

 WORLD SKATE

**CANDIDATURE
PROCEDURE**

WORLD SKATE EVENTS

PREAMBLE

This document provides the guidelines as well as all the steps and documents necessary for those who wish to present their candidature as Hosts of one of the World Skate events, through the Bidding Application Processes officially published on the website <https://www.worldskate.org/events/bid>

TIMELINE

STEP 1 (Potential Host)

Fill the Expression of Interest Form

*Up until May 16th of the year before Target Date***

STEP 2 (Potential Host)

Submission of the project through the Candidature Submission Form

*Up until May 31st of the year before Target Date***

STEP 3 (World Skate) Awarding of the event**

30 days after Step 2

STEP 4 (World Skate Host) Signing of the Contract**

30 days after Step 3

**World Skate reserves the right to amend the timeline above for single events for organizational and operational reasons.*

***Timeline and deadlines only apply for events which have not been yet awarded. The complete list of awarded events is available in the Bidding section of the website.*

1 – SUBMISSION OF CANDIDATURE

The Bidding Application Process is available on the World Skate website and will be open to Public Entities and Authorities (such as Governments or Municipalities), Private Companies, National Olympic Committees, World Skate Member Federations, and any other eligible entity.

Said entities/organizations (hereinafter referred to as “Applicants”) express their intention to host one or more World Skate Events by submitting the “[Expression of interest](#)” form.

2 – SUBMISSION OF THE PROJECT

After having expressed their interest and being contacted by World Skate, Applicants shall submit a project of the event by completing the “[Candidature Submission Form](#)”; said form will request data and information necessary for World Skate to evaluate the candidature.

MILESTONES TO BE INCLUDED IN THE PROJECT TO BE SUBMITTED:

EVENT AND VENUE

- Event concept.
- Dates and Location/s.
- Venue/s blueprint, including Field of Play (FoP) layout, Venue Layout outlining all areas and zones, Client Flows.
- Describe the Applicant’s Organizational Chart.

ACCOMMODATION

- List the potential accommodation solutions and the relevant price lists at the time of the event, category (in stars), capacity, distance from the airport, the competition venue and other official event venues, and their average prices.

COUNTRY ACCESSIBILITY INCLUDING VISA APPLICATION, IMMIGRATION AND CUSTOMS

- Indicate visa procedures (if required).

MEDICAL SERVICES

- List the hospitals, clinics and other emergency facilities that are planned to be used during the event and include the distances from the venue/s.

VOLUNTEERS

- Present a detailed Volunteers’ program.

SECURITY AND SAFETY

- Describe the different security measures to be taken to ensure the safety of all Event Participants.

SPORT PRESENTATION AND VENUE ENTERTAINMENT

- Describe the state-of-the-art audiovisual, lighting, and display technologies to be implemented for sport presentation and venue entertainment, ensuring an engaging, immersive, and high-quality spectator experience.

MEDIA

- Submit promotional, broadcasting and communication plans.

FINANCIAL

- Describe the financial framework to be developed for the Event, outlining budget planning, funding sources to ensure transparency, sustainability, and efficient resource management.

SUSTAINABILITY

- Describe the sustainability strategy to be developed for the Event, detailing environmental, social, and economic initiatives aimed at minimizing impact, promoting resource efficiency, and ensuring a lasting positive legacy.

MARKETING AND COMMERCIAL PLAN

- Describe the marketing and commercial plan to be developed for the Event, outlining strategies for branding, sponsorship, ticketing, media partnerships, merchandising, and promotional activities to maximize visibility, audience engagement, and revenue generation.

The Candidature shall be endorsed by local or national Public Authority (*Government, Municipality, Region, State, National Olympic Committee, Ministry of Sport*), through a letter providing guarantees supporting the staging of the event concerned.

3 – AWARDING OF THE EVENT & PAYMENT OF THE BAILMENT

After the end of the Candidatures evaluation process (as per the timeline above), World Skate will pre-award the Event concerned as per the procedure outlined in Par. 11 of the [World Skate By-Laws](#).

Upon receipt of said communication, the contract drafting phase shall commence and shall be completed within thirty (30) days.

The validity and effectiveness of the Hosting Contract, as well as the awarding of the Event, shall be subject to the fulfilment of a condition precedent, namely the Applicant's payment, within seven (7) days, of a bailment equal to twenty percent (20%) of the Organizing Fee. Upon fulfilment of such condition precedent, the Hosting Contract shall enter into force and the Event shall be deemed awarded to the Applicant.



MAISON DU SPORT INTERNATIONAL
AV. DE RHODANIE, 54
1007, LAUSANNE
SWITZERLAND

PHONE: + 41 216 011877

WWW.WORLDSKATE.ORG
SECRETARIAT@WORLDSKATE.ORG
INFO@WORLDSKATE.ORG