



BIDDING GUIDELINES

**EUBC (age classification and gender)
European Boxing Championships (year)**

**Month, year
(when the guideline is prepared)**

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1. INTRODUCTION

It is a great pleasure to announce the Bidding for the (year) EUBC (age classification and gender) European Boxing Championships. The championships provide an excellent opportunity for (age category) boxers to match their talent and skills against their Continental counterparts as they vie for the right of European Champion. The event will elevate the popularity and engagement of boxing in the Host Country.

2. ABOUT THE EVENT

2.1 Official Event Name

EUBC (age classification and gender) European Boxing Championships (Name of Chosen City, year)

2.2 Tentative Dates

Month, year

Day 1	Arrivals, Sport Entries Check
Day 2	Sport Entries Check, Technical Meeting & Official Draw
Day 3–7	Preliminaries
Day 8	Quarter Finals
Day 9	Semi-Final Bouts
Day 10	Rest Day
Day 11	Final Bouts
Day 12	Departures

**Event schedule subject to change

2.3 Age Classification

Age classification: xx years to xx years

Age based on the "Year of Birth": (January 1, year – December 31, year)

2.4 Weight Classification

Weight classification table according to the IBA Technical and Competition Rules.

2.5 Number of Officials (ITOs and R&Js)

Official	One (1) Ring	Two (2) Rings
Technical Delegate	1	1
ITOs	Up to 10	Up to 18
R&Js	Up to 20	Up to 30

2.6 Expected Number of Boxers

Approximately: xx to xx

3. EUBC REQUIREMENTS AND BIDDING REQUESTS

This section introduces the necessary requirements across all areas and invites interested National Federations to submit proposals for each area, facilitating the evaluation of bids by EUBC and leading to a final decision.

3.1 Motivation to Host the Event

EUBC would like to know whether you have a commanding reason to host this event which might be beneficial for the further development of boxing in your country.

In your Letter of Interest (LOI) please briefly describe the motives and rationales to host this event. The Bidding Proposal should contain more details.

3.2 About the Host City

Please indicate which city in your country you propose to host this event.

In your proposal, please specify the city and provide the following additional information on the city:

- Location of the city
- Accessibility to the city
- Demographic information
- City transportation system
- Records of hosting any international sporting event

3.3 Representations and Warranties

EUBC requires the Championships to be financially sustainable, preferably with a third-party financial guarantee, and the budget to be correctly drawn according to the financial resources. EUBC also requires a letter of support and/or endorsement by the NOC.

The budget shall be accompanied by the following guarantees:

- Provision of a financial guarantee of third parties
- Letter of support/endorsement from the NOC
- Guarantee for the rates of the hotel rooms
- Guarantee for the provision of visas (where necessary)
- Guarantee for any necessary support given to the LOC

In your proposal, please attach the Budget and the supporting documents

3.4 Previous Hosting Experiences

In your proposal, please provide proven records of hosting any IBA, EUBC or international sporting event organized by your National Federation or in the city.

- Name of event(s)

- Your National Federation's involvement
- National Federation boxing facts (history, number of licensees, clubs, projects)

3.5 Proposed Competition Venue

EUBC requires the following facilities:

- Venue with a **xxxx** seating capacity minimum, or more according to the expected attendance
- Field of Play (FOP) with space for two rings
- Sufficient spaces for meeting rooms and offices, including a dedicated EUBC office
- Jumbo screen(s) and scoreboard
- Space for at least 3 separate lounges (ITOs, R&Js, VIPs)
- Separated locker rooms for Men and Women Boxers, and separated for red and blue corners
- Space for warm-up area
- Anti-doping and medical rooms
- Sufficient storage room
- IT equipped press room and press conference room
- LAN Internet Line access and on site Live Streaming

In your proposal, please specify details about this Competition Venue and include photos and floor plans of all facilities and distance to hotels.

3.6 Proposed Training Venue

EUBC requires the following facilities:

- Space for installing 2 boxing rings
- Space for setting up boxing training equipment
- Space for floor exercises
- Locker rooms and showers

In your proposal, please specify details about the Training Venue and include photos of all facilities and the distance to hotels / Competition Venue.

3.7 Accommodation

EUBC requires the following rating of hotels for the specific groups of participants:

a. EUBC/IBA Family Hotel:

- 4-star or 5-Star hotel

Costs covered by LOC:

- EUBC President, IBA President
- Accommodation should include
 - 3 meals per day
 - Free Internet access in the rooms
- Special room rates for VIPs should be proposed

b. EUBC Officials' Hotel:

- 4-Star hotel

Costs covered by LOC:

- Technical Delegate, ITOs, Competition Manager, EUBC Secretary General, EUBC Staff
- Room requirements:
 - 1 suite for the Technical Delegate
 - 1 Superior room for EUBC Secretary General
 - 1 Superior room for EUBC Competition Manager
 - Up to 18 rooms for ITOs in single occupancy
 - Up to 3 single rooms for EUBC Staff
- Accommodation should include
 - Free Internet access in the rooms
 - 3 meals per day
- 1 conference room

LOC covers accommodation for the groups listed above.

