

# Guidelines for submitting a candidature to organise a FISU World University Championship

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Complementary information concerning a Bidding Dossier for the FISU World University Championships may also be obtained from the:

**FISU WUC DEPARTMENT**

**International University Sports Federation**

Quartier UNIL-Centre, Bâtiment Synathlon 54 Avenue de Rhodanie

CH-1015, Lausanne | Switzerland

Tel +41 21 6130810 | Fax +41 21 6015612

[championships@fisu.net](mailto:championships@fisu.net)

[www.fisu.net](http://www.fisu.net)

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# 1. Glossary

GA	FISU General Assembly
EC	FISU Executive Committee
CIC	FISU International Control Committee
CISCA	International Control, Supervision and Arbitration Committee
CMI	FISU International Medical Committee
CGS	FISU Sports Management Committee
FISU	International University Sports Federation
WUC	FISU World University Championship
TCC	FISU Technical Committee Chair
NUSF	National University Sports Federation
ISF	International Sports Federation
NSF	National Sports Federation
IOC	International Olympic Committee
OC	Organising Committee
WADA	World Anti-Doping Agency

## 2. Introduction

This guide is intended for the FISU Member Associations that would like to submit a candidature for the organisation of a FISU World University Championship. It refers to the official documents of FISU: the FISU statutes, the regulations and application rules for the FISU sporting activities.

The FISU World University Championships are organised every two years, in even-numbered years. The 21 events comply with the FISU spirit, according to which no discrimination is allowed against countries or persons on the grounds of race, religion or political affiliations.

The mandate for organising a FISU World University Championship must be obtained through a National University Sport Association that has the status of effective member of FISU. It is further required that a representative of the National University Sport Association be a member of the Bidding Committee.

The management of the FISU Championships is carried out by the International Technical Committee (CTI) composed of the chairpersons for each sport. The coordination between the National University Sports Federation and the chairpersons of the sports committees is carried out at the FISU WUC Department.

We would like to thank you for your interest in promoting and developing university sport through the organisation of a FISU event in your country.

## 3. How to bid for a FISU World University Championship?

### 3.1. Beginning of the application procedure

#### 3.1.1. Call of Candidature

The FISU Secretariat will send a call of candidature, four (4) years prior to the organisation of the edition, to all its Member Associations. This call of candidature will include the following modalities:

- The FISU WUC will be organised only during even numbered years
- The bidding dossier must be presented by the NUSF
- The NUSF can request to get guidance for completing the Bidding Dossier; and receive the FISU regulations concerned;
- The deadline for submitting the dossier will be clearly written;
- The payment of the bidding guarantee will be requested;
- The list of events at the programme of the FISU WUC according to FISU regulations will be put in appendix;

#### 3.1.2. Interest from the National University Sports Federation

The NUSF will inform FISU that they are interested by a certain Championship, clearly mentioning:

1. The city where they want to organise it;
2. The sport event.

The notification shall be officially made by the NUSF by sending to the WUCs Department ([championships@fisu.net](mailto:championships@fisu.net)) the Bidding Letter of Intention as soon as they are sure about their intention to host the event.

