



**WORLD MASTERS  
JUDO ASSOCIATION**

**CHAMPIONSHIP  
BID DOCUMENT**

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## Introduction

The purpose of this document is to allow prospective Host Organisations to demonstrate their experience and suitability to host the World Masters Judo Championships.

It will be necessary to complete each section in full and supply copies of any documents and proof of previous experience as requested. Failure to do so will eliminate your bid.

Before completing this document, it is recommended that it is read through completely and that each section is thoroughly understood. The commitment necessary to hold the WMJC is huge and will require a dedicated and determined team of experienced people to bring it together successfully.

Communication will play a vital part in the setting up and implementation of the various stages necessary to bring all the essential elements of the Championship together and bidders will need to demonstrate their capacity to meet this challenge.

Before committing your organisation to holding the WMJC they should fully appreciate and understand the initial financial commitment required to start this undertaking and the ongoing ability to organise and manage resources to ensure the smooth unification of all the various aspects of staging such a major Championship.

The named Tournament Organiser must be the main person who will be responsible for Host Organisation and who will liaise with the WMJA.

All queries related to the contents of this document should be referred to

[wmja.technical.director@hotmail.com](mailto:wmja.technical.director@hotmail.com)

The completed document and all the requested and necessary documentation, proof, drawings etc should be returned to

Roger Brown  
WMJA Technical Director

20 Childer Road  
Stowmarket  
Suffolk  
IP14 1PP  
U.K.

Email address [wmja.technical.director@hotmail.com](mailto:wmja.technical.director@hotmail.com)

## Section 1- General Information

Name of Host Organisation :
Address of Host Organisation:
E-mail Address of Host Organisation:
Web Site of Host Organisation:
Name of Tournament Organiser:
Formal title of the position held by the contact person in Host Organisation
If this is an elected position within the National Judo Federation or Host Organisation when will the post come up next for re-election?
Contact Details of Tournament Organiser: Full Postal Address
Telephone Number:  Home:  Work:  Mobile:  Fax :
E-mail Address:

## Section 2 – Affiliation

Name of National Judo Federation
Website of National Judo Federation
Is the Host Organisation affiliated to the National Governing Body? YES/NO Is the Host Organisation Affiliated to one or more of the following? IJF EJU PJU AJU OJU Please state which one(s):

### Section 3 – Dates

Which year are you applying to hold the World Master Judo Championships:
Please indicate an alternative year that you can offer if you are not successful on your first choice:
Years currently available are: 2010, 2011, 2012, 2013, 2014, 2015

## Section 4 – Insurance

**INSURANCE** – The Host Organisation is required to provide adequate insurance of £5 million US \$ as a minimum, against all risks concerning the staging of the event and to also indemnify the WMJA from these risks.

It is therefore important the insurance document and policy clearly identifies the following WMJA personnel

- a) WMJA Executive Officer
- b) WMJA Directors
- c) WMJA Volunteer Helpers

The Host Organisation must provide the WMJA Head Office with a copy of the insurance certificate which must contain the names of the Host Organisation, Directors and Officers.

A letter of intent from the insurance company must be sent to the WMJA Head Quarters at least 3 months prior to the agreed start date of the Tournament and the insurance certificate must be supplied to the WMJA Head Office no later than 1 month before the Tournament.

Provide the name and address of the insurance company providing cover
Confirm that the following cover is being provided.  Public liability  Third Party Liability  Officers Indemnity
Provide a letter of intent showing the above cover is being provided and the value of insurance against each item.  Letter included Yes/No

## Section 5 - Venue

Please provide the following details of an proposed venue

Venue Name:

Address

Web site address:

Please provide the following details of any alternative venue you are considering

Venue Name:

Address

Web site address

Please provide detailed drawings of the proposed venue(s) including all measurements associated with the competition area, and locations for registration, weigh in and vendors etc.

