

*In cooperation with the IAAF*

WMA CHAMPIONSHIPS Outdoor (Stadia) and Indoor

Bidder’s Guidelines

*Published July 2019 for Bidders 2023-2024 onwards*

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*IN COOPERATION WITH THE IAAF*

**Section 2:**

**EXECUTIVE SUMMARY**

**WORLD MASTERS ATHLETICS**

World Masters Athletics (WMA) is the worldwide governing body for the sport of Masters Athletics, including track and field, race walking, cross country and road running.

WMA is a non-profit sports entity which was first registered in 1975 in Sweden. In 2016 the registration headquarters was transferred to Monaco and for the entire existence of the organisation there have been no paid officers. WMA Members are those IAAF affiliates or countries recognised by the IAAF and WMA as member countries.

WMA athletes are male and female athletes from, and approved by, their respective Member federations as being in good standing, who are 35 years or older and who compete against other same-gender athletes in their respective five-year age-groups. There are no pre-requisites, nor qualifying standards. Every athlete meeting the age-requirement is eligible to compete in the first round of any event, if he or she is registered and approved by their federation by the entry deadline. First, second and third place finishers in the finals of every event are awarded gold, silver and bronze medals, respectively, as well as diplomas. There is no cash or monetary awards.

The first Outdoor (Stadia) Championship was held in Toronto Canada in 1975. WMA Indoor Championships were first conducted in 2004. Both the Indoor and the Outdoor Championships include non-stadia championship events, including 8km and 6km cross country, half marathon, 10km road race and 10km and 20km road race walks. The WMA Marathon is now held as a separate event.

* The WMA Outdoor (Stadia) Championships are now held on alternative (even) years
* The WMA Indoor Championships are now held on odd (uneven) years

Traditionally, WMA Stadia Championships held in Europe have attracted larger numbers of registrations than those held in the other WMA regions. WMA Indoor Championships (2014, 2017) attracted registrations of around 4,000.

This is shown in the following statistics.

2011    Sacramento, USA    Stadia 4,803 registrants from 93 countries
2013    Porto Alegre, Brazil    Stadia 4,132 registrants from 82 countries
2014    Budapest, Hungary    Indoor 3,882 registrants from 70 countries
2015    Lyon, France            Stadia 8,012 registrants from 98 countries
2016    Perth, Australia        Stadia 4,025 registrants from 90 countries
2017    Daegu, South Korea   Indoor 4,323 registrants from 72 countries
2018    Málaga, Spain           Stadia 8,063 registrants from 100 countries

2019 Torun, Poland Indoor 4,345 registrants from 88 countries

**Timing of Events**

* Outdoor (Stadia) Championships are generally held in the July/August time frame in the northern hemisphere to take advantage of school holidays.
* Indoor Championships are generally held in March or early April.

Athletes’ participation is 100% privately funded – they pay all their own registration, accommodation and travel costs. The ratio of athletes to supporting personnel is generally 1: 1.5. Athletes generally enter 2-2.5 events.

**Tourism Opportunities**

Many athletes and their accompanying visitors stay for extra periods of time to join tours which are offered by the local organizers in the host country. Athletes and visitors also take advantage of visiting sites of interest in the surroundings of the host city, and partake in cultural programs on offer.

**TECHNICAL REQUIREMENTS**

**STADIA CHAMPIONSHIPS**

**Stadium Facilities**

* At least 3 IAAF Certified Stadiums required, with at least one with 8-lane oval, synthetic track surfaces.
* A separate Throws Field (Hammer/Discus, (2) Javelin, Weight Throw)
* A fourth stadium may be required depending on the estimated number of entries, for overflow events, warm-up and training
* Stadiums should be in close proximity for ease of athlete’s travel
* Warm up, long jump, high jump, pole vault, steeplechase facilities in primary and secondary stadiums, hurdles, contingent of technical implements. Throwing fields (discus, shot put, hammer, weight, javelin)

The primary stadium should cater for: athletes’ registration hall, team manager meeting facilities (TIC), WMA offices and warm up areas

Non-Stadia events: Routes (paved) for Road Race Walking, Half Marathon, 10km Road Race, Cross Country 6km and 8km, with grass, or dirt track surfaces suitable for older athletes

**INDOOR CHAMPIONSHIPS**

The program consists of the following events for both men and women, all as Championship events:

60 meters high jump

200 meters pole vault

400 meters long jump

800 meters triple jump

1500 meters shot put

3000 meters weight throw

60 meters hurdles discus

relay 4x200 meters hammer

pentathlon javelin

3000 meters race walk 10k road race walk

6km & 8km cross country 10km road race

Half marathon

**Facility Requirements**

*Main venue*

* One Indoor track, 6 lane oval, synthetic track surface, raised banks
* with 8-10 lane 60m straight for sprint and hurdling, long jump, high jump, triple jump, pole vault, weight throw
* Warm-up facilities

Throwing fields (discus, hammer, javelin)

Non-Stadia events: Paved surface for Road Race Walking, Half Marathon, 10km Road Race, Cross Country 6km and 8km – on grass or dirt track surfaces suitable for older athletes

**NON-TECHNICAL REQUIREMENTS**

**ACCOMMODATION**

* Stadia event: 8-10,000 Hotel rooms
* Indoor event: 2-4,000 Hotel rooms
* various classes (2 to 4-5 stars)
* University and dormitories
* Caravan parking

Included in Stadia Accommodation requirements: Housing for up to 200 officials and referees and a similar number of volunteers.

**MEETING ROOMS**

**Outdoor/Indoor championships:**

WMA Council meeting room (15-20 persons) at main hotel

WMA Council and Technical (Team Manager) Meeting rooms at main stadium

**Outdoor**: General Assembly (150-200 persons)

 Regional Assembly and WMA Committee Meetings

(3 rooms, 100 persons; 3 rooms 50 persons)

**Other key requirements**

* Opening and closing ceremonies
* Medal awards ceremonies
* Athlete’s Party (400-500 participants)
* Catering facilities at venues
* Athletes Village
* Technical Information Centre, Accreditation Centre, information booths and merchandise sales areas
* Doping Control facilities
* Transport
* Website and print material

**ORGANIZATION**

A local host organizing committee (LOC) needs to be established which is responsible for organizing the event, with assistance from WMA Council members

Members of an LOC generally include:

* Experienced local sports organizers and officials (athletics)
* Representatives of the host national athletic federation
* Representatives of the host WMA Member Association
* Leading community and regional politicians
* Accommodation and Guest Tour coordinator
* Financial expertise/Treasurer

**FINANCIAL OBLIGATIONS**

**Bidder Fee – Site Evaluation Visit**

A site evaluation visit is made priorto a bid being approved and then prepared for presentation at the next WMA General Assembly.

From 2023, Bidders for a WMA Championship will be required to pay a Bidder Fee when lodging a Bid with WMA. The Bidder Fee for the current period 2023-2024 is: **US $20,000**

When preparing a Bid for a World Masters Athletics Championships Outdoor (Stadia), the Bidder is required to allocate a fee of **USD 20,000** in their budgetto cover the cost for the site evaluation visit. The WMA Treasurer will provide bank account details to the Bidder, and this fee must be paid when submitting the Bid.

The WMA fee covers the cost of travel and other expenses incurred by the WMA evaluation team when making the inspection visit to the City/Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prior to reporting to the WMA Council on the proposed bid.  In addition to the WMA fee, the Bidder is required to provide, at their own expense, accommodation and meal costs for four (4) persons designated by the WMA President for the site evaluation visit.  At the conclusion of the evaluation visit, any portion of the WMA fee not expended in the conduct of the visit will be returned promptly to the Bidder.

The persons attending the site evaluation visit (not longer than three (3) days and nights), may consist of the WMA President, the two (2) Vice Presidents (Technical and Organisational), the IAAF Representative or other designated person.

**WMA Sanction Fee (see also section 8)**

Following the awarding by the WMA General Assembly of a WMA Championship event the LOC will be required by contract to pay to WMA a sanction fee of the sum of

**US $120,000**net of any taxes – for an Outdoor (Stadia) championship (2024 onwards)

**US $60,000**net of any taxes – for an Indoor championship (2023 onwards)

In discharge of its sanction fee obligations, the LOC is required to make three payments into the WMA bank account - an initial amount within 30 days after signing of the agreed contract; a further payment to be followed thereafter at a specified date, with the last payment due one month before the first day of competition.

Non-compliance by the LOC with the terms of payment of the sanction fees on due dates or with any other terms of the agreed contract, may lead to WMA electing to withdraw its sanction of the Championships and award them to another bidder.

The draft Contract will provide details of all other financial obligations regarding WMA requirements for accommodation, meeting rooms and appointment of International Officials.

**LOC Expense Budget**

* Depending on local cost levels, in Western Europe an Expense Budget of € 800,000 – 1 million must be anticipated for an Outdoor/Stadia Championship.
* € 400,000 – 750,000 must be anticipated for an Indoor Championship.
* 50-65% of that amount is raised through registration fees by athletes and accompanying persons.
* Various merchandising sales and commission income typically raises some € 50,000.
* The rest must be raised locally through sponsorships, public support and guarantees and marketing efforts.
* Public support is important to provide up-front liquidity for early cash outlays in the organization phase, as registration moneys will arrive only in the months prior to the championship period.