### 3.2. The Bidding Dossier

#### 3.2.1. Guidelines for the completion of the Candidature

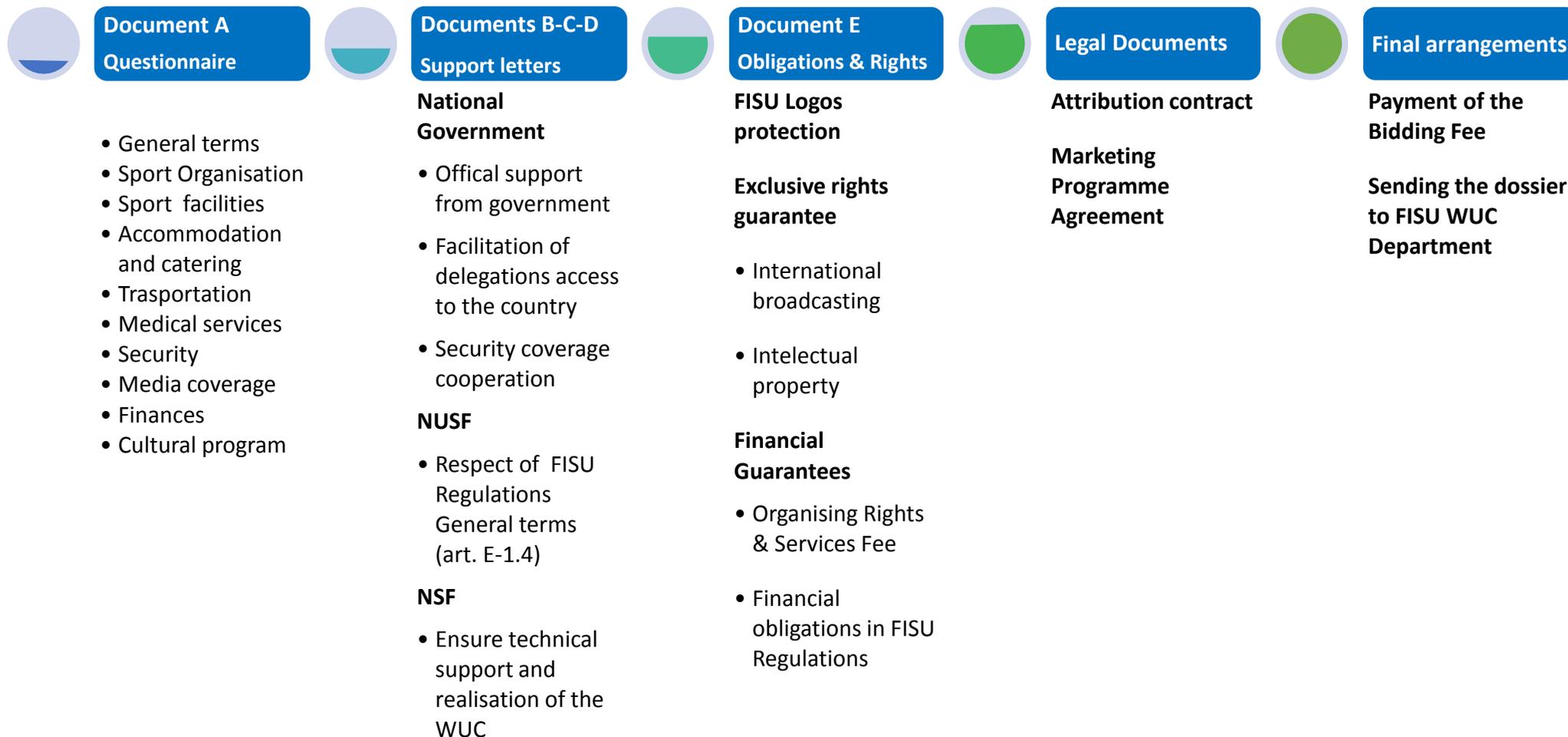
The WUC Department ([championships@fisu.net](mailto:championships@fisu.net)) is responsible for sending, upon request, the guidelines for a candidature, as well as the FISU regulations excerpts.

The interested NUSF and the representatives of the prospective OC, known at this stage as Bidding Committees, must elaborate a Bidding Dossier. To make easier the preparation of this document, the World University Department will provide a Guidance Questionnaire (document A) which includes the minimum contents requested for the bidding and examples of letters of support (documents B to G).

#### 3.2.2. Content of the Bidding Dossier

For the dossier to be considered, it is required to have the following documents, listed from Document A to G, and the legal documents.

# Bidding Dossier



### **A. Questionnaire**

Giving to FISU the guarantee that this FISU WUC candidature comes from the Member Association of FISU, NUSF, and agrees to organise this Championship in the even numbered years (in order not to coincide with the Universiade event), in the FISU spirit, and to adhere the FISU regulations of the Championship and follow the minimum specifications.

The fullest answers to the questionnaire; photographs, maps, diagrams, etc. should, if possible, accompany the answers to the questionnaire, as well as documentation on the homologation of the sports facilities.

### **B. Guarantee from the National Government**

The written approval of the Government of the country concerned in order to ensure all the necessary cooperation for the successful staging of the FISU WUC and for the issue of the necessary visas to competitors and officials.

It means that the NUSF must obtain formal guarantees from its Government that it will provide the necessary cooperation for the success of the FISU WUC.

It must obtain formal guarantees from its Government that all competitors and officials from all countries entitled to participate will encounter no difficulties in attending the event or in leaving afterwards.

Finally, it must obtain formal guarantees from its Government that it will provide the necessary cooperation for the security of all the participants during the Championship.

