

Fédération Internationale de Saut à la Corde International Rope Skipping Federation



Agreement for Hosting

Fédération Internationale de Saut à la Corde - International Rope Skipping Federation
**World Rope Skipping Championships 2018 (WC2018), Junior World
Rope Skipping Championship 2018 (JWC2018)
and International Open Tournament 2018 (OT2018)**

Event Dates: July - August 2018

Name of Host Organization:

Country of Host Organization:

Correspondence Address:

Host Contacts:

Name:

Role/Responsibility:

Telephone:

E Mail:

Name:

Role/Responsibility:

E Mail:

Name:

Role/Responsibility:

Telephone:

E Mail:

FISAC-IRSF Contact:

Bram Herssens – President of FISAC-IRSF

President@fisac-irsf.org

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The FISAC-IRSF contacts are always put in cc of all FISAC-IRSF communication.



Preamble

This agreement is between two parties, namely:

Party 1:

The “Fédération Internationale de Saut à la Corde - International Rope Skipping Federation” (FISAC-IRSF), c/o, referred to as “FISAC-IRSF” throughout this document, hereby represented by the FISAC-IRSF contact person given on page 1 of this agreement,

and Party 2:

Referred to as “Host” throughout the rest of this document, hereby represented by the Host contact person given on page 1 of this agreement, with the intention of jointly and successfully organising the 2018 FISAC-IRSF World Championships.

All official communication (in word or speech) between FISAC-IRSF and the Host will be in English.

The names (either in full form or as abbreviation) and the official logos of both FISAC-IRSF and the Host will be present in all documents and communications including public relation documents and activities.

To avoid activities which could have a negative influence on one or both parties, it is agreed to exchange information via virtual meetings on recent and future developments concerning the event between the two parties on at least a monthly basis and from December 2017 on, on a biweekly basis. FISAC-IRSF may ask the host to provide necessary/additional information if required. A good exchange of information also means that mails will be responded within a maximum of 3 days.

The Host and FISAC-IRSF agree that the requirements laid out in the 2018 Bid Book (see annex) shall be read-in as the appendix of this document. While the entire 2018 Bid Book is considered part of this agreement, the Host should consult the following sections specifically for additional details:

- Procedures and Requirements for the Opening, Medals and Closing ceremonies
- Hosting Criteria
- Rules of Conduct
- Code of Ethics

In the event that there is a discrepancy between the 2018 Bid Book and this agreement, this agreement will hold the enforceable rule unless both the Host and FISAC-IRSF agree in writing to enforce the 2018 Bid Book’s rule.



1 Requirements

It is mutually agreed that the following requirements will be met by the Host:

1.1 Living accommodation and food services

The Host will coordinate, pay for, and charge participants (athletes, judges, coaches, spectators) for the living accommodation and meals accordingly to recoup costs. The packages shall include sleeping accommodation for the duration of stay and all meals starting with an evening meal on the day of arrival and ending with breakfast on the departure day. All rooms shall be furnished with beds or at least mattresses including bed linen and wash towels. The accommodation must be sufficient for the estimated total number of participants (competitors and accompanying people) preferably at one location and have separate washing facilities for male and female, or private showers and toilets.

A large size communal room (sufficient for at least 100 people) will be available as a meeting point for groups from different countries to communicate in their free time each day of OT and WC/JWC2018 starting on the first day of arrivals and ending on the final day of departures.

The catering and dining facilities shall be sufficiently dimensioned to provide all registered people with their meals. Meals must be able to be distributed quickly, even at peak eating times, by offering sufficient staffing and entrances that participants receive and are able to consume their meals in 30 minutes or less.

Lunch on all competition days should be served either at the sports facility or within a short walking distance (10 minutes or less) or the host will provide sufficient transportation for all registered people (competitors and accompanying people) between the sports facility and the dining facility to ensure that no delays in the schedule are experienced. Breakfast should start at least 2h before the start of the competition. Lunch and dinner times should be as long as to provide everyone to eat to enable good competition.

Meals should be diverse, so people are able to have a choice between meals. Special meals need to be foreseen for allergies and vegetarians according to the registration data. Menus need to be approved by FISAC-IRSF before the start of the World Championship.

