



In association with World Athletics

WMA OUTDOOR CHAMPIONSHIPS (STADIA)

Bidder's Guidelines

Reviewed August 2025 for 2030 WMA Outdoor Championships Bidders

INDEX

- 1 Preamble and Executive Summary
- 2 Overview of WMA Outdoor Championships
- 3 Understanding the Bidding Process
- 4 Preparing a Bid Submission
- 5 WMA Contract Requirements

Section 1

PREAMBLE AND EXECUTIVE SUMMARY

Preamble

When considering a bid for a World Masters Athletics (“WMA”) Outdoor Championships (Stadia) (hereinafter referred to as “WMA Championships,” “WMA Outdoor Championships” or “Championships”), it is important that a prospective bidder have prior experience in conducting a major athletics or other sporting event at the international, regional, or national level. Without such experience, organising a WMA Outdoor Championships may be too complex an undertaking for a potential bidder.

WMA Outdoor Championships will typically be scheduled two to four years following approval of a bid at a WMA General Assembly. WMA understands that a bid prepared several years prior to an event may make it difficult for a potential bidder to provide specific answers to some of the requested information. At a minimum, a general overview of all personnel and facilities available should be provided, and a good-faith effort should be made to provide as many other details as possible. WMA recognizes that circumstances may require changes to the structure of a proposed Local Organizing Committee (“LOC”), local authority funding sources, or supporting sponsors during the two to four year lead-up from bid acceptance until the commencement of the Championships.

Executive Summary

The WMA Mission Statement is to ***“Promote premier athletic events for athletes thirty-five and over, of all abilities and encourage their passion for active healthy competition, global camaraderie, and celebratory spirit”***.

WMA is a non-profit sports association registered in Monaco. WMA is the worldwide governing body for the sport of masters athletics, which includes track and field, race walking, cross-country, and road running. WMA Members (Members) are national associations, representing masters athletics in their respective countries.

WMA athletes are 35 years or older and compete against other same-gender (male/female) athletes in their respective five-year age groups (35-39, 40-44, 45-49, and so on). There are no prerequisites or any qualifying standards to compete at a WMA Championships. Every athlete meeting the age requirement is eligible to compete provided he or she is registered with and approved by their Member by the entry deadline. There are no cash or monetary awards provided by WMA.

Section 2

OVERVIEW OF A WMA OUTDOOR CHAMPIONSHIP

Event Background

The WMA Outdoor Championships currently take place in even years. Although sometimes referred to as “stadia championships,” non-stadia events, including cross country, road race (and half-marathon if agreed upon between the bidder and WMA), and road race walks, are included.

Timing of the Event

The WMA Outdoor Championships is a 14-day event (detailed in Section 4). The exact Championships dates are determined by agreement between a bidder and WMA.

Conduct of the Event – Joint Responsibilities

Conduct of a WMA Championships is a joint partnership which brings together the experience and skills of both the LOC and WMA. The event must be managed to ensure that all athletes, officials, support staff and administrators involved, regardless of age, gender, sexual preference, ethnicity, religion, political, or other orientation are not subject to a discriminatory environment.

LOC

The LOC is responsible for organizing and conducting the competitions on behalf of WMA as well as handling the infrastructure elements (housing, transportation, amenities, etc.) in a safe and environmentally sustainable way. Among other things, the LOC is specifically responsible for the acquisition and certification of all venues and facilities, including accommodations, coordination with appropriate sports federations, and provision of specified equipment, transport, and catering.

WMA

WMA has the final authority in all aspects of the conduct of the Championships. As a condition for submission of a complete bid package, a bidder is required to agree to a formal contract with WMA. An initial draft contract will outline the requirements and responsibilities of each party and will be provided to each bidder prior to the initial bid evaluation visit. The final contract may vary in some respects from the initial draft contract depending upon the specific needs of that Championships.