**TIME SCHEDULE**

A Bidder should provide a Letter of Intent to the WMA Secretary, indicating a desire to bid. The name of the legal entity which will be responsible under contract for delivery of the event must be included.

The OFFICIAL DEADLINE for filing bids for championships is generally five years in advance, for an Outdoor (Stadia) championships and four years in advance for an Indoor Championships. A Bid must be received by the 1st September in the odd numbered year before the bi-annual General Assembly in the coming even numbered year.

Once a satisfactory bid package has been received and evaluated by the WMA Council, then a detailed site inspection by four (4) WMA Council members consisting of the WMA President, the 2 Vice Presidents (Technical and Organisational), the IAAF Representative or other designated person, will be arranged.

**A BID PACKAGE should include**:

1. The Signed Bid Application.

2. Drawings/outlay of stadiums or arena, and other venues.

3. Letters from the owners of the athletic venues, committing to availability and use of the stadiums, arenas and other facilities.

4. Support letters from the Mayor of the host City, the National IAAF Federation and the Government Immigration Department.

5. Proposed dates for the championships, ensuring no clash with IAAF championships.

6. Confirmation of firm availability of accommodations, cost and extent thereof.

7. Funding Guarantee to meet and discharge the WMA sanction fee requirement (fee to WMA for granting the right to host the championships) and for the Performance Bond.

8. A provisional budget.

Requirements will also be discussed in detail during the evaluation visit/s scheduled for the period after the bid acceptance and before bids are presented to the General Assembly for voting and awarding of the championship.

The following Guidelines provide further details.

**SECTION 3**

**BACKGROUND OF WMA AND THE CHAMPIONSHIPS**

**A. DEFINITIONS AND ABBREVIATIONS**

ATHLETICS: Includes the sports of Track & Field, Road Racing (e.g. Marathon), Cross Country, Road and Track Race Walking, Combined Events.

MASTER: Represented by a five-year age group in Athletics, currently for men and women aged thirty-five and over.

WMA: World Masters Athletics. This is the international governing body for Masters Athletes throughout the world. Until 2001 WMA was known as WAVA, World Association of Veteran Athletes.

IAAF: The International Association of Athletic Federations is the international governing body for the sport of athletics. WMA is the official organization for Masters Athletics, as recognized by the IAAF.

NGB: National Governing Body. These are national associations recognized by the international governing bodies as the representative governing organization for a particular country. Participation of athletes in WMA events is validated by their respective National Governing Bodies (WMA Member).

LOC: Local Organizing Committee. This is the entity appointed by the Host country responsible for applying for the championship. The LOC organizes and conducts the Championships on behalf of WMA.

STADIA: Those events in Athletics that are held inside a stadium; i.e., all track and field events, combined events, and track walks.

NON-STADIA: Those events in Athletics that are held outside of a stadium; i.e., road races (including the Half Marathon), road walks, and cross country.

INDOORS: These are winter events held at an Indoor Stadium. Non-Stadia and Winter Throwing events have been added to Indoor Championships to encourage greater participation.

COUNCIL: The Council of World Masters Athletics consists of elected officers and regional delegates appointed by their regional federations.

ED: The Executive Director of the Local Organizing Committee of the Championships.

GA: The General Assembly of WMA. This body elects the WMA officers, determines policy, makes changes to the WMA Constitution, sanctions WMA Championships, and performs other functions.

**B. CHAMPIONSHIPS BACKGROUND**

The first World Masters Athletics Championships was held in Toronto, Canada in 1975. The World Association of Veteran Athletes (WAVA), the original name of World Masters Athletics (WMA), was founded in Gothenburg, Sweden in 1977 to administer the sport for veteran athletes. [See WMA website for “History of Veteran/Masters Athletics” first started by Don Farquharson.]

**When and Where are Bids Presented**

Completed bid documents must be submitted to WMA at least four years in advance of those Championships that are to be awarded.

For example: For the 2021 World Masters Athletics Indoors Championships , bid documents were required to be in the hands of the WMA Secretary no later than 1 September 2017. Formal presentation of the bid was then be made to the WMA Council and thereafter to the General Assembly during the WMA 2018 Stadia Championships. At the 2018 General Assembly, presentation of the bid for the 2022 Stadia Championships was also made.

**Who Bids?**

Bids for a WMA Championships must be made by a City/Town or the leading Masters or Open athletic body in the country/region and be fully supported by the City/Town where the event will be held. A local organising committee (LOC) must also be appointed. Endorsement letters supporting the Bid must come from the IAAF affiliate of the country, the Masters National Member of the bidding country (as recognized by WMA), together with support from the local governmental entity (Mayor, Governor) and the Government Immigration body.

Additionally, bids must be supported in writing by parties such as owners of the proposed facilities, Masters Athletes from the area, and from officers of the area’s sports council or sports authority.

Guarantees of financial support from governmental agencies (city, district, national government) have become an essential part of successful bids for the Championships, and must be in place before a bid is awarded. Support commitments must be expressed in the endorsement letters.

All Bids which are submitted by the Bidding team must be accompanied by letter of guarantee for the payment of the **Sanction Fee** and the **Performance Bond**.

For a Stadia Championship the Sanction Fee is USD 120,000

For an Indoor Championships the Sanction Fee is USD 60,000

The Performance Bond for both Stadia and Indoor Championships is USD 40,000

For a Bid to be successful, WMA will look closely at the composition of the proposed Local Organizing Committee to ensure that it contains individuals who have the expertise and commitment to accomplish the successful organization, conduct, and presentation of the Championships.

**Awarding of Championships – Responsibilities of Host Country**

The Host country awarded a Championships is responsible for organizing and conducting the competitions and the infra-structure elements (housing, transportation, amenities, etc) in a first class manner, on behalf of WMA.

WMA has final authority in all aspects of the conduct of the Championships (see sample Contract). Specific organization of the event is the responsibility of the Local Organizing Committee. This includes acquisition of all venues and facilities including accommodation, development of marketing and promotional efforts, organization of social and cultural programs, coordination with appropriate sports federations, and provision of specified equipment, transport and catering.

**SECTION 4**

**II. CRITERIA FOR BIDDING ORGANIZATIONS**

On the following pages are the criteria for hosting a WMA Championships which must be fulfilled by each prospective bidding organization. In your bid document, please respond with specific answers to the information requested in italic type.

**COMPETITION ASPECTS OF THE CHAMPIONSHIPS**

**A. PREFERRED DATES**

In the Northern Hemisphere, the Outdoor (Stadia) Championships are typically held in July – August. However, dates will vary within other Continents.

In the Northern Hemisphere, the Indoor Championships are typically held in the early months of a year, usually in March at the end of winter.

***Outline the proposed dates of your Championships, and for that time frame, enclose an official record of the average maximum and minimum temperatures, rain-/snow-fall, and humidity for at least the prior four years. This applies also to the Indoor Championships which include some outdoor field and Non-Stadia events.***

**B. VENUES**

***PRIMARY VENUES***

**STADIA (Outdoors)**

Facilities are dependent on the expected entries.

At least 3 fully equipped stadiums with at least 2 stadiums with full 8-9 lane Polyurethane surface (full width track) meeting all IAAF/WMA certification requirements
All stadiums must have full track markings, photo finish, jump and throws facilities, lighting, PA System, results rooms, officials rooms, changing facilities, medal ceremony area/s, refreshment areas, anti-doping facilities at least in the main stadium.

See the WMA technical appendix for more information.

**THROWS FIELD**

To accommodate entry requirements,additional Throws areas may be required.

**NON STADIA** Roads, Parklands, Fields

Adequate paved surface, flat road courses, free of traffic, must be staked out for the Non – Stadia events. Cross Country, Road Walks and Road Race, Half Marathon and separate WMA Marathon event.

**INDOOR STADIUM**

The Indoor Stadium must have a six lanes 200-meter oval with synthetic surface and raised banks, meeting all IAAF certification requirements. The infield should contain an eight lane straight away for 60m sprint and hurdle races, one or several pits for long and triple jump, as well as high jump, pole vault, and shot put areas. A weight throw area should be facilitated. The detailed specifications, outlined above for Field Events of the Stadia Championships apply likewise for Indoor Championships.

The Outdoor and Indoor venues must provide sufficient good warm-up and training areas or tracks for the athletes; alternatively a temporary tent of sufficient size must be erected.

Other auxiliary requirements are identical to those for the primary venue of Stadia Championships, see above.

**SECONDARY VENUE INDOOR**

Adjacent to the Indoor Hall, there should be a stadium or a throwing field available that meets IAAF certification requirements to accommodate hammer, discus, and javelin throwing events that are part of the Winter Throwing events at the Indoor Championships.

