

Request for proposals for First WFDF Asia Pacific Ultimate Championships

I Background

As follow-up to a successful WFDF Asia-Oceanic regional meeting held at the World Ultimate Club Championships in Perth in November 2006, WFDF is sending out this request for proposals for the First WFDF Asia Pacific Ultimate Championships (APUC). The tournament is a national team event directed at national teams from the Asian countries, Australia and New Zealand. The goals of the event are:

1. Competition

- To provide a fun, competitive WFDF Ultimate tournament during an off year of World Championship competition;
- Provide an international competition with a lower cost and time commitment during a non-Worlds year;
- To foster the development of National Teams concept and encourage gender specific teams (e.g. Open and Womens) in addition to Mixed Division teams; and
- To provide a basis of seeding teams coming from this region for WUGC 2008.

2. Camaraderie and participation

- To foster unity and camaraderie within the regional Ultimate community;
- To encourage communication and interaction between the most competitive players in the region; and
- To enable as many countries to participate as possible.

3. Development and growth

- To promote Ultimate in the Asian/Oceanic region;
- To strengthen existing national organizations and to reach out to neighbouring countries to establish new ones;
- To provide a foundation for developing national team programs in the countries of this region and to encourage teams to plan to participate in WUGC 2008 in Vancouver; and
- To encourage outreach and promotion of disc sports in the host country.

I.1 Countries, divisions and event timing

As this will be the first WFDF event of its kind in this region, it is expected that the WFDF Ultimate Committee will make certain concessions with regard to the nationality criteria of the roster requirements used usually at WFDF national team events. Furthermore, it is planned that each country may sign up a second team for each division, if they wish to do so. These teams will not be allowed to compete for the regional championship, but the event formatting will be done in a way that will encourage competitive play on the part of the "B teams" as well.

Initially invitations to compete will be extended to all Asian countries, Australia and New Zealand. If there is interest to participate in the event outside of this region, the situation will be discussed by WFDF on a case-by-case basis.

The event will invite teams in the open, women's, and mixed divisions. If there is significant interest junior divisions may be included as well. In order for a division to be included in the tournament as a championship division, at least four (4) countries must participate in that division with teams that conform to the roster requirements set for the event.

The length of the event is planned to be three (3) days, running from Friday morning to Sunday afternoon. The proposed starting date of the event should be no earlier than July 13th, 2007 and no later than October 26th, 2007.

WFDF encourages the idea of hosting a recreational club team event in conjunction with the tournament, but this is by no means a requirement for a successful bid.

I.2 Other considerations important to this particular event

WFDF places great emphasis on encouraging participation in this event. Accordingly we will be closely monitoring the following information presented in the event proposals submitted to us:

- estimated round-trip airfare from various Asian and Oceanic cities;
- travel time from various Asian and Oceanic cities;
- ease of entry to host country for participants from different countries of the region;
- proposed team and player fees for the tournament; and
- ability to provide inexpensive lodging and food packages for participants.

Our goal is for this event to start a series of successful WFDF events occurring biannually in the region. Participation is pivotal in achieving this goal.

II Proposal content

These regulations and guidelines are intended to help all organisations make bids for all WFDF sanctioned Ultimate Championships, including World Ultimate and Guts Championships (WUGC) and World Ultimate Club Championships (WUCC). The headings and guidelines are provided so that you may not only provide a realistic bid to the WFDF Ultimate Committee but to help you plan and put your ideas into action.

So that all bids are able to be judged on an equal basis we ask that you address each area outlined in the bid proposal. The essential requirements for a successful bid include the number and quality of fields, the accommodation and food package being offered to players, medical facilities, the experience of the organisation in running large tournaments and a realistic budget. The desirable requirements include all other aspects outlined in this bid proposal. Please note that it is not necessary to provide all the services suggested in this document. You should design your proposal to optimally utilize the infrastructure, facilities and services available to you, while trying to run a quality event while keeping the participation fees for players as low as possible.

If you have any questions regarding a bid for a WFDF sanctioned Ultimate tournament please contact the Chair of the Ultimate Committee or the WFDF Executive Director whose details can be found at the end of this paper.

