



AIBA African Qualification Event 2020 Bidding Guidelines

February 2019

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ABOUT THE EVENT	3
BENEFITS OF HOSTING AIBA AFRICAN QUALIFICATION EVENT 2020	5
REQUIREMENTS AND BIDDING REQUESTS	6
A. MOTIVATION TO HOST THE EVENT.....	6
B. ABOUT THE COUNTRY AND THE HOST CITY	6
C. HOST CITY LETTER SUPPORT	7
D. GOVERNMENT SUPPORT	7
E. NATIONAL FEDERATION SUPPORT	7
F. NATIONAL FEDERATION	7
G. PROPOSED COMPETITION VENUE	8
H. PROPOSED TRAINING VENUE.....	8
I. AIBA-APPROVED RINGS	9
J. SCORING SYSTEM AND SCORING SYSTEM OPERATORS	9
K. ANTI-DOPING.....	9
L. ACCOMMODATION	10
M. INTERNATIONAL TRANSPORTATION.....	11
N. LOCAL TRANSPORTATION	11
O. PER DIEM & VISA COST	12
P. PROMOTION AND MARKETING	12
Q. BROADCASTING REQUIREMENTS	12
R. PROVISIONAL BUDGET	13
S. EDUCATIONAL PROGRAMME	13
T. EVENT HOST FEE.....	13
U. ADDITIONAL OFFERS	13
SUBMISSION GUIDELINES	14
TIMELINE	15
CONTACT DETAILS	16
ANNEX 1: COST ALLOCATION MATRIX	17
ANNEX 2: CHECKLIST	18
ANNEX 3: BIDDING FORMS	21

About the Event

The AIBA African Qualification Event in 2020 will bring together Africa's top elite-level boxers. This event is a fantastic occasion for your country to promote its city and its culture, by attracting some 50 delegations from Africa along with the accompanying international media, which would provide a significant boost to the local economy and tourism through increased visitor numbers. This exposure, international audience, and association with AIBA, represent an excellent opportunity to create an important legacy for the sport in your country.

Official Event Name	AIBA African Qualification Event (Host City) 2020
Event dates	March 2020 From five (5) days before the first competition day until one (1) day after the last competition day
Competition days	10 days
Weight Categories	Elite Men Boxers – 8 weight categories Elite Women Boxers – 5 weight categories
Age Categories	Boxers between the ages of 19 and 40, based on their year of birth, are eligible to compete
Competition Format	<ul style="list-style-type: none"> • Three (3) rounds of three (3) minutes each, one (1) minute of rest between rounds (provided that no change of rules occurs). • Best Boxers will directly qualify for the Games as per Qualification Guidelines
Number of Officials	1 Technical delegate, 20 ITOs, 36 R&Js, 5 AIBA staff members
Number of Boxers	Between 200 and 250 boxers
Number of Delegation Members	Approximately 250 Team Delegation Members

Benefits of hosting AIBA African Qualification Event 2020

There are three major areas of benefit for a City hosting the AIBA African Qualification Event 2020.

Economy

- The Local Organising Committee (LOC) will be granted the **right to exploit all national marketing rights** to build fruitful partnerships. Additionally, the organiser will **own 50% of advertising space** to highlight its institutions and partners.
- **All ticketing revenues** (including VIP packages) are owned by the LOC.
- With a large amount of bed nights and meals to be provided, plus high transportation needs, the Championships will help to **support the city's economic growth**.

Image

- **Increase tourism** in your City by welcoming visitors from all around the world.
- Give a **positive and dynamic image of your City**, Region and Country thanks to a **large International Media Exposure**.
- By hosting the AIBA African Qualification Event 2020, your city will be **associated forever with the competition's history**

Social

- **Teach the values of sport** to the younger generations and illustrate these values with a high-profile live international event.
- Promote exercise and practice of the sport through **strong role models**.
- Enable your citizens to **be part of the success** of the competition by getting involved in the educational and volunteer programmes.
- Provide an opportunity to **reinforce boxing development** across the country and **showcase its organisational skills**.

