



FIBA Oceania Event Tender Document

General Considerations**1. Governing Body:**

- a. FIBA Oceania has the exclusive right and authority to decide the organiser of FIBA Oceania events. All FIBA Oceania events are conducted under the auspices of FIBA Oceania, and host Federations must accept the authority of FIBA Oceania in the organisation and conduct of the event.
- b. Should a Federation choose to give the tender to a third party (events company), the Federation remains the body responsible to FIBA Oceania for the organisation of the event.
- c. The event will be conducted under FIBA playing and eligibility rules.

2. Candidate:

- a. Any National Federation affiliated to FIBA Oceania can bid to host a FIBA Oceania event. Once the event has been assigned, no change to these terms of engagement shall be allowed for any reason. Should the terms be violated, FIBA Oceania shall have the right to revoke the placement of the event, while reserving the right to impose disciplinary and/or financial sanctions on the organisers and to assign the event to another National Federation.

3. Duties of FIBA Oceania:

- a. FIBA Oceania has the obligation to do all in its power to ensure that any event organised under its auspices shall be successfully organised and that FIBA Oceania is represented by competent persons who maintain absolute impartiality. FIBA Oceania will assist the organiser by any means at its disposal.

4. Communication:

- a. The organiser and FIBA Oceania shall jointly ensure the most efficient communication between the two groups, as this element is essential for the successful organisation and hosting of the event.

5. Local Organising Committee (LOC) Responsibilities:

- a. The FIBA Oceania shall be provided with a precise LOC organisational structure, where positions of all key managers and responsible persons are defined and listed. This must be received by FIBA Oceania at least 12 months prior to the tournament. Each LOC key member shall have a mobile telephone, an email address and a fax number. The contact list with such information shall be communicated to FIBA Oceania as soon as it is available and whenever such information is updated.
- b. FIBA Oceania shall be provided with an event Master Plan, produced in accordance with the FIBA Oceania Event Manual.
- c. Once the Master Plan has been approved, deadlines from the Plan shall become obligatory for the LOC.
- d. FIBA Oceania shall receive an event status report as requested.
- e. The LOC shall address each request/question from FIBA Oceania in a fast and efficient manner.

6. FIBA Oceania Responsibilities:

- a. FIBA Oceania is obliged to provide a status report following the first and subsequent inspection visits. The report shall include the tasks that the LOC must accomplish, and a completion timeline.
- b. FIBA Oceania staff will provide all relevant support to the LOC in regard to the organisation structure and the Master Plan preparation;
- c. FIBA Oceania staff will provide all the relevant support in the preparation and organisation of the event;
- d. All organiser requests and questions are addressed quickly and efficiently.

7. Duties of the Organisers (LOC)

- a. FIBA Oceania events require very good organisation, venues, playing and practice facilities, media coverage and overall service to the teams, officials and spectators. The organiser's duties are extensive and the successful bidder is expected to organise an event of the highest standard, for the benefit of the basketball community.
- b. The organiser's duties and responsibilities are summarised as follows;
 - i. To stage an event that will bring prestige and credit to the host country and to FIBA Oceania.
 - ii. To promote the event to the widest possible audience and to take every step to fill the venue with spectators.
 - iii. To ensure the technical integrity of the event by providing trained and competent volunteers.

8. Finances

- a. The organisation of FIBA Oceania events requires a financial investment from the hosting Federation, and therefore the support of local councils, government and local sponsors. FIBA Oceania provides a subsidy to the organisers of the Oceania Youth Tournament and the Oceania Senior Tournament. In preparing an event budget, the host federation must allow their teams and officials to stay in the event accommodation, and to be provided with meals and travel as for the visiting teams.
- b. The financial responsibility for the organisation and promotion of a FIBA Oceania event will reside with the organiser, who shall be responsible for the payment of all general organising expenses.
- c. For the hosting of the Oceania Youth Tournament and the Oceania Senior Tournament, the host organisation is responsible for, but not limited to, the following expenses:
 - i. Team and official accommodation, to a maximum of 240 people, from the day prior to the commencement of the tournament and until the day following the finals day.
 - ii. Team and official meals – 3 per day for the same duration as the accommodation requirements
 - iii. Team and officials photograph – 1 per participant
 - iv. Event program – for distribution free to participants, for sale to spectators
 - v. Event participation certificate – 1 per participant
 - vi. Venue hire for technical meeting, practice and competition games, along with IT services for competition management at the playing venue
 - vii. Internal transport to and from practice and games
 - viii. First aid services at playing venues
 - ix. Promotion campaign and ticket sales
 - x. Insurances
 - xi. Social functions
 - xii. The costs of hosting the FIBA Oceania Congress, which is held during the Senior Tournament.