1.2 Sports facilities

All sports facilities should be within walking distance (10 minutes or less) of the living accommodation, or the Host will organize sufficient transportation to ensure all participants arrive in a timely and stress-free manner for practice sessions and the competition. On competition days the sports facility (warming up area, a separate practice area and competition area) will be available from 7:00 until 23:00. On the day before the OT2018 and the WC/JWC2018 competition the warm up area and competition area will be available from 10:00 until 22:00 for athletes to practice unhindered on the competition floor and test their music on the sound system. The competition hall will be available a day before the arrival days in order to have enough time for the host as well as FISAC-IRSF to set up the hall. No teams will have access to the sport arena on July 23th, 2018.

In accordance with the FISAC-IRSF rule book, the sports hall will be sufficiently large to accommodate the event and the estimated number of participants and spectators with appropriate comfort. For all people taking a package on a certain day a seat should be reserved, including the athletes that compete that day.

If, however, the sports hall has capacity to seat many more people than are registered for the event, the unused seating areas must be able to be optically hidden (e.g. curtained off) to avoid the feeling of an empty spectator area.

Sufficient space is required to house the competitions according to the following specifications:

Masters Competitions (OT2018, JWC2018 and WC2018):

- a. 12m x 12m Freestyle area
- b. Minimum of 3 meters free additional boarder space on 2 sides, and 8 meters free additional boarder space on the 2 other sides (for the judges tables)
- c. A minimum of eight 5 meter x 5 meter speed areas
- d. An indoor warm up area and a separate practice area each of at least 400 m² (open space, sufficient height, no hindrances) and at least 15 meters wide and 15 meters long during the competition with the same floor characteristics as the competition area.

Team Championships (OT2018, JWC2018 and WC2018):

- a. 12m x 12m Freestyle area
- b. Minimum of 3 meters free additional boarder space on 2 sides, and 8 meters free additional boarder space on the 2 other sides (for the judges tables)
- c. A minimum of six 5m x 5m speed areas (preferably space for 8, in two rows of 4)
- d. An indoor warm up area and a separate practice area each of at least 400 m² (open space, sufficient height, no hindrances) and at least 15 meters wide and 15 meters long during the competition with the same floor characteristics as the competition area.

World Cup:

- a. Minimum 15m x 15m Performance area
- b. Minimum of 3 m free additional boarder space on all 4 sides
- c. An indoor warm up area and a separate practice area each of at least 400 m² (open space, sufficient height, no hindrances) and at least 15 meters wide and 15 meters long during the competition with the same floor characteristics as the competition area.

The competition floor will be suitable for skipping. During competitions, a warm up facility must be provided and have the same floor qualities as the competition floor. The competition and practice areas must be separated by a sound dampening curtain, or wall and in such a way that athletes do not have to leave the warming up area when trying to find out which athletes are competing. Preferably the two areas would be in the same gym or building, or in a close by building preferably with a covered walkway between.

Drinking water will be available at no charge for participants in the sports hall(s).

Refreshments and snacks shall be provided in the sports hall for all judges, competition officials and computer operators throughout the event.

A visible and sufficiently equipped (including ice) First Aid post with at least one certified person will be provided in the sports facility throughout the event (during practice, competition and camp times).

1.3 Meeting room requirements

1. Judges and coaches meeting room - A separate room in close proximity to the competition site will be provided for judges/coaches meetings starting the day before the first competition, and ending after the competitions. On the camp day, at least two of these rooms should be available in order to be able to give a judges course and organize a seminar at the same time. The meeting rooms must be capable of holding at least fifty (50) people. The meeting room must have:
 - a. wireless internet access or at least one (1) wired ports for internet access including 1 Ethernet cord,
 - b. 50 chairs

2. Board of Directors Rooms - A separate meeting room in close proximity to the competition site will be provided for use by the FISAC-IRSF board members throughout OT2018 & WC/JWC2018, starting on the day of the Board's arrival and ending at 18:00 one day after the full package registrants depart. The meeting room must be capable of holding at least fifteen (15) people. The meeting room must have:
 - a. wireless internet access or fifteen (15) wired ports with connection cables for internet access,
 - e. a data projector/beamer and screen or clear wall space suitable for projecting to,
 - f. enough tables for fifteen (15) people to work at comfortably,
 - g. fifteen (15) chairs,
 - h. two (2) pads of easel paper,
 - i. one (1) roll of wall-safe tape,
 - j. ten (10) pads of sticky-notes of multiple colours,
 - k. two (2) packs of various coloured water-based markers,
 - l. fifteen (15) notebooks,
 - m. thirty (30) pens,
 - n. fifteen (15) pencils, and
 - o. one (1) pencil sharpener.