Bidding Requirements

This section introduces all AIBA requirements for all areas of organisation and will also ask bidding National Federations and bidding Cities to provide specific proposals in each relevant organisational area to allow AIBA to better evaluate the bid and to make the final decision.

A. Motivation to Host the Event

AIBA would like to know whether you have particular reasons for wishing to host this event, which might be beneficial for the further development of boxing in your country.



In your proposal, please describe the motive and rationale behind the decision to host this event.

→ Letter of Interest

B. About the Country and the Host City

AIBA needs to know in which city in your country you propose to host this event.



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

- Location of the city
- Accessibility to the city
- Demographic information on the city and country
- The city's transportation system
- The city's records of hosting any international sporting event

→ AOB-B01 Host City form

C. Host City Letter Support

AIBA requires the proof of your Host City support in the form of a support letter signed by the city mayor.



→ Host City's letter of support

D. Government Support

AIBA requires the proof of your Government's support and/or endorsement of this event.



→ Government's letter of support

E. National Federation Support

AIBA requires the proof of the National Federation's support and/or endorsement of this event.



→ National Federation's letter of support

F. National Federation

For hosting its major competitions, AIBA gives preference to the more experienced National Federations and Cities, who have organised AIBA Competitions or other international sporting events with proven records.



In your proposal, please provide record(s) or proof of your National Federation or City hosting any AIBA or international sporting event(s).

- Name of event(s)
- National Federation's and/or City's involvement
- National Federation's boxing facts (history, number of licensees, clubs, projects...)

→ AOB-B02 Previous Events Form

G. Proposed Competition Venue

In order to ensure a high standard of competition, AIBA requires the following facilities within the Competition Venue:

- Venue from 3,000 to 7,000 seats, according to expected attendance
- Field of Play (FOP) with space for two (2) rings according to AIBA regulations
- Sufficient space for meeting rooms and offices according to AIBA Event Operational Manual requirements
- AIBA Office, AIBA's President and Executive Director's offices
- Jumbo screen(s) and scoreboard
- Space for at least three (3) separate lounges (ITOs, Referees & Judges, VIPs)
- Locker rooms for Boxers (4) and for Referees & Judges
- Space for two (2) separate (blue and red) warm-up areas
- Anti-doping and Medical Examination rooms
- Sufficient storage rooms
- IT equipped press room and press conference room
- Wi-fi with separated channels (Staff – Media – Guests)



In your proposal, please provide details about the venue, include photos and floorplan(s) of all facilities, and provide the rationale for choosing this specific venue.

→ AOB-B05 Competition venue form

H. Proposed Training Venue

In order to ensure a high standard of competition, AIBA requires the following facilities within the Training Venue:

- Space for installing up to eight (8) boxing rings
- Sauna facility
- Space for setting up boxing training equipment
- Space for floor exercises
- Changing room(s) and showers



In your proposal, please provide details about the venue and include photos and floorplan(s) of all facilities.

→ AOB-B03 Training venue Form

I. AIBA-Approved Rings

AIBA-Approved boxing rings need to be used for the duration of the tournament. The rings will need to be set-up in the Competition venue and the Training venue.



In your proposal, please confirm that you can provide a minimum of 4 AIBA-approved boxing rings from an AIBA Official licensee.

J. Scoring System and Scoring System Operators

The official AIBA scoring system and scoring system operators need to be used for the duration of the tournament.



In your proposal, please confirm that you would cover the cost of the scoring system and its operational cost.

K. Anti-Doping

AIBA complies with WADA rules regarding anti-doping testing. AIBA requires the Host National Federation to cover all costs relating to anti-doping tests and anti-doping education.



In your proposal, please confirm that you would cover the cost of the Anti-Doping tests and Anti-Doping education.

