



# International Billiards & Snooker Federation

## IBSF Championship Bid Form

This form must be filled in and e-mailed to:

The IBSF Secretary, [michaelalkhoury@hotmail.com](mailto:michaelalkhoury@hotmail.com) and the Secretary of the Regional Body

### 1. EVENT INFORMATION

The IBSF World Men's, Women's & Masters Snooker Championships when hosted together should be held during **1<sup>st</sup> October – 30<sup>th</sup> November** in any year.

The IBSF World Junior Men & Women Snooker Championships when hosted should be held between **1<sup>st</sup> - 31<sup>st</sup> July**.

The IBSF World Team & 6 Red Championships when hosted should be held between **1<sup>st</sup> - 31<sup>st</sup> August**.  
The IBSF Billiard Championship when hosted should be held between **1<sup>st</sup> - 30<sup>th</sup> September** if not held with a Snooker Championships.

No Championship can be arranged at the same time as any other IBSF Championship; other than those jointly hosted, 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 by the IBSF upon application.

Snooker Men  Women  Masters  Junior  6Reds  Teams  Billiards   
(Please select event)

**Hosting year:**

**Host Association:**

**Host city:**

**Dates, From:**

**To:**

### 1.1 HOST ASSOCIATION CONTACTS

**President:**

E-mail address:

Mobile phone:

Tel / Fax. no.:

**Secretary:**

Email address:

Mobile phone:

Tel / Fax. no.:

**Name & Address of the Association:**

### 2. ACCOMMODATION

**Name of Championship Hotel:**

Tel No:

E-mail address:

Website address:



## **2.1 HOTEL RATES**

**ROOM RATES** IN Local currency including Breakfast & Taxes.

Single room ... Double/Twin room  
Triple room

12.1 **NOTE:** The Host Association is responsible to negotiate a discounted room for **all persons** attending the Championship, which **should not exceed a comparable rate** wherever possible to US\$100 Double/Twin Room including breakfast and taxes. To ensure maximum participation these rates should be as low as possible. If hotel cost is more than \$100 or standard is less than 4 star the IBSF board will be required to approve same

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

## **2.2 ACCOMMODATION & DAILY FOOD ALLOWANCE**

The host association will be responsible to provide free of charge Half-Board accommodation on a twin share basis for all Referees.

The host association will be responsible to provide free of charge 'Full Board' accommodation including internet connection for the Tournament Director, the Head Referee, the IBSF Webmaster, and the IBSF Overseer.

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

## **3. VENUE INFORMATION**

**Venue address if not at the Hotel:**

Tel/Fax N°:

Email/ Website address:

**Number of tables:**

**Number of practice tables:**

**Make of tables:**

**Cloth:**

**Balls:**

**Scoring system:**

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

Air Conditioning:

Type of floor covering:

Seating / number of spectators:

## **4. TOURNAMENT OFFICE AND RESULTS SERVICES**

The Tournament Office should be of sufficient size to accommodate the Tournament Director, Head Referee, IBSF Webmaster, the IBSF Overseer and IBSF Media Officer if in attendance.

The Tournament Office must be located within wireless networking range of all points within the playing arena, otherwise an additional cable connection will be required.

The Internet connection for the Tournament office should be in the form of a wired 'Ethernet' connection, with a minimum of 512kbps dedicated to upload bandwidth. Additional bandwidth requirements apply if live video streaming is to be performed (128kbps per video stream).



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

A laser printer with required ink cartridges or toners (colour & b/w) with printing speed of at least 20ppm, and at least 5 reams of paper are required for printing score-sheets and results.  
Telephone & Photocopy machine in prime working condition.

Tea and Coffee facilities to be provided

## **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 be conducted 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. Specific requirements will be notified by the IBSF prior to the start of each championship.

The room will be big enough for 8 persons (Board meeting) and 60 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. 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 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.

The Host Association will produce a Championship Program to the required standards of the IBSF, as attached guide. A draft copy of the Championship Program 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:                                  Travel time:                                  Average cost one way:

Train service:                                 Travel time:                                 Average cost one way:

c) The travel time from Hotel to venue:

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

## **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 IBSF will collect the entry fees from the participants
- The IBSF will pay the Prize Money
- An agreement on accommodation for IBSF Officials and Referees
- Tournament currency to be US\$ Dollars
- Delivery address for goods and 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 authorized to sign this document on behalf of the Association/ Federation/ Council or such affiliated 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 1**

Name:

Position:

Name of Association:

### **Signatory 2**

Name:

Position:

Name of Association:



On this day of:

Place:

## **Appendix: IBSF WORLD SNOOKER CHAMPIONSHIPS**

### **A.1. HOST ASSOCIATION ACCOMMODATION RESPONSIBILITY**

The Host Association is required to arrange for the following officials, free accommodation for the duration of the Championships plus two nights up to a maximum of 15 nights. Internet connection must be provided in the accommodation for:

The IBSF President	The IBSF General Secretary
The Tournament Director	The Head Referee
The IBSF Overseer	The IBSF Webmaster/IBSF Media officer.

The IBSF will be responsible for the cost of the airfare for the Tournament Director, Head Referee, the IBSF President, General Secretary and IBSF Overseer.

The Host Association may be required to arrange the booking of a minimum of 6 x rooms for 6 nights for IBSF Executive Members to attend board meetings or AGM, but the costs of these rooms will be covered by the IBSF, unless sponsorship can be obtained by the host nation.

### **A.2. PRIZE MONEY STRUCTURE TROPHIES & CERTIFICATES**

**The host country will provide Trophies and Certificates for all players and Officials attending the IBSF Championships**

Prize Money for the Championship will be paid by the IBSF and advised prior to the commencement of the Championship. Prize money is calculated less High break prize and then percentage below is applied.

	Prize money breakdown
Winner - Trophy, Certificate and Medal as Champion	40%
Runner-up - Trophy, Certificate and Medal as Runner-up	20%
3 <sup>rd</sup> place x 2 - Trophy, Certificate and Medal	20%
5 <sup>th</sup> -8 <sup>th</sup> - Certificate for reaching the last 8	20%

**All prize money subject to yearly review and will be paid by the IBSF and not be subject to any tax deductions.**

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

### **A. 3. INTERNATIONAL REFEREES**

The host association has the obligation to invite the following number of IBSF Referees and offer them half –board accommodation on the basis of sharing a room with another referee.

A referee's room should be provided at the venue with Tea & Coffee facilities.

**Number of invited IBSF Referees required by the host association in conjunction with the Regional body: 50% of the required number**

The total number of referees you need is 2 x number of table's minimum with four sessions per day. Therefore 50% of the Referees are to come from outside the Region where the Championship is to be hosted.

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



# **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 as per the Conditions one month before the start of the Championship, all information will be available for the souvenir programme.**

Round Robin Draw List  
Final Draw sheets (if possible)  
Roll of Honour – IBSF Champions (for whichever Championships are being held)

- 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 & Organizing Committee  
IBSF Executive Members  
Referees  
Delegates

- 4. Calendar of Events.**

- 5. Space for IBSF Sponsor 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 are entitled to in the way of advertising  
Conflicting sponsor advertisements should not be included in the program.

- 6. Program cover**

The programme cover must contain the official 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 before the start of the knock out stage.
- c) There must be a programme available for each player, delegate, referee and coach, plus an additional two (2) copies for each participating Member Country.

