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OVERVIEW

The World Transplant Games Federation (WTGF) is recognized as a Multi-Sports for All Organisation by the International Olympic Committee. It is a not-for-profit organisation with a head office in the UK governed by 13 Board Members from across the world representing more than 60 member countries.

WTGF stages the summer World Transplant Games every two years for people who have undergone either solid organ or bone marrow transplants. The Games comprise seven days of competition for a number of sports ranging from high exertion through to low impact. Between 1000 and 1,800 transplant athletes participate in the Games with an additional 800 to 1,000 supporters. The 2019 Games aim to increase the number of participants to between 2500- 3000, with the 2021 games targeting even higher numbers.

This Bid Manual relates to the World Transplant Games 2023 (Games), which will be awarded through a competitive request for Bids. Any legal entity is eligible to apply to WTGF to host the Games (Applicant). Bids from member countries with strong government or local support will be viewed favourably by WTGF. All bids should have the support of the WTGF Member Transplant Sport Organisation in their country.

This Bid Manual contains all the relevant requirements for Applicants wanting to bid to host the Games, and is divided into the following 10 key criteria:

1. Host City Capability
2. Games Vision and Legacy
3. Governance and Structure
4. Sports and Scheduling
5. Venues and Operations
6. Ceremonies and Functions
7. Accommodation and Logistics
8. Health and Safety
9. Financial Arrangements
10. Government Support

In submitting an applicant to host the Games (Bid), Applicants are required to answer the questions and provide the information as specified under each criteria in this Manual. This is mandatory. In addition, this Bid Manual specifies additional documentation an Applicant should consider for preparation and provision with Bids. Best practice structures, policies and documentation is rewarded through the bid evaluation scoring system ranging from poor (0) to excellent (5). The weighting of raw scores highlights the particular importance of governance, venues, health and safety and financial arrangements.

Detailed hosting and sport operational requirements for the successful Applicant are covered in the Host Country Manual, which will be made available to Applicants. Some key areas include requirements and relevant timelines around registration and accreditation, accommodation, transportation and catering, meetings, technology, and sports results. Applicants need to understand that, if successful, it would need to adhere to these operational requirements, timelines and corresponding costs.

All Bids will be assessed in accordance with the WTG Bidding and Evaluation Process document and the successful Applicant (Host) is required to enter into the Hosting Agreement with WTGF.

1. HOST CITY CAPABILITY

WTGF wants to have a thorough understanding of the Host City and its capacity and capability to successfully host the Games.

Q1.1 Provide relevant information about the proposed Host City

Q1.2 Provide proposed dates for the Games

Q1.3 Provide an analysis of weather during the proposed Games period
Q1.4 Confirm the capacity and capability of the Host City to stage the Games, including details of any proven event hosting experience

2. GOVERNANCE AND STRUCTURE

In order for the Games to have long-term sustainability and the capacity for growth, it needs to have appropriate underlying governance and organisational structures. This ensures Games are staged effectively, safely and in accordance with best practice.

Amongst other areas, good governance should incorporate:

- a skills based organising committee
- business plans, including sponsorship and marketing strategies
- realistic and comprehensive budgets and cash flow statements
- risk identification and management policies, including emergency management, contingency planning, incident resolution and insurance
- accountability and reporting mechanisms
- compliance with contracts and key legal obligations, including workplace health and safety.
- Accurate and up to date General Data Protection policies (GDPR) which meet European standards and requirements.

The successful Host will be required to obtain insurance policies, including US$5 million public liability noting WTGF as an additional insured.

Q2.1: Provide an overview of proposed governance structure for the strategic planning and operational delivery of the Games

Q2.2: Provide Local Organising Committee Organisation Chart

Q2.3: Provide summary resumé details of known key staff

Optional Documentation:
- Project Plan
- Risk Management Plan

3. GAMES VISION, LEGACY AND MEDIA

WTGF objectives for the Games are to:

(a) encourage transplant recipients to seek full rehabilitation and undergo exercise and fitness to maintain their health;
(b) utilise organised sport to achieve health and well-being outcomes;
(c) provide a mechanism for transplant recipients to thank donors, carers and health care professionals; and
(d) allow for the promotion of the need for more people worldwide to consider organ and tissue donation.

WTGF will work closely with the Host to deliver a Games that meets these objectives.

Q3.1: Provide vision for the hosting of the Games
The Games should be embedded within the local community to foster community pride outcomes and to drive community advocacy. This community engagement could be at many levels, including:

- active volunteerism to facilitate the operations and staging of the Games
- attendance at the Games to create atmosphere and build excitement
- participation in the Games
- business for local hotels, restaurants, cafes and other traders
- bringing people together, giving enjoyment and a sense of identity and belonging

**Q3.2: Provide overview of proposed community engagement plans**

It is important to WTGF that there is continual improvement in the staging of the Games. The Games can grow and achieve more through enhanced capability and performance. The staging of the Games in the Host City should build capacity through improved infrastructure and facilities and by building critical skills and the knowledge base of the Host and local community. This is particularly vital as the Games relies heavily on volunteers. To this end, WTGF will be implementing knowledge share and capacity building initiatives.

