

BIDDING GUIDE



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BIDDING GUIDE | VERSION HISTORY

VERSION HISTORY

Version	Changes from previous version	Author	Date
1	EFC COMEX Approval obtained	Etienne Van Cann	27 February 2021
0.55	Last minor update before submission for approval	Etienne Van Cann	4 February 2021

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ABBREVIATIONS

The following is a list of abbreviations used throughout this document.

EFC European Fencing Confederation

FIE International Fending Federation

MF Member Federation

LOC Local Organisation Commission, Organisation Committee

SG Secretary General of the EFC

TD Technical Director of the EFC

DT Directoire Technique

PREFACE

The EFC encourages Member Federations to organise high quality events. In order to streamline the bidding process and to bring the bidding process to a higher standard the EFC has developed this EFC Bidding Guide. This document is a guide that aims to provide Member Federations and Local Organisers with the framework for bidding while the present Handbook is aimed at assisting a Member Federation and LOC to organise EFC events.

The Bidding Guide has been produced in order to help MFs and LOCs examine and understand the EFC requirements when organising EFC events. This guide will help you to make informed decisions about what is expected and why. It is intended to make you consider the relevant areas and key questions, as a means of guiding you in your EFC event planning process.

The Bidding Process as described in the Bidding Guide is a mandatory process. However, MFs and LOCs are required to adhere not only to this Bidding Process, but also to FIE and EFC Statutes (including the FIE Ethical Code and its appendix), EFC Internal Rules, FIE Rules and the FIE and EFC Handbooks of Regulations and Administrative Rules.

This Bidding guide:

- Describes how the bidding process works and which EFC events you can bid for;
- Includes the key dates for the bidding process;
- Explains the principal sporting and non-sporting benefits derived from the organisation of EFC events;
- Contains templates and documents that will guide you in the preparation of your bid;
- Describes the basic Legal, Financial, Sport, Commercial, Press and Broadcast requirements to organise EFC events.

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BIDDING FOR EFC EVENTS

The EFC organises events of different characteristics and impact. This significant variety of EFC events will allow you to choose the event that better fits your needs. See below for a table of EFC events for which bidding is required.

EFC Events Table

- A European Cadet Championships
- B European Junior Championships
- C European U23 Championships
- D European Senior Championships
- E EFC Congress event
- F EFC Refereeing Exams
- G Zonal Qualification Event

The EFC is prepared to discuss proposals from you and accept, when possible, a certain degree of flexibility to allow you to maximise the benefits of hosting an EFC event. At the same time, minimum requirements will need to be adhered to.

Within the framework established in this document, potential EFC event bidders are encouraged to develop imaginative proposals that can enhance the scope, presentation and marketing of our events.

THE ADVANTAGES OF HOSTING AN EFC EVENT

Hosting an EFC event will help a Member Federation achieve its national ambitions and support the EFC in achieving our mission.

Specifically, by organising an EFC event the MF and LOC will:

- Be part of the fencing family worldwide;
- Become an important player in the European fencing field;
- Acquire an invaluable experience and knowledge that will allow you to apply for more complex EFC events or FIE events;
- Promote, foster and enhance the development of fencing;
- Benefit from branding opportunities;
- Enjoy important sponsorship opportunities; and
- Generate local, regional, national and international media coverage for the hosting region, city and venue.

Moreover, an EFC event can be the catalyst for a success; it is the chance to introduce our sport to new people, increase profile, funding, facility provision, influence and prestige.

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EFC EVENTS

This section describes the specific EFC event to bid for, some key figures and guidance on how to bid for these events.

For each Event, the EFC appoints the necessary number of delegates who are responsible for the proper preparation, conduct and implementation of the Event together with and assisting the Event organisation. These delegates include members of the Directoire Technique (DT), Sport Director, referee's delegates, SEMI delegates, medical delegates, safeguarding officer, referees. The entire organisation is supervised by the EFC Secretary General. For a detailed description of the roles of these delegates, please refer to Annex 2 of the EFC Handbook of Regulations. For an organisation chart of the European Championships please refer to the Handbook of Regulations.

EUROPEAN CADET AND JUNIOR CHAMPIONSHIPS (A, B)

These Championships are usually combined into one tournament. The Cadet Championships are EFC events, while the Junior Championships are shared EFC and FIE events. The event attracts a large number of younger fencers, their parents and others. Until 2011, the Cadet and Junior European Championships were organized separately, but in order to increase the popularity of fencing in Europe, a decision was made to combine the two tournaments. As a result, it contributed to a gradual increase in the number of participants in these age categories.

They are organized over 10 days in 12 events (6 individual and 6 team) according to the rules of the EFC and FIE. Over 400 fencers from around 40 European countries each year participate in these competitions. At the end of the individual tournaments in the cadet age category, the EFC awards the prize coupon for the winner of the Circuit Cadet Cups ranking after the season.

