HOSTING AGREEMENT

BETWEEN

WORLD TRANSPLANT GAMES FEDERATION LTD
Company Number 10323481
Charity Number 1179470

AND

Xxxxxx

FOR THE 2025 SUMMER WORLD TRANSPLANT GAMES

MARCH 2016
BETWEEN

WORLD TRANSPLANT GAMES FEDERATION LTD of Basepoint Business Centre,
1 Winnall Valley Road, Winchester SO23 0LD United Kingdom (WTGF)

AND

The host as specified in Item 1.1 of Schedule 1 (Host or the Host)

1. BACKGROUND

1.1 WTGF is the owner of the World Transplant Games, the Marks, the Commercial Rights and any other rights connected with the Games.

1.2 Host wanted to host the Games and provided WTGF with a submission, based on the terms of the Bid Manual and Host Country Manual, for a competitive bid process (Submission).

1.3 This Agreement is the terms on which WTGF grants, and Host accepts, the right to host the Games.

2. DEFINITIONS AND INTERPRETATION

2.1 In this Agreement:

Advertising Material means advertising, promotional, marketing or other material to be used by Host (in any media or on any platform) in connection with the Marks or the promotion of the Games.

Ambush Marketing means marketing, promotional, advertising and public relations activities relating to the Games, which are intended to capitalise on the goodwill associated with the Games or make unauthorised use of any rights and opportunities relating to the Games (including any tickets), but which are undertaken by a person not authorised to do so by WTGF or Host.

Bid Manual means the manual provided by WTGF to potential applicants (including the Host) interested in bidding to host the Games.

Brand Guidelines mean the graphic standards and guidelines in relation to the use and reproduction of the Marks as provided by WTGF to Host from time to time.

Budget means the budget for the Games as specified in Schedule 4 (Budget), which is inclusive of all Deliverables, Equipment, Personnel, Services and other Host obligations under this Agreement.

Commercial Rights means any and all commercial rights and opportunities in relation to the Games, including:

(a) media rights, including all forms of broadcasting, mobile, radio, internet, data and related rights (whether known now or devised in the future);
(b) sponsorship;
(c) hospitality, catering, pourage, concession and vending rights;
(d) merchandising and licensing rights;
(e) publication and film rights; and
(f) advertising, promotion and marketing.

Confidential Information of a party means the following information in any form:

(a) all confidential information (including trade secrets, confidential know-how, market research and strategies and sponsor and financial information) relating to that party from time to time;
(b) of which the other party becomes aware, both before and after the day this Agreement is executed.

Confidential Information of WTGF includes Data and information concerning the Games before it is made public.

COVID-19 Pandemic has the meaning in clause Error! Reference source not found.
**Data** means any personal or contact information, demographics or any other data or information collected by or on behalf of WTGF, including from Teams and accompanying persons.

**Deliverables** mean the works, documents or deliverables created or generated by Host (whether on its own or with WTGF or contractors) in the course of supplying Services or meeting its obligations under this Agreement (including the Host Country Manual), including Financial Accounts, Budget, risk management plan, security plan, medical plan and food and medical waste management.

**Dispute** means a dispute arising out of or relating to this Agreement, including a dispute about the breach, termination, validity or subject matter of this Agreement, or a claim in equity or in tort relating to the performance or non-performance of this Agreement.

**Equipment** means any property, goods, equipment or signage brought into a Venue or its surroundings by or on behalf of Host, including any sports equipment or temporary infrastructure required for the design, management or delivery of the Games.

**Financial Accounts** mean the profit and loss statement, balance sheet and cash flow statements to be provided by the Host to WTGF in the standard format as notified by WTGF.

**Force Majeure Event** means any circumstance not within a party's reasonable control including, without limitation:

(a) acts of God, flood, drought, earthquake or other natural disaster;
(b) epidemic or pandemic;
(c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
(d) nuclear, chemical or biological contamination or sonic boom;
(e) any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition;
(f) collapse of buildings, fire, explosion or accident;
(g) any labour or trade dispute, strikes, industrial action or;
(h) non-performance by suppliers or subcontractors; and
(i) interruption or failure of utility service.

For the avoidance of doubt this includes the COVID-19 Pandemic and all actions of government and/or public authorities taken as a result of the COVID-19 Pandemic including restrictions imposed by government and/or public authorities.

**Games** means the World Transplant Games 2025 involving the staging of the Sports and the Other Events during the Games Period and the Postponed Games where applicable.

**Games Officials** mean the referees, umpires and other technical officials appointed to run the Sports.

**Games Period** means the period over which the Games are to be staged, as specified in Item 1.3 of Schedule 1 (Hosting Details).

**Host Country Manual** mean WTGF’s operational protocols for the hosting of the Games (including Other Events) together with applicable timeframes and responsibilities, including registration, accommodation, transportation, catering, meetings, and any other operational or hosting requirements, as updated by WTGF from time to time. Any changes to the manuals after the Agreement is signed that impact the budget, must be mutually agreed upon.

**Host City** means the city in which the Games are to be staged, as specified in Item 1.2 of Schedule 1 (Hosting Details).

**Hosting Fees** means the hosting and registration fees payable by Host to WTGF, in the amount and manner as specified in Item 1.4 of Schedule 1 (Hosting Details).

**Insolvency Event** affecting a person means:
the person disposes of all or substantially all of its assets, operations or business (other than
a voluntary liquidation for the purpose of amalgamation or reconstruction if the new company
assumes all of the person’s legal obligations);
(b) any formal step is taken to enter into any arrangement between the person and its creditors;
(c) the person ceases to be able to pay its debts as they become due;
(d) the person ceases to carry on business;
(e) any step is taken by a mortgagee to enter into possession or dispose of the whole or any part
of the person’s assets or business; or
(f) any step is taken to appoint a receiver, a receiver and manager, a trustee in bankruptcy, a
liquidator, a provisional liquidator or other like person of the whole or any party of the person’s
assets or business.

**Intellectual Property Rights** means all intellectual property rights, including:

(a) patents, copyright, registered designs, trade marks and the right to have confidential
information kept confidential; and
(b) any application or right to apply for registration of any of those rights.

**List of Requirements** means the summary of the key Host obligations from the Host Country
Manual, as specified in Schedule 7 (list of Requirements).

**Marks** mean the name, logo, mascot, trophy and any other emblem and official music associated
with the Games, including the marks as specified in Schedule 5 (Marks).

**Medical Minimum Standards** mean the minimum standards promulgated by WTGF in relation to
medical facilities and spaces, and equipment and supplies.

