



**WORLD
SKATE**

BIDDING ARTISTIC SKATING WORLD CHAMPIONSHIPS 2020



CONTACT

Address

World Skate
Maison du Sport International
Av. De Rhodanie, 54 | 1007
Lausanne | Switzerland

Phone & Fax

Phone: + 41 216 011877
Fax: + 41 216 011877

Online

Email 1: info@worldskate.org
Email 2: secretariat@worldskate.org
Website: www.worldskate.org

WORLD SKATE INTERNATIONAL FEDERATION

**BIDDING
ARTISTIC SKATING
WORLD
CHAMPIONSHIPS
2020**



World Skate
Bidding Artistic Skating
Version: v.1 // 2018


TABLE OF CONTENTS

SECTION 0 TIMELINE	PAGE 5
SECTION 1 INTRODUCTION	PAGE 6
SECTION 2 RESPONSIBILITIES	PAGE 10
SECTION 3 EVENT	PAGE 14
SECTION 4 VENUES	PAGE 16
SECTION 5 LOGISTIC	PAGE 20
SECTION 6 OPERATION & SERVICE	PAGE 24
SECTION 7 PROMOTION & COMMUNICATION	PAGE 28
SECTION 8 LEGAL	PAGE 32
SECTION 9 CANDIDATURE PRESENTATION	PAGE 34
SECTION 10 INFORMATION AND DOCUMENTS	PAGE 36



SECTION 0

TIMELINE

- **SUBMISSION OF THE CANDIDATURE TO WORLD SKATE:
NOVEMBER 2018**
 - **ASSIGNMENT OF THE ARTISTIC SKATING CHAMPIONSHIPS:
DECEMBER 2018**
 - **SIGNATURE OF THE CONTRACT:
BETWEEN JANUARY AND MARCH 2019**
- 



SECTION 1

INTRODUCTION

MISSION AND VISION

CONCEPT

BENEFITS

ORGANIZATION FEE

MISSION AND VISION

World Skate is the only governing body, recognized by the IOC, of all Roller Sports and Skateboarding. Its role consists of recognizing, assisting and representing the more than 120 Member Federations of the five Continents in the development and increasing of all roller disciplines and to promote the development and the diffusion of such disciplines in the not yet affiliated countries. World Skate aims to promote the visibility and the development of all its disciplines through international events, among which the World Championships are the most important ones.

The Artistic Skating World Championships (henceforth “Championships”) are the most important international event for this discipline and are held annually, except in the year of the organization of the World Skate Games that include them.

These Championships will have a ceremonial, protocol but also a spectacular character and will be promoted through

national and international broadcasting, streaming TV on the official website of World Skate, as well as on social networks and new communication media.

Though maintaining a markedly sporting character based on World Skate regulations, the Championships wish to combine the pure sports competition with a festive atmosphere of unity among athletes of all nationalities.

During the implementation of the Championships any side activities for the promotion of Roller Sports and Skateboarding will be agreed with the Host.

During the Championships World Skate could be interested in organizing other promotional events or activities, such as seminars for coaches and/or judges etc. The Host shall facilitate the communication and organization of such events.

CONCEPT

The concept as well as the way the event will be prepared and operated should be taken into consideration by the potential Host through the following elements:

- Create a sense of unity among the athletes of different countries.
 - Common experience - athletes, public, media.
 - Promotion of the Host City and its Tourism Industry.
 - Sharing of values with the commercial sector.
 - Harmony with nature and other environmental considerations.
 - Active-daily communication with World Skate liaison officer and strict consideration for the outlined reporting parameters.
 - Respect of World Skate Statutes and By Laws, IOC Anti-doping Rules, WADA Code and World Skate Anti-Doping Rules and the Rules of the Artistic Skating Technical Commission and obligations towards World Skate according to the contract of the Championships.
-

BENEFITS

The Championships will be a sport festival at the highest level that can count on an impressive number of visitors: over 2.000 athletes, coaches and judges will gather in one city for about 14 days.

The Championships see every year the attendance of over 30 nations and are an extraordinary event and an unprecedented opportunity for the city that will host them not only from the sports perspective, but also for the image and the financial return.

The event will see not only the massive presence of insiders of the Artistic Skating world, but also of a crowd of supporters and aficionados who will experience, for about 14 days, the exciting atmosphere of a great celebration of sports and entertainment with a global media coverage. A real investment for the territory with extraordinary numbers and figures:

- Revenues of at least 10.000.000 USD plus all the capital gains coming from ancillary revenues such as sponsors and, in the subsequent years, from the ensuing growth of tourism, the attraction and the socio-cultural interests of the entire area.
- Revenues coming from tickets sale, commissions from Venue food service, restaurants and hotel concessions,

stands rental to temporary exhibitors, sale of merchandising and other Championships' souvenirs.

