobile data at the location.
- Access to a public announcement/microphone system to help create atmosphere at the event, announce games, etc. Include extra cost if there's a cost associated with this.
- Access to multiple electric outlets, low and high voltage, near the fields and throughout the facility. Ideally mark these up on a map.
- Photographs, included in the bid package, or a video, uploaded to YouTube or similar service and linked to in the bid package, of each field, the playing surface (both general & up-close shots + multiple photos for each field) and the amenities at the field and tournament site.
- A map of the tournament site indicating the following information:
 - Outlining how pitches will fit in the facility;
 - All relevant spaces marked out, with photo's referring to areas on the map (such as each individual field photo indicating which one on the map that is);
 - A map indicating where electric outlets can be found.
 - Use a separate map to indicate the location of on-site defibrillators and emergency exits if applicable.

Safety and First-Aid

- An overview of local regulations and measures in place at the event venue, accommodation and in the host city and country/region to minimize the risk of COVID- 19 spreading and infection.
- A first-aid plan on-site, including:
 - The number of ambulances available at the pitch at all times;
 - Languages spoken by the majority of medical professionals;
 - A description of what on-site medical coverage can and can't do;
 - Cost for first-aid/EMT/another level of medical coverage accepted by the NGB for its national tournaments.
- A description and distance (in km) of nearby hospitals.
- Description of venue security measures already in place.
- Availability of event security agents and associated cost.
- Description of the fencing around the tournament site.
- A detailed explanation of the insurance required to run the event in the proposed facility.

Vendors and Catering

- A list of any permits necessary for selling merchandise, food and beverages.
- Information about food and beverage stations already on-site (including hours these will be operated and open for participants), or a plan and allocated space for food and beverage vendors.
- Include plans for food appropriate for competing athletes.
 - Plans must include healthy food, vegetarian options, and child-friendly options.
 - Preference given to bids that include plans for gluten-free and/or vegan options in addition to the above options.



IQA volunteers will coordinate with facility contact for set-up and teardown procedures as well as delivery and storage of all merchandise and product prior to set-up day. The merchandise booth will be under the direction of IQA volunteers and will not pay a commission to facility management or concessionaire for exclusive rights to this area. All IQA souvenirs and merchandise (including any programs and tournament t-shirts) are the exclusive rights of the IQA and the IQA has the right to provide space for its vendor partners.

The bidding host may help the IQA solicit local vendors that would enhance the event; however, all vendors must be approved by the IQA and all fees would be paid directly to the IQA by such vendors prior to the event. The host may provide a welcome table and collateral material at check-in and during all hours of the event to assist athletes, families, and spectators with directions, area attractions, etc.

The merchandise area will require electricity access.

Hospitality

- A plan to accommodate:
 - A minimum of 500 athletes and volunteers for European Games.
 - A minimum of 300 athletes and volunteers for Pan American Games.
- Description of types of accommodation appropriate for the room nights listed in Section 3, including average rates, room occupancy options, total capacity, distance from the tournament site, and available amenities (breakfast, free wifi, pool and fitness center, etc.).
 - Hotel rates must be no more than \$40 a night per person, including the rebate and any resort or day-use fee, and excluding city-tax.
 - All hotels, homes and condos submitting their property for tournament housing must offer a reduced rate package that should be the lowest rate available to anyone during the tournament time period.
 - Preference will be given to bids that suggest accommodation under 3km from the tournament venue, or within 20km of the tournament venue if a transportation plan is included. In case of a transportation plan, please add additional cost if applicable.
- Complimentary rooms for IQA tournament staff and volunteers must be provided at the hotel's standard comp rate.
- Availability of local gym halls, camping options, or similar near the tournament venue that would allow for low-cost volunteer accommodation.
- Demonstration of adequate public transport in the city. Please provide:
 - A detailed outline of public transportation options from nearest international airports and/or train stations to the tournament venue, as well as options between accommodation and the tournament venue.
 - Estimates of cost and travel time for each of the above routes.
 - Differences in evening/night services and/or weekend and Sunday schedules.
 - Estimated costs for taxi or rideshare services for the same distances.
- Availability and description of at least one venue that can host a social event, and the minimum age to enter the proposed venue.
 - For European Games, venue capacity must be at least 600 individuals
 - For Pan American Games, venue capacity must be at least 500 individuals
 - Preference will be given to bids that suggest venues under 5km from the majority of



accommodation, or within 20km of the majority of accommodation if a transportation plan is included.