Locations of amenities from the venue

Amenity	Name	Distance in Km
Airport		
City or town centre		
Coach or bus stop		
Event hotel Subject to WMJA approval		
Hospital with Accident & Emergency cover		
Railway Station		
Sub Way Station		
Tram Station or Stop		

## Venue Details

Please provide the following information concerning the proposed venue	
Construction Year	
Brief description of Facilities Available	
Arena/Main Hall	
Balcony Area	
Bar	
Café	
Changing Rooms – Male & Female	
Dojo Main	
Dojo Training	
First Aid Facilities	
Fitness Suit	
Jacuzzi	
Parking	
Restaurant	
Running Track	
Sauna	
Seating Fixed or Mobile	
Showers Male & Female	
Studio	
Swimming pool	
Toilets Male, Female & Disabled	
Training Room	

Other, please specify

To allow the WMJA decide on the suitability of the venue please provide full details of all the facilities, accommodation and amenities that are available and will be available throughout the Championships.

Please provide the following information on a separate sheet(s)

1. What is the seating capacity of the restaurant and/or café?
2. What are the current opening hours and days of the restaurant and/or café?
3. Availability throughout the Championships?
4. Do the restaurant and/or café serve hot meals as well as snacks?
5. Provide details of the menu available to the public
6. Is there a separate area for the competition officials to rest and eat away from the public, give details?
7. How many male changing rooms will be available & do they have showers?
8. How many can change at the same time in these rooms?
9. Are there lockable lockers in these changing rooms?
10. How many female-changing rooms will be available& do they have showers?
11. How many can change at the same time in these rooms?
12. Are there lockable lockers in these changing rooms?
13. How many public male, female and disabled toilet facilities are available?
14. How far from the front door of the Championship venue is it to the nearest 150 car park spaces?
15. What facilities available within the venue for vendors to set up their stalls, if not available how will you accommodate them?

## Section 6 – Managing the Event

1. You are required to give full details of your intentions in regard to the running of the Championships. You should give details of your planned approach to the organisation, running and subsequent reporting to the WMJA Technical Director.
  - a. Provide details of the facilities available to conduct the Kata and Shiai registration in the Championship venue if so where and what facilities will be provided?
  - b. Provide details of the facilities available to conduct the Weigh-in in the Championship venue if so where and what facilities will be provided?

It is not permissible to locate the above functions away from the selected venue and should therefore this must not be considered as an option.

2. Please provide full details and relevant information on the following:

Notes:

- a) The main hall must be able to accommodate 6 contest areas with the necessary safety area between each adjacent mat.
- b) The WMJA expects the competition area to conform to the requirements of the IJF Refereeing Rules and the WMJC Handbook.
- c) In addition to the competition area there will be a requirement for additional areas for the Control Table and Medal Presentations and seating area for spectators.
- d) The total floor area required to stage the Championship in one hall will exceed 2,000 square metres not including spectators.

## Event Details

1. What is the total floor area available to stage the Championships excluding seating areas?
2. Provide a diagram of the main hall area that indicates access points, seating areas, competition area, and other facilities.
3. Provide a diagram of your proposed competition area lay, including competition areas, scoreboards and tables, medical and control table locations, competitors holding area, judogi control and competitor waiting area at mat side.
4. What is the fully seated spectator capacity of the main hall(s) that you plan to use in the Championship venue?
5. Will the seating be fixed or free standing or other type, if other type please provide details
6. What additional area do you require to accommodate spectators assuming a minimum of 250 spectators per day?
7. What will be the maximum number of competitors that will be accepted and the venue can cope with?
8. Should you not be able to accommodate the Championships in 1 (one) hall please provide details of your alternative proposal which must still meet the minimum requirements of this section.
9. Please provide details and include a drawing of the proposed layout of the competition area include all measurements.
10. Provide details of the proposed mat colours to be used for the shiai.
11. Provide details of the warm up area, including its location in respect of the main venue and its availability throughout the Championships. This must be within the venue itself; if this is not achievable then it should be located within 100metres of the venue building. **See note at end of section**
12. Please give details of how you will timetable the event, i.e. time line graphs mat allocations etc.
13. Provide details of the level or grade of referees you intend to use and the proposed number each day to compliment the WMJA own selected referees who will make up a minimum of 25% of all referees. These details should include their qualifications, experience and number of senior national events where they have officiated.