Athlete participation

The ease of travel throughout Europe has often resulted in larger numbers of registrations for WMA Outdoor Championships when held in Europe compared to when held in the other WMA regions.

| Year | Location | Registrants | Countries |
|------|----------------------|-------------|-----------|
| 2011 | Sacramento, USA | 4,803 | 93 |
| 2013 | Porto Alegre, Brazil | 4,132 | 82 |

| | | | |
|------|--------------------|-------|-----|
| 2015 | Lyon, France | 8,012 | 98 |
| 2016 | Perth, Australia | 4,025 | 90 |
| 2018 | Málaga, Spain | 8,063 | 100 |
| 2022 | Tampere, Finland | 4,512 | 87 |
| 2024 | Gothenburg, Sweden | 8029 | 112 |

Athletes pay their own registration, accommodation, and travel costs. Athletes generally enter on average 2.25 events. The ratio of athletes to accompanying persons (typically family members) is generally 1:1.5.

Section 3

UNDERSTANDING THE BIDDING PROCESS

Bidder Information and Support Letters

Bids for a WMA Championships must be made either by:

- a City/Town/region fully supported by the WMA Member,
- an area's sports bureau or similar organization, or
- the leading masters or World Athletics ("WA") National Member Federation ("NMF") athletic body in a country with the full support of the local government where the event will be held.

An LOC consisting of individuals from a variety of disciplines (management, athletics, marketing, etc.) must be created. Endorsement letters supporting the bid must come from the WA NMF and the WMA Member of the bidding country. Additionally, the LOC must have the support of the local government authorities (Mayor, Governor, etc.). The LOC must consist of individuals who are able to navigate government immigration rules and assist with Visa applications, as required.

Bids must be supported, in writing, by the owners of the proposed facilities, masters athletes from the host city area, and from officers of the area's sports council or sports authority, if any.

Guarantees of financial support from governmental agencies (city, district, national government) have become an essential part of successful bids for the Championships. Budgets which consist of financial support from governmental agencies should include a reference in the endorsement letters from these agencies to these financial guarantees.

Time Schedule

An overview of the bidding process milestones and timeline can be found at the following link [Appendix 1](#). Briefly, there are four key phases of the bidding and award process.

- Bid Phase: During the period when bids are being accepted, a potential bidder should first submit a Letter of Intent (click on the link [Appendix 2](#)) to the WMA

Secretary General, indicating their desire to host the Championships. A potential bidder must then submit their full official bid. The deadline for submission of bids for the 2030 WMA Outdoor (Stadia) Championships is as follows:

- Letter of Intent no later than **18 December 2025**
- Full bid documents no later than **28 February 2026**

If unforeseen circumstances make it necessary, the dates for submission may be changed by WMA. If no acceptable bids have been received by 31 December 2025, the WMA Secretary General will call for an extension of time.

- Evaluation Phase: After the close of the bid window, all completed bids will be evaluated by the WMA Council. During this time, a bidder may receive additional questions or requests for clarification from the WMA Secretary General.
- Site Visit Phase: Upon notification that their bid has been received and approved by the WMA Council as satisfactory, a bidder has two weeks to pay a **25,000 euro site evaluation visit fee**. This fee will cover the travel costs incurred by the WMA evaluation team. In addition to the fee, the bidder is required to provide, at its expense, accommodation and meal costs for the five people designated by the WMA President for a maximum of four nights.

Two weeks prior to the site evaluation visit, the bidder must send the Secretary General a proposed agenda for the site evaluation visit, including all venues to be evaluated, as well as a list of any people (government officials, members of WAFMF, etc.) to be visited by the WMA site evaluation team. Following the site evaluation visit, the WMA evaluation team will prepare their report and send a copy to the bidder and to the WMA Council. In addition, a Memorandum of Understanding (MOU) will be sent to the bidder and must be signed and returned within 10 days in order to advance the bid to the next phase. All site evaluation visits will be completed not less than 90 days before the WMA General Assembly (26 August 2026) at the 2026 WMA Outdoor Championships.

- Award Phase: All bidders who have successfully completed a site evaluation visit and have been determined by the Council to be able to successfully host the WMA Outdoor Championships will be invited to Daegu, Korea, to present their bid to the WMA General Assembly for a final vote. The bid that receives the majority of the votes at the WMA General Assembly will be awarded the 2030 WMA Outdoor Championships. Formal contract negotiations will take place after the conclusion of the 2026 WMA Outdoor Championships and will be signed on a date agreed by both WMA and LOC (usually during the next WMA Indoor Championships).