L. Accommodation

AIBA requires a total of four (4) different hotels for the following groups of participants:

Participants	Description	Hotel Category	Cost borne by
VIPs	President and AIBA / LOC VIPs	5-star (1 hotel)	Host NF / LOC (Full board)
Competition Officials	ITOs, R&Js, AIBA staff	4-star (1 hotel)	Host NF/ LOC (Full board)
Team Delegations	Boxers and team officials	3- or 4-star*	Participating NFs
Media & Extra Officials	Media	4-star (1 hotel)	Media
	Non-team delegation officials (max. 6 per team)		Participating NFs

*Please note that, if you wish to, you may propose several hotels for each category of participants in your bid. AIBA recommends and will give its preference to hotels located close to the competition venue (walking distance would be a significant asset), as well as, options where a hotel can accommodate all team delegation members.



In your proposal, please specify proposed room rates for the different hotels depending on their star-levels, as requested below:

- AIBA Family and VIPs: Please provide the rate for a standard room including all 3 meals
- Team Delegation Hotel: Please provide the rates per person depending on the number of guests in each room (single and double occupancy) including all 3 meals
- Other Media: Please provide the rate for a standard room including breakfast only

→ AOB-B04 Accommodation forms

M. International Transportation

AIBA requires the international transportation expenses to be shared as mentioned below:

Participants	Description	Air ticket cost borne by
AIBA family	AIBA President, AIBA Executive Director, 5 AIBA VIPs	Host NF / LOC
Competition Officials	ITOs and AIBA staff R&Js	Host NF / LOC AIBA
Team Delegations	Boxers and team officials	Participating NFs
Media	Journalists accredited for the event by AIBA / LOC	Media

The International air ticket expenses must be covered up to the agreed entry point of the host country.



In your proposal, please include information on major international airports in or near the city, and the estimated travel time from major cities around the world. Specific Visa requirements could also be detailed in this part.

N. Local Transportation

AIBA requires the Local Organising Committee (LOC) to provide the following transportation:

- Free transportation between the nearest international point of entry into the Host City and to all hotels.
- Free transportation between all the hotels, the Competition Venue and the Training Venue.
- Specific cars / shuttles / buses for each of the previously mentioned groups, including any contractors.

O. Per Diem & Visa cost

AIBA requires that the LOC pays, upon arrival of each official, a daily per diem allowance of USD 150.- to the Technical delegate and USD 75.- per person to all of the ITOs. AIBA covers the daily per diem allowance of USD 75.- of all the R&Js. The number of days include the arrival and departure days within the Championships Period.

AIBA requires in addition that the LOC reimburses the entrance visa cost, including associated cost to obtain it (i.e. travel to embassy) to each ITO, R&J, and AIBA staff member.

P. Promotion and Marketing

AIBA requires the description of all activities that could be implemented to promote the event through a range of channels, including but not limited to: city banners, website, TV advertising, radio advertising, social media and other creative avenues.

On the other hand, please provide your marketing plan including sponsorship opportunities and information regarding your ticketing strategy to both fill the venue and optimise revenues.



In your proposal, please detail your communication plan, marketing and ticketing strategies.

Q. Broadcasting requirements

AIBA requires the following production and broadcasting for this event:

- Full coverage from the quarterfinals.
- High Definition TV production from the local Host Broadcaster. Live streaming and satellite uplink of TV signal for international takers.
- The cost of TV production must be borne by the LOC, the production company or the broadcaster.



→ Letter of intent from the host broadcaster.

R. Provisional budget

AIBA requires the submission of a first budget draft.



In your proposal, please detail your main provisional source(s) of income (government support, sponsorship agreement, ticketing, etc.) and the estimated expenses (transportation, accommodation, general equipment, branding, scoring equipment, per diems...)

S. Educational Programme

Organising an AIBA Olympic Qualification Event offers a great avenue to promote and develop boxing across your country. AIBA recommends that you take this opportunity to implement an Educational Programme to improve general knowledge of boxing in your country, inspire future generations, and help the boxing family to develop its skills.