 - p. at least (1) one eraser
 - q. printing capabilities
 - I. one (1) black/white printer (with a speed of 30 pages / minute and a USB 2.0 interface) plus extra printing cartridges and A4 printer paper, and
 - II. access to photocopying facilities



All these rooms should be available in the same building as the competition at that moment as well as at least one day before that competition.

3. Annual General Meeting - A meeting room will be required for the FISAC-IRSF AGM (Annual General Meeting), as scheduled by FISAC. This room will be required for 4 hours on the day of the AGM. The meeting room must be capable of holding at least 50 people. The meeting room must have:
 - a. wireless internet access or at least one (1) wired ports for internet access including 1 Ethernet cord,
 - b. a data projector/beamer and screen
 - c. long rectangular tables sufficient for fifteen (15) members to be seated at, while facing the remainder of the membership, and
 - d. thirty-five (35) chairs

1.4 Participation Price Structure

Package prices for the event will be clearly indicated on any flyer or brochure. Packages should be created for people attending only the OT2018, only the WC/JWC2018 or both of the events.

The following should be considered when determining the package prices:

- FISAC-IRSF Board Accommodation
 - Full packages for up to two working FISAC-IRSF board members (Technical Committee members) stays, plus two extra days before the package starts and one extra day at the end of the full package.
 - Full packages for up to three additional working FISAC-IRSF board members' (Tournament director & assistants) stays, plus two extra days before the start of the full package.
 - Full packages for up to 4 working FISAC-IRSF Executives Board members' stays, plus two extra days before the package starts and one extra day at the end of the full package.
 - Package for the World Camp organizer (1 person assigned by FISAC-IRSF)
 - Transportation costs for all FISAC-IRSF's board members mentioned in the 4 bullets above (maximum total of 10), equivalent to the lowest cost (flight or car).
- FISAC-IRSF capitation fee (see 1.6 FISAC-IRSF Capitation Details)
- FISAC-IRSF meeting rooms and required supplies
- Transportation and accommodation for one or two (1 or 2) FISAC-IRSF board members to visit and assess the facility at least 9 months prior to the event.
- Training and sports facilities
- Transport between sports facilities and living accommodation (if required)
- Information about sight-seeing should be foreseen.
- Suitable evening entertainment
- A farewell party for all registered people.
- Welcome package, including at least event T-shirt, ID pass, pin and info booklet.



1.5 Print Material Requirements

The host shall publish, on all print materials (physical or virtual), any discounts that may be available.

Transportation - As part of the initial information on the event, the Host will clearly indicate what transportation options are available for participants arriving at all possible airports, train stations and bus stations, including websites. The Host will indicate that these options will not be included in the registration fee. The host will also inform what typical charges a group might incur to transport themselves to the venue. The names and locations of all usable airports / train and bus stations shall be clearly communicated to all participants.

Extra Days - A price per extra day of accommodation must be provided as part of the initial information on the event, to allow people to lengthen a package if they choose. The minimum options that need to be foreseen are 1 day before the full package, and/or one day after the full package. Other extra days are also possible, but all extra days should have 1 standard price:

- The price of an extra day before or after WC is: _____ CHF (incl. sleeping & breakfast)
- Price for extra night during the WC is: _____ CHF (incl. sleeping, local transport, meals & access to the sports arena as spectator)

People can only take an extra night when they already have taken a package.

When competing, you need a package (not extra night) for the days you are competing.

It is the sole responsibility of the Host to pay for all costs for the event concerning accommodation, the sports facility, any transport provided and provide all items stated under the responsibility of the Host in Section 3 of this agreement.

1.6 FISAC-IRSF Costs in Preparation for the Event

As per Section 1.4, the Host will pay for and coordinate the travel and accommodation including lodging and meals for one or two (1 or 2) members of the FISAC-IRSF Board to visit and assess the venue prior to the event.

1.7 FISAC-IRSF Capitation Details

The host will collect all the capitation fees, defined as:

Full package:	_____ CHF
WC package:	_____ CHF
OT Package:	_____ CHF
Maximum Ticket price for one day OT:	_____ CHF
Maximum Ticket price for one day WC/JWC:	_____ CHF
Maximum Ticket price for World Cup:	_____ CHF

The prices only include things that the participants benefit from and not costs for publicity, media.