**Merchandise** means all merchandise and licensing of any kind sold at the Games, including items
of clothing, headwear, scarves, flags, drink containers, coins, commemorative medals, games
(electronic or otherwise), other collectibles or memorabilia.

**Official Programme** means the programme for the Games providing information around WTF, Host
and Teams as specified in the Host Country Manual.

**Other Events** mean the events, functions or meetings staged as part of the Games, including:

(a) welcome events;
(b) Opening Ceremony;
(c) Closing Ceremony;
(d) Gala Dinner;
(e) WTGF Board, General Assembly and Delegation meetings;
(f) Team Managers’ Meetings and Sports and Games related workshops;
(g) Donor recognition and cultural events;
(h) Media launches, conferences and interviews; and
(i) any other events, functions or meetings as described in the Host Country Manual or otherwise
agreed between Host and WTGF.

**Personnel** means any personnel engaged by the Host (whether paid or unpaid), including Games
Officials.

**Postponed Games** has the meaning given in clause Error! Reference source not found..

**Services** mean any services supplied by or for Host (including by Personnel) in relation to the
planning, staging or promotion of the Games, including the supply of Deliverables and Equipment.

**Sports** means the sports involved in the Games as specified in Schedule 3 (Sports).

**Teams** mean the competitors and accompanying persons of teams registered to participate in the
Games.
**Term** means the term of this Agreement being the period of time from the date this Agreement is signed by both parties to the date 90 days after the Games has finished.

**Venues** means the competition and training venues where the Sports are to be played, as specified in Schedule 2 (Venues).

**Venue Minimum Standards** mean the minimum standards provided by WTGF in relation to Venues, including facilities and spaces, spectator services, team and official requirements, police and security requirements and media requirements.

**World Partners** means any official entity to which WTGF grants any marketing or sponsorship rights in relation to the Games up to a maximum of three.

**WTGF Costs** mean the costs in relation to the staging of the Games that remain the responsibility of WTGF, being in relation to the Marks, World Sponsors and registration system for Teams.

**WTGF Delegation** means the WTGF President, WTGF Board and delegates up to a maximum of 16 people.

**WTGF Regulations** mean rules, regulations or policies promulgated by WTGF from time to time that relate to the staging of Games, including Venue Minimum Standards, Medical Minimum Standards, Host Country Manual, List of Requirements, Branding Guidelines, Sports Rules and Code of Conduct. Copies are available on the WTGF website or on request.

2.2 In this Agreement:

(a) any use of the word ‘includes’ or words such as ‘for example’ or ‘such’ do not limit anything else that is included in general speech;
(b) words importing the singular number or plural number includes the plural number and singular number respectively;
(c) the word ‘person’ shall include a corporation;
(d) any reference to ‘£’ or ‘pounds’ is to Great British pounds;
(e) the Schedules to this Agreement are an integral part of this Agreement and, unless the context otherwise requires as in clause 2.3 below, a reference to this Agreement includes a reference to the Schedules;
(f) a reference to this Agreement or any other document includes a reference to this Agreement or document as amended or replaced and notwithstanding any changes in the identity of the parties;
(g) reference to “parties” means the parties to this Agreement and reference to a “party” mean one of the parties to this Agreement; and
(h) ‘business day’ means any day excluding a Saturday, Sunday and any other day which is a public holiday in the United Kingdom.

2.3 If there is any inconsistency between a term of this Agreement and a term or terms of a Schedule, the term of this Agreement governs to the extent of that inconsistency.

3. **GRANT OF RIGHTS**

3.1 WTGF grants Host during the Term the exclusive right to host the Games during the Games Period in the Host City on the terms of this Agreement.

3.2 Host warrants that:

(a) the information provided in its Submission was to the best of its knowledge accurate, complete and up to date and acknowledges that WTGF relied on that information in granting the licence specified in clause 3.1; and
(b) it has not entered into this Agreement in reliance on the Bid Manual or any information, statement, representation, warranty, condition, promise or undertaking, whether express, implied or arising from conduct (including conduct by silence or omission) made or given in the
4. **GENERAL HOST OBLIGATIONS**

4.1 Host must, on the terms of this Agreement:

(a) organise and present the Games to a standard befitting of the reputation and stature of the World Transplant Games as a global sports participation event;

(b) stage the Sports at the Venues during the Games Period, including through the supply of Equipment and Games Officials;

(c) provide the Venues in accordance with Venue Minimum Standards;

(d) arrange the accreditation and transportation for the Teams in accordance with the Host Country Manual;

(e) stage the Other Events in accordance with protocols specified in the Host Country Manual;

(f) take reasonable steps to ensure, so far as is reasonably practicable, the health and safety of Teams;

(g) promote and market the Games to maximise exposure and awareness;

(h) produce the Official Programme and sell Merchandise;

(i) pay the Hosting Fees to WTGF in accordance with Schedule 1 (Hosting Details) and deliver the Games substantially in accordance with the Budget; and

(j) on a regular and frequent basis exchange information with WTGF concerning the organisation of the Games, in line with the following schedule:
   (i) 2 years out - Quarterly;
   (ii) 18 months out - Every two months;
   (iii) 12 months out - Monthly;
   (iv) 6 months out - Weekly and as required from time to time.

4.2 Host must:

(a) supply all Services with due care and skill;

(b) ensure Equipment is fit for purpose and free from defects in materials, design, workmanship and installation;

(c) ensure that it has sufficient, suitable and qualified Personnel to enable it to meet its obligations under this Agreement;

(d) ensure Personnel are properly qualified under any applicable law (or relevant professional body) and have obtained the relevant permission from applicable authorities to supply Services;

(e) obtain and maintain all rights, consents and authorisations necessary to stage the Games and to comply with this Agreement, and provide WTGF with copies on request;

(f) comply, and ensure its Personnel comply, with:
   (i) all applicable standards, awards, laws and regulations (including workplace health and safety laws and consumer protection laws);
   (ii) this Agreement, including WTGF Regulations and Host Country Manual; and
   (iii) all reasonable directions of WTGF within the scope of this Agreement; and

(g) ensure that it and each of its Personnel at all times:
   (i) maintain a high and professional reputation;
   (ii) do not bring WTGF or the Games into disrepute; and
   (iii) do not alone, jointly or severally, engage in any unbecoming conduct or behaviour which, in WTGF’s reasonable opinion, is prejudicial or likely to be prejudicial to the interests or reputation of WTGF or the Games.

