

Appendix A

THE BID DOCUMENT

A FORMAL APPLICATION TO BID FOR THE NATWEST ISLAND GAMES IN

20...

BASIC DETAILS

Name of Bidding Island
.....

Population of Island
.....

Size of Island sq. miles.....sq. kms.....

Main Language Currency

Name of Principal contact
.....

Contact details for above:

Address
.....
.....

Telephone number
.....

Mobile telephone number
.....

E-mail address
.....

Proposed dates for Inspection visit by Executive members
.....

Proposed dates for the Games
.....

Proposed date for the prior year
AGM.....

Normal range of temperature during the above proposed dates to
Centigrade

Humidity levels at this time of year% Monthly rainfall at this time of year
inches

Please mention any adverse weather patterns which may occur during the above proposed dates:

.....
.....

Please state reasons for wishing to host the Games

.....
.....
.....

Please attach the following:-

- 1. Map of the Island showing sports venues, main accommodation areas, medical and media centres and probable transportation routes as well as distances and times involved.
- 2. Map of main town showing what you consider to be important information
- 3. Structure chart of bidding/organising Committee giving names, responsibilities and experience (see below also)
- 4. Letter from your Government/Local Authority confirming that they fully support this Bid Document and that they shall make available to the Organising Committee the Income amount particularised at page 9 of this Bid Document (please note that a copy of the relevant minute of Government/Local Authority approving such financial support should be attached),

Please answer the following questions so that the Master Contract can be prepared for signature following the AGM at which the Games are awarded:-

1. Is your Island Association prepared to accept the Master Contract in its draft form?

.....

2. If awarded the Games will your Organising Committee be a limited company?

.....

3. What will be the official name and address of the Organising Committee?

.....

4. Who will be signing the Contract on behalf of your Government of your Island or the Local Authority (please provide documentary evidence as to their position held and

authority to sign the Contract).

.....
.....

By signing this application you confirm that:-

1. You confirm that you have used all reasonable endeavors to identify and confirm that there are no laws, customs or regulations in the Host Island, which would limit, restrict or interfere with the Games in any way, in particular that there are no such laws, customs or regulations which would prevent any Member Island from participating and competing in the Games under each Member Islands own name/identity, own flag and anthem.
2. You recognise the International Island Games Association has overall responsibility and control of the Games programme.
3. You guarantee that the Games will be conducted properly and in accordance with the Constitution and customs of the IIGA
4. During the years preceding the staging of the Games, the Executive Committee and where appropriate, Member Island Associations of the IIGA will be kept properly informed of all actions, planning and preparations taken in respect of the staging of the Games.
5. You confirm that the relevant bodies will enter into the Master Contract with the IIGA or specify what amendments to such Contract are requested.

SPORTS AND FACILITIES

The proposed list of Sports to be held is as follows:

Also indicate which disciplines/events are to be held in Athletics and Shooting.

TECHNICAL OFFICIALS

Please supply the following information regarding sports Technical Officials

	Sports to be offered	Number of Officials needed	Number currently Available	Number to be trained locally	Number to be imported
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
Total					

Additional Comments (if any):-

.....
.....
.....
.....
.....

TRAVEL

Air Travel

Is there an Airport on your island? Yes/No (please delete)

If YES:

Please state Airport name

.....

Please list main destinations for regular flights together with approximate present cost:-

.....
.....
.....

Please state the maximum number of passengers permitted per flight

.....

If NO:

Please state the nearest major Airport

.....

Please state distance and travel time for competitors to reach your island from this Airport

.....
.....

Sea Travel:-

Please give a brief summary of sea travel to your Island including time taken

.....
.....

Land Travel:-

Please give a brief summary of methods of travel by land to your Island and time taken

.....
.....

Customs / Immigration Implications:

.....
.....

Internal Transport: –

Please give a brief summary of how you would envisage moving competitors around your Island?

.....
.....

Number of hire cars available. And approximate cost per week

ACCOMMODATION

Is a Games Village planned Yes / No (delete)

If YES please state where it would be situated

.....

Do you propose Athletes being accommodated by Island or Sport or a mix Island / Sport/ Mix

(Based on today's bed, breakfast and evening meal rates and using numbers available for the Games)

Hotels:

No containingbeds with prices ranging from to per night

Guesthouses:

Nocontaining beds with prices ranging from to per night

Bed & breakfasts/Holiday lets:

No containing beds with prices ranging from to..... per night

Campsites:

No with Tent sites with prices ranging from to per night

Cruise ship:

Will a cruise ship be required? Yes/No (please delete)

Cancellation Policies:

Please state accommodation cancellation policies:

.....
.....

Food Arrangements at Hotels and Venues (please give indications of typical food and drink prices and details of any voucher system you may be using)

.....

.....

FINANCES

Please only include revenue costs, not Capital costs.

INCOME

Local currency and / or £'s

Government/ Local Authority of the Island confirmed contribution	/
Sponsorship in cash	/
Sponsorship in kind	/
Competitor/Spectator Accreditation fees	/
Sale of merchandising/programmes	/
Other Income	/
TOTAL ANTICIPATED INCOME	/

EXPENSES

Administration - salaries, accommodation etc	/
Communications - Results, Media Centre etc	/
Events - Opening, Closing, parties etc	/
Marketing - Advertising, TV/Radio etc	/
Sports - Running costs, technical officials etc	/
Transportation - Internal, AGMs, car rental etc	/
Volunteers - Clothing, food etc	/
Drug testing	/
Miscellaneous – Insurance, Games fee, IIGA costs, etc	/
Contingency sum - for unknowns	/
TOTAL ANTICIPATED EXPENDITURE	/

CAPITAL COSTS

Expected total of Capital costs for new/upgraded Sports Facilities

Are Guarantees in place to ensure facilities will be ready for the Games Yes/No (delete)
(please provide details of such guarantees)

If no what contingency plans will be in place in the event that for any reason you are unable to host any of the sports identified at page 3.

Please give fuller details of contingency sports in the Sports Section (see attached)

OTHER INFORMATION

Results:-

Do you propose using the existing Administration & Results service? - Yes / No (delete)

If No:

Please state reason and alternative solution:

.....
.....

Medical: – (please state what facilities are available, what charges will be made, and what Insurance you would recommend Islands taking out if no reciprocal arrangements in place)

.....
.....

Anti-Doping - Please confirm that you will make every effort to arrange an appropriate drug testing programme through a WADA approved National Anti-Doping Agency (NADO) that has access to approved laboratory facilities

.....
.....

Political

.....
.....

Volunteers

.....
.....

How do you propose encouraging local support for the Games?

.....
.....

What do you see as the biggest legacy of holding the Games?

.....
.....

Please give brief details i.e. year and numbers involved of other large events that your Island has organised:

.....
.....

Give details of your local Media – TV, Radio and Newspapers – Will you be involved with TV coverage and if so please give likely coverage details

.....
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Give details of proposed media centre and how you would assist other Islands media

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.....

Give details of websites covering useful information – Local IGA, Local Sports Bodies, and Tourism etc.

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.....

How do you propose Communicating with Member Islands

.....
.....
.....

Any Other Comments –

.....
.....
.....
.....

Signed by Print name

On behalf of Island Games Association Position held

Signed by Print name

On behalf of Bid Committee Position held

Signed by Print Name

On behalf of Government/Local Authority of the Island

Position held