- 60% of the audience is not resident in the Host City, revenues coming from tourism will be a benefit not only for the Host City, but also at national level.
- Statistical studies report that the percentage of those who return to the Host City in the three years following the event with friends and/or family members varies between 20% and 30%.
- An opportunity to advertise and launch new products of young companies, not necessarily sports related.
- Creation of new partnerships and new jobs related to tourism.
- Renovation of existing multi sports facilities.
- Creation of new ones.
- Infrastructures enhancement.
- More opportunities in the organization of great sporting events in the future.

ORGANIZATION FEE

The Host will pay to World Skate for the organization of the Championships a fee of at least 45.000 USD. The proposal of the payment of an higher organization fee will be an added value to obtain the assignment of the Championships.

- At the time of the submission of the application the Host will pay, as bailment, the 20% of the fee by bank transfer, whose invoice will be sent to World Skate with the requested documents.
- World Skate will evaluate the applications deemed the best and shall choose the appropriate National Federation and City to host the Championships.
- World Skate shall pay back the amount (bailment) paid at the time of application to all the excluded cities.
- The chosen city will pay, always with bank transfers, the remaining amount as following:
 - 40% 8 months prior to the beginning of the Championships.
 - The further 40% 60 days prior to the beginning of the Championships.

- Bank details will be communicated to the Host at the receipt of the acknowledgment of acceptance of the bidding application duly signed.

If, after the assignment of the Championships and before the signature of the contract, the Host withdraws, World Skate reserves the right to assign the Championships to another candidate.





SECTION 2

RESPONSIBILITIES

WORLD SKATE KEY RESPONSIBILITIES

HOST KEY RESPONSIBILITIES

HOST'S RIGHTS

INTRODUCTION

World Skate owns and controls the right to organize the Championships as well as all commercial, media and intellectual property rights.

World Skate will award the right to stage, to promote and to organize the event in accordance with specific terms and conditions that shall be written in the Contract.

The World Skate President is the only legal representative and has the right to sign the contract with the Host.

The World Skate Vice-Presidents shall have the duty to promote and develop the Championships in their Continental Area through all communication media, advertising etc.

The World Skate Chairman of the Artistic Technical Commission shall be responsible for the technical program.

World Skate and Host shall be furthermore responsible for what specified below:

WORLD SKATE KEY RESPONSIBILITIES

- Identify potential organizers, coordinate and follow up candidatures, manage documentation and information, lead inspection, organisational/coordination and technical visits of the candidate cities.
 - Outline the general event and sport/competition program.
 - Communicate technical details regarding competitions, sport equipment and regulations.
 - Supervise for approval every step of the Host.
 - Track and help to resolve any issue or obstacles that may come up during the event preparations.
 - Approve the general event concepts, themes and publications.
 - Coordinate, where requested by the Host, marketing, sponsor partnerships and other commercial or promotional activities.
 - Establish accreditation guidelines.
 - Ensure that the Timeline present in this bidding application and ratified in the future contract is respected and approve the related updates by the Host.
 - Promote the event all over the world through World Skate Communication and Promotional Media.
 - Coordinate smooth overall event operations: doping controls, marketing, media & communications.
 - Provide format for competitions and criteria concerning athletes and qualification system.
 - Ensure the participation of top athletes.
 - Provide the sport registration through the online World Skate platform.
-

HOST KEY RESPONSIBILITIES

- Create a Local Organising Committee (LOC) within two months from the signature of the contract as following:
 - President of the LOC.
 - Project Manager
 - Media Manager.
 - Transportation Manager.
 - Accommodation Manager.
 - Venue Manager.
 - Protocol Manager.
 - Person/s responsible for Staff, Guides and Volunteers.
 - Person/s responsible for medical care and emergencies.
 - Person/s responsible for Anti-Doping Control.
 - Person Responsible for Accreditation.
 - Others.
 - Provide and set up infrastructures and venues, equipment, technology and facilities for the success of the competitions.
 - Administer on-site technical, coordination and inspection visits when required.
 - Ensure that the Championships are of a world class standard.
 - Develop a national and international communication and promotion plan in collaboration with the World Skate Communication Dpt.
 - Communicate and report monthly on the progress of event planning and preparations to World Skate notifying also problems or obstacles so that the different World Skate Dpts. may help in supporting the Host in the organization of the event and the Marketing and Communication Departments may help in the delivery of the Promotion and Communication Plan.
 - Collaborate with World Skate to establish the general event program, competition schedule and World Skate Programs (Gala, Doping-Free Sport, institutional meetings, press conferences etc..)
 - Design a Corporate Image for the promotion of the event, that will be also used for the “Look & Feel” during the event.
 - Adapt the event concept to promote and expose local culture and heritage together with the World Skate identity.
 - Promote the event, the competitions and the World Skate Program both domestically and internationally.
 - Manage and facilitate the operations of accreditation of the participants establishing the look and content of the card, the accreditation zones and the access controls following the guidelines provided by World Skate.
 - Provide assistance to all the participants in obtaining visas, including information on required vaccinations (if necessary).
 - Facilitate registration and accreditation for national and international media representatives.
 - Organize Top Opening, Closing and Awarding Ceremonies providing all the requirements included in the World Skate Protocol Guidelines.
 - Provide all the volunteers with uniforms, whose design shall be approved in advance by World Skate.
 - Organize medical services to all the people attending the Championships arranging First aid and medical care at the training and competition venues.
 - Establish and manage the infrastructure and the services to enable the doping control sample collection processes and laboratory analysis.
 - Manage all necessary press releases dealing with matters including but not being limited to dates, deadlines, announcements and marketing issues that shall always be subject to the prior approval of World Skate; the Host shall use its best endeavours to ensure that the Championships are widely publicized, ensuring that the dedicated Website contains daily updates on both competitions and results. Press releases of sporting or technical nature must have the prior approval of World Skate.
 - Provide a sufficient number of translators/interpreters (via volunteers) to World Skate and to the international community.
 - Submit to World Skate all the documents required by this Bidding Application in due time.
 - Prepare a financial planning, by establishing an event budget.
 - Organize the logistic for all accredited families.
-

