

# **APPLICATION TO STAGE**

## **WDR 7s WORLD CHAMPIONSHIP 2026**

*Applications are due on or before 1 September 2024*

Applications must be submitted by Sunday 1 September 2024  
by email to the *secretary.wdr@gmail.com* and  
copied to *vchairman.wdr@gmail.com*

- 1. Organisation Applying to Host the Event**
- 2. Event Management Structure/Arrangements**
- 3. Event Timing and Schedules**
- 4. Event Accommodation and Transport**
- 5. Event Financials and Budget**
- 6. Event Sanctioning**
- 7. Event Participant Liaison/Communication**
- 8. Event Marketing, Sponsorship and Broadcasting/Streaming**
- 9. Country Cost and Visa Information**
- 10. Event Tournament Manual**

**ATTACHMENT: Bid Selection Committee and Selection Criteria**

# **1. ORGANISATION APPLYING TO HOST THE EVENT**

## **1.1 Please provide the following information about the proposed host organisation.**

- Host Organisation Name:
- Host Organisation Officeholders
  - *Chair/President:*
  - *Vice Chair/President:*
  - *Secretary:*
  - *Treasurer:*
- Host organisation formal contact information:
  - *WhatsApp Mobile Number(s)*
  - *Email Address(es)*
- Is the organisation a Member of World Deaf Rugby?
- Is the organisation affiliated with or recognised by the country's National Deaf Sports Organisation?
- Is the organisation affiliated with or recognised by the country's National Home Union?
- Organisation website/social media information
  - *Website address*
  - *Facebook Page*
  - *Other Social Media (please provide details)*

**1.2 Has the organisation staged any previous 7s and/or 10s tournaments? If so, please provide details.**

**1.3 Has the organisation staged any other major sporting tournaments? If so, please provide details.**

**1.4 Please advise whether you would be prepared to hold both 10s and 7s (*Men's & Women's*) competitions, or only a 7s (*Men's & Women's*) competition.**

## **2. EVENT MANAGEMENT STRUCTURE/ARRANGEMENTS**

**2.1 It is expected that the host organisation will establish a formal *Event Organising Committee* to be responsible for all aspects of the event planning, organisation, staging and delivery including:**

- Event schedule
- Accommodation arrangements
- In-country Transport arrangements
- Financials & Budget
- Obtaining sanctioning
- Insurance
- Development of a *Tournament Manual*
- Registration (*Forms; Process; Fees*)
- Grant funding
- Sponsorship
- Merchandise
- Broadcasting/streaming
- Advertising & promotion
- Audiometry
- Competition organisation/management
- Participating Teams liaison/communications
- Opening & Closing events
- Additional events & meetings
- Volunteer Program

The *Event Organising Committee* must include one or more WDR representatives.

**Please confirm that you will establish an *Event Organising Committee* including one or more World Deaf Rugby representatives.**

**2.2 Please provide the following information about your proposed *Event Organising Committee* and proposed *Registration Fees*:**

- Proposed *Event Organising Committee* structure, responsibilities, chairing/meeting arrangements, membership and operations
- Proposed *Event Organising Committee* member roles
- The experience of proposed *Committee* members
- Any additional information about your *Event Organising Committee* and how it will operate
- **Likely/proposed *Registration Fees* in USD \$**

### **3. EVENT TIMING AND SCHEDULES**

**3.1 Please provide the following Event Timing information:**

- Proposed/Preferred Event Start Date:
- Proposed/Preferred Event Finish Date:
- Proposed Duration:

**3.2 Please outline/explain why you have proposed the above dates and whether you would be prepared to stage the Event in a different 2026 timeframe (*month*) if that was preferred by a majority of potential participants.**

#### ***PRELIMINARY EVENT SCHEDULE***

**3.3 Please provide a rough preliminary Event Schedule of days/dates for the following:**

- Opening Ceremony -
- Team Managers' Meeting -
- 7s Pool Days -
- 10s Pool Days (*if also having a 10s competition*) -
- 7s Final Day -
- 10s Final Day (*if also having a 10s competition*) -
- Closing Ceremony -
- WDR Annual General Meeting -
- Any other proposed events (*sporting or social*) –

