



# **WORLD AMATEUR TEAM CHAMPIONSHIPS**

# **BIDDING RULES**

**Version June 2020**

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# Specific Definitions

The words and phrases used in these Rules that are defined terms (denoted by initial capital letters) shall have the meanings specified in the Constitution and the General Definitions, or (in respect of the following words and phrases) the following meanings:

**“Application Form”** also known as the **“Future Site Application Form”**, means the form described in Appendix 3 including the Championships Agreement and all documents and commercial agreements specified by IGF to be completed by the Candidate.

**“Award Year”** has the meaning set out in Appendix 1.

**“Bid Committee”** means any group or body organised for the purpose of promoting the bid of a Candidate to host a World Amateur Team Championships, (including the Relevant Member Federation, officials, staff employees, advisors, agents, representatives and all other persons acting on behalf of the Bid Committee).

**“Bid Process”** means the period beginning from the date when IGF publishes the deadline date for receiving Expressions of Interest in accordance with Rule 4.3.2, and ending on the date when the Biennial meeting makes its decision to select a Host for a World Amateur Team Championships.

**“Biennial Meeting”** means a meeting of the National Federation members that is held before the start of each amateur team championship for the Eisenhower Trophy and at the place of such championship, in addition to any other meeting or meetings of the National Federation Members.

**“Candidate”** means any Relevant Member Federation, and any persons acting or entitled to act on its behalf (including officials, staff employees, members of a Bid Committee, advisors, agents or other representatives) who have expressed an interest to do so in accordance with Rule 4.

**“Candidate Information”** means all material submitted to IGF (including but not limited to the Expressions of Interest Letter and the Application Form), as well as website and social network content and oral statements published or made by or on behalf of a Relevant Member Federation in connection with its bid to Host a World Amateur Team Championships.

**“Championships Agreement”** means the contract to be entered into between IGF, and the Relevant Member Federation, appointing the Relevant Member Federation as Host.

**“Event Year”** has the meaning set out in Appendix 1.

**“Expression of Interest Letter”** means the letter sent to the IGF by the Relevant Member Federation that must be returned to IGF by the notified deadline date.

**“Host”** means the right to organise, manage and deliver a WATC in accordance with the Event Organisation Agreement; and where applicable, means the Relevant National Federation Member granted such right.

**“Relevant Member Federation”** means the National Federation Member of the IGF making the bid located within the National Federation Member Country.

“WATC” means the World Amateur Team Championships, which is the biennial amateur team championships for the Eisenhower Trophy (for men) and Espirito Santo Trophy (for women), for which the Bid Process is set out in these Rules.

## **I. Overview**

- 1.1 It is an object of the IGF to organise and promote the World Amateur Team Championships (WATC).
- 1.2 In accordance with this object, IGF has established and owns the WATC.
- 1.3 For each WATC, IGF appoints a National Federation Member to Host the WATC.
- 1.4 The IGF Code of Conduct provides that Applicable Persons must conduct their candidacy for any bid or proposal to Host the WATC with honesty, fairness, and respect for others
- 1.5 These Bidding Rules (“Rules”) seek to establish the procedures by which National Federation Members may bid and be selected to Host the WATC.

## **2. Purpose**

- 2.1 The purpose of these Rules is to set out the:
  - 2.1.1 requirements for the conduct of bidding and selection of Hosts in respect of the WATC.
- 2.2 The Rules are designed to:
  - 2.2.1 establish a transparent, objective, honest, simple, feasible, and fair bidding procedure for all Relevant Member Federations;
  - 2.2.2 identify the actions, timescales, criteria, and the application and decision- making processes and procedures, for selecting a Host for a WATC; and
  - 2.2.3 ensure that persons and entities involved in the bidding and selection process for a WATC, comply with the applicable provisions of the IGF Code of Conduct.

## **3. Application**

- 3.1 These Rules apply to:
  - 3.1.1 all Candidates during the Bid Process;
  - 3.1.2 all officials, staff, employees, advisors, agents, representatives and all other persons acting on behalf of Candidates during the Bid Process; and
  - 3.1.3 all Applicable Persons, including IGF Officials and Staff.
- 3.2 Without limiting the foregoing:
  - 3.2.1 Relevant Member Federations shall comply with these Rules and ensure these Rules are respected throughout the Bid Process; and
  - 3.2.2 each Relevant Member Federation is responsible for the activities and conduct of its Candidate throughout the Bid Process.