**ADDITIONAL VENUES**

Adequate paved surface, flat road courses, free of traffic, must be staked out for the Indoor Non Stadia events: 10km Road, 10km Road Walk and the Half Marathon races. The 8km Cross Country race requires a mixed surface course of grass and/or trails, mostly flat. The detailed specifications for Road Race Walking, Cross Country and Half Marathon races apply, as outlined above for Stadia Championships.

Electronic timing equipment must be available at these venues, as well as enclosed athletes clothes changing and toilet facilities.

***For each venue listed above please describe in detail the location, infrastructure, and lay-out of your proposed venues, including warm-up facilities. Include diagrams and/or photos of each.***

All facilities for Outdoor (Stadia) and Indoor Championships should have spectator seating for athletes and visitors and be reached easily by public transport.

**C. COMPUTER OPERATIONS**

The Championships involve up to twenty-eight age groups (M-W35-100+) and competitors generally enter two events. For the Stadia Championships there are approximately 28 different events scheduled for each age group. For Indoor Championships there are approximately 20 different events scheduled for each age group. These registration levels lead to complex logistical challenges which can only be handled by a specialized computer program.

WMA requires the use of the computer program Hy-Tek, the latest version of which will be provided by WMA at no charge to the LOC. The Hy-Tek program has been modified for use at the World Masters Championships. The program will compute age-grading results and keep track of world, national, and meet records.

Other computer programs may be used if permission is granted by WMA; however, any computer program used must be able to read data from the computerized results of previous Championships, and must be compatible with the Hy-Tek system, and the WMA Records and Results Manager must be given full access to the Championship Computer Software or any other database used by the LOC during the Championships and shall be given a full backup database at the completion of the Championships.

***Detail your proposed plans for computer operations at the WMA Championships.***

**D. OFFICIALS**

At WMA Stadia Championships at least 140 - 170 certified technical officials, plus a similar number of volunteers, are needed to conduct the event. For Indoor Championships, 70-100 technical officials are required with a similar number of volunteers. A training program for prospective officials, provided by the LOC or NGB, is often needed to qualify the number required. Non-certified officials may be used for ancillary duties, such as raking pits, placing hurdles, etc.

The WMA Contract with the host organisation outlines full requirements for appointment of officials. This includes the WMA Competition Management Team, WMA appointed International Technical Officials, WMA appointed International Volunteer Officials (IVOs) and International Race Walk Judges. Accommodation and working meals for this group is an LOC responsibility.

The WMA appointed IVOs are required to pay their own travel expenses, and the LOC is to provide shared housing, working meals and any unique required uniform items. It is desirable that the IVOs be housed with, and in the same manner as, the local Officials.

Officials and Volunteers are outfitted in uniforms, where possible colour-coded according to function; so they may be readily identifiable.

***List the names of the principal persons responsible for recruitment and scheduling of officials. Include the number of certified officials in your geographic area, and plans for the recruitment of additional officials. Indicate any amenities (such as housing, meals, relaxation areas, etc) which you plan to offer to officials.***

**E. MEDALS & AWARDS**

Medals are awarded to the top three finishers in individual events in each category, and to the members of the top three teams in the Cross Country, Half Marathon, Road Walks, and Track Relays (see Technical Aspects for details on team awards). The design of the medals shall be approved by the WMA Council. These medals are to be gold, silver, and bronze in appearance.

Medal ceremonies are to be planned jointly by the LOC and WMA. Presenters shall be determined at least 24 hours prior to the presentation. The medal ceremonies are to take place in a designated medal ceremony plaza, as soon as possible after the conclusion of each competition.

***Include a description of the size and front design of the proposed medals. (The obverse side must include the WMA logo and space for engraving)***

**HOUSING AND MEALS**

Housing facilities must be available for up to 5-10,000 visitors for a period of 10 to 14 days for Stadia Championships, and 5 to 10 days for Indoor Championships. A wide variety of housing must be available, such as university dormitories, as well as large and small hotels.

WMA will insist that there be a limit on any increase in housing rates from the time the bid is made until the actual conduct of the event. This stipulation will be contained in the Contract, together with a firm written commitment relating to rates, meals, and amenities. The Local Organizing Committee may empower a travel agency to handle the arrangements for accommodation of the athletes and their families and a representative of that agency should be in attendance when the bid is presented. However, the Local Organizing Committee, not any other entity, will be responsible for ensuring that housing costs are reasonable and in accordance with the bid.

Housing represents the greatest expense, after transportation, for the average competitor, and its cost will affect attendance. A successful bid will include low-cost housing options. Dormitory housing, with inexpensive cafeteria meals available, or cooking facilities in the rooms, is a prime requirement. Many of the competitors cannot afford to participate without such facilities. A range of hotels and motels—from budget to luxury—must also be available to the competitors. (See appropriate Contract Section.) Some participants may wish to stay in non­ standard housing (campgrounds). Examples of campground availability and costs should be included in your bid.

The following information, included in the Bid Application, will need to be confirmed in the Contract.

***Table: Range of Hotel Accommodation available***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Hotels** | **Number of Rooms** | **Maximum Number of Beds/Rooms** | **Minimum Price****$/Room** | **Maximum Price****$/Room** |
| Luxury Hotels |  |  |  |  |
| First Class Hotels |  |  |  |  |
| Economy Class Hotels |  |  |  |  |
| Family Hostels |  |  |  |  |
| Camping Sites |  |  |  |  |
| Schools/Dormitories etc |  |  |  |  |

The rates quoted above shall be per room with the maximum number of people permitted in each room specified, with breakfast and taxes included in the room prices, (or specifically noted if not included).

The prices quoted should, where possible, be guaranteed for the coming two (2) year period before and during the championships and be available for a period of two (2) days prior to, throughout and for one (1) day after the Championships. To cover any anticipated inflation increase in housing rates, the prices quoted should show the expected rates for the coming **one (1) year period** before the Championships when athletes will commence their bookings.

***Provide a detailed listing of the available housing, with room charges, meals included and any amenities available. Room rates must be quoted per room, with an indication of the maximum number of persons allowed in each room. Location and cost of available campsites and/or amenities hook-ups should be included.***

**TRANSPORTATION**

**A. EASE OF ACCESS TO THE HOST CITY**

The majority of the international competitors will be arriving and departing by airplane.

***A detailed report on the existing airport facilities, airlines servicing same, and proposals for transportation to and from the airport to the host city is required. Sample train and bus schedules, along with sample ticket costs to the host city, are to be included in the bid.***

It is highly recommended that the LOC provide some means of transfer, at a reasonable cost to the participants and accompanying persons, between the airport and major hotel areas upon arrival and departure. It is recommended that there be an information booth at the airport to assist arriving and departing WMA participants.

**B. TRANSPORTATION WITHIN THE HOST CITY**

The Local Organizing Committee is required by Contract to provide **free** transport (public transport or shuttle service) between the major accommodations areas and the venues for accredited athletes, team managers, medical staff and officials. Accompanying persons must also be given access to this same transportation, and a reasonable fee may be charged to cover the cost of transport for these additional individuals.

If financially feasible, transport between the hotel areas and venues should be in buses dedicated for use by WMA participants and accompanying persons. At prior Championships, some host cities have also provided passes for free use of the city’s existing transportation system. For example, at several previous Championships, the athlete’s credential or accompanying person’s guest pass has allowed him/her transport on existing bus or subway systems, at no cost.

Transportation between the nearest host city airport to the accommodation sites, commencing two (2) days prior to the first day of competition and concluding one (1) day following the last day of competition, should also be provided by the LOC. A fee for this service will be a separate cost to the athletes, accompanying persons and team support personnel.

On the day prior to a non-stadia competition (the Half Marathon, Cross Country, Road Walk), organizers must make transport available, either free or at a nominal cost, for athletes who wish to visit these areas of competition to check the courses.

The LOC shall also provide and/or secure transportation at no additional cost (from listed accommodations) to all WMA Meetings (General Assembly, Committee Meetings, Regional Meetings), and/or including any official banquets/parties, as well as return trips, as directed by the WMA Organizational Delegate.

Other items to be referred to in the Bid are use of courtesy vehicles for the WMA Council - at least 3-4 vehicles with a driver plus shuttles as required during the day.

***Include a detailed transportation plan, touching on the points referred to in the above paragraph. Include a map showing existing transportation routes and planned shuttle routes.***

**MEDICAL SERVICES**

The medical services team at the World Masters Athletics Championships must provide for the welfare of athletes, officials, volunteers, and spectators. The medical services team should include medical doctors, trainers, physical therapists, massage therapists, emergency medical technicians, and ambulance services at all venues. Medical support, such as massage and physiotherapy, must be available to the athletes before and after their events as well as during the events.

***Include a comprehensive medical services proposal, with attention paid to plans for on-site emergency medical aid, location of nearest hospitals, and availability of qualified medical personnel. Specify medical treatment areas at each venue. Appropriate areas should also be made available for teams with their own medical aid, (physical therapists, massage therapists).***

**DRUG TESTING**

Drug testing is mandatory at the Championships. Facilities for testing must be available at each venue. The testing is to be conducted by an IAAF-authorized body, and a letter from this approved authority agreeing to conduct the testing must be provided.