#### ***PRELIMINARY PRE-EVENT SCHEDULE***

**3.4 Please provide a rough preliminary Pre-Event Schedule of the month/year in which you intend to complete each of the following:**

- WDR Bid Approval – ***early-mid October 2024***
- Joint Announcement of event host, location & timeframe – ***mid-late October 2024***
- WDR member contact to ascertain preliminary interest in participating –

- Contact with host home union to progress the event sanctioning process –
- *Registration Fees* set and agreed with WDR -
- Formal *Letter of Invitation* sent to WDR members –
- Request for *Preliminary Registration Advice* sent to WDR members –
- *Tournament Manual (V1)* sent to WDR members -
- Closing date for *Preliminary Entry Forms* –
- Closing date for *Final Entry Forms* –
- Confirmed *Final Team Registration Lists* submitted –
- Registration Fees Due for Payment –
- Preliminary accommodation arrangements/venues advice to participating teams
- Grant funding & sponsorship agreements finalised –
- Broadcasting/Streaming agreements finalised -
- Budget finalised and agreed with WDR -
- Final accommodation arrangements/venues advised to participating teams –
- Transport arrangements finalised –
- Accommodation finalised and booked –
- Final *Event Schedule* sent to participating teams -

## **4. EVENT ACCOMMODATION AND TRANSPORT**

### ***ACCOMMODATION***

**4.1 Please advise whether you will organise and provide at no cost to participating teams and WDR Executive Committee Officeholders:**

- Accommodation for the duration of the event
- All meals or some meals for the duration of the event – *i.e.*
  - *Breakfast*
  - *Lunch*
  - *Dinner*

**4.2 Please describe the standard of the accommodation you propose to provide**

**4.3 If you DO NOT intend to provide accommodation/meals at no cost to participating teams, will you:**

- Recommend a range of appropriate accommodation venues to participating teams, from basic standard to higher standards
- Coordinate and assist participating teams in booking such accommodation

### ***IN-COUNTRY TRANSPORT***

**4.4 Please advise whether you will organise and provide at no cost to participating teams**

- Transport from the Airport to accommodation venues
- Transport from accommodation venues to the Airport
- Transport to and from the Opening Ceremony
- Transport to and from the Closing Ceremony
- Transport to and from the competition venue on each day of play
- Transport between the accommodation venues and the training grounds

**4.5 If you DO NOT intend to provide any or all the above, will you provide participating teams with comprehensive advice regarding in-country transport options.**

## **5. EVENT FINANCIALS AND BUDGET**

**5.1 The organisation staging the 2026 WDR 7s Championship will be required to develop a comprehensive draft *Event Budget* for discussion and agreement with World Deaf Rugby. The *Event Budget* would be expected to cover/include:**

### ***INCOME***

- Government Grant funding
- Other Grant funding
- Sponsorship income
- Registration Fee income
- Merchandise income
- Ticketing income

### ***COSTS***

- Merchandise
- Administration & Printing
- Interpreters
- Insurance
- Promotional materials
- Marketing & Advertising
- Accommodation
- Transport
- Broadcasting/Streaming
- Competition (*venues, equipment, first aid/medical, match officials, refreshments*)
- Medals and Trophies
- Opening & Closing Ceremonies
- Meetings & additional events
- Online presence (*website & social media*)
- Venue catering (*VIPs, match officials & volunteers*)
- Volunteer Programme

**5.2 Please outline your estimated requirements and expectations regarding**

- Grant funding
- Sponsorships

**5.3 Please provide whatever information you currently have relating to preliminary discussions with or commitments by potential event funders – *i.e. potential Grant funding providers and potential Sponsors* – and the status of any such discussions.**

**5.4 Please confirm the timeframes (*month/year*) by which you will be able to provide:**

- A ***Draft*** Event Budget -
- A ***Final*** Event Budget

## **6. EVENT SANCTIONING**

### **6.1 As specified in Clause 9.3 of the World Deaf Rugby Constitution:**

*“Each WDR Member is under a duty to comply with and be bound by the regulatory requirements of their home union in relation to the playing and administration of rugby union. This shall include (but shall not be limited to) the use of suitably qualified coaches, physiotherapists and other staff, and observing all regulations for the protection of players”*

### **6.2 Please confirm that your proposed event will be supported and ultimately formally sanctioned by your home union**