## 4. Bid Process for WATC

### 4.1 Bid Evaluation Panel

- 4.1.1 A Bid Evaluation Panel shall be appointed by the Administrative Committee to recommend to the IGF Biennial Meeting a Host for a WATC.
- 4.1.2 The Administrative Committee shall delegate the powers and authority set out in these Rules to the Bid Evaluation Panel.
- 4.1.3 The composition of the Bid Evaluation Panel shall be:
  - a. One (1) Administrative Committee member;
  - b. Two (2) WATC Competitions Committee members.
- 4.1.4 Each Bid Evaluation Panel shall be appointed for the duration of the Bid Process for a specific WATC.
- 4.1.5 Subject to these Rules and its Terms of Reference, the Bid Evaluation Panel shall have the following powers and authority:
  - a. To oversee the bid evaluation process;
  - b. To evaluate bids (including conducting site visits, where applicable);
  - c. To liaise with and seek input from the WATC Competitions Committee;
  - e. To present its evaluation findings to Biennial Meeting; and
  - f. To either make a recommendation to Biennial Meeting of the preferred Candidate to host the relevant WATC or not make a recommendation.
- 4.1.6 In carrying out its role the Bid Evaluation Panel shall operate in accordance with the Terms of Reference set out at Appendix 1.

### 4.2 Bid Process for WATC

- 4.2.1 The Event Years in which a WATC shall be held and their corresponding Award Years are set out in Appendix 1.
- 4.2.2 IGF shall, by issuing formal communication to the National Federation Membership:
  - a. circulate the key steps during the Award Year encompassing dates for submission of Candidate Information or action by IGF or the Candidate during Award Year; and
  - b. provide the deadline date by which a Candidate must submit a completed Expression of Interest Letter.
- 4.2.3 The date of issue of the communication shall mark the start of the Bid Process.

- 4.3 After receipt of an Expression of Interest Letter from a Candidate, IGF will send to such Candidate the Application Form, specifying the dates by which Candidates will be required to submit the Application Form in draft format and in final format.

- 4.3.1 Following submission by Candidates of their draft Application Form:
- a. the draft Application Forms will be reviewed by IGF and the Bid Evaluation Panel;
  - b. comments will be provided to each Candidate based on the review and site visit, if required, in order for Candidates to prepare and submit their final Application Forms.
- 4.3.2 Following submission of the final Application Form, it will be assessed by the Bid Evaluation Panel in accordance with the evaluation criteria and methodology set out in the Application Form. Following evaluation, and prior to the Biennial Meeting, the Application Form will be sent to the IGF National Federation membership.
- 4.3.3 Selection of the Host for the WATC will be made by the Biennial Meeting held in the relevant Award Year or as otherwise decided by the Administrative Committee. The procedure at the Biennial Meeting shall be as follows:
- a. Each Candidate will not be entitled to make a presentation to the Biennial Meeting.
  - b. The Bid Evaluation Panel either will present a final recommendation to the Biennial Meeting on the selection of the Host for the WATC (which may include recommendations identifying more than one Candidate as suitable for selection) or not make a recommendation. The Bid Evaluation Panel may recommend more than one Candidate for selection.
  - c. If a recommendation is presented, the Biennial Meeting will then immediately vote on whether or not to approve the recommendation of the Bid Evaluation Panel, following the procedure set out in Rule 7. Where the Bid Evaluation Panel recommends more than one Candidate or selection the Biennial Meeting shall vote on which Candidate to select as Host for the WATC.
  - d. Immediately upon selection IGF and Candidate shall sign the Championship Agreement and any related commercial agreements which, on signature, shall become legally binding.
  - e. The decision of Bid Evaluation Panel not to make a recommendation shall be considered an inability to select a Host and will be addressed by Administrative Committee in accordance with Rule 5.3 below.