EUROPEAN U23 CHAMPIONSHIPS (C)

These Championships are entry-level championships that require the least amount of MF and LOC expertise.

The first edition was organized in 2008 in the Italian city of Monza. The competition is based on the FIE and EFC regulations. Due to the fact that there is no such age category in the FIE, they are organized under the EFC flag.

They are organized within 6 days in 12 events (6 individual and 6 team). At each edition participate around 250-350 fencers from 30 – 35 countries. At the end of the individual tournaments, the EFC awards a prize coupon for the winner of the U-23 Circuit Cups ranking after the season.

EUROPEAN SENIOR CHAMPIONSHIPS (D)

The first competition bearing the name of "European Fencing Championships" were held in Paris in 1921. The International Fencing Federation (FIE) comprised only European

federations at the time, with the exception of the United States. In 1936, on the 25th anniversary of the FIE and at the request of the Italian federation, the FIE congress decided to open the European Championships to all countries and granted retroactive recognition of the European Championships as World Championships.

After 1937 the FIE focused on the organisation of the World Fencing Championships. Demand for European Championships appeared at the 1979 congress, but it was rejected on the ground that they would either belittle the World Championships or offer a poor fencing level. The question was put forth again the following year by the Yugoslav federation, with the support of the Italian federation, which offered to organize the first competition. The congress agreed to authorize such championships, on the condition that they would be held only when the World Championships were organized in a non-European country. The first edition took place in Foggia, Italy on 11 and 12 November 1981. They proved to cause no interference with the 1981 World Championships and the restriction was lifted.

These Championships are a joint responsibility of EFC and FIE and are the showcase of our sport. They demand the highest level of expertise and strictest of regulations, as they are counted to the general classification of the FIE, having influence on the Olympic qualifications. Senior European Championships are organized within 6 days in 12 events (6 individual and 6 team). Over 400 fencers from around 35-40 European countries each year participate in these competitions.

EUROPEAN CONGRESS EVENT (E)

We differentiate three types of EFC Congress: Ordinary, Elective and Extraordinary.

- The **Ordinary Congress** is convened once a year in connection with one of the European Championships, however during the year of the Olympic Games, it can be organised in conjunction with the Elective Congress.
- The **Elective Congress** is conducted every four years, during the year of the Olympic Games, in principle after the Olympic Games.
- An Extraordinary Congress can be convened on the demand of the President, or at least of one third (1/3) of the EFC full Members, or by the decision of the Executive Committee.

All type of the EFC Congresses must be organized in accordance with the decision of the EFC Congress and the rules and provisions approved by the EFC Congress: Statutes and Internal Rules.

FIE REFEREEING EXAMS FOR EUROPEANS (F)

The refereeing examinations take place in special events organized by the FIE in collaboration with European Fencing Confederation in September and October for each zone and consists of 3 parts: theoretical examination, video analysis and practical

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examination. Only the candidates who passed the theoretical examination and the video analysis test will be allowed to continue with the practical examination.

EFC is responsible for providing to the FIE the country that will organize that examination.

The EFC invites all member federations to submit their applications on the EFC Bidding Form, the EFC COMEX selects among candidates and proposes to the FIE the host.

RIGHTS AND RESPONSIBILITIES

RIGHTS OF THE MF AND LOC

The basic rights of the MF and LOC are:

- Sponsorship and branding opportunities for sponsors;
- national television broadcast rights (excluding any internet, mobiles and new media rights and copyrights) transferred to MF;
- revenues from ticketing sales;
- the right to use "EFC" name and logo from the day of the signature of the Host Agreement until 6 months after the last day of the EFC event; and
- merchandising rights in coordination with the EFC, before and during the EFC event.

OBLIGATIONS OF THE MF AND LOC

The basic obligations of the MF and LOC are:

- To purchase and/or maintain insurance policies covering at a minimum third party liability, legal protection against payment for damages and spectator insurance, fire and fire damage insurance policies for premises necessary to the organisation, automobile insurance policies (if necessary) and all policies mandated by local legislation;
- to perform and discharge each of its obligations under and/or pursuant to the Host Agreement between the EFC, the MF and the LOC; and
- to comply with all applicable laws, ordinances and regulations governing the events.