### **C. Declaration from the NUSF**

A declaration that the association candidate will respect and adhere to the organisation conditions set out in the General Terms (Art.E-1.4) of the FISU Regulations and giving in particular a guarantee that no political meetings or demonstrations will be held in the Stadium or other sports grounds used for the FISU WUC nor in the living places of the competitors and that they will not use the FISU WUC for any purpose other than in the interests of University Sport.

### **D. Guarantee from the National Sport Federation(s) of the sport(s) concerned**

The guarantee that the National Sport Federation(s), whose sport(s) is/are included in the Championship programme, that they will ensure, guarantee all their technical support to the supervision and the realisation of sports competitions.

Preferably, the OC will integrate in its structure as one of the main members a Technical Expert from or linked to the National Sport Federation(s), with proven and ample experience in delivering top level events, and who will develop the role of Technical Manager and will lead and supervise all the aspects related to competition from the elaboration of the project for the bidding process until the execution of the FISU WUC, in case they finally would got the attribution.

## **E. Obligations and Rights**

### **a. FISU Logos protection**

The commitment that the emblem of FISU (official U and associated terms) as well as the official emblem of the FISU WUC (art. E-1.12) will be protected to the profit of FISU.

### **b. Exclusive rights guarantee**

The guarantee to ensure the exclusive rights of FISU for the international broadcasting of the Championship by television, movie or other audio-visual and photographic means.

### **c. Financial Guarantee**

The guarantee that the candidate will pay to FISU the organisation fees and the other financial obligations stipulated in the FISU regulations.

## **F. Legal documents:**

The Bidding Committee will sign the official FISU WUC attribution contract and the Marketing Programme Agreement at the same time as the submission of the Bidding Dossier. FISU will countersign the contract upon the attribution of the Championship.

## **3.2.3. Official Contracts**

### **A. General Terms**

The FISU regulations constitute the law governing legal relations between all parties. By “parties” means all persons by public, private, physical or moral right, participating in the organisation of the FISU WUC.

The organisers are obliged to provide the FISU regulations text to all persons who are apt to participate, from a sports or commercial standpoint, in the organisation of the FISU WUC. Consequently, the organisers take the responsibility of imposing the application of these regulations, without restriction, for all particular agreements.

### **B. Marketing Rights**

The NUSF and the OC shall collaborate with FISU on the development of an international marketing programme. Pursuant to the Marketing Programme Agreement, FISU will authorise the OC to use the FISU Emblem and Brand for certain sponsorship and licensed merchandise activities. Contrary to what is stated in the FISU Documents, the OC shall be entitled to retain all revenues from sponsorship arrangements and licensed merchandise sales which the OC derives in accordance and compliance with this Agreement.

### **C. FISU Consent Required**

Except as may be provided in the Marketing Programme Agreement, neither the OC nor any of the other NUSF will execute any contract or enter into any agreement pursuant to which marketing, sponsorship or similar rights, or the right to use any FISU Emblem and Brand, are granted, without the prior written consent of FISU.

#### **D. FISU Partners**

The NUSF and the OC acknowledge that FISU will initiate and implement a sponsorship programme with the FISU Partners in the Protected Categories and agree not to authorise or permit the advertisement or promotion of goods or services in the Protected Categories at or in connection with the Championship. The OC will be required to:

- a. use all good faith efforts to acquire products and services in the Protected Categories solely from the FISU Partners, and
- b. ensure that the Games Systems meet the Minimum Functional Requirements.

FISU shall have the right to grant marketing rights and opportunities in relation to the Championship to the FISU Partners. FISU will use all reasonable efforts to notify the NUSF and the OC of the identity of the FISU Partners and the Protected Categories no later than twelve (12) months before the opening of the championship or stipulated in this contract.

#### **E. Ambush Activity**

The NUSF and the OC agree to take all necessary steps, at their cost (including developing and implementing a programme in relation to the prevention of ambush marketing activities and the taking of legal recourse, if appropriate), to prevent and/or terminate any ambush marketing of the FISU Partners or any unauthorised use of FISU Emblem and Brand.

#### **F. FISU Emblem and brand**

The Host City Partners acknowledge, without limiting any provision of the FISU Documents, that the WUC and the FISU Emblem and brand are the exclusive property of FISU and that FISU owns all rights and data relating to their organisation, exploitation, broadcasting, recording, representation, marketing, reproduction, access and dissemination by any means or mechanism whatsoever, whether now existing or developed in the future. All authorised uses of the FISU Emblem and brand shall be made in strict conformity with the FISU Graphics Manual.