**Q3.3: Provide overview of proposed education or legacy initiatives from the hosting of the Games**

It is essential that local transplant organisations play an active role in the Games in order to create awareness for the need for organ donors and showcase the success of sport post transplant.

**Q3.4: Provide an overview of your proposed engagement with the local transplant sport and organ and transplantation societies.**

WTGF is responsible for building the reputation and recognition of the World Transplant Games worldwide. The Games need to grow in stature, with the corresponding benefits of increased attendance, expanded media profile, and additional sponsorship. Accordingly, a single purpose logo promoting the Games is paramount.

WTGF will provide Host with a licence to use the Games logo, including for use on merchandise and licensing. WTGF must approve any use of the WTGF logo on any merchandise and the logo can be used only in accordance with Brand Guidelines.

The central theme of the Games is to promote the success of transplantation and to promote organ donation. Consequently, media coverage is of the greatest importance to WTGF. It raises awareness and promotes the need for more people worldwide to consider organ and tissue donation.

**Q3.5: Provide information around plans to maximise public relations and media coverage**
4. **SPORTS PROGRAMME**

The Host must stage the following compulsory sports. The sports must be made available for both males and females, unless expressly specified.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADMINTON</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td></td>
<td>Feather shuttlecocks must be provided</td>
</tr>
<tr>
<td>BASKETBALL 3 on 3</td>
<td>Teams (mixed teams allowed)</td>
</tr>
<tr>
<td>CYCLING</td>
<td>10km closed course time trial (5km for juniors)</td>
</tr>
<tr>
<td></td>
<td>30km individual road race</td>
</tr>
<tr>
<td></td>
<td>20km team road race event</td>
</tr>
<tr>
<td></td>
<td>Coloured bibs for back and timing chips for scoring must be provided</td>
</tr>
<tr>
<td>DARTS</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Teams (mixed teams allowed)</td>
</tr>
<tr>
<td>GOLF</td>
<td>Singles (individual event)</td>
</tr>
<tr>
<td></td>
<td>Team event (mixed teams allowed)</td>
</tr>
<tr>
<td></td>
<td>Carts must be provided</td>
</tr>
<tr>
<td>PETANQUE</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Doubles</td>
</tr>
<tr>
<td>ROAD RACE</td>
<td>5 km individual and team event</td>
</tr>
<tr>
<td>SQUASH</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Single yellow dot balls must be provided</td>
</tr>
<tr>
<td>SWIMMING</td>
<td>Freestyle – 50m, 100m, 200m and 400m</td>
</tr>
<tr>
<td></td>
<td>Breaststroke – 50m and 100m</td>
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<td></td>
<td>Backstroke – 50m and 100m</td>
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<td></td>
<td>Butterfly – 50m</td>
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<td></td>
<td>200m individual medley</td>
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<td></td>
<td>4 x 50m medley relay</td>
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<tr>
<td></td>
<td>4 x 50m freestyle relay</td>
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<tr>
<td>TABLE TENNIS</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td>TENPIN BOWLING</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td>TENNIS</td>
<td>Singles</td>
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<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td></td>
<td>Balls must be provided</td>
</tr>
<tr>
<td>TRACK AND FIELD</td>
<td>VOLLEYBALL</td>
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<td>-----------------</td>
<td>------------</td>
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<tr>
<td>100m</td>
<td>Team event (mixed)</td>
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<tr>
<td>200m</td>
<td>Balls must be provided</td>
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<tr>
<td>400m</td>
<td></td>
</tr>
<tr>
<td>800m</td>
<td></td>
</tr>
<tr>
<td>1500m</td>
<td></td>
</tr>
<tr>
<td>3km racewalk (females)</td>
<td></td>
</tr>
<tr>
<td>5km racewalk (males)</td>
<td></td>
</tr>
<tr>
<td>4 x 100m relay</td>
<td></td>
</tr>
<tr>
<td>4 x 400m relay (males)</td>
<td></td>
</tr>
<tr>
<td>Long jump</td>
<td></td>
</tr>
<tr>
<td>High jump</td>
<td></td>
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<tr>
<td>Shotput</td>
<td></td>
</tr>
<tr>
<td>Discus</td>
<td></td>
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<tr>
<td>Javelin</td>
<td></td>
</tr>
<tr>
<td>Cricket Ball Throw</td>
<td></td>
</tr>
<tr>
<td>All equipment must be provided</td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

The WTGF allows Donor Families and Living Donors to participate in selected sports events. Participation is per gender in one open category. These selected events include: 50m Freestyle swimming, 5km Road Race, Athletics Ball Throw, Athletics Long Jump and Athletics 100m sprint.