### **6.3 Please also confirm that you will work with your home union through the event sanctioning process to ensure the event**

- Is conducted in a safe and professional manner
- Complies with the respective home union and World Rugby Laws, Regulations and Policies relating to
  - *the structure/running of the competition*
  - *match venues and facilities*
  - *match officials*
  - *medical facilities*

## **7. EVENT PARTICIPANT LIAISON/COMMUNICATION**

**7.1 Timely, consistent and responsive liaison/communications with *Participating Teams* during the event planning phase and through to the actual event is important and necessary, so that everyone is provided with the information they need and can get quick answers to their questions.** This can be particularly challenging where the host country does not have English as its first written language.

Because of the importance of effective *Participating Team* liaison/communication to the overall event organisation, the *WDR Secretary* is prepared to take on or assist in that role in cooperation with the host organisation. This worked relatively well in the case of the *2023 Argentina* Event.

**7.2 Please advise how you propose to structure and manage *Participating Team* liaison/communications to ensure it is timely, consistent and responsive, both during the event planning phase and through to the actual event.**

Please advise if you would like WDR to assist with the liaison/communication role.



## **8. MARKETING, SPONSORSHIP & BROADCASTING/STREAMING**

**8.1 Please provide any preliminary information/plans you have relating to the following, and the status of such plans:**

- Event Advertising & Promotion
- Event Sponsorship
- Event Broadcasting/Streaming
- Establishing an Event On-line Presence – *e.g. Website; Social Media etc*
- Other marketing, sponsorship or media matters

## **9. COUNTRY VISA AND COST INFORMATION**

**9.1 Please provide an overview of Visa arrangements within your country, and advise:**

- Which WDR Member country participants will require Visas to attend the event in your country
- The type of Visa that each WDR Member country participant will require
- The approximate cost in USD \$ of a Visa for each WDR Member country participant

**9.2 Please advise whether you will be prepared to provide general advice and assistance to participating teams relating to them obtaining the necessary Visas**

**9.3 Please advise the approximate average cost in USD \$ of the following:**

- Single occupancy 3-star hotel room *per night*
- Twin share 3-star hotel room *per night*
- Single occupancy 4-star hotel room *per night*
- Twin share 4-star hotel room *per night*
- Continental Breakfast
- Full (*cooked*) Breakfast
- Lunch (*takeaway*)
- Lunch (*sit down*)
- Casual, "*pub*" Dinner
- Formal "*restaurant*" Dinner
- Train, Tram & Bus transport within the city
- Taxi/Uber transport within the city
- Airport transfers

## **10. TOURNAMENT MANUAL**

**10.1** It is expected that the host organisation will provide a comprehensive *Tournament Manual* similar to the excellent *Tournament Manual* provided by *Union Rugby Sordos Argentina* for the 2023 WDR 7s Argentina event, covering general matters, technical regulations, event logistics, competition information, participant responsibilities, travel/tourist information etc – *e.g.*

- Event Organising Committee – *members; roles/responsibilities; contact details; etc.*
- Competitions – *Men’s & Women’s 7s; Men’s & Women’s 10s?*
- Participation Policy/Terms & Conditions – *age limitations; team types; number of players; insurance; player eligibility; hearing loss levels; audiology; etc.*
- Registration – *preliminary registration; registration fees; final registration; final registration lists; payment etc.*
- Competition Rules/Regulations – *technical organisation; competition structure/plan; competition rules; competition schedules; draw; competition equipment; disciplinary procedures; technical committee; protest committee;*
- Competition Venue
- Training Venues
- Audition Policy Controls/Sanctions – *WDR hearing loss policy; use of hearing devices; playing field zone; audiometry; violation and sanctions; etc.*
- First Aid/Medical – *guidelines; facilities; personnel; medical committee; etc.*
- Accommodation – *information; location; upgrade options; meals; etc.*
- In-Country Transport – *airport transfers; competition day transport; opening & closing ceremony transport; training venue transport*
- Team Liaison Officer Guidelines – *role/responsibilities; contact details*
- Team Managers – *role/responsibilities; contact details*
- Opening & Closing Ceremonies – *general information; format; venue; date/time; etc.*
- Team Managers’ Meeting – *meeting date/time; location; agenda;*
- WDR Annual General Meeting – *meeting date/time; duration; venue*
- Other Events
- Travel/Tourism Information – *general flight information; visa information; tourist attractions*

**10.2** Please confirm that you will develop and provide such a *Tournament Manual* to participating countries/teams, and the timeframe within which the first version of the document will be available.