FISAC will receive a capitation fee of 155 CHF from the host for every registered person (competitors and all accompanying people e.g. coaches, judges, supporters, etc.) who attends the OT and/or WC/JWC2018 from all participating countries. This fee will be paid by the host before July 1st 2018 towards FISAC. 100 CHF of this fee will be returned to the Host pending a satisfactory Financial Disclosure (section 1.9), Final Report (section 1.10) and FISAC-IRSF host evaluation (section 1.11). Any bank charges due to money transfer between FISAC-IRSF and the host shall be paid by the sending party.

The host will charge 200 CHF per package as a preregistration fee.

FISAC-IRSF and the Host will keep each other updated about payments, in the case participants paid to the wrong organization.

The host is fully responsible for the ticket sale and distribution. The tickets will be paid by individuals to the host.

The Host and FISAC have the right to apply sanctions if the different deadlines for the registrations and payments are not respected. The Host will invoice to the participating nations.

- Registration entry and payment received after final registration date (April 25th, 2018) 500 CHF
- Change of name (per name) after June 23th 500 CHF

If a participant did not pay the full amount the day before the first competition day, FISAC - IRSF as well as the host is allowed to deny his / her participation. FISAC -IRSF is not responsible for countries not paying the amounts due. The host and FISAC needs to keep each other informed of the payments made on a weekly basis.

1.8 Participation Payment Details

The payment of the required preregistration fees will be requested March 1st 2018. Final payment will be requested by April 25th 2018. Any exceptions to this rule will be decided by FISAC-IRSF and the host.

1.9 Financial Disclosure

Within four (4) months of the end of the event a financial report must be submitted to FISAC-IRSF. This report must include professionally audited statements including:



- a) a balance statement,
- b) an income statement,
- c) a cash flow statement, and
- d) auditor's report.

1.10 Final Report

Within four (4) months of the end of the event a final report must be submitted to FISAC-IRSF. The report must also include, but is not limited to, non-audited statements or materials such as:

- a) executive summary
- b) media tracking and summary, including links to news reports and videos
- c) the working budget
- d) summary of grants received
- e) lessons-learned and advice for future hosts
 - 1) Merchandise advice
 - i. T-shirt sizes
 - ii. Merchandise recommendations (based on sales and customer feedback)
 - 2) Summary of volunteer and paid positions required to execute the project, including brief job descriptions
 - 3) Advice for working with venue
- f) feedback for FISAC-IRSF to improve communications and execution for future events, and with future hosts.
- g) two (2) sets of event DVDs, photos, and videos of the complete event including all competitions and ceremonies, (for non-commercial use), usable for judges purposes.

The host will supply FISAC-IRSF with a suggested template for the Financial Disclosure by the latest November 1st to be approved within two weeks by FISAC. FISAC-IRSF will supply the Host with a template for the Final Report by January 1st 2018.

1.11 FISAC-IRSF Host evaluation

Within two (2) months of the end of the event, FISAC-IRSF will submit a final evaluation report to the host. This report will determine how much of the 100 CHF will be returned to the host, based on the responsibilities in section 2. At least 9 months prior to the event, each part of section 2 (responsibilities) will get a weighting score (on a scale of 0 to 100) that will determine the amount of money attached to this part of the section. For each section that was not fulfilled by the host, no money will be returned by FISAC-IRSF.

Overview of weighting scores (NOTE: these scores are currently an indication and will be fixed after the assessment visit):

- 1) Planning: 15% (mainly for local transport)
 - 2) Advertising 10% (mainly for livestream & video material)
 - 3) Preparation 5%
 - 4) Registration 0%
 - 5) Insurance 0%
 - 6) Cancellation 0%
 - 7) Competition organization
- H7.2 to H7.12, H7.15, H7.16, H7.21 to H7.22 (material): 20%



H7.13 to H7.15 (volunteers): 15%
H7.17 to H7.20 (medals): 10%
H7.24 (live counting system): 10%
H7.25 to H7.26 (camp): 15%

The report must include, but is not limited to:

- a) Evaluation per responsibility as described in section 2 responsibilities with a clear statement if money will be returned or not.
- b) General evaluation of the event & lessons learned
- c) Conclusion, including the total amount of money per participant that will be returned to the host



2 Responsibilities

The following table defines the individual responsibilities of the Host and FISAC-IRSF.