HOST'S RIGHTS

The Host shall retain full rights from for revenues derived from:

- All box office gate receipts from ticket sales.
- Local and/or national administrative funding.
- Sponsors (advertising spaces on event's program and on billboards within the venues)
- Commissions, if any, from venues food service, restaurants and hotels concessions.
- Stand rental.
- Sale of all Championships' clothing, including merchandising and other Championships souvenirs.
- National TV Rights subject to written agreement with World Skate



Photo Raniero Corbelletti Photographie



SECTION 3

EVENT

The Artistic Skating Championships are an international event, staged every year, that celebrate the excellence of the different specialties of the following disciplines:

- Free
- Figure
- Dance
- Solo Dance
- Pairs
- Inline
- Quartets
- Show Groups
- Precision Groups
- The Technical Commission reserves the right to include other competitions or to replace any of them with other ones

This event does not exclude the possibility to organize together with the sport competitions meetings and seminars for coaches, delegates and judges, official events, press conferences, gala etc.

All the competitions shall be promoted through national and international broadcasting, social networks and new media.

A doping free sport program shall be an integral part of the Championships. World Skate, in connection with the Host, shall be responsible for all the information concerning the controls before, during and after the competitions, ensuring that these controls shall be conducted in accordance with the WADA rules and its international standards.

The Championships will be scheduled over 14 days sometime between September and December of the calendar year.

World Skate is responsible for establishing the official sports program of the Championships. All participating athletes shall belong to the World Skate Member Federations, shall be World Skate Regulations and World Anti-Doping Code compliant and shall agree to doping controls as deemed necessary.

The general competition format is established by the Artistic Technical Commission in accordance with World Skate Technical Regulations of Artistic Skating and is regulated by World Skate certified international judges and calculators.

To each athlete participating in the Championships will be given the opportunity to have a practice period within the Championships venue prior to the beginning of the competitions.



SECTION 4

VENUES

VENUE'S REQUIREMENTS

INSPECTIONS

INTRODUCTION

During the candidature process, World Skate shall evaluate the appropriateness of the infrastructures in relation of quality, security, location, capacity etc. to grant a smooth running of the competitions.

The rinks shall be certified by World Skate and shall meet all World Skate technical requirements in relation to surface, dimension, adherence etc... and all safety and health requirements for all participants.

Accessibility of all participant-groups, sufficient spectator capacity and access for people with disabilities shall be guaranteed.

The venue shall include, without limitation, the following: sufficient space for all those involved in preparing, organizing and staging the event; dressing rooms, facilities that shall be suitable for athletes training, practicing and competing during the Championships, for spectators, media and World Skate administrators. Such facilities shall be made available and in perfect conditions for the full period which World Skate shall reasonably request.

The Host shall ensure that the surface and the dimensions of the rink may not be altered from what was originally specified and agreed without express written permission from World Skate.