**Q4.1:** Provide confirmation that all compulsory sports will be staged during the Games. If not, please provide detailed reasoning.

Hosts have the option to add up to two additional sports to the programme. These will require the approval of the WTGF Board and should be sports in which everyone could participate and that are not too highly technical or potentially dangerous.

**Q4.2:** Provide any proposed additional sports.

A Sports Manager is required to manage each sport included in the Games. The sports manager needs to be competent in this sport and have experience in managing events, fixtures and tournaments in their sporting code. They should also have experience in sourcing the relevant technical officials, referees and umpires required for the event.

**Q4.3:** Provide an overview of how sports managers, technical sporting officials, referees and umpires will be sourced.

**Q4.4** Provide an overview on the capturing and recording of sports results during the games.

**Optional Documentation:**

- Letters of support and assistance from national and/or local sporting bodies to assist in the delivery of the sports and the supply of technical officials
- Draft competition schedule by sport and venue

**5. VENUES AND OPERATIONS**

Any venue to be used in the Games must comply with the Venue Minimum Standards (see Annexure A). Each venue must be available for training two days before commencement of the applicable event.

**Q 5.1:** Provide a list and photographs of each venue to be used for each sport, together with its location, distance from proposed accommodation and seating capacity. Please ensure the venue caters for the required number of courts, fields, lanes etc. as defined in Annexure A. Please ensure all venues have suitable, good quality and hygienic restrooms and changing areas.
Optional Documentation:

- Evidence of venue hire or letters of support

6. CEREMONIES, EVENTS AND MEETINGS

The Host must stage an Opening Ceremony, Closing Ceremony, Cultural Evening and Gala Dinner.

The format of the ceremonies and compulsory functions and meetings are governed by the Host Country Manual provided to the successful host. In essence, the Opening Ceremony commences with a march into a venue by all competing nations. Each nation's team is preceded by a name plaque and national flag. The Closing Ceremony takes place on the final day of the Games and includes an assembly of all the competitors with their national flags. The Cultural evening should be a celebration and showcase of the hosts local culture. The Gala Dinner is held on the last evening of the Games. It is open to all registered competitors and accompanying persons and officials.

Q6.1: Confirm the staging of Opening and Closing Ceremonies, the Cultural evening and Gala Dinner and proposed venues

In addition to these compulsory events, an Applicant may host other functions to recognise donors, to celebrate local life or to enhance visitor experience to the region.

Q6.2: Provide details of any proposed donor recognition events

The Games requires a Games Headquarters which will act as the central meeting point and information hub for the Games. Registration and all required meeting venues as laid out in the Host Country Manual should be hosted at the Games Headquarters.

Q6.3 Provide venue for the Games Headquarters and a list of meeting rooms available.

Catering needs to be provided throughout the games. Breakfast, lunch and dinner will form part of the Registration package provided. The official package includes dinner from day 1 through to breakfast on day 8.

Some hosts may wish to exclude certain catering from the proposed package. Breakfast should always be included with all accommodation options. An evening meal should also be included with the Opening Ceremony, Cultural Evening and Gala Dinner. Should you choose to not include lunches or the other dinners (not mentioned above), you would need to provide proof that meals could be purchased and would be available at all sports venues & accommodation venues.

Q6.4 Provide information of the type of catering supplied and the locations for dining.

7. ACCOMMODATION AND LOGISTICS

Hosting cities are open to offer two styles of games registration in relation to accommodation. Traditionally registration includes the provision of accommodation for the full week of the games. Within that option, referred to as the ‘Traditional Package’, accommodation is arranged by the host.

Under the other option, referred to as the ‘Registration only Package’ accommodation is separated out from the registration, reducing the fees significantly, and allowing team managers to either make their own arrangements for their team or to utilise preferred hotel arrangements organised by the host. This option will be trialled in Houston in 2021 and is in recognition of the objective to reduce the games costs to make it more affordable.

*Traditional Package*
Hotels or accommodation facilities must be of equal standard, at least equivalent to the Accommodation Minimum Standards and located as close as possible to venues to facilitate ease of transportation and logistics. In order to make the Games more cost effective, the Host should offer different levels of accommodation which allow greater participation by more attendees.