	Host	FISAC-IRSF
1. Planning	<p>H1.1 Provide FISAC-IRSF with a detailed Master Plan (including photos) at least six (6) months before the start of the event, including but not limited to the following items:</p> <ul style="list-style-type: none"> • Location of the nearest international and national airport(s), main line train and bus station. • Details of available transportation between airport(s) / train / bus station and the event location. Declaration that this will NOT be included in the package price is also required. • Detailed floor plan (including dimensions) and photos of the sports facility including competition area, warm up / practice area, spectator area, office for competition officials and meeting room(s) for coaches, judges, board meetings and AGM. • Specification of the floor in the competition and warm up areas. • Description and photos of sleeping, dining and socializing accommodation. • Detailed map showing the location and distances between the sports facility and the registration, sleeping, dining and socializing accommodation. • Transportation between the sports facilities and accommodation (only if too far to walk). • Availability of diet restrictions (vegetarian, lactose, halal, kosher, etc.) • A time line showing all necessary actions between Master Plan submission and the event. • Basic event schedule showing which competitions / activities are on which days. • A list of FAQ with responses • The house rules of the dormitories. • Detailed plan of the competition set-up and of the different facilities. <p>H1.2 Provide FISAC-IRSF with sightseeing information for communication to the participants via the website.</p>	<p>F1.1 Approval of, or questions and requests stemming from, the Master Plan by FISAC-IRSF within one (1) month of being received.</p>



	H1.3. Signed contracts with the venues, with the lodging facilities and the food facilities.	
2. Advertising	<p>H2.1 Produce and provide FISAC-IRSF with promotional (digital) flyers for distribution via www.fisac-irsf.org on or before December 1, 2015. The (digital) flyer must include, but is not limited to:</p> <ol style="list-style-type: none"> the calendar of events, age limitations within the OT2018, package prices, stay-extension prices, payment options (PayPal, visa, bank transfer), payment deadlines, withdrawal deadlines and cancellation policy, the final registration deadline. <p>H2.2 Organization of official event photography (including taking picture of the medalists) and video people (preferably with previous experience in shooting Rope Skipping) including live streaming of the competitions with sufficient bandwidth to allow up to 1500 simultaneous hits. On all the material as well as the live streaming, the FISAC-IRSF logo must be clearly present. The live streaming should also include the ID of the skipper / team competing at that moment. At least one person of the host's team should talk the watchers through the competition and organize interesting interviews.</p> <p><i>Please note that FISAC-IRSF maintains ownership over all host-organized video footage, trailers and photographs for the promotion of the sport and for other FISAC-IRSF initiatives.</i></p> <p>H2.3 Provide FISAC-IRSF with 2 sets of DVDs, photos, and videos of the event, within four (4) months of the event finishing (for non-commercial use), as per 1.10 Final Report. The video material has to contain the raw material from the competition.</p>	<p>F2.1 Publish information in an agreed format on the FISAC-IRSF website (max 10 MB) prior November 1, 2015.</p> <p>F2.2 Publish digital promotional flyer no later than December 14th 2015</p>
3. Preparation	<p>H3.1 Create the event information booklet in English including:</p> <ul style="list-style-type: none"> Detailed schedule Map showing the gymnasium and accommodation locations Competitor lists for all competitions with space for noting scores 	<p>F3.1 Inform the national organizations and other people attending the event of how and when to register.</p> <p>F3.2 Provide the Host with the detailed event schedule and final competitor lists, which make up the competition part of the event information booklet by June 10th, final list to be sent to Host by</p>

