



World ParaVolley – BID DOCUMENT

2025 WPV Sitting Volleyball WORLD CUP and / or 2027 WPV Sitting Volleyball WORLD CUP

Thank you for your interest in bidding on the 2025 and / or 2027 WPV Sitting Volleyball World Cup for men and women. This bid document includes preliminary information which will be reviewed and considered by the WPV Sport Department. The Sport Department working group including the Sport Director, Assistant Sport Directors for Sitting and Beach ParaVolley, WPV Zonal Sport Directors and members of key commissions will select the successful host bid and submit to the WPV Board of Directors for approval. This bid process is open to all potential event hosts including, but not limited to, national Paralympic Committees, federations, private corporations, and entities, and recognized local host committees on a global basis. Submission of this bid document does not constitute an acceptance of the bid.

How to complete this document

Each section of this document should be completed with as much accuracy as possible at this early stage of the process. Where appropriate, please add any presentation materials, images, or other supporting documents you feel may best describe the details requested. Questions that cannot yet be answered should be left blank, or with as much detail as is possible at this time. The more details of your event plan you can share will give the selection committee a better understanding of your Organizing Committee, and therefore increase the chance of a successful outcome.

If you experience any problems or have questions about completing this document, please contact the World ParaVolley Assistant Sport Director, Sitting Volleyball.

Please return the completed form and all supporting documents to the World ParaVolley Assistant Sport Director, Sitting Volleyball at sittingvolleyball@worldparavolley.org.

IMPORTANT:

Any major changes to the details in this document should be immediately communicated to the World ParaVolley Assistant Sport Director via email to sittingvolleyball@worldparavolley.org.

GENERAL CONSIDERATIONS

- The Sitting Volleyball 2025 World Cup is one of World ParaVolley's flagship events, open to all member nations to participate. The 2025 World Cup is also one of the key tournaments in the 2025-2028 Paralympic Qualification Pathway for Sitting Volleyball. The winners of the men's and women's divisions each receive a qualification slot for the Paralympic Games. (*subject to confirmation by Los Angeles 2028 Paralympic Games).
- The Sitting Volleyball 2027 World Cup, is one of World ParaVolley's flagship events, open to all member nations to participate.
- A Rights Fee of €10,000 is required, payable to World ParaVolley.
- The competition will include an un-capped number of teams, but for the purposes of this bid, you should budget for at least 16 male and 16 female teams.
- The host country will be offered an automatic entry for each gender for their country's national team.

- Four (4) competition courts are required. It is preferred that courts are in a single venue. Multiple venues are allowed. Up to four (4) additional training courts are preferred, if not in the same venue as the competition courts, training courts must be located in one venue.
- Approximately a minimum of 56 International Technical Officials (ITOs) are required (subject to revision and negotiation based on conditions). The number of ITOs can be affected by conditions such as multiple venues, number of matches per day, numbers of athletes for classification, etc.
- The proposed Host City **MUST** be close to a major international airport for ease of access for all participating countries.
- WPV requires only homologated (approved) equipment to be used including a high standard of playing surface. The condition of the training and/or warm-up courts must be equal standard to that of the competition courts.
- Molten volleyballs **MUST** be used (*a quantity of game balls is supplied by WPV free of charge, additional balls and equipment may be purchased through an authorized Molten contact*).
- Live streaming of all matches **MUST** be provided. This is in addition to any broadcast coverage.
- E-scoresheet **MUST** be used for all matches, and the competition must be able to provide electronic statistics for each match and to determine the best players of the tournament.
- Up to 32 Anti-Doping tests (or approximately a total number of tests equal to the number of teams entered into the competition) and an education activity (organized through WPV and NADO) are required. This includes coordination by the LOC between the WPV Medical and Anti-Doping persons and the local Anti-doping agencies. As costs for testing and education activities varies greatly between NADOs, it is HIGHLY recommended that your organization contacts the NADO or testing agency prior to submitting a bid to allow for adequate planning and budget.
- It is highly recommended to include a proactive and complete program of media, promotion, and side-events. And to showcase any tourism initiatives, or cultural influences into the program. The use of local artisans to craft trophies, gifts to the teams or awards is highly recommended as this adds a personal and local touch to a major international event.