Finances and support

- List all cash financial support and/or in-kind services offered to the event to defray costs of the event from IQA and participating teams.
- A binding offer from the facilities listed in the bid presenting all potential costs.
 - Rental fee for tournament venue for the duration of proposed tournament dates;
 - Pitch marking;
 - First aid (a minimum of 2 ambulance crews, or the equivalent);
 - Event-security
 - Venue PA-system (if applicable);
 - Organized transit (if applicable);
 - Temporary fencing at the venue (if applicable);
 - Overnight security (if applicable);
 - Other relevant costs.

Diversity, Equity, & Inclusion

- Demonstrated safety and security of all prospective event attendees, including members of historically marginalized communities such as BIPOC, trans and gender non-conforming people, and other queer peoples. Please provide the IQA with the following information:
 - Have there been any recent historical incidents (in the past 1-3 years) of racist and anti-LGBTQIA+ violence around the site?
 - Has there been any legislation passed that works against protected groups recently (BIPOC, trans and other queer peoples)?
 - Have there been recent laws to bring protection to BIPOC and LGBTQIA+ communities?
 - What is the relationship between the bidding country/region and the locals/ potential attending NGB members?
 - Have the political parties in power displayed discriminatory leanings or views?
 - Does the host site have any department or party that works on diversity and equity? Within marketing? As a department?

Enhanced requirements

Bids must address the Minimum Requirements listed above. Additional weight will be put on bids that also meet some or all of the following criteria.

General information

- Name of a legal consultant within the country.
 - This person may be from the NGB, bidding organization, or a legal expert; this will be the person who is available to consult regarding all legal matters including ticket and merchandise sales, taxation, contract law, etc.
 - They must be fluent in English and the local language(s) if different.



- Major legal considerations for an international organization doing business in the country of the bid.
 - Consider sales, tickets, taxes, permits, etc.
- Name and contact information of a CVB or Sports Commission contact/liaison to assist with planning and execution of the event.
- Relevant past experience with the hosting of events of the bidding organisation and other stakeholders involved in the bid; please give special attention to prior experience with sporting events on the side of the proposed venue.
- Involvement of local LGBTQIA+ advocacy organizations or local or national organizations promoting gender equity in sport.
- Descriptions of any assistance to help teams obtain travel visas.
- City population.
- A list or map of restaurants, tourist attractions and restaurants.

Venue information

- A championship style field at the tournament venue, with seating for up to 1,500 spectators that has adequate resources to support a livestream.
- Fully accessible facilities for spectators/fans in wheelchairs, athletes using crutches, etc. (parking area, restroom facilities, indoor, and outdoor space).
- Exclusive access during the competition days, and at least one day beforehand.
- Tables and chairs provided by the venue for tournament use.
- Volunteers and support staff on-site leading up to, during, and after the event.
- Trash removal and waste management provided.
- The ability to have amplified sound and music. Include additional cost and permits required if necessary.
- Proximity to a major airport, large city center and in-county hotels.

Safety and First-Aid

- Availability of mental health professionals who can provide support and safe spaces for attendees in personal crisis situations.
- An overview of the regional and national COVID-19 infection rate.
- Plans for overnight security over the course of the tournament. Please include the cost.
- Fencing around the athletic venue with dedicated entry points, this may be permanent or temporary fencing. In case of temporary, include additional cost.

Vendors and Catering

- Free meals for staff and volunteers during the tournament.
- A list of venue-affiliated vendors such as food trucks, bars, apparel, etc.

Hospitality

- A post-event rebate on each hotel room night paid to the IQAA from the hotel. The rebate must be incorporated into the price of the room and cannot increase it.
- Support in organizing after-parties or other supplementary events.
- Welcome bags, including visitor guides, maps, brochures, restaurant and attraction coupons.
- Athlete perks, such as swag or complimentary access to athletic facilities or local discounts.



Marketing

- Promotional and marketing support, including press, social media, community networks, discounted or complimentary local advertisement placement, media contacts, PR support.
- Listing and link to purchase tickets (if applicable) on the host city's or CVB website and the host facility's website (if applicable), including a homepage listing starting one month prior to the event.
- Overview of all local and the main national media outlets. Please note which you have contact information for.