The Accommodation Minimum Standards are:

(a) University Dormitories or similar – for the budget package
(b) Hotels - at least 3* or equivalent for the standard package
(c) Hotels – 4* or equivalent may be offered for premium packages
(d) bed and breakfast basis
(e) single or twin share
(f) bathroom and shower in room where possible
(g) wifi and internet available
(h) laundry service available
(i) team or meeting room available
(j) Option for a child to utilise a rollaway bed in parents’ room

Additional, desirable standards include pool or spa (for recovery), gym, and close proximity to hospital or medical centre. Wherever possible, country participants should be in the same accommodation. Both competitors and supporters register with the set packages to attend the Games.

Family-style accommodation should also be provided with a reduced family registration fee for families of four or more. Self-catering options can be considered for families.

WTGF Board members are to be treated as VIP’s. Accommodation must be supplied and funded by the Host for the duration of the Games plus three extra nights. This must be provided for 16 people (13 Board members and 3 Staff)

Registration Only Package

The 2021 Games have proposed a model whereby accommodation is excluded from the registration packages. In this model, they will provide a list of contracted accommodation (hotels, self catering, universities, backpackers) with prices and allow registrants to select their preferred accommodation. Should you wish to go this route, you would still need to contract accommodation and assist the teams with the booking of the accommodation. It does however mean that participants who prefer to book their own accommodation, use Air BNB or stay with friends are given that option. Everyone who stays at official accommodation booked through you, or your partner must have access to official transportation throughout the games.

Q7.1: Provide a list of proposed hotels for WTGF delegation, competitors and supporters. Also confirm how the accommodation will be managed and controlled.

Transportation from home country to and from the Games is the financial responsibility of each competitor or that competitor’s nation. The Host should provide basic information around the airport and airlines.

Q7.2: Provide information around the international and domestic airports and proximity to venues and accommodation

Anyone who purchases an official package including accommodation (whether that accommodation be part of the registration package or provided as a separate entity) must have transportation provided.

The Host must provide the following local transportation to these registrants:
Airport arrival transfers (Day 1 and the day prior) – airport to accommodation
Airport departure transfers (Day 8) – accommodation to airport
Daily Transport from their accommodation to all sports venues (training and competition days)
Daily Transport from their accommodation to all social event venues
Daily transport to and from their accommodation and the Games Headquarters for registration, team managers meetings, General Assembly and any other functions hosted at the Games Headquarters
Transport at the local level is dominated by local circumstances, but there should be arrangements for both mass and small transfers of competitors to and from hotels to venues and between venues, including for registration, meetings and training purposes.

Transport must be provided for the WTGF President (a car) and WTGF Board (at least two minibuses) with dedicated drivers.

Q7.3: Provide information regarding the proposed transport system that will be used during the games.

Optional Documentation:

- Letters of support from hotels
- Draft Transportation Plan highlighting how competitors will be transported to and from hotels to venues and functions

8. HEALTH AND SAFETY

The health and safety of Games competitors and supporters is paramount to WTGF. Many competitors are taking immune-suppressant medication leaving them vulnerable to communicable diseases. Accordingly, a first class medical structure and plan is essential to hosting the Games.

Entry is open to all recipients of life supporting allografts and hemopoetic cell transplants from other individuals or species that require or have required the use of immunosuppressive drug therapies. Competitors must have been transplanted for at least one year, with stable graft function, be medically fit and have trained at the sports in which they have entered. No competitor may take part in the Games unless his or her medical certificate is approved.

The Host must establish an LOC Medical Committee, appoint a Games Chief Medical Officer (GCMO) and develop a Medical Plan that complies with the Minimum Medical Standards (see Annexure B). The GCMO must organise medical standards and emergency cover at all sporting venues whilst competition and training is in progress.

It is the responsibility of the LOC Medical Committee to continuously monitor the safety of the Venues, Sports, weather conditions, volunteers, community members, transportation, and social events during the Games and to promote avoidance of risk taking behaviour such as excess alcohol, recreational drugs and extreme fatigue.

Q8.1: List the location of the nearest hospitals and medical centres to the sports venues and accommodation

Q8.2: List members of LOC Medical Committee or other medical experts

Q8.3: Confirmation of compliance with Minimum Medical Standards (Annexure B)

Q8.4: Provide information around Games safety and security plans

Optional Documentation:

- Medical Plan, including medical supplies and equipment, medical facilities, emergency management and communications protocol.
9. FINANCIAL ARRANGEMENTS

The sustainability and long term growth of WTGF and the Games is crucial. By way of reference, previous World Transplant Games have been staged with an approximate budget of US$1.5 million. The Host must pay WTGF a hosting fee of US$165,000 (which is divided into different tranches) and a further US$90 per registered participant as a capitation fee. The capitation fee must be included in the registration prices.

Registration Packages:

- Junior Participation fees should be less than the Adult packages.
- Junior ages 12 – 17 should pay approximately 75% of the adult registration fees
- Juniors aged 4 – 11 should pay approximately 70% of the adult registration fees
- Junior ages 0 – 3 should be free of charge
  - An early bird registration fee must be offered to encourage early registration. This normally allows for a 10% discount for a period of 1 month.
  - Families often travel to the games and it is therefore advisable to have family friendly accommodation and more affordable self catering packages to cater for the larger families.

