



United States of America Wushu Kungfu Federation

7710 Harford Road Baltimore, MD 21234

Monday, July 30, 2018

Open Call for Proposals to Host the 2019-2020 USAWKF Team Trials & National Championship events

The United States of America Wushu Kungfu Federation (USAWKF) invites proposals to host the USAWKF Wushu Team Trials and National Championships with their affiliated events for the calendar years 2019 and 2020.

The purpose of Team Trials is to select teams to represent the United States in international wushu competitions hosted by the International Wushu Federation (IWUF) and Pan American Wushu Federation (PAWF). There are Team Trials for Adult Taolu and Sanda (2019), Junior Taolu and Sanda (2020), Taijiquan (2020) and Traditional Kungfu (2019 and 2020). It is preferred that proposals be for all events listed above, but proposals for only the Taolu events or for only the Sanda events will also be accepted. A Taolu proposal must include hosting Traditional Kungfu and Taijiquan in addition to the Taolu events. A Sanda proposal may be just for the Adult and Junior Sanda events.

To apply please complete the Host Organization Application Form attached below and supply the corresponding documentation. Completed applications must be emailed to usawkf@usawkf.org by **5:00 p.m. EDT on Thursday, August 30, 2018**. We will send a confirmation of receipt of your completed application via email and look to select the winning bid within 6 to 8 weeks after the application deadline.

If you have any questions, please contact us via email using the same address as above. Thank you for your interest in working with the USAWKF.



Host Organization Application Form

Thank you for your interest in hosting the 2019-2020 USAWKF Team Trials and National Championships. Please read the application carefully and provide all the information requested. Incomplete applications will not be considered. Should you require assistance or have any questions during the application process, please contact us by email at usawkf@usawkf.org.

Application Type: (select one)

Combined(preferred): _____

Taolu: _____

Sanda: _____

Proposed Location:

City: _____

State: _____

Proposed 2019 Dates between May 1 through June 30 (Month/Day/Year):

Option 1: From _____ to _____

Option 2 (preferred but not required): From _____ to _____

Dates for 2020 can be determined upon completion of the 2019 National events.

1. Background & Logistical Information

1.1. Which airport is recommended to use to fly to the proposed venue and how far is it by distance (miles) and average driving time (minutes) to the venue?

1.2. How far is it by distance (miles) and average driving time (minutes) from the proposed venue to the proposed hotel?

1.3. Has your organization hosted any USAWKF, PAWF, or IWUF events in the past?

Yes No

If yes, please indicate the name of event(s) and year(s) hosted:

i. _____

ii. _____

iii. _____

1.4. Has your organization hosted any wushu events in the past?

Yes No

If yes, please indicate the name of event(s), year(s) hosted and the number of competitors or participants that attended:

i. _____

ii. _____

iii. _____

2. Local Organizing Committee Structure

2.1. Please submit a proposed organizational chart for the Local Organizing Committee (LOC).

Please attach a document with this information separately. The LOC may be organized in any structure the applicant prefers, but within the structure, there must be one person assigned as the point of contact for 1). Registration, 2). Nationals and 3).Sanda Team Trials (if applicable) and 4).Taolu Team Trials (if applicable). Please include the names of the people you intend to use.

2.2. Adult Taolu Team Trials, Junior Taolu Team Trials, and Taijiquan Team Trials must use a USAWKF approved fully computerized scoring system with scoring hardware, the technicians to support the scoring system and system support from registration to final ranking and team selections. The budget for this system must be \$7,000 base to cover 150 athletes, with each registered athlete beyond 150 costing an additional \$50 plus air travel, food and hotel accommodations for the scoring technicians.

2.3. Please indicate the number of staff and volunteers to be deployed:

Full time staff: _____ Persons

Volunteers: _____ Persons

3. Competition Venue

3.1 In order to qualify for the hosting of this event, the host organization is required to propose a venue that has a minimum seating capacity of at least 2,000. Additionally, the following requirements must be met for the venue to be considered.

Please confirm below that each of the following requirements will be met by the Local Organizing Committee:

Requirement	Confirmation	
The competition venue must be a maximum of 30 minutes by car/bus from the official team hotels	Yes	No
Air conditioned, WiFi enabled Venue that conforms to the minimum size requirements to accommodate the championships	Yes	No
Suitable taolu training/warm-up area of at least 9 meters by 15 meters for taolu and a sanda training/warm-up area inside the competition venue itself	Yes	No
VIP/ Judges lounge area	Yes	No
If hosting at a school, the school is a post secondary education institution	Yes	No
At least one licensed EMT on duty during all competition times	Yes	No
Four 32"+ LCD TVs for scoring display with HDMI wires	Yes	No
Color printer and B/W high speed printer with ink, paper, and cabling necessary to print results, certificates, etc. on site	Yes	No
IWUF-authorized equipment (Wesing or Tai Shan Taolu flooring and Sanda leitai)**	Yes	No

** USAWKF has the requisite Taolu flooring and a Sanda leitai available for the LOC to use, but the LOC must assume full responsibility for all borrowed equipment and be responsible for all costs involved with assembly, disassembly and transportation to and from Lubbock, Texas.

3.2 Please give a description of the proposed competition venue:

Name	_____
Address	_____
Rental Period	_____
Venue Capacity	_____
Dimensions(include length, width & height)	_____

(Please attach the photos and layout of the venue separately.)

