

European Quidditch Cup 2024

Bid Manual



Table of Contents

Table of Contents.....	2
Introduction.....	3
Important Dates.....	4
About the Sport.....	5
About EQC.....	6
Bidding Process.....	7
How to read this Manual.....	9
Things to consider when choosing a venue.....	10
Bid General - writing.....	13
Venue - writing.....	15
Safety and First-Aid - writing.....	20
Vendors and Catering.....	21
Hospitality.....	22
Finances and support.....	24
Diversity, Equity, & Inclusion.....	25
Marketing - writing.....	26
Contact.....	26
Intent to Bid Form.....	27



Introduction

Quidditch Europe is proud to present the bid manual with information on the bidding process for the European Quidditch Cup 2024, Division 1 and Division 2.

This manual is intended to help and guide interested bidding parties in selecting a suitable venue for the event and also on how to write a bid for the European Quidditch Cup (EQC).

In order to be eligible to submit a bid, you must either be a National Governing Body (NGB) located in Europe and its associated regions or have the written and signed support of the local NGB in the region of the proposed venue.

If you are unsure about the local NGB, you can find an overview of all European NGBs on quidditch europe.org/about/members or you can write an email to general@quidditch europe.org.

Bids submitted without the support of the local NGB will not be considered.

All interested parties are asked to submit their intent to bid and their final bid in the form of a PDF file via mail to general@quidditch europe.org.

Thank you!



Important Dates

The next European Quidditch Cup will be hosted in two Divisions within the following targeted timeframe:

EQC 2024 will take place between March 16th, 2024 and June 2nd, 2024, with the following considerations:

- The weekend of the easter holidays (see section below) is excluded from this timeframe, please avoid this weekend when choosing the date(s) for the bid!
- Division 2 usually takes place at least 2-3 weeks prior to Division 1.

The window to submit a non-binding intent to bid is open until August 20th, 2023. There is no option for an extension on submitting an intent to bid.

The application window for submitting final bids is open until September 30th, 2023. An extension on this timeframe is possible upon special request.

If you wish for an extension please contact Quidditch Europe via mail to general@quidditcheurope.org.

Additional Dates to be Considered

There are a few holidays/bank holidays that fall within this timeframe. When choosing the date(s) for the bid, we recommend avoiding the following holidays/bank holidays and ideally the weekends closest to them:

- Easter holidays between Thursday, March 28th, 2024 and Monday, April 1st, 2024
- Wednesday, May 1st, 2024
- Wednesday, May 8th, 2024
- Ascension Day on Thursday, May 9th, 2024
- Pentecost on Sunday, May 19th, 2024 and Monday, May 20th, 2024

Additionally, the change to summer time, i.e. CET (UTC +1) → CEST (UTC +2), will happen on the weekend of March 30th/31st, 2024.

In the past, we have successfully run EQC on weekends of these holidays, however we have experienced complications and issues with opening hours of stores and public transport because of these holidays. Therefore preference will be given to bids that do not coincide with any of the aforementioned holidays.



About the Sport

Quidditch is a mixed-gender, fast-paced, full contact, high-intensity sport played across six of the world's seven continents. The game features 4 positions and 3 types of game balls, all offering different playstyles and techniques from other sports and disciplines. The specific handicap for this sport is all players must be mounted on 'brooms' that they hold between their legs. The quaffle is used as the primary means of scoring points in the game, giving ten points when it legally passes through any one of the opponents' hoops. It is handled by each team's four chasers, one of whom is considered a keeper who has extra privileges to distinguish their position. Three bludgers are fought over by the two beaters from each team. When a bludger hits an opposition player, they must dismount their broom and are considered out of play until they tag back into their own hoop. The third ball only comes into play after 18 minutes of game time and is contained in a sock-like material to create a tag and attached to another neutral official, the Snitch Runner. It is the task of each team's seeker to attempt to grab this tag from the snitch runner's waistband, this awards the catching team 30 points. With these points, if the catching team is in the lead, they win, if not, the match proceeds to overtime. This is where the seekers and snitch are removed and the remaining six on each team battle it out, scoring quaffle points until the set score for the game is reached.

The sport is currently in the process of rebranding, changing its name from "Quidditch" to "Quadball".



