

CRITERIA FOR BIDS**1. ATHLETIC VENUES**

A. PRIMARY VENUE. The Primary Venue must have a 400-meter polyurethane surface, with 8- or 9-lanes, meeting all IAAF certification requirements. Field event runways must be of polyurethane or similar surface; throwing rings must meet all IAAF construction guidelines. Venue equipment provided shall include automatic photo-timing, computer results system (see "Hy-Tek" below), appropriate field communications, electronic scoreboard, artificial lights suitable for night competition, adequate seating for opening and closing ceremonies, toilets, changing rooms, public address system, appropriate amenities for officials, media, and announcers, food concessions, computer area with restricted access, and appropriate areas for medical, marshalling, results-posting, athlete warm-up, and athlete relaxation. Shade provided by permanent structures or tents is mandatory.

B. SECONDARY VENUE

An IAAF-certified 8-lane all-weather track, with similar but less extensive facilities to the Primary Venue, is required. Permanent or temporary lighting is necessary. The Secondary facility should be in reasonably close proximity to the Primary Venue. (The Secondary Venue has generally been used for the 5km and 10 km runs, the track walks, some preliminary heats, decathlon/heptathlon, steeplechase, and some field events.)

C. FACILITY REQUIREMENTS FOR FIELD EVENTS

The following is a listing of the ideal field event infrastructure:

1. Four bi-directional Pole Vault run-ups, a minimum of 40 meters long, with landing beds and stands;
2. Four bi-directional Long Jump/Triple Jump pits, a minimum of 40 meters long, with a variety of take-off boards to accommodate all age classifications;
3. Two synthetic surface High Jump fans, providing a minimum run-up of 18 meters measured perpendicular to the bar; plus stands and landing beds;
4. Four Hammer/Discus circles with cages;
5. Four Javelin run-ups with synthetic surface;
6. Four Shot Put circles.
7. Manual field event result indicators.

The field events should be so located as to not interfere with the conduct of any track event. Some of the field events facilities may be outside the stadia, provided that they are in reasonable proximity. Some of the throwing events may use temporary circles and cages on a suitable (as determined by WAVA) grass area, but the proposed sectors must be surveyed to ensure that any gradient is acceptable for record purposes.

D. MARATHON

All of the standard requirements to hold a championship event including, but not limited to: certified course, start and finish preferably at the Primary Venue (which will eliminate many logistical problems), adequate transportation to and from the course (if the course does not start at the Primary Venue), portable toilets, spectator facilities, medical personnel (including doctors, nurses, first aid stations, ambulance, aid stations), water stations, traffic control & police for the entire course, mile and kilometer points with times announced, digital clock. The course must be kept open for a minimum of six hours. Awards ceremony and prompt computer results are to be made available at the finish. Organization of the Marathon should be conducted by an experienced race director and road race committee.

E. CROSS COUNTRY

A scenic, challenging 10-km course on grass and/or trail with a wide starting area and running paths at least 4 meters wide. The start and finish lines should be either at the same point or close to each other.

Separate starts can be held for each division or divisions can be combined (with separate awards) if the number of competitors warrants. Same criteria as for the Marathon applies to Cross Country

F. RACEWALKS

For the road walks, an out-and-back circuit of 2500 meters *or less* on flat pavement, is preferred. Assistance from the Non-Stadia Committee in laying out the circuit is available and highly recommended.

Internationally-certified walking judges are required, with an appropriate number coming from other than the host country. WAVA shall appoint the Chief Race Walking Judge.

The 5 km walk is contested on the track. No more than 25 competitors can compete in any one section. Seeded sections for each division may be used. Divisions may be combined for scheduling purposes (usually in the 80+ men and 75+ women). The 5km walk usually has a large number of competitors, with the result that it can take a full day to complete. Since it makes no difference whether the surface is polyurethane or asphalt (a dirt track is not satisfactory), the Secondary Track or a third back-up track can be used.

2. WEATHER

Each proposal must contain an official record of the weather data for the proposed dates for the preceding five years, plus smog ratings, temperature, and humidity. The data should include both day and night-time hours.

3. PROPOSED DATES FOR HOSTING THE MEET.

An explanation regarding the proposed dates should accompany the bid. In the Northern Hemisphere the meet is usually held between July 1st and August 30th. For those athletes in the teaching professions, any date much beyond the second week in August is not feasible. In the Southern Hemisphere, the meet has been held between December 1st and January 30th.

4. EASE OF ACCESS TO THE HOST CITY.

The majority of the competitors will be travelling 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. Possible airfare discounts from airline(s) should be detailed. With the thousands of people involved, the bidders must be prepared to present a detailed transportation plan.

5. HOUSING.

Housing facilities must be available for up to 10,000 visitors for a period of 7 to 14 days. A wide variety of housing must be available, such as university dormitories, hotels, and campsites. Private housing can be used if nothing else is available, but is not encouraged, as it has proven difficult for the organizers to regulate.