Note: fencers' insurance policies are not the responsibility of the host, nor are EFC's delegates and EFC's Officials insurance policies

Following tables showing the responsibilities between Host and EFC per event:

EUROPEAN CADET- AND JUNIOR CHAMPIONSHIPS

Service Provision	Host	EFC	
Organisational Services			
Organisation of the event	$\sqrt{}$		
Venue	$\sqrt{}$		
Transportation	$\sqrt{}$		
Accommodation	\checkmark		
Pistes	$\sqrt{}$		
Final piste on the platform	\checkmark		
Accreditation	$\sqrt{}$		

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Wireless internet	V	
Schedule		V
Scoring equipment	\checkmark	
Video refereeing equipment	\checkmark	
Weapon control	\checkmark	
Call room	\checkmark	
Medical service	\checkmark	
Bank details for entry fee	\checkmark	
Room for referees	$\sqrt{}$	
Room for President	V	
Room for Secretary General	\checkmark	
Promotional Service.	s	
Streaming	V	√
Results on EFC website		\checkmark
Rights to broadcast	\checkmark	
Website of the ECh	\checkmark	
Persons in Charge		
Local organizing committee	V	
EFC Secretary General		\checkmark
EFC Technical Director		\checkmark
EFC DT members		\checkmark
EFC Referees delegates		\checkmark
EFC Semi delegate		\checkmark
Safeguarding officer		\checkmark
EFC Medical Delegate		\checkmark
Technicians	$\sqrt{}$	
Medical staff	$\sqrt{}$	
Volunteers	$\sqrt{}$	
Protocol		
Nations flags	V	

EFC flag	√	
Medals for the winners		\checkmark
Medals for coaches		$\sqrt{}$
Prize Money for the CC Cup winner		V
Cup for the winner's team in CC cup		V
Opening ceremony	\checkmark	\checkmark
Closing ceremony	\checkmark	$\sqrt{}$
Podium for medallists	\checkmark	
Other		
Seats for the audience	V	
Food court	\checkmark	

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Organiser revenues:

- Guest Entry tickets
- Athlete entry fees
- Hospitality sales (VIP)
- Catering
- Rent of expo spaces
- Merchandising sales
- Visibility on branding

EUROPEAN U23 CHAMPIONSHIPS

Service Provision	Host	EFC	
Organization			
Organisation of the event	V		
Venue	$\sqrt{}$		
Transportation	$\sqrt{}$		
Accommodation	$\sqrt{}$		
Pistes	$\sqrt{}$		
Final piste on the platform	$\sqrt{}$		
Accreditation	$\sqrt{}$		
Wireless internet	$\sqrt{}$		
Schedule		\checkmark	
Scoring equipment	$\sqrt{}$		
Video refereeing equipment	√		
Weapon control	$\sqrt{}$		
Call room	$\sqrt{}$		
Medical service	$\sqrt{}$		
Bank details for entry fee	V		
Room for referees	$\sqrt{}$		
Room for President	$\sqrt{}$		
Room for Secretary General	\checkmark		
Promotional Services			
Streaming	√	√	
Results on EFC website		$\sqrt{}$	
Rights to broadcast	$\sqrt{}$		

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Website of the ECh

Persons in Charge

Local organizing committee	V	
EFC Secretary General		\checkmark
EFC Technical Director		\checkmark
EFC DT members		\checkmark
EFC Referees delegates		\checkmark
EFC Semi delegate		\checkmark
Safeguarding officer		\checkmark
EFC Medical Delegate		\checkmark
Technicians	\checkmark	
Medical staff	\checkmark	
	1	
Volunteers	V	
Volunteers <i>Protocol</i>	V	
	√ √	
Protocol	√ √ √	
Protocol Nations flags		√
Protocol Nations flags EFC flag Medals for the		√ √
Protocol Nations flags EFC flag Medals for the winners		√ √ √
Protocol Nations flags EFC flag Medals for the winners Medals for coaches Prize Money for the Circuit U-23 Cup		√ √ √ √
Protocol Nations flags EFC flag Medals for the winners Medals for coaches Prize Money for the Circuit U-23 Cup winner Cup for the winner		√ √ √ √ √
Protocol Nations flags EFC flag Medals for the winners Medals for coaches Prize Money for the Circuit U-23 Cup winner Cup for the winner team in U-23 cup		√ √ √ √ √ √ √ √ √ √ √ √ √ √

Other			
Seats for the audience	V		
Food court	\checkmark		

EUROPEAN SENIOR CHAMPIONSHIPS

Service Provision	Host	EFC		
Organizational Services				
Organisation of the event	V			
Venue	V			
Transportation	$\sqrt{}$			
Accommodation	$\sqrt{}$			
Pistes	$\sqrt{}$			
Final piste on the platform	V			
Accreditation	$\sqrt{}$			
Wireless internet	$\sqrt{}$			
Schedule		\checkmark		
Scoring equipment	V			
Video refereeing equipment	V			
Weapon control	$\sqrt{}$			
Call room	$\sqrt{}$			
Medical service	V			
Bank details for entry fee	V			

