



# **European Rugby League**

**2023 European Wheelchair Championship**

**Invitation To Tender**



# Section 1: Introduction

The **European Rugby League Federation** is the confederation for the sport of Rugby League in Europe, North & Central America, the Caribbean and the Middle East & Africa and is an associate member of the International Rugby League. Across the territory, there are 44 national federations who are members of European Rugby League who are categorised into three tiers of membership; Full Members, Affiliate Members and Observer Members. Our strategy covers three over-arching goals, summarised as follows:

- **Competitions:** Deliver profitable and visible elite competitions & deliver an inclusive competition framework which caters for all nation's needs and their variety of teams.
- **Developing Members:** Enabling growth and sustainability amongst member federations, increasing the number of affiliate and full members of the ERL.
- **Organisational Excellence:** Be the leading confederation in Rugby League and manage in a sustainable and value led manner.



**Wheelchair Rugby League** is one of the most inclusive sports in the world, with disabled and non-disabled athletes competing together. Teams are 5 a-side and played indoors on a pitch which is 45 metres in length (dead ball line to dead ball line) and 20 metres wide (touch line to touch line) with tackles being effected by removing a velcro tag from the opponents shoulder.

As part of the expansion of European Rugby League's competition offer, the introduction of a European Rugby League Wheelchair Championship will give national federations in Europe a second formal international competition alongside the Rugby League World Cup to play for on a quadrennial basis. We wish to commence the European Rugby League Wheelchair Championships from 2023. This tender document sets out the procedure and criteria for European Rugby League members (and their partners) to bid for the right to host to event. Successful tenderers will enter into a contractual agreement with European Rugby League.

## Invitation To Tender

European Rugby League is seeking a host nation that can demonstrate the capacity to deliver a tournament that increases the value of the European Wheelchair Rugby League Championship as a commercial property, is operationally sound, that will be affordable to participating teams (if there is a 'user pays' element) that will enrich the European dimension of the ERL and build and strengthen the institution of the European Wheelchair Rugby League Championships for the future.

## Section 2: The Opportunity

The European Rugby League Wheelchair Championship offers the host the unique opportunity to stage the inaugural event for this new and exciting competition which will bring together wheelchair national teams from Europe's invited from our pool of full and affiliate members:

- **Full Members:** England, France, Italy, Ireland, Russia, Serbia, Ukraine, Wales
- **Affiliate Members:** Czechia, Germany, Greece, Malta, Netherlands, Norway, Scotland, Spain, Turkey.

We are keen to hear proposals which also feature our members who are new to Wheelchair Rugby League in a non-championship event to increase the pool of federations who are playing Wheelchair Rugby League at an international level.

In addition to the prestige of hosting the event, the successful tenderer can work closely with European Rugby League to develop the commerciality of the event which includes the media rights for broadcast, marketing rights for naming and branding, ticket sales and merchandising, food and beverage sales.

The hosting rights will be for 2023 only, however European Rugby League is open to proposals for multi-annual tenders or proposals on future events , which may be approved subject to review following the staging of the first year's event.



## Section 3: Promotion & Support

Whilst we expect that our hosts and their wider local organising committee have the necessary skills and abilities to deliver the event, European Rugby League is committing to working with the successful tenderer to deliver an excellent event.

We will provide the usual confederation services such as pre-tournament eligibility checks, match sanctioning, technical support and guidance, the appointment of appropriate match officials and deploy personnel to support the staging of the event.

European Rugby League will also work with the successful tenderer to implement a structured programme of promotional activity including pre-event, event specific and post-event communications to maximise exposure of the event and our partners involvement.

## Section 4: Procedure & Conditions

### Eligibility

A tenderer must be a Member of the European Rugby League or consortium tenders must have a Member of the European Rugby League at the heart of their tender.

### Steps In The Tendering Process

- (a) **Notification.** ERL will publish its general notice for tender, including the timeline through to the conclusion of the process. Members will express an interest to tender.
- (b) **Preparation.** Tenderers will prepare their bid document, using this document as a framework. This phase is usually three months from the date of the notification but the ERL reserves the right to amend or extend this as it sees fit.
- (c) **Submission.** Tenderers will submit their bid document within the prescribed deadline.
- (d) **Evaluation.** The ERL Board will evaluate the bid document, including through interaction with the bidding organisation.
- (e) **Contracting.** The ERL and the selected tenderer will enter into a contractual arrangement.
- (f) **Announcement.** The selected tenderer will be announced.