***Describe the areas which will be made available for use by the drug testing team.***

**PERFORMANCE BOND**

Following the decision by the WMA General Assembly to award a championship, a Performance Bond of USD 40,000 (Forty Thousand United States Dollars) has been set by WMA. This bond requires the LOC, to meet ALL its obligations regarding its Bid and overall performance in terms of the Contract.

To cover this contractual requirement the Performance Bond will be subtracted from the initial LOC entry fees collected by WMA through its registration system, and held in the WMA bank account. Following completion of the championships, and subject to compliance by the LOC with the provisions of the Contract, the Performance Bond of USD 40,000 will then be transferred to the nominated LOC bank account when and to the extent to which the LOC’s obligations in terms of the Contract has, at the discretion of the WMA Council, been fulfilled. Criteria for the discharge of the LOC’s obligations shall include but shall not be limited to the following:

1. Creation and distribution within two months after the conclusion of the Championships of the results books either by DVD or electronically together with any Videos/DVD’s; the payments for which have been made to the LOC by competitors. These results booklets or media items must also reflect the complete list of competing Members/Countries and the number of athletes entered per Member/Country and medal tables.

2. Delivery of the LOC’s written report in English on the Championships within six months to WMA.

3. Delivery within six months to WMA of the financial statements covering the Championships and its income and expenditures.

**AMENITIES**

**A. CATERING**

Availability of low-cost restaurants and cafeterias close to the venues and accommodations is of great importance. Foods appropriate for the competitive athlete must be available for purchase at each of the venues.

***Give a brief overview of the various eating establishments located close to the venues and to the major housing areas. Indicate type of food served and approximate range of meal costs.***

**B. RECREATIONAL FACILITIES, CULTURAL EVENTS and TOURS**

For the competitors, the Championships are not only an opportunity to compete, but also a chance to experience another culture. Many competitors bring their families. Many Championships have offered daily tours to local attractions, often at a special rate to WMA competitors. The Bidder may propose a special cultural event for all participants.

***List the available recreational opportunities, cultural events and sightseeing tours which you would anticipate would be available to WMA competitors. Make note of any admission discounts for WMA visitors.***

**C. CEREMONIES**

There must be an Opening (or Welcoming) and a Closing Ceremony. The Opening (or Welcoming Ceremony) must feature a parade of all the athletes in attendance, by country. Short speeches by appropriate dignitaries are included. Current flags of all countries attending must be provided by the LOC.

The Opening Ceremony must not conflict with any competitions and is usually held the evening before completion commences. The WMA Ceremonial Guidelines can be found in the Appendix.

***Indicate your preliminary plans for the Opening and Closing Ceremonies.***

**D. MEETING FACILITIES**

WMA conducts numerous meetings during the Championships. By Contract, the LOC is required to arrange hotel or convention space for these meetings. Cost of the meeting rooms, if any, is borne by LOC.

**E. WMA COUNCIL (Council)**

The Council has meetings almost every day. A conference room able to accommodate up to twenty persons, preferably placed around a large table, is to be provided at both the headquarters hotel and at the main competition venue. The room may also be used for evening briefings by the WMA competition management team. Meals may sometimes be taken in these rooms. No microphones are necessary.

***Indicate the hotel or convention space proposed for WMA’s meetings listed above.***

**F. WMA GENERAL ASSEMBLY**

The WMA General Assembly (GA) is held during an Outdoor (Stadia) championship, usually on the first non-competition day. An adequate meeting forum with a capacity for 150-200 delegates shall be provided by the LOC, and where possible this should be at the WMA Headquarter Hotel. Full sound and vision facilities are required. A suitable public address system and a Beamer/Projector, together with three (3-4) portable microphones to be distributed in the aisles and 8 fixed or portable microphones at the Council table, dependent on the set up of the “dais”.

***The LOC should list the available facilities appropriate for the holding of the WMA General* *Assembly.***

**G. MEDIA and DAILY RESULTS**

Each venue should have adequate space for working media, and a smooth paper-flow for distribution of results to the media and competitors. Daily results are to be made available to accredited media. A Media Centre close to the main venue, with facilities for at least 10-20 working personnel, is highly recommended.

Daily results are to be made available to Team Managers and Regional Representatives at no charge. These are generally distributed at the daily Team Managers meeting room. Results are to be posted daily on the Championships website, and paper copies must also be available to competitors at either low or no cost.

In the event that there will be sponsored television coverage of the Championships, the Bidder is advised that financial arrangements with WMA must be negotiated.

***Submit a media plan, encompassing all venues, which addresses the points above.***

**H. FINANCES**

A proposed budget for the Championships must be submitted. (See Financial Statements and Budget Guide in the Appendices for background)

***Outline your LOC’s fundraising strategy. Include information on prior fundraising experience, existing financial commitments, and financial guarantees by governmental or other bodies.***

**I. LOCAL ORGANIZING COMMITTEE**

The LOC should comprise the key portfolios listed below.

1. LOC Organisation and processes

2. Marketing and Promotions

3. Competition

3.1 Entries

3.2 Programme

3.3 Call room

3.4 Results

3.5 Medal Ceremonies

3.6 Venues

3.7 Officials

3.8 Equipment

3.9 Medical

3.10 Anti-doping facilities and staffing

4. Non-competition

4.1 Sponsorship

4.2 Transportation

4.3 Accommodation and Tourism

4.4 Technical Information Centre (“TIC”)

4.5 Ceremonies

4.6 Athletes Party

4.7 Volunteers

4.8 Media

4.9 Communications

4.10 Athletes Village

4.11 Merchandising

4.12 Security

4.13 Risk Management (Security)

4.14 Publications

5. Budgetary control

***As part of your bid document, please provide an organizational chart, with particular attention to identifying wherever possible the person or persons in charge of crucial areas of the Championships--Competition, Transportation, Housing, Medical, etc. Indicate the background and experience of the key personnel on the Organizing Committee. (See also “Administrative Structure” in Section IV.)***

**OTHER AREAS**

**A. COMMUNITY SUPPORT**

***Written letters of endorsement from elected officials, potential sponsors, and venue administrators are highly recommended. Letters from a local travel agency and from those in charge of any dormitories which will be used should also be included. Early indications of sponsorship support from private or public agencies should also be included.***

**B. MARKETING PLAN**

***Outline the marketing strategy your LOC will use for the Championships. How and when will athletes be recruited and encouraged to participate in the Championships?***

**C. TEAM MANAGERS**

Team Managers are representatives of country groups who act as the liaisons between the Organizers and the competing athletes. It is imperative that these Team Managers be kept informed of all information relating to the competitions and to the overall event: scheduling changes, shuttle information, ceremonies scheduling, etc. The Team Managers are the voice of the athletes, and must be provided with daily briefings by LOC staff. A room dedicated for their sole use must be made available, free of charge. Scheduling of this room for meetings of different country delegations at other times should be arranged through the LOC.

Team Managers receive complimentary accreditation, and are not be charged an Athlete Entry or Accompanying Persons fee. However, if any country group claims more than five (5) Team Managers, then an “Accompanying Persons” fee may be charged for any Team Manager over the maximum allotment of five (5).

**D. SPONSORSHIP**

Sponsors are of great importance in underwriting the expenses of the World Masters Athletics Championships. It is essential that there be close communication between the LOC and the WMA Council in all matters relating to sponsorship.

**E. WMA COUNCIL – Pre-Championship visits**

Following the awarding of the CHAMPIONSHIPS, the WMA will visit the host city again to review venues and facilities. It is during this visit that the final details regarding the operation of the event are agreed.

The LOC shall be obliged to pay the travel, accommodation and meal costs (B&B-Dinner) for up to **four (4)** persons designated by WMA President. These are generally the President, the 2 Vice-Presidents and one other delegate, to a maximum of two (2) visits by each of them for a duration not exceeding three (3) days each.

A. In conjunction with a site visit, the WMA Council will hold either a WMA Council meeting or a WMA Executive meeting in the host city approximately one (1) year before the Championships.

For this visit, the LOC shall provide complimentary housing of Bed and Breakfast (B&B) in single or double rooms, including a suite for the WMA President, and a meeting room to hold not less than twenty persons. Following advice by the WMA Secretary, a maximum of 8 rooms will be required for the WMA Executive meeting or 12 rooms for the WMA Council meeting. These facilities should be available for up to five (5) days as site/facility visits will also form part of the visit program.

Travel costs for the additional WMA Council members attending a WMA meeting during a site visit will be borne by WMA.

B. A detailed final Scheduling Meeting will occur approximately five (5) weeks before the Championship. Up to three (3) WMA Competition members will come to the city and work with the local scheduler to finalize the detailed program schedule. The cost of this visit shall be fully borne by the LOC.