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Room for referees	\checkmark		
Room for President	\checkmark		
Room for Secretary General	\checkmark		
Promotional Se	ervices		
Streaming	\checkmark	$\sqrt{}$	
Results on EFC website		√	
Rights to broadcast	\checkmark		
Website of the ECh	\checkmark		
Persons in Ch	parge		
Local organizing committee	V		
EFC Secretary General		V	
EFC Technical Director		V	
EFC DT members		$\sqrt{}$	
EFC Referees delegates		√	
EFC Semi delegate		$\sqrt{}$	
Safeguarding officer		$\sqrt{}$	
EFC Medical Delegate		√	
Technicians	\checkmark		
Medical staff	\checkmark		
Volunteers	\checkmark		
Protocol			
Nations flags	√		
EFC flag	√		

Medals for the winners		\checkmark		
Medals for coaches		$\sqrt{}$		
Opening ceremony	$\sqrt{}$	$\sqrt{}$		
Closing ceremony	$\sqrt{}$	$\sqrt{}$		
Podium for medallists	\checkmark			
Other				
Seats for the audience	√			
Food court	\checkmark			

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BIDDING PROCESS

This section describes the bidding process. It describes the flow of events, activities and timelines that take place from the moment a MF displays interest in hosting an event or the EFC asks for Applicants until a host has been selected.

INVITATION PHASE

The bidding process starts with an Applicant reaching out to the EFC with an interest to host an event or a Call for Hosts if no Applicant has come forward.

If no Applicant has come forward with an interest in hosting an event within 36 months of the open event date, the General Secretary of the EFC will put the Call for Hosts of the Agenda of the relevant Congress and ask for potential hosts to apply for the specific open event.

When an Applicant indicates interest in hosting an event, by sending a Letter of Interest to the GS, the GS will send a commitment letter (Annex I) to the Applicant. The commitment letter registers the commitment of the Applicant to abide by the following:

- Being a Member Federation in good standing and having fulfilled its financial obligations towards the EFC;
- Having read and understood the EFC Handbook of Regulations;
- Committing to FIE and EFC Statutes (including the FIE Ethical Code and its appendix), EFC Internal Rules, FIE Rules and the FIE and EFC Handbooks of Regulations.

Upon receiving the Letter of Interest, the SG and TD will evaluate the eligibility of the Applicant using the Applicant Evaluation Form (Annex II). The SG will reply to the Applicant within 5 business days with either:

- Acceptance as Candidate
- A request to correct the Commitment Letter
- Rejection as Candidate

This ends the Invitation phase.

PREPARATION OF THE BID

Upon accepting the Applicant, the SG will send the Bidding Guide to the Member Federation (that is now a Candidate) and requests to submit a Bid Dossier before the deadline of 26 months before the event to take place. An optional feasibility study may be carried out in this phase, or previously in the invitation phase, and will make use of the information in the Bidding Guide to prepare the bid. The Questionnaire (Annex III) contains the topics that minimally need to be addressed in the Bid Dossier. During this phase both TD and SG are available to answer questions or provide clarifications.

Once the Candidate has completed the Bid Dossier, it is sent to the SG before the deadline of 26 months before the event. This ends the preparation of the bid phase.

SELECTION OF THE HOST

Upon receiving the Bid Dossier, the SG and TD evaluate the Bid Dossier and rate Candidates using the Candidate Evaluation Form (Annex IV). This information is presented to the COMEX at the COMEX meeting before the Congress that takes place at least 25 months before the event. The COMEX evaluates bids. After completion of this evaluation the candidatures are being submitted for review to the FIE COMEX, that will respond back if it has any objections to any of the candidates presented. The EFC COMEX will then provide a recommendation for the EFC Congress. The Congress approves the Candidate to host the event.

After Congress approval has been given, this phase ends and with this phase also the Bidding Process ends. The SG send the host the Host Agreement form.

EXCEPTIONS

If no complete Bid Dossier has reached the office of the EFC at the deadline of 26 months before the planned start of the event, the COMEX will use the expedited procedure documented in Annex I to look for a Member Federation to host the event and to approve that host. Congress ratification will be requested at the Congress taking place 12 months before the event for confirmation of the host. The Executive Committee of the EFC will have the same powers should the Member Federation to whom the organisation was entrusted by the Congress withdraw or in the event of any discriminatory act by the organising federation.

FLOWCHART

A flowchart of the regular bidding process has been inserted in <u>Annex J</u> for your convenience.