### Language & Currency

The bid document should be in English. The bid document budget should be in Euro.

### Confidentiality

All bid documents will remain strictly private and confidential, viewed by the Directors and senior management of the ERL only.

### The Award

The Award of the right to host the Competition is at the absolute discretion of the ERL Board.

## Section 5 – Specification & Minimum Standards

A tenderer's bid document should address in detail the following sections:

### Overview

- Tenderers should provide motivation for their desire to host the Competition.
- A description of the Rugby League footprint in that country and how it would be enriched by hosting the Competition. What legacy would the tournament leave?
- Tenderers' experience in hosting events should be described.
- The tenderer may present a bid from a host town / city or more than one town / city. Bid documents must specify which stadiums will be used.

### Timing Of The European Wheelchair Rugby League Championship 2023

- The end of season international window (October / November 2023) is the preferred date of the tournament, however tenderers are invited to propose alternative timing for the Competition and explain the rationale for this proposal, however due care should be paid to organising the event at a time conducive to player availability.
- The competition should ideally be played in one location and over a period of not greater than one week.

### Competition Format

- The format of the Competition will be determined by the ERL Board.
- There is an assumption that the host will participate in the Competition.
- It is not necessary to consider qualification to the Competition, which will be decided by the ERL.

### Competition Schedule

- The bid document should include a detailed schedule, with dates and times of matches, which may be adjusted by the ERL in consultation with the tenderer.
- Day one of the schedule marks the arrival of the participating teams; the final day marks the departure of the participating teams.
- All meals and affiliated events, such as opening / closing ceremony, should be included (stating times and locations).

### Competition Venue(s)

- The bid document should include:
  - A description of the host town / city, its history, points of interest and any link with the bidding ERL Member. A rich cultural element will support the unique national identity of any bid, and is responsible for making each edition of the Competition distinct from another;
  - Details of the match venue(s) including their technical specifications, as below;
  - Photos of the proposed match venue(s)
- The venue used should have adequate facilities, including but not limited to:
  - At least one main sports facility which allows for a full-size Wheelchair Rugby League pitch compliant with the international laws of Rugby League (equivalent to a three court basketball hall) – see Annex 3
  - At least a two-metre safety clearance from the edge of the pitch to any objects, fixtures or fittings;



- Sufficient clearance to include a pitch-side dug-out area with capacity for 12 person, including persons in wheelchairs, and any broadcast scaffolds or mounts.
  - Appropriate warm-up area for teams to use pre-match or as post-match cool down is desirable;
  - Provision for spectator seating which can cater for members of the media and VIPs;
  - Minimum four separate, secure changing rooms, providing a good quantity of accessible showers and toilets that cater for a match being played and a match to follow,
  - Medical first aid room and doping control room. The medical first aid room must be located close to the dressing rooms (same level) and must be dedicated for the use of players and officials. The medical first aid room must be separate from the doping control room,
  - Match official changing room with separate amenities,
  - Match commissioners' room for match-day management. This room can only be accessible by the match commissioner, match officials and tournament director (or appointed representative). The room must contain a desk and chairs,
  - Controlled ingress and egress,
  - PA system to play national anthems and make announcements,
  - All areas of the venue in use to be fully wheelchair accessible.
- Cost of hiring the venue should be clearly stated in the budget.
  - Location of venue(s) and proximity to accommodation and other venues.



## **Accommodation**

- Accommodation should be provided for squads of 16 to 20 persons plus approximately 6 to 8 match officials / administrators.
- There should be a choice of single and multi-bed rooms.
- It should be adequately and professionally staffed, including with food and beverage staff.
- As the accommodation will be the first gathering point for all visiting delegates, it should be easy to locate and accessible from the town / city's principal transport hubs. It should be within easy access of local points of interests, to enable delegates to experience the host town / city during any free time.
- Rooms: should have en- suite bathrooms, closet space and must be private and secure.
- Amenities: include any amenities such as a fitness center, meeting rooms or swimming pool
- Price: the bid document should clearly state the cost of rooms per night. If the accommodation is offered at a discounted price details of that discount (e.g. through a sponsorship, municipal support) should be included in the bid document, supported by evidence.
- Photos of the proposed accommodation should be included in the bid document.
- The number of wheelchair / accessible rooms available in the accommodation should be stated in the tender.