Financial Obligations - WMA Fees

All bids must be accompanied by a letter of guarantee for the payment of the required WMA sanction fee. Additionally, a performance bond is required as part of the contract agreement. For a WMA Outdoor Championship:

- the sanction fee is **170,000 euros**
- the performance bond is **40,000 euros**

Unless otherwise agreed, the LOC is required to pay the sanction fee in no more than three installments - an initial amount of 50,000 euros within 90 days following the awarding of the Championships; a second payment of 60,000 euros by an agreed upon date in the final contract, and a final payment of 60,000 euros due one month before the first day of competition. The performance bond shall be withheld from the registration fees collected on behalf of the LOC by WMA.

Non-compliance by the LOC with the terms of payment of the sanction fees or with any other terms of the agreed contract may lead to WMA electing to withdraw its sanction of the Championships and awarding them to another bidder, in which case any sanction fee already paid shall be forfeited.

The performance bond shall be returned to the LOC after the final and successful completion of ALL the terms of the contract as determined by the WMA Council. A portion, or all, of the performance bond may be withheld by WMA should the WMA Council determine that the LOC did not meet all of its obligations as set forth in the contract.

Section 4

PREPARING A BID SUBMISSION

WMA will look closely at each bid submission to ensure that the bidders have addressed all areas described below. Successful past bid proposals have included videotape presentations, hospitality booths, receptions for delegates, brochures, and literature about the venues and local area, as well as cultural and recreational information.

Delegates from proposed LOCs are required to attend the 2026 General Assembly, at their own expense, to present their bid.

Bid Submission

The following information is required in the bid submission and must be completed by the prospective bidding organization. Please respond with specific answers, where possible, to the information requested below. Once the full draft of the bid submission has been completed, the documents should be sent by email to the WMA Secretary General.

A. General Information

1. Proposed Dates

WMA Outdoor Championships are, of course, held outdoors and last approximately 14

days - commencing with the opening ceremony the evening before competition begins, 13 days of competition (including two non-competition days devoted to WMA meetings) and ending on the last day of competition with a closing ceremony. The bid should propose dates for the Championships, consider weather in the region, local holidays and customs (you cannot host a Championships when stores and restaurants are closed for holidays), and cover 11 competition days that span two weekends to allow for road closures for non-stadia events (road races, road walks) and two non-competition days (one after the first four days of competition and one after the next four days of competition, roughly). When proposing dates, a bidder should avoid the World Athletic Championships dates for 2030, if published.

Please outline the proposed dates of your Championship and enclose an official record of the average maximum and minimum temperatures, rain, and humidity for at least the prior four years (for that time frame).

2. LOC Information

In the host city, a legally recognized local organizing committee (LOC) must be established. The composition of the proposed LOC should ensure that it is comprised of individuals who have the expertise and commitment to successfully organize, conduct, and present the Championship.

The LOC should include representatives of the host WMA Member and an individual with financial expertise (Treasurer). In addition, the LOC should consider including experienced local sports organizers and athletics (track and field) officials and leading community and regional politicians.

A list of the various areas of responsibility for LOC members is found at the link [**Appendix 3.**](#)

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, Operations, Organizational, and Financial, together with the background and experience of the key personnel in such areas.

3. WMA Visits

One year before the Championships, WMA delegates will return to the host city to review the venues and facilities. It is during this inspection visit that the final details regarding the operation of the event are agreed. The LOC will be required to cover the travel, accommodation, and meal costs (breakfast and dinner) for up to five (5) delegates for a maximum of three (3) nights.

A final technical preparation visit will occur no less than ten (10) weeks before the commencement of the Championships. Up to three (3) WMA competition delegates will visit the host city to confirm all facilities and equipment meet the standards required. The LOC will be required to pay for the travel, accommodation, and meal costs

(breakfast and dinner) for a maximum of three (3) nights.