NOTE: If you cannot meet any of these above criteria, you should not proceed with this bid application

I. GLOBAL ORGANISATION

Organisation Name:

Person Responsible:

Role / Position:

Date:

Signature:

National Federation:

Person Responsible:

Role / Position:

Date:

Signature:

National Federation Stamp:

A. GENERAL

1. An Information Center must be established in a centrally and easily accessible area for teams. Each team / official will be provided with an email / electronic method of communication for the supply of information during the event and the Daily Bulletin must be produced each day with a few copies available in hard copy if requested. ☐ Yes ☐ No

Description or comments with additional details:

2. Interpreters may be required for teams and should be provided by the host.
- a. Teams that do not speak English will be provided with an interpreter as requested. ☐ Yes ☐ No
- b. Will a host/hostess or other information staff/volunteer be available for teams? ☐ Yes ☐ No

Description or comments with additional details:

3. Accreditation is required for each person, including but not limited to teams, guests, officials, delegates, VIP/Sponsor, media, etc.
- a. Each person required will receive an official accreditation ID card with photo. ☐ Yes ☐ No
- b. If a photo ID card is not possible, each card will be clearly coded by color or code markings to reflect area of access and/or role of person. ☐ Yes ☐ No

Description or comments with additional details:

4. Connectivity. High-speed WiFi internet access is required for all teams and officials throughout the event at all venues and at the accommodation.

- | | | |
|---|------------------------------|-----------------------------|
| a. Each team will have access to high-speed WiFi at all venues | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Each team will have access to high-speed WiFi at the accommodation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Each official will have access to high-speed WiFi at all venues | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Each official will have access to high-speed WiFi at the accommodation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Description or comments with additional details:

5. Working areas & equipment. WPV officials require workspace and certain equipment during competition.

- | | | |
|---|------------------------------|-----------------------------|
| a. A meeting room/working room at the accommodation location. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. A meeting room/working room at the venue(s). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. A computer with printer connection. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. If using their own computer, wireless access to printer. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Digital projector to be used for clinics, and meetings. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Necessary meeting equipment, set up. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Description or comments with additional details:

B. DATES

1. What is the proposed date for the Inspection Visit (2-3 days prior)?

Day: Dates: Month: Year:

Description or comments with additional details:

2. What are the proposed dates for the Competition (days of matches)?

Day: Dates: Month: Year:

Description or comments with additional details:

3. What is the proposed date for the arrival of teams?

Day: Dates: Month: Year:

Description or comments with additional details:

4. What is the proposed date for the departure of teams?

Day:		Dates:		Month:		Year:	
Description or comments with additional details:							

5. Can teams arrange extra accommodation before the Event? ☐ Yes ☐ No

6. Can teams arrange extra accommodation after the Event? ☐ Yes ☐ No

7. What is the name of the nearest International Airport?

Name:		City:	
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- a. How many kilometers is the International Airport from the accommodation?
- b. How many minutes will it take to drive from the Airport to the accommodation?

NOTE: It is expected that the airport will be no further than 100km from the venue / accommodation, and this will be a critical criterion for the evaluation of the Bid.

8. Will the teams be met at the International Port of Entry by the Organizing Committee? ☐ Yes ☐ No

9. Will you provide transport from the International Port of entry to the event accommodation? ☐ Yes ☐ No

10. If the International Port of entry is not an airport, will you provide maps/directions for the teams travelling by road transport? ☐ Yes ☐ No

11. Will you arrange for security, with the police force of your country, upon team request? ☐ Yes ☐ No

12. Are there any teams to whom you or your government would refuse entry to your country? ☐ Yes ☐ No

Countries/nationalities currently playing Sitting Volleyball to whom entry may be refused by your government/border control agents.

