



Asian University Sports Federation

Bidding Guidelines for AUCs

I. Abbreviation

AUC	Asian University Championships
AUSF	Asian University Sports Federation
CISCA	International Supervision, Control and Arbitration Committee
CTI	International Technical Committee
EC	Executive Committee
ISF	International Sport Federation
NSF	National Sport Federation
NUSF	National University Sports Federation
OC	Organizing Committee

II. Introduction

This guide is intended for the AUSF Member Associations that would like to submit a candidature for the organization of an Asian University Championship (AUC) endorsed by AUSF. This document refers to the official text of AUSF: AUSF Constitution, the Internal Regulations, Regulations for AUSF Championships, etc.

The AUCs shall be organized in a manner which promotes the AUSF spirit, and there shall be no discrimination against countries, regions or persons on the grounds of race, religion or political affiliations.

The mandate for organizing an AUC must be obtained through a NUSF that has the status of an effective member of AUSF. It is further required that a representative of the NUSF be a member of the Bidding Committee.

The management of the technical aspect of the AUC shall be carried out by the International Technical Committee or CTI which will be chaired by an AUSF EC member and supported by the technical delegate and other relevant stakeholders.

We would like to thank you for your interest in promoting and developing university sport through the organization of an AUSF event in your country or region.

III. Administrative Requirements

On behalf of the country/region which would like to organize an AUC, the NUSF and the OC shall undertake to:

- a. comply with AUSF Constitution, the Internal Regulations, the Regulations of AUCs, etc.;
- b. comply with the AUSF rules concerning the marketing of the AUCs;
- c. sign the official AUC attribution contract once the bidding has been accepted;
- d. ensure the exclusive rights of AUSF for the broadcasting of the AUC through all media and/or all other technical means of transmission;
- e. pay AUSF for the sanction fee of USD500;
- f. safeguard the reputation and intellectual property of AUSF (logo and brand name);
- g. transfer the AUSF registration fees collected from the participants by AUSF Secretariat to the AUSF Bank Account within 10 days after the closing of the AUC with the transaction fee covered by AUSF;
- h. obtain formal guarantees from the relevant authorities that they will provide the necessary support for the success of the AUC;
- i. obtain formal guarantees from the Government that all competitors and officials from the participating countries and regions will encounter no difficulties in entering or leaving the country after the AUC;
- j. give formal guarantees that during the AUC, there shall be no political activities or demonstrations to be held in any of the sports grounds which will be used for the AUC or in the accommodation venue of the AUC participants.
- k. give formal guarantees that the AUC will not be used for any other purpose other than the promotion of university sport;
- l. obtain formal guarantees from the relevant authorities that they will provide the necessary security support (based on International Sports Federation – ISF - rules and national/local laws) for all the participants during the AUC in all sports venues and accommodation venues;
- m. give formal guarantees that all the AUC participants will be provided with the necessary medical services at the costs of the participants or the OC;
- n. seek the endorsement of the AUSF EC on the number of participating teams/individuals.
- o. seek the endorsement of AUSF EC on matters concerning withdrawal and/or replacement of participating teams/individuals.

IV. Venues, Sports Facilities and Required Equipment

The Organizing Committee shall provide, in line with the respective International Sport Federation's specifications, the necessary sports venues and equipment for the AUC.

The sports venues and equipment shall be officially endorsed by the relevant ISF and shall be provided in sufficient numbers to ensure the smooth running of the AUC.

The Organizing Committee shall inform all participating countries, six (6) months prior to the AUC, the type and brand of sports equipment that will be used for the AUC.

The equipment that will be used must be accepted by AUSF CTI and meet the regulations set by the appropriate ISF.

The sports facilities for competitions and trainings will be reserved for the exclusive use of the AUC. They shall be located within 60 minutes of traveling to the accommodation.

If the construction of new venues is expected to be undertaken for the purpose of the AUC, a detailed programme including the realization of these constructions must be given to the AUSF Executive Committee at least 1 year in advance.

V. Application

1) Call of Candidature

The AUSF Secretariat will send out to all its Member Associations a call of candidature, at least one (1) year prior to the organization of the AUC. This call of candidature will include the following:

- a. The bidding dossier must be presented by the NUSF;
- b. The NUSF may request to get guidance to complete the candidature dossier;
- c. The dossier must be submitted by the deadline set by the AUSF Secretariat.

2) Interest from the National University Sports Federation

The NUSF will inform AUSF that they are interested in organizing a certain AUC, clearly indicating:

- a. The dates of the proposed event; and
- b. The chosen sport for the proposed event.

3) AUSF Guidelines for the completion of the Candidature

AUSF Secretariat (ausf@ausf.org) is responsible for sending, upon request, the guidelines for a candidature (See questionnaire).

4) Financial Conditions

Once the attribution was made, an inspection visit will be made at the cost of the Organizing Committee. The inspection group will include 3 persons - (1) AUSF EC representative, one (1) AUSF staff and one (1) technical delegate.

5) Attribution procedure

Any NUSF interested in organizing a AUC in 2020 and beyond must submit the bidding dossiers by **10th April 2019**. The completed bidding dossier should be sent to the AUSF Secretariat, by email, fax or post mail.

Should this dossier be complete and correct according to the AUSF regulations, the AUSF

Secretariat will inform the NUSF concerned and the Bidding Committee will be invited to the **AUSF Executive Committee meeting to be held in Macau, China on 18th April 2019** to make the bidding report. The Bidding Committee will have to be responsible for their own costs for attending this meeting.