The bid submission should acknowledge the LOCs responsibilities, both organizational and financial, for the specified WMA visits.

4. Community Support

An LOC cannot expect to successfully host a WMA Championships without the assistance of many in the community. It will be important to have the support and endorsement of individuals who will be able to assist the LOC in various relevant areas including transportation, hotel and accommodation procurement, Visa processing, and financial support.

Written letters of endorsement from local elected officials, potential sponsors (if any), and venue owners/administrators should be included, where available. Early indications of financial sponsorship support from private or public agencies should also be included.

5. Marketing Plan

To encourage athletes to attend the Championships, outside of the obvious desire to compete, a successful bidder will create opportunities to “sell” the Championships, the host city, and the surrounding area to potential competitors. Marketing plans should include plans for development of the Championships website, planned visits and booths at upcoming events (including WMA Championships and WMA Regional Championships), and any relevant planned social media or print materials.

Please outline the marketing strategy the LOC plans to use for the Championships, including how and when athletes will be recruited and encouraged to participate in the Championships.

B. Financial

1. Financial Obligations and Budget

To host a Championship, costs are usually shared between local organizations, city government support, and sponsorships. Depending on local costs, a typical expense budget of 1,000,000 euros to 1,500,000 euros should be expected for the WMA Outdoor Championships. Fees collected through the registration system raise approximately 50-60% of the total expense amount. The economic impact of athletes and supporters attending a Championship in a host city is millions of euros. Cities are familiar with calculating economic impact of events, and use these calculations to invest in sports and other events. Various merchandising and other sales can raise roughly another 5-10%. The balance must be raised locally through sponsorships, public support, etc. Registration fees collected will not be significant until the final month of registration (approximately two months prior to the first day of the Championships). Consequently, bidders must obtain financial support leading up to the Championships. The host LOC will need to fund the payment of the WMA sanction fee, expenses associated with the WMA visits, and other contractual obligations associated with the staging of the

Championships well in advance of receiving any registration funds.

Please outline your fundraising strategy and include prior fundraising experience, existing financial commitments, and financial guarantees by government or other entities. Please include a proposed budget for the Championships (information to assist in creating a proposed budget can be found at the link [Appendix 4](#)).

2. Sponsorship

Sponsors are of significant importance in underwriting the expenses of the WMA Championships. It is essential that there be close communication between the LOC and WMA in all matters relating to sponsorships. The LOC may not enter into any sponsorship agreements without prior WMA consent.

Please include details regarding any proposed event sponsors.

C. Competition-Technical

1. Venues

All facilities should have: a) spectator seating for athletes and visitors; b) shade options for competing athletes, officials, and visitors; c) sufficient toilet facilities to accommodate all athletes, officials, and visitors; d) sufficient quality warm-up and training areas or tracks for the athletes; and e) rooms or tents for clerking, changing facilities, and refreshment areas. At least one venue, preferably the main stadium, must have a medal ceremony area.

Stadia Events

The number of facilities is dependent on the expected number of entries. Bidders should expect to provide three fully equipped stadiums with at least two stadiums consisting of a full 8-9 lane polyurethane surface (full width track) meeting all WA/WMA certification requirements. All stadiums must have full track markings, photo finish, electronic timing, jump and throws facilities, lighting, public address (PA) system, results rooms, and officials' rooms. To accommodate entries, additional throws areas, together with appropriate competition surfaces and cages, may be required. All throws areas must meet WA standards. Throws areas must be able to accommodate the following events: shot put, discus, javelin, hammer, weight throw, and a weight pentathlon.

Non-Stadia Events

Adequate paved surface, and flat road courses, free of traffic, must be staked out for the non-stadia road walk and road race events. Parklands and fields may be used for cross country events with grass or dirt surfaces suitable for older athletes. Suitable clerking tents will be required at the start of each non-stadia event.

Please describe in detail the location, infrastructure, and lay-out of your proposed venues, including warm-up facilities. Include diagrams and/or photos with all areas

(changing facilities, toilet facilities, etc.) marked.