**F. WMA CONTRACT**

A Bidder is required to agree the Contract with WMA *(****part of the draft may be found at the end of this document****)* as a condition for submission of a complete bid package, and has to be signed upon the acceptance of a Bid at the General Assembly. The Contract is signed with the Bidding organization as soon as possible after the General Assembly, and will incorporate any possible changes. This Final Contract may vary in some respects from the initial draft Contract in accordance with the requirements of the WMA Council and General Assembly and any changes will be added as an ADDENDUM. This will be in regard to prevailing circumstances which vary from venue to venue and bidder to bidder.

**G. GENERAL CONSIDERATIONS IN PRESENTING A BID**

Successful past Bid proposals have included videotape presentations, hospitality booths, receptions for delegates, brochures and literature about the Bidding site, recreational information, letters of endorsement from civic and governmental leaders, etc.

Should your city wish to bid for the World Masters Athletics Championships, WMA will offer assistance in answering questions regarding the draft Contract, details of which should be finalized before the Bid is formally made. The final Contract must be signed within twelve (12) months following the awarding of the championships at the WMA General Assembly.

 **“MEET MANAGER” Software - Hy-Tek Ltd’**

Information Technology (IT) requirements at WMA Championships:

*Guiding principle*: WMA IT requirements: “It is essential that any meet management program used be commercially produced and maintained and that its availability and use be widespread so that its setup, and its operation, is familiar to a wide range of people, not just a single person or a small group of people.”

Reasons for WMA’s recommendation of using Hy-Tek Meet Manager software:

1. Proven and fully developed software, used for almost 20 years in many international meets, including WMA World Championships

2. Superb functionality: functions, interfaces, output

3. Ready and easy to use

4. Provided free of charge by WMA

5. WMA conducts training for LOC personnel/operators

6. WMA delegates can assist in operating the system in emergencies

7. Shortcomings experienced by the use of local (national) software programs and resulting difficulties to correct those deficiencies.

Since the Hy-Tek “Meet Manager” program is a complete package offering all the features to conduct a WMA Championship, it significantly reduces financial and operational pressure off the LOC. It operates on common PC computers over a very common and simple Ethernet network. There is no need for an LOC to duplicate an existing system that is furnished by WMA at no cost to the LOC.

**SECTION 5:**

**BID SUBMISSION REQUIREMENTS**

**LIST OF EXHIBITS**

Exh. A Sec. 1 WMA Contract - Clause 2

Exh. B Sec. 4.2 Venues

Exh. C Sec. 4.2 Confirmation of Venue Availability

Exh. E Sec. 8.2 Accommodation Listing

Exh. F Sec. 8.3 Transportation Plan

Exh. I Sec. 10.5 LOC Financial Budget

Exh. J Sec. 10.7 Liability Insurance Certificates

**AN ACCEPTABLE BID MUST INCLUDE:**

The Signed Bid application

The Draft Contract, all sections completed

Sec. 2 Composition of LOC

Sec. 4.1 Proposed event dates

Sec. 4.2 Description of venues

a) Attach drawings/maps: as Exh. B

b) Attach letters from venue owners confirming availability of facilities: as Exh. C

Sec. 8.2 Accommodation Listing: as Exh. E

Sec. 8.3 Transportation Plan: as Exh. F

Sec. 10.1 Entry Fees: to be coordinated with WMA

Sec. 10.3/4 Letter of guarantee for Sanction Fee and Performance Bond

Sec. 10.5 LOC Preliminary Financial Budget

**SECTION 6:**

**ADMINISTRATION GUIDELINES**

The information on the following pages may prove useful for bidding organizations to see what is involved in the organization of a WMA Championships. This section is intended as a guide, not as an all-inclusive description of how to organize a Championship.

***The WMA Championship Organisational Manual will also provide a more extensive overview of organisational requirements once a bid has been accepted.***

**ADMINISTRATIVE STRUCTURE OF A CHAMPIONSHIP**

Following is a summary of common administrative areas in past WMA Championships. These areas have been overseen by either a committee of volunteers or LOC staff members, or a combination of both:

**COMPETITION AREAS**

**COMPETITION COMMITTEE**

* Comprises the track and field events, and is usually further subdivided according to venue (Main Stadium, Second Stadium, Third Stadium, Indoor Arena). The combined events (Decathlon, Heptathlon, Pentathlon, and Weight Pentathlon) are most often a part of this committee.
* Comprises the non-track and field events, and are usually further subdivided into Road Walks, Road Race, Half Marathon, and Cross Country sub-committees.

**NON-COMPETITION AREAS**

**APPAREL**

Manage the clothing requirements for competition officials, Organizing Committee staff, and event volunteers.

**AWARDS**

Design, order, and distribute the competition medals, as well as any participation awards which the LOC may choose to give. Coordinate the scheduling of awards presenters at the medal ceremony venue/s.

**BEAUTIFICATION**

Encourage beautification efforts in the community, and plan enhancements to the venues. These may include floral arrangements, works of art, cultural events, clean-up efforts, and so on.

**BUDGET**

Oversee the income and expenses of the Championships. (See sample Budget Guidelines and Past Financial Statements in the Appendices.) Usually also arranges for insurance coverage, required performance bonds, and Demand Letter of Credit.

**COMMUNICATIONS**

Arrange for installation of the various communications systems, including hand-held radios, cell phones, WiFi and internet access.

**COMPUTER OPERATIONS**

Organize the computer set-up for both the competition areas and the administrative areas. Operations should include networking of computers.

**EQUIPMENT (NON-COMPETITION)**

Organise the supply and delivery of essential equipment needed at any event of this size. This includes hire of trucks, automobiles, office furniture, tents, portable cabins and toilets, flooring, partitions, signage, etc.

**FOOD**

Organise and oversee the daily catering requirements of athletes, officials (including WMA members) and staff. This committee may also oversee of the vendors who sell food to the athletes.

**HOSPITALITY**

Organize the welcome for the athletes and VIPs at airports, rail stations, official hotels and at the venues. Organize cultural events, sightseeing outings, or similar and any VIP hospitality/receptions to be held during the championships.

**MEDIA**

Organise and arrange the facilities required for the media room at the main stadium and other venues as required. The media room should have computer terminals, WiFi and internet access, and photocopiers. In advance of the Championships, the Media Manager should liaise with the LOC to provide all the necessary information about the event itself for publishing on the championships website.

**MEDICAL**

Organize and arrange facilities for all necessary medical coverage for the event. This role is often subdivided further into Medical Doctors, Trainers, Massage, Chiropractic, Physiotherapists, Ambulance and Hospital. In liaison with WMA coordinate the drug control program.

**MERCHANDISE**

Identify and market to athletes and spectators all merchandise for sale including athletic shoes, collectibles, etc. which will provide a revenue source to the LOC. This task is sometimes sub-contracted to a private company.

**PHOTOGRAPHY / VIDEO**

Arrange for the filming of the Championships, the production of photos for sale to the athletes and an official video available for purchase. This can be sub-contracted to a private vendor. Copies must be made available to WMA for promotional purposes; Live streaming may also be agreed with the WMA Media and Communications Committee

**PUBLICATIONS**

Produce the Entry Information Book, the Competitor’s Handbook (in multiple languages), Official Program, electronic Results Book, and any other printed materials.

**RECORDS AND RESULTS**

Liaise with the WMA Records and Results Manager to ensure smooth processing of new World and Area Records achieved at the Championships.

Produce and distribute results to WMA, officials, media, and athletes with all information on the championship website.

**REGISTRATIONS / PACKET PICK-UP**

Organise packing and distribution and arrange staffing for the athletes’ packets at a conveniently located facility within the TIC or Accreditation Centre.

**SECURITY**

Organise risk management procedures and other arrangements to guarantee the safety of persons and property during the Championships.

**SIGNAGE**

Organise and arrange for adequate signage at all venues, in the appropriate languages.

**SPECIAL FUNCTIONS**

Develop plans for WMA approval of the Athletes Village, Athletes Party, Opening Ceremony, and Closing Ceremony. Oversee the smooth operation of these events. WMA will provide guidelines for these functions.

**SPONSORSHIP**

Engage with marketing firms to identify and sign event sponsors. Attend to the proper care of signed sponsors, ensuring that all benefits are fulfilled.

**TRANSLATORS (INTERPRETERS)**

Develop a plan for recruiting, training and scheduling volunteer translators/Interpreters.

**TRANSPORTATION**

Oversee the transport of athletes and any accompanying persons, including transport to and from the airport, and transport routes to and from each of the venues to the accommodations areas. Develop orientation training for the shuttle bus drivers.

**VOLUNTEERS**

Recruit and train the hundreds of volunteers needed to assist with overall organisation and conduct of the Championships. WMA can provide guidelines for Volunteer recruitment.

**WEBSITE**

Develop the official event website and post pertinent information on a continuing basis. Items posted might include regular news on the organisational aspects of the championships, entry information, visa requirements, competitor’s handbook, entrants list, daily results.

**TECHNICAL ASPECTS AND EQUIPMENT**

Following are some of the technical rules and requirements of a World Masters Athletics Championship. For further information about a particular item, consult the WMA Constitution, By-Laws, and Rules of Competition, or contact the WMA Vice-President Competition, or WMA Executive Vice-President.