14. Provide details of the other competition officials you propose to use, this should include their qualifications, experience and number of senior national events where they have officiated, these should include;
  - a. Timekeepers
  - b. Scorers
  - c. Contest Recorders
  - d. Competition Controllers
  
15. Please provide details of the following persons qualifications, background and experience in judo and relevant experience and include details of how you will replace any of the officials should they suddenly become unavailable
  - a. Tournament Director
  - b. Chief Referee
  - c. Chief Kata Organiser
  
16. It is a requirement that all Kata judges are certified as per the WMJC Hand book Kata section item 14

Provide details of the level or grade of Kata officials you intend to use and the proposed number each day to compliment the WMJA own selected kata officials this should include their qualifications, experience and number of senior national events where they have officiated.

- a. Kata Judges
  - b. Kata Recorders
  - c. Runners
- 
17. Please provide details of the Medical arrangement that you intend to put in place through out the Championships. Include location of nearest hospital, medical qualification of Senior Medical Officer and medical team.  
  
Note 1: The medical team MUST have experience of dealing with judo related injuries including the effects of strangles.  
  
Note 2: It is a requirement under Canadian law that there must a be a defibrillator and trained operator available at all times
  
  18. Details of the nearest hospital to the event location, does the hospital have an Accident & Emergency Department?
  
  19. How do you propose to hold players who are waiting for their group to be called up to compete
  
  20. Where and what facilities do you intend to use to conduct judogi control?

21. Give details of how you will manage the floor and control access only to coaches and players who are competing.
22. Provide details of how you will maintain high hygiene standards and janitorial duties through all the facilities at the venue, i.e. toilet and showers? Including sufficient janitorial supplies.
23. Provide details of the arrangements for ensuring that the venue is clean before the start of each day of the Championship.
24. Give details of the security provision for the unlocking and locking of the venue, including the practice dojo.

#### Note

Some competitors will arrive prior to the Championship start date and require access to a dojo. Please provide details of any local dojo where these competitors may practice in support to Q11.

## Section 7 – Experience

1. Please provide details of the most important judo event that has been organised by your organisation involving your nominated chief officials to date?

Details should include:

- a. Number of mats
  - b. Number of competitors
  - c. Number of spectators
  - d. Duration of event
  - e. Number of local official involved and capacities
  - f. Number of injuries and nature of injuries
  - g. Number of injuries that required hospital treatment
  - h. Nature and outcome of any major issues or occurrences
2. Please provide details of the most important judo event that has been held in this your chosen venue to date?

Details should include:

- a. Number of mats
  - b. Number of competitors
  - c. Number of spectators
  - d. Duration of event
  - e. Number of local official involved and capacities
3. What are the most important sports or other event that has been held in this Championship venue including date and duration?
  4. Please provide details of any participation by individuals from your country, and members of the Host Organisation Bid Committee in any previous World Masters Judo Championships in any of the following ways:
    - a. WMJA Directors
    - b. WMJA Executive Committee members
    - c. Referees
    - d. Table officials
    - e. Kata Judges
    - f. Competitors
    - g. Others?

## Section 8 – Organisation & Planning

1. Please provide details of your intended approach to the planning, organising and staging the World Masters Judo Championships at your chosen venue?

Details should include:

- a. Members of the organising committee
  - b. Continuity planning (Loss of venue, key staff etc)
  - c. Risk Evaluation (Identify and minimise risks that could affect the organisation and running of the WMJC)
  - d. Time table (in weeks) for the sequence of event planning
  - e. Financial planning
  - f. Vendor applications
  - g. Event sponsors
  - h. Advertising
  - i. Programme of events
  - j. Entry fees
  - k. Publicity
2. Please provide details of your proposed timetable for the running of the event include dates and estimated start and finish times. Based on your estimated number of competitors.
    - a. Practice dojo availability
    - b. Opening ceremony
    - c. Kata
    - d. Shiai
    - e. Social evening
    - f. Closing ceremony
  3. Provide details of any proprietary electronic or software packages you intend to use in the organising and running of the WMJC e.g. draw system, contest recording, contest scoreboards and clocks
  4. Please provide details of how you will plan for and accommodate the following:
    - a. Registration
    - b. Weigh in
    - c. Sewing back patches
    - d. Officials rest area
    - e. Board of Directors meetings x2
    - f. Executive Committee meeting x 1
    - g. WMJA Annual General Meeting x 1