In your proposal, please describe your projects and actions that will support the above aims. The creative potential for these activities is broad and could include educational seminars, and also plans to encourage future generations to become involved in all aspects of boxing.

T. Event Host Fee

AIBA requires the submission of your proposed “Host Fee” amount, which should be any amount above the minimum required Host Fee which is 50,000 CHF (fifty thousand Swiss Francs).

In your proposal, please DO NOT indicate the amount, as your National Federation will have to submit the amount of its proposed Host Fee in a separate envelope to AIBA, at the time of the bidding presentation.

U. Additional Offers

In addition to the above-mentioned mandatory requirements, the Bidding National Federations can propose any additional offer or services which might help them to win the bid.

Submission Guidelines

AIBA requires the following for the bidding document:

- All contents should be written in English.
- Use of graphics and colours is recommended.
- The bidding document package should be presented in A4-size format.
- The bidding document package should be sent to the AIBA Headquarters in Lausanne, in a sealed envelope, via courier services (see section “Contact Details”). A digital version should be sent to sport@aiba.org.
- Twenty (20) hard copies of the original bidding document package should be submitted at the time of the presentation.

Please note that only complete bidding packages will be considered by AIBA Secretariat for further presentation at the Executive Committee Meeting.

Timeline

Date	Process
March 1, 2019	Opening of the bidding process
March 31, 2019	Deadline for Letter of Intent (LOI) to be sent to the AIBA Headquarters
June 14, 2019	Deadline for sending complete bidding document to the AIBA Headquarters
July, 2019	Presentation by Bidding National Federations to AIBA EC
August, 2019	Consultation period
August, 2019	Official announcement of the Winner of the bid
September, 2019	Signing of Pre-Agreement with the chosen Host National Federation

Contact Details

- The bidding document package and the Letter of Intent (LOI) should be sent to the following address:

AIBA – International Boxing Association

Maison du Sport International,

Avenue de Rhodanie 54, 1007 Lausanne, Switzerland

Tel. +41 21 321 27 77

- The bidding package and the Letter of Intent (LOI) should also be sent to the following email address: sport@aiba.org

Should you require any additional information, please do not hesitate to contact the AIBA Sport Department at the above-mentioned email address.

Annex 1: Cost Allocation Matrix

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

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

Cost description	Borne by
Host fees	LOC
Competition venue	LOC
Venue branding	Developed by AIBA Printed / implemented by LOC
Training venue	LOC
Flight tickets – AIBA Officials and supporting staff	AIBA and LOC
Flight tickets – AIBA President	LOC
Flight tickets – Team Delegations	Participating NFs
Flight tickets – Accredited media	Media
Local transportation for all participants, officials and staff	LOC
AIBA Officials' per diems	AIBA and LOC
AIBA Officials' visa costs	LOC
Accommodation (full board) – AIBA President	LOC
Accommodation (full board) – AIBA Officials and supporting staff	LOC
Accommodation (full board) – Team Delegations	Participating NFs
TV Production	LOC or HTVB
Ticketing	LOC
Insurance for participants (competition venue)	LOC
Scoring system and Scoring system operators	LOC
Gloves, bandages	AIBA Official Supplier
AIBA-approved rings	LOC
Medals	LOC
Anti-doping tests and Anti-Doping education	LOC
Security and medical services	LOC