II.1 Proposal Statement

Organisation (association, club, team or individual) hosting the tournament

Is your organisation affiliated with a national governing body for flying disc?

What is the WFDF membership status of that governing body?

The name of the tournament to be hosted

The aims and objectives behind the bid to host the tournament

Tournament Location

Dates of the tournament

Main contact address of the tournament.

Site of the tournament fields and accommodation

Map of the site

Description of typical weather and length of daylight time; please provide an estimate of adverse weather conditions, if they are typical to the location

II.2 Transportation and Immigration

Distance from airports and seaports to tournament site

Typical airline expenses and travel time from major cities in the region to host city (include at least Wellington, Sydney, Singapore, Manila, Tokyo, New Delhi, Shanghai in your chart)

Do you anticipate it would be a problem for players of a certain country in this region to enter the host country?

Is a visa needed? What are the associated costs?

II.3 Tournament Organising Committee (TOC)

Tournament Director, address details, qualifications and experience.

Key staff, address details, description of the jobs they will be required to do, qualifications and experience, including Field Co-ordinator, Accommodations Director, Medical Director, Competition Director, Media Co-ordinator, Business Manager, etc.

Tournament Staff; numbers of staff for fields, medical, accommodation and food, media etc.

Facilities to be provided for staff including accommodation, food and drink (especially at lunch times), shirts, jackets, etc.

II.4 Playing Facilities.

Fields (include a map).

Number of fields available and their location. Plan to have a minimum of 6-8 regulation size fields available for play throughout the tournament.

Description of quality, grass, slope, surrounding areas.

Suitability for spectators

Availability of water

Lining of fields and cones

Scoreboards

Scorekeepers and timekeepers

Lighting available for night games

Parking for players and spectators

Contingency plan should main fields become unavailable.

II.5 On-Field facilities.

Players centre - in case of rain or sun

Medical facilities
Public information centre
Sales and concessions
Toilets and changing rooms including shower facilities
Food and drink available on the fields
Sound system and radio system for staff
Video towers or other filming facilities
Results service
Display facilities for playing schedules and results

II.6 Final Game facilities, if different to above.

Stadium location
Description of location, field quality, spectator facilities, media facilities, sales opportunities.

II.7 Security

How will you ensure security for players and their possessions on the fields and at their accommodation?

II.8 Accommodation and Food

Range of accommodation available for players, staff and guests, including room size, number of beds per room, bathroom facilities, catering facilities.
Is camping available?
Proximity to fields – how far are the housing options from the fields?
Food options available for players and guests
Suitability of rooms and food for large numbers of Ultimate players.
Proximity of other accommodation and food facilities if players do not take up your options.
Allocation of meal tickets, player accommodation options etc. (Use ID card?)

II.9 Transportation arrangements during the tournament

Arrangements to transport players from accommodation to fields
Transportation details for any special events during the tournament

II.10 Medical Facilities

Range of medical facilities available to players on the fields, including doctors, nurses, physiotherapists, paramedics, masseurs etc.
Medical equipment available to players on the fields
Range of medical facilities available to players at the accommodation, in the town or city.
Proximity of hospitals to tournament site
Availability of ambulance cover at tournament site
Planned response to medical emergencies
Medical and third party insurance provided by the TOC.

II.11 Insurance

Medical and third party insurance provided by the TOC.
TOC collects signed waivers from participants – required from all players before competing.

II.12 Trophies and medals.

Trophies for teams

Medals (provided by WFDF) for all players in top three teams of each division.

II.13 Players package

What will the TOC provide? Discs, shirts, bags, etc. for players.

Identification Cards for players, staff and spectators.

II.14 Tournament Social Events

The events below are just suggestions. The only required event for this tournament is the medal ceremony.

Opening ceremony

Trading night

Parties

Events, discos, films etc.

Closing/medal ceremony

Are there any local difficulties in partying all night?

II.15 Player and Public Relations and Marketing

Facilities for spectators and guests.