2. Computer Operations

Any meet management program used must be commercially produced, maintained, and widely accessible, so its setup and operation are familiar to many. The Championships involve up to 28 age groups (M/W 35-100+) with roughly 28 events per age group. Managing entries requires a specialized computer program. The LOC should provide an IT system (and operators) that manages the competition, supplies necessary information for results and records, can import data from the WMA registration system, and supports age-grading and record tracking. Additionally, it must read data from previous championships results. The program must offer full access to WMA during the event.

Please detail your proposed plans for computer operations at the WMA Championships, including which commercially available meet management software you plan to use and the number of trained operators you will be providing.

3. Doping Control – Drug Testing

Drug testing is mandatory at the WMA Championships and is to be conducted in accordance with WMA/WA anti-doping rules and the WADA Code. Testing should occur at each venue; however, when multiple venues are used, testing can be at the primary venue with transport provided from secondary venues. The testing area must have private, gender-specific toilets and be restricted to testers, chaperones, and selected athletes. Apart from testing days, the LOC will not be informed or involved in the testing count.

Please describe the area(s) which will be made available for use by the drug testing team.

4. Officials

At WMA Outdoor Championships, at least 140-170 certified officials and a similar number of volunteers are needed. Volunteers should be able to communicate in languages such as English, French, German, and Spanish (Italian, Arabic, Chinese, and Japanese speakers are also desirable).

Please list the names of the principal persons responsible for recruitment and scheduling of local officials. Include the number of certified officials in your geographic area and plans for the recruitment of additional officials. Indicate any amenities (refreshments, relaxation areas, etc.) which you plan to offer to officials. Please provide a plan for recruiting volunteers to work during the Championships.

D. Competition-Non-Technical

1. Medal Ceremonies

Medals are awarded to the top three finishers in individual events, and to the members of the top three teams in the Cross Country, the longest Road Race, Road Walks, and Track Relays. Medal ceremonies are to be planned jointly by WMA and the LOC. The

medal ceremonies are to take place in a designated medal ceremony plaza after the conclusion of each competition.

Please include a description of the proposed site for the medal ceremony plaza and include pictures or diagrams, if possible.

2. Additional Ceremonies

There must be an opening and a closing ceremony at the Championships. The opening ceremony must feature a parade of athletes, by country. Short speeches by appropriate dignitaries are included as part of the opening ceremony. Current flags, as well as banners or placards with the country name, for each country attending must be provided by the LOC. The opening ceremony may also include a cultural event of local significance. The opening ceremony is held the evening before competition commences.

The closing ceremony is a short ceremony on the final day of competition. During the closing ceremony there will be a few short speeches, and the WMA flag will be transferred from the LOC to the organizer of the next Championships. WMA ceremonial guidelines can be found at the link [Appendix 5](#).

Please indicate your preliminary plans for the opening and closing ceremonies.

3. Medical Services

The medical services team at the WMA 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. Space should also be provided for those teams who wish to bring their own physiotherapists.

Please include a comprehensive medical services proposal, in compliance with local law, with attention paid to plans for on-site emergency medical aid, location of nearest hospitals, and availability of qualified medical personnel. Specify the proposed medical treatment areas at each venue and designate appropriate areas which can be made available for teams with their own medical.

4. Media and Daily Results

Each venue should have adequate space for accredited media personnel. A media center within or near the main stadium, with facilities for at least 10-20 working personnel is highly recommended.

In the event that there will be sponsored television coverage of the Championships, the successful bidder must first negotiate financial arrangements with WMA.

Please submit a media plan, encompassing all venues, and possible television or live-streaming coverage opportunities.

5. Non-Competition Venue Requirements

Welcome Center

The Welcome Center includes designated areas for accreditation (packet pickup), information, a centrally located lost and found, and the Technical Information Center (TIC). It is important that the Welcome Center is large enough to accommodate a large number of athletes in the days leading up to, as well as the first few days of, the Championships. The Welcome Center should be located within or near the main stadium.

Athletes Village

The Athletes Village is a place where athletes can gather for food, drink, and friendship. The Athletes Village can also include the merchandise area, with booths from various vendors. In the evening, athletes will spend time in the Athletes Village if there is music or other entertainment provided. Like the Welcome Center, the Athletes Village should be located at or near the main stadium.