It is important in presenting the bid that a detailed listing of the available housing, with charges and meals and amenities, be given. WAVA 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. If there is a local hotel association, preferably a representative of that association should be present when the bid is presented. If a representative is not present there should be a firm written commitment relating to rates, meals and amenities. The Organizing Committee, not the hotel association or 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. 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 can not afford to participate without such facilities. Dormitory housing should be allocated on a percentage basis per country, according to how many athletes from that particular country have attended past Championships, and how many are currently entered in the present Championships.

A range of hotels and motels--from budget to luxury--must also be available to the competitors, with a breakdown of the number of beds available in each category included in the bid. Room rates may be quoted either *per room* or *per person*, as long as the same system is used for all categories and it is made clear which system is being used.

Some participants may wish to camp out using recreational vehicles. Location and cost of available campsites and/or RV hook-ups should be included.

The proximity of all types of housing to the competition venue is important. A scale map of the host city on which is plotted all venues, proposed housing, the airport, bus or train terminals, together with public transportation facilities, should be presented with the bid.

6. FOOD.

The third biggest expense for the competitors is food. Providing low cost cafeteria food for the competitors is of great importance. Indication should be given as to what meals are included in hotel room rates, and as to what private dining facilities are available, indicating the types of food and the cost.

7. TRAVEL AGENTS.

Travel agents perform an important function at the Championships. For some countries, they even coordinate athlete entry. WAVA encourages the fullest cooperation between the OC and the travel agents, as the agents can ease the task of arranging transportation and housing for the local organizers. The bid should clearly indicate the recompense travel agents can expect for their services from the hotels, airlines, etc., and with whom the travel agents will deal with on the OC side. (Some OCs have worked with the travel agents directly, while others have used a local travel agency to work with the outside travel agents.)

8. TRANSPORTATION TO THE HOST CITY.

The bid should indicate whether group fares will be available on airlines servicing the host city and who will be handling air travel arrangements. Sample train and bus facilities and costs to the host city should be contained in the bid. Information on proposed transportation to and from the airport and airport greeting procedures should also be included.

9. TRANSPORTATION WITHIN THE HOST CITY.

There are various ways to handle the transportation of the athletes within the host city. The best system is to have special buses for the athletes. Another method is to use the existing public transportation system and provide the athletes with special passes, usually at a fixed price for the entire Meet. The bid must detail what transportation will be used; whether there will be a charge on the entry form to the athletes; whether the athletes will have the option of not purchasing a transportation ticket; a map of the routes; and, the hours of operation.

Other items to be referred to are courtesy vehicles for the WAVA Council (optional), car rental information (availability and costs), and transportation "hot line" information (whom do the competitors call if a problem with the transportation provided).

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#2

10. COMPUTER.

WAVA requires the use of the computer program Hy-Tek, which will be provided by WAVA at no expense to the OC. It has been continually modified for use at the World Veterans' Championships. Many Regional Championships already use this program. The program will compute age-grading results and keep track of world, national and meet records. For information on obtaining the Hy-Tek software, contact the WAVA Secretary.

11. RESULTS.

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The bid should indicate when and how the results will be made available to the competitors and the media; whether printed results will be available via a competitor's newsletter and/or in the local newspapers; and, when and at what cost, if any, a results booklet will be available after the Meet.

12. TELEVISION COVERAGE.

Information about TV coverage must be included in the bid. In the event that there will be sponsored TV, the bidder is advised that financial arrangements with WAVA must be negotiated.

13. AWARDS.

Details as to proposed awards, including design & size, are to be included. If a sponsor is obtained to underwrite the cost of the awards, a statement regarding what the sponsor will seek in return for the sponsorship is required.

14. RECREATIONAL FACILITIES, CULTURAL EVENTS & TOURS.

The competitors pay their own way. For them, it is not only an opportunity to compete, it is also a chance to experience another culture. Many competitors bring their families. A listing of all recreational facilities including, but not limited to, outdoor activities, cultural and special tours, should be detailed. The economic impact of these activities is usually significant and can sometimes be helpful in obtaining local sponsors. It is usual for these Championships to have one or two rest days in which visitors have an opportunity to see more of the host city and environs. The bidder may propose a special cultural event for all of the visitors. Indication as to any reduced price tours would be helpful. In addition, indication should be given as to available tours after the Championships. At some previous Championships, reduced admission prices to parks and/or museums was provided.

15. HOST-A-ATHLETE.

One of the most well-received activities at previous Championships has been the "Host-A-Athlete" program, in which local residents invite the visitors to their homes, take them sightseeing, or engage in some mutually agreeable activity. The visitors and hosts are matched on the basis of shared interests and/or backgrounds. The Registration Area is usually used as the processing point, with hosts and visitors signing up and being matched together. A bidder should indicate whether this program will be continued.

