

THE BID DOCUMENT

A FORMAL APPLICATION TO BID FOR THE NATWEST ISLAND GAMES IN

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 required for above:

Address

Telephone number

Mobile telephone number

Fax. 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:

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.....

Please state reasons for wishing to host the Games

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.....
.....

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 showing their support.
5. Please answer the following questions so that the Master Contract can be prepared for signature following the AGM at which the Games are awarded:-
 - a. Is your Island Association prepared to accept the Master Contract in its draft form?
.....
 - b. If awarded the Games will your Organising Committee be a limited company?
.....
 - c. What will be the official name and address of the Organising Committee?
.....
 - d. Who will be signing the Contract on behalf of your Government of your Island or the local Council?
.....
 - e. Who will be acknowledging the commitment under clause 4 of the Master Contract?
.....

By signing this application you confirm that:-

- You recognise the International Island Games Association has overall responsibility and control of the Games programme.
- You guarantee that the Games will be conducted properly and in accordance with the Constitution and customs of the IIGA
- 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.
- You 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.
- 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.

Details of the proposed Sports venues and facilities should be completed on the Sports Section of the Bid Document and attached.

In completing this application form we were conscious of the following comments:-

- A Bidding Island must have in place, or have approved plans for sufficient venues suitable for staging all the sports, disciplines and events included in the Bid. A copy of the plans for proposed facilities is to be provided to the Inspection Team.
- That the individual facilities are in accordance with the technical requirements of the sports, disciplines and events concerned. If not then due consideration has been given as to what improvements will be necessary to these existing facilities and these improvements will be made known to the Inspection Team.
- Are all the sports venues situated on one Island? If not, please indicate travel arrangements.
- For each of the sports facilities you propose to offer, please give the following details: -
 - Competition area
 - Spectator seating
 - Present status of facility
 - Organisational capability of the Sport
 - Details of what has to be achieved to ensure the sport/discipline/event takes place
 - Any additional comments

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):-

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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:-.

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.....

.....

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

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.....

Land Travel:-

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

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Customs / Immigration Implications:

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.....

.....

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:

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.....
.....

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)

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.....
.....

FINANCES

Please only include revenue costs, not Capital costs.

INCOME

Local currency and/or £'s

| | |
|---|----------|
| Government of the Island | / |
| 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)

If no – Do you have contingency plans? Yes/No (delete)

Please give fuller details 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:

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.....

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)

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Drugs testing - Please confirm that you will arrange an appropriate drug testing programme through a WADA approved Anti-Doping Agency that has approved laboratory facilities

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Political –

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Volunteers

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.....

How do you propose encouraging local support for the Games?

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

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.....

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

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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, Tourism etc

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How do you propose Communicating with Member Islands

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.....

Any Other Comments –

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

Signed by

Print name

On behalf of Island Games Association

Position held

Signed by

Print name

On behalf of Bid Committee

Position held