Please describe in detail the location and lay-out of your proposed Welcome Center and Athletes Village. Include diagrams and/or photos of both with all areas (accreditation, information, lost and found, and TIC) marked.

E. Organizational Matters

1. 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. Previous Championships have offered daily tours to local attractions, often at a special rate to accredited individuals (athletes, accompanying persons, WMA Council, etc.). Bidders may propose hosting a special cultural event for all participants.

Please list the available recreational opportunities, cultural events, and sightseeing tours which you would anticipate being available to accredited individuals. Please make note of any admission discounts for accredited individuals.

2. General Assembly

The WMA General Assembly is usually held on the first non-competition day of the Championships. An adequate meeting space with a capacity for 160-200 delegates with both tables and chairs to accommodate all delegates, audiovisual equipment including microphones, a video projector and screen, and two translation booths shall be provided by the LOC. Where possible, this should be at the WMA headquarters hotel. A space outside the meeting room must be made available together with tables and chairs for at least 6 individuals to verify delegates prior to entering the meeting room. The LOC will be responsible for providing drinks and light refreshments for the period prior to the commencement of the meeting and during both a morning and afternoon break. The meeting facility should either be able to provide lunch or be reasonably close

to an appropriate place for lunch for all attendees (at WMA cost).

Please provide a list of available facilities appropriate for the WMA General Assembly, together with photos.

3. Farewell Dinner

Following the conclusion of the Championships, WMA will host a farewell dinner for important LOC and local government dignitaries, recognized officials, and other WMA invitees. The farewell dinner should be held in a banquet hall large enough to hold 100-120 people and will need a raised platform in the front of the room with a podium and microphone. WMA will be responsible for all costs associated with the Farewell Dinner.

Please provide the names of several banquet facilities appropriate for farewell dinner, together with photos. Please include a pricing schedule for the room, meal, and drinks. If available, please provide a proposed banquet menu.

4. Additional Meeting Facilities

WMA conducts numerous meetings during the Championships. The LOC is required to arrange hotel or stadium space for these meetings. All rooms are to be properly furnished with tables and chairs, power outlets and Wi-Fi connection. All meeting rooms must have convenient access to a photocopier and printer (minimum 3 photocopiers and 3 printers in various locations accessible by WMA staff). Daily provision of refreshments for the meeting room designated as the WMA office is to be organized and provided by the LOC. The successful bidder will be responsible for providing the following meeting room space:

- WMA Council meeting room (15-20 persons) at the headquarters hotel for one meeting the day before and one meeting the day after the event
- Three WMA staff working rooms (10 persons) at the main stadium during the event
- One private room (5 persons) at the main stadium for the President to take private meetings and which can also be used for the Jury of Appeals
- VIP lounge overlooking the main track provisioned with drinks and snacks
- Team Manager meeting room at the main stadium (minimum 50 persons)
- Regional Assemblies and WMA Committee meeting rooms (3 rooms for up to 100 persons and 3 rooms for up to 50 persons) on the second non-competition day to be provided at or near the main stadium, as rooms are available
- WMA Council meeting room (25 persons) for use throughout the Championships at the main stadium which must be available in the evening for briefings by the WMA Competition Management Team.

Please include the proposed locations for the WMA's meeting rooms together with photos.

5. Research Facilities

WMA has partnered with leading academic researchers from around the world to form the Track and Field Masters Athletics Cohort' (TaFMAC) project. The researchers are conducting a 10-year study to assess fitness, training and health in master athletes. The researchers need space of roughly 40m sq. with wi-fi capabilities and at least 20 electric outlets at or near the main stadium.

Please include proposed locations for the TaFMAC research area together with photos.

F. Logistics – Housing, Transportation, Food

1. Housing

Housing facilities must be available for 7,000 – 12,000 people (athletes, accompanying persons, officials, and WMA staff) for a minimum of 16 days for the Championships (many will come in several days prior to the start of the Championships). A wide variety of accommodation must be available. A successful bid will include a range of hotels and motels, from budget to luxury, as well as low cost options such as dormitory housing, with inexpensive cafeteria meals available, or cooking facilities in the rooms, and caravan (RV) parking and campgrounds. Bookings should be available for a period of two days prior to, and up until one day after the Championships.