- Up to 30 rooms for R&Js in single occupancy or up to 15 rooms in double occupancy

Participating NFs pay for their respective R&J

c. Team Delegations' Hotel:

- Minimum rating: 3-star hotel
- Estimated number of all delegations: xxx - xxx people
- Room rate range for single occupancy: up to 90 EUR per person/day
- Room rate range for twin occupancy: up to 80 EUR per person/day
- Room rate range for triple occupancy: up to 70 EUR per person/day
- Room rates should include 3 meals per day
- Free Internet access or a designated room with multiple free Internet connections
- Room charges are to be covered by each participating team

In your proposal, please specify proposed room rates following the different levels of hotels as below:

- EUBC Family Hotel: Please provide website link or hotel address, photos, and room rates for VIPs
- EUBC Officials' Hotel: Please provide website link or hotel address, and photos
- Team Delegations' Hotel: Please provide room rates per person according to the number of guests in each room (single, double, or triple occupancy basis) including 3 meals; provide website link or hotel address, and photos
- All hotels need to be shown on a map indicating the distance and travel time to the Competition Venue, the Training Venue, and the airport

3.8 Local Transportation

EUBC requires the LOC to provide the following transportation:

- Free transportation between the nearest international airport point to the host city and to all hotels
- Free transportation between all hotels, the Competition Venue and the Training Venue
- Specific cars / shuttles / buses for each of the above mentioned groups

3.9 International Transportation

1. Team Delegations

- All tickets will be covered by participating National Federations

2. EUBC Family and Officials: All tickets will be covered by the LOC

- a. One (1) business class, round trip ticket for the EUBC President ;
- b. One (1) business class, round trip ticket for the EUBC Secretary General ;
- c. One (1) business class airline ticket for the Technical Delegate (only for long-distance travel) ; if not, then economy or premium economy class round trip ticket
- d. One (1) economy or premium economy class, round trip ticket, for EUBC Competition Manager
- e. Up to 3 economy class tickets for EUBC Staff
- f. The necessary number of economy class tickets for ITOs (up to 18) of the EVENT

Note : For the avoidance of doubt, participating National Federations cover the flight ticket for their respective R&J.

3.10 Per Diem

EUBC requires that the LOC pays, upon arrival of each official, a daily per diem allowance of EUR 100 to the Technical Delegate and EUR 75 per person to all ITOs. The number of days should include the arrival and departure days of the Championships.

3.11 Insurance

There are ongoing discussions within the BoD about the minimum threshold of the insurance.

In any event, insurance must cover all risks associated with the organization of the EVENT, including without limitation: personal injury and death, loss and any damage which any of the Parties may incur as the result of cancellation, abandonment or

curtailment of the EVENT or failure of the television transmission of the EVENT for reasons beyond the control of the Parties.

3.12 Political Neutrality

EUBC has endorsed the principle of political neutrality as outlined in the Olympic Charter (Art. 3.2.i. EUBC Constitution).

Whereas: the Host City Agreement will include the following provision: the Host of the EUBC Championship will undertake *all the necessary measures to ensure that all participants at the Championship receive an entry visa, without any discrimination and regardless of the status of the diplomatic relationship between involved countries*,

The bidder, who believes that it might experience some problems and/or restrictions with the grant of the visas for any team delegation, must inform the BoD in advance before the end of the bidding process.

3.13 Event Host Fee

The EUBC requires the submission of a proposed Host Fee amount, which should be any amount above the minimum required, which is **xxxxxx EUR (based on the EUBC Competitions Classification & Organizational Guidelines)**.

Payment terms applies in accordance with the Host City Agreement: the full amount of the host fee is normally paid three months before the Championship.

3.14 Additional Offers

In addition to the above mentioned mandatory requirements, the Bidding National Federations can propose any additional offer which might help them to win the bid such as:

- Supporting programs for participating boxers
- Programs to improve popularity and practice of boxing in the Host Country
- Marketing strategy to promote the Event, including sponsorship opportunities
- Programs for accompanying guests
- Opening / closing ceremonies
- Award ceremonies

4. LETTER OF INTEREST AND BIDDING DOCUMENT SUBMISSION GUIDELINES

4.1 Letter of Interest

A Letter of Interest (LOI), written in English, must be sent to the EUBC Office, office@eubcboxing.org, by the deadline stated below, indicating interest and intent to host the Championships.