Annex 2: Checklist

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

1. Motivation to host the event	
• Description of your motivation and rationale to host the event	<input type="checkbox"/>
• Letter of interest	<input type="checkbox"/>
2. About the Host City and Country	
• Host City selected	<input type="checkbox"/>
• Map of the City and Country provided	<input type="checkbox"/>
• Demographic information on the City and Country	<input type="checkbox"/>
• Description of the City's transportation system	<input type="checkbox"/>
• Records of hosting any international sporting event	<input type="checkbox"/>
• Host city form (AOB-B01)	<input type="checkbox"/>
• Host city's letter of support	<input type="checkbox"/>
• Government's letter of support	<input type="checkbox"/>
3. National Federation	
• National Federation's letter of support	<input type="checkbox"/>
• Description of your experience hosting AIBA events	<input type="checkbox"/>
• Boxing facts	<input type="checkbox"/>
• Previous Events form (AOB-B02)	<input type="checkbox"/>
4. Competition Venue	
• Capacity of 3,000 to 7,000 seats	<input type="checkbox"/>
• Field of Play (FOP) space for two (2) rings	<input type="checkbox"/>
• Appropriate space for meeting rooms and offices	<input type="checkbox"/>
• Jumbo screen(s) and scoreboard	<input type="checkbox"/>
• Space for lounges (VIPs, ITOs, Referees & Judges)	<input type="checkbox"/>
• Locker rooms for boxers and Referees & Judges	<input type="checkbox"/>
• Appropriate space/room(s) for warm-up	<input type="checkbox"/>
• Anti-doping room and medical rooms	<input type="checkbox"/>
• Storage room	<input type="checkbox"/>
• IT-equipped press room and conference room	<input type="checkbox"/>
• Three (3) Wi-fi channels	<input type="checkbox"/>
• Competition venue form (AOB-B05)	<input type="checkbox"/>
• Floorplan(s) and photos	<input type="checkbox"/>
5. Training Venue	
• One (1) venue with eight (8) boxing rings	<input type="checkbox"/>

• Appropriate space for setting up boxing training equipment	<input type="checkbox"/>
• Sauna	<input type="checkbox"/>
• Changing room(s) and showers	<input type="checkbox"/>
• Training venue form (AOB-B03)	<input type="checkbox"/>
• Floorplan(s) and photos	<input type="checkbox"/>
6. AIBA-Approved Rings	
• Confirmation to provide a minimum of 4 AIBA-approved rings	<input type="checkbox"/>
7. Scoring System and Scoring System Operator	
• Confirmation to cover all costs	<input type="checkbox"/>
8. Anti-Doping	
• Confirmation to cover all costs	<input type="checkbox"/>
9. Accommodation	
• Information about four (4) official hotels	<input type="checkbox"/>
• Map showing location of hotels	<input type="checkbox"/>
• Accommodation form (AOB-B04)	<input type="checkbox"/>
10. International transportation	
• Information on major international airports in or near the City	<input type="checkbox"/>
• Estimated travel time from major cities around the world	<input type="checkbox"/>
• Visa requirement guidelines (including fees)	<input type="checkbox"/>
11. Broadcasting requirements	
• Letter of intent from the Host Broadcaster	<input type="checkbox"/>
12. Promotion and ticketing	
• Description of commercial strategy	<input type="checkbox"/>
• Description of promotional activities	<input type="checkbox"/>
13. Finances	
• Provisional budget	<input type="checkbox"/>
14. Educational Programmes	
• Description of the project and actions	<input type="checkbox"/>
15. Additional Proposals	
• Additional programmes for VIPs	<input type="checkbox"/>
• Programmes for rest day	<input type="checkbox"/>
• Opening Ceremony	<input type="checkbox"/>
• Closing Ceremony	<input type="checkbox"/>
• Awards Ceremony	<input type="checkbox"/>
13. Submission Guidelines	
• Contents in English	<input type="checkbox"/>
• Presented in A4-size binder	<input type="checkbox"/>

- Twenty (20) original hard copies of the bid file
- Digital copy of the bid file

Annex 3: Bidding Forms

The following forms are attached to these guidelines. They have to be duly completed and integrated in your bidding document.

AOB-B01 Host City Form

AOB-B02 Previous Event Form

AOB-B03 Training Venue Form

AOB-B04 Accommodation Form

AOB-B05 Competition Venue Form

These documents are also available on www.aiba.org/event-host.