5. **GAMES ORGANISATION**

5.1 Host must establish and serve as a Local Organising Committee (LOC) to manage the planning and delivery of the Games. The Host must within 90 days of the signing of this Agreement, provide to WTGF for approval an organisation chart for the LOC setting out a summary of the reporting structure and responsibilities of the various personnel identified, including a tournament director, commercial/marketing manager, event operations manager, media/communications manager, medical co-ordinator and financial controller.
5.2 WTGF will nominate a Games Liaison Officer to work closely with the LOC. The President of the WTGF and one member of the Board if needed shall be nominated as ex-officio members of the LOC.

5.3 Host must make all arrangements, at its own cost, for the successful organisation of the Games in compliance with the Host Country Manual and the List of Requirements. More specifically, Host must make all necessary arrangements for each Team, Games Officials and the WTGF Delegation during the Games Period as follows:

(a) Games headquarters suitable to host the registration and all required meetings venues;
(b) internal travel and transport arrangements within the Host City to and from airport, Venues for Sports and Other Events, meetings and accommodation together with reasonable baggage, for those who book accommodations at the Host property;
(c) accreditation and registration of Teams;
(d) Games results and medals;
(e) Medical requirements; and
(f) volunteers and LOC.

5.4 The health and safety of Games competitors is paramount to WTGF. The Host must:

(a) establish an LOC Medical Committee;
(b) appoint a Games Chief Medical Officer who must be able to communicate in English; and
(c) develop a Medical Plan that complies with the Minimum Medical Standards and provide to WTGF for written approval.

6. SPORTS

6.1 Host must:

(a) use the WTGF registration system for the registration of Teams, unless an alternate platform is mutually agreed upon;
(b) use the Sports Rules for the conduct of the Sports;
(c) comply with the Sports general and specific requirements in the Host Country Manual, including in relation to format, draws and Games Officials; and
(d) maintain a results system throughout the Games Period so that results and medal count are provided to Teams and WTGF on a timely basis. Within two weeks post the event, the final audited results and medal counts should be made available to all countries.

6.2 WTGF must establish a Games Judiciary Committee with a representative from the LOC, which will have the final say in relation to Sports or Team protests.

7. VENUES

7.1 Host must ensure Venues;

(a) comply with the Venue Minimum Standards and Medical Minimum Standards at all times;
(b) are adequately and appropriately staffed and policed and provided with all necessary emergency medical services and facilities to a standard satisfactory to WTGF;
(c) conform to all statutory, legal, regulatory and local requirements; and
(d) have suitable facilities, public address and sound systems, to a standard that is commensurate with an event of the stature and reputation of the Games.

7.2 Host must provide comprehensive security at each Venue and other relevant locations to the satisfaction of WTGF and ensure that all appropriate and necessary security precautions are in place for the Games, including liaison with local police and other relevant security providers in relation to ground control and security in and out of Venues.
Hosting Agreement

7.3 Venues must be available with reasonable notice, from the date of this Agreement for inspection by WTGF to enable it to monitor the compliance by Host with its obligations pursuant to this Agreement. The details of inspection tours are as specified in the Host Country Manual.

7.4 If a Venue does not comply with the Venue Minimum Standards, WTGF may direct the Host to move a Sport to an alternative venue and to meet all costs associated with that move, if a reasonable step to rectify the issue isn’t provided.

8. INTELLECTUAL PROPERTY AND BRANDING

8.1 Host presently assigns to WTGF all existing and future Intellectual Property Rights, in regards to the 2025 World Transplant Games, in Deliverables and Data, except for any Intellectual Property Rights in the mascot referred to in clause 8.7 which shall be owned by the Host.

8.2 WTGF:

(a) warrants that it owns all right, title and interest in the Marks and Data;
(b) does not claim ownership of anything of Host that is not developed, created or generated specifically for WTGF or the Games;
(c) grants Host a non-transferable, non-exclusive royalty free licence to use and reproduce the Marks and Intellectual Property Rights during the Term only for the following permitted purposes:
   (i) to promote the Host’s staging of the Games;
   (ii) for administrative purposes, including use on stationery, business cards, websites, media releases and reports;
   (iii) to sub-license to sponsors and to produce and sell Merchandise and the Official Programme; and
   (iv) for any other internal or non-commercial use with WTGF’s prior written consent; and
(d) will, in conjunction with the Host, develop brand protection strategies to restrict Ambush Marketing and unauthorised use of Marks.

8.3 Host must:

(a) not use, or allow others to use, the Marks without WTGF’s prior written consent;
(b) use the Marks as provided (including any naming rights partner) and only in accordance with WTGF’s consent and the Brand Guidelines;
(c) brand the Venues in accordance with the Host Country Manual; and
(d) not challenge, apply for trade mark or take any steps that may prejudice WTGF’s ownership of Marks, including by objecting to WTGF’s registrations.

8.4 If Host wants to use a Mark on Advertising Materials or Merchandise, Host:

(a) must comply with the approvals process as provided by WTGF from time to time and this clause 8;
(b) must submit preliminary artwork and samples of Advertising Materials or Merchandise to WTGF for prior written approval at least 10 business days before it starts production together with method of distribution, proposed location and timing of distribution;
(c) must ensure Advertising Materials or Merchandise produced conform to the samples provided;
(d) will immediately withdraw any Advertising Material or Merchandise in circulation that have not been approved by WTGF or that do not comply with this clause 8; and
(e) acknowledges that WTGF approval relates only to the Mark and WTGF makes no representation or acceptance of Advertising Materials or Merchandise quality or legality.

8.5 If consent is granted by WTGF under this clause, all uses of the Marks by Host must reproduce fully, accurately and without embellishment the colour, design and appearance of the Marks as shown in the Brand Guidelines.

8.6 If Host’s use of Marks does not comply with the terms of this Agreement or the Brand Guidelines, or is in any way prejudicial to WTGF’s rights or interests, WTGF may give written notice requesting that
Host corrects the use of the Marks within a nominated timeframe and Host must, at its expense, correct the use of the Marks to WTGF’s reasonable satisfaction.

8.7 Host must seek the written approval of WTGF if it intends to create a mascot for the Games. Any mascot approved by WTGF must be used only in accordance with WTGF’s direction, approval and conditions of use during the Term.

9. MEDIA AND COMMUNICATIONS

9.1 Host must market and promote the Games in accordance with the Host Country Manual. Without limiting the generality of this obligation, Host is responsible for:

(a) public relations;
(b) media plans and management of media operations;
(c) controlling media accreditation to the Games, including processing applications and issuing accreditation terms, and handling all media enquiries that relate to the staging of the Games;
(d) creating a website to be the exclusive home of the Games and social media accounts. English is the official language of WTGF and so website and social media must be made available in English;
(e) producing regular and up to date content, images and video for the website and social media; and
(f) providing appropriate match day facilities for media at Venues.