## **5. Withdrawals, Extenuating Circumstances and Inability to Select**

- 5.1 A Candidate may withdraw its Expression of Interest or Application at any time during the Bid Process before voting on its selection by the Biennial Meeting on giving written notice (which can be submitted by email) to the Executive Director.
- 5.2 Upon receipt of such written notice IGF will inform the membership, and as applicable other Candidates and the Bid Evaluation Panel..
- 5.3 Administrative Committee may amend, reduce or eliminate the Bid Process as it determines in its absolute discretion, in response to any Candidate withdrawal, or the inability of the Biennial Meeting to select a Host, or by reason of any other extenuating circumstances.

## 6. Biennial Meeting Voting

- 6.1 All voting on the selection of the Host shall be conducted in accordance with the relevant provisions of the IGF Constitution.
- 6.2 A Simple Majority shall decide the result of the vote on the successful Host.
- 6.3 National Federation Members representatives are not permitted to vote, and must recuse themselves from the voting process for selection of Hosts, where the representative is from the National Federation in which the Candidate bidding to host a WATC is located.
- 6.4 Unless twenty-five per cent (25%) or more of National Federation Members eligible to vote at the Biennial Meeting request a secret ballot and the request is carried by a decision of a Simple Majority, voting shall be undertaken by show of hands, so it is open and transparent, with all National Federation Members eligible to vote identified as voting for, against, or abstaining from voting.
- 6.5 If Biennial Meeting does not make or reach a decision on a Candidate presented to it for selection, then:
  - 6.5.1 Administrative Committee may decide to recommence the Bid Process, and reschedule the vote on selection, and if so, the Bid Process may be amended or reduced to meet the revised timeline; or
  - 6.5.2 Administrative Committee may decide not to recommence the Bid Process, but instead to reschedule the vote on selection, and in the interim to seek additional information from the Candidates or where applicable the Bid Evaluation Panel.

## 7. Conduct of Candidates

- 7.1 It is essential to the integrity, image and reputation of IGF and the WATC that the conduct of all Candidates at all times complies with these Rules and the IGF Code of Conduct.
- 7.2 In particular, Candidates shall conduct themselves in accordance with the Integrity Standards set out in the IGF Code of Ethics paying specific attention to, without limitation, the rules and standards on honesty, disclosure of interests, gifts and benefits, fair bidding and protecting reputation.

### Candidate Information

- 7.3 All Candidate Information shall be truthful and complete and not misleading and presented in a respectful and dignified way.
- 7.4 Candidate Information shall be final as of the date provided for submission of final Application Forms.
- 7.5 Facts or information that arise or become known following the giving, issuance or submission of a bid that result in the Candidate Information no longer being truthful or complete must immediately be disclosed and corrected by the Candidates, by communication to the Bid Evaluation Panel (where applicable) or IGF.
- 7.6 Each Candidate and the Relevant Member Federation are jointly and severally responsible for ensuring that all Candidate Information strictly complies with these Rules.
- 7.7 Candidate Information shall not seek to draw or otherwise purport to include comparisons with bids from other Candidates and shall not disparage or demean other bids, other Candidates or other Bid Committees.

## Bid Team Relations

- 7.9 Candidates shall not:
- 7.9.1 commit any act or make any comment in any promotion or bid that is likely to tarnish the image or prejudice the reputation of other Candidates;
  - 7.9.2 take part in any debate with other Candidates concerning their respective bids; or
  - 7.9.3 enter into an agreement, arrangement, coalition or collusion aimed at influencing the result of the relevant Bid Process.
- 7.10 All Candidates, shall, when promoting their bids, respect the other Candidates, Bid Committees and the IGF.
- 7.11 Subject to Rule 7.16, Candidates may not promote their candidacies at any time, during the Bid Process on any media and in any way.
- 7.12 A Candidate shall not engage in any other form of promotion with representatives of National Federation Members who are not from their Country or Territory and may not:
- 7.12.1 invite such other representatives of National Federation Members, and such other representatives of National Federation Members shall not accept any invitation, to any form of reception linked to the promotion of the Candidate;
  - 7.12.2 arrange for the Ambassador/Consul or Embassy/Consulate of the Country or Territory of the Candidate, to invite such other representatives of National Federation Members to discuss or meet in order to promote the Candidate's bid, and such other representatives of National Federation Members representatives shall not accept such an invitation.
- 7.13 Candidates shall not arrange for the Ambassador/Consul or Embassy/Consulate of the Country or Territory of the Candidate, to take any actions to promote their bids with the Ministries of the governments of a National Federation member.
- 7.14 Candidates shall not solicit, encourage or induce any IGF marketing partner to take any actions to promote their bids at any event.
- 7.15 Candidates may not solicit, encourage or induce any public declaration by any IGF marketing partner appearing to give a favourable opinion of their bid versus any other bids.
- 7.16 Candidates may:
- 7.16.1 send descriptive packages to the membership, only after the content of these packets has been approved by the Bid Evaluation Panel. These mailings should only be informational in nature, e.g., descriptions/pictures of courses, hotels, the geographical and cultural area, etc. A cover letter may be included.
  - 7.16.2 create a dedicated website for this purpose. Similarly, CDs and USB sticks may be created for distribution to the membership. The content of these items is also subject to the Bid Evaluation Panel review before the website is made live.