# ATTACHMENT

## BID SELECTION COMMITTEE AND SELECTION CRITERIA

World Deaf Rugby is very aware of the need for the overall *Bid Selection Process* to be – *and to be seen to be* – independent, objective, transparent and free of conflicts of interest. It is critically important that organisations bidding to stage/host the event have full confidence and trust in:

- The integrity, objectivity and independence of the overall *Bid Selection Process*
- The integrity, objectivity and independence of those responsible for selecting the successful bid – *i.e. of the Bid Selection Committee*
- The transparency, objectivity, suitability and fairness of the *Bid Selection Criteria*

### Bid Selection Committee

Because Japan, South Africa, Wales and Zimbabwe have expressed an interest in bidding for the event, the *Bid Selection Committee* will not include any Trustees or individuals from any of these countries. This is important to ensure there can be no possible perceptions of any conflicts of interest.

It is also considered desirable that the *Bid Selection Committee* members have hands-on experience in organising successful World Deaf Rugby 7s events. Hence, the *Committee* could possibly comprise:

- **Johanna Plante** – *Committee Convenor (WDR Secretary; Event Coordinator 2018 Australia 7s event; Participating Teams Liaison/Communications for 2023 Argentina 7s event)*
- **Mariano Matut** (*WDR Deputy Chair; Chairman, 2023 Argentina 7s URSA Event Organising Committee*)
- **Tony Kuklinski** (*WDR Trustee; President, New Zealand Deaf Rugby Union*)
- **Gloria Mills** (*England Deaf Rugby Union Chair; Participant in 2018 and 2023 WDR 7s Events*)

## **Bid Selection Criteria**

### **1. Event Accessibility**

#### ***From a LOGISTICS Perspective:***

- Ease of arranging travel to/from the event country
- Need for and ease of obtaining Visas (*across all WDR Member countries*)
- Ease of arranging own accommodation (*if not provided free of charge or arranged by the host organisation*)
- Ease of arranging own in-country transport (*if not provided free of charge or arranged by the host organisation*)

#### ***From a COST perspective:***

- Cost of travel between the hosting country and WDR member countries
- Visa costs
- Accommodation costs
- Meals costs
- In-country transport costs

### **2. Host Organisation Event Management Capabilities**

- Host organisation experience in previously staging 7s tournaments
- Host organisation experience in previously staging other major sporting tournaments
- *Event Organising Committee* members' experience, including in sporting event organisation/management
- Adequacy of proposed *Event Organising Committee* structure/arrangements

### **3. Event Accommodation and In-Country Transport**

#### ***COST***

- Commitment to providing participating teams with **accommodation** free of charge
- Commitment to providing participating teams with **meals** free of charge
- Commitment to providing participating teams with **in-country transport** free of charge and what transport will be included

#### **QUALITY**

- Standard of proposed free of charge accommodation

#### **4. Event Funding Certainty/Risk**

- Comprehensiveness of information provided on required and expected funding – *i.e.*
  - *Grant funding*
  - *Sponsorships*
  - *Other*
- Certainty of potential funding *i.e.*
  - *Grant funding*
  - *Sponsorships*
  - *Other*
- Impact of insufficient funding on ability to stage the event

#### **5. Event Sanctioning Commitment/Certainty**

- Commitment to obtaining the necessary home union event sanctioning
- Certainty of obtaining the necessary home union event sanctioning

#### **6. Marketing, Sponsorship & Broadcasting/Streaming**

- Comprehensiveness of information/plans provided relating to
  - *Event advertising & promotion*
  - *Event sponsorship*
  - *Event broadcasting/streaming*
  - *Establishing an Event on-line presence*
  - *Other marketing, sponsorship or media matters*

#### **7. WDR Member Views**

WDR Member views may also be sought on any preferences they may have as to the **Month** in which the 2026 event is to be held and the **Country** in which the 2026 event is to be held, and whether that would have any impact on their intentions to participate in the event.