4.2 Bidding Proposal

- a. All contents should be written in English
- b. Graphics and color contents are recommended
- c. The bidding document should be presented in A4-size format
- d. An electronic copy of the original bidding document should be submitted to EUBC Office at office@eubcboxing.org by the deadline stated below.

4.3 Timeline

Description	Deadline
Letter of Interest	Date
Bidding Document	Date
Decision by EUBC Board of Directors	Date

4.4 EUBC Office Contact Details

The main contact for the EUBC Office with regards to the Bidding Proposal is:
office@eubcboxing.org

Should you require any additional information or have any queries, please contact EUBC office accordingly.

Annex 1: Cost Allocation Matrix

The following table does not have any contractual value and has to be used only as an estimation.

All costs could be discussed and negotiated before the signing of the Host City Agreement between the selected National Federation/City and EUBC.

Cost description	Borne by
Host fees	LOC / NF
Competition venue	LOC / NF
Venue branding	Developed / Printed / implemented by LOC / NF
Training venue	LOC / NF
Flight tickets – EUBC Officials (SG, etc) and supporting staff	LOC/NF
Flight tickets – EUBC President	LOC / NF
Flight tickets – TD and ITOs	LOC / NF
Referees & Judges	Participating NFs
Flight tickets – Team Delegations	Participating NFs
Flight tickets – Accredited media	Media personnel
Local transportation for all participants, officials and staff	LOC / NF
TD and ITOs per diems	LOC / NF
TD and ITOs visa costs	LOC / NF
Accommodation (full board) – EUBC President	LOC / NF
Accommodation (full board) – ITOs, EUBC Officials (SG, etc) and supporting staff	LOC / NF
Accommodation (full board) – R&Js	Participating NFs
Accommodation (full board) – Team Delegations	Participating NFs
TV Production	LOC / NF
Ticketing	LOC / NF
Insurance	LOC / NF
Scoring system	LOC / NF
Gloves, headguards, bandages	TBD
Medals and/or Special awards/Trophies	LOC / NF
Anti-doping tests	LOC / NF

Security and medical services	LOC / NF
COVID-19 rapid tests (if necessary)	LOC / NF

Annex 2: Checklist

The following list is to be used by the bidding National Federation/City as a reminder to summarize the content of its bid. It does NOT need to be included in the final version of the documents to be submitted. Please use it to prepare your bidding package.

1. Motivation to host the event	
• Description of your motivation and rationale to host the event	<input type="checkbox"/>
• Letter of interest	<input type="checkbox"/>
2. About the Host City and Country	
• Host City selected	<input type="checkbox"/>
• Map of the City and Country provided	<input type="checkbox"/>
• Demographic information on the City and Country	<input type="checkbox"/>
• Description of the City's transportation system	<input type="checkbox"/>
• Records of hosting any international sporting event	<input type="checkbox"/>
• Host city's letter of support	<input type="checkbox"/>
• Government's letter of support	<input type="checkbox"/>
3. National Federation	
• Description of your experience hosting IBA events	<input type="checkbox"/>
• Boxing facts	<input type="checkbox"/>
4. Competition Venue	
• Capacity of 3,000	<input type="checkbox"/>
• Field of Play (FOP) space for two (2) rings	<input type="checkbox"/>
• Appropriate space for meeting rooms and offices	<input type="checkbox"/>
• Jumbo screen(s)	<input type="checkbox"/>
• Scoreboard	<input type="checkbox"/>
• Space for lounges (VIPs, ITOs, Referees & Judges)	<input type="checkbox"/>
• Locker rooms for boxers and Referees & Judges	<input type="checkbox"/>
• Appropriate space/room(s) for warm-up	<input type="checkbox"/>
• Anti-doping room and medical rooms	<input type="checkbox"/>
• Storage room	<input type="checkbox"/>
• IT-equipped press room and conference room	<input type="checkbox"/>
• Floor plan(s) and photos	<input type="checkbox"/>
5. Training Venue	
• One (1) venue with four (2) boxing rings	<input type="checkbox"/>
• Appropriate space for setting up boxing training equipment	<input type="checkbox"/>

- Sauna
- Changing room(s) and showers
- Floor plan(s) and photos

6. Accommodation

- Information about the hotels
- Map showing location of hotels

7. International transportation

- Information on major international airports in or near the City
- Estimated travel time from major cities around the world
- Visa requirement guidelines (including fees)

8. Broadcasting requirements (optional)

- Letter of intent from the Host Broadcaster

9. Promotion and ticketing

- Description of commercial strategy
- Description of promotional activities

10. Finances

- Provisional budget
- Include Insurance Coverage

11. Educational Programs (optional)

- Description of the project and actions

12. Additional Proposals

- Additional programs for VIPs
- Programs for rest day
- Opening Ceremony
- Closing Ceremony
- Awards Ceremony

13. Submission Guidelines

- Contents in English
- Digital copy of the bid file
- Government support letter