Photo Raniero Corbelletti Photographie

VENUE REQUIREMENTS

- Rink 25*50 mt wood floor in white colour homologated by World Skate, surface delimited with 80cm high fixed billboards.
 - 1 warm up track 10x30 mt minimum, closed to the main track.
 - The venue shall have min. 5.000 seats for the spectators; reserved and diversified seats on the stands for the authorities, VIP guests, World Skate members, judges, press, media, officers, photographers, athletes and delegates.
 - Stands with 1K seats for the secondary venue. (if necessary)
 - The rink for the Championships shall be free from any other mark with the exception of those for Figures in accordance with the World Skate Artistic Technical Commission rules and the approval of the ATC Chairman.
 - Only World Skate Logo in the middle and advertisements, previously approved by World Skate shall be permitted.
 - Air conditioned.
 - 10 laptops, 1 space (for 9 judges) max 10mt. , high 1mt/ high 3mt (in case of Show and Precision groups), 5 tables 1mt long.
 - Adequate PA system.
 - Scoreboard: Size depending on the size of the rink, led screen. Minimum 4mx3m.
 - "KISS AND CRY" corner equipped with min. 4 chairs or a sofa, well lighted with one scoreboard min. 2x2mt.
 - Internet connections (Wifi and wired) dedicated for the scoring system available to the panel of judges.
 - 800-1000 lux at the floor level min 200 changing color moving lights for the Gala.
 - 10.000 watt min audio system with 1 laptop for mp3 player, 1 cd player, 1 mixer, 3 wireless+1 wired mics, mics.
 - Light designer, light, video and sound technicians.
 - Lighting suitable for filming of the competitions.
 - 2 eng + local language announcers.
 - Manual clipboards with numbers.
 - Lan connection.
 - Video output connection cables.
 - Microphone system and headphones, 4 positions.
 - Fixed telecamera at table judges for slowmotion connected computer (software available) + 1 person of the organization to manage it.
 - Permanent cleaning service.
 - Availability for final inspections at least 30 days before the start of the competitions.
 - Analizyng videos (2 cameras: High Beauty Shot and 1 handheld + tripod with operator).
 - Additional office space, equipment and supplies for use by the members of the World Skate delegation and its partners: President, Technical Commission, Judges and Calculators, Communication - Marketing- Project- and Protocol Manager, World Skate Staff.
 - These offices shall be available two days prior to the beginning of the Championships until the evening of the last day. They shall be equipped with stationery, printers photocopiers, WIFI connections, tables, chairs and a corner for coffee, tea, food, soft drinks, fruit, snacks etc. In such areas some reserved bathrooms shall be available.
 - VIP Lounge
 - Athletes locker rooms,with showers, etc.
 - Officials locker rooms, with showers etc.
 - Mixed zones.
 - Media and press rooms.
 - Fully equipped media seats on the tribunes.
 - Screens /scoreboards available to the athletes and spectators.
 - Doping control rooms/areas.
 - Accreditation office.
 - Adequate nr. of tensile structures/booths for temporary shops and exhibits, upon agreement with the Host near the entrance or, in any case, easily accessible to the spectators.
 - One booth reserved to World Skate and its partners.
-

- Rest rooms, massage area, etc. with direct access to the rink.
- Sufficient number of toilets according to the number of the accredited participants.
- Sufficient number of toilets according to the number of the spectators.
- Permanent cleaning service.
- Boards for the results of the competitions and possible official communications in the athletes' area and in an area easily accessible to the spectators.
- Area for Medical services, First Aids, Ambulances.
- Reserved and monitored area for all communications to be given to delegations.
- Area/booth for the official photographer.
- Area/booth for the official DVD's sale.

INSPECTION

During the bidding period World Skate will appoint 2/3 persons to inspect the venues verifying that all promotional, technical, logistic and communication aspects are in compliance with what required by the bidding application.

Once the Championships will be assigned World Skate will schedule min.3-4 inspection/technical visits to supervise the selected venues and to support and advice the Host in the organization.

In both kinds of inspection the Host will provide to cover the costs of travel, board and lodging and transportation for the World Skate Managers, whose number will be established from time to time by World Skate.



Photo Raniero Corbelletti Photographie



SECTION 5

LOGISTIC

TRAVEL

ACCOMODATION

TRANSPORTATION

INTRODUCTION

The Host is responsible to manage and facilitate the logistic of the World Skate Artistic Championships in reference to all the participants/accredited families:

- World Skate Family
- National Federations
- Media

TRAVEL

The Host will be responsible and will cover the costs of travel for the whole World Skate Family (approximately 40 people) including:

- President
- Artistic Technical Commission
- Technical Officials (Judges and Calculators)
- Project Manager
- Sports Director
- Communication Staff
- Protocol Manager
- Staff
- Marketing Manager
- Anti-doping Manager
- Official photographer
- Streaming crew (if necessary)

The Host will provide round-trip flights (if possible direct flights) creating, if he deems it necessary, partnerships with airlines that provide service to the closest Host international airport as well as connections to the most major cities in the world.

Tickets will be sent directly by the Host in due time to the people of the World Skate Family, together with an invitation letter if necessary for obtaining the visa, according with the accommodation dates.

ACCOMODATION

The Host will take over the responsibility of the accommodation, full board and lodging in 4* or 5* International Hotels and all the related costs for all the members of the World Skate Family, composed as follows:

- President
- Artistic Technical Commission
- Technical Officials (Judges and Calculators)
- Project Manager
- Sports Director
- Communication Staff
- Protocol Manager
- Staff
- Marketing Manager
- Anti-doping Manager
- Official photographer
- Streaming crew (if necessary)

Hotels shall be close to the venue, walking distance is preferred especially for judges and calculators.

The abovementioned accommodation plan shall be provided according to the following scheme:

WORLD SKATE PRESIDENT

- Max. 4 (four) min. 2 (two) days before the Opening Ceremony until after breakfast the morning after the conclusion of the Championships.

WORLD SKATE ARTISTIC TECHNICAL COMMISSION

- Max 5 (five) min. 3 (three) days before the first day of competition until after breakfast the morning following the conclusion of the Championships.