Showcase facilities for the Tournament including national flags, grandstand seating, corporate hospitality

Sponsorship, including companies approached and estimate of financial or product contribution (include letters confirming this)

Media coverage, TV, Radio, Print, Internet

Tournament newsletter

Results service

II.16 Development programme

Any plans for work with local schools and in the community leading up to and after the event

II.17 Tournament merchandise.

Design of tournament Logo (must include WFDF logo on all products)

Quantity and range of merchandise

Plans for retailing merchandise

Opportunities for other countries/teams to sell merchandise

II.18 WFDF Facilities

Meeting facilities for hosting a WFDF meeting

Internet access for WFDF officers

Food and local transport costs for one (1) WFDF Official

II.19 The Budget.

Please provide a budget in US dollars. If there is a chance of significant exchange rate fluctuation between the time of submitting your proposal and the start of the tournament, please

indicate this in your proposal. Your budget should reflect all aspects of your bid. If you have specified a facility we would expect to see it in the budget. The budget should be divided into expenditure and income. The income should be detailed enough for us to be able to identify the costs of a range of accommodation options. We should also be able to see what the player costs are, if a player chooses not to take up your choice of accommodation options. If you are expecting players to book their own accommodation, please provide us information on the availability and accurate estimates of prices elsewhere in your proposal.

We give an example of what budget headings might be included in a tournament bid. One aspect you must be aware of is that the WFDF fee for sanctioning this event will be US \$5.00 per player. This is non-negotiable.

Please try to estimate costs accurately and plan a contingency fund of 5-10% into your budget. It is more transparent to have any buffers included as a single contingency fund than to bloat individual items unnecessarily.

Income

- Team fees
- Players fees
- Sponsorship
- Advertising hoarding
- Concessions
- Donations

Expenditure

- Grandstand seating
- Video towers
- Sound system
- Media
- Radio system
- ID cards
- Flags and poles
- Tournament newspaper
- Advertising and banners
- Transport
- Design and artwork
- Players accommodation options
- Social events
- Players food options
- Development programme
- WFDF Player Fees (USD 5.00)
- WFDF staff costs (x1)- travel & accommodation.
- Medical expenses
- Grounds staff for field maintenance
- Trophies
- Insurance
- Medals
- Electricity supplies
- Players discs

Administration, web-site, phone bill etc.
 Players shirts
 Staff accommodation, staff shirts etc
 Scoreboards and other field equipment
 Marquees (tents)

Budgets require constant revision and the TOC is required to submit a revised budget to WFDF two months before the start of the tournament. This enables the WFDF to monitor and advise the TOC on financial aspects and protect the TOC from losing money.

Use the headings provided previously.

These headings will allow the Ultimate Committee to make a decision as to the most appropriate site for a WFDF sanctioned Ultimate tournament. What your bid will not include at this stage is a detailed time scale of events leading to the tournament itself. This will be provided for you once your bid is accepted. These further guidelines will include information of the registration of teams, team and player eligibility, the payment of team and player fees, a timescale for the payment of those fees, player uniforms, a schedule for refunds, a deadline for registration, the seeding of teams and the tournament format. All these matters will be decided by the Ultimate Committee and implemented by the TOC. The TOC will be immediately responsible to the Ultimate Committee for the running of the tournament and finally responsible to the WFDF Board.

II.20 Time scale for consideration of your bid

The dates for submission and consideration of bids for AUC 2007 are detailed below.

January 10th 2007	All bids should be prepared as PDF files and sent to WFDF Executive Director Anne-Marie Carey (ed@wdf.org), WFDF Ultimate Committee Chair (ultimatechair@wdf.org), and WFDF President (president@wdf.org).
January 20 th 2007	All bids are given an initial review and any open questions are communicated to bidders.
January 31 st 2007	Revised bids returned to WFDF by bidders.
February 20 th 2007	Final decision made by WFDF Board. Bidders are informed of acceptance or non-acceptance.
March 1 st 2007	Official announcement of tournament host and press release.

We wish you good luck with your bid.

Ultimate Committee Members and all contact details can be found at:

www.wfdf.org