About EQC

The European Quidditch Cup (EQC) is the highest-level championship event organized annually by Quidditch Europe, where club teams from all over Europe compete for the title of “European Champion”. The event is split into two distinct Divisions, with Division 1 focusing on performance and seeing the top-level teams from Europe compete. Division 2 has a stronger focus on development by giving NGBs not represented in Division 1 a guaranteed spot in Division 2 to participate on a competitive international level. Additionally, a certain number of spots in Division 2 are reserved for “Emerging Areas” (regions, where the sport is in an early stage of development) such that these regions also have a chance to compete on the international level.

This split into two distinct Divisions is a relatively recent development to answer the growth and increase in competitiveness of the sport in Europe and has been in place since 2019. In years prior, EQC has been one combined event with a total of 32 teams from all over Europe competing for the championship title.

Each NGB is awarded a certain amount of spots in each Division, based on a dedicated algorithm, where spots for Division One are granted for performing well in the past iterations of the European Quidditch Cup, and spots in Division Two are based on the number of teams in the respective NGB. Each NGB is entitled to at least one spot in one of the two Divisions. The NGBs then decide which of their teams are awarded the spots and given the privilege to play and compete at the European Quidditch Cup, where most NGBs hold qualification tournaments.

Past iterations of EQC have been hosted and organized in:

- 2023 Division 1: Heidelberg, Germany
- 2023 Division 2: Golbey, France
- 2022 Division 1: Limerick, Ireland
- 2022 Division 2: Brescia, Italy
- 2021 Division 1 & Division 2: no event, due to the COVID-19 pandemic
- 2020 Division 1 & Division 2: no event, due to the COVID-19 pandemic
- 2019 Division 1: Harelbeke, Belgium
- 2019 Division 2: Warsaw, Poland

- 2018: Pfaffenhofen an der Ilm, Germany
- 2017: Mechelen, Belgium
- 2016: Gallipoli, Italy
- 2015: Oxford, United Kingdom
- 2014: Brussels, Belgium
- 2012: Lesparre-Médoc, France



Bidding Process

The bidding process consists of roughly five stages:

1. Submitting an intent to bid
2. Submitting the final bid
3. Reviewing of the received bids and selection of finalists
4. Virtual site visits for the finalists and selection of winning bids
5. In-Person site visits for the winning bids

Interested parties need to submit a non-binding intent via [the form at the end of this manual](#) to bid via email to Quidditch Europe before submitting the bid. The intent to bid needs to be submitted within the aforementioned intent-to-bid timeframe. With this, the bidding party is informing us that there is interest in submitting a bid for EQC.

The final bid needs to be submitted within the aforementioned timeframe for bid submission.

After the bidding window closes, every received bid will be reviewed in the initial selection process. After the conclusion of this first stage of the selection process up to 3 bids will be selected as finalists for each Division.

These 6 finalist bids enter the second stage of the selection process. The respective bidding parties will be contacted and are expected to host a virtual site visit starting late October 2023 and late November 2023.

After these virtual site visits and after consultation with the National Governing Bodies (NGBs) a winner will be selected from the finalists for each Division.

The winning parties will be informed and are expected to host an in-person site visit starting in late January 2024.

Can a bid be submitted for a specific Division?

All received bids will be considered for either Division. If a preference for a specific Division is stated in the bid, this preference will be considered in the selection process, however there is no guarantee that a bid will receive the preferred Division in the end.

Received bids with the intent to host both Divisions simultaneously will also be considered to only host a single Division. Here, the same regulation of being considered for either Division applies as well.

If a bid is selected as a finalist the respective bidding party will be informed which Division the bid is being considered for as a finalist. A single bid may be considered as a finalist for both Division 1 and Division 2 simultaneously.



Site Visits

Finalists will be expected to host a virtual site visit which will take place over a video call to give an on-site impression of all locations listed in the bid including and not limited to the fields, accommodations, potential social venues, etc.

If deemed feasible and agreed upon by both Quidditch Europe and the bidding party, an in-person site visit can be held instead of a virtual one.

Winners will be expected to welcome and host up to two representatives from Quidditch Europe. These representatives will be chosen by Quidditch Europe and will conduct the site visit on the organization's behalf.

Winners and finalists will be contacted specifically to arrange the details surrounding the site visits.

