



International Billiards & Snooker Federation

IBSF Championship Bid Form

This form must be filled in and emailed, posted or faxed to:
The IBSF Secretary, ibsf.secretary@africabsf.org
and a copy sent to the Secretary of the bidding Countries Regional Body

1. EVENT INFORMATION

The IBSF World Men's Snooker Championships shall be held from 1st – 30th November in any year

The IBSF World Ladies Championships will be held in conjunction with the IBSF World Snooker Championships

The IBSF Men's and Ladies Under 21 Championships, shall whenever possible, be held in conjunction with the IBSF World Masters Championships or the IBSF World Billiards Championships, and shall be held between 1st July and 31st August in any year

The IBSF World Team Cup shall be held from the 1st February – 31st March, in any year

No Championship can be arranged at the same time as any other IBSF Championships or an IBSF Members Regional Championship

No Championship can commence within 4 weeks of the end of another IBSF Championship

Any variation of the above dates will be considered upon application by the IBSF

Event: Snooker Men / Snooker Ladies / Snooker U21s / Masters / Billiards

Hosting year:

Host association:

Host city:

Dates: From _____ to _____

1.1 HOST ASSOCIATION CONTACTS

President/chairman:

Contact details:

Tel. no.:

Mobile phone:

Fax. no.:

Email address:

Secretary:

Contact details:

Tel. no.:

Mobile phone:

Fax. no.:

Email address:

Association address:

2. ACCOMMODATION

Name of championship hotel

Address:

Tel. no.:

Fax. no.:

Website:

2.1 HOTEL RATES

NORMAL ROOM RATES IN US\$ including breakfast & Taxes.

Single room US\$

Double room US\$

Triple room US\$

SPECIAL ROOM RATES in US\$ including breakfast & Taxes

Single room US\$

Double room US\$

Triple room US\$

NOTE: The Host Association is responsible to negotiate a discounted room for **all persons** attending the Championship, which should not exceed US\$85 Double Room including breakfast and taxes. To ensure maximum participation these rates should be as low as possible.

Any other complimentary accommodation will be at the discretion of the Host Association.

2.1 ACCOMODATION & DAILY FOOD ALLOWANCE

Accommodation will be supplied on a twin share basis for all International Referees

Breakfast and one extra meal allowance to be offered to all International Invited Referees. (See appendices).

No allowances will be payable to any other officials, delegates or players.

3. VENUE INFORMATION

Venue address if not hotel:

Tel no.:

Fax no.:

Email address:

Website Address:

Number of tables:

Number of practice tables:

Make of table: Wiraka, when tables have to be purchased to stage the Championships

Cloth: IBSF 6811 Tournament Select

Balls: Aramith

Scoring system: Electronic

NOTE: All scoreboards used must be clear and visible from the spectators seating, with all sound effects if any turned off.

Air Conditioning: Yes / No

Type of floor covering: (Carpet, hard, etc.)

Seating / number of spectators:

4. TOURNAMENT OFFICE AND RESULTS SERVICES

The following must be available at the venue/tournament office for official and general use at Normal Telecom Rates and not the hotel phone rates.

All persons outside of the tournament office officials will be responsible for paying their own costs for telephone, fax and internet usage.

Office fax facilities

Internet connection, computer and printer facilities: The internet connection for the Tournament office should ideally be in the form of a 'hub', with either wireless or normal router, which should include four or five Ethernet ports.

A WIFI connection with static IP Address for broadcasting the matches over the internet to be available inside the arena

Telephone

A computer available for the tournament Director and the head referee.

Photocopy machine in prime working condition.

Five boxes (12.500 sheets) white copy paper.

5. OPENING AND CLOSING CEREMONY

The Host Association will be responsible to host a suitable Opening Ceremony, and a Closing Ceremony which should include a buffet or meal for all attending guests.

At the finish of the Championships a Medal Presentation will occur in the venue, when the Gold, Silver and Bronze Medals will be presented. A podium will be required for this presentation, together with the country flags of the nations and the nations National Anthem.

6. IBSF AGM & BOARD MEETINGS

The Host Association will be responsible to arrange suitable rooms adequate for the purpose, as per Article 18 of the Championship Conditions. This is for 3 days - One board meeting before the AGM, then the AGM then another board meeting.