**A. AGE GROUPS**

Five-year age groups for women and men shall be used beginning with age 35, through the age of the oldest competitor in each division (90-94, 95-99, 100-104, etc). A competitor’s age on the first competition day shall determine in which age group he/she competes. If athletes from different age groups are placed in same section of an event, these athletes shall be of the same gender, and from age groups that are contiguous; e.g., women 35-39 shall be placed with women 40-44, not with women 45-49.

In certain long-distance events of the Non-Stadia program, women and men of several or all age groups may compete jointly in the same event; however, the competitor’s individual results will be tabulated separately.

**B. SCHEDULE OF EVENTS**

The determination of the schedule of events (competition time table) rests with WMA. Modifications in the schedule can be made depending on local facilities and the number of competitors. The WMA Vice-President Competition will work closely with the Competition Directors on the formulation of the schedule.

**C. ENTRY BOOKLET DISTRIBUTION**

Samples for editing will be provided to the LOC by WMA. The Entry booklets should be produced for distribution at least one year ahead of the Championships and are subject to prior approval by WMA. Booklets must be produced at least in the following languages: English, French, German, and Spanish and must also be listed on the championship website.

**D. TEAM MANAGERS**

The representatives of participating national groups are among the most important allies for an Organizing Committee. They are the primary conduit for dissemination of information to athletes both before, and particularly, during the course of the Championships. Team Managers are able to review listing of athletes and events in advance of the Championships in order to check input errors. They should also relay pertinent information to their athletes once the Competitors Handbook is publishes on the championships website.

During the Championships, the key LOC representatives must meet daily with the Team Managers to discuss all aspects of the Championships: competition matters, transportation, medical, security, etc. At these daily meetings, it is highly recommended that the LOC have translators in attendance.

**E. TEAM AWARDS**

Except for the 10km Road Race, team medals will be awarded for all other non-stadia events. The rules for Non-Stadia Team Scoring are in the WMA Rules of Competition (Rule 151.2).

All competitors from the same country, within the same age group, shall be eligible to be a team member. If there are three (3) or more athletes in the same age group from a country, the registration of a team is NOT required. Team awards are based on the combined times of the first three (3) athletes of that country in each age group.

To form a team where a country does not have three (3) athletes in the same age group, all of the WMA Competition rules listed in rule 151.2 must be followed otherwise the team will be disqualified.

**F. TRANSPORT TO SPECIAL EVENTS**

It is critical that there be ample buses or other transport (eg, tram, train) available to transport athletes to the Athletes Party, Opening and Closing Ceremonies, WMA General Assembly, WMA Regional and Committee meetings held during a Stadia championship and any other activities which require transport. It is highly recommended that volunteers be stationed at the shuttle pick-up points for these special events to assist with directions. In addition, if there are other buses using these points which are not associated with the WMA Championships, large signs indicating the availability of WMA buses must be provided.

**G. NOTICE BOARDS**

The LOC shall provide prominently displayed "Notice Boards" at easily accessible locations, at all competition venues. These are to be used by the Team Managers/Head of Delegation and WMA to place notices for the competitors. In addition, bus schedules with arrival and departure times must be posted at all venues, including practice areas.

**H. EVENT SCHEDULE AND RESULTS POSTINGS**

The competition schedule (time table) must be posted prominently at each competition venue, and on the Championships website. A copy must also be inserted into each competitor’s packet.

Once competition has commenced, the complete results of an event must be posted at an easily accessible location at the venue at which the event(s) were staged, and on the Championships website. This is to be done as soon as possible, and not more than two hours after an event has been completed.

**I. INFORMATIONAL AND DIRECTIONAL SIGNAGE**

Signs giving information or directions should be in multiple languages, at a minimum English, French, German, and Spanish. When placed at various transport pick-up points, these signs should be at least .5 meter x 1.0 meter in size. If the transport point is any distance from the venue, a directional map at least .5 meter x 1.0 in size, and preferably larger, must be posted at that point.

**J. OFFICIAL CHAMPIONSHIPS PROGRAM (COMPETITORS HANDBOOK)**

The Official Championships Program must be given at no additional cost to registered competitors, accompanying persons and other accredited personnel, eg team managers. The handbook may also be offered for sale to other interested persons. The Handbook should include the following information: letters of welcome, list of officials, participating countries, competition and organisational information and schedules (time table), venue and course maps, technical specifications, competitors in each event by age group, list of competitors in alphabetical order. The Program may also refer to sight-seeing tours and other cultural programs being offered by the LOC.

The Hy-Tek software can produce the entrants’ related reports once the data has been entered.

**K. AUTOMATIC TIMING**

Fully automatic timing must be used at all stadia venues for all events contested on the track. (See Rule 160 of the IAAF Handbook)

In the 1500m to 5000m track events and in all Non-Stadia events, the use of computer timing chip technology is required.

**L. IMPLEMENTS**

All implements for field events, including a selection of vaulting poles of different poundage, must be provided by the Organizers. (See “Sample Implement List” in this booklet.)

Competitors may use their own throwing implements provided these implements conform to the rules and are certified by the Equipment Official at least 90 minutes before the event.

Note: Any other competitor in that specific flight or final has the right to use another competitor’s implement if he/she so wishes (Loss of Identity Rule).

*Spikes*. Only spikes of 6mm length are permitted on stadium or indoor tracks. Spikes of 12mm may be used in the discus and javelin events.

**M. TECHNICAL RULES, JURY OF APPEAL, DISQUALIFICATIONS**

A. WMA shall be the sole determinant of the technical rules.

B. WMA shall approve of the composition of the Jury of Appeal and shall assist the LOC in staffing the Jury of Appeals.

C. WMA may disqualify any competitor who is in violation of the WMA Rules. -6­ 29

D. The road course(s) shall be measured in accordance with IAAF/WMA standards and shall have IAAF-AIMS certification. WMA shall be the final determinant of all competition courses.

E. The course(s) shall meet IAAF/WMA criteria.

F. The safety of the competitors shall be of paramount importance, with the following criteria being taken into consideration:

i. The time of day the event is held;

ii. The course(s) must be traffic free for any route on which the competitors run (this does not preclude traffic in the opposite lane);

iii. Medical services plan must be reviewed by WMA;

iv. Adequate fluids shall be available at the start of event(s) and along the course.

G. No unreasonable time limit shall be imposed upon competitors to complete the course in the non-stadia events, provided that their continuation in the competition would not be injurious to their own health.

H. Facilities shall be provided for the competitors liquid replenishment needs in the road race walks and other long distance running events.

I. WMA shall appoint the Chief Race Walking Judge.

J. The Road Race Walking course shall be a circuit no less than 2,000 and no more than 2,500 meters, with the start and finish held in the exact middle of the circuit. Two water stations shall be placed in the middle of the circuit, each approximately 300 meters from the two turnarounds.

K. All non-stadia road courses must be IAAF-AIMS certified.

L. Use of transponder technology for the non-stadia events is required, where available.

**N. DRUG TESTING**

As stipulated in the Contract, drug testing will be conducted at the Championships, following the procedures to be outlined by WMA.

**O. COMMUNICATIONS WITH WMA COUNCIL**

It is highly recommended that for the championship period the LOC provide a number of cell phones to the WMA Council to ensure easy communication with the LOC.

**P. TRANSLATORS IN ADDITIONAL LANGUAGES**

It is highly recommended that in addition to English-speaking announcers, the LOC arrange for announcers at both Stadia and Non-Stadia events who speak the other official WMA languages (French, German, Spanish). This is particularly important when there may be announcements over the public-address system regarding schedule or venue changes.

Translators are also recommended at the reception desk at the airport, the assistance desk at the main venue, and at the awards ceremonies.

**Q. MASSAGE & PHYSIOTHERAPY**

Low-cost or no-cost massage and physiotherapy should be made available to the competing athletes. It has been found in prior Championships that if the cost of these services is too high, they will not be utilized.

An area within the venue for national team masseurs and physiotherapists to set up is also required and highly recommended.

**R. COMPETITOR’S HANDBOOK (see also J above)**

The Competitor’s Handbook is to be included in every athlete’s packet. It contains all of the specific information relating to the Championships not found in the Entry Booklet or elsewhere. Samples for editing will be given to the LOC by WMA and final approval must be obtained from WMA before publication.

Areas commonly covered include Stadia Competition Information, Non-Stadia Competition Information, lists of competitors with their numbers, venue and city maps, (including warning procedures in the Race walks), Advancement Procedures, Non-Stadia Competition Information, Merchandise, Entertainment, Medical Services, Massage, Transport Schedules (if not a separate booklet), Athlete Party, Security, Money Exchange, Awards Procedures, Opening/Closing Ceremonies, Team Managers Information, Drug Testing Procedures, and Protest Procedures.

The Competitor’s Handbook must be available in English, the language of the host country, French, German, and Spanish. Additional languages are recommended, but not required.