Bidders who receive a site visit (virtual and in-person) will be expected to provide the following:

- Tours of all the sites listed within the bid, and meetings with managers or other appropriate personnel at each location
- A meeting with all of the bid organizers towards the end of the site visit

Bidders who receive an in-person site visit will be expected to also provide the following:

- Accommodation for 2 nights for the representatives conducting the site visit for 2 nights
 - preferably at one of the proposed accommodations from the bid, with no more than 2 individuals per hotel room
- Suggestion of travel options to reach the visited venue
 - Further details will be discussed in the arrangement of the site visit
 - Preferably, bidders provide all travels for the representatives conducting the site visit

If a bidding organization would like to bid but may not be able to pay for site visits, please submit your bid regardless. Details regarding site visits can be discussed directly with Quidditch Europe. However, please specify in your bid that you cannot afford to pay for the site visits and justify your need for site visits to be paid for by Quidditch Europe.



How to read this Manual

Individual points for venue selection and bid-writing are split into different categories: Criteria that are essential for the hosting and organization of EQC are listed as bullet points “●”.

Enhanced criteria (criteria that are not strictly essential but are going to improve the quality of the event for participants) are marked either via a “+” or through “*preference given*” phrases.

The more enhanced criteria your bid includes and offers, the higher the chances that your bid will be selected.

Not all essential criteria are an absolute requirement, but they are based on the experience from hosting and organizing the event in the past years. Generally, all essential criteria should be met to a satisfying extend. However, if you are not able to fulfill certain essential criteria, your bid will still be considered. We recommend however, that you reach out to us to discuss any missing essential criteria before submission of your bid. We are happy to give feedback!



Things to consider when choosing a venue

When selecting a venue for your bid, please make sure the following criteria are fulfilled. Any additional criteria that the venue fulfills may be advantageous to your bid.

Please note: Venues will not be considered if there is more than 1km between the proposed fields or if there is a main road between the pitches.

- Number of pitches that can be comfortably placed on the playing surface. Pitches must be 44m by 66m, with at least 3m of space between pitches if multiple pitches will be on the same playing surface.
 - Minimum 6 pitches (if bidding for only one Division)
 - ➕ preference will be given to bids with at least 8 pitches.
 - Minimum 12 pitches (if bidding for Division 1 and Division 2 combined)
 - ➕ preference will be given to bids with at least 14-16 pitches.
- The total size of available playing surfaces (fields not the pitches) in meters squared, and a description of the type of field (i.e. football pitches, baseball pitches, multisport fields, etc.)
- Playing surface quality:
 - All proposed fields/pitches must be of a comparable quality
 - In case of combinations of turf and grass the quality between fields must be comparable.
- Marking the pitches on the playing surfaces

minimum requirement	➕ preference given if	
Ability to mark out pitches with cones	Ability to draw the markings of the pitches on the playing surfaces. Drawing of the markings either carried out by the venue OR equipment to draw markings ourselves is provided with a certified permission to do so by the venue	Ability to have the markings of the pitches redrawn after the first day. Redrawing of the markings either carried out by the venue OR equipment to redraw markings ourselves is provided with a certified permission to do so by the venue

- Availability of lighting/floodlights for all proposed fields/playing surfaces during the event.



- Availability of at least 1 accessible restroom (for spectators/fans in wheelchairs, athletes using crutches, etc.), either an accessible stall in a multi-stall restroom, or an accessible single-stall restroom, or include plans and cost for an adequate number of portable toilet stalls that will be accessible.

+ preference will be given to bids with more than 1 available accessible restroom

- Ability to use the facilities at the venue ahead of the tournament.

minimum requirement	+ preference given if	
1 day before the scheduled event and 1 day after the schedule devent	2 days before the scheduled event and 2 days after the scheduled event	More than 2 days before the scheduled event and More than 2 days after the scheduled event

- Tournament HQ

minimum requirement	+ preference given if	
Space/Tent/Suggestion for HQ on-site during the event (e.g. some temporary solution)	availability of a room or space on-site that can be dedicated as a tournament office with internet access and power plugs.	space for two or more separate rooms for the use as tournament office/tournament HQ

- On-site equipment storage for:

minimum requirement	+ preference given if	
1 day before the scheduled event until 1 day after the scheduled event	2 days before the scheduled event until 2 days after the scheduled event	more than 2 days before the scheduled event until more than 2 days after the scheduled event

- Access to multiple electric outlets, low and high voltage, near the fields and throughout the facility.