Annexure E details the registration fees used for the 2019 Games in Newcastle, UK and those proposed for the 2021 Games in Houston, USA. These show the two different models. Please refer to this for inclusions of each registration package.

Q9.1: Provide a draft Budget for the Games adopting the Games Budget Template (Annexure C) and listing key assumptions. Please ensure you clearly show the different package options depending which model if your preference.

WTGF is mindful of the investment involved in staging the Games and wants to assist the Host to maximise commercial revenue streams. To this end, WTGF will grant the Host the following exclusive commercial rights for the Games:

- media rights, including all forms of broadcasting, mobile, radio, internet, data and related rights (whether known now or devised in the future);
- sponsorship (provided no conflicts with nominated WTGF sponsors);
- hospitality, catering, pourage, concession and vending rights;
- merchandising and licensing rights;
- publication and film rights; and
- advertising, promotion and marketing.

The Host may retain all revenue generated to offset costs for the staging of the Games. If there is a surplus at the end of staging the Games, a 20% royalty of that surplus is payable to WTGF to assist in the attainment of objectives around organ donation. Both the host and WTGF agree to discuss the use of this surplus, including for the aid of the organ donation and transplantation.

Please note that you are required to cost in Medical and repatriation insurance into the Games Packages. The WTGF will secure the insurance policy. The monies for this insurance is collected as part of the registration fees and will need to be paid over to the WTGF. The cost of this insurance for the 2019 Games is approximately $50 per person.

Q9.2: Provide information around actual or potential sponsorship

Optional Documents:

- Sponsorship Strategy
GOVERNMENT SUPPORT

Tangible government or council support is important to the success of the Games and this can be either through cash and/or value in-kind products or services. This support creates direct buy-in from government and provides financial stability for the Games.

In-kind support is goods, services or other assistance provided free of charge, which must be budget relieving for the Games. Some examples include:

- promotion of the Games in local government publications or on websites
- city dressing banner program
- discounted or free venue hire or office space
- operational support such as waste disposal
- traffic and pedestrian management, including road closures
- incident management plan, including first aid arrangements
- public safety, including lighting and power
- temporary infrastructure such as temporary stands for spectators

Q10.1: Provide information around actual or potential government financial support or grants

Given the international focus of the Games, national government assistance is required in three key areas:

- immigration and visa entry
- customs and quarantine, especially for importation of medical products and equipment
- health, including foreign doctors and vaccination requirements

The Host will be required to send official invitations to international competitors to enable them to obtain visas. The Host must take all possible steps to work with their country’s immigration and customs authorities to insure the successful issuance of visas and/or any other necessary documents to permit the transplant recipients of the world to compete in the Games. It is also helpful if the Host advises its country’s customs authorities that many of the competitors will be travelling with quantities of personal medication and the likely nature of such medication.

Q10.2: Provide an overview of visa, customs and quarantine laws and regulations as it relates to the staging of the Games in the Host City

Optional Documents:

- Government Guarantees around visa, customs and quarantine
Annexure A: venue minimum standards
A good PA system must be available at each sporting venue, as well as adequate seating for spectators. Good and hygienic restrooms and change rooms must be available at all venues.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>VENUE MINIMUM STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADMINTON</td>
<td>10 – 12 courts</td>
</tr>
<tr>
<td>BASKETBALL 3 on 3</td>
<td>3 full courts (6 half courts)</td>
</tr>
<tr>
<td>CYCLING</td>
<td>Policed road to be well signposted and marshalled. The course must be completely closed to traffic for the duration of the race until the last cyclist has finished the course.</td>
</tr>
<tr>
<td>DARTS</td>
<td>20 Tournament Quality Dart Boards</td>
</tr>
<tr>
<td>GOLF</td>
<td>18 hole golf course with carts</td>
</tr>
<tr>
<td>ROAD RACE</td>
<td>5km, Policed road to be well signposted and marshalled. The course must be completely closed to traffic for the duration of the race until the last runner has finished the course.</td>
</tr>
<tr>
<td>PETANQUE</td>
<td>20 Petanque pitches</td>
</tr>
<tr>
<td>SQUASH</td>
<td>6 courts</td>
</tr>
<tr>
<td>SWIMMING</td>
<td>International standard 50 m pool with 8 lanes</td>
</tr>
<tr>
<td></td>
<td>Electronic timing</td>
</tr>
<tr>
<td>TABLE TENNIS</td>
<td>25 – 30 tables</td>
</tr>
<tr>
<td>TENPIN BOWLING</td>
<td>35 lane facility (2 facilities can be considered)</td>
</tr>
<tr>
<td>TENNIS</td>
<td>12- 15 courts</td>
</tr>
<tr>
<td>TRACK AND FIELD</td>
<td>Enclosed facility with at least 8 lanes, 400m track with jumping pits, throwing areas</td>
</tr>
<tr>
<td></td>
<td>Automatic timing</td>
</tr>
<tr>
<td>VOLLEYBALL</td>
<td>6 – 8 courts</td>
</tr>
</tbody>
</table>
ANNEXURE B: MEDICAL MINIMUM STANDARDS