Finances and support

- Tournament venue free of charge, for the duration of proposed tournament dates.
 - Should the facility and fields provided free of charge, please include invoice listing value in the bid package.
- A list of partners or sponsors that the venue is already working with and potential to gain their financial support for the tournament.
- A list of local logistics service providers and rental businesses with whom the bidder has had positive experiences, if applicable. (Including tents, port-a-potties, golf carts, seating, barriers, merchandise, printing, signage, banner services etc.).

Feel free to add any other information that you feel will help the IQA Events and Membership Services Department come to a decision about your bid.

7 - Contact

If you have any questions regarding this bid or the bidding process, please contact the IQA Events and Membership Services Department at events@iqasport.org.



Appendix 1 - Intent to Bid form

This form can be submitted separately from the bid information. This form should be submitted as PDF through email to events@iqasport.org.

Here you can find a downloadable [word-version](#) and [PDF-version](#).

Country	
Host City, State	
Bidding organization	
Address	
Phone	
Email	
Website	
Contact person	
Title	

Event applying for

- IQA European Games 2022
- IQA Pan American Games 2022

By signing and submitting this intent to bid form, I affirm that I am an authorized representative of the organization submitting this application and confirm that we have read and understand the terms and responsibilities outlined in the bid manual.

Authorized Organization Signature

Date

Print Name

Title



Appendix 2 - Initial Bid Snapshot

This form should be submitted as PDF through email to events@iqasport.org. Here you can find a downloadable [word-version](#) and [PDF-version](#).

Minimum requirements

General information

Bidding organization		
Bid committee		
Bid point of contact	Name	
	Title	
	Contact information	
Event bidding for	<input type="checkbox"/> IQA European Games 2022 <input type="checkbox"/> IQA Pan American Games 2022	
Desired relationship with the IQA	<input type="checkbox"/> Licensing agreement <input type="checkbox"/> Partnership agreement <input type="checkbox"/> Support agreement	
Information about the individuals who will be involved in the organization		
The address of the site(s) offered and the distance between them if applicable		
Facility point of contact	Name	
	Title	
	Contact information	
	Languages spoken	



Dates offered			
Local languages			
Historical weather data	Low temperature	Rain	Time sunrise
	High temperature	Humidity	Time sundown
Attachments	<input type="checkbox"/> Bid motivation <input type="checkbox"/> Letters of support from the host location and other relevant organizations <input type="checkbox"/> A letter of recommendation or support from the National Governing Body for that country/region if the bid is not submitted by the NGB		

Venue information

Total size of available playing surfaces in metres squared		Description of the type of field (i.e. football pitches, baseball pitches, multisport fields,...)	
A description of the playing surface (turf or grass, etc.)		Type of turf if there is turf (i.e. rubber pellets, turf over concrete, etc.)	
The number of pitches that can be comfortably placed on the playing surface			
Description of venue amenities	Seating		
	Floodlights		
	Scoreboards		
	Other amenities		



Ability to mark out pitch lines ahead of time (and the associated costs)		
Description of facilities	Parking area	
	Restrooms	
	Changing rooms	
	Indoor facilities	
	Outdoor facilities	
Accessibility of facilities		
Potable water fountains and spigots available		
Ability to use the facilities at the venue ahead of the tournament		
The availability and description of a tournament office		
Potential for overnight equipment storage		
An estimate of the maximum allowed capacity of all offered spaces.		
The availability, quality, and coverage of wifi on-site or potential for high-quality wifi		
Access to a public announcement / microphone system (and cost)		
Access to electric outlets, low and high voltage		

Attachments - Photos or video	<input type="checkbox"/> Each field <input type="checkbox"/> Playing surfaces (general + close-up) <input type="checkbox"/> Restrooms <input type="checkbox"/> Changing rooms <input type="checkbox"/> Tournament office <input type="checkbox"/> Other amenities
Attachments - map	<input type="checkbox"/> Outlining how pitches will fit in the facility <input type="checkbox"/> All relevant spaces marked out, with photo's referring to areas on the map <input type="checkbox"/> A map indicating where electric outlets can be found Location <input type="checkbox"/> of on-site defibrillators and emergency exits

