USA Boccia Technical Committee

Guide to Application to Host National Championships
Phase 1: Find a venue, date, price, hotels and volunteer pool. Contact USA Boccia for a representative from Technical Committee to support you as you develop your bid packet. Phase 2: Complete the application to Host the National Championships document.

1. Local Organizing Committee (LOC)
   Please provide information on the organization that will be producing the event.

2. Bid Year

3. Registration Fees & Budget
   A tech committee rep will help you develop this full budget. In the proposed bid budget, please include venue cost, meal cost, game’s officials costs, etc. See sample budget attachment.

   3.1. Registration Fees
   This is a fee that you intend on charging all athletes and coaches. Please describe what is included in the fee.

   3.2. Budget
   Please attach a proposed budget identifying what the registration fee will be and what it will include. A budget to identify all income and expenditures should also be included. Income may include grants, sponsorships, etc. Please identify what percentage of your income will be generated by the registration fee.

   The cost of optional special events or sightseeing activities should not be included in the main budget. Cost of such events should be based on a per person fee charged directly to the person.

4. Competition Venue

   4.1. Venue Details
   When trying to choose a venue for the competition a number of factors must be considered.

   An air conditioned venue is necessary.

   The main competition area must be able to accommodate a minimum of ten-fifteen (10-15) courts for a National Championship. It should be able to accommodate a minimum of 2 warm-up courts. The required space is approximately 7,000 square feet. (example 2 full basketball courts + call room area)

   When submitting your bid please include a diagram of the main venue. If a separate venue is to be used for a training facility, please include a diagram of that facility as well.

   The cost of renting any facilities should be reflected in your budget.

   4.2. Location and Amenities
   The venue should be no more than 3 to 5 miles from the main accommodation site(s).

   The main venue must be wheelchair accessible and have accessible bathrooms.

   The venue should be able to provide a secure, locked room large enough for storage of athlete’s equipment, ie: ramps, balls, etc.

   The venue must also be able to provide a separate, private room large enough for classification, an area large enough for a call room, changing rooms and rest area for the athletes, a viewing area for
spectators / teams, office space for computerized results, office space for the competition secretariat and administration staff, changing rooms and rest area for officials, referees and other volunteers.

It is important that the venue be able to provide some kind of beverage/snack service to the competition. If this is not possible, they should be able to provide space where the LOC or a volunteer group can provide this service to the competition.

4.3. Field of Play

When talking about the ‘floor’ in the venue, we are referring to total flooring but with emphasis on the Playing Surface.

A wooden gymnasium floor is preferred. The condition of the floor must be good, as well as flat and smooth. A polished, smooth cement floor would be acceptable. Lighting must be white and prevent reflections or shadows on the floor.

The lighting in the venue should be of good quality and the temperature must be able to be controlled, providing enough heat or air conditioning to be tolerable to the athletes.

4.4. Usage

The venue should be able to provide exclusive use of the facility to the LOC for the duration of the competition.

Wherever possible the venue should also be able to accommodate meeting rooms.

Venue Specific Provisions

For National Championships the proposed facility must be able to accommodate a minimum of ten (10-15) courts and must also be able to accommodate a minimum of 2 warm-up courts.

The venue must also be able to provide a separate, private room large enough for classification, an area large enough for a call room, changing rooms and rest area for the athletes, a viewing area for spectators / teams, office space for computerized results, office space for the competition secretariat and administration staff, changing rooms and rest area for officials, referees and other volunteers.

Proposals should include information on size and space designated for:

Command Center: an area designated as the operational center of the competition. This area should house all administrative aspects of the event including results, transportation, volunteer sign in, media relations, etc.

Call Room: an area where players and coaches must report prior to the start of their next game. This area should be at least 500 square feet and include a work area for the Competition Coordinator, including access to a computer, printer and copier.

Classification: private area where classifiers and meet with athletes on a one-to-one basis and administered the classification test

Hospitality Room: Officials – when possible a separate room should be designated for officials to allow them a private place to relax when not referring a game. This area should be large enough to hold meetings before and after competition with all the officials.
Hospitality Room: Players and Coaches – it is suggested that a separate area be designated for players and coaches other than the call room or officials’ hospitality room. This area may or may not be the area use to serve meals.

Equipment Specific Provisions
The LOC must provide at least 6 set of competition boccia balls for use by athletes that do not own their own sets. The LOC may develop an agreement with ball manufacturers to provide balls at a reduced rate or by donation.

The LOC must also make arrangements for a proper timing system and officiating equipment for each court. USA Boccia can assist the LOC with competition specific equipment.

The LOC will provide
- court tape, court numbers, access to electricity, tables and chairs for each court
- tables and chairs call room
- printer/copier for the competition director

5. The Event

5.1. Event Details
The first date of the event is arrival of Head Referee and Classification Coordinator and the last date is the departure of all delegates.

Awards
Historically, medals have been provided as awards. If medals are given it is suggested that the date and location by included when ever possible.

Individual Competition
Medals must be awarded to the top three finishers in each Division: BC1, BC2, BC3, BC4, BC5, and Open.