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Description or comments with additional details:

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C. ACCOMMODATION

Hotel accommodation NAME:	
ADDRESS:	
Website:	

**If more than one accommodation venue will be used, please include the names and information here or by attachment.*

Description of the accommodation with details (i.e., is this a hotel, university, residential facility, describe other)

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Description of accessibility access (i.e., is the accommodation accessible for wheelchair users without assistance, are there ramps, steps only, adequate elevator access, number of accessible rooms, single occupancy rooms available, specific accessible rooms, doors wide enough for wheelchair access of 93 cm or greater, etc.)

Please provide as much detail as possible:

Additional comments and information:

What amenities are available at the hotel for the teams (i.e., self-serve or laundry service, or nearby laundry facilities, are recreational facilities near the rooms, what are the in-room amenities)

1. Can guests be accommodated in the team accommodation at their own expense? ☐ Yes ☐ No
2. If necessary, can you organize accommodation for guests elsewhere nearby? ☐ Yes ☐ No
3. Costs associated with accommodation:

Lodging including breakfast (in Euros) for single occupancy:

Double Occupancy:

Lunch (in Euros):

Dinner (in Euros):

4. All referees and officials to be accommodated separately from the teams: (seeB3)? ☐ Yes ☐ No
5. If one (1) hotel is foreseen, can you provide a separate part or floor in the accommodation? ☐ Yes ☐ No

Description or comments with additional details:

D. FOOD

Please describe the plan for food service for teams and officials, including the meals served, type of food available (are there dietary options for those with food sensitivity or religious diet restrictions), time schedule for meal service and locations to accommodate teams being able to eat sensibly before and after according to their competition schedule, and whether other food, snacks, beverages will be made available at the venues (complimentary or for purchase), and if there are nearby restaurants, grocery stores or convenience stores for additional food purchase.

Description or comments with additional details:

E. TRANSPORT

Please describe the plan for transportation for teams and officials, including Airport transportation and transportation if needed from the accommodation to the venue. Include any details of the plan if multiple venues are being used, and separate ITO transportation details including dedicated transportation between venues for the Technical Delegate, Referee Delegate and other relevant ITOs. Describe any accessibility features or issues and what type of transport will be used (i.e., bus, shuttle, vehicle, etc.) Please attach a sample transportation schedule and/or a detailed plan if needed.

Please note the condition above that the airport should not be more than 100km from the nearest international airport. If this is the case, please detail reasons here.

Description or comments with additional details:

What is the distance and driving time in kilometers is the accommodation from the playing venue(s)?

F. DOPING CONTROL AND EDUCATION

Has your organization contacted a testing agency and allowed adequate budget for the doping control testing requirements and an education activity (such as a manned education booth for a day)? ☐ Yes ☐ No

What is the name of the testing agency that will collect the samples:

II. PLAYING FACILITIES & PROGRAMS

For competition and training, how many playing venues will be used and include the number of courts available in each (list and name each)?

What is the spectator capacity in each venue?

Are all facilities being used accessible for wheelchair users, including all amenities and services within the venue? Please describe.

Description or comments with additional details:

III. EVENT PROMOTION

A. COMMUNICATION

Please describe your communications plan, including any details about publicity, media relations and social media. Please attach your preliminary media plan as available. Include ways in which you will promote the event, and how you will implement the communications plan on a local, national, and international level.

Description or comments with additional details:

Please include any details about which communications and digital marketing methods you will use (i.e., website, marketing campaign, promotional plan, etc.)

Description or comments with additional details:

Please describe your plan to incorporate social media, including the specific platforms and plan for each. (i.e., Facebook, Twitter, Instagram, YouTube, TikTok, etc.)

Description or comments with additional details:

Please describe your broadcast plan for the event, including the details for the required live streaming of all matches.

Description or comments with additional details:

Please describe any special promotions, side events or tourism campaigns designed specifically to publicize the world championships, including timeframe and any partner organizations that will assist such as sports or tourism agencies.