Once the bidding is endorsed by AUSF EC, the Attribution Contract will be signed within one month.

Official information will be published on the AUSF website and official letters will be sent to the NUSF and ISF(s) concerned (see below).

6) Information of the Decision to the NUSF and the ISF(s) concerned

AUSF will send an official letter of attribution to the concerned NUSF and will also inform the concerned ISF(s), giving proposal of the dates presented in the candidature dossier. The dates are in fact the first step to coordinate with the ISF(s) in order not to coincide with other major international events.

VI. Content of the Candidature dossier

For the dossier to be considered, it is required to have the following documents, listed from Document A to C.

Document A:

Questionnaire

Please provide in details all the relevant information as requested in the questionnaire.

Documents B & C:

Supporting documents from National Government and NUSF fulfilling the **Administrative Requirements** highlighted above under **Para III**

VII. Marketing Rights

The NUSF and the Organizing Committee shall collaborate with AUSF on the development of a national or international marketing programme. AUSF will authorize the Organizing Committee to use AUSF logo and brand/s for certain sponsorship and licensed merchandise activities, with the precondition that AUSF must be fully informed of the usage in advance. The NUSF and the Organizing Committee should respect the rights of AUSF partners, which will be informed to the NUSF and the Organizing Committee once the attribution is made.

VIII. Financial Rights and Obligations of the Participating Countries/regions

The Organizing Committee has the right to collect from the participating countries/regions, a participation fee per day and per person. The amount shall not exceed USD60 per day and per person.

The Organizing Committee has the right to collect 25% of the total costs of the stay of the delegation in advance as a deposit.

The Organizing Committee has the right to collect an amount of USD1,500 from the participating countries who cannot assign an international referee as stipulated.

IX. Welcoming of the Delegations and of AUSF Family

1. Accommodation

a. Accommodation for the Delegations

The Organizing Committee shall provide adequate accommodation for competitors and accredited officials. The athletes and officials shall be accommodated in the Hotel designated for the AUC. The accommodation for the AUC must be of adequate capacity to cater to the number of the participants related to the sport proposed.

The accommodation must be operational two (2) days prior to the start of competition and end one (1) day after the closing ceremony. It must be accessible 24 hours a day.

The traveling time between the accommodation venue and the competition/training venues must not exceed maximum 60 minutes.

A maximum of 3 athletes per room may be allocated and no more than three persons to share the toilet, washing and showering facilities.

The OC must provide beds, bed sheets, pillows, towels, blankets, closets, clothes racks, refrigerator, bathroom amenities, air conditioner or electric fans, internet connection, and self-service laundry service.

b. Accommodation for the AUSF Family

The Executive Committee of AUSE, the Committee Members, the International Federation's delegates, AUSF staff and AUSF guests must be accommodated in a hotel. The Organizing Committee shall be responsible for cost of stay, meal, accommodation in double rooms, local transportation, information and medical assistance at the time of AUC for AUSF Family. Normally, the AUSF Family will comprise four (3) or five (4) persons, including one (1) AUSF EC representative, one (1) or two (2) AUSF staffs (depends on the AUCs), one (1) Technical Delegate.

c. Accommodation for the Judges and Referees

Judges and referees must be housed in a separate accommodation from the participating athletes/officials. The cost of such accommodation and subsistence is the responsibility of the Organizing Committee except when stipulated otherwise in the AUSF regulations where the payment of a participation fee of US Dollar 60 per person per day will be asked.

2. Catering

A catering facility offering a varied choice of meals to suit the dietary requirements of the athletes/officials must be located in the accommodation area. The facility must provide sufficient seating to cater to the number of athletes/officials. Each meal should last at least 2 hours according to training and competition schedules. Packed meals must also be available for pre-order, subject to reasonable notice given.

The participants should be provided with sufficient drinking water at the training and competition venues.

3. Transportation

The transportation service is usually established by obtaining a sponsorship deal, either with a public transport company, and/or a car rental company or a major car manufacturer. Different transport systems will be required to run simultaneously (shuttle buses, assigned buses, minibus, car pool and assigned cars, etc.). The transportation system must be in operation during the operation period of the accommodation venue.

a. Transportation Service for Competitors and Delegation Officials

The competitors and their team officials will be provided with the following transportation arrangement:

- Regular shuttle buses service from the main designated airport and other points of entry for arrival;
- Specific transportation service between the accommodation venue and the venues for the Opening and Closing Ceremonies;
- Regular transportation services between the accommodation venue and the training/competition venues

b. Transportation service for AUSF Family

The AUSF Family shall be provided with the following:

- Dedicated vehicle assigned to every member of the CISCA.

X. Official Ceremonies

The protocol of the Opening and Closing Ceremony and other formal ceremonies shall be decided by the AUSF EC or the CISCA in consultation with the Organizing Committee.

The programme and schedule of the ceremonies will be submitted to AUSF Secretariat one (1) month prior to the AUC.

XI. Cultural Programme and Educational Workshop

Alongside the AUC sports programme, the host city traditionally organizes an active cultural programme. This cultural programme not only provides light entertainment for the athletes

and spectators outside of the sports programme, but also informs visitors of the history, folklore and traditions of the host country/region.

The Organizing Committee of AUC is also required to organize an AUSF-NUSF workshop lasting at least half a day during the period of the AUC. The purpose of this educational component is to provide a platform for the coaches, athletes and technical officials to upgrade their knowledge and share best practices.

Both the Cultural and Educational Programmes must be factored into the overall scheduling of the event.