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	EFC		Phase description	Timeline	Activity	Applicable documents	Events
Invitatio	Invitation	Applicant	Phase 1 Invitation phase	T-36<>48m	Call for hosts Member Federation declares interest in hosting an EFC event Applicant commits to the candidature process by submitting commitment form. Applicant receives feedback from EFC and corrects and submits final version. EFC pre-selects Applicants	Agenda Congress Letter of interest Commitment Letter	ABEI
9	on	n t				Applicant Evaluation Form	
+			Phase 2 Preparation of the bid	T-30m	EFC sends Bidding Guide and Questionnaire to Candidate	Bidding Guide Bidding Questionnaire	A B E F
Applic		Can			Candidate conducts feasibility study prepares bid Q&A between Candidate and EFC	Feasibility study Handbook of Regulations for Championships	ABEI
ication	Bidding	didate	Phase 3 Submission of bid	T-26m	Candidate sends bid to EFC	Bid Dossier Initial Budget Plan	ABE
_	ing process/pl		Phase 4 Selection of host	T-25m	COMEX evaluates bids and rates Candidates	Candidate Evaluation Form	
, 111,1	/planning	Decision		T-25m T-24m	FIE is informed or approves Candidates EFC Congress awards event to host	Candidate Acceptance Letter Congress Meeting Minutes	
			Phase 5 Event preparation	T-24m T-16m	Host prepares event: Host submits required documents: Plan of the budget Action plan	Host agreement signed by EFC Budget Plan Action Plan	АВ
Implementation				T-12m	Local Organization Committee composition with functions Host submits updated documents: Updated budget with guarantees and agreements securing event Updated Action plan	Organization Chart Updated Budget Plan, Guarantees? Updated Action plan	
	Implementation			T-12m T-12m T-6m T-3m T-3m T-3m T-3m T-3m T-2m	EFC conducts Inspection visits Host declares to be fully prepared at the time of the event. EFC assigns: Directoire Technique Referees Delegates SEMI delegate(s) Medical Delegate Referees	Declaration of readiness	
			Phase 6 Event hosting	Т	Event realization: Manage Directoire Technique Manage Weapon Control and Call Room SEMI delegate support Referee support Protocol Media coverage	FIE Statutes, Adm R, Mat R, O R, P R. etc. EFC Statutes, EFC IR, EFC Administrative Rules Handbook of Regulations for Zonal (FIE), ECh Minimum Requirements for Weapon Control	ABE ABD AB D
	Closure		Phase 7 Post event analysis	T+3m	Financial closure Evaluation Legacy	Final Accounting (only high level) Post event evaluation form SEMI evaluation RC evaluation TD and DT evaluation	A B E A B A B A B F A B

Overview of the Bidding Process and the Remaining Phases.

The above table shows the framework of the Bidding Process, the Preparation Phase, the Implementation Phase and the Closure Phase.

Deadline indications is red are latest indications, in green are recommended dates.

BIDDING GUIDE | STANDARD COMMITMENT LETTER

BID DOSSIER

INTRODUCTION

The purpose of the <u>Questionnaire</u> is to provide guidance to potential hosts on the minimal contents of their Bid Dossier. The Bid Dossier assists potential hosts with providing the EFC with basic information about potential venues for hosting the EFC Senior Championships, Cadets and Junior European Fencing Championships and U23 European Fencing Championships (defined individually and collectively as the "European Championships for the purpose of this Questionnaire). This includes information concerning the potential venue or venues for staging the European Championships and other information required by EFC to assess the Candidate's motivation and experience in staging fencing events.

For the purpose of this Questionnaire, the term Candidate shall mean the Candidate Member Federation and the Candidate LOC.

All Candidates wishing to host European Championships must submit this Bid Dossier (with any additional information provided as attachments) at least 25 months before the planned start of the event.

All submissions (and supporting information) must be in English.

TERMS OF REFERENCE FOR BID PROCESS

The EFC reserves the right to accept or reject any late or non-complying bids. Further, the EFC shall not be under any obligation to accept any complying bid (whether it is the highest or most attractive).

The EFC shall evaluate each bid submitted on whether it meets the minimum requirements that are set out in the Questionnaire.

The Questionnaire, and any information supplied by the EFC, shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the EFC to host the European Championships until such time as the Candidate enters into a formal Host Agreement and is awarded the right to host the European Championships by the EFC Congress.

Although legally non-binding, by submitting the Bid Dossier, the Candidate hereby certifies that the Bidding Dossier has been completed truly, accurately and to the best of its knowledge. The Candidate agrees to follow the guidelines of the EFC contained in the Bidding Guide, the Handbook of Regulations for Championships and to co-operate with the EFC in the bid process.

By submitting the Bid Dossier, the Applicant agrees to the EFC being able to publicly communicate that they are participating in a bid process to stage the European Championships.

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STANDARD COMMITMENT LETTER

The Candidate is responsible for meeting its own costs in respect of its participation in the bid process.

SUBMISSIONS

Completed Bid Dossiers must be received by the EFC by 25 months before the planned start date of the event.

QUESTIONS AND FURTHER INFORMATION

If you have any urgent queries, please address them to EFC General Secretariat, via email to js@fencing-efc.eu.

