



[EFC Bid application form](#)



Introduction

The purpose of this Phase 1 Applicant Questionnaire (“Questionnaire”) is for potential hosts to provide the European Fencing Confederation/ Confédération Européenne d’Esgrime (“EFC/CEE”) with basic information about potential venues for hosting the EFC/CEE Senior European Fencing Championships, Cadets and Junior European Fencing Championships and U23 European Fencing Championships (defined individually and collectively as the “European Championships for the purpose of this Questionnaire).

This includes information concerning the potential venue or venues for staging the European Championships and other information required by EFC/CEE to assess the Applicant’s motivation and experience in staging fencing events.

Formal Requirements – Questionnaire

For the purpose of this Questionnaire, the term “Applicant” (or the plural thereof), shall mean the Applicant Organisation and the Applicant National Fencing Federation.

All Applicants wishing to host the European Championships must submit this Questionnaire (with any additional information provided as attachments). The timetable for the bid process is set out in the table below:

Phase 1: Applicant Phase	
	Bid Application & Questionnaire and Bid Guide available to interested parties on www.eurofencing.info
	Initial Q&A with EFC/CEE regarding the Applicant’s Bid
	Deadline for Applicants to submit Bid Application & Questionnaire.
Phase 2: Applicant Phase	
	Host Agreement provided to all Candidates.
	Opportunity for further Q&A with the EFC/CEE regarding Candidate’s bid
	EFC/CEE internal evaluation of bids.
	Presentation of bids by Candidates. Decision by the EFC/CEE Congress and announcement of the host organisers of the European Championships.
	Deadline for submission of signed Host Agreement



Language

All submissions (and supporting information) must be in English.

Terms of Reference for Bid Process

The EFC/CEE reserves the right to accept or reject any late or non-complying bids. Further, the EFC/CEE shall not be under any obligation to accept any complying bid (whether it is the highest or most attractive).

The EFC/CEE shall evaluate each bid submitted on whether it meets the minimum requirements that are set out in this Questionnaire, and as will be set out in further detail in the EFC/CEE handbook.

This Questionnaire, and any information supplied by the EFC/CEE, shall be non-binding on all parties and shall not constitute a tender, an offer or an invitation to make any offer by the EFC/CEE to host the European Championships until such time as an Applicant enters into a formal Host Agreement and is awarded the right to host the European Championships by the EFC/CEE Congress.

Although legally non-binding, by submitting this Questionnaire, the Applicant hereby certifies that this Questionnaire has been completed truly, accurately and to the best of its knowledge. The Applicant agrees to follow the guidelines of the EFC/CEE contained in this Questionnaire and to co-operate with the EFC/CEE in the bid process.

By submitting this Questionnaire, the Applicant agrees to the EFC/CEE being able to publicly communicate that they are participating in a bid process to stage the European Championships.

The Applicant is responsible for meeting its own costs in respect of its participation in the bid process.

Submissions

Completed Questionnaires must be received by the EFC/CEE by xx-xxx-xxxx

Questions and further information

If you have any urgent queries, please address them to EFC General Secretariat.

Via email to js@fencing-efc.eu.

Additional Information & Attachments

If further space is required, please use the additional information section at the back of this document or attach accompanying documents.

All attachments (photographs, maps etc.) should be in colour and clearly annotated. They must be provided in hard copy and, where possible, in .jpeg or .pdf electronic format.



BID APPLICATION FORM

For avoidance of doubt, separate documents are to be filled for each competition

NATIONAL FEDERATION:

1. COMPETITION ORGANISATION

Event

Please select which kind of competition you would like to organise:

- Senior European Championships;
- U23 European Championships;
- Cadet and Junior European Championships;
- Zonal Qualification Event;

Name of the competition

Please select which event you would like to apply to organise:

Proposed Date and preference for one individual competition to apply in Programme of competitions



City

Please provide information about the city which will host the event:

Venue

Please provide information and site plan/diagram to show the potential layout for: about the venue hosting the event:

- ✓ Main arena;
- ✓ Training/warm-up areas;
- ✓ Box for the delegations;
- ✓ Media and press centre
- ✓ Hospitality area (VIP);
- ✓ International Broadcast Centre (IBC);
- ✓ Parking;

Please attach accompanying documents as PDF or word files.

Technical information

Please provide information about quantity of pistes, apparatuses, service providers for technical installations, including the competition management software, air conditioning, internet capacity, WLAN, WIFI etc.:

Please provide details of the average temperature, degree of humidity and average rainfall (in mm) for the Venue(s) during the dates proposed.



2. ORGANIZING COMMITTEE

President of the Organizing Committee:

Name:

E-mail Address:

Phone no. (International country code included):

Structure of the Organizing committee:

Number of volunteers available:

TRANSPORTATION

Which is/are the nearest main transportation hubs (port(s), train station, airport(s)) to the Venue(s) that allow for the movement/ transportation athletes, EFC/CEE officials and visitors?

International:

Closest international airport:

Distance from the hosting city (in km):

Transfer options (by bus, by train, by shuttle, etc. etc.):

Domestic:



Please describe how the transportation from the hotel to the venue and back will be provided.

Please mention if there are hotels in-awithin walking distance to the venue.

Please mention if there is any incentive to use public transportation for the participants to the competition:

3. ACCOMMODATION

Official hotels of the competition:

Maximum price of the hotels at the date of the competition:

4. COMMUNICATION

Name and full contact of the person responsible for media and communication:

Name:

E-mail Address:

Phone no. (international country code included):

5. OTHER RELEVANT INFORMATION

Please provide us with any other relevant information such as:

- ✓ Venue constraints
- ✓ Sponsors constraints
- ✓ Anniversaries linked to the date of the competition
- ✓ Sustainability initiatives put in place around the competition
- ✓ Other....



- ✓ What are your primary objectives for hosting the European Championships?
- ✓ What sort of benefits, including legacy benefits, do you anticipate the Championships will bring to your venue/city/region/country?

6. TIMELINES

Please be informed that in case your application will be accepted the Local Organization Committee is obliged to provide the following reports to the EFC General Secretariat:

16 months before the start ECh	12 months before the start ECh	8 months before the start ECh
A commitment to cover all costs necessary to organize and conduct ECh	Plan of the budget (according the the attached xls file "Budget")	Updated budget with guarantees and agreements securing conduction ECh
The name of the organization (s) that is (are) responsible for carrying out the ECh	Action plan (according to the attached xls file "Action plan")	Updated Action plan
Initial information about planned ECh funding sources	Local Organization Committee composition with functions	Declaration of full readiness for the ECh organization, in accordance with applicable regulations