9.2 Host must provide draft media release templates, statements and alerts relating to the Games or this Agreement to WTGF and WTGF must approve all such media release templates, statements and alerts within 72 hours of receipt. In the event that WTGF does not respond within 72 hours of receipt of any draft media release template, statement and/or alert then the parties agree that WTGF will be deemed to have granted its approval of them.

9.3 Accordingly, WTGF and Host must first consult with each other to agree on the wording and timing of all media releases in relation to the announcement of this Agreement and the on-going operation or termination of this Agreement. Approval to be given within 48hrs or such lesser time as may be agreed to from time to time and such approval shall not be withheld unreasonably.

9.4 Host must not conduct any press conferences relating to the Games without the prior written consent of WTGF, which must not be unreasonably withheld or delayed.

10. CONFIDENTIALITY AND PRIVACY

10.1 Host acknowledges that Confidential Information of WTGF, and in particular information about the Games, is of commercial value and importance to WTGF such that the unauthorised use, disclosure or duplication of it could result in significant harm to WTGF and the Games.

10.2 Each party:

(a) may use Confidential Information of the other party solely for the purposes of this Agreement;
(b) except as permitted under clause 10.2(c), must keep confidential all Confidential Information of the other party; and
(c) may disclose Confidential Information of the other party only:
   (i) to persons who:
       (A) are aware and agree that the Confidential Information of the other party must be kept confidential; and
       (B) either have a need to know (and only to the extent that each has a need to know), or have been specifically approved by the other party, such approval not to be unreasonably withheld or delayed;
   (ii) where disclosure is legally required;
   (iii) in the case of the Host, where it is a disclosure to Parliament, or Parliamentary or Cabinet committee having a proper interest in this Agreement, Government, Local Authorities, law enforcement agencies or emergency services; or
   (iv) in the case of WTGF, where disclosure is required by WTGF Regulations.
10.3 Even though information is the Confidential Information of a party, the other party does not have to comply with clause 10.2 in relation to that Confidential Information if the Confidential Information:

(a) becomes public knowledge during this Agreement; or
(b) was already in the possession of, or independently generated by, the other party,

in circumstances where there was no breach of any obligation of confidence.

10.4 WTGF recognises that individuals have the right to control their personal information. Accordingly, Host must collect, use and disclose Data only for the purposes of this Agreement and in accordance with privacy laws and regulations.

11. **FINANCING AND BUDGET**

11.1 WTGF is mindful of the investment involved in staging the Games. To this end, WTGF grants the Host the Commercial Rights for the Games for the Term and allows Host to retain all revenue received from the exploitation of the Commercial Rights, subject to clause 17.3.

11.2 Host:

(a) may appoint its own sponsors or suppliers during the Term provided it obtains the prior written consent of WTGF, which will not be unreasonably withheld or delayed. Host sponsors cannot be granted naming rights; and
(b) must provide WTGF 180 days before the Games starts with a price structure for any Merchandise program, including list of products.

11.3 In consideration of the grant of Commercial Rights, Host is solely responsible for meeting all the expenses and costs of staging the Games (other than WTGF Costs), including in relation to:

(a) centralised administration and LOC;
(b) local transportation and accommodation for WTGF Delegation;
(c) Venues;
(d) Sports and Other Events;
(e) marketing, media and communications;
(f) security, safety and medical;
(g) servicing of holders of Commercial Rights; and
(h) any tax that may be levied, GST/VAT or otherwise, in respect of the expenses or costs.

11.4 Except in the case of a Force Majeure Event (in which case clause 14 applies), Host agrees that WTGF is not liable or responsible for any costs and/or losses in respect of the organisation, staging or conduct of the Games (as per the Budget), save where such costs and/or losses are due to any breach of warranty or of the terms of this Agreement or negligence on the part of WTGF.

12. **RECORDS AND REPORTING**

12.1 Host must procure that all aspects of the Games are the subject of appropriate quality assurance and management systems.

12.2 WTGF and Host will establish a Games Steering Group that hosts quarterly conference calls to discuss in relation to the Games:

(a) its status and progress, including reports from Host;
(b) any issues or potential problems;
(c) any planned changes of a material or substantial nature; and
(d) any future initiatives or proposals.
12.3 Host must:

(a) supply detailed Budget to WTGF at least two years and then one year before the start of the Games Period;
(b) supply Financial Accounts to WTGF in the standard format on a quarterly basis in the Games year;
(c) issue half yearly reports to WTGF on all of its activities in relation to its obligations under this Agreement;
(d) keep adequate records, documents and accounts in sufficient detail to enable its compliance with this Agreement to be verified (Records);
(e) liaise with and co-operate with WTGF contractors, agents and employees where required by WTGF in order to achieve the objectives of this Agreement;
(f) notify WTGF immediately after becoming aware of anything that is likely to or will result in a delay in supply of any part of the Games specifying:
   (i) the nature and status of the problem;
   (ii) the steps being taken to minimise the impact of the problem; and
   (iii) whether the problem is caused by something outside Host’s reasonable control; and
(g) comply with all requests made by WTGF to prevent, or minimise the impact of, the delay or failure.

12.4 If on consideration of information supplied under clause 12.3 above or as a result of its own inspection WTGF reasonably considers that there is a real prospect that the Host will not satisfy any of its obligations under this agreement (including but not limited to obligations under clauses 4.1, 4.2, 5.1, 5.3, 5.4, 6.1, 7.1, 7.2, 7.3, [8.3], 9.1, 12.1, 13.1, 13.2 and 13.3) in a timely and satisfactory manner and/or to the appropriate standard or at all WTGF may give notice to the Host setting out the obligations in relation to which this concern has arisen (“Obligations in Default”):

a) Following the service of a notice under this clause 12.4 WTGF may take over control, organisation and delivery of any or all of the Obligations in Default and carry out any work necessary to deliver that obligation in a timely and satisfactory manner and to the appropriate standard.

b) The costs incurred by WTGF in carrying out works pursuant to this clause 12.4 (and any professional fees and local or national taxes in respect of those costs) shall be a debt due from the Host to WTGF and payable on demand.

c) Any action taken by WTGF under this clause 12.4 shall be without prejudice to WTGF’s other rights arising elsewhere in this Agreement.

13. INSURANCE AND LIABILITY

13.1 Host is responsible for risk identification, assessment and management of the Games. Host must provide a Risk Management Plan to WTGF for approval at least [18 months] from the start of the Games Period.