ADDITIONAL INFORMATION & ATTACHMENTS

If further space is required, please use the additional information section at the back of this document or attach accompanying documents.

All attachments (photographs, maps etc.) should be in colour and clearly annotated. They must be provided in hard copy and, where possible, in .jpeg or .pdf electronic format.

BID DOSSIER CONTENTS

The Bid Dossier minimally answers all topics raised in the Questionnaire:

- General terms
- Sport Organisation
- Sport facilities
- Accommodation
- Catering
- Transportation
- Medical services
- Security
- Media coverage
- Finances
- Cultural program

It has attached the following signed documents covering Obligations and Rights for:

- EFC Logos protection
- Exclusive rights guarantee
- International broadcasting
- Intellectual property
- Financial Guarantees and Obligations

And the following Legal Document:

• Marketing Programme Agreement

Additionally, it may add Support Letters from local or national governmental institutions.

BIDDING GUIDE | STANDARD COMMITMENT LETTER

ANNEX A. STANDARD COMMITMENT LETTER

I, undersigned, declare the following:

- I have read and understood the Bidding Guide and EFC Handbook of Regulations and will adhere to its regulations
- I am committing to FIE and EFC regulations (Statutes, Internal Rules, Ethical Code and its appendix, Rules and Handbooks).

President's name Member Federation

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ANNEX B. APPLICANT EVALUATION FORM

The following form will be used to evaluate the applicant.

- Has the Standard Commitment letter been duly received and is signed by the president of the Member Federation wishing to host an event?
- Is the applicant a Member Federation that has fulfilled its financial obligations towards the EFC?
- Does the letter indicate that the EFC Handbook of Regulations and Bidding Guided has been read, understood and will be adhered to?
- Does the applicant commit to the FIE and EFC Statutes (including the FIE Ethical Code and its appendix), EFC Internal Rules, FIE Rules and the FIE and EFC Handbooks of Regulations?

BIDDING GUIDE | QUESTIONNAIRE CHAMPIONSHIPS AND ZQE

ANNEX C. QUESTIONNAIRE CHAMPIONSHIPS AND ZQE

GENERAL TERMS

The EFC reserves the right to accept or reject any late or non-complying bids. Further, the EFC shall not be under any obligation to accept any complying bid (whether it is the highest or most attractive).

The EFC shall evaluate each bid submitted on whether it meets the minimum requirements that are set out in the Questionnaire.

The Questionnaire, and any information supplied by the EFC, shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the EFC to host the European Championships until such time as the Candidate enters into a formal Host Agreement and is awarded the right to host the European Championships by the EFC Congress.

Although legally non-binding, by submitting the Bid Dossier, the Candidate hereby certifies that the Bidding Dossier has been completed truly, accurately and to the best of its knowledge. The Candidate agrees to follow the guidelines of the EFC contained in the Bidding Guide, the Handbook of Regulations for Championships and to co-operate with the EFC in the bid process.

Event

This Questionnaire is valid for the following types of events. Please select which kind of tournament you would like to organise:

- Senior European Championships;
- U23 European Championships;
- Cadet and Junior European Championships;
- Zonal Qualification Event;

If applying for multiple events, please submit one Bid Dossier per tournament or event. The Bid Dossier for the Cadets and Junior Championships can be combined

• Please provide information about the **city** which will host the event.

• Organising Committee

President of the Organizing Committee:

Name:

E-mail Address:

Phone no. (International country code included):

Structure of the Organizing committee:

• Facilities - venue

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QUESTIONNAIRE CHAMPIONSHIPS AND ZQE

Please provide information and site plan/diagram to show the potential layout for the venue that will accommodate the event:

Main arena:

Training/warm-up areas;

Media

Transportation

Which is/are the nearest main transportation hubs (port(s), train station, airport(s)) to the Venue(s)) that allow for the movement/transportation athletes, EFC/CEE officials and visitors?

International:

Closest international airport:

Distance from the hosting city (in km):

Transfer options (by bus, by train, by shuttle, etc. etc.):

Domestic:

• Please describe how the transportation from the hotel to the venue and back will be provided. Please mention if there are hotels in a walking distance to the venue.

Please mention if there is any incentive to use public transportation for the participants to the competition.

• Medical Services – preliminary information

Accommodation

Official hotels of the competition:

Maximum price¹ of the hotels at the date of the competition:

Technical information

Please provide information about quantity of pistes, apparatuses, service providers for technical installations, including the competition management software, air condition, internet capacity, WLAN, WIFI etc., according to the minimum requirements in the Handbook of Regulations for European Championships.

Media Coverage

Name and full contact of the person responsible for media and communication:

Name:

E-mail Address:

Phone no. (international country code included):

Budget

Provide an indication of the sources of funding.

Commitment to cover all costs

Include the commitment form signed by the president of the Member Federation.