Description or comments with additional details:

B. OBLIGATIONS TO THE OFFICIAL SPONSORS OF WORLD PARAVOLLEY

- 1 To cover the administration costs of World ParaVolley and keep fees to the LOC/Member low, World ParaVolley will from time to time enter into contracts with a commercial sponsor(s).
- 2 The Organising Committee for any World ParaVolley event will therefore be expected to undertake the following obligations:
 - a) To display at least (2) banners/flags/advertising panels of the current sponsors in each of the competition courts (4) during the championship concerned, in good visible places for television recordings and spectators;
 - b) To ensure that in any programme for the event each current World ParaVolley sponsor is allowed one page to advertise the company or services at no charge;
 - c) The Organising Committee should make available a place in the sports hall(s) for a publicity stand for current sponsors;

- d) The sponsors of World ParaVolley may organise promotional activities if these activities in the opinion of World ParaVolley do not disrupt the official event. These activities may be organised after discussion with the Organising Committee and must be laid down in writing;
- e) The Organising Committee (country/club) should be aware before accepting an event that there must be no conflict between their own sponsor(s) and the World ParaVolley sponsors. "Conflict of interest" will not be accepted as a reason for failing to fulfil the above obligations;
- f) The Organising Committee is allowed to offer sponsors in the same "area of commercial activity" as the World ParaVolley sponsor(s). All extra facilities or services offered to sponsors who are in the same "area of commercial activity" as World ParaVolley, must have the approval of World ParaVolley and will be stated in writing.

In venue advertising and logo branding

The LOC will ensure that the event is clearly portrayed as an event of World ParaVolley by:

- Displaying the World ParaVolley colour logo on all materials, including e-communications, posters, programs, fliers, letterhead, signage etc.
- Ensuring that the World ParaVolley logo appears at least as many (or more times) on the various materials as the specific event logo
- Always displaying the World ParaVolley logo together with the specific event logo and ensuring they are approximately equal in size
- Ensuring that the World ParaVolley logo appears on all social media and all written communications to the Press, TV, Radio and on social media
- Ensuring that all Social Media sites have the text available in English as the official language of World ParaVolley

This shall involve:

- The production and display of the World ParaVolley logo in the Hotels, offices, training facilities and the competition venue. The World ParaVolley logo shall be the visually predominant logo used at the Event
- The production and utilisation of a Photo/Interview Board as per specifications provided in the World ParaVolley Sport Handbook
- The display of the World ParaVolley Flag, and the national Flags of the participating nations

IV. VISION & LEGACY

A. VISION

2. How do you intend to convey a positive message about disabilities and sitting volleyball?

Description or comments with additional details:

3. How do you intend to provide the best experience possible for players and spectators?

Description or comments with additional details:

B. LEGACY

4. Do you intend to develop a legacy programme during the competition that would contribute to promote sitting volleyball and inspire future generations, if so, please explain how?

Description or comments with additional details:

5. What will be the long-term legacy of the event in your country?

Description or comments with additional details:

6. How do you intend to reduce the carbon footprint of the competition?

Description or comments with additional details:

7. What will be the economic benefits for the host city?

Description or comments with additional details:

8. What will be the legacy for World ParaVolley?

Description or comments with additional details:

V. ORGANISATION

Please make a plan (organisation chart) with the names below of key persons in the local organising committee responsible for the following areas:

Chairperson or President of LOC	
National Federation President	
Vice President / International Manager	
Information Manager (Secretary)	
Information Center Manager	
Team Information Contact	
Daily Bulletin / VIS support	
World ParaVolley ITO information Contact	
LOC Competition Manager	
Match Officials Manager (line judges, scorers, moppers, official match paperwork)	
Transport Manager	
Venue Manager	
Food/catering Manager	
Accommodation Manager	
Hospitality / VIP Manager	
Medical / Doping Control Manager	

The above-mentioned positions in the organization are an *absolute minimum* of officers required in the local organization for a World ParaVolley Event. Please include your organization chart with this bid document

VI. BUDGET

Please provide a provisional budget for hosting the event including the daily fee that will be charged to the teams for double and single rooms as well as the administration fee for the participating teams.

