



In association with World Athletics

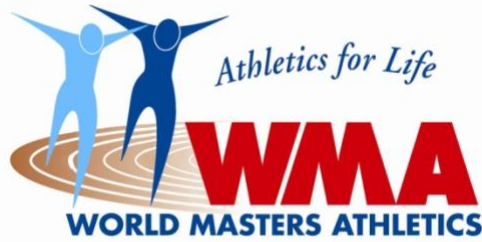
WMA INDOOR CHAMPIONSHIPS

Bidder's Guidelines

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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 WA affiliates or countries recognised by World Athletics (WA) 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.

Athlete 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

INDOOR CHAMPIONSHIPS

The Indoor 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

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

Included in Accommodation requirements: Housing for WMA Council, WMA Delegates and Guests, WMA Competition Management Team, IVOs, Local officials and referees and a similar number of volunteers.

MEETING ROOMS

Indoor championships:

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

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

Other key requirements

- Championship Website
- Technical Information Centre, Accreditation Centre, information booths and merchandise sales areas
- Opening and Closing ceremonies
- Medal awards ceremonies
- Transport (free public transport if able to provide)
- Doping Control facilities
- Catering facilities at venues
- Athletes Village
- On-line publication of Entry Information Book and Competition Handbook
- Print material

ORGANIZATION

A legally correct 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
- Financial expertise/Treasurer
- Leading community and regional politicians
- Accommodation and Guest Tour coordinator

FINANCIAL OBLIGATIONS

Bidder Fee – Site Evaluation Visit

A site evaluation visit is made prior to a bid being approved and then reviewed and voted upon on at the next Council meeting.

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 2023-2025 is: **USD 20,000**.

When preparing a Bid for a World Masters Athletics Championships , the Bidder is required to allocate a fee of **USD 20,000** in their budget to 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 Final 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 WA Representative or other designated person.

WMA Sanction Fee (see also section 8)

Following the awarding by the WMA Council of a WMA Indoor Championship the LOC will be required by contract to pay to WMA a sanction fee of the sum of

USD 60,000 net of any taxes – (2023 onwards)

Unless otherwise agreed, 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 € 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 four years in advance for an Indoor Championships.

Due to the reopening of the Bid Process for the 2025 WMA Indoor Championships, the deadline for 2025 is the following:

Letter of Intent received by	31 October 2022
Final Bid must be received by	15 December 2022

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 two (2) Vice Presidents (Technical and Organisational), and the WA 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 stadium, arenas and other facilities.
4. Support letters from the Mayor of the host City, the National WMA member and if not the same, the National WA Federation member.
5. Proposed dates for the championships, ensuring no clash with WA 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 WMA Council 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.
- WA:** World Athletics is the international governing body for the sport of athletics. WMA is the official organization for Masters Athletics, as recognized by WA.
- 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.

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 normally be submitted to WMA at least four years in advance of those Championships that are to be awarded. As stated above, the 2025 WMAC Indoor bid has different deadlines.

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 WA 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 to assist with Visa applications as required.

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 an Indoor Championship the Sanction Fee is	USD 60,000
The Performance Bond for an 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 infrastructure 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:

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 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 Indoor Championships, which include some outdoor field and Non-Stadia events, 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.

B. VENUES

PRIMARY VENUE

INDOOR STADIUM

The Indoor Stadium must have a six lanes 200-meter oval with synthetic surface and raised banks, meeting all WA 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. 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.

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).

SECONDARY VENUE INDOOR

Adjacent to the Indoor Hall, there should be a stadium or a throwing field available that meets WA 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.

Electronic timing equipment must be available at these venues, as well as enclosed athletes clothes changing and toilet facilities and a secure area for athlete bags.

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

All facilities for 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 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 Indoor Championships, 80-100 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 or volunteers 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)

F. HOUSING AND MEALS

Housing must be available for up to 5-10,000 visitors for a period of 5 to 10 days for Indoor Championships. A wide variety of accommodation 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 should 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.

G. 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 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.

H. 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).

I. DRUG TESTING

Drug testing is mandatory at the Championships. Doping Controls will be conducted at the Championships in accordance to the WMA/WA Anti-Doping Rules or the WADA Anti-Doping Code. Facilities for testing must be available at each venue. The testing is to be conducted

by a National authorized Doping Control organisation, 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.

J. PERFORMANCE BOND

Following the decision by the WMA Council to award the 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 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.

K. 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 stadium 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 either the headquarters hotel or 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 stadium space proposed for WMA's meetings listed above.

F. 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.

G. 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.

H. 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.)

I. 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 two (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 may hold either a WMA Council meeting or a WMA Executive meeting in the host city at a date to be determined after the 2025 Bid is granted.

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 WMA Council Meeting. The Final Contract may vary in some respects from the initial draft Contract in accordance with the requirements of the WMA Council 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 Indoor 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 one (1) month following the awarding of the 2025 Indoor Championships by the WMA Council.

H. 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, or 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 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 and publish the Entry Information Book, the Competition Handbook, Official Program, electronic Results Book, and any other materials. For reasons of sustainability only a minimum of printed documents are requested.