WORLD SKATE TECHNICAL OFFICIALS (JUDGES AND CALCULATORS)

- Two days before the first day of competition until after breakfast the morning following the conclusion of the Championships.

WORLD SKATE SPORTS DIRECTOR COMMUNICATION STAFF MARKETING MANAGER PROJECT MANAGER PROTOCOL MANAGER WORLD SKATE STAFF

- Max 5 (five) min. 3 (three) days before the beginning of the Championships until after breakfast the morning following their conclusion.

WORLD SKATE ANTI-DOPING MANAGER

- Two days before the beginning of the Championships until after breakfast the morning following their conclusion.

WORLD SKATE OFFICIAL PHOTOGRAPHER

- One day before the beginning of the Championships until after breakfast the morning following their conclusion.

WORLD SKATE STREAMING TROUPE

- In case of absence of local crew up to a max. of 4 people two days before the first day of competition until after breakfast the morning following the conclusion of the Championships

The Host must also guarantee access to sufficient capacity, adequate international standard (between 3 and 5 stars) and official comfortable hotels at reasonable price to accommodate:

- National Federations
- Media

The Host shall enclose to the bidding application a complete list of all the official hotels and the contact of the Host Logistics Department (or the Host Official Logistic Provider) which shall take care of all the aspects relating to the Accommodation, Meals and Transportation. The rates shall include breakfast and fees.

Breakfast will be made available in the hotel as well as lunch and/or dinner that, in some cases, may require catering at the competition venues with ample and flexible schedules. Food shall satisfy all cultural and religious needs. National Teams, single athletes or media must not be forced to use a specific hotel or food program as a condition to join the event.

TRANSPORTATION

The Host will take over the responsibility and all the related costs of the Airport and/or Railway transfer service, including the round trip, for all the members of the World Skate Family.

In the same way, the Host shall provide to the World Skate Family a local transportation service, as follows:

A private car with driver reserved for:

- World Skate President
- World Skate Anti-Doping Manager
- World Skate Sport Director, Project Manager, Communication Manager and Protocol Manager (according to the distance)

Private vans or mini buses or buses with driver reserved for:

- World Skate Staff
- World Skate Artistic Technical Commission
- World Skate Technical Officials (Judges and Calculators)
- World Skate Communication Staff./Official photographer

- World Skate Streaming crew

The Host will take over the responsibility and all the related costs of the Airport and/or Railway transfer service, including the round trip to all official hotels, for all the members of the National Federations and Media.

All the National Teams, single athletes and representatives of media will be provided with shuttle service between the official hotels and the competition and training venues throughout the day and during all the competition and official training days, to the Opening and Closing Ceremonies and to all other official activities or events.

Accurate transportation scheduling is of the utmost importance to the success of the Championships.

It should be kept in mind that Host cities will be appointed based on environmentally sustainable considerations; therefore venues should be close to public transportation, car sharing, and bicycle storage and walk ways. Additionally, accurate transportation scheduling is of the utmost importance to the success of the Championships. In order to reduce costs, the Host may consider seeking a partnership deal with a public transport or car rental company or manufacturer to facilitate the movement of supporters, audience etc.



Photo Raniero Corbelletti Photographie



SECTION 6

OPERATION & SERVICE

SPORT REGISTRATION

ACCREDITATION

VISAS

PROTOCOL

ANNOUNCERS/SPEAKERS

TECHNOLOGY

MEDICAL SERVICES

ANTI-DOPING

SECURITY

SPORT REGISTRATION

World Skate shall collect all the sport registrations on the Sport Entry Platform (SEP). World Skate will use the SEP for the National Federations to register athletes and delegates

and will make all these data available to the Host for the accreditation process in due time.

ACCREDITATION

According to what above mentioned World Skate will forward to the Host all the data regarding team delegations and the Host shall manage and facilitate the operations of accreditations of the participants, providing a dedicated accreditation equipment. The Host will establish the look and content of the card according to the Guidelines of the Event and the World Skate Guidelines, the accreditation zones the access controls. Pass will be provided to athletes, coaches, Officials, Media, LOC, volunteers, World Skate Family.

A Free Card will be provided to all guests of World Skate including all the Presidents of the World Skate National Federations, National and International Sport authorities,

business partners, sponsors, political and administrative authorities, who will be invited to participate as VIP guests to all events in program, ceremonies and gala. It is responsibility of World Skate to provide a list to the Host.

Regarding the media, the Host shall collect all the registration requests and then verify all the international media accreditations with World Skate prior to the final validations and issue of the accreditation card. Extra Officials shall pay their accreditation cards to World Skate.

VISAS

The Host is expected to outline applicable Host Country entry visas and customs regulations and laws during the candidature presentation phase. Further to that, the Host will provide assistance to the accredited families to the Championships and VIP guests in obtaining appropriate visas (i.e. invitation letter issuance or protocol agreements with Embassies). All participants are responsible for paying for the costs related to the obtainment of a visa as well as applications for transit visas, where required.