13.2 Host must:

(a) obtain and maintain GBP £10 million public liability insurance naming WTGF as an additional insured;
(b) obtain and maintain adequate additional insurance of types and levels satisfactory to WTGF to cover its obligations under this Agreement, including supply of Personnel, Equipment, Advertising Materials and Services;
(c) obtain and maintain all employer’s liability insurance required by law;
(d) ensure its subcontractors have sufficient appropriate insurance to satisfy their obligations arising out of or in relation to this Agreement; and
(e) provide, on WTGF’s request, evidence satisfactory to WTGF of the existence, currency and contents of the insurance specified in this clause and promptly notify WTGF of any material changes to Host’s insurance.
13.3 Host must, as soon as practicable, inform WTGF in writing of any occurrence that may give rise to a claim under a policy of insurance required by clause 13.2, and must keep WTGF informed of all subsequent material developments.

13.4 WTGF will arrange for the provision of medical repatriation insurance for registered participants of Teams, at the cost of the Host, estimated at approximately £50 per person. The cost must be included in the registration package and re-imbursed to the WTGF.

13.5 Host indemnifies WTGF and its members, officers, employees and agents from all liability, expenses, losses, damages and costs (on a full indemnity basis and whether incurred by or awarded against them) that WTGF may sustain or incur as a result of:

(a) a breach of the Host’s obligations under this Agreement;
(b) the negligence of Host or any Personnel or contractor of the Host in relation to this Agreement; or
(c) claims by any person in respect of personal injury or death, or loss of or damage to property, arising out of or as a consequence of Host’s staging of the Games, including occupancy of a Venue.

13.6 WTGF indemnifies Host and its members, officers, employees and agents from all liability, expenses, losses, damages and costs (on a full indemnity basis and whether incurred by or awarded against them) that Host may sustain or incur as a result of:

(a) a breach of the WTGF’s obligations under this Agreement;
(b) the negligence of WTGF or any Personnel or contractor of the WTGF in relation to this Agreement; or
(c) claims by any person in respect of personal injury or death, or loss of or damage to property, arising out of or as a consequence of WTGF’s staging of the Games, including occupancy of a Venue.

13.7 Each party excludes:

(a) to the extent permitted by law, from this Agreement all conditions, warranties and terms implied by statute, general law or custom; and
(b) all liability for consequential or indirect damages arising out of or in relation to this Agreement, including lost revenue, lost profits and damage suffered as a result of claims by any third person.

13.8 Subject to clauses 13.5 and 13.6:

(a) Host agrees not to bring any claim or proceeding against WTGF for any damage, loss, injury or liability a person may suffer in participating in, or watching, the Games. Except for liability that by law cannot be excluded, or liability for any breach of WTGF’s obligations or warranties under this Agreement, WTGF excludes liability to Host in tort (including negligence), contract or bailment for acts or omissions of WTGF or its employees arising out of or in relation to the Games or this Agreement; and

(b) WTGF agrees not to bring any claim or proceeding against Host for any damage, loss, injury or liability a person may suffer in participating in, or watching, the Games. Except for liability that by law cannot be excluded, or liability for any breach of Host’s obligations or warranties under this Agreement, Host excludes liability to WTGF in tort (including negligence), contract or bailment for acts or omissions of Host or its employees arising out of or in relation to the Games or this Agreement.

14. FORCE MAJEURE

14.1 Provided it has complied with clause 0, if a party is prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure Event (Affected Party), the Affected Party shall not be in breach of this agreement or otherwise liable for any such
failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.

14.2 The corresponding obligations of the other party will be suspended, and its time for performance of such obligations extended, to the same extent as those of the Affected Party.

14.3 The Affected Party shall:
(a) as soon as reasonably practicable after the start of the Force Majeure Event but no later than 7 days from its start, notify the other party in writing of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations under the agreement; and
(b) use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations.

14.4 If a party reasonably expects that it will be prevented by a Force Majeure Event from performing its obligations in accordance with this Agreement for more than [sixty (60) days], that party must notify the other party of this expectation and the parties must enter into good faith discussions with a view to alleviating the effects of the Force Majeure Event, or to agree on such alternative arrangements as may be fair and reasonable. If the parties fail to come to an agreement within 60 days (or such other period as agreed by the parties) of the date on which the party affected by the Force Majeure Event serves notice on the other party in accordance with clause 14.2, then either party may by written notice to the other party terminate this Agreement immediately without any liability to the other party for any loss or damage caused by the termination, provided always that the Force Majeure Event continues to prevent either party from performing any material obligation under this Agreement.

14.5 Each party bears its own risk and costs in relation to a Force Majeure Event. For the avoidance of doubt, WTGF is not responsible for and not liable to Host for any Games cancellation under the terms of this Clause, however, WTGF shall work with Host in good faith to identify alternative dates to host the Event.

15. TERM AND TERMINATION

15.1 This Agreement starts on the date it is signed by both parties and continues until expiration of the Term, unless this Agreement is terminated earlier in accordance with this clause 15.

15.2 If Host defaults in fully and punctually performing any obligation contained or implied in this Agreement, WTGF may, without prejudice to any right suspend Host’s right to host the Games.

15.3 A party may terminate this Agreement with immediate effect by giving notice to the other party if that other party:
(a) breaches any material term of this Agreement not capable of remedy; or
(b) breaches any term of this Agreement capable of remedy (other than as specified under clause 15.3(c) below) and fails to remedy the breach within 28 days after receiving notice requiring it to do so; or
(c) breaches any term of this Agreement capable of remedy less than 30 days before the start of the Games and fails to remedy the breach within 48 hours after receiving notice requiring it to do so; or
(d) repeatedly breaches any term of this Agreement and fails to demonstrate, within 30 days after receiving notice requiring it to do so, to the first party’s reasonable satisfaction, that similar breaches will not occur; or
(e) an Insolvency Event happens to that other party (whether or not notified).