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, competition 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 INFORMATION BOOKLET

Samples for editing will be provided to the LOC by WMA. Entry information booklets should be produced for publishing on-line (date to be determined by WMA Council once the Bid is granted) and are subject to approval by WMA. Booklets must be produced at least in the following languages: English, and the language of the host country.

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 Competition Handbook is published 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 13.2).

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 (if held), 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 on the Championships website and at each competition venue. 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 (COMPETITION HANDBOOK)

The Official Championships Program (Competition Handbook) must be available on-line to registered competitors, accompanying persons and other accredited team personnel and, as part of the registration process, may also be offered for sale to other interested persons. The Competition 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 entrant related reports once the data has been entered.

K. AUTOMATIC TIMING

For the purpose of lap counting, athletes shall wear a chip or similarly worn electronic device.

In the 1500m to 5000m track events and in all Non-Stadia events, the use of fully automated computer timing chip technology is required. (See Rule 19 of the WMA Competition and Technical Rules Handbook)

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 the Appendices)

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

- f) The safety of the competitors shall be of paramount importance, with the following criteria being taken into consideration:
 - a. The time of day the event is held;
 - b. The course(s) must be traffic free for any route on which the competitors run (this does not preclude traffic in the opposite lane);
 - c. Medical services plan must be reviewed by WMA;
 - d. 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 WA-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 translators 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. COMPETITION HANDBOOK (see also J above)

The Competition Handbook is to be made available latest online 3 weeks before the event. A printed version can be ordered and paid with registration and then be included in 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), Security arrangements at venues, Money Exchange, Awards Procedures, Opening/Closing Ceremonies, Team Managers Information, Drug Testing Procedures, and Protest Procedures.

The Competition Handbook must be available in English, and the language of the host country. 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

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.

SECTION 7: APPENDICES

- I. STADIA FACILITIES FOR WMA INDOOR CHAMPIONSHIPS**
- II. IMPLEMENT LIST**
- III. BUDGET GUIDE**
- IV. SAMPLE FINANCIAL STATEMENTS**
- V. WMA CEREMONIAL GUIDELINES**
- VI. WMA BRAND MARK AND ADVERTISING**

APPENDIX I

STADIA FACILITIES FOR WMA INDOOR CHAMPIONSHIPS

Main stadium: An 6-lane polyurethane track with full World Athletics certification

Other facilities, both track and field, must fulfill certification levels

All facilities used for evening sessions **must** have floodlighting provision

The track facilities **must** include all markings relevant to standard events AND those specifically for master's events

All sites **must** fulfill the criteria for the validation of record performances

A full range of technical equipment for the delivery of Master's championships with all age group requirements

Specifically

- Two independent photo finish systems connected to a fully integrated results system that connects to public display and websites (both LOC and WMA sites)
- Fully electronic starting system (either hard wired or Wi-Fi operated)
- Steeplechase facilities that allow for the lowest level of hurdle height, including water jump barrier, as determined by WMA rules
- Full complement of hurdles (minimum 80) adjustable to the 0.762 height and weight toppling mechanism
- Horizontal jumps facilities that allow concurrent competition and a range of take off positions to address age related performances
- Vertical jump facilities that allow concurrent competition and are adjustable to levels commensurate with lower starting heights
- All Hammer and discus circles include adjustable cage doors and a concrete throwing surface. Minimum landing area to be 65m – 4 required for throws pentathlon
- 4 Shot circles to be of concrete with 20m minimum landing sector
- 4 Javelin sectors with 65m minimum landing sector
- 2 Weight throw areas with portable cage construction. This may be adapted discus, hammer or shot circles.
- (Note – the total number of facilities needed for Throws may require a separate, stand-alone throws area)
- All field event sites to have some form of score board to display performances to the wider audience

- Full range of throwing implements as defined by WMA rules Appendix A with enough to maintain an efficient competition format (no delay)
- A supply of Pole Vault poles (for hire/lease to competitors) to reflect the range of body weight and performance of athletes age 35 – 80
- Runway markers for all field events
- Wind gauge measurement at all relevant events both track and field
- Starting blocks and spares (up to 12 sets for an 8-lane track)

Administrative facilities

- Fully equipped Technical room to provide implement verification and storage before competition.
- A Technical Information Centre (TIC) fully equipped to link to all systems used at the event and large enough to accommodate a significant number of athletes/team personnel at any one time. The TIC must also have the full range of paperwork necessary to provide a service to athletes, team managers and technical officials (WMA proformas will be provided where necessary)
- Call Room facilities at all venues large enough to accommodate the number of athletes at that venue with display boards, tables and chairs and a localised P.A. system
- Clearly indicated athlete and spectator routes and entry areas
- WC, showering and changing facilities for competitors
- Shaded areas (gazebos or the equivalent according to local climate needs and regulations)
- Technical officials' rest area
- In-stadium communication system (walkie talkie/radio etc) for officials. Multi-channel capability is desirable
- A WMA Information Technology room with photo copying and printing capabilities installed
- Medical facility, at all venues, both in stadia and out of stadia
- Medical facilities to provide secure drug testing rooms to satisfy the integrity of WADA regulations as implemented by the host nation

(Exh D: WMA Contracts)

APPENDIX II

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.