## **Food & Beverage**

- The tenderer's schedule should include the timing and location of every meal for the duration of the Competition. (These are approximate as participating teams will be afforded the opportunity to specify their own meal times, within an agreed framework.)
- All meals should be appropriate to cater for a diverse international group, should be nutritious and substantial enough for athletes.
- It is acceptable for tenderers to model provision of only two meals per day, breakfast and dinner. If this model is chosen participants will either be (a) responsible for their own lunch, or (b) given a cash allowance in the local currency, which must be clearly stated as part of the detailed budget.
- All costs and assumptions should be clearly stated in the detailed budget.
- If meals will be taken at a separate venue to the accommodation, its proximity and details on transport from accommodation to subsistence venue should be included in the bid document.

## **Training Facilities**

- It is assumed that training will take place at the match venue, but where not all training venues' proximity to the accommodation should be detailed.
- In addition to training pitches, other facilities that can be provided at the training base(s) should be detailed along with any special arrangements for their use.
- A sample training schedule should be included to demonstrate capacity to meet the training demands of the participating teams.

## **Budget**

- The bid document should have a detailed and balanced budget (in euros) covering every aspect of the Competition ground costs.
- A cost-per-person should be included, which covers every aspect of a nation's participation, other than transportation into the host country, visas and insurance. This is essential for potential participants to know exactly how much money they must commit. Daily per-person costs include but are not limited to:
  - Accommodation

- Three meals per day
- Water for matches
- Internal transfers from airport, to training and match venues
- Laundry
- Filming costs
- Venue hire (including training)
- Additional costs, such as match officials' and medals and trophies costs, must be separated from the participants' ground costs.
- Details of expenses borne by the tenderer must be clearly detailed, including any state, regional or municipal support, or any sponsorship.
- Recommended payment schedule for participating teams if there is a user-pay element in the budget.

## **Transportation**

- Internal transportation arrangements should be included in the bid document. This should include any airport, training and match transfers in vehicles that are appropriate for national teams.
- Any associated transportation costs should be clearly stated and represented in the budget.
- Guidance on local transport options for free time should be provided.
- A guide to the nation's visa regime should also be included

## **Supporting Event**

- While not a condition, it is advisable for any tenderer to build into its bid a cultural event or option of cultural / touristic visits that will be available to visiting teams.
- Logistics surrounding any such event, should it be a mandatory part of the Competition schedule, should be clearly detailed in the bid document. Mandatory events could include opening / closing ceremony.
- The ERL will determine the logo for the Competition.

## **Event Staff**

- The tenderer should include a management committee as part of the bid document, including the name of the person(s) who will sign the hosting agreement.
- A tournament director should be nominated. He / she will be the principal contact for the ERL and project leader.
- Each member of the management committee's role should be specified, where applicable.
- Tenderers must detail the operational staff they intend deploying for the Competition, including but not limited to:
  - Team liaison officers (how many, accessibility etc)
  - Local match officials, including match commissioners
  - Venue director, managing all aspects of venue coordination
  - Chief medical officer, including qualifications and experience
  - Media officer
  - Camera crew, to film each match
  - Accommodation and subsistence manager
  - Protocol coordinator (including national anthems, VIP relations, hospitality)



## Government Support

- If the bid is supported by state, regional or municipal government this should be detailed.
- The exact nature of the support should be specified, including relevant documentation.
- Both commitments and assumptions should be included, with rationale behind any assumptions.

## Medical Cover / Insurance

- Tenderers must confirm that 24-hour-a-day medical coverage will be available to all participants.
- In the case of a medical emergency what medical plan is in place.
- Names and addresses of local medical centres and / or hospitals and their proximity to other relevant facilities, such as accommodation and match venues, should be included.
- What are local laws governing hospital admissions.
- Do all delegates require travel insurance including adequate medical cover.
- Tenderers must confirm that match-day doctors are present for each match of the Competition and must confirm a chief medical officer.
- Confirmation that venues are covered by public liability insurance.
- Confirmation that all the Mandatory Medical Equipment detailed in Annex 1 will be available for every match.

## Covid-19 Secure

- Tenderers must explain how they will make the event Covid-19 secure in the event of ongoing restrictions and the need for bio-security measures to be in place for both the host and participating countries' players and staff.

## No Collusion Agreement

The bid document must be accompanied by a signed statement confirming there has been no collusion with other tenderers. A template is included under Annex 2.