#### **G. Image, Television, Radio and other Broadcasting Rights**

##### **a. Ownership**

The copyright in and to all footage, video and audio recordings of the WUC and Games-related programming shall belong to FISU.

##### **b. Broadcast Rights**

FISU shall have the exclusive right to broadcast the FISU WUC outside of the Host Country, and to retain all revenues there from. The OC shall have the exclusive right to Broadcast the WUC inside the Host Country via over-the-air and cable television only, and to retain all revenues there from. The Host City Partners shall not enter into any contract pertaining to the broadcast of the FISU WUC or FISU WUC-related programming without the prior written consent of FISU, which consent will not be unreasonable.

### **3.2.4. Financial Conditions**

#### **A. Bidding fee**

The Bidding Committee has the financial condition to pay a bidding fee of 500 Euros. This fee must be paid on the FISU bank account at least ten (10) days prior to the deadline of submission of the bidding dossier.

Payee: F.I.S.U.

Upon the submission of an interest or a bidding dossier, FISU will provide the bidding NUSF with an invoice.

Should the FISU Executive Committee consider that an inspection visit is necessary prior to the decision, the Bidding Committee shall be responsible for the costs of travel and accommodation of an inspecting representative from FISU and concerned TCC.

#### **B. Financial Requirements towards FISU (art. 4.9)**

The NUSF or the OC, once attributed the WUC, shall pay FISU, one (1) month at the latest after being selected by FISU the Organising Rights & Services Fee as stipulated in the attribution. If the FISU WUC does not take place, the amount shall be retained by FISU.

#### **C. Financial Rights and Obligations towards the Participating Countries**

The OC has the right to collect from the participating countries, a participation fee per day and per person. The amount shall not exceed 70 Euros per day and per person.

Three (3) months prior to the FISU WUC, the OC has the right to collect 25% of the total costs of the stay per athlete entered in an individual sport and for officials of the delegation.

The OC has the right to collect from the participating countries, a fee fixed by the FISU Executive Committee to cover the staying and travelling costs for replacement of the referees or judges. FISU will collect, at least five (5) months prior to the WUC, a financial guarantee per team entered in team sports fixed by the FISU Executive Committee.

## **3.3. Evaluation of the candidatures**

### **3.3.1. Attribution procedure**

The Bidding Committee submits its bid by 15 September 2019. The complete Bidding Dossier should be sent to the FISU WUC Department, by email or post mail.

This dossier will be checked by the FISU WUC Department and transferred to the FISU Technical Committee Chair(s) of the sport(s) concerned for advice and/or recommendations.

Should this dossier be complete and correct according to the FISU regulations, the FISU WUC Department will inform the Bidding Committee and the NUSF concerned to send the final electronic version to the FISU WUC Department for the meeting of the WUC Evaluation Committee which will be held in October 2019.

### **3.3.2. Candidature presentation**

Each Bidding Committee will be required to present its project to the WUC Evaluation Committee in October 2019.

The WUC Evaluation Committee is composed by the FISU WUC CTI Chairs and staff of the FISU Sports Departments.

The presence of a delegation representing the Bidding Committee to this meeting is compulsory. The delegation will consist of a minimum of two (2) and a maximum of six (6) representatives. FISU recommends the presence, at least, of:

- the President of the Bidding Committee;
- the General Manager of the Bidding Committee (who would presumably occupy this position in the case the Bidding Committee gets the attribution);
- and the Technical Delegate (the same as for the previous case).

The presentation will last thirty (30) minutes and the Bidding Committee representatives will have to go through the most relevant aspects of their candidature, content in the Dossier. The format specifications and recommendations are what follows:

- Presented in Power Point or similar.
- The presentation must be in English.
- The number of slides should be minimised and the text kept simple by using bullet points or short sentences.
- Font size larger than 18pt, sans serif fonts, and with sufficient white space to allow the audience to read from distance.
- Graphics reinforce the message but should be used in an effective and balanced way.
- Preferably high contrast between background and text colour.
- Highlight the strengths, opportunities and legacy that the event would leave in the host city/entities.
- Underline the weaknesses and threats and show how they can be turned into new opportunities.

After their intervention, there will be a questions and answers session, normally taking no more than 15 minutes.

### **3.3.3. WUC Attribution**

Based on the feedback of the FISU Technical Committee Chair(s) of the sport(s) concerned and the recommendation of the WUC Evaluation Committee, the WUC 2022 will all be attributed at the same time during the FISU Executive Committee meeting in November 2019.