Implement Requirements - 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 - to be available or for hire	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 III

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 of entry information book, production and printing competition handbook as required; medals; bib numbers; computers and implement upgrades; results, signage, local publicity
- Officials/volunteers: working meals, uniforms – min 2 polo shirts each, a weatherproof jacket and a cap, tee-shirts (volunteers)
WMA International 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
- Council meeting room at HQ Hotel, plus meeting rooms at Stadium
- Transport costs if free public transport not provided by host city – 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 (LOC registration fee and event fees)
- Merchandise /souvenir sales
- Bank Interest

APPENDIX IV

SAMPLE FINANCIAL STATEMENT € or US\$

INCOME

Entry Fees

Sponsorships

Catering Commissions

Miscellaneous Income

Public Contributions

Merchandising

Athletes Services

Tax Refunds

TOTAL INCOME

EXPENSES

Sanction Fees : as outlined in Contract

Event Management

LOC

General Administration

Committees

Insurance

Competition/Technical Organization

Ceremonies (Opening, Closing)

Promotion, Advertising

Meals: Officials, WMA

Transportation

Uniforms: Officials and volunteers

Publications: production and printing

Other

Medals

Accommodation: WMA, Officials

Medical and Security

Athletes: accreditation etc

Media

Website: construction and maintenance

TOTAL EXPENSES

EXCESS (SHORTFALL)

APPENDIX V

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 VI

WMA BRAND MARK and ADVERTISING BRAND MARK

The brand mark must always be produced from master artwork supplied by WMA. The use of WMA Logo as part of the Championship Logo is Mandatory.

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.

Guidelines for use of the new WMA logo, together with specifications for the font, pantone colours and use with other photography 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.

PUBLICATIONS

All publications, including event awareness leaflets, entry information booklet, official program, technical manuals, and Competition 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 WA 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 8:

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 the WMA Council.

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 9:

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 Council to the bidder, any changes must be agreed before the contract is signed. The Contract should be signed within **ONE (1) month** from the award of the championships by the WMA Council.

The signatures required are those set out below in the second (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 2025 WMA CHAMPIONSHIPS INDOOR

On behalf of:

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

and pursuant to the WMA Constitution, By-Laws and other rules, we, the undersigned, wish to formally express an interest in hosting the 2025 WMA Indoor Championships. Following a Formal Documented Bid it is agreed to pay for the visit as outlined below. In support of this Bid, letters of endorsement by the organisations listed below are enclosed.

		Name and Signatures
Name of Bid Organisation or Person Legally Responsible for conducting the Championship	Name	_____
	Signature	_____
The City/Town (Mayor or Representative)	Name	_____
	Signature	_____
The Chair, local/regional organisation (Local Organising Committee)	Name	_____
	Signature	_____
The World Athletics National Federation Member	Name	_____
	Signature	_____
The WMA National Member	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 WMA Member from the Bidder Country is also required to inform the WMA Regional President of their involvement in this Expression of Interest.

WMA INSPECTION VISIT

A site evaluation visit to the host city is made prior to a Bid being approved. Should the Bid be deemed successful by the WMA Council, the Bidder will then be advised and dates negotiated to allow signing of the Final Contract. Confirmation of the acceptance of the Bid will be undertaken at the next WMA Council Meeting.

When preparing a Bid for a World Masters Athletics Championships Indoor, the Bidder is required to allocate a fee of **USD 20,000** in their budget to 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 WA Representative or other designated person.

LOCATION OF THE CHAMPIONSHIPS

The 2025 WMA Championships Indoors is to be held in and around the City/Town of

Signed by:

Chair of Local Organising Committee

(printed name.....)

(Member Organisation)

[Insert: City/Town stamp]

Please return this Form to WMA Secretary, Juan Ordóñez, 31 October 2022.

Thank you. All other Formal bid documents as outlined in the Draft Contract must be received by 15 December 2022 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 WA 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.

ORGANIZATION

Name of Bid Organisation or Person Legally Responsible for conducting the Championship

		(Signature)
PRINTED NAME	POSITION	SIGNATURE
_____	City Representative	_____
_____	LOC Chair	_____
_____	Representative, WA Federation	_____
_____	Representative, WMA Member	_____
_____	LOC Treasurer	_____
_____	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 should be agreed and signed by all parties within one (1) month of the granting of the championships by the WMA Council. 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:

(printed name.....) Representative, City of _____

(printed name.....) LOC Chair

(printed name.....) LOC President

(printed name.....) LOC Treasurer

WA NATIONAL GOVERNING BODY:

(printed name.....) President

(printed name) WMA Member

APPROVED AND ACCEPTED on behalf of WORLD MASTERS ATHLETICS:

(printed name) WMA President

(printed name) WMA Treasurer

(printed name) WMA Executive Vice-President

(printed name) WMA Vice-President Competition