The Host is responsible for informing World Skate and subsequently the Event Participants on matters including required vaccinations and customs regulations on publications and media and sport equipment. The Host will also ensure the import and export of goods and materials for the exclusive use of the Championships free from custom fees.

PROTOCOL

The World Skate Protocol Manager shall work in connection with the Local Responsible of the Protocol, but shall oversee any decision. The Host is entrusted with the organization and the development of the ceremonies procedures, that shall be submitted to the final approval of World Skate.

The Host is responsible for providing World Skate flags, flags and national anthems of the represented countries during the Opening and Closing Ceremonies as well as during all Medal Awarding Ceremonies.

Medals for Awarding Ceremonies shall be provided by the Host.

The final design of Medals, Certificates or any other recognition shall be sent to World Skate for approval. The Host shall be also responsible for the parade of athletes and entertainment performances.

At the Opening and Closing Ceremonies no kind of political, religious or racial propaganda or demonstration are allowed at the venues of the Championships or at other sites considered part of the World Championships.

The World Skate Protocol guidelines shall be followed and respected.

The Host shall provide all the volunteer uniforms under the final design approved by World Skate. The athletes will be required to wear their own official uniform during the competitions the awarding ceremonies and the official events.

The official languages of the Championships are English and the official language of the Host Nation. In case that the Host Country is English speaking the other official language will be Spanish. Therefore, all on-site signage, event communication and publications, sport commentary and any other information means shall be made available in English.

The Host is also responsible for providing sufficient translation and translator (via volunteers) services to World Skate and to the international community.

ANNOUNCERS / SPEAKERS

An integral part of the competitions is the presence of announcers / speakers (min. 2) expert of the discipline of Artistic Skating, able to provide with extreme accuracy and protocol professionalism what required by the discipline

during the competitions, awarding- opening and closing ceremonies. All announcements and the reading of scores (when required) shall be made in English and in the language of the Host.

TECHNOLOGY

The Host shall take measures to ensure ease of communication by engaging relevant technology measures before, during and after the Championships. This includes test events, information systems, telecommunications and

internet. Inside the venue a scoring & results system and one or more scoreboards shall be present, as well as an adequate audio system.

MEDICAL SERVICES

The Host shall ensure medical services to athletes, spectators, workforce, media and VIP guests according to the establish World Skate standards. The Host shall coordinate hospital services with Public Health Authorities.

The Host will also arrange First aid and medical care at the training, competition venues and any other official event

venue. The defibrillator inside the competition venue is mandatory.

Transportation vehicles and ambulances will be present. They will also prepare logistics for Emergency Medical Services and Hospital facilities in the Host City.

ANTI-DOPING

The Host shall plan, establish and manage the infrastructure and the services to enable the doping control sample collection processes and laboratory analysis to be conducted in accordance with the WADA Code, WADA International Standards and with the Anti-doping Rules.

The Host shall also cooperate with the World Skate Doping-Free Sport Unit (DFSU) staff in delivering services and education and information program content.

The Host shall indicate the nearest and most suitable laboratory for doping tests analysis.

SECURITY

All matters related to security are the Host's responsibility and should be coordinated with the competent public security authorities of the Host. However, in some cases coordination with World Skate regulations must take place. Security measures must be considered for the follow occasions and participant groups:

- All Official Hotels.
- Training & Competition Venues.
- Official Event Venues (i.e. Opening & Closing Ceremony and Gala).
- All Ground Transportation means (i.e. private vehicles, buses, train/tram systems).
- Athletes & Officials.
- World Skate Delegation, Guests & VIPs.
- Media (both national and international).
- All Volunteers.
- Spectators.
- LOC workforce and venue staff.



Photo Raniero Corbelletti Photographie



SECTION 7

PROMOTION & COMMUNICATION

LOOK AND FEEL

MEDIA

BROADCASTING

STREAMING

LOGO

WEBSITE

DESIGN

**MARKETING PARTNERS, OFFICIALS
SUPPLIERS, TICKETING, LICENSING
AND MERCHANDISING**

INTRODUCTION

The Host has the responsibility to promote and communicate about the event, using TV promotion, new media networks, public and private partners and national campaigns including a detailed description of the Championships, a comprehensive national and international communication and promotion plan, an official event and spectator guide, as well as city and on-site billboards.

World Skate will both indirectly and directly support the Host and its international communication and promotional activities for the Championships with experts well experienced in marketing and communications.

World Skate will also provide the Host with marketing and communications guidelines and the Host shall work in close collaboration with the World Skate Marketing and Communication Department.

The Host has the right to keep the revenues from national partnership agreements and marketing activities not belonging to World Skate. Nevertheless, the Host agrees to have all partnership agreements approved by World Skate and to support and to supply all marketing activities relating the World Skate world and its main corporate partners before, during and after the Championships.

The Host shall provide detailed Communication and Promotional Plan to be approved by World Skate.

LOOK & FEEL

The Host will use the Corporate Image in the setting up of the venue and of the rink, inside and outside. The same Image shall be used to set up airports, hotels, event venues if different from the competition venue in agreement with World Skate.