Official information will be published on the FISU website and official letters will be sent to the NUSF and ISF(s) concerned (see below)

FISU will send an official letter of attribution to the concerned NUSF and will also inform the concerned ISF(s), giving proposal of the dates presented in the Bidding Dossier. The dates are in fact the first step to setup with the ISF(s) in order not to coincide with other major international events.

## 4. Appendix

### 4.1. Minimum Requirements Overview

#### 4.1.1. Venues, Sports Facilities and Required Equipment

In accordance with the FISU Regulations, art. 4.3 and further to the approval of the FISU Executive Committee and the FISU International Technical Committee, the OC shall provide, in line with the respective International Sport Federation's specifications, the necessary sports venues and equipment for the FISU WUC.

The sports venues and equipment shall be officially recognised by the relevant International Sport Federation(s) and should be provided in sufficient numbers to ensure the smooth running of the sports programme.

In accordance with the FISU Regulations (4.3.c), the OC shall inform all competing countries, six (6) months prior to the WUC, about the type and brand of sports equipment selected.

The equipment that will be used must be accepted by the FISU Technical Committee Chair with at least eight (8) months in advance to the FISU WUC and meet the regulations set by the appropriate International Sport Federation(s). The sports facilities will be reserved for the exclusive use of the FISU WUC.

The sports venues for competitions and trainings shall be located within reasonable proximity to the accommodation. In any case, they must be located maximum 45 minutes away by using the FISU WUC official transportation system.

If the construction of new venues is expected to be undertaken in the frame of the organisation of the FISU WUC, a detailed programme including the realisation of these constructions must be given to the FISU Executive Committee.

#### 4.1.2. Accommodation

##### A. Delegations

The OC shall provide adequate accommodation capacity for competitors and accredited officials. The athletes and officials shall be accommodated in the Hotel designated for the FISU WUC. The accommodation capacity for the FISU WUC must be adequate to the number of the participants related to the sport proposed.

The accommodation capacity must be operational at least two (2) days prior to the first day of competition and one (1) day after the closing ceremony. It must be accessible 24 hours a day. The accommodation shall be located within reasonable travelling distance to the competition, practice venues and the main accreditation centre (maximum 45 minutes).

##### B. FISU Family

The FISU CISCA and FISU staff must be accommodated in a minimum 3-star hotel. The OC shall be responsible for their cost of stay, meal, accommodation in single rooms, local transportation and information at the time of the FISU WUC.

FISU guests will be the responsibility of FISU or their own organisation. The accompanying people of the FISU Family will pay for the fees generated by their attendance. For a FISU WUC, the FISU Family will be composed of about five (5) CISCA members and one (1) FISU staff member with the exception for the Combat Sport Championship that will have a bigger delegation sent by FISU.

### **C. Judges and Referees**

Judges and referees must be housed ideally in a separate and suitable accommodation. The cost of such accommodation is mentioned in the respective sport's regulations.

#### **4.1.3. Catering**

A catering facility offering a varied choice of meals to suit the diet of high-level athletes and all special dietary requirements must be located in the accommodation area.

The facility must be able to cater sufficient number of people sitting. The catering facility should be available for all competitors in accordance to the competition and training schedule, providing a choice of hot meals.

#### **4.1.4. Transportation**

##### **A. General Terms**

Different transport systems will be required to run simultaneously (shuttle buses, assigned buses, minibus, and assigned cars, etc.) during the WUC. The transportation system must be in operation from the arrival to the departure of the delegations.

##### **B. Delegations**

The Competitors and their team officials have the following transportation requirements:

- Transfer service from the main designated airport and other points of entry;
- Specific transportation service between the accommodation place and Opening and Closing Ceremonies;
- Regular transportation services between the accommodation place and training and competition venues

##### **C. FISU Family**

The FISU Family will need special and separate transportation system available on request for the CISCA members.

##### **D. Judges and Referees**

Specific transportation services for judges and referees, separated from the delegations, according to their needs and schedules.

#### **4.1.5. Official Ceremonies**

The protocol of the Opening and Closing Ceremony and other formal ceremonies shall respect the FISU protocol Guidelines.

The programme and schedule of the ceremonies will be submitted to the FISU WUC Department one (1) month prior to the FISU WUC.

#### **4.1.6. Cultural Programme**

Alongside the FISU WUCs programme, the host city traditionally organises an active cultural programme. This cultural programme not only provides light entertainment for the athletes and spectators outside of the sports programme, but also informs visitors of the history, folklore and traditions of the host country.