Additional Points (optional)

- ✦ Tables and chairs provided by the venue for tournament use.
- ✦ Portable water fountains and spigots available for bottle/cooler refills. These must be available and turned on for the duration of the event.
- ✦ Available spectator seating
 - Grandstands or availability of portable seating for at least one of the proposed fields
- ✦ Availability and throughout-venue-coverage of free on-site WiFi.
- ✦ Scoreboards and other amenities on-site, or availability of rental spectator seating if there is not built-in seating for all pitches.
- ✦ Livestream hosting capability
 - Please note: A wired internet connection on-site is required to accommodate a livestream crew and setup.
 - The following internet speeds are required on-site in order to allow for hosting a live stream at the proposed venue

minimum requirement	✦ preference given if	
Upload: 15 Mbit/s Download: 50 Mbit/s	Upload: 20 Mbit/s Download: more than 50 Mbit/s	Upload: more than 20 Mbit/s Download: more than 50 Mbit/s

- ✦ Trash removal and waste management provided.
- ✦ Fully accessible facilities for spectators/fans in wheelchairs, athletes using crutches, etc. (parking area, restroom facilities, indoor, and outdoor space).
- ✦ Proximity to a major airport, large city center and in-county hotels.

- ✦ A championship-style field that is available for use during the entire event as one of the fields, with seating for up to 1,500 spectators that has adequate resources to support a livestream.
- ✦ Exclusive access during the competition days, and at least one day beforehand.
- ✦ The ability to have amplified sound and music.
- ✦ Volunteers and support staff on-site leading up to, during, and after the event.



Bid General - writing

This section is the basic information needed for the location, date(s) and which event you are bidding for. When writing up your bid, please make sure to include the following, plus any extra information that you feel may be advantageous to your bid:

- The name of the submitting organization or city (if applicable)
- The names of the people/committee working on this bid.
- The name, title, and contact information for the bid's point of contact (i.e. which of the above-listed people will be the main contact regarding the submitted bid).
 - They must be fluent in English and the local language(s) if different.
- Statement of whether you are bidding for a single Division or both Divisions combined.
 - A preference for a specific Division may be included, however all bids will be considered for either Division.
- Motivation for submitting the bid.
- The address of the site(s) offered and the distance between them if applicable.
- The name, title and contact information for the facility's point of contact and the language(s) spoken by this individual.
 - ✚ Preference will be given to bids with facility contacts who speak English.
- The dates offered for the event within the following announced timeframe (see "Important Dates" section)
- Historical weather data from the past 5 years for the proposed week, the week before and the week after the proposed event weekend(s).
- Letters of support from the host location and other relevant organizations.
- If the bid is not submitted by an NGB (National Governing Body), you must also include a letter of recommendation or support from the local NGB for that country/region.



Additional Points (optional)

- ✦ Any relevant past experience with the hosting of events of the bidding organization and other people/stakeholders involved in the bid; please give special attention to prior experience with sporting events on the side of the proposed venue.
- ✦ Descriptions of any assistance to help teams obtain travel visas.
- ✦ Involvement of local LGBTQIA+ advocacy organizations or local or national organizations promoting gender equity in sport.
- ✦ Any of the above-listed people that are willing to work with the organizing committee - typically as a member of the organizing committee itself - on the organization of the event at the proposed location.
In the case of organizations or local councils bidding for the event, you can specify an individual assigned to assist the tournament committee in setting up the tournament.
- ✦ Major legal considerations for an international organization doing business in the country of the bid.
 - Consider sales, tickets, taxes, permits, etc.

- ✦ Name and contact information of the local tourist board/tourism authority or Sports Commission contact/liaison to assist with planning and execution of the event.
- ✦ Name of a legal consultant within the country.
 - This person may be from the NGB, bidding organization, or a legal expert; this will be the person who is available to consult regarding all legal matters including any merchandise sales, taxation, contract law, etc.
 - They must be fluent in English and the local language(s) if different



Venue - writing

This section is the details of the venue(s) offered. When writing up your bid, please make sure to include the following, plus any extra information that you feel may be advantageous to your bid:

- The total number of pitches that the suggested venue can accommodate
 - Pitches must be 44m by 66m, with at least 3m of space between pitches if multiple pitches will be on the same playing surface.
 - Minimum 6 pitches (if bidding for only one Division)
 - ✚ preference will be given to bids with at least 8 pitches.
 - Minimum 12 pitches (if bidding for Division 1 and Division 2 combined)
 - ✚ preference will be given to bids with at least 14-16 pitches.
- The total size of available playing surfaces (fields not the pitches) in meters squared, and a description of the type of field (i.e. football pitches, baseball pitches, multisport fields, etc.)
- A description of the playing surface (turf or grass, etc.) and type of turf if there is turf (i.e. rubber pellets, turf over concrete, etc.).
 - All proposed fields/pitches must be of the comparable quality
 - In case of combinations of turf and grass the quality between fields must be comparable.
- Availability of lighting/floodlights for all proposed fields/playing surfaces during the event.
- Ability to mark out pitch lines ahead of time
 - Include any costs associated with this

minimum requirement	✚ preference given if	
Ability to mark out pitches with cones	Ability to draw the markings of the pitches on the playing surfaces. Drawing of the markings either carried out by the venue OR equipment to draw markings ourselves is provided with a certified permission to do so by the venue	Ability to have the markings of the pitches redrawn after the first day. Redrawing of the markings either carried out by the venue OR equipment to redraw markings ourselves is provided with a certified permission to do so by the venue



- Description of the parking area, restroom facilities, changing rooms, indoor, and outdoor space.
- Availability of at least 1 accessible restroom (for spectators/fans in wheelchairs, athletes using crutches, etc.), either an accessible stall in a multi-stall restroom, or an accessible single-stall restroom, or include plans and cost for an adequate number of portable toilet stalls that will be accessible.

✦ preference will be given to bids with more than 1 available accessible restroom

- Ability to use the facilities at the venue ahead of the tournament.

minimum requirement	✦ preference given if	
1 day before the scheduled event and 1 day after the scheduled event	2 days before the scheduled event and 2 days after the scheduled event	More than 2 days before the scheduled event and More than 2 days after the scheduled event

- Tournament HQ

minimum requirement	✦ preference given if	
Space/Tent/Suggestion for HQ on-site during the event (e.g. some temporary solution)	availability of a room or space on-site that can be dedicated as a tournament office with internet access and power plugs.	space for two or more separate rooms for the use as tournament office/tournament HQ

- On-site equipment storage for:

minimum requirement	✦ preference given if	
1 day before the scheduled event until 1 day after the scheduled event	2 days before the scheduled event until 2 days after the scheduled event	more than 2 days before the scheduled event until more than 2 days after the scheduled event

- Access to multiple electric outlets, low and high voltage, near the fields and throughout the facility.
- An estimate of the maximum allowed capacity of all offered spaces
- Access to multiple electric outlets, low and high voltage, near the fields and throughout the facility. Please mark these up on a map of the venue.



- Photographs and/or videos of (if applicable)
 - Overview images of the venue (multiple different angles are appreciated)
 - Each field showing the playing surface (both general & up-close shots + multiple photos for each field)
 - Example image of drawn lines on the suggested fields
 - Available Spectator seating
 - Locker rooms / Restrooms at the venue
 - On-site food vendors
 - Suggested option for an on-site tournament HQ
- Maps
 - A general/overview map of the region indicating the location of the proposed venue indicating the following information (if applicable)
 - Location of nearest public transport stops
 - Location of nearby supermarkets/grocery stores
 - Location of any nearby restaurants/bars/pubs
 - A detailed map of the tournament venue itself indicating the following information (if applicable)
 - Outlining how pitches will fit in the facility
 - Location of venue offices/facility services of the venue
 - Location of parking spaces for cars
 - Suggested Location of an on-site tournament HQ
 - Location of electric outlets around the venue.
 - Location of restrooms
 - Location of locker rooms
 - Location of any on-site food vendors
 - Suggested location of food-trucks



Additional Points (optional)

- ✦ Tables and chairs provided by the venue for tournament use.
- ✦ Portable water fountains and spigots available for bottle/cooler refills. These must be available and turned on for the duration of the event.
- ✦ Available spectator seating
 - Grandstands or availability of portable seating for at least one of the proposed fields
- ✦ Availability and throughout-venue-coverage of free on-site WiFi.
- ✦ Scoreboards and other amenities on-site, or availability of rental spectator seating if there is not built-in seating for all pitches.
- ✦ Livestream hosting capability
 - Please note: A wired internet connection on-site is required to accommodate a livestream crew and setup.
 - The following internet speeds are required on-site in order to allow for hosting a live stream at the proposed venue

minimum requirement	✦ preference given if	
Upload: 15 Mbit/s Download: 50 Mbit/s	Upload: 20 Mbit/s Download: more than 50 Mbit/s	Upload: more than 20 Mbit/s Download: more than 50 Mbit/s