## Section 6 – Evaluation

A tenderer's bid document will be analysed and evaluated using the following criteria:

### Compliance

- The bid document is written in English.
- The application must be submitted within the announced time-frame.
- The applying body must be a Member of the European Rugby League or consortium tenders must have a Member of the European Rugby League at the heart of their tender.
- The bid document has covered in detail all the areas detailed in Section 3 – Specification.
- A full, balanced budget has been included and in euros, with a per-person cost to be assumed by each participant associated with a participating national team.
- A full schedule has been included.
- A signed no collusion statement has been included.

### Assessment criteria

The tendering process is intended to provide high quality options for the Competition, using a transparent framework. In assessing each bid, the ERL Board will consider the following criteria:

- The quality of participants' experience, including value for money.
- The quality of facilities / suitability of venue.
- The quality / thoroughness of the bid.
- The Host Management Committee's capacity to deliver.
- The augmentation of the ERL's European dimension.

## Section 7 – Contracting

Following the evaluation stage, the ERL Board of Directors will decide on a preferred tender and submit a completion plan, which will include but will not be limited to:

1. Confirmation of participants. The ERL will inform eligible members of the details of the preferred host and seek commitments to participate from them in writing within two weeks of notification.
2. Confirmation of payment schedule. Participants will confirm acceptance of the payment schedule.
3. Submission of documentation by both parties, including but not limited to support letters from government or any and official agencies, relevant insurance policies, sponsorship support and signed contracts.
4. Schedule of responsibilities. Host will enter a contractual arrangement with the ERL.
5. Transfer of administration of the Competition to the Host Management Committee.

## Section 8 – Submission Instructions

Interested organisations should submit a written proposal, including a signed no collusion statement (Annex 2) to the European Rugby League no later than **5.00pm (UK Time) on Monday 22<sup>nd</sup> August 2022**.

All tender documents should be submitted electronically before the deadline to [david.butler@europeanrugbyleague.com](mailto:david.butler@europeanrugbyleague.com)

## Contacts

Should you have any queries please contact; David Butler (General Manager) via [David.Butler@europeanrugbyleague.com](mailto:David.Butler@europeanrugbyleague.com) or Jovan Vujosevic (Regional Director Europe) via [Jovan.Vujosevic@europeanrugbyleague.com](mailto:Jovan.Vujosevic@europeanrugbyleague.com)



# Annex 1 – Mandatory Medical Equipment

MANDATORY MEDICAL EQUIPMENT			
	ITEM	Tick if present	Expiry Date
1	Spinal Board (with head blocks and full set of straps)		
2	Cervical Stiff Neck Collar(s)		
3	Splints (preferably Box splints alternatively SAM splints)		
4	Airways (Oropharyngeal & Nasopharyngeal assorted sizes, Pocket Mask (1 way valve))		
5	Portable Suction		
6	Oxygen – Life line pro kit		
7	Drug Box with complete contents – see below.		
8	Automated External Defibrillator (AED)		
9	Foil blanket & ambulance blanket		
10	Sharp's Bin & Clinical Waste Bag		
11	Bleach Solution & Disposable Gloves		
HIGHLY RECOMMENDED EQUIPMENT			
12	Entonox		
13	Emergency Cricothyotomy Device &/or needle Cricothyroidotomy equipment		
14	Pen light torch		
15	Crutches		
MANDATORY EMERGENCY DRUGS BOX CONTENTS			
1	Adrenaline 1:1000 1ml vial or EpiPen		
2	Hydrocortisone 100mg for IV administration (2 vials)		
3	Chlorpheniramine (Piriton) 10mg in 1ml vial for IV/IM use		
4	5 or 10mls water for injection		
5	Diazepam IV or rectal		
6	Salbutamol UDV (Unit Dose Vial) 5mg per 2mls		
7	300mg Aspirin – oral		
8	IV fluids 500ml sodium chloride 0.9%		
9	IV giving set		
10	One of each – green, white & brown venflon		
11	Green/Blue/Orange needles (3 of each)		
12	1ml,2ml,5ml,10ml syringes (2 of each)		