15.4 Each party must notify the other party immediately if an Insolvency Event affecting it happens.

16. CONSEQUENCES OF TERMINATION

16.1 If this Agreement is terminated pursuant to clause 15 (Term and Termination):
Hosting Agreement

(a) the Games are withdrawn from the Host and the Host will not host the Games or any event of substantially similar nature;
(b) Host will have no further obligation to pay any unpaid Hosting Fees that are due on or after the date that notice of termination is given;
(c) where the Host is the party at fault the Host will indemnify WTGF with respect to any amount by which WTGF’s costs reasonably incurred in relation to the Games up to the date on which notice of termination is given exceed the amount of any Hosting Payments received up to that date (for the avoidance of doubt, this does not include any unpaid Hosting Fees);
(d) WTGF is entitled to make reasonable alternative arrangements in relation to the hosting of the Games as it sees fit, including the appointment of another entity to host the Games;
(e) Host must immediately deliver up to WTGF all Deliverables and materials and information in relation to the Games, if Host is party at fault; and
(f) if WTGF is party at fault, Hosting Fees must be returned to Host in full

16.2 On expiration or termination of this Agreement, all of the rights and opportunities granted under this Agreement will automatically terminate and Host must:

(a) cease exploitation of the Commercial Rights and any other right or opportunity granted under this Agreement;
(b) not use or purport to use the Marks, save as a matter of historical record to refer to the event after it has taken place;
(c) in the case of termination, cease to refer, directly or indirectly, to the Games in any marketing or promotional campaign;
(d) immediately pay all amounts owing to the WTGF excluding, for the avoidance of doubt, any Hosting Fees or other amounts that are not yet payable by the Host as at the date of expiration or termination of this Agreement; and
(e) supply WTGF with the latest copy of all Financial Accounts, Deliverables and Records.

16.3 On termination, each party (first party) must return to the other party all Confidential Information of that other party in material form (including those parts of all notes or records of the first party containing Confidential Information of the other party) in the first party’s possession or control.

16.4 At any time after termination of this Agreement a party must not:

(a) use or disclose to any person any Confidential Information of the other party;
(b) record any Confidential Information of the other party into any form (including machine readable form); or
(c) sell or otherwise transfer any Confidential Information of the other party.

16.5 Termination of this Agreement does not affect any accrued right or liability of either party.

16.6 Clauses 10 (Confidentiality and Privacy), clause 13 (Insurance and Liability), clause 16 (Consequences of Termination) and clause 18 (Dispute Resolution) and each other clause required to make these clauses effective, continue to bind the parties after termination or expiration of this Agreement for any reason.

17. POST GAMES

17.1 Host and WTGF must meet (in person or via teleconference at each party’s own expense) as soon as practicable after the end of the Games Period to conduct a full de-brief of the Games, including:

(a) an overview of Games outputs, such as attendance numbers, ticket sales (if any) and success of activation and leveraging activities;
(b) identification of any issues or challenges that occurred and any effective strategies that were adopted to overcome or minimise;
(c) identification of any potential future opportunities;
(d) compliance with contractual obligations; and
(e) knowledge share and legacy initiatives.
17.2 Within 56 days after the Games, Host must submit a Games report to WTGF and cover all areas and issues relating to the organisation of the Games that are the responsibility of Host.

17.3 Unless otherwise agreed by the parties, within [90 days] after the Games, Host must provide the final Games Financial Accounts, such accounts to include a particularised record of all Games revenue collected and all costs incurred. If these final Games Financial Accounts show a surplus, net of the revenue derived by the Host from exploitation of the Commercial Rights as permitted in clause 11.1 above, unless otherwise agreed by the parties the Host must promptly pay 20% of the remaining net surplus to WTGF.

18. DISPUTE RESOLUTION

18.1 Neither party may start arbitration or court proceedings (except proceedings seeking interlocutory relief) in respect of a Dispute, unless it has first complied with this clause.

18.2 A party claiming that a Dispute has arisen must notify the other party by written notice (using registered mail) to be sent to, if WTGF, the President and if Host, the Chief Executive in accordance with the Notice provision in clause 20 below and marked for their urgent attention.

18.3 Within 7 days after a notice is given under clause 18.2 each party must nominate in writing to the other party a representative authorised to settle the Dispute on its behalf.

18.4 During the 21 day period after a notice is given under clause 18.2 (or if parties agree a longer period, that longer period) each party’s nominee must use his or her best efforts to resolve the Dispute.

18.5 If a Dispute is not resolved within that time, the Dispute must be referred for mediation within 7 days to the Centre for Effective Dispute Resolution (CEDR) asking them to appoint a mediator to help the parties resolve the Dispute, and with a view to any such mediation taking place in the following 56 days.

19. COOPERATION

Each party must do or cause to be done all acts and things necessary or desirable to give effect to, and refrain from doing all acts and things that could hinder performance by any party of, this Agreement, provided however that nothing in this clause shall affect the ability of a party to exercise or enforce any right conferred on it under this Agreement.

20. NOTICE

20.1 A party notifying or giving notice under this Agreement must notify:

(a) in writing, if WTGF, the Treasurer and if Host, the Chief Executive, and marked for their urgent attention;
(b) addressed to, if WTGF, the address as specified on the first page of this Agreement, and if Host, the address specified in Item 1.1 of Schedule 1 (Hosting Details), or as varied by notice given in accordance with this clause; and
(c) sent by post (using registered mail) to that address.

20.2 A notice given in accordance with clause 20.1 will be taken to have been received:

(a) if delivered by hand to the recipient's address, on the date of delivery, as long as delivery is acknowledged in writing by the recipient;
(b) if sent by post, 7 working days after the posting; and
(c) if sent by electronic mail on a working day at the recipient's address, on the date of receipt in the inbox of the recipient and confirmed by “Read Receipt”, or if sent on a non-working day at the recipient's address, on the next working day and confirmed by “Read Receipt”.

14
21. **NO ASSIGNMENT**

Host may not assign, transfer, or otherwise dispose of any interest in, this Agreement or any right under this Agreement.

22. **GENERAL**

22.1 This Agreement:

(a) is the entire agreement between the parties in respect of its subject matter;
(b) supersedes all previous agreements, whether oral or written, in relation to that subject matter, including the Bid Manual;
(c) does not create a relationship of employer and employee, principal and agent, or partnership between the parties; and
(d) may not be varied by the parties other than in writing.

22.2 Any term in this Agreement that is either wholly or partly unenforceable will be severed to the extent necessary to make the relevant term of this Agreement enforceable.

22.3 The failure by any party at any time to enforce any of its powers, remedies or rights under this Agreement will not constitute a waiver of, or affect that party's rights to enforce, those powers, remedies or rights at any time.

22.4 The parties acknowledge that where any consent or approval is granted by a party or any inspection is performed by a party under this Agreement, the giving of such consent or approval or the making of such inspection alone does not make the party liable to the other party.

22.5 This Agreement will be governed by and construed in accordance with the laws for the time being of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales and all courts have jurisdiction to hear and determine their appeals.

22.6 If during the Term, WTGF wants to negotiate a material change to the terms of this Agreement, Host agrees that it will discuss the requested change with WTGF and negotiate in good faith for a reasonable period in the circumstances, to seek to agree an acceptable change.
Hosting Agreement

Executed as an agreement on 2021

SIGNED by CHRIS THOMAS )
as Authorised Representative for )
WORLD TRANSPLANT GAMES )
FEDERATION Ltd )
in the presence of: )

----------------------------------------------------------------------------------------------------------------------------

Signature of Witness

By executing this Agreement the signatory warrants that the signatory is duly authorised to execute this Agreement on behalf of WTGF.