Please provide a detailed listing of the available housing, with room charges, meals included and any amenities available. Bidders should complete and include the following chart in their bid submission:

| <i>Number of Hotels</i> | <i>Number of Rooms</i> | <i>Maximum Number of Beds/Rooms</i> | <i>Minimum Price \$/Room</i> | <i>Maximum Price \$/Room</i> |
|---|------------------------|-------------------------------------|------------------------------|------------------------------|
| <i>Luxury Hotels</i> | | | | |
| <i>First Class Hotels</i> | | | | |
| <i>Economy Class Hotels</i> | | | | |
| <i>Family Hostels</i> | | | | |
| <i>Camping Sites/Caravan (RV) Parks</i> | | | | |
| <i>Schools/Dormitories etc.</i> | | | | |

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). If the use of a travel agency for booking hotel rooms is expected, please provide the name and address of the travel agency.

2. Transportation

A. Arrival to the Host City

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

It is highly recommended that the LOC provide some means of transfer between the nearest airport(s) and major hotel areas commencing two (2) days prior to the first day of competition and concluding one (1) day following the last day of competition. A fee for this service can be charged to the athletes, accompanying persons and team support personnel. An information booth at the airport to assist arriving WMA participants is recommended.

Please provide a detailed report on the existing airport facilities, airlines servicing same, and proposals for transportation to and from the airport to the host city. Sample train and bus schedules, along with sample ticket costs to the host city from nearby major metropolitan areas, should be included in the bid, if appropriate.

B. Transportation within the Host City

The LOC should make all attempts to provide free transport (public transport or shuttle service) between the major accommodation areas and the venues for accredited individuals (athletes, accompanying persons, team managers, medical staff, and officials). On the day prior to a non-stadia competition, organizers should make transport available, either free or at a nominal cost, for athletes who wish to visit the competition courses.

The LOC shall also provide and/or secure transportation at their own cost (from select locations, particularly the headquarter hotel and officials accommodations) to the main stadium on each day of competition, all WMA Meetings (General Assembly, Committee Meetings, Regional Meetings), and/or any official banquets/parties, as well as return trips, as directed by the WMA Executive Vice-President or the WMA Organizational Manager.

Additionally, the bid should reflect the use of courtesy vehicles for the WMA Council - at least 3-4 vehicles with drivers and/or shuttles as required during the day.

Please include a detailed transportation plan focusing on transport both into the host city as well as within the host city. Please include a map showing existing public transportation routes and planned shuttle routes.

3. Catering

Availability of low-cost restaurants and cafeterias close to the venues and accommodations is important to a successful bid. Food choices appropriate for the competitive athlete, the public, and other staff should be available for purchase at each of the venues.

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

**BEFORE SUBMITTING YOUR BID, BE SURE TO PRINT, REVIEW, AND SIGN THE
BID SUBMISSION CHECKLIST**

(click on the above link)

Section 5

WMA CONTRACT REQUIREMENTS

Prior to the inspection visit, the WMA Secretary General will provide a draft contract. The draft contract should be read prior to the WMA bid inspection visit and discussed during such visit.

Application Of The Contract

The contract should be agreed and signed by all parties by the commencement of the WMA Indoor Championships following the award of the Championships by the WMA General Assembly.

Any amendments, corrections, or changes to the signed contract must be in writing, duly executed by the parties, and appended to the signed contract.

In order to deal with any contract matter, each party (WMA, LOC, and host city) will designate a mandate holder to act on its behalf. the following mandate holders to act on its behalf. The signatures required in the final contract may also include those set out below or as agreed during the site evaluation visit.

The City/Town (Mayor or Representative)
World Athletics National Member Federation
WMA Member
LOC Treasurer

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

CONCLUSION

For any general matter relating to the Bid, please write to marketing@world-masters-athletics.org