7.16.3 speak with their fellow members in person at the WATC, or at other similar occasions not organized solely for the purpose of promoting a bid.

7.16.4 undertake promotional activities within the assigned desk and area for promotional purposes at the WATC. No receptions or other activities will be permitted, whether before or after the vote. Distribution of gifts is not permitted.

For the avoidance of doubt, nothing in this Rule prevents Relevant Member Federations from corresponding with Staff on day to day business of IGF work and Candidates receiving technical explanation, clarification and guidance in respect of their bids (including completion of their Application Forms) from Staff. Furthermore, nothing in these Rules prohibit IGF making public comments about Candidates, including which Candidates are being considered, provided that all Candidates are commented on equally.

## **8. Breaches and Sanctions**

- 8.1 Any breach of these Rules amounts to a breach of the IGF Code of Conduct and will accordingly be subject to investigation and prosecution by the IGF Integrity Unit and possible proceedings under the IGF Tribunal Policy
- 8.2 The Administrative Committee, the Secretariat, and/or where applicable the Chair of a Bid Evaluation Panel shall refer any potential breach of these Rules for investigation by the IGF Integrity Unit and possible proceedings for breach pursuant to the IGF Tribunal Policy.

## **9. Disputes**

- 9.1 Any dispute arising between IGF and the Relevant Member Federation, Candidate or other Applicable Persons in connection with these Rules will be submitted to arbitration before CAS, to the exclusion of any other court or forum. The validity, legality and/or proper interpretation or application of the Rules may only be challenged (a) by way of ordinary proceedings filed before the CAS; and/or (b) as part of an appeal to CAS made pursuant to Rule 9.2 of these Rules.
- 9.2 A Relevant Member Federation or Candidate may appeal a final decision made by the IGF under these Rules to CAS, in accordance with this Rule 9, by filing a Statement of Appeal with CAS and with IGF within fifteen (15) days of the date of communication of the written reasons for the decision. IGF will be the respondent to the appeal.
- 9.3 The CAS will hear and determine the dispute or appeal definitively in accordance with the relevant provisions of CAS Code of Sports-Related Arbitration, provided that in any appeal the Relevant Member Federation or Candidate will have fifteen (15) days from the filing of the Statement of Appeal to file their Appeal Brief, and IGF will have thirty days from its receipt of the Appeal Brief to file its Answer. The law governing the dispute or appeal will be the Constitution and the Rules, with the laws of Switzerland applying subsidiarily. In the case of any conflict between any of the above instruments and CAS Code then in force, the above instruments will take precedence. The proceedings before CAS will be conducted in English, unless the parties agree otherwise. Pending determination of the dispute or appeal by CAS, the Rules under challenge and/or the decision under appeal (as applicable) will remain in full force and effect unless CAS orders otherwise.
- 9.4 The decision of CAS determining the dispute or appeal will be final and binding on all parties. All parties waive irrevocably any right to any form of appeal, review or recourse by or in any court or judicial authority in respect of such decision, insofar as such waiver may be validly made.