Other relevant information

Provide any other relevant information such as:

What are your primary objectives for hosting the European Championships?

What sort of benefits, including legacy benefits, do you anticipate the Championships will bring to your venue/city/region/country?

Host Agreement

Please attach the signed Host Agreement

¹ The organizer makes an effort to obtain reduced rates for fencers

BIDDING GUIDE | QUESTIONNAIRE FIE REFEREEING EXAM

ANNEX D. QUESTIONNAIRE FIE REFEREEING EXAM

GENERAL TERMS

The EFC reserves the right to accept or reject any late or non-complying bids. Further, the EFC shall not be under any obligation to accept any complying bid (whether it is the highest or most attractive).

The EFC shall evaluate each bid submitted on whether it meets the minimum requirements that are set out in the Questionnaire.

The Questionnaire, and any information supplied by the EFC, shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the EFC to host the European Championships until such time as the Candidate enters into a formal Host Agreement and is awarded the right to host the European Championships by the EFC Congress.

Although legally non-binding, by submitting the Bid Dossier, the Candidate hereby certifies that the Bidding Dossier has been completed truly, accurately and to the best of its knowledge. The Candidate agrees to follow the guidelines of the EFC contained in the Bidding Guide and to co-operate with the EFC in the bid process.

These Terms of Reference are agreed to by the President of the Member Federation desiring to host the event.

- Event
- Proposed date:
- City and place of the examination
- Please provide information with pictures and links
- Transportation
 - Distance from the airport, price
- Accommodation
 - Official hotels of the competition
 - Maximum price (single and double rooms) of the hotels at the date of the competition
- Commitment to cover all costs
 - Please include the attached commitment form signed by the president of the Member Federation.
- Contact details to the person in charge:
 - Please provide us full name, email, mobile
- Other relevant information
 - Please provide us with any other relevant information, pictures, presentations, etc.

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ANNEX E. CANDIDATE EVALUATION FORM

	CANDIDATES' EVALUATION					
N	Requirements	Fulfil the requirements	Comments			
I	Accommodation					
a	The official of the Organising Committee in charge of this task must ensure that all the participants are adequately accommodated upon request and preferably, that an effort has been made to provide reduced accommodation prices for fencers.	Yes/No				
b	Referees must be accommodated in double bedrooms with separated beds offering sufficient space between beds.	Yes/No				
c	The Organising Committee has to ensure with the hotel management that breakfast is served according to the schedule of competitions.	Yes/No				
2	Transportation					
a	LOC must include in the invitation the official hotels and train stations/airports, according to the arrival times stated by the delegations.	Yes/No				
b	Precise timetables (which must be adhered to) will be distributed and posted in the hall of each official hotel and at the venue of the competition.	Yes/No				

BIDDING GUIDE | CANDIDATE EVALUATION FORM

Yes/No A specific transportation c service must be provided for the technical personnel of the competitions (competition management, piste and signs, electronic posting, wireless system, video-refereeing system, officials, delegates, and referees of the Championships). The transportation must arrive on-site according to the defined schedule for each group. Yes/No d The LOC guarantees transportation which allows all delegations to reach the venue 2 hours before the start of competitions. Maximum time of a bus drive Yes/No e 30 min. f Yes/No Special arrangement for transfer from and to airport/railway station/bus station (whichever is appropriate) must be ensured for designated officials and referees of the Championships. Accreditation 3 Yes/No Room space required for a holding of accreditation service: minimum of 50 square meters. Yes/No b Technical support requirements are defined by the service provider. Accreditation compliance Yes/No c

Infrastructure and premises

4

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CANDIDATE EVALUATION FORM

a	Training halls. Minimum 8 pistes equipped with the apparatus (minimum distance between the pistes is 1.5 m), if possible close to the competition hall or nearby official hotels (training schedule, opening times of the training hall - must be published on Championships website and information boards on the venue, in official hotels and the Information for delegations' paper).	Yes/No
b	Compliance with facilities	Yes/No
c	Homologated equipment	Yes/No
5	Competition hall for elimination	
a	Required number of pistes	Yes/No
b	The referee zone must be at least 3,50m wide;	Yes/No
c	The pistes must be numbered;	Yes/No
d	A security service must ensure smooth circulation of people and check that only competing fencers and referees are inside the competition area;	Yes/No
e	An electronic scoreboard or big plasma screens for each piste is required, with two sides if tiers of seats are located on both sides, indicating the names and nationalities of the fencers, the score, the rounds, the cards, the time, and the priority.	Yes/No
f	An electronic scoreboard or big plasma screens indicating the matches and timetable of the table of 32, even the table of 64. Exceptionally, the posting of the fencers' and teams' names	Yes/No