Inside the venue only World Skate logo and advertisements previously approved by World Skate shall be permitted. Institutional logos must be agreed with World Skate

MEDIA

As international and national media, journalists, photographers, newspapers, TV stations, etc. could be interested in covering such event, the Host is also responsible for producing a press kit subject to WORLD SKATE approval and providing relevant information.

supplied with electric power, adequate wireless connection and hub for at least 20 cable internet connections.

At least 20 media seats fully equipped - internet, power, desk - should be provided on the tribune.

Adequate Press/Media rooms/areas and interview rooms shall be provided in the competition venues, that must be equipped with a press tribune. All these areas shall be

The Host should ensure staffing to carry out general event communications, daily bulletins, press releases, press conferences and interviews, reports and information on the athletes as well as contents for internet and websites.

BROADCASTING

World Skate is the owner and rights holder of all Television and Digital Media Rights of the Championships. The Host is responsible for ensuring international standard quality TV production and signal. The international signal will be provided in an objective and impartial quality. It shall include slow-motion, replays, basic TV graphics and timing and be delivered with all appropriate editorial supports.

The Host will ensure, at his own costs, the required satellite signal.

In order to ensure international broadcasting and thus global promotion of the event, World Skate is responsible for the negotiation of the international television rights.

World Skate may, however, assign, upon agreement, in whole or in part, the television rights to the Host or to a third party.

The Host is asked to give its commitment to investing in the necessary state-of-the-art technology and expertise to offer the best available services to the respective target groups (i.e. domestic and international TV, media, etc.) and to communicate top quality information.

The Broadcasting plan will be defined by World Skate at least 6 months (6) prior to the event.

STREAMING

All the competitions of the Championships will be broadcasted exclusively on World Skate TV.

The Host must ensure adequate Internet cable dedicated to streaming. The characteristics of the connection must be

agreed with the World Skate Communication Dpt.

The Host shall be responsible of at least 2 English speaking commentators for the live streaming.

LOGO

Once received by World Skate the written acceptance of the nomination, the candidate city must develop the event logo according to the World Skate Logo Promotion Guidelines.

The logo should be ready for public release and use at least four (4) months prior to the start of the event.

When creating the name or title of the event, the elements that must be mentioned and should appear in the same order are:

- the discipline name
- World Championships writing
- the 'Host City' name
- the event year
- if applicable, the 'Title sponsor'

The LOC should create both horizontal and vertical versions of the logo and send to World Skate the following formats:

- Logo in vector format EPS, AI or PDF
- Logo in High resolution in: PNG, JPG or TIFF
- A colour version: Negative and Positive

Such logo may only be published after World Skate approval.

The Host shall be granted the right to use the World Skate logo, that shall be sent to the Host immediately after the signing of the contract and shall be predominant inside the venue and on all the publications and merchandising.

WEBSITE

The Host shall create an Official website of the Championships, whose domain shall be:

www.city2020.org.

The web page shall contain all necessary information for the Championships, city, region, country, official hotels,

programs etc... which should be made available online at least six months prior to the event.

The layout shall be approved by World Skate.

DESIGN

The Host shall design a Corporate Image for promoting the event. The list of designs shall include logo, emblems, medals, mascots, information icons, visuals, slogans, publications, website and audio-visual productions. All this material shall be approved by World Skate and the World

Skate Logo shall always be predominant. At this purpose the Host shall follow the World Skate Logo Promotion Guidelines.

MARKETING PARTNERS, OFFICIALS SUPPLIERS, TICKETING, LICENSING AND MERCHANDISING

The Host shall be responsible for the negotiation and improvement of marketing, sponsoring, merchandising and any remaining commercial rights upon World Skate approval.

The World Skate Logo shall be predominant according to the guidelines specified in the contract.

All revenues accruing from the exploitation of the rights negotiated by the Host shall be fully ensured to the Host.



Photo Raniero Corbelletti Photographie



SECTION 8

LEGAL

-
- The Bidder is solely responsible for all aspects of the bid application and for all commitments entered into by it concerning the organization and the staging of the Championships.
 - The Contract outlines all legal, commercial, organizational, financial and reporting obligations as well as all relationships, roles and responsibilities involved in planning, staging and the debriefing of the Championships. It also includes a consensus from the Host to follow a World Skate event, accreditation, protocol, doping control, sustainability, volunteer, marketing and communications, media, host broadcaster and other such guidelines.
 - The Contract for the Artistic Skating Championships must be signed no later than one month after the submission of the application by the Bidder to World Skate.
 - The Host and the LOC have jointly operational and management duties; they are the entity legally and financially responsible for fulfilling the obligations of the Contract. The Host and the LOC must maintain appropriate management and supervision throughout the entire event.
 - The Host and the LOC are jointly responsible for engaging the necessary insurances for the organisation and the procedure of the Event including transportation, liability and cancellation insurance.
 - The Host commits itself to the protection and promotion of the World Skate Brand.
 - The Host commits itself not to hosting other sport event during the period of the Championships, included one week before and after its conclusion.
 - The Host commits itself to accept and respect all World Skate Rules and Regulations including the Data Protection Policy.
 - The Host acknowledges and accepts the differences between the Bidding Application and the Contract: the Bidding Application is explanatory, the Contract contains all duties and obligations to be fulfilled.
-



SECTION 9

CANDIDATURE PRESENTATION

The Bidding Application shall be published on the World Skate Website and is open to all World Skate Member Federations, Municipalities, Companies and any other entities concerned.