## APPENDIX I

### CALENDAR OF WATCS BY YEAR AND OF BIDDING PROCESS IN ANY GIVEN YEAR

The table below sets out the Event Year (i.e. the year in which the event will be held) and corresponding Award Year (i.e. the year in which a Biennial Meeting decision will be made to award the WATC to a host) and are indicative. The years stated continue at the same intervals unless otherwise amended by the Administrative Committee in accordance with Rule 6 of these Rules.

WATC	Event Year	2023	2025	2027	2029	2031
	Award	2020	2022	2023	2025	2027

## APPENDIX 2

### BID EVALUATION PANEL - WATC

#### Terms of Reference

1. **Status and Role**
  - 1.1 IGF Bid Evaluation Panel (“Panel”) is established pursuant to Rule 4.2 of the ‘Bidding Rules’ and reports to, the Administrative Committee.
  - 1.2 The role of the Panel is to evaluate bids and make recommendations to Biennial Meeting regarding preferred hosts for WATC based on evaluation criteria established by the Bidding Rules.
2. **Commencement**
  - 2.1 These Terms of Reference are effective from 1 July 2020.
  - 2.2 The Panel’s work in respect of a WATC shall commence at the beginning of the Bid Process for such WATC and shall conclude on the day a Candidate is selected as the Host of such WATC.
3. **Composition**
  - 3.1 **Size:** The Panel shall have three members, together referred to as Panel Members.
  - 3.2 **Membership:** The Panel shall comprise persons with recognised expertise in various areas of event planning and organisation. The members shall be:
    - 3.2.1 one (1) Administrative Committee member
    - 3.2.2 two (2) WATC Competitions Committee members.
  - 3.3 **Appointment:** of the Panel Members shall be by the Executive Director.
  - 3.4 **Chair:** the Chair of the Panel shall be the Administrative Committee Member.
4. **Term**
  - 4.1 **Term:** The term of office for Panel Members is from the beginning of the Bid Process for such WATC and shall conclude on the day a Candidate is selected as the Host of such WATC. Panel Members may be re-appointed for further subsequent terms of office without limitation.
5. **Resignation, Removal, Vacancies**
  - 5.1 Except for any ex-officio members of the Panel, a Panel Member may resign from the Panel prior to the expiry of their term of office by giving not less than one (1) months’ notice in writing to the Executive Director.
  - 5.2 A Panel Member shall be removed from the Panel prior to the expiry of their term of office upon a determination by the Executive Director that the Panel Member is no longer Eligible.

5.3 If any position on the Panel is vacant, whether by resignation, removal or otherwise at any time the Executive Director shall appoint a replacement member for the balance of the term of office of the vacated position.

## 6. Powers, Authority & Responsibilities

A Panel Member shall:

6.1 act only in accordance with the powers and authority provided under Rule 6.2;

6.2 act at all times for the sole purpose of conducting a full and fair assessment of every bid submitted;

6.3 safeguard confidential information in accordance with strict confidentiality procedures;

6.4 report to the Biennial Meeting in all fairness and transparency based on the evaluation criteria contained in or developed pursuant to the Bidding Rules.

## 7. Duties of Panel Members

7.1 **Interests:** In undertaking any work in connection with the Panel, each Panel Member shall act in the interests of the IGF.

7.2 **Participation:** Panel Members shall attend each meeting of the Panel (in person or using technology) unless excused by the Chair. Each Panel Member shall actively participate in Panel meetings and in matters undertaken by the Panel between meetings. Each Panel Member must be adequately prepared for each Panel meeting in order to participate effectively and constructively.

7.3 **IGF Code of Conduct:** Each Panel Member shall agree to be bound by the IGF Code of Conduct and these Rules.

7.4 No advantage or promise of any kind of advantage may be made to or accepted by the Panel Members in connection with a bid.

## 8. Reporting

8.1 Reports to the Biennial Meeting: The Panel shall report its evaluation and recommendations to the Biennial Meeting.

8.2 Biennial Meeting: The Chair of the Panel shall attend the Biennial Meeting to present the Panel's evaluations and recommendations.

## 9. Panel Meetings and Procedure

9.1 **Work:** The Panel shall undertake its work at meetings and/or visits of the Panel and in between meetings as is necessary to fulfil its responsibilities.