- ✦ Trash removal and waste management provided.
- ✦ Fully accessible facilities for spectators/fans in wheelchairs, athletes using crutches, etc. (parking area, restroom facilities, indoor, and outdoor space).
- ✦ Proximity to a major airport, large city center and in-county hotels.
- ✦ Bad weather spaces
- ✦ Availability and throughout-venue-coverage of free on-site WiFi.
 - Please include the upload and download rates (in Mbit/s)
 - Alternatively: The availability, quality and low-cost for mobile data at the location including the upload and download rates of the suggested options.
- ✦ A championship-style field that is available for use during the entire event as one of the fields, with seating for up to 1,500 spectators that has adequate resources to support a livestream.
- ✦ Access to a public announcement/microphone system to help create atmosphere at the event, announce games, etc. Include extra cost if there's a cost associated with this.
- ✦ The ability to have amplified sound and music. Include additional cost and permits required if necessary.
- ✦ Exclusive access during the competition days, and at least one day beforehand.
- ✦ Volunteers and support staff on-site leading up to, during, and after the event.
- ✦ Information on what visitors can do outside competition. Please include:



- A list of tourist activities and things to do in the city for visitors and participants when not competing,
- ✚ Restaurants, pubs and other facilities for social events including a list of options, restaurant capacity, average costs, types of food served (healthiness, vegetarian and vegan options) and the distance from the tournament venue.



Safety and First-Aid - writing

This section is for the health and safety part of the event. When writing up your bid, please make sure to include the following, plus any extra information that you feel may be advantageous to your bid.

- An overview of local regulations and measures in place at the event venue, accommodation and in the host city and country/region to minimize the risk of COVID- 19 spreading and infection.
- An overview of the regional and national COVID-19 infection- and hospitalization-rate.
- A first-aid plan on-site, including:
 - The number of ambulances available at the pitch at all times

minimum requirement	+ preference given if	
2 full ambulance crews	3 full ambulance crews	more than 3 full ambulance crews

- Languages spoken by the majority of medical professionals;
- A description of what on-site medical coverage can and can't do;
- A description and distance (in km) of nearby hospitals with emergency room facilities.
- A detailed explanation of the insurance required to run the event in the proposed facility.

Additional Points (optional)

- + A map indicating the location of on-site defibrillators and emergency exits if applicable.
- + Cost for first-aid/EMT/another level of medical coverage accepted by the NGB for its national tournaments.
- + Description of venue security measures already in place.

- + Availability of event security agents and associated cost.
- + Plans for overnight security over the course of the tournament. Please include the cost.
- + Description of any fencing around the tournament site.
- + Fencing around the athletic venue with dedicated entry points, this may be permanent or temporary fencing.
In case of temporary, include the additional cost.
- + Availability of mental health professionals who can provide support and safe spaces for attendees in personal crisis situations.



Vendors and Catering

This section is for the catering availability for the event. When writing up your bid, please make sure to include the following, plus any extra information that you feel may be advantageous to your bid.

- Information about food and beverage stations/vendors already on-site, or a plan and allocated space for food and beverage vendors.
 - If there are on-site vendors, include the opening-hours.
- A list of any permits necessary for selling merchandise, food and beverages.
 - If none are required, please state so as well
- Plans for healthy food appropriate for competing athletes. Options must include:

minimum requirement	+ preference given if	
default option (can include meat)	additional vegetarian option	additional gluten-free option
dedicated vegan option		additional Child-Friendly option

- The vegan option would be used as vegetarian & vegan if no dedicated additional vegetarian option exists.

Additional Points (optional)

- + A list of venue-affiliated vendors such as food trucks, bars, apparel, etc.
- + Discount on Meals for staff and volunteers during the tournament.
- + Free Meals for staff and volunteers during the tournament.



Hospitality

This section is for the accommodation and transport (where required) between venues. Please include the following, plus any extra information that you feel may be advantageous to your bid.