----------------------------------------------------------------------------------------------------------------------------

(Print) Name of Witness

SIGNED by xxxxx )
as Authorised Representative for )
HOST )
in the presence of: )

----------------------------------------------------------------------------------------------------------------------------

Signature of Witness

By executing this Agreement the signatory warrants that the signatory is duly authorised to execute this Agreement on behalf of Host.

----------------------------------------------------------------------------------------------------------------------------

(Print) Name of Witness
SCHEDULE 1: HOSTING DETAILS

**Item 1.1: Host**

Insert Host details

**Item 1.2: Host City**

xxxx

**Item 1.3: Games Period**

xxxxxx

**Item 1.4: Hosting Fees**

Host must pay WTGF a Hosting Fee of GBP (£)120,000 (inclusive of GST/VAT, if applicable) as follows:

- 10% on the signing of the Hosting Agreement
- 30% two years from the start of the Games Period
- 30% one year from the start of the Games Period
- 30% six months from the start of the Games Period

In addition, Host must pay WTGF a fee of £65 per registered person (including both competitors and accompanying persons). This is known as a capitation fee and must be paid to WTGF within 21 days after the registration deadline. Furthermore the WTGF will secure medical and repatriation insurance for all registered persons (including both competitors and accompanying persons). The cost of this insurance must be built into your budget and paid across to the WTGF prior to the start of the Games. The actual amount for the insurance can only be finalised once registration closes, however for budget purposes you may work on an estimate of £50 per person.

Any amounts not paid within thirty (30) days of the due date will bear interest from such date until paid in full at the rate of 5%. The payment of interest is in addition to, and not in substitution for, any and all other remedies available to WTGF in respect of such non-payment.

Whilst 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.

All payments are to be made directly into WTGF’s bank account as follows

- **Account Name:** WORLD TRANSPLANT GAMES FEDERATION
- **Account Number:** 51522442
- **Bank Name:** HSBC (58 HIGH STREET, WINCHESTER, S023 9BZ, UK)
- **Sort Code:** 40-46-39
- **IBAN:** GB74HBUK40463951522442
- **Branch Identifier Code:** HBUKGB4113K
SCHEDULE 2: VENUES - SPORTS AND SOCIAL

Central Hub
- Central games hub – xxxxxx

Sports Venues
- please list all

Social Venues
- please list all

The Host will work in good faith to secure all previously mentioned venues. Any change will be communicated to WTGF with ample time to identify an alternative. New venues must be approved by WTGF; approval will not be withheld unreasonably.
SCHEDULE 3: SPORTS

There can be no changes to Sports without the prior written consent of WTGF.

Host must secure tournament directors for each sporting code which should ideally be an individual from the local sporting association for the specific sports code. Officials, referees and umpires must be secured by the Host.

WTGF will provide Host with the sample sports schedule for the games two years prior. The Host must approve this schedule and return to WTGF with a draft Training Schedule at least 18 months before the start of the Games Period.

<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>FOOTBALL</td>
<td>Teams - 6 A side (50m x 35m pitch)</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>SPRINT TRIATHLON</td>
<td>The WTGF is exploring the opportunity to introduce a Sprint Triathlon consisting of 500m swim, 10km cycle, 5 km run.</td>
</tr>
<tr>
<td></td>
<td>If this does not go ahead – the Virtual triathlon will still be included which involves combining times from the existing 400m swim, 10km time trial cycle and 5 road run</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>
</tr>
<tr>
<td></td>
<td>Backstroke – 50m and 100m</td>
</tr>
<tr>
<td></td>
<td>Butterfly – 50m</td>
</tr>
<tr>
<td></td>
<td>200m individual medley</td>
</tr>
<tr>
<td></td>
<td>4 x 50m medley relay</td>
</tr>
<tr>
<td></td>
<td>4 x 50m freestyle relay</td>
</tr>
<tr>
<td>TABLE TENNIS</td>
<td>Singles</td>
</tr>
<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td></td>
<td>White championship balls must be provided</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>
</tr>
<tr>
<td></td>
<td>Doubles (male, female and mixed)</td>
</tr>
<tr>
<td></td>
<td>Balls must be provided</td>
</tr>
</tbody>
</table>
| TRACK AND FIELD | 100m  
| 200m  
| 400m  
| 800m  
| 1500m  
| 3km racewalk (females)  
| 5km racewalk (males)  
| 4 x 100m relay  
| 4 x 400m relay (males)  
| Long jump  
| High jump  
| Shotput  
| Discus  
| Javelin  
| Cricket Ball Throw  
| All equipment must be provided |

| VOLLEYBALL | Team event (mixed)  
| Balls must be provided |

In addition the LOC is able to include two optional sports, these will be: Xxxxxx
SCHEDULE 4: BUDGET

The following is an indicative budget from the Host’s Submission. Host must provide a detailed budget at least 2 years before the start of the Games Period and then the final Budget 1 year before the start of the Games Period.

Please insert draft budget
SCHEDULE 5: MARKS

The Host is to incorporate the World Transplant Games official logo into the creation of the 2025 World Transplant Games Logo (Official Games Logo). Below illustrates three options of the World Transplant Games logo for incorporation into the Official Games Logo. The WORLD TRANSPLANT GAMES FEDERATION Ltd Logo should also be included in marketing material.
SCHEDULE 6: REGISTRATION PRICES & CANCELLATION POLICY

Registration Prices –

Insert registration prices and inclusions

Junior Age category = 13 – 18
Child Age category = 4 - 12
Child (age 0 – 3): Free

Note: 1 free athletes children’s package (up to and including age 17) is to be given per participating country. This is a cost of the Host Country.

Please note these are guidelines, the following policy should be discussed with the WTGF as soon as finalised.

Suggested Registration Dates:
1. Registration Opens - 9 months prior (xxxx)
2. Early Bird Registration Fees applicable from xxxx - xxxx (4 months)
3. Normal Registration Fees applicable from xxxx – xxxx
4. Registration closes xxxx (8 weeks prior to the Games)

Medical Certificates
1. Forms should be on the website from registration opening.
2. Forms can only be completed by your Transplant Follow up Doctor from 6 months prior to the Games.
3. They must reach the Medical LOC by close of registration.
4. They will then be vetted by the medical LOC. Any reason for non-compliance must be communicated to the athlete at least 1 month prior to the start of the Games.