Pairs Competition
Medals must be awarded to the top three Pairs in each Pairs Division: BC3, BC4, BC5, and Open (depending on the # of entries, BC5 and Open may be combined for Pairs)

Three medals are need to be provided for each place in each Pairs Division; one for each athlete and one for the substitute. Specifically in the BC3 Division 6 medals must be provided to include the Sports Assistant.

Team Competition
Medals must be awarded to the top three teams.

Five medals are need to be provided for each place one for each athlete and two for the possible substitutes.
5.2. Competition Dates

The competition should be held between the months of June and July.

The Head Referee and Classification Coordinator should arrive 1 day prior to the arrival of the teams. All other referees and classifiers should arrive on the same day as the teams.

Please note that USA Boccia Committee recommends that there should be no more than 10 hours of play per day.

6. Officials

Fifteen referees will be required to cover a National Championships with 10 courts. In addition to this number you will require a Head Referee.

Please note that it is the responsibility of the Local Organizing Committee to cover the costs of transportation, accommodation and meals for all officials that will be attending this event. The following people are considered part of the officiating team: Classifiers, Referees, Competition Coordinator, Head Referee and the Classification Coordinator. All of whom will be appointed by the USA Boccia Technical Advisory Committee.

Indicate how many local officials are Certified Officials and uncertified. USA Boccia asks to provide a National Level Referee course for local officials in conjunction with the National Competition.

7. Volunteers

The LOC is responsible for recruiting and training the volunteers necessary to successfully host the National Championships.

The LOC should submit an overall volunteer plan as part of their application which includes information on recruitment, training and recognition of volunteers.

With respect to competition needs, the LOC should plan for at least two volunteers per court per game to assist with timing and scoring and at least 2 volunteers to assist with the call room. Volunteers will also be needed 6-8 hours the day before the competition starts to assist with laying down the courts. Other volunteer opportunities include hospitality, meals and transportation.

8. Accommodation

8.1. Proposed Accommodations/Hotels

Please indicate what type of hotel accommodation will be offered and if any meals will be included in the cost of accommodations. It is a good idea to indicate the number of stars that the accommodation has been rated, as well as the distance to the nearest point of entry and to the venue.

Accommodation sites must have some accessible rooms and should have more than one elevator.

It is also a good idea to ask the hotel if they are willing to accommodate wheelchairs by removing doors etc., if necessary and whether or not they will be able to accommodate additional guests.

Given the need for a larger number of accessible rooms, information on more than one hotel should be included.

It is suggested that an initial room block of 30 rooms with two beds be made for each competition day.
8.2. Accommodation Facilities
Please indicate if there are restaurants or cafes in the accommodation sites, as well as laundry and/or dry cleaning facilities. If there are other facilities such as swimming pools, gyms, etc., please indicate this in your bid.

8.3. Accommodation Details
Please provide the name and address of the accommodation sites as well as the rates for the event, if accommodations are not included as part of the registration fees.

9. Meals
Please indicate in your bid what type of meals will be provided and where they will be served. You should also indicate whether or not special diets can be accommodated. This information should be in the registration package.
If you will be having a closing banquet or party please indicate if a meal will be served.

10. Travel and Transportation
Please name the major airport closest to the competition venue and accommodation sites that teams must use.
You must also indicate in your bid whether or not transportation to and from the arrival/departure points and the accommodation sites are included in the registration fee.

11. Medical Arrangements
In your bid please name the hospitals that are closest to the competition venue and the accommodation sites, as well as the distance to each. A detailed list of services should also be provided.
You need to indicate what kind of first aid/emergency services will be provided at the competition venue and what ambulance services will be available. Any costs for any of these services should be listed.

12. Insurance
Please be advised that USA Boccia Technical Advisory Committee requires a minimum of one million dollars third-party liability insurance to be in place for all sanctioned events and that a copy of your ‘Certificate of Insurance’ must be provided to USA Boccia Technical Committee within 21 days of the bid being awarded.

13. Meetings
The USA Boccia Technical Advisory Committee will hold meetings for athletes, coaches and the Technical Committee at the National Championship. Ideally, they should be held at the accommodation site or at the competition venue. Please indicate in your bid if you are able to accommodate these meetings, which normally occur after 9:00 pm and include 30-35 people.
14. **Supporting Documents**

A complete application package is essential for the Technical Committee to make a thorough review of each application. Applications that demonstrate strong support from partner, community and government organizations will be weighted favorably.

15. **Technical Committee Review**

Applicants should be prepared to communicate with the Technical Committee through both individual and conference calls in order to answer questions relative to their application package. The Technical Committee reserves the right to make a site visit prior to and after awarding the event to an LOC in order to insure a high quality event.

Once a Bid City has been identified, USA Boccia will assign a technical delegate as a direct liaison to the bid committee.

**Bid Application Schedule:**

**Bids welcome for 2018-2022**

Please send all completed applications to:
USA Boccia Inc.
1398 Penataquit Avenue
Bay Shore, NY 11706
(631) 388-6134
e-mail: usaboccia@gmail.com

website: [www.usaboccia.org](http://www.usaboccia.org)

**Packet Support:**
Cathy Drobny (785) 272-5754 home office (785) 817-7085
usaboccia@gmail.com

Bid Packet documents:
Guide to Application to Host National Championships- revised 2016
Application to Host USA Boccia National Championships
Sample Budget for USA Boccia National Championships