**WHOM TO CONTACT**

For any general matter relating to the Championships, it is recommended that the LOC contact the WMA Secretary.

For any matter relating to the Championships in their entirety, it is recommended that the LOC contact the WMA President.

For matters relating specifically to all competition issues, contact the WMA Vice President Competition.

For organisational matters relating to non-competition, such as housing, transportation, or amenity issues, contact the WMA Executive Vice-President.

Contact numbers for these individuals are to be found on the WMA website, [www.world­-masters-athletics.org](http://www.worldmasters-athletics.org)

**Bid Presentation Booklet**

Once the full draft of your Bid presentation has been completed, you will need to send thirteen (13) hard copies to the WMA Secretary for distribution to the WMA Council.  Or if otherwise agreed with the WMA Secretary, these documents may be sent by E-Mail for distribution to the Council and hard copies then provided during the Bid inspection visit.

**APPENDICES**

**I. IMPLEMENT LIST**

**II. BUDGET GUIDE**

**III. SAMPLE FINANCIAL STATEMENTS**

**IV. WMA CEREMONIAL GUIDELINES**

**VI. WMA BRAND MARK AND ADVERTISING**

**APPENDIX I**

**SAMPLE IMPLEMENT LIST – WMA CHAMPIONSHIPS**

The following is a general list of implement requirements for a WMA Championship. This will be reviewed with the LOC during the technical inspection visit. Indoor requirements may vary.

|  |
| --- |
| **WMA Championships**  |
| **Minimum Implement List**  |  |
|  |  |
| **Item**  | **Minimum Number Required**  |
| Hammer, 7.26 k (Outdoor Event)  | 6 |
| Hammer, 6.0 k (Outdoor Event)  | 6 |
| Hammer, 5.0 k (Outdoor Event)  | 6 |
| Hammer, 4.0 k (Outdoor Event)  | 6 |
| Hammer, 3.0 k (Outdoor Event)  | 3 |
| Shot Put, 7.26 k (hard or soft depending on indoor surface used)  | 6 |
| Shot Put, 6.0 k (hard or soft depending on indoor surface used)  | 6 |
| Shot Put, 5.0 k (hard or soft depending on indoor surface used)  | 6 |
| Shot Put, 4.0 k (hard or soft depending on indoor surface used)  | 6 |
| Shot Put, 3.0 k (hard or soft depending on indoor surface used)  | 3 |
| Discus, 2.0 k (Outdoor Event)  | 6 |
| Discus, 1.5 k (Outdoor Event)  | 6 |
| Discus, 1.0 k (Outdoor Event)  | 6 |
| Discus, 0.75 k (Outdoor Event)  | 6 |
| Javelin, 800 g (Outdoor Event)  | 6 |
| Javelin, 700 g (Outdoor Event)  | 6 |
| Javelin, 600 g (Outdoor Event)  | 6 |
| Javelin, 500 g (Outdoor Event)  | 6 |
| Javelin, 400 g (Outdoor Event)  | 4 |
| Weight, 15.88 k (hard or soft depending on indoor surface used)  | 3 |
| Weight, 11.34 k (hard or soft depending on indoor surface used)  | 3 |
| Weight, 9.08 k (hard or soft depending on indoor surface used)  | 3 |
| Weight, 7.26 k (hard or soft depending on indoor surface used)  | 4 |
| Weight, 5.45 k (hard or soft depending on indoor surface used)  | 3 |
| Weight, 4,00 k (hard or soft depending on indoor surface used) | 3 |
| Hurdles (adjustable to .991, .914, .840, .762.m)  | 80 |
| Hurdles (.686 m) (or above can be used if they adjust to this height)  | 64 |
| Assorted Pole Vault Poles | 10 -12 |
| 13/120 - 13/130 -13/140 - -13/150 - 14/140 - 14/150 |  |
| 14/160 - 15/150 - 15/160 - 15/170 - 15.6/170 - 15.6/180 |  |

**APPENDIX II**

**BUDGET GUIDE**

This Budget Guide is for sample purposes only. Each Championship LOC should establish its own Budgeting and Accounting procedures.

**Expenses**

* **Contract requirements** - Insurance and legal fees: **WMA Sanction Fee** and Performance Bond guarantee
* LOC staffing and organizational costs – website, office rental, office equipment, special events
* WMA pre-championship site visit costs
* Competition organization and event staging: website development; venue hire and permits; production and printing of entry information book and competitor’s handbook; medals; bib numbers; computers and implement upgrades; results, signage etc
* Officials/volunteers: working meals, uniforms – min 2 polo shirts each and a cap, tee-shirts (volunteers) weatherproof jackets if needed

WMA walk judges: Airfares, accommodation, working meals and per diem to cover evening meal if not provided

* Accommodation: (maximum 18 days for Stadia, 12 days for Indoor)

WMA Council plus 2 meals per day (ie breakfast, lunch during competition)

WMA appointed officials (Management team/IVOs) and working meals

Local officials if needed

* Meeting rooms: General Assembly and committee meeting rooms at HQ Hotel (2 non competition days, (Stadia)
* Council meeting room at HQ Hotel, plus meeting rooms at Stadium
* Transport costs – accredited participants and officials transport to venues
* Vehicles, fuel, insurance
* Accounting/Audit
* Security and cleaning staff
* Printing/Stationery/postage
* Merchandise costs

***Income***

* Sponsorship – appointed Accommodation agency, LOC appointed physio and other medical services for which athletes pay a fee, commercial sales outlets other than official merchandise, day tour operator, etc
* Regional/Local Government support – in cash or kind
* Entry Fees
* Merchandise / souvenir sales
* Bank Interest

**APPENDIX III**

**SAMPLE FINANCIAL STATEMENT € or US$**

**INCOME**

Entry Fees Public Contributions

Sponsorships Merchandising

Catering Commissions Athletes Services

Miscellaneous Income Tax Refunds

**TOTAL INCOME**

**EXPENSES**

**Sanction Fees** : as outlined in Contract

**Event Management**

 LOC Committees

 General Administration Insurance

**Competition/Technical Organization**

Ceremonies (Opening, Closing) Medals

Promotion, Advertising Accommodation: WMA, Officials

Meals: Officials, WMA Medical and Security

Transportation Athletes: accreditation etc

Uniforms: Officials and volunteers Media

Publications: production and printing Website: construction and maintenance

 Other

**TOTAL EXPENSES**

**EXCESS (SHORTFALL)**

**APPENDIX IV**

**WMA CEREMONIAL GUIDELINES**

See also Contract Exh. G for full requirements for each event

**OPENING CEREMONY**

* + An opening ceremony must be organized the day before the first day of competition in the main stadium, or in close proximity to the main stadium. It shall be no more than one hour and thirty minutes from the start to the completion.
	+ All participating WMA Member countries can take part in the opening ceremony.
	+ All interested athletes should be allowed to participate in the march-in procession. There should be no more than 30 minutes between the staging of the delegations and the commencement of the march-in.
	+ In their approved uniform, athletes from each country shall enter the stadium behind a sign bearer and the official flag of its country. On the sign shall appear the name of the country in the language of the host country.
	+ The delegations shall enter the stadium in alphabetical order. The delegations may be led into the stadium by a colour-guard carrying the WMA flag.
	+ The host country’s delegation shall be the last to enter.
	+ The athletes should be offered seating either in the main stands or on the infield for the remainder of the Opening Ceremony.

When all teams have assembled and seated in the stadium, the sequence for the Opening Ceremony shall be as follows:

* + Anthem of Host Country
	+ Welcome by the LOC Chairman or representative
	+ Speech by the WMA President or representative
	+ Athletes Oath taken by representative athlete
	+ Judges (Officials) Oath taken by representative Judge (Official)
	+ Opening of the Championships by the Head of State, Region, Municipality, Minister of Sport or other appropriate representative
	+ Raising of the WMA flag in the stadium. Playing of the WMA anthem at this time is also desirable.
	+ Departure of the delegations
	+ Departure of dignitaries/VIPs

An appropriate display of local folklore or other entertainment is permitted either before or after the official ceremonies. No entertainment which produces large amounts of smoke will be allowed by WMA. WMA must be given the opportunity well in advance to comment upon and approve the content of the entertainment.

The WMA flag shall be given a pre-eminent position in relation to other flags on display. Should the host country have strictures against any flag other than its national flag being in a pre-eminent position, the WMA flag shall be displayed on a flag-pole positioned apart from all other flags.

**CLOSING CEREMONY**

The Closing Ceremony shall be conducted on the last day of competition, in a similar manner to the Opening Ceremony. The sequence for the Closing Ceremony should be as follows:

* Speech by the LOC Chairman or representative
* Speech by the WMA President or representative
* Lowering of the WMA flag in the stadium
* Handing over of the WMA flag to a representative of the LOC conducting the next World Masters Athletics Championships (Stadia or Indoors)
* Departure of the delegations to the playing of appropriate music.

Current practice is to hold the Closing Ceremony between the relay races when there is maximum spectator and athlete participation.