The room will be big enough for 12 persons (Board meeting) and 50 persons (AGM)

7. TV COVERAGE AND PUBLICITY

The IBSF is the legal owner of the logo and the title "IBSF World Championship and these words must be included in the title of the Championships and all references for television coverage and publicity

TV coverage:

Number of hours:

TV Network:

Satellite:

The IBSF reserve the selling rights to any televised parts of the Championship, outside the Host Associations Regional Area. All transmissions outside of the Host Nations Regional area must have the prior knowledge and agreement of the IBSF

At no time can anyone broadcast our championship by Internet without the prior permission and agreement of the IBSF.

At no time can anyone use the IBSF Logo on any item including merchandising items without the prior permission and agreement of the IBSF.

The Host Association will produce a Championship Programme to the required standards of the IBSF, as attached guide.

A draft copy of the Championship Programme must be forwarded to the IBSF President and Secretary before going to print for checking that all of the IBSF criteria have been met.

The Host Association will be responsible to ensure that facilities are available to promote the Championship on the Internet and obtain the necessary requirements from the IBSF Webmaster and the IBSF Webcasting person.

All IBSF Sponsors advertising agreements must be displayed as per the sponsorship agreements with each IBSF sponsor. Copies will be supplied by the IBSF before the Championships

8. TRAVEL

a) Name of nearest international airport:

b) Name of nearest airport if not above:

Travel time from a) to location:

Bus service: Yes / no

Travel time:

Average cost one way:

Train service: Yes / no

Travel time:

Average cost one way:

c) The travel time from Hotel to venue:

The Host Association is responsible to arrange transport for arrival and departure of all delegations at the airport, bus or train station, free of charge at the World Championships.

The Host Country should investigate the opportunity to get a sponsorship or a discount on air tickets for visiting players and officials

9. Agreements made between the IBSF and host country

These items will be discussed with the host country and the agreements made will be as listed below:

- The host country will receive the entry fees from the participants
- An agreement on prize money
- An agreement on accommodation for IBSF President and Board Members
- An agreement on referees and officials
- The advice of the required meeting rooms
- Tournament currency to be US\$ Dollars
- Delivery address for goods
- Delivery address for advertisements
- Delivery perpetual trophy

10. DECLARATION BY HOST ASSOCIATION

The IBSF and its representatives shall not be held liable for any agreements, contracts or payments made by the Host Association in the hosting of these Championships, unless the IBSF have confirmed any such commitments in writing.

The Host Association confirms that all players, officials and guests in attendance of this Championship under the I.B.S.F. and its Member Associations, are covered under the Public Liability Insurance Agreement of the Venue and/or Hotel, against injury or death.

It is the responsibility though; of all IBSF Member Countries to ensure that all their players and officials that are participating have adequate Travel, Medical and Health Insurance Cover.

We have read the above and agree to abide by the IBSF requirements, as stipulated for hosting the IBSF World Snooker Championship in the Conditions and this Tender Form, of which we have received copies.

We also confirm that the undersigned have been authorised to sign this document on behalf of the Association/ Federation/ Council or such organisation tendering for the Championship so stated on this form, and have received the full agreement to bid for the stated Championship/s from our Regional Body.

Signatory

Name	Position
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Signatory 1

Name	Position
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Signatory 2

Signed for on behalf of the (name association)

On this day of 200

Place:

Appendix: IBSF WORLD SNOOKER CHAMPIONSHIP (MEN)

A.1. HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY

The Host Association is required to arrange for the following officials, free accommodation for the duration of their attendance at the Championships, for the period of the Championships up to a maximum of 15 nights.

The IBSF World Championships

The IBSF President	15 night's accommodation
The IBSF Tournament Director - If required*	15 night's accommodation
The International Referees	15 night's accommodation (see item A2)
The IBSF Webmaster	15 night's accommodation

*The accommodation for the Tournament Director is only required if the host country is not supplying their own Tournament Director and that person is coming in from an outside country. The Host Nation must also cover the cost of the airfare for the International Tournament Director and the Head Referee, if the Host Nation cannot supply a suitably qualified person/s to fill the positions of the overall Head Tournament Director and Head Referee of the Championships.

The IBSF Board Members to attend the IBSF AGM – the booking of a minimum of 4 x rooms for 4 nights accommodation, but the costs of these rooms will be covered by the IBSF, unless sponsorship can be obtained by the host nation.

A. 2. INTERNATIONAL REFEREES

The host association has the obligation to invite the following number of IBSF Referees and offer them bed & breakfast on the basis of sharing a room with another referee and one extra meal per day.

Minimum 12 International Referees + 1 International Head Referee.

Number of invited IBSF Referees required by the host association: 50% of the required number

Number of own referees required:

(The total number of referees you need is 2x number of table's minimum with four sessions per day.)