4. Accommodations

4.1 Accommodations for Officials

The Local Organizing Committee shall provide appropriate accommodation, services and facilitates, free of charge, to the USAWKF officials, designated independent judges, e-scoring system specialists and the USAWKF staff in accordance with the conditions agreed upon with the USAWKF for the total duration of the competition period as indicated in the regulations.

Accommodation for:	Number
USAWKF EB Members	12
Independent Judges	2019:11 minimum / 2020:17 min.
Electronic Scoring System Specialists	5
Total	Approx. 30-35

The final numbers of officials are approximate and are based on previous tournaments. They are subject to change.

Please provide an accommodation plan for the above officials (including the proposed hotel's name, address, etc.). Attach any additional information that may be necessary or useful.

4.2 Accommodations for Participating Teams

The Local Organizing Committee shall provide appropriate accommodations, services and facilities to the competitors, team officials and other team personnel.

4.2.1 Please select the method of payment for participant accommodation: (select one)

_____ Option 1 Accommodation is included in the registration fee (LOC must guarantee enough hotel rooms for all participants at the official hotel)

_____ Option 2 Participants pays for accommodation themselves

4.2.2 Please provide an accommodation plan for the participating teams (including the proposed hotels' names, addresses, etc.). Attach any additional information that may be necessary or useful.

5. Transportation

The organizer shall provide a reliable and regular system of transportation for the Championships. Transportation shall be provided free of charge to accredited team officials, technical officials and other accredited persons at the Championships as designated by the USAWKF, between the airport, their respective places of accommodation, as well as between all venues related to the Championships.

5.1 Please give a description of the existing transportation infrastructure in your city and include maps to illustrate:

Please attach further information if necessary.

5.2 Please provide a transportation plan for USAWKF officials and participants:

Please attach further information if necessary.

6. Medical Service

The organizer shall be responsible for all aspects of medical/health services related the Championships and these shall be arranged through all appropriate authorities in accordance with local or state law and with the instructions received from the USAWKF. Arrangements must be made by the LOC with a nearby hospital(s) that should be reachable within 15 minutes for

emergency treatment. Ambulances (fully equipped according to medical emergency international standards) should be on stand-by for transporting injured personnel to a hospital from venue. The LOC shall obtain services of sufficient certified medical and emergency personnel to handle any medical matters that may arise during the Championships including at least one fully licensed EMT or physician on hand during all competition times with all appropriate equipment necessary.

6.1 Can you ensure sufficient medical assistance for the entire Championships?

6.2 Please provide a medical service plan (including first aid, on-site EMT, hospitals, ambulances, etc.):

7. Security

The IWUF requires that the Local Organizing Committee take appropriate measures to ensure the safety of all registered participants at the venues and the hotels during the championships.

7.1 Please provide a security plan to ensure the safety of the participants at the competition and accommodation sites:

8. Media, Marketing and Broadcasting

8.1 What marketing strategies and programs will you initiate in order to promote wushu and the event within your city and region before and during the Championships?

8.2 What arrangements do you plan for the written, electronic and photographic coverage of the Championships?

8.3 Please give a description of your sponsorship plan:

8.4 Please give a description of the ticket sales plan, including ticket prices:

9. Insurance

The Local Organizing Committee shall be responsible for obtaining insurance, including liability insurance, medical care insurance, property damage insurance, etc., to cover the organization and management of the Championships. The LOC may also obtain any other insurance it considers necessary or any insurance that is required by the LOC's city or state law. The LOC shall obtain all insurance coverage from international insurance brokers or insurance companies of good reputation that have been recommended or approved by the USAWKF .

The Local Organizing Committee shall obtain a third party liability policy to cover any claim it may incur in its capacity as organizer of the Championships, including its liability with respect to participants. If the policy is on a claims-made basis, the limit of indemnity shall be not less than \$1 million for the duration of the Championships. If the policy is on an occurrence basis, the limit of indemnity for any one loss shall be not less than \$1 million per claim. In either case, the insurance shall be valid for the whole period required to prepare, organize and dismantle the Championships, up to and including the dissolution of the Local Organizing Committee. If the policy is on a claims-made basis, it must also have an extended reporting period of two years with effect from the date of dissolution. This policy must consider all participants as third parties toward each other, and also as additional insureds. The Local Organizing Committee shall name USAWKF as an additional insured under this policy, and the Local Organizing Committee shall provide an ACORD Certificate of Insurance naming USAWKF, Inc. as an additional insured to the USAWKF Legal Counsel not later than thirty (30) days before the first day of the Event.

9.1 Can you ensure to have in place insurance policies to cover the above stipulations? Please give a description of your insurance plan.

10. Budget and Commitment to a non-discriminatory environment

10.1 Please provide a proposed budget and balance sheet to show the financial viability of your proposal. Please include all anticipated costs and projected sources of income including registration, sales, admission fees and sponsorships. Please provide documentation for any corporate or government sponsors that endorse your proposal. Consideration will be given to proposals that already have documented sponsors particularly government support (on any level).

10.2 Is your organization able to conduct the championships without any discrimination based on racial, political, religious, cultural, sexual orientation, ideological or gender grounds?

Yes No (If No, please explain below)

11. Contact Information for least two persons

Contact 1:			
Name:		Position:	
Email:		Tel:	
Contact 2:			
Name:		Position:	
Email:		Tel:	

12. Signature of Authorized Persons

This application must be signed by the leader of the applicant organization.

Applicant Organization: _____

Print Name: _____

Position: _____

Date: _____

Signature: _____