	<ul style="list-style-type: none"> All other relevant event information. <p>and have sufficient booklets printed for all registered people and some for additional spectators. This booklet needs to be approved by FISAC-IRSF before printing. At least one week is given for FISAC to approve or comment.</p> <p>H3.2 Provide FISAC-IRSF with names and telephone numbers of the people responsible for individual tasks (e.g. transport, registration, hotels, food and drink, sound system, other technical equipment, etc.) as well as a schedule of the tasks of all the number of volunteers at least 4 weeks before the event begins.</p>	June 23 rd .
4. Registration	<p>H4.1 Inform FISAC-IRSF of all registered people who have paid the registration fee.</p> <p>H4.2 The Host will check in each registered person upon arrival and provide them with a welcome package containing:</p> <ul style="list-style-type: none"> Event information booklet in English Event T-shirt Event Pin ID pass including a recent photo. 	<p>F4.1 Provide the Host with the details of each registration which is received, including ID photos by June 10th, final list to be sent to Host by June 23rd.</p> <p>F4.2 Check all competitor passports against the registration details and issue competitor numbers.</p>
5. Insurance	<p>H5.1 Inform FISAC-IRSF of what insurance coverage will be provided. <i>(FISAC-IRSF recommends that the Host takes out general event insurance).</i></p>	<p>F5.1 Inform the national organizations and other people attending that they are responsible themselves for their own personal insurance before preregistration.</p>
6. Cancellation	<p>H6.1 Communicate any cancellation/refund policy to all participants as part of the initial information.</p> <p>FISAC-IRSF recommendation is:</p> <ul style="list-style-type: none"> 12 weeks prior to the event: 100% refund 8 weeks prior to the event: 50% refund 4 weeks prior to the event: in 25% refund Cancellation after this NO refund <p>A preregistration fee of 200 CHF can be requested to be paid by March 1st, 2018</p>	
7. Competition organization	<p>H7.1 If the score system from the host can handle all specifications specified via F7.6.</p> <p>If the primary scoring system cannot provide all specifications specified via F7.6, hosts needs to provide 10 computer (minimum Windows 7 & working browser) and 10 computer operators to</p>	<p>F7.1 Provide two (2) FISAC-IRSF officials to monitor and assist in setting up the competition area according to the rule book.</p> <p>F7.2 Nomination of the required judges.</p> <p>F7.3 Upon request, provide FISAC-IRSF banners.</p>



	<p>operate secondary scoring system.</p> <p>H7.2 Provide a PA system which is suitably dimensioned to provide good quality audio on the complete competition and spectator and judges areas, during the whole event (including the camp day), including:</p> <ul style="list-style-type: none"> • 2 wireless microphones with sufficient back-up batteries to last for the duration of the event • 2 back-up wired microphones • 2 wired microphones for the time-keepers or an alternative system (approved by FISAC-IRSF). • dual facilities to play self produced audio CDs and/or mp3-files via USB-sticks (Please note that the CD players must be located at the skipper entrance to the competition area). • at least one auxiliary input for connection to a PC (cable with 3,5mm jack plug). <p>This must be tested in each location at least 6 weeks in advance, in order to solve any unforeseen problems in time.</p> <p>H7.3 Provide or finance two (2) large format beamers (data projectors) and two (2) projection screens to display scores to be visible and readable during the competitions for all spectators.</p> <p>H7.4 Provide a black/white DIN A4 laser printer with a speed of up to 30 pages per minute and a USB 2.0 interface and also a color printer with at least USB 2.0 interface.</p> <p>H7.5 Free A4 black/white photocopying facilities with a speed of at least 30 copies per minute, situated close to the competition area.</p> <p>H7.6 Ensure that the competition area has a clearly marked floor and is set up with tables and chairs for judges and competition officials according to the rule book.</p> <p>H7.7 Provide two (2) timing clocks for the time-keepers.</p> <p>H7.8 Provide a national anthem CD for all participating countries and procession and background music for the opening, medal and closing ceremonies.</p>	<p>F7.4 Provide at the start of competition: registration forms, and competitor number stickers for use in competitions.</p> <p>F7.5 Pay all costs in connection to, and decide for, anti-doping tests</p> <p>F7.6 Provide the minimum requirements for the score system</p>
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<p>H7.9 Provide a Podium for the medal ceremony. (On Team Championship it has to be sufficient for up to 5 people per level)</p> <p>H7.10 Provide national flags for each participating country (minimum size 50cm x 100cm). The medalist's flags must be presented behind the podium at the Medal Ceremony (visible to the audience). Please note that one country can be awarded places 1 to 3 (e.g. 3 flags from such countries needed).</p> <p>H7.11 Provide Nutritious refreshments (drinks and snacks), and coffee for the judges, competition officials and computer operators during the competition.</p> <p>H7.12 Provide pencils, blank paper and speed counters for the judges.</p> <p>H7.13 Provide computer software for the scoring & server for running the scoring program.</p> <p>H7.14 Provide 10 people for data entry in the score system during all competitions.</p> <p>H7.15 Decoration of the facilities to sufficiently honor the athletes and coaches, and demonstrate a polished international-level experience for dignitaries, audience members, online viewers and the media.</p> <p>H7.16 Provide an event T-shirt for all registered people and something allowing visible identification of all different types of helpers (T-Shirt, cap/hat, large badge etc.).</p> <p>H7.17 Provide all Open Tournament Medals (Teams and Masters) for the skippers who achieve the three best scores in each event and for overall in each age division and gender category of all competitions (please note that ties can occur). The design of the medals has to be approved by FISAC-IRSF at least 6 weeks prior to the event.</p> <p>H7.18 Provide overall and event medals for WC/JWC Masters and WC/JWC Championships and World Cup according to FISAC specification. The design of the medals has to be approved by FISAC-IRSF at least 6 weeks prior to the event.</p> <p>H7.19 Provide ribbons (lanyards) for all Medals</p>	
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	<p>(WC/JWC Masters and Team Championship AND all of the Open Tournament Competitions). Ribbons (lanyards) must be at least 2 cm wide, and printed with the following: Year, name, place and type of the Championship (e.g. Masters or Team).The ribbons (lanyards) must be different than the lanyard that holds the ID pass. The WC/JWC2018 ribbons (lanyards) must be different than the OT2018 ribbons (lanyards).</p> <p>H7.20 Provide a trophy for each overall gold medal winner in each age division: Team Female; Team Male; Team Open; Masters Female; Masters Male; and World Cup.</p> <p>H7.21 Provide judges Polo-shirts and FISAC-IRSF official Polo-shirts. One shirt per day per person.</p> <p>H7.22 Provide the print-out of the score sheets</p> <p>H7.23 Provide all necessary material to conduct anti-doping tests in accordance to the specifications from the supplier.</p> <p>H7.24 Life counting system including live display of the counting. This system needs to be approved by FISAC-IRSF 3 months prior to the event.</p> <p>The host is also responsible to technically display the freestyle scores.</p> <p>H7.25 Provide (and pay for) staffers at the camp at a ratio of at least one staff per 12 skippers.</p> <p>H7.26 Provide a good alternative / extra for athletes not being able to enjoy the camp</p>	
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3 Entire Agreement

