

IQA Bidding Tips & Tricks

Adapted with permission from the EQC Bidding Handbook produced by the European Quidditch Federation

Bidding on a World Cup or Continental Games is a fairly imposing task. We know it's a large document to read, so if you or your team think that your city would be a fantastic place for one of the IQA's events, this document might help you along with that process. Please also refer to the bid manual that can be found [here](#).

Q: What do I need to do to submit a bid?

A: In its essence, a bid is a proposal for a **date, location, accommodation** and **venue** for the tournament. What you have to do to submit a bid is to prepare a document that focuses on these 3 aspects in some form or another, such as infrastructure, fields, travel or weather during that time of year, so we can ensure we make an informed decision.

Q: Do I need to be part of a local quidditch team to submit a bid?

A: No, anyone can submit a bid. We allow bids from exceptionally committed individuals, teams or organizations (such as NGBs, city councils, tourism bureaus, or a sports complex looking for events to be hosted at their location). That being said, we do tend to prioritize bids that show collaboration with cities or other local organizations that can provide logistical and hospitality support to our organizing team. If you are unable to or choose not to collaborate with local organizations, we still do recommend that you find some like-minded individuals to help you in putting together a bid that promotes your location, as the overall quality of a bid generally benefits from input from more than one individual.

Q: Where do I even start?

A: Generally speaking, you should center your bid around the tournament venue and accommodation for players and volunteers. As games are an important part of any quidditch tournament, it is important to any bid that the location of the tournament is high quality and able to provide for the number of teams, athletes, and infrastructure necessary to run a tournament of this size. This doesn't mean you have to already know and have talked to a specific venue, but we recommend that you start your effort of putting together a bid by searching for a suitable location (refer to the bid package for specific requirements for venue/fields). Once you have that you can begin looking into housing, costs, logistics, partnerships etc.

Q: Does this mean I have to organize the tournament?

A: No, you don't have to become a part of the organizing committee to submit a bid: your task is to find a field and clear up questions about the logistics and infrastructure of the tournament before the organizing team is selected. That being said, there are good reasons why having someone from the team that submitted the bid on the organizing committee might be a good idea: The organizing committee always needs a local contact who can talk to the venue, the city and local service suppliers (and keep in mind that not all committee members might speak your language). Because of this, your bid will greatly benefit from one (or more) committed individuals willing to join the organizing committee or at least be their local contact.

Q: Do you have any tips what I should look out for? Are there any steps that I might not think about?

A: It's not easy to give clear advice on what you should set a particular focus on, because the situation in different countries varies quite a bit, and the same goes for problems that you might encounter on the way. That being said, here is a non-exhaustive list of questions that you should ask when putting together a bid. Please see this as a list of suggestions more than a comprehensive list. You should find out about everything the bid package asks for (feel free to print it and use it as a checklist) and include anything that you may find out about the local situation that might differ.

Things to Check

- Does the local authority require any approval process for sporting events? What legal restrictions exist in your country? What legal restrictions will be imposed on the IQA as a foreign organization? Will the IQA be allowed to sell tickets for entry?
- Are there any specific regulations by the local authority or the venue that might cause issues for quidditch in particular (think: gender inclusivity and diversity, opening hours of the venue that clash with the early start of the tournament)?
- Will it be possible to house the committee and (some) volunteers on-site or nearby, either designated beds or floor space in a gym or hall? If not, will the organizers be allowed to enter early to set up the tournament?

- Have you specifically checked the field dimensions? Will it be possible to put full pitches, including hard boundary, onto the fields? Will there be space beside the pitches for spectators? Will there be space for teams to practice and warm up? Is it possible to line the fields with chalk and will equipment for this be provided?
- Is tax included in the full price? Are reserved changing rooms included? Would it be possible to rent a gym hall or similar (committee accommodation etc.)? Are there any other big events that are held at the same time on/around the same venue (sporting events, but also festivals, elections, public holidays that may be an issue)? Are there floodlights that could be used (included in the price or for an extra fee)? Does the venue require the tournament to use some paid services they offer, such as them selling all food and drink etc.? Does the venue or the local authority require specific insurance (apart from public liability insurance)? Is there public wifi available at the location and how difficult will it be to obtain a wifi signal strong enough to broadcast a livestream?
- Is the venue used to working with a specific provider for event security and overnight security? Additionally, is the venue used to working with a specific provider for medical care and first aid?
- Are there enough electrical circuits to have a livestream, sound system and possibly provide for external food vendors?
- Try finding out about local service suppliers: where can tents and party tables be rented? Where could you rent video equipment or event barriers? Try imagining what makes a tournament function and what you need to get there, then find out where to get it from.
- It may sound obvious but: Have you included all the information required in the bid package in your bid? Have you made any changes or concessions to the local authorities or the venue? If so, what are they, and how do you plan to still accommodate all the things that are requested in the bid?
- Are there any other teams/sports using the venue that would need to be checked with? Does the local football club usually play every Saturday? Is the sports complex owned by a single organization or are there multiple stakeholders involved? Think about (and ask the local contact) if there might be anything that has to be sorted out with the local sports clubs.

Steps That Might Make Your Life Easier and Your Bid More Attractive

- Try approaching local authorities about leaving some of the planning to the city; especially in smaller cities, an international event brings in international crowds that support local businesses and infrastructure as well as getting the word out about the city as a place to hold such big events. There might be some money for projects that you could tap into. The local authorities might also be able to help you organize pitches or even help you find sponsors beforehand! Keep in mind though that you're only putting together a bid, so make clear that this is an application for the event and not set in stone yet. Use the information in the Bid Addendum to help convince local authorities to support you - there's huge economic benefit to being the host city for one of the IQA's events.
- List any potential sponsorships or partnerships -- don't just tell us about things set in stone. If there's something that seems likely but that would require a definitive answer in order to be certain, tell us about that as well.
- If, through your contact with the local authorities or personal connections, you already have the opportunity to talk to potential sponsors, you can greatly enhance the quality of your bid!
- If you have some connections in your city, include a list of contacts for some of the things that might become necessary in the planning of the tournament. Know someone who rents out sound equipment? Great! Have a teammate who runs a catering business? Put it on the list. This is especially true if none of your team members are joining the organizing committee, any contact that the organizers have in the city is greatly appreciated.
- Try to think as if you were planning the tournament: this helps come up with anything that might not be immediately apparent. When doing that, also try to take a step back and think about factors that are obvious and natural to you but that might be unfamiliar to outsiders: Are there cultural factors to consider, such as opening hours or specific regional customs? Are there any regulations that local authorities or even the state impose (example: German law requires organizers to licence the playing of music at public events, Belgian city regulations ask for a detailed event plan with proof of medical assistance etc...)?

It is a lot of work to put in a bid, but we would love to have all the options people think about in order to choose the very best locations for events - it will benefit you and all the other quidditch players in your continent and/or worldwide. If you have

any questions whatsoever, please feel free to email events@iqasport.org and we will be happy to work with you to make your bid more attractive and make sure you answer all the things you need to!