Medical organisation and GCMO

- Host must establish a formal administrative structure to include the appointment of following:
  - Games Chief Medical Officer (GCMO) who will have knowledge of transplantation medicine, healthcare organisation, sports medicine, emergency care and contagion
  - Emergency medical officers for daily duties
  - Paramedics, ambulance services, hospital emergency services and transplant services in adjacent hospitals
  - General practice clinics and physiotherapy services for competitors
- Ensure that all medical certificates have been properly screened and reviewed prior to acceptance of each competitor
- Create a mechanism for gathering of Team Doctors’ remarks and their suggestions
- Identification badges which enable people to pick out the doctors of the various Teams
- Establish well recognised care at each Sport
  - Doctors and physiotherapists in charge of medical care at each sporting venue
  - Ambulance with resuscitation equipment at each sporting venue with easy access
  - Regional intensive care unit informed
  - Mobile phone for every doctor
  - Distinct and specific clothing for doctors and physiotherapists in charge of the safety at the sporting venues,
  - Phone number of the doctors given to all the TM and billboarded at administration desk of the sporting venues and reception desk of the hotels
- Night emergency service
- The organisation of Medical experts meetings
- Completion of a Medical assessment report after the WTG

Medical services and staff must be clearly identified at the Venues. All staff should be able to cope with all emergency problems which may occur with transplant athletes. The local transplant unit must be requested to be on stand-by for any major transplant and medical problems. It is necessary to provide comprehensive information about the Games to the Transplant Unit well in advance of the Games.

The GCMO should provide a protocol to ensure easy access to sources of universal immunosuppressive therapies in case of emergencies and a protocol for a response to a contagion such as chicken pox.

The GCMO will also provide supervision to ensure that all appropriate carers are in position prior to the start of the events and sufficient staff are present to allow lunch breaks and attendance after the completion of the events.

Medical Plan

A Medical Plan for the Games must be submitted in writing to the WTGF for its approval at least 120 days before the Games. The Medical Plan must include a medical communications protocol that must be activated immediately on the occurrence of a serious illness, accident or athlete hospitalisation. The protocol will include immediate notification of the GCMO who will then be responsible for immediately advising the LOC Chair, the WTGF President and the insurance company. The information transmitted should be accurate, complete, well documented with a proforma including information on witnesses and family. The communications protocol should include strategies for preventing, controlling, and managing contagion. The appropriate protocol for the consideration of cancellation of the Games must be adhered to by the LOC.

The GCMO should organise such protocols above to ensure that the GCMO remains available at all times for contact and discussion. Therefore, the GCMO should not be directly involved in managing any ill or injured athlete. However, the GCMO should be prepared to be involved in triage in the event of a disaster.
**Competitors’ Requirements**

Entry is open to all recipients of life supporting allografts and hemopoietic cell transplants from other individuals or species which require or have required the use of immunosuppressive drug therapies. Competitors must have been transplanted for at least 1 year, with stable graft function, be **medically fit** and have trained at the events in which they have entered. If a potential competitor has been transplanted for at least 6 months, with stable graft function, has been training and has permission from his own doctor, his entry may be considered by the WTGF Medical Committee and be allowed.

Before competing, each competitor must have completed a medical certificate signed by his/her own transplant specialist, giving details of blood count, graft function, blood pressure, medications and any complications of chronic organ failure or immunosuppressive therapy. These medical forms are completed online.

This medical certificate must be sent to member countries by the LOC at least six months before the start of the Games. Completed certificates will be vetted by the LOC Medical Adviser and confirmed by the Medical Adviser of the WTGF. If not satisfactory, a competitor may be asked to undergo further medical tests before competing or may be precluded from competing.

No competitor may take part in the Games unless their **medical certificate is approved**. These must be completed in conjunction with competitor’s primary care doctor. The Team Manager is to be notified that the form has been completed and sent.

It is each competitor’s responsibility to provide personal supplies of drugs, dressings, and other required medical supplies. The LOC Medical Committee is responsible for ensuring that the competitors and supporters are fully aware of this requirement. The LOC must also provide sufficient reserves for extreme conditions. Ice and bottled water must be provided at all venues.