9.2 **Meetings:** The Panel shall meet at least once and on an ad hoc basis as necessary to respond to the need to evaluate the bids submitted. At least one such meeting is expected to be held by using technology rather than in person and one may be a site visit by one of the Panel to the Candidate's venue(s), if deemed necessary. The dates of scheduled meetings and/or visits are to be agreed by the Chair, and as much notice as possible, will be given to all Panel Members of the date, time and venue for any meeting and/or visit.

- 9.3 **Agenda:** The Chair shall prepare an agenda for each meeting and/or visits. The agenda, together with relevant papers, will be distributed by email to all Panel Members prior to a Panel meeting.. 9.4 **Chair:** The Chair will chair all meetings.
- 9.5 **Attendees:** A member of staff from IGF will be appointed to co-ordinate the activities of the Panel and will participate in all meetings. Other persons may be invited by the Chairperson to participate in meetings to provide information or advice on a specific item of business at a meeting.
- 9.6 **Meetings using Technology:** Panel meetings may be held by telephone, through video conference facilities or by other means of electronic communication (other than electronic mail (e-mail) communication) provided that:
- 9.6.1 prior notice of the meeting is given to all Panel Members; and all persons participating in the meeting are able to hear each other effectively and simultaneously. Participation by any Panel Member in this manner at a meeting shall constitute the presence of that member at that meeting.
- 9.7 **Quorum:** The quorum for meetings of the Panel shall be at least 2 members of the Panel one of whom must be the Chair, (unless the Chair is recused pursuant to paragraph 9.11).
- 9.8 **Decisions:** With the exception of recommending a preferred bidder which shall be decided under paragraph 9.9, decisions of the Panel shall generally be made by consensus. If a consensus cannot be reached and a vote is required, each Panel Member (including the Chair) shall have one (1) vote. Voting by proxy is not permitted. Except to the extent specified in these Terms of Reference, a majority of votes in favour of an action by those Panel Members present at a meeting, is required for a decision. In the event of an equality of votes, the Chair is entitled to have a casting vote.
- 9.9 **Recommending the preferred bidder:** The Panel shall recommend to the Biennial Meeting the preferred Candidate (or preferred Candidates) based on the procedure set out in Appendix 4 of the Bidding Rules.
- 9.10 **Minutes:** A bid evaluation report shall be produced for the Panel and shall act as a record of its assessment of bids. Any amendments to a bid evaluation assessment report will be agreed by the Panel Members.
- 9.11 **Recusal:** No member of the Panel may take part in assessing a Bid Application if the member of the Panel:
- 9.11.1 is of the same nationality or resides in the same country, or is an official of the Member Federation of the Candidate;
- 9.11.2 has or previously had a personal connection or direct interest in any dealings with or matters involving the Candidate; and if any of the circumstances in paragraphs 9.11.1 and 9.11.2 exist, the member concerned shall immediately notify the Executive Director and the other members of the Bid Evaluation Panel of such circumstances.
10. **Administration**
- 10.1 **Expenses:** For each Panel Member, IGF will reimburse expenses in accordance with IGF policy.
- 10.2 **Administration: if required,** IGF will arrange travel, accommodation and insurance for Panel meetings in accordance with IGF policy.
- 10.3 **Documents:** IGF will provide the Panel with all documents held by IGF relevant to the Panel's work.

## **APPENDIX 3**

# **APPLICATION FORM AND EVENT ORGANISATION AGREEMENT**

A summary of the Application Form is set out below, including a general description of the bid evaluation criteria to be assessed in accordance with the evaluation methodology and formula.

The Application Form that Candidates shall comprise of the following questions and forms for completion relating to the following topics:

Timeline of Key Steps in the Bidding Process.

Applicant's details and contact information and information concerning supporting stakeholders.

The details of the host golf course, technical and operational aspects of the venue along with environmental and average weather information.

Questions on the concept and objectives of the host.

Organisational structure of the hosts and their experience in hosting golf events.

Stakeholder support. Letters of support and guarantees from Government, Local Authorities and, if applicable, Venue Owners.

The provision of accommodation and room rates for athletes & teams, delegates, officials, volunteers, media and technical suppliers by completing a specified table appended to the Application Form.