Cancellation Policy
1. Cancellations made on or before xxxx (10 weeks prior) will receive a 100% refund (less bank charges).
2. Cancellations made between xxxx and up to and including xxxx (6 weeks prior) will receive a 70% refund.
3. Cancellations made on or after xxxx (6 weeks prior) will not receive any refund.

Please note if the Medical LOC does not approve your medical certificates and denies you participation in the Games, you will be granted a 100% refund so long as you have met the deadline date for submission. Should you be forced to cancel your own attendance at the games for 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.
<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>OBLIGATIONS OF THE HOST COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOMMODATION</td>
<td>• WTGF Board and three staff – additional 3 nights accommodation on top of their standard 7 nights package.</td>
</tr>
<tr>
<td>AWARDS:</td>
<td>• Provision of medals - Gold, Silver and Bronze for Athletes.</td>
</tr>
<tr>
<td></td>
<td>• Provision of medals - Donor Sports events.</td>
</tr>
<tr>
<td></td>
<td>• Podiums.</td>
</tr>
<tr>
<td>BRANDING:</td>
<td>• Logo design.</td>
</tr>
<tr>
<td></td>
<td>• Branding at all venues (Directional signage and wayfinding).</td>
</tr>
<tr>
<td></td>
<td>• Meet &amp; greet desks at airport.</td>
</tr>
<tr>
<td></td>
<td>• Notice boards in every hotel.</td>
</tr>
<tr>
<td>CATERING:</td>
<td>• Water must be provided at all venues throughout.</td>
</tr>
<tr>
<td></td>
<td>• Ice must be provided at all venues throughout.</td>
</tr>
<tr>
<td></td>
<td>• Volunteer supplies (snacks, water, etc.).</td>
</tr>
<tr>
<td>COMMUNICATION:</td>
<td>• 1 mobile phone for each country manager.</td>
</tr>
<tr>
<td></td>
<td>• 1 mobile phone for all WTGF board members &amp; staff.</td>
</tr>
<tr>
<td>EVENTS:</td>
<td>• Opening Ceremony.</td>
</tr>
<tr>
<td></td>
<td>• Cultural Evening.</td>
</tr>
<tr>
<td></td>
<td>• Closing Ceremony.</td>
</tr>
<tr>
<td></td>
<td>• Gala Dinner.</td>
</tr>
<tr>
<td></td>
<td>• Junior Programme.</td>
</tr>
<tr>
<td></td>
<td>• Donor Recognition Event.</td>
</tr>
<tr>
<td>GAMES HEADQUARTERS:</td>
<td>• Registration venue.</td>
</tr>
<tr>
<td></td>
<td>• Meetings venue.</td>
</tr>
<tr>
<td></td>
<td>• Notice boards.</td>
</tr>
<tr>
<td>MEDICAL:</td>
<td>• Provision of a medical plan.</td>
</tr>
<tr>
<td></td>
<td>• First aid at all events.</td>
</tr>
<tr>
<td></td>
<td>• Ambulance support.</td>
</tr>
<tr>
<td></td>
<td>• Medical support at local hospitals.</td>
</tr>
<tr>
<td></td>
<td>• Vetting of Medical forms.</td>
</tr>
<tr>
<td>MEETING VENUES:</td>
<td>• Venues at Games Headquarters for:</td>
</tr>
<tr>
<td></td>
<td>* LOC Sports Technical with the Judiciary committee, held +/- 2 days prior to Games.</td>
</tr>
<tr>
<td></td>
<td>* WTGF Board meetings held +/- 3 days prior to as well as during the Games. (Venue for 16 people).</td>
</tr>
<tr>
<td></td>
<td>* Team managers meetings held every evening from day 1 till day 6. (Venue for +/- 100 people).</td>
</tr>
<tr>
<td></td>
<td>* General Assembly (Venue for 100 people).</td>
</tr>
<tr>
<td>INSURANCE:</td>
<td>• Special event insurance of 10 million GBP (Great British Pounds)</td>
</tr>
<tr>
<td>MARKETING &amp; MEDIA:</td>
<td>• Marketing &amp; media plan.</td>
</tr>
<tr>
<td></td>
<td>• Public relations manager.</td>
</tr>
<tr>
<td></td>
<td>• Media monitoring.</td>
</tr>
<tr>
<td></td>
<td>• Website creation using set provided domain.</td>
</tr>
<tr>
<td></td>
<td>• Social media management managing set pages.</td>
</tr>
<tr>
<td></td>
<td>• Newsletters.</td>
</tr>
<tr>
<td></td>
<td>• Photography at all events.</td>
</tr>
<tr>
<td></td>
<td>• Team photos.</td>
</tr>
<tr>
<td></td>
<td>• Highlight Video (DVD or digitally shared).</td>
</tr>
<tr>
<td>MERCHANDISE</td>
<td>• Creation and sales of event specific merchandise</td>
</tr>
<tr>
<td>PROGRAMMES:</td>
<td>• Creation of an official Games programme.</td>
</tr>
</tbody>
</table>
|REGISTRATION |  • Creation of registration packages (set package).  
  • Children’s registration packages (age 4 – 17).  
  • 1 free Children’s registration package per competing country.  
  • Management of online registration system.  
  • Registration of participants on arrival.  
  • Team manager training and reports.  
  • Goodie Bags.  
  • Accreditation. |
|REPORTS: |  • Pre event report (quarterly).  
  • Post event report (after event). |
|RESULTS: |  • Results software.  
  • Display and marketing of Daily results.  
  • Final results file at the completion of the Games. |
|SECURITY PLAN: |  • Health and Safety officer.  
  • Security Plan. |
|SPORTS: |  • Provision of all sport venues.  
  • Provision of all officials, Umpires, Referees, Scoreboards and equipment where required (as per manual).  
  • Tournament directors from local sports federations.  
  • Venues for training days.  
  • Athletes’ bibs and competing number. |
|TRANSPORT |  • Airport Arrival Transfers (Day 1 plus day prior) – Only for those staying within Host Accommodations.  
  • Airport Departure Transfers (Day 8) – Only for those staying within Host Accommodations.  
  • Scheduled Transfers between hotels and all sports venues, social events & game headquarters for Days 1 – 8 (includes transport to and from registration and Team Managers meetings) – Only for those staying within Host Accommodations.  
  • Vehicles for WTGF Board and one vehicle for WTGF President (maximum of 3 vehicles). |
|WTGF BOARD |  • Inspection Trips pre-event (Note: 40 bed nights must be provided FOC for inspection trips leading up the games. Any rooms not used prior will be used for early arrivals of Board members). |
|VOLUNTEERS |  • For assistance at all venues and events  
  • Interpreters. |