- A plan to accommodate:
 - A minimum of 800 athletes and volunteers for one single Division.
 - A minimum of 1300 athletes and volunteers for both Divisions combined.
- Description of types of accommodation appropriate for the room nights listed in Section 3, including
 - Average rates,
 - Room occupancy options,
 - Total capacity,
 - Distance from the tournament site, and
- Prices
 -

minimum requirement	+ preference given if	
Hotel rates must be no more than \$40 a night per person, including the rebate and any resort or day-use fee, and excluding city-tax. or Low-cost volunteer accommodation Options in close proximity to the tournament venue: <ul style="list-style-type: none"> + local gym halls + camping options + or similar. 	Bid suggests accommodation under 3km from the tournament venue, or within 20km of the tournament venue if a transportation plan is included. In case of a transportation plan, please add additional cost if applicable. Information on the ability to host the tournament organising committee on-site or adjacent to the venue	All hotels, homes and condos submitting their property for tournament housing must offer a reduced rate package that should be the lowest rate available to anyone during the tournament time period. Complimentary rooms for Quidditch Europe tournament staff and volunteers must be provided at the hotel's standard comp rate.



- ✦ Demonstration of adequate public transport in the city. Please provide:
 - A detailed outline of public transportation options from nearest international airports and/or train stations to the tournament venue
 - options between the different suggested accommodation options and the tournament venue.
 - Estimates of cost and travel time for each of the individual aforementioned routes.
 - Differences in evening/night services and/or weekend and Sunday schedules.
 - If there isn't a difference, this must also be stated
 - For a single Division, venue capacity must be at least 800 individuals. If hosting both Divisions simultaneously, venue capacity must be at least 1300 individuals.

Additional Points (optional)

- ✦ A post-event rebate on each hotel room night paid to Quidditch Europe from the hotel. The rebate must be incorporated into the price of the room and cannot increase it.
- ✦ Support in organizing after-parties or other supplementary events.
- ✦ Welcome bags, including visitor guides, maps, brochures, restaurant and attraction coupons.
- ✦ Athlete perks, such as swag or complimentary access to athletic facilities or local discounts.
- ✦ Available amenities at the proposed accommodation (breakfast, free wifi, pool and fitness center, etc.).
- ✦ Costs and time for public transportation from the tournament location to the proposed accommodation; this especially includes the ability to transport players to their accommodation until at least two hours after the last games and on Sundays.
- ✦ Estimated costs for taxi or rideshare services for the same distances.
- ✦ Availability and description of at least one venue that can host a social event, and the minimum age to enter the proposed venue.
- ✦ Preference will be given to bids that suggest venues under 5km from the majority of accommodation, or within 20km of the majority of accommodation if a transportation plan is included.



Finances and support

This section is for the financing of the event itself and any additions that have been offered in previous sections . Please include the following, plus any extra information that you feel may be advantageous to your bid.

- A simple proposed budget including
 - costs for field rental,
 - pitch marking,
 - and first aid.
 - If applicable, include organized transit from the athlete accommodation to the fields.
 - Costs per team and player (assuming 25 people per team).
- A **binding** offer from the facilities listed in the bid presenting all potential costs. This includes two required fees plus the costs associated with any extra perks offered within the bid.
 - Rental fee for tournament venue for the duration of proposed tournament dates;
 - First aid (for the number of ambulance crews given in the safety section);
- Cost of any of the following extra perks:
 - Pitch marking;
 - Event-security
 - Venue PA-system (if applicable);
 - Organized transit (if applicable);
 - Temporary fencing at the venue (if applicable);
 - Overnight security (if applicable);
 - Other relevant costs.

Additional Points (optional)

- ✚ List all cash financial support and/or in-kind services offered to the event to defray costs of the event from Quidditch Europe and participating teams.
- ✚ Tournament venue free of charge, for the duration of proposed tournament dates.
 - Should the facility and fields provided free of charge, please include invoice listing value in the bid package.
- ✚ A list of partners or sponsors that the venue is already working with and potential to gain their financial support for the tournament.
- ✚ A list of local logistics service providers and rental businesses with whom the bidder has had positive experiences, if applicable. (Including tents, port-a-potties, golf carts, seating, barriers, merchandise, printing, signage, banner services etc.)
- ✚ Any potential sponsors that the venue is already with AND potential to gain their financial support for the tournament



Diversity, Equity, & Inclusion

This section is to help Quidditch Europe continue the trend of hosting an event of the most inclusive and diverse sport. Please include the following, plus any extra information that you feel may be advantageous to your bid.

When writing