Number of markers for final stages:

The IBSF Referees Committee will confirm all referees as approved by the Regional Referees Associations.

All prize money subject to yearly review and must be paid in US\$ currency.

All prize money must be paid in full and not subject to any tax deductions.

A.3. PRIZE MONEY STRUCTURE AND SURETY

IBSF Men's Snooker Championship

Total Prize Fund minimum US\$16,000

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize

Winner	- 40% plus Trophy, Certificate and Medal as Champion
Runner-up	- 20% plus Trophy, Certificate and Medal as Runner-up
3 rd place	- 12.5% plus Trophy, Certificate and Medal
4 th Place	- 7.5% plus Trophy, Certificate and Medal
5-8th.	- 10% plus Medals and Certificate for reaching the last 8
9-16th.	- 10% plus Medals and Certificate for reaching the last 16
17-32 nd	- Certificate for qualifying for the last 32

High Break Prizes

Men

Group Highest Break – 8 x US\$100

Championship Highest Break – US\$500 plus Trophy and Certificate.

All prize money subject to yearly review and must be paid in US\$ currency.

The Host Association must issue the IBSF a Letter of Guarantee to cover the prize fund to the IBSF Treasurer, by the first day of the Championship.

Any extra prizes offered by the Host Association will be at their own discretion and approved by the Championship Committee.

Appendix: IBSF WORLD LADIES SNOOKER CHAMPIONSHIP

A.1. HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY

The Host Association is required to arrange for the following officials, free accommodation for the duration of their attendance at the Championships, to a maximum of 15 nights.

The IBSF World Ladies Snooker Championships*

The IBSF President	15 nights accommodation
The IBSF Tournament Director - If required	15 nights accommodation
The International Referees	15 nights accommodation (see item A2)

* Please note that these Ladies Championships will normally be held in conjunction with the Men's Championships, and therefore the same criteria as previously quoted for the Men's Championship would also apply to the Ladies Championship when the events are played at the same time

A. 2. INTERNATIONAL REFEREES

The host association has the obligation to invite the following number of IBSF Referees and offer them bed & breakfast on the basis of sharing a room with another referee and one extra meal per day.

Minimum 6 International Referees + 1 International Head Referee

Number of invited IBSF Referees required by the host association:

Number of own referees required:

(The total number of referees you need is 2x number of table's minimum with four sessions per day.)

Number of markers for final stages:

The IBSF Referees Committee will confirm all referees as approved by the Regional Referees Associations.

A.3. PRIZE MONEY STRUCTURE AND SURETY

IBSF Ladies Snooker Championship

Total Prize Fund minimum US\$6000

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize

Winner	- 50% plus Trophy, Certificate and medal as Champion
Runner-up	- 20% plus Trophy, Certificate and medal as Runner-up
3 rd Place	- 12.5% plus Trophy, Certificate and Medal
4 th Place	- 7.5% plus Trophy, Certificate and Medal
5-8th.	- 10% plus Medals and Certificate for reaching the last 8
9-16th.	- Certificate for qualifying for the last 16

Group Highest Break – 4 x US50
Championship Highest Break – US200 plus Trophy and Certificate.

All prize money subject to yearly review and must be paid in US\$ currency.

The Host Association must issue the IBSF a Letter of Guarantee to cover the prize fund to the IBSF Treasurer, by the first day of the Championship.

Any extra prizes offered by the Host Association will be at their own discretion and approved by the Championship Committee.

Appendix: IBSF WORLD MEN'S & LADIES UNDER 21 SNOOKER CHAMPIONSHIP

HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY

The Host Association is required to arrange for the following officials, free accommodation for the duration of their attendance at the Championships, for the period of the Championships up to a maximum of 15 nights accommodation.

The Under 21 World Snooker Championships

The IBSF President	- 15 night's accommodation
The International Referees	- 15 night's accommodation
IBSF Tournament Director – If required*	- 15 night's accommodation
IBSF Webmaster	- Upon application from the IBSF

* The accommodation for the Tournament Director is only required if the host country is not supplying their own Tournament Director and that person is coming in from an outside country. The Host Nation must also cover the cost of the airfare for the International Tournament Director and the Head Referee, if the Host Nation cannot supply a suitably qualified person/s to fill the positions of the overall Head Tournament Director and Head Referee of the Championships.

A. 2. INTERNATIONAL REFEREES

The host association has the obligation to invite the following number of IBSF Referees and offer them bed & breakfast on the basis of sharing a room with another referee and one extra meal per day.