## Annex 2 – No Collusion Statement

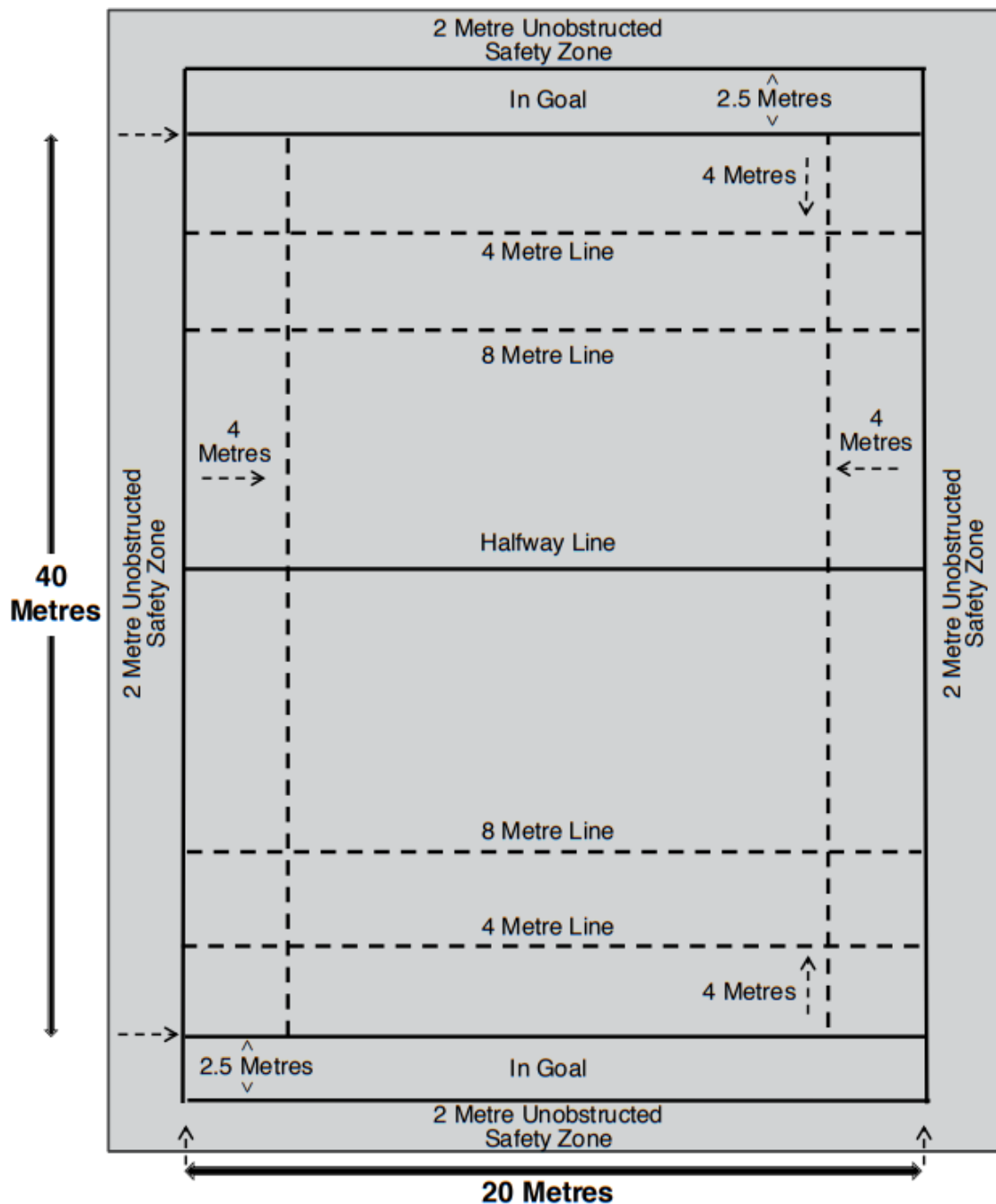
I, the undersigned, ....., holding the title and position of....., and representing ..... hereby swear that:

- The bid, including all financial elements, was prepared independently by **[insert name of organisation]** and that no part of it has been disclosed to anyone outside of the bidding organisation and the ERL Board of Directors;
- No ERL members have been solicited to refrain from bidding or submit any non-competitive bidding

Signature : .....

Date : .....

## Annex 3 – Wheelchair RL Pitch Dimensions



Suitable for Wheelchair Rugby League only.

Post height 4 to 5 m, post width apart: 3m, crossbar height above floor: 2m.

Surface must be hard, level and consistent to ensure good, safe running for wheelchairs.

The centre, 4 and 8 metre lines must be clearly marked using (1) adhesive tape (on floor), (2) paint (on concrete) or (3) plastic cones or domes (placed 1m outside touch lines).