BIDDING GUIDE | CANDIDATE EVALUATION FORM

on printed cards will be allowed.

g	Spare scoring hit apparatuses with reels must be arranged.	Yes/No
h	The video-refereeing camera mount (outside of the competition area whenever possible) which must be on the referee's side.	Yes/No
i	For team events, a zone equipped with chairs and reserved for the fencers and their coaches must be set at each end of the piste, outside of the competition area. It is strongly recommended to install the mentioned zone from the very beginning of the championships in such a way that the same boxes are used for both individual and team events.	Yes/No
j	All fencing areas must be surrounded by fences.	Yes/No
k	Compliance of final piste with requirements	Yes/No
1	Training hall	Yes/No
6	Call Room	
	Premises' compliance with the requirements	Yes/No
7	Referees Room	
	Premises' compliance with the requirements	Yes/No
8	Rooms for weapon control	

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CANDIDATE EVALUATION FORM

	Premises' compliance with the requirements	Yes/No
	Zone for posting results	Yes/No
	Premises' compliance with the requirements	Yes/No
9	Rooms for Medical service	
	Premises' compliance with the requirements	Yes/No
IO	Offices for the DT	
	Premises' compliance with the requirements	Yes/No
II	Video-Refereeing and wireless system	
	Compliance with Handbook of Regulation for Ech	Yes/No
12	Allocation of colours and numbers	
	Compliance with Handbook of Regulation for Ech	Yes/No
13	Key issues	
	Compliance with Handbook of Regulation for Ech	Yes/No
14	The scoring staff	
	Compliance with Handbook of Regulation for Ech	Yes/No
15	Running of the final	
	Compliance with Handbook of Regulation for Ech	Yes/No
16	Results of the competition	
	Compliance with Handbook of Regulation for Ech	Yes/No
17	Protocol	
	Compliance with Handbook of Regulation for Ech	Yes/No
18	Publicity and promotion	

BIDDING GUIDE | CANDIDATE EVALUATION FORM

	Compliance with Handbook of Regulation for Ech	Yes/No
19	Entry fees	
	Compliance with Handbook of Regulation for Ech	Yes/No
20	Quantity of referees	
	Compliance with Handbook of Regulation for Ech	Yes/No
21	Volunteers	
	Compliance with Handbook of Regulation for Ech	Yes/No

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ANNEX F. HOST AGREEMENT

Two versions of the host agreement are being presented here. In both cases the EFC enters into an agreement with the Member Federation. The EFC does not allow an event to be organised by a third party alone. The second version applies when the Member Federation has outsourced the organization of the event to a third party. In that case the EFC enters into an agreement with both the Member Federation and the third party.





20210204 Euro Champs Hosting Ag





20210204 Euro Champs Hosting Ag

ANNEX G. BUDGET PLAN ()

		BUDGET				
	SOURCE OF REVENUE	Incomes		Outo	30	goin
1						
2						
3			- EUR	Bald	ונ	anc
4						
5						
6						
7						
8						
9						
10			- EUR			
	TYPE OF COSTS	Outgoings				
1						
2						
3						
4						
5						
6						
7						
8						

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ANNEX H. ACTION PLAN (9)

	ACTION PLAN							
EVENT TITLE				DATE		LOCATION		
EUROPEAN CHAMPIONSHIPS (EUROPEAN CHAMPIONSHIPS (SENIOR, U23, CADET AND JUNIOR)							
TASK TITLE	PERSON RESPONSIBLE	PRIORITY	DATE DUE	EXPECTED DATE COMPLETED	TASK COMPLETED	COMMENTS		

BIDDING GUIDE | EXPEDITED PROCEDURE

ANNEX I. EXPEDITED PROCEDURE

The expedited procedure that will be followed in the circumstances described in Exceptions is as follows:

The COMEX actively solicits Member Federations to hold the EFC event in question. Once a MF has been identified it is asked to complete a minimum application:

- A letter requesting to host the championships from the applicant Federation
- A Commitment Letter
- A fully completed application form

The application file will be examined by the EFC COMEX in order to make sure that all the information required has been provided. It is advisable to bear in mind that the EFC COMEX may request any other details it considers necessary.

The EFC Comex will evaluate the applications from MFs on the basis of the following criteria.

- National and regional characteristics of the applicant city
- Organising committee and volunteers
- Finances
- Safety
- Facilities
- Technology and equipment
- Accommodation
- Transport
- Health / Security system (including medical and anti-doping)
- Environmental protection
- Media and communication
- Sponsoring and Marketing

When making its selection the Executive Committee must take into account the following aspects:

- The best conditions offered in relation to the topics listed above
- For the purposes of universality, and, if the geography of the candidatures allows this, rotation around the countries holding the event.

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ANNEX J. BIDDING FLOWCHART



Bidding Flowchart

Invitation Phase