5. Give details of the equipment and furniture that will be supplied to support the above functions and in the running of the Championships

Details should include:

- a. Registration
- b. Weigh in
- c. Sewing back patches
- d. Competition area
- e. Officials rest area

6. Please provide details of the hotels you have selected for the competition officials and for the WMJA officials.

Details for each hotel should include:

- a. Name
- b. Address
- c. Star rating
- d. Telephone number
- e. Fax number
- f. Web address
- g. Facilities
- h. Alternative hotel accommodation
- i. Distance from venue
- j. Method of transport to venue e.g. walk, bus, tram taxi
- k. Distance from city centre
- l. Method of transportation to city centre e.g. walk, bus, tram taxi

7. Please provide details of any planned Championship souvenir that you would present to the guest officials and support staff. This could be one or more of the following;

- a. Shirt with a logo
- b. Polo Shirt with logo
- c. National judo association or club tie
- d. Tie pin
- e. Club badge

8. Please provide details how you will organise and manage the following events and the format in which they will take place;

- a. Opening Ceremony
- b. Closing Ceremony
- c. Championship Banquet

## **Section 9 – Budget**

Please provide a budgetary breakdown of the expenditure and income anticipated in setting up and running the WMJC.

A financial budget for the Championship must be developed in order to begin a system of financial control.

A reasonable 'forecast' for would be 1000 competitors and this figure may be used by the Host Organisation to form the basis of their budget.

As more information becomes known then the budget forecasts may be adjusted accordingly.

Basic income projection – assume 1000 participants

WMJA will contribute to the Host Organisation 55 U.S. \$ per competitor who actually competed

WMJA sanction fee \$10,000

Therefore if 1000 competitors actually compete then the total amount due to the Host Organisation would be \$55,000.

Less the sanction fee of \$10,000 a total payable to the Host Organisation would be \$45,000 on the successful completion of the WMJC.

### **SUGGESTED INCOME ELEMENTS**

WMJA reimbursement fee of 55.U.S. \$ per participating competitor

Spectator's fees

Merchandising sales

Rental from sports shops at the venue

Sponsorship

Grants

Event poster sales

Event programme sales

Social event tickets

## **SUGGESTED EXPENDITURE ELEMENTS**

Accommodation – members of Organising Committee, V.I.P etc

Audit fee – event financial transactions

Catering – for officials, referees, judges, volunteers, media, medical, V.I.P, etc

Equipment – mats, scoreboards etc

Expenses – referees from Host country

Expenses – referees from outside Host country

Expenses – table officials from Host country

Expenses – table officials from outside Host country

Expenses – Kata judges from Host country

Expenses – Kata judges from outside Host country

Expenses – volunteers including T-shirts etc

Expenses – Officials memento e.g. shirt, polo shirt, tie, T-shirts etc

Event insurance

Medals

Medical

Mat transport (both collect and return)

Mat hire

Promotion

Printing – tickets, programme, poster, advertising leaflets etc

Room hire – meetings, clinic, weigh-ins etc

Receptions – media, officials etc

Sanction fee to WMJA

Signage

Social event – food, entertainment, transport to event

Transport

Venue hire -

Weighing scales – Hire & calibration

## Section 10 – Authorisation

I am authorised to confirm on behalf of the Host Organisation that we wish to bid for the World Masters Judo Championships and that to the best of our ability all the above information contained in the questionnaire is accurate and complete.

Signed on behalf of the Host Organisation

Signature \_\_\_\_\_

Position held \_\_\_\_\_

Please also print the full name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Position held \_\_\_\_\_

Please also print the full name \_\_\_\_\_

Date \_\_\_\_\_

Please send your completed document with all the necessary supporting documents, drawings etc to:

Roger Brown  
WMJA Technical Director

20 Childer Road  
Stowmarket  
Suffolk  
IP14 1PP  
U.K.

Email address [wmja.technical.director@hotmail.com](mailto:wmja.technical.director@hotmail.com)