Safety and First-Aid

An overview of local Covid-19 regulations and measures		
A first-aid plan on-site	Number of ambulances	
	Languages spoken	
	A description of what on-site medical coverage can and can't do	
	Cost	
Nearby hospitals	Description	
	Distance (in km)	
Description of venue security measures		
Availability of event security agents and associated cost		
Description of the fencing around the tournament site		
A detailed explanation of the insurance required for the event in the proposed facility		



Vendors and Catering

Permits necessary for selling merchandise, food and beverages		
Information about food and beverage stations already on-site or a plan and allocated space for food and beverage vendors		
Plans for food options		

Hospitality

A plan to accommodate the required number athletes and volunteers		
Description of accommodation	Accommodation type	
	Average rates	
	Room occupancy options	
	Total capacity	
	Distance from tournament site	
	Available amenities	
Complimentary rooms for IQA tournament staff and volunteers		
Availability and description of low-cost volunteer accommodation options		
Public transport options in the city	Nearest international airports and/or train stations to the tournament venue	



Public transport options in the city (cont.)	Accommodation to the tournament venue	
	Cost and travel time for each of the above routes	
	Estimated costs for taxi or rideshare services for the same distances	
Differences in evening/night services and/or weekend and Sunday schedules		
Availability and description of at least one venue that can host a social event		

Finances and support

List all cash financial support and/or in-kind services offered	
Attachments	<input type="checkbox"/> A binding offer from the facilities listed in the bid presenting all potential costs

Diversity, Equity, & Inclusion

Recent historical incidents of racist and anti-LGBTQIA+ violence near the site?	
Any legislation passed that works against protected groups (BIPOC, trans and other queer peoples)?	
Recent laws to bring protection to BIPOC and LGBTQIA+ communities?	
What is the relationship between the country/region and the locals/potential attending NGB members?	
Have political parties in power shown discriminatory leanings or views?	
Does the host site have any department or party that works on diversity and equity? Within marketing? As a department?	



Enhanced requirements

General information

Name of a legal consultant within the country	
Major legal considerations for an international organization doing business in the country of the bid	
Name and contact information of a CVB or Sports Commission contact/liaison to assist with planning and execution of the event	
Relevant past experience with the hosting of events	
Involvement of local LGBTQIA+ advocacy organizations or local or national organizations promoting gender equity in sport	
Descriptions of any assistance to help teams obtain travel visas	
City population	
Attachments	<input type="checkbox"/> A list or map of restaurants, tourist attractions and restaurants

Venue information

A championship style field at the tournament venue, with seating for up to 1,500 spectators that has adequate resources to support a livestream	
Fully accessible facilities	
Exclusive access during the competition days, and at least one day beforehand	
Tables and chairs provided by the venue for tournament use	



Volunteers and support staff on-site	
Trash removal and waste management	
The ability to have amplified sound and music. Include additional cost and permits required if necessary	
Proximity to a major airport, large city center and in-county hotels	

Safety and First-Aid

Availability of mental health professionals who can provide support and safe spaces for attendees in personal crisis situations	
Plans for overnight security over the course of the tournament. Please include the cost.	
Fencing around the athletic venue with dedicated entry points, this may be permanent or temporary fencing. In case of temporary, include additional cost.	
Attachments	<input type="checkbox"/> An overview of the regional and national COVID-19 infection rate

Vendors and Catering

Free meals for staff and volunteers during the tournament	
Attachments	<input type="checkbox"/> A list of venue-affiliated vendors such as food trucks, bars, apparel, etc.



Hospitality

A post-event rebate on each hotel room night paid to the IQA from the hotel	
Support in organizing after-parties or other supplementary events	
Welcome bags, including visitor guides, maps, brochures, restaurant and attraction coupons	
Athlete perks, such as swag or complimentary access to athletic facilities or local discounts	

Marketing

Promotional and marketing support	
Listing and link to purchase tickets (if applicable) on the host city's or CVB website and the host facility's website (if applicable), including a homepage listing starting one month prior to the event	
Attachments	<input type="checkbox"/> Overview of all local and the main national media outlets. Please note which you have contact information for.

Finances and support

Tournament venue free of charge	
Attachments	<input type="checkbox"/> List of partners or sponsors that the venue is already working with <input type="checkbox"/> List of local logistics service providers and rental businesses