Candidates announce their intention to present a Host Candidature by fulfilling the following requirements:

- Official Letter of submission of the application (written in English) addressed to World Skate containing:
 - Commitment for the protection and promotion of the World Skate Brand
 - Commitment not to host other sport event during the period of the Artistic Championships included one week before and after its conclusion, except those previously agreed with World Skate.
 - Name and position of the legal entity responsible for the organization and authorized to sign the contract.
 - Commitments to respecting terms and conditions of the Bidding Application and the ones included in the contract to be signed.

- Invoice of the payment of the required fee.
- Submission of the required information and documents with exhaustive descriptions of the outlined topics.
- Guarantees of local or national government support for hosting the Artistic Skating World Championships 2020.

Once these materials will be received by World Skate, the evaluation process will begin and inspection visits will be scheduled in agreement with the candidates.

One month after the election of the Host City the concerning contract will be signed.

The Application should be anticipated by email sent by snail mail to World Skate by in duplicate and written in English; that document may not be distributed or made public until obtaining authorization from World Skate.



SECTION 9

**INFORMATION
AND DOCUMENTS**

TO BE SUBMITTED TO WORLD SKATE

1. CITY INFRASTRUCTURE

- Describe existing city infrastructure & demographics.
- Location of proposed venues (competition, training and program activities).
- Maps in A3 size of the competition venue.

2. EVENT CONCEPT AND SCHEDULE

- Present the motivation to host the Artistic Skating World Championships 2020.
- Propose dates for the event.
- Present event organisation experience (other competitions hosted by the city & budget).

3. HOST ORGANISATIONAL MODEL

- Describe the Host's promotional and organisational plan.

4. ACCOMMODATION

- List the possible hotels, category (*), capacity (hotel and conference rooms), distance from the airport, the competition venue and other official event venues and their average price.

5. TRANSPORTATION AND ACCESSIBILITY INCLUDING VISA APPLICATION, IMMIGRATION AND CUSTOMS

- List the nearest international airports and distance to proposed hotels and visa procedures (if required).

7. MEDICAL SERVICES (ANTI-DOPING CONTROL)

- List the nearest hospitals, clinics and other emergency facilities.
- List the name of the National Anti-Doping Organisation (NADO) and contact information.

8. VOLOUNTEERS

- Present a detailed volunteers program.

9. SECURITY

- Describe the different security measures to be taken in order to ensure the safety of all Event participants (local, regional and national).

10. TECHNOLOGY

- Describe how state-of-the-art technology will play a role in ensuring the successful delivery of the Artistic Skating Championships.

11. MEDIA (PRESS, RADIO AND TELEVISION)

- Send communication planning.

12. HOST LEGACY (SPORT, CULTURE AND TOURISM)

- Describe how and why hosting the Artistic Skating World Championships would leave a lasting legacy for the Host Community.

13. KEY PARTNERS (INCLUDING NATIONAL FEDERATIONS, PUBLIC AND PRIVATE PARTNERS)

- List Key Championships partners and their contribution (i.e. financial, technical, etc.).

14. GUARANTEES

- List financial supports by political and sport authorities, municipalities, suretyships, insurances.
-

ACKNOWLEDGMENT OF COMMITMENT AND ACCEPTANCE

The undersigned _____
(Name, Surname and Office) hereby declares to have taken note of this document, to share the content and to be able to comply with each item.

The undersigned declares on behalf of _____
that he/she is the legal representative, to apply for hosting and organizing the 2020 Artistic Skating World Championships and to commit him/herself to sign the Contract by acknowledging and accepting all the terms and the conditions to be set out by the Parties, according to World Skate standards.

The undersigned undertakes to be respectful and compliant with World Skate Statutes, Rules and Regulations as well as World Skate Data Protection Policy, Sports Technical Rules and any other World Skate forthcoming rule and standard.

In case the Bidder decides to withdraw its candidature or, in case of assignment he/she decides not to sign the Contract, the Bidder acknowledges and accepts the possibility to lose the amount already deposited (bailment).

Sincerely,

(Signature)

DATE _____



Photo Raniero Corbelletti Photographie



EVERYBODY LOVES WHEELS

**WORLD SKATE
BIDDING ARTISTIC SKATING**



CONTACT

Address

World Skate
Maison du Sport International
Av. De Rhodanie, 54 | 1007
Lausanne | Switzerland



DOWNLOAD

Direct Link :

http://www.worldskate.org/WS_corporate_Download/WORLD_SKATE_LOGO/



Scan to download the World Skate Logo