Minimum 6 International Referees + 1 international Head Referee

Number of invited IBSF Referees required by the host association:

Number of own referees required:

(The total number of referees you need is 2x number of table's minimum with four sessions per day.)

Number of markers for final stages:

The IBSF Referees Committee will confirm all referees as approved by the Regional Referees Associations.

A.3. PRIZE MONEY STRUCTURE AND SURETY

IBSF World under 21 Men's Snooker Championship
Total Prize Fund minimum US\$10000

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize	
Winner	- 40% plus Trophy, Certificate and Medal as Champion
Runner-up	- 20% plus Trophy, Certificate and Medal as Runner-up
3 rd Place.	- 12.5% plus Trophy, Certificate and Medal
4 th Place	- 7.5% plus Trophy, Certificate and Medal
5-8th.	- 10% plus Medals and Certificate for reaching the last 8
9-16th.	- 10% plus Medals and Certificate for reaching the last 16
17-32 nd	- Certificate for qualifying for the last 32

Group Highest Break – 8 x US\$100
Championship Highest Break – US\$500 plus Trophy and Certificate.

IBSF World under 21 Ladies Snooker Championship: **Total Prize Fund minimum US\$4000**

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize

Winner - 50% plus Trophy, Certificate and Medal as Champion
Runner-up - 20% plus Trophy, Certificate and Medal as Runner-up
3rd Place. - 12.5% plus Trophy, Certificate and Medal
4th Place - 7.5% plus Trophy, Certificate and Medal
5-8th - 10% plus Medals and Certificate for reaching the last 8
9th-16th - Certificate for qualifying for the last 32

Group Highest Break – each group x US\$50
Championship Highest Break – US\$150 plus Trophy and Certificate.

All prize money subject to yearly review and must be paid in US\$ currency.

All prize money must be paid in full and not subject to any tax deductions.

The Host Association must issue the IBSF a Letter of Guarantee to cover the prize fund to the IBSF Treasurer, by the first day of the Championship.

Any extra prizes offered by the Host Association will be at their own discretion and approved by the Championship Committee.

Appendix: IBSF WORLD MASTERS SNOOKER CHAMPIONSHIP

A.1. HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY

The Host Association is required to arrange for the following officials, free accommodation for the duration of their attendance at the Championships, for the period of the Championships up to a maximum of 15 nights accommodation.

The IBSF World Masters Snooker Championships

The IBSF President	15 nights accommodation
The IBSF Tournament Director - If required*	15 nights accommodation
The International Referees	15 nights (see item A2)
IBSF Webmaster	Upon application by the IBSF

* The accommodation for the Tournament Director is only required if the host country is not supplying their own Tournament Director and that person is coming in from an outside country. The Host Nation must also cover the cost of the airfare for the International Tournament Director and the Head Referee, if the Host Nation cannot supply a suitably qualified person/s to fill the positions of the overall Head Tournament Director and Head Referee of the Championships.

A. 2. INTERNATIONAL REFEREES

The host association has the obligation to invite the following number of IBSF Referees and offer them bed & breakfast on the basis of sharing a room with another referee and one extra meal per day.

Minimum 6 International Referees + 1 international Head Referee

Number of invited IBSF Referees required by the host association:

Number of own referees required:

(The total number of referees you need is 2x number of table's minimum with four sessions per day.)

Number of markers for final stages:

The IBSF Referees Committee will confirm all referees as approved by the Regional Referees Associations.

* Please note that the IBSF Masters Snooker Championships are normally staged in conjunction with the IBSF World Under 21 Snooker Championships or the IBSF Men's Snooker Championships. Therefore this above criteria would only be applicable if the Masters was staged as a separate Championship

A.3. PRIZE MONEY STRUCTURE AND SURETY

IBSF World Masters Snooker Championship
Total Prize Fund minimum US\$8000

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize

Winner	- 50% plus Trophy, Certificate and Medal as Champion
Runner-up	- 20% plus Trophy, Certificate and Medal as Runner-up
3 rd Place	- 12.5% plus Trophy, Certificate and Medal
4 th Place	- 7.5% plus Trophy, Certificate and Medal
5-8th.	- 10% plus Medals and Certificate for reaching the last 8
9-16th.	- Certificate for qualifying for the last 16

Group Highest Break – 4 x US\$50

Championship Highest Break – US\$300 plus Trophy and Certificate.

All prize money subject to yearly review and should be paid in US\$ currency.

The Host Association must issue the IBSF a Letter of Guarantee to cover the prize fund to the IBSF Treasurer, by the first day of the Championship.

Any extra prizes offered by the Host Association will be at their own discretion and approved by the Championship Committee.