16. ORGANIZING COMMITTEE.

Each bid must contain the names, functions, and experience of the organizing committee (OC), indicating the background of its technical experts, and advisors, together with prior experience in hosting Veterans and/or major athletic events. An organization chart should be presented. Proposed administrative expenses are to be set forth.

17. COMMUNITY SUPPORT.

Written letters of endorsement from elected officials, potential sponsors, and venue administrators are highly recommended. Letters from a local hotel association and from those in charge of any school dormitories to be used should be included.

18. FINANCES.

A proposed budget must be submitted, along with the outline of the OC's fundraising plans. Areas which need to be covered include prior fundraising experience, existing financial commitments, and financial guarantees by governmental or other bodies.

19. OFFICIALS.

The Championships require a minimum of 200 certified track & field officials, plus a large corps of volunteers. The bid should include the names of the principal persons responsible for recruiting and scheduling the officials and volunteers. The host country will be called upon to submit detailed plans for recruitment and scheduling of officials. Prior Championships have provided free meals, free housing, and in several cases, free transportation to some or all working officials. Please indicate any similar amenities in your bid.

20. WAVA CONTRACT.

A successful bidder is required to sign a Contract with WAVA (draft included with this publication) immediately after the awarding of the bid. A WAVA fee, as determined by WAVA, will be charged to each entrant, to be collected by the OC and paid directly to WAVA. (At present, the WAVA fee is \$15 US).

21. DRUG TESTING.

Drug testing is mandatory at the Championships. The number of tests to be conducted, and the responsible parties is outlined in the Contract.

MEETING FACILITIES.

A. *GENERAL ASSEMBLY.* A meeting room to accommodate approximately 200 delegates will be need, equipped for simultaneous translation (translation services at WAVA's expense). A dais with seating for the thirteen WAVA Council members at the head of the room must be provided, along with spectator seating at the back of the room. Audio-visual equipment must be available for rent by the various bidding cities. This meeting room is needed for only one day.

B. *WAVA COUNCIL (WC).* The WC 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. Meals are sometimes taken in this room. No microphones are necessary.

C. *REGIONAL COUNCILS & WOMEN'S COMMITTEE.* These meetings are held only once for each group during the Championships, before the General Assembly meeting. The meetings are not necessarily held at the same time. There are six Regions. The participants vary from thirty to over 150. The Women's Committee may have over 300 participants. Meeting rooms with microphones and audio-visual equipment must be made available.

D. *STADIA, NON-STADIA, TECHNICAL COMMITTEE, COMPUTER COMMITTEE, SPECIAL COMMITTEES.* The number of participants will vary for each committee. The Stadia and Non-Stadia Committees may need facilities for up to 300 participants. Some of these committees may meet more than once. Scheduling of the committees will be done in concert with the WAVA Council.

22. WAVA COUNCIL

The WC meets at the Championships site approximately one year prior to the event. The OC, per contract, is responsible for the transportation and housing costs of four of the WC members, as determined by WAVA. It is at this meeting that the details as to the operation of the event are agreed to. The OC provides hotel accommodations during the Championships for the entire WAVA Council.

23. CEREMONIES.

There is no formal requirement for an Opening or Closing Ceremony, although all of the prior Championships have chosen to have them. Successful Opening Ceremonies have always featured a parade of the athletes, broken into age groups, or by country. Short speeches by appropriate dignitaries are sometimes given. Elaborate ceremonies have been held in prior Championships, but it is strongly recommended that the athletes be the focus of attention. Past experience has shown that anything lasting more than one and one-half hours from start to finish usually finds the athletes drifting away.

Medal ceremonies are to be planned jointly by the OC and WAVA. The presenters shall be determined at least twenty-four hours before the awarding of the medals. The medal ceremonies are to take place as soon as possible after the conclusion of the competition. The medal ceremonies are not to interrupt competition.

24. BANQUET.

While not a formal requirement, prior Championships have found a Banquet to be popular with the athletes, and a means of producing additional revenue. As many as 2,500 have been in attendance. Several banquets which have featured a buffet-style dinner have suffered from an insufficient number of serving stations and inadequate food supplies. Organizers are strongly urged to prepare adequately for the numbers of very hungry veteran athletes who will attend.

25. GENERAL CONSIDERATIONS IN PRESENTING A BID.

Successful bidding cities have usually had the following components:

- Adequate facilities for stadia and non-stadia events
- Support and enthusiasm from the local community
- Competent Organizing Committee members

Should your city wish to bid for the World Veterans' Championships, WAVA will offer assistance in answering questions relating to the bid. There will also be correspondence with the WAVA Secretary regarding the Contract, which must be finalized before the bid is formally made, and which must be signed at least sixty days before the meeting of the WAVA General Assembly.

Successful past presentations 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.

The official languages of WAVA are English, Spanish, German, and French, with English being the primary language. Bidders are encouraged to prepare materials in all four of the official WAVA languages.

Hosting the World Veterans' Championships requires extensive planning and bids should be submitted preferably four years in advance.

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