9. LOC Revenues

- a. The organisers will keep all income derived from:
 - i. FIBA Oceania subsidy for the event
 - ii. Government and Council subsidies
 - iii. Ticket sales
 - iv. Event/local sponsorship revenues
 - v. Funds derived from TV rights within the host country
 - vi. Value-in-kind deals related to cost items as agreed with FIBA Oceania

10. Insurance**a. LOC Responsibilities**

The LOC shall carry a sufficient level of civil insurance (third party liability) for any and all accidents when may be caused through poor organisation such as faulty fittings, equipment and stands, security during the game, and in general, all material obligations for which the organiser is responsible. FIBA Oceania shall be a co-insured party on this insurance policy.

b. Participating National Federation Responsibilities

The National Federations whose teams participate in a FIBA Oceania event must insure their teams against accidents which may occur during the travel to and from the country of the competition, and for accidents which may occur during the competition and for which the organisers are not responsible.

11. Post Event Report

- a. The local organisers shall prepare an extensive report (including financial statements) on the event which shall be submitted to FIBA Oceania within 30 days. The financial report will be made available to those Federations considering bidding for the same event in future, as a guide to the financial considerations in bidding.
- b. FIBA Oceania will produce a post event report for distribution to the FIBA Oceania Federations, FIBA and other organisations. The financials statements will not be included in this report.



APPLICATION TO HOST A FIBA OCEANIA EVENT

Please complete this form and return to the FIBA Oceania office by the due date.

1. Competition:

- a. Name of the Competition:
- b. Name of the bidding Federation:
- c. City/cities for the Competition:
- d. Distance between cities:
- e. Proposed dates for the Competition:

2. Playing and Practice Venues: (A detailed floor plan and photos of all equipment must be included. If the event is being conducted in more than one gymnasium, please provide this information for each venue)

- a. Name of the playing and practice venue/s:
- b.
- c. Facility Owner/s:
- d. Seating Capacity:
- e. Distance to the playing venue from:
 - a. The city centre (km) (minutes)
 - b. The Athlete Village (km) (minutes)
 - c. From airport (km) (minutes)
- f. Distance to the practice venue from:
 - a. The city centre (km) (minutes)
 - b. The Athlete Village (km) (minutes)
 - c. From airport (km) (minutes)

3. Playing Facility: These requirements are mandatory, please provide additional information as needed

- a. Number of courts in main competition venue
- b. Court size X (metres)
- c. Free space around the court
- d. Behind the end lines
- e. Beside the side lines
- f. Court marking colour – Boundary lines Centre Circle
- g. Flooring type (timber etc)
- h. Backboard mounting (ceiling/wall/portable)
- i. Number of spare backboards
- j. Lighting – Number of lights Number currently working

4. Team Change Rooms:

- a. Number of change rooms for players
- b. Size of the change rooms X



9. Accommodation – (Athletes, coaches, referees and FIBA Oceania staff to be housed at the same venue)

- a. Name of venue/s
- b. Number of rooms with 2 beds, sleeping 2 people in separate beds
- c. Number of rooms with 3 beds, sleeping 3 people in separate beds
- d. Number of rooms with 4 beds, sleeping 4 people in separate beds
- e. Facilities in the rooms: TV Yes No Internet Yes No
- f. Kitchenette Yes No
- g. Facilities offered at the accommodation: Dining Hall suitable for meals Yes No
- h. Swimming pool Yes No Outdoor undercover area Yes No
- i. Meeting rooms Yes No
- j. Laundry for team use? Yes No Number of washing machines
Number of dryers
- k. An area in the lobby for tournament and transport administration? Yes No
- l. Can the accommodation host additional team supporters? Yes No
- m. Total approximate cost for accommodation

10. Transport

- a. The city has an international airport Yes Name No
- b. If answering 'no' to above, how will teams travel from the international airport to the playing city?
- c. Method of transport from airport to village
- d. Method of transport to games/practice
- e. Car available for FIBA Oceania staff Yes No
- f. Total approximate cost of transport

11. Catering

- a. Venue for meals: Breakfast: Lunch: Dinner:
- b. What arrangements will be made for teams that play or practice during meal times?
- c. What arrangements will be made for staff meals
- d. What arrangements will be made for volunteer meals
- e. Total approximate cost of meals

12. Medical

- a. Name of the organisation that will provide first aid
- b. Distance to closest public hospital
- c. What are the opening hours of the emergency ward?
- d. Distance from the ambulance station to the playing venue
- e. What physiotherapy services are available in the city?
- f. Total approximate cost of first aid at the venue



13. Experience in Organising Major Basketball Events

- a. Name of major competitions previously organised:
- b. Name of persons who led and assisted in the organisation of that competition:

14. Local Organising Committee of the event you are applying for: The LOC members must be notified to FIBA Oceania 12 months before the tournament.

- a. Chair:
- b. Competition Manager:
- c. Finance Manager:
- d. Village Manager:
- e. Transport Manager:
- f. Referee Manager:
- g. Score table Manager:
- h. Statistics Manager:
- i. Medical Manager:
- j. Ceremony Manager:
- k. Media Manager:

15. Preparations already in place for the Event:

- a. Government Support for the Event :
- b. Local Sponsorship and Financial Support for the Event :

16. Community Facilities:

a. Describe the recreational facilities available to the participants, and the distance from the Village

| | | | |
|-------------------|-----|----------|-----------|
| Movie theatre | Yes | Distance | No |
| Restaurants | Yes | Distance | No |
| Tourist Centre | Yes | Distance | What type |
| Other information | | | |