IBSF WORLD BILLIARDS CHAMPIONSHIP

A.1. HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY

The Host Association is required to arrange for the following officials, free accommodation for the duration of their attendance at the Championships, for the duration of the Championships up to a maximum of 15 nights accommodation.

The IBSF World Billiards Championships

The IBSF President	15 nights accommodation
The IBSF Tournament Director - If required*	15 nights accommodation
The International Referees	15 nights (see item A2)
The IBSF Webmaster	Upon application by the IBSF

* The accommodation for the Tournament Director is only required if the host country is not supplying their own Tournament Director and that person is coming in from an outside country. The Host Nation must also cover the cost of the airfare for the International Tournament Director and the Head Referee, if the Host Nation cannot supply a suitably qualified person/s to fill the positions of the overall Head Tournament Director and Head Referee of the Championships.

A. 2. INTERNATIONAL REFEREES

The host association has the obligation to invite the following number of IBSF Referees and offer them bed & breakfast on the basis of sharing a room with another referee and one extra meal per day.

Minimum 6 International Referees + 1 international Head Referee

Number of invited IBSF Referees required by the host association:

Number of own referees required:

(The total number of referees you need is 2x number of table's minimum with four sessions per day.)

Number of markers for final stages:

The IBSF Referees Committee will confirm all referees as approved by the Regional Referees Associations.

A.3. PRIZE MONEY STRUCTURE AND SURETY

IBSF World Billiards Championship

Total Prize Fund minimum US\$8000, to be split into US\$4000 for each of the events.

Prize Fund % to be calculated on the Total Prize Money less the High Break Prize

Winner	- 50% plus Trophy, Certificate and Medal as Champion
Runner-up	- 20% plus Trophy, Certificate and Medal as Runner-up
3 rd Place	- 12.5% plus Trophy, Certificate and Medal
4 th Place	- 7.5% plus Trophy, Certificate and Medal
5-8th.	- 10% plus Medals and Certificate for reaching the last 8
9-16th.	- Certificate for qualifying for the last 16

Group Highest Break – 4 x US\$50

Championship Highest Break – US\$300 plus Trophy and Certificate for each Championship

All prize money subject to yearly review and must be paid in £ Sterling, US\$ or Euro currency.

The Host Association must pay the total prize fund into the IBSF bank account or International Money Order to the IBSF Treasurer, by the first day of the Championship.

Any extra prizes offered by the Host Association will be at their own discretion and approved by the Championship Committee.

A.4. PLAYING FORMAT

The IBSF recognises the rise in popularity of the 150 up format. The host association will be required to stage 2 IBSF Billiards Championships, each of which will be played for its own IBSF trophy. The first Championship will be held will be a 150 up format championship, followed immediately by the traditional timed format championship.

The procedure for the 150 up format will be - section play best of 5 x 150 up, last 16 and 1/4 finals best of 7 x 150 up, semi-finals best of 9 x 150 up, final best of 11 x 150 up.

The procedure for the traditional timed format (to be held immediately at the conclusion of the 150 up format) will be section play - 2 x 1 1/2 hours, last 16 and 1/4 finals - 2 x 2 hours, semi-finals - 2 x 2 hours, final - 3 x 2 hours.

IBSF WORLD CHAMPIONSHIP SOUVENIR PROGRAMME REQUIREMENTS

This details basic requirements and information for the content of the Championship Souvenir Programme.

- 1. Once the draw has been made in public, as the conditions says one month before the start of the championship, all information will be available for the programme at once**

Round Robin Draw List
Last 32 to Final Draw
Playing Timetable
Roll of Honour – IBSF Snooker Champions

Or any other format for Ladies and/or seniors.

- 2. Messages must be edited to a set order of protocol as follows.**

1. Top Officials of Government in order of authority.
2. Championship Sponsor/s
3. IBSF President
4. Host Association President
5. Any other as required by the Host Association

3. Lists of Officials.

Tournament & Organising Committee
IBSF World Board Members
Referees
Delegates

4. Calendar of Events.

5. Space for IBSF Sponsors Advertisements must be allowed for.

Full instructions will be given to the Host Nation as to the IBSF agreements with the current IBSF sponsors as to what they entitled to in the way of advertising

6. Program cover

The program cover must contain the logo of the IBSF.

7. General.

- a) If photographs are missing for players, NO EMPTY FRAMES must be shown.
- b) The programme must be available by the Opening Ceremony.
- c) There must be a programme available for each player, delegate, referee and coach, plus an additional five (5) copies for each participating Member Country.

Updated December 2007