CHARGES		
DAILY FEES - (PER DAY & PER PERSON IN EUROS)		
Single room occupancy		
Double room occupancy		
ADMINISTRATION FEES		
Charge per team/gender		

Sample Per Diem Budget

This chart will serve as a budget planning tool regarding estimated per diem amounts paid to international technical officials. This sample is an estimate based on 16 teams in each gender, subject to confirmation and revision in the final contract/agreement.

Role	Quantity	Days X Rate	Total
Technical Delegate	1 person assigned by WPV Sport Director in coordination with Technical Commission and approved by the Board in advance to work with the LOC for an extended period to manage all details and ITOs.	17 @ €50 X 1	€ 850
Assistant Technical Delegates	2 persons – one per gender of competition assigned by WPV Sport Director in coordination with Technical Commission.	15 @ €25 X 2	€ 750
Jury Members	6 people – assigned by WPV Technical Commission, oversee competition	13 @ €25 X 6	€ 1,950
Referee Delegate	1 person – assigns & manages referee delegates including international referees.	14 @ €50 X 1	€ 700
Assistant Referee Delegates	2 persons – one per gender of competition assigned by Referee Commission.	13 @ €25 X 2	€ 650
Referee Observers	6 people – assigned by WPV Referee Commission	12 @ €25 X 6	€ 1,800
International Referees	32 people maximum – assigned by WPV Referee Commission; final numbers subject to number of venues used, matches per day, etc.	12 @ €25 X 32	€ 9,600
Medical Delegate	1 person – assigned by WPV Medical Commission; coordinates on-site anti-doping as needed, hygiene protocols	14 @ €50 X 1	€ 700
Chief Classifier	1 person – assigns and manages classifiers, oversees procedures.	14 @ €50 X 1	€ 700
Classifiers	4 people – depending on the schedule, 2 of the 4 persons may be released early, leaving remaining persons to complete duties.	14 @ €25 X 4	€ 1,400
Media Delegate	1 person – assigned by WPV Communications Commission; responsible for all media relations decisions on behalf of WPV on site.	14 @ €50 X 1	€ 700
Assistant Media Delegate	1 person – assigned by WPV Communications Commission	14 @ €25 X 1	€ 350
Photographer	1 person – assigned by WPV Communications Commission	14 @ €25 X 1	€ 350
President (or representative)	1 person	17 @ €50 X 1	€ 850

VII. CONTACT

1. Please check that the document is completed.
2. Indicate the name, address, E-mail, and telephone of the chair of your Organising Committee:

Name:	
Address:	
Telephone daytime:	
Telephone evening:	
Mobile phone:	
Time zone:	
Email:	

3. Contact person who speaks English in your Organising Committee.

Name:	
Address:	
Telephone daytime:	
Telephone evening:	
Mobile phone:	
Time zone:	
Email:	

Include the following items:

Four (4) maps

- 1.) One showing the Championship town in relation to the Country
- 2.) Showing the accommodation site, playing venues, training venues and other important facilities in relation to each other in the Championship town.
- 3.) Showing the playing venue(s) location.
- 4.) Showing the accommodation location in relation to the main Airport, train station, etc.

Video, photographs, press clippings, film of activity, tourism, venues, or surroundings.

ADDRESSES:

Hotel accommodation NAME:
(for delegates and officials)

ADDRESS:

Email:

Website:	
Hotel accommodation NAME: (for teams)	
ADDRESS:	
Email:	
Website:	

**If more than one accommodation venue for teams will be used, please include all the same information here or by attachment.*

Competition venue NAME:	
ADDRESS:	
Name of main contact:	
Email:	
Website:	

**If more than one competition venue will be used, please include all the same information here or by attachment.*

Training venue NAME:	
ADDRESS:	
Name of main contact:	
Email:	
Website:	

**If more than one training venue will be used, please include all the same information here or by attachment.*

Person completing forms:

Name of person who completed this form:	
Email address:	

Please mark your initials here to acknowledge you have answered all questions.	
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THANK YOU!