The GCMO must ensure that the competitor’s **accreditation pouch** must be worn at all times. The contents must include details of the competitor, the competitor’s team manager, the nature of the transplant, the medication, allergies, next of kin, anti coagulation, any other serious co morbidity. (E.g. diabetes and events)

**Medical Research**

It is the responsibility of the LOC Medical Committee to liaise, consent, inform and supervise competitors in any research conducted during the Games.
ANNEXURE C: GAMES BUDGET TEMPLATE

Games Budget Template should be completed based on a few scenarios (Example: 1200 competitors, 650 supporters, 150 juniors = 2000 / 1400 competitors, 800 supporters, 200 juniors = 2500) and a 10 day Game period (2 days before, 7 days of competition and 2 day after).

WTGF will meet the costs associated with the registration system.

<table>
<thead>
<tr>
<th>$ EX GST</th>
<th>LOC OBLIGATIONS &amp; COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td>Athletes and Supporters fees dependant on different registration packages and accommodation offerings. All packages include the US$90 pp capitation fees and US $50 pp medical &amp; repatriation charge (remember early bird fee)</td>
</tr>
<tr>
<td>Registration Fee – Adults</td>
<td></td>
</tr>
<tr>
<td>Registration Fee – Junior 12 - 17</td>
<td>80% of Adult Athlete fee</td>
</tr>
<tr>
<td>Registration Fee – Junior 4 - 11</td>
<td>50% of Adult Athlete fee</td>
</tr>
<tr>
<td>Government Grants</td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Include cash and budget relieving VIK</td>
</tr>
<tr>
<td>Merchandise</td>
<td>Estimated net sales</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
</tr>
<tr>
<td>Free Junior registrations</td>
<td>One Free junior registration per country should be granted and budgeted for. This is for Junior athletes aged between 4 - 17</td>
</tr>
<tr>
<td>Accommodation</td>
<td>For the accommodation inclusive package - Cost per room twin share with breakfast based on 7 nights. Regardless of the model chosen you must cost in accommodation for the WTGF delegation for 10 nights (single share) x 16 rooms</td>
</tr>
<tr>
<td>Catering</td>
<td>Breakfast, lunch, dinners, water and ice costs</td>
</tr>
<tr>
<td>Ceremonies and Functions</td>
<td>All events, Include trophies and awards</td>
</tr>
<tr>
<td>Commercial Programme</td>
<td>Include servicing costs</td>
</tr>
<tr>
<td>Ground Transport</td>
<td>Teams pay for own travel to and from Host City. LOC meets local transportation between airport, hotels, venues and social functions</td>
</tr>
<tr>
<td>Hosting Fee &amp; Capitation Fees</td>
<td>US$165,000 &amp; US$90 pp</td>
</tr>
<tr>
<td>Inspection Visits</td>
<td>Accommodation, local transport and meals for WTGF Delegation for up to five inspection trips totalling 40 nights</td>
</tr>
<tr>
<td>Insurance and Legals</td>
<td>Remember GDPR compliancy</td>
</tr>
<tr>
<td>Marketing and Media</td>
<td>Include any website costs, PR costs, branding</td>
</tr>
<tr>
<td>Medical</td>
<td>First Aid at venues, medical plan, management Med &amp; Repatriation insurance (+/- US$50 pp)</td>
</tr>
<tr>
<td>Office and Administration</td>
<td>Include LOC meeting costs, team managers, sport directors meetings, registration and accreditation</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>Risk Management plan</td>
</tr>
<tr>
<td>Sport Operations &amp; Equipment</td>
<td>Equipment, officials, athlete number bids</td>
</tr>
<tr>
<td>Technology</td>
<td>Results system Mobile phones for WTGF Delegation and LOC</td>
</tr>
<tr>
<td>Venue Hire and Operations</td>
<td>All venues</td>
</tr>
<tr>
<td>Volunteers</td>
<td></td>
</tr>
<tr>
<td>Wages (Staff and Officials)</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE D: RECOMMENDED CANCELLATION POLICY

The below dates are based on a Games which commences on 25th June. The policy would be amended to suit your selected dates to host the games, however the same timeframes should to be adhered to.

Registration Dates:

- Registration Opens - 1st December 2022 (You may wish to open registration earlier)
- Early Bird Registration Fees applicable from 01 Dec 2022 – 15 Jan 2023 (6 weeks)
- Normal Registration Fees applicable from 15 Jan 2023 – 16 April 2023 (3 months)
- Registration closes 16th April 2023 (10 weeks prior to the games)

Medical Certificates

- Forms should be on the website from registration opening (01 December 2022)
- Forms can only be completed by your Transplant Follow up Doctor from 6 months prior to the games (25th December 2022)
- They must reach the Medical LOC by close of registration (16th April 2023)
- They will then be vetted by the medical LOC and response will be given to athletes prior to 28th May 2023 (4 weeks prior).