**AWARDS CEREMONIES**

Medals shall be awarded at a special, well decorated ceremony area (Medal Plaza) at the main stadium and/or at other venues as agreed. Official signage for WMA and the LOC must be displayed.

* + Medals shall be presented by persons agreed upon by WMA and the LOC. A list of presenters shall be made available to WMA in advance.
* Awards (medal and diploma) will be presented for every event for the three best athletes and for members of teams placed in the non stadia events and the relays. WMA approval for the design of the medals must be obtained prior to purchase of the required number.
* A short 30 second segment of the national anthem of the winner is to be played after presentation of the medals. The flags of the countries represented by the winners should be shown on video screens above the award podium.

**APPENDIX V**

**WMA BRAND MARK and ADVERTISING BRAND MARK**

The brand mark must always be produced from master artwork supplied by WMA.

**APPLICATION OF IDENTITY**

The WMA identity is more than a brand mark. It represents competition, camaraderie, and friendship to a worldwide family of athletes who are of Masters age. These attitudes should be communicated through the use of photographic imagery. Illustrations may only be used in technical manuals.

**BREATHING SPACE**

A minimum of 2 inches or metric equivalent must be left around the circumference of the brand mark into which no graphic or typography can be placed. This ensures the brand mark will always be clear and recognizable, with an undiminished effect.

**MINIMUM SIZE**

The brand mark should not be reproduced under a size of 1.5 inches (2 centimetres).

**PANTONE COLOURS**

The pantone colours will be provided by WMA.

Since colour accuracy and consistency are important, no other colour or tint versions other than those indicated may be used in production.

**PHOTOGRAPHY**

To maintain clarity of the brand mark when used with a colour image or solid block of colour, the brand mark should appear in solid white format. This is the only occasion that the outer rings are not displayed.

It is not recommended to use the logo with black and white photography.

**PUBLICATIONS**

All publications, including event awareness leaflets, entry information booklet, official program, technical manuals, and Competitor’s Handbook must include on the front cover

A)Event Title: World Masters Athletics Championships (for number of event, use Roman numerals (eg XXIV, not Arabic [24])

B) WMA Logo

C) Date of Championships

D) Venue

The event title cannot be altered unless written authority has been received from the WMA Secretary. The title and logo must be in prominent positions and be the largest logo and largest font size on the cover.

**DISPLAY MATERIAL**

WMA would expect to see its brand mark at each venue on

1) two internal track display boards in the finishing straight

2) 3 perimeter advertising boards placed at the 100-meter curve, 200-meter curve, and 300-meter curve.

The configuration of the advertising boards will be to the IAAF requirements and produced at the expense of the Local Organizing Committee.

Where additional display material is being exhibited, such as on courtesy cars, street decorations, WMA headquarter hotel, function and meeting rooms, etc., the WMA name and logo must be displayed on all advertising material, and be the prominent feature of the display.

**ADVERTISING BOARD CONFIGURATION**

All advertising boards will be produced to a standard size (1 meter x 6 meters) and affixation format (secured by t-bars set 0.6-meters back from the track throughout). Sponsors will be asked to supply camera-ready artwork. A numbered plan of the boards will be provided, and the position of the boards will be commensurate with the agreement reached.

**MEDIA**

Where a Media area is established, only three parties may advertise on the backdrop screening for photographs and interviews:

WMA, the Host City and a Title Sponsor

All advertising will be displayed in equal size and should be displayed behind the interviewee.

**SECTION 7:**

**CHAMPIONSHIP BID EVALUATION**

A Championship Bid Evaluation will be carried out by the WMA Inspection Team. This will take place after a satisfactory bid and Bid Fee has been submitted to WMA, and before the Bid presentation being made at the following WMA General Assembly.

The WMA fee for a site evaluation visit is **USD 20,000** and must be paid to WMA when the Bid is submitted.

A Bid Evaluation Sheet will be forwarded prior to the inspection visit. This is to be reviewed jointly between WMA and the LOC Bid Team during and after the inspection visit.

**SECTION 8:**

**CONTRACT**

A draft Contract can be obtained from the WMA Secretary. This should be read prior to the WMA site visit and discussed during the visit. Following the award of the championships by the WMA General Assembly to the bidder, any changes must be agreed before the contract is signed. The Contract should be signed within 12 months from the award of the championships by the WMA General Assembly.

The signatures required are those set out below in the 2nd and final clauses of the Contract.

Clause 1 must be signed and returned to the WMA Secretary before any bid can be considered.

**Clause 1**

**EXPRESSION OF INTEREST TO BID FOR A WMA OUTDOOR OR INDOOR CHAMPIONSHIP**

Pursuant to its Constitution, By-Laws and other rules of WMA we, the undersigned, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*name of Bid Organisation legally responsible for conducting the event*)

wish to formally express an interest in hosting the following WMA Championship Outdoor (Stadia)/Indoor in the year 20\_\_\_.

Following a Formal Documented Bid it is agreed to pay for the visit as outlined below. Letters of support from the organisations below are also enclosed.

 **Name and Signatures**

Name of Bid Organisation Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or Person Legally Responsible for

Conducting the Championship Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The City/Town (Mayor or Representative) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The local/regional organisation (LOC) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The IAAF National Governing Body Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 for Athletics

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Masters Affiliated Body Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government Immigration Representative\* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* It is recommended that the Government Immigration Department responsible for the granting of Visas to enter the country be advised of the pending bid for a WMA Championship and be a signatory to the Contract. (WMA Contract 2, & 3.1)

The National Masters Body is also required to inform the WMA Regional President of their involvement in this Expression of Interest.

**WMA Inspection Visit**

A site evaluation visit is made priorto a bid being approved and then prepared for presentation at the next WMA General Assembly.

When preparing a Bid for a World Masters Athletics Championships Outdoor (Stadia) or Indoor, the Bidder is required to allocate a fee of **USD 20,000** in their budgetto cover the cost for the site evaluation visit. The WMA Treasurer will provide bank account details to the Bidder, and this fee must be paid when submitting the Bid.

The WMA fee covers the cost of travel and other expenses incurred by the WMA evaluation team when making the inspection visit to the City/Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ prior to reporting to the WMA Council on the proposed bid.  In addition to the WMA fee, the Bidder is required to provide, at their own expense, accommodation and meal costs for four (4) persons designated by the WMA President for the site evaluation visit.  At the conclusion of the evaluation visit, any portion of the WMA fee not expended in the conduct of the visit will be returned promptly to the Bidder.

The persons attending the site evaluation visit (not longer than three (3) days and nights), may consist of the WMA President, the two (2) Vice Presidents (Technical and Organisational), the IAAF Representative or other designated person.

**LOCATION OF THE CHAMPIONSHIPS**

The 20\_\_\_ WMA Outdoor (Stadia)/Indoor Championships are to be held in and around the City/Town of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the country of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed by Name Post

Chair of LOC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town stamp

Please return this Form to WMA Secretary, María Alfaro, by 1st September 20\_\_.

All other Formal bid documents as outlined in the Contract must be received by 1st October 20\_\_ for the bid to be considered and accepted.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Clause 2 – Contract signatories**

**COMPOSITION OF LOCAL ORGANIZING COMMITTEE**

The LOC consists of the following persons (official representatives of the WMA National Member, the IAAF Member, and the Host City must be included). For the contract to be binding any changes within these signatories shall be notified to the WMA Secretary and the signatory pages re-signed and forwarded to WMA.

**NAME POSITION ORGANIZATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Bid Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Person Legally Responsible for

 Conducting the Championship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ General Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative, IAAF Federation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative, WMA Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other LOC Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Government Immigration

It is required that the Government department liable for the granting of Visas (Immigration) be advised of the championships and be a signature to the LOC, so as to enable the facilitation of visas in an orderly and timely fashion.

**12.1 APPLICATION OF THE CONTRACT**

The Contract including the Technical Appendix will come into force after the deliberation of the immediate WMA General Assembly (GA) ahead of the relevant championship.

The Contract should be agreed and signed by all parties within twelve (12) months of the granting of the championships. Any amendments, corrections, or changes to this contract must be in writing, duly executed by the parties, and appended to the signed contract.

The WMA President is the WMA Council Member designated to deal with and attend to these matters on its behalf.

The Contract shall be interpreted and enforced in accordance with the laws of Monaco.

The parties hereto agree to the terms and conditions above set forth:

DATED: at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

**APPROVED AND ACCEPTED** by the **LOCAL ORGANIZING COMMITTEE**:

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Representative, City of \_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name………………………………..)

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ General Chairman

(printed name………………………………..)

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOC President

(printed name………………………………..)

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOC Treasurer

(printed name………………………………..)

**IAAF NATIONAL GOVERNING BODY**:

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President

(printed name……………………………………….)

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMA Member

(printed name ……………………………….)

**APPROVED AND ACCEPTED** on behalf of **WORLD MASTERS ATHLETICS**:

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMA President

(printed name ………………………………)

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMA Treasurer

(printed name ………………………………)

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMA Executive Vice-President

(printed name ………………………………)

/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMA Vice-President Competition

(printed name ………………………………)