



# CANDIDATURE PROCEDURE

## WORLD CHAMPIONSHIPS 2023



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Website: [www.worldskate.org](http://www.worldskate.org)

# PREAMBLE

This document is aimed to provide the guidelines, then all the steps and documents, necessary to those who want to present their candidature as Host of one of the World Championships of the World Skate disciplines, that have a Bidding Application officially published on the website [www.worldskate.org](http://www.worldskate.org)

## TIMELINE

STEP 1: Submission of the Candidature File

*60 days after the submission of the Bidding Application*

STEP 2: Submission of the project

*By mid-March 2022*

STEP 3: Awarding of World Championships 2023

*30 days after Step 2*

STEP 4: Signing of the Contract

*1 month after the awarding*

## 1 – SUBMISSION OF CANDIDATURE

The Bidding Application shall be published on World Skate website and will be open to Municipalities, Companies, World Skate Member Federations, and any other eligible entity.

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

- Official Application Letter (in English) addressed to World Skate, containing:
  - Commitment for the protection and promotion of World Skate Brand.
  - Commitment not to host other sports events during the period of the World Championships including one week before and after their end, except for those events previously agreed upon with World Skate.
  - Name and position of the legal entity responsible for the organization of the event 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.
- “Acknowledgment of Commitment and Acceptance” duly signed and stamped.
- Guarantees from local or national government supporting the organization of World Championships 2023.
- Payment receipt of the required fee.

All these documents shall be drafted in English and sent to World Skate via email ([secretariat@worldskate.org](mailto:secretariat@worldskate.org)) as soon as available, and then by postal mail in duplicate.

## 2. ORGANIZATION FEE – PAYMENT METHOD

The Host City shall pay World Skate a Championships organization fee, whose amount is specified in the relevant Bidding Application. Any mark-up shall be an added value for obtaining the awarding of the Championships.

- At the time of submission of the candidature, the Host City shall pay - as caution money - 20% of the fee by bank transfer, whose payment receipt shall be sent to World Skate with the requested documents. (SEE ABOVE)
- World Skate will evaluate all the candidates and select the one deemed to be the most appropriate to host the Championships.
- World Skate shall return to all the non-selected candidates the caution money paid at the time of candidature submission.
- The Host City shall pay, as specified in the Contract, the remaining amount as follows:
  - 40%: 8 months prior to the beginning of the Championships.
  - The remaining 40%: 60 days prior to the beginning of the Championships.

The payment shall be made via wire transfer to the bank account below:

Beneficiary: World Skate  
 Bank UBS Lausanne  
 Place Saint-François, 16  
 1003 Lausanne, Switzerland

Account n. 0243-186105.61M  
 IBAN CH580024324318610561M  
 BIC UBSWCHZH80A

### 3 - SUBMISSION OF THE PROJECT

The Host City shall submit a project of the event containing all the information required, and equipped with the relevant documents; such project shall be drafted in English and sent to World Skate via email and then by postal mail in duplicate. These documents shall not be disclosed to third parties without the prior authorization by World Skate.

### 4 -AWARDING OF WORLD CHAMPIONSHIPS

World Skate awards the World Championships and sends the awarding letter to the candidate selected. During the period between the submission of the documents and the awarding of World Championships, the evaluation process begins, and on-site inspection - where necessary - are scheduled. Each candidate city shall incur the traveling and accommodation costs for the members of the Commission.

The contract shall then be signed and sent.

**In the event-awarding process, the above-mentioned timeline shall be followed.**

# INFORMATION AND DOCUMENTS

## 1. EVENT CONCEPT AND SCHEDULE

- Present the motivation to host the World Championships 2023.
- Present the concept and theme selected by the Host City.
- Present the event organization experience (other competitions hosted by the city & budget).
- Propose the dates for the event.
- Present a promotional and chrono working plan.

## 2. CITY INFRASTRUCTURE

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

## 3. HOST CITY ORGANIZATIONAL MODEL

- Describe the Host City's Organizational Chart, Master Plan and Business Plan.

## 4. ACCOMMODATION

- List the possible hotels and relevant price lists at the time of the event, category (\*), capacity, 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 the distance to the proposed hotels, as well as the distance between such hotels and the venue. Indicate visa procedures (if required).

## 7. MEDICAL SERVICES (ANTI- DOPING CONTROLS)

- List the nearest hospitals, clinics and other emergency facilities.

## 8. VOLUNTEERS

- 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 the state-of-the-art technology that shall be adopted for ensuring the successful delivery of the World Championships.

## 11. MEDIA (PRESS, RADIO, TELEVISION, WEB, SOCIAL NETWORKS)

- Submit promotional, broadcasting and communication planning to World Skate for approval.

## 12.HOST LEGACY (SPORT, CULTURE AND TOURISM)

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

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

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

## 14.GUARANTEES

- List the financial support provided by political and sports authorities, municipalities, suretyships, insurance companies

# ACKNOWLEDGMENT OF COMMITMENT AND ACCEPTANCE

The undersigned \_\_\_\_\_ (*Name, Surname and Office*) acknowledges the provisions of this document, agrees on its requirements, and states it shall be able to comply with each and every article hereof.

The undersigned declares that he/she is the legal representative of \_\_\_\_\_, applying to host and organize the 2023 \_\_\_\_\_ World Championships and commits 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.

The undersigned agrees to pay the amount of.....USD as a deposit of the organization fee, and to immediately send the relevant payment receipt to World Skate.

In case the Bidder decides to withdraw, World Skate shall be free to award the 2023 \_\_\_\_\_ World Championships to another Bidder.

Sincerely,

DATE \_\_\_\_\_

\_\_\_\_\_  
(Signature)