Transportation. Ports of entry to the host country and onward travel to accommodation and distances between the accommodation and the event venue.

Security & Risk Assessment. Questions relating to security resources and measures.

Access to Medical Care and the provision of anti-doping facilities including the control station.

Media Centre size and location. Any restrictions on use of social media and the internet.

Communications and promotional plan for the event and to attract spectators to the event.

Demonstrate ability to provide approximately 100 volunteers each week of the WATC.

Visas - confirmation of which countries do or do not need a visa and access to consulates/embassies to obtain visas.

Financing and budget. Questions on how the hosts intends to financially support the WATC with a supporting budget.

Confirmation there are no legal restrictions on the ability to host the event.

Commercial opportunities (category release for national sponsors, commercial hospitality and licensing opportunities).

Confirmation that Candidate can meet the requirements set out in the Operational Requirements of the Event Organisation Agreement.

The evaluation methodology and evaluation criteria below are appended to the Application Form.

## EVALUATION METHODOLOGY

In order to be considered by the Biennial Meeting as a Candidate, a Candidate must achieve a minimum overall mark of 50% of the total available marks for its bid (total available marks being 500).

The marks will be determined in accordance with developed evaluation methodology, but which must apply the formula set out below in accordance with the indicated percentage weightings. IGF will carry out the same evaluation process, applying the same evaluation methodology, regardless of the number of Candidates submitting bids (i.e., even if only one Candidate submits a bid).

### Formula

Sum of all scores from 1 to 5 x Weighting = Overall Score (up to a maximum total of 500)

Overall Score is divided by 5 to obtain a score out of 100.

## Evaluation Criteria

The following is the evaluation methodology framework:

Each criterion will be reviewed and the level of detail and commitment for each question will be assessed based on the following marks, each being assigned a number from 1 to 5:

<b>Unsatisfactory</b>	A response that completely or almost completely fails to address the elements of the evaluation criteria.	<b>1</b>
<b>Marginal</b>	A response that addresses a few elements of the evaluation criteria.	<b>2</b>
<b>Satisfactory</b>	A response that addresses some of the elements of the evaluation criteria.	<b>3</b>
<b>Very Good</b>	A response that addresses a majority of the elements of the evaluation criteria.	<b>4</b>
<b>Excellent</b>	A response that addresses all elements of the evaluation criteria.	<b>5</b>

The following weighted evaluation criteria will be used to determine the overall mark for each Candidate

<b>EVALUATION CRITERIA</b>			
<b>CRITERION</b>	<b>Overall Score</b>	<b>Weight %</b>	<b>Weighted Score</b>
<b>Proposed Host City</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Concept &amp; Objectives</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Organisation &amp; Experience</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Competition Venue/ Course(s)</b>	<b>5.0</b>	<b>30.0</b>	<b>150.00</b>
<b>Accommodation</b>	<b>5.0</b>	<b>6.0</b>	<b>30.00</b>
<b>Transportation</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Risk Assessment</b>	<b>5.0</b>	<b>7.0</b>	<b>35.00</b>
<b>Medical &amp; Anti-Doping</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Media</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Broadcasting</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Communication</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Commercial (Non-Broadcasting)</b>	<b>5.0</b>	<b>5.0</b>	<b>25.00</b>
<b>Legal</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Venue Maps</b>	<b>5.0</b>	<b>3.0</b>	<b>15.00</b>
<b>Declaration and Covenant of the Government of the Host Country</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Venue Guarantee</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Championships Agreement completed, signed and sent back to IGF</b>	<b>5.0</b>	<b>1.0</b>	<b>5.00</b>
<b>Event Budget</b>	<b>5.0</b>	<b>25.0</b>	<b>125.00</b>
<b>TOTAL (out of 500)</b>			<b>500.00</b>
<b>Overall Score- divide TOTAL by 5 (out of 100)</b>			<b>100.00</b>

## **Final Evaluation (Overall Mark)**

A final evaluation will be carried out using the methodology stated to calculate a Candidate's overall mark. A Candidate must receive an overall mark of 50% or more of the 500 total marks available, to be identified as a Candidate and to be entitled to proceed to the next stage of the Bid process.





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