Cancellation Policy

- Cancellations made on or before 16th April 2023 (10 weeks prior) will receive a 100% refund (less bank charges)
- Cancellations made between 16th April 2023 and up to and including 14th May 2023 (6 weeks prior) will receive a 70% refund.
- Cancellations made on or after 15th May 2023 will not receive any refund.

Please note if the Medical LOC does not approve your medical certificates and denies you participation in the games, or if your participation is cancelled for a transplant related medical reason, you will be granted a 100% refund so long as you have met the deadline date of 16th April 2023. Should you be forced to cancel your own attendance at the games for non transplant medical or personal reasons, the normal cancellation policies will apply. It is essential that you take your own travel insurance to assist with cancellation charges. Should participation be cancelled after 16th April, due to valid medical reasons related to your organ transplant, special consideration will be taken into account and a refund of up to 85% will be considered.
ANNEXURE E: SAMPLE REGISTRATION PACKAGES

**TRADITIONAL PACKAGE – FULLY INCLUSIVE (As done for 2019 Games in Newcastle, UK)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Non Accommodation Early Bird</th>
<th>Non Accommodation Normal Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Competitor / Supporter (15+) BUDGET Uni</td>
<td>$800</td>
<td>$880</td>
</tr>
<tr>
<td>Adult Competitor / Supporter 3 * Hotel</td>
<td>$1040</td>
<td>$1100</td>
</tr>
<tr>
<td>Junior Competitor / Supporter (4 – 12) 3 * Hotel</td>
<td>$540</td>
<td>$600</td>
</tr>
<tr>
<td>Adult Competitor / Supporter 4* Hotel</td>
<td>$1215</td>
<td>$1280</td>
</tr>
<tr>
<td>Junior Competitor / Supporter (4 – 12) 4 * Hotel</td>
<td>$675</td>
<td>$750</td>
</tr>
<tr>
<td>Adults Competitor / Supporter Self Catering</td>
<td>$730</td>
<td>$808</td>
</tr>
<tr>
<td>Junior Competitor / Supporter Self Catering</td>
<td>$475</td>
<td>$540</td>
</tr>
</tbody>
</table>

**Package cost inclusions:**

- Games Participation - Athletes only (sports venues, management, officials etc)
- Medical & Repatriation insurance
- Registration Materials (shirt, bag, lanyard, accreditation etc)
- 7 Nights accommodation (University, Hotels, Self Catering)
- Breakfast Daily (except for self catering)
- Lunch packs Daily
- Dinners Day 2,4,5,6 (except for self catering)
- Opening Ceremony including dinner – Day 1
- Cultural Evening including dinner – Day 3
- Gala Dinner – Day 7
- All local transportation
- WTGF Capitation fee

The LOC offered an Accreditation package only which excluded all accommodation, transport and meals. Dinner and events on Day 1,3, 7 included.
### REGISTRATION ONLY PACKAGE – (As proposed for 2021 Games, Houston, USA)

<table>
<thead>
<tr>
<th>Registration only Package Description</th>
<th>Non Accommodation Early Bird</th>
<th>Non Accommodation Normal Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Competitor</td>
<td>$570</td>
<td>$595</td>
</tr>
<tr>
<td>Junior Competitor (4-17)</td>
<td>$275</td>
<td>$296</td>
</tr>
<tr>
<td>Adult Supporter</td>
<td>$450</td>
<td>$450</td>
</tr>
<tr>
<td>Junior Supporter (4-17)</td>
<td>$225</td>
<td>$236</td>
</tr>
</tbody>
</table>

**Package cost inclusions:**

- *Games Participation* - Athletes only (sports venues, management, officials etc)
- *Medical & Repatriation insurance*
- *Registration Materials* (shirt, bag, lanyard, accreditation etc)
- *Opening Ceremony* including dinner
- *Cultural Evening* including dinner
- *Gala Dinner*
- *WTGF Capitation fee*

**Note:** For this model to work lunches should be available for participants to purchase at all sports venues. Dinners should also be easily available at their accommodation establishments or within close proximity to their accommodation options.

**Not Included (Purchased separately):**

- Accommodation (which comes with breakfast and transportation) Note – accommodation options will be contracted and listed on the website. Individuals and teams may book this element separately with the accommodation managers, allowing them to choose an option which meets their budget. (All tiers of accommodation must be offered)
- Lunches
- Dinners other than the Opening Ceremony, Cultural Evening and Gala Dinner

A Hotel based on twin share accommodation will be approximately $75 per person per night.
University / Budget accommodation will be much less
4 Star Accommodation will be slightly more
All accommodation sold includes **breakfast and transportation** as per the transport requirements.