This Agreement, together with any documents referred to in it, or expressed to be entered into in connection with it, constitutes the whole agreement between the parties concerning the subject matter of this Agreement. Side agreements, amendments and supplements to this Agreement (including this clause) must be in writing and signed by both parties to be valid. All agreements made between the parties before the date of this Agreement shall be rendered invalid on the execution of this Agreement.

4 Duration

This agreement shall come into force on the date that both parties have signed it. On condition that all capitations and fees due have been paid by the Host to FISAC-IRSF, and by FISAC-IRSF to the Host, this agreement shall terminate 4 months after the end of the event. In the event of unpaid levies or fees after this date, the agreement will remain in force until fully paid. In the event of unfulfilled reports after



this date, the agreement will remain in force until a report has been accepted by the FISAC-IRSF Board of Directors.

5 Severability

If the provisions of this agreement should be or become partially or wholly void, the remaining conditions will continue to apply. The parties are bound to replace the void provision or the void part of the provisions by a legally valid arrangement, which comes as close as possible to the commercial meaning and purpose of the void provision or void part of the provision.

6 Breach of contractual agreement

Should the organizing federation not respect the conditions of the present agreement and its attachments, FISAC is entitled to withdraw, at any time, all rights pertaining to the organization of this event and confer them to any other Federation.

In the case where the event no longer can be organized in another place and by another Federation, and/or that the breach of its contractual obligations by the organizing Federation is such that the event cannot be run according to the usual quality standards, FISAC is entitled to decide the total cancellation of the event.

In such case, the organizing federation remains liable for the full payment of all the expensed engaged by FISAC towards the organization of WC2018.

7 Exceptional circumstances

All problems and questions for which no solution has been found according to FISAC and FISAC rules or this agreement are dealt with in a spirit of cooperation between the delegates of FISAC and the organizing federation. FISAC delegates are empowered to take the necessary decisions. In case of doubt, the FISAC executive board's decision will be final.

8 Force Major

In case of Force Major as natural disasters, revolts, national emergency, wars or general strikes, modifications of legal regulations in the organising country which render the respect of this contract impossible, or any other unforeseeable reasons on which neither FISAC nor the organising federation have any influence, FISAC and the organising federation will try to find a solution which will be acceptable to both parties in order to cover sustained losses.

9 Ratification

On signing this agreement on behalf of the Host, the nominated person has read and understood the requirements and responsibilities of both the Host and the Fédération Internationale de Saut à la Corde - International Rope Skipping (FISAC-IRSF).

On behalf of the Host Federation: _____

Signed _____ Date _____



On behalf of the Host Federation: _____

Signed _____ Date _____

On behalf of FISAC-IRSF: Bram Herssens, President, FISAC-IRSF

Signed _____ Date _____

Signed _____ Date _____

Bidding procedure

(not part of the contract – more of a reminder and to-do for both parties)

From the WC2018 onwards, the bidding procedure for the assignment of the host will have changed compared to WC2016 and before.

If a country decides to put themselves forward as a candidate to host the FISAC-IRSF World Championship, they will first have to enter a bid with as much information as possible by March 30th 2016.

After this date, FISAC-IRSF will evaluate all bids and ask extra questions via email. Based on all the received information, FISAC-IRSF will decide which bids are acceptable and will move on to the next step and which bids will be refused. For the refused bids, the bidding procedure stops.

For all accepted bids, an assessment visit will be planned before May 30th 2016. For this assessment visit, 1 or 2 representatives from FISAC-IRSF will travel to the bidding country and will look at all facilities, planning, preparations, It will be the task of the candidate to give the FISAC-IRSF representatives the opportunity to visit all sleeping accommodations, all eating accommodations, the entire sport accommodations and have a look at possible sightseeing places. All this has to be done in 1 week-end. FISAC-IRSF will pay for the travel of their 1 or 2 representatives, the candidate will be responsible for all local expenses (transport, hotel, food, ...).

Note: if the candidate is not chosen in the end, there will be NO possibility to get a refund from FISAC-IRSF for the expenses made during this assessment visit.

During the month of June 2016, FISAC-IRSF will evaluate all bids and will decide which bids will be accepted. During this month, extra questions may be asked towards candidates to solve issues or provide more in-depth information.

In case only one bid is accepted, this will automatically be the chosen host for the next World Championship. In case multiple bids are accepted, those bids will be presented during the AGM 2016 (part of the World Championship), and all Member Countries will vote at the end of this AGM. The bid with the most votes will be selected as the chosen host for the next World Championship.

After the AGM, the contract will be signed between the host of the World Championship 2018 & the FISAC-IRSF President.

During the Closing Ceremony of the FISAC-IRSF World Championship, the host for the next World Championship will be announced.



Responsibilities and deadlines

(not part of the contract – more of a reminder and to-do for both parties)

Date	Item	Responsibility	Status
30/3-2016	Make a full bid	Host	
15/4-2016	FISAC will select all bids that are accepted and start planning for assessment visit with possible hosts	FISAC	
Before 30/5-2016	Make assessment visit to host country/countries	Host/FISAC	
30/6-2016	Select all bids that are accepted & inform all bids about the final result of the assessment	FISAC	
During AGM 2016	Present bid to all countries	Host	
During AGM 2016	Lead voting so the host for WC2018 is selected	FISAC	
After AGM 2016	Sign contract with host	Host/FISAC	
During Closing ceremony of WC2016	Announce the host for the next World Championship	FISAC President	
First week of January – 2018	Provide folder with all practical information	Host	
24/1-2018	Provide FISAC-IRSF with a detailed Master Plan (including photos) at least six (6) months before the start of the event, including but not limited to the items listed in H1.1	Host	
1/2-2018	Approval of, or questions and requests stemming from, the Master Plan	FISAC	
1/3-2018	Last day for pre-registration	Participants	
24/4-2018	Approval of speed system (approved in August-15/PJ)	FISAC	
25/4-2018	Last day for 100% refund for participants	Payments made by	



Date	Item	Responsibility	Status
		Host	
25/4-2018	Last day for final registration and payment	Participants	
9/5-2018	Payment of caption fee (155 CHF/participant) to FISAC	Host	
23/5-2018	Last day for 50% refund for participants	Payment made by Host	
10/6-2018	Provide the Host with the detailed event schedule and first competitor lists	FISAC	
10/6-2018	Provide the Host with the details of each registration which is received, including ID photos	FISAC	
23/6-2018	Final list of participants and final sending of ID photos, which make up the competition part of the event information booklet	FISAC	
13/6-2018	Medals approval	FISAC	
13/6-2018	Test of PA-system	Host	
20/6-2018	Last day for 25% refund for participants	Payment made by Host	
27/6-2018	List of phone numbers to all responsible volunteers to FISAC	Host	
2/10-2018	Host Evaluation	FISAC	
2/12-2018	Financial report from host to FISAC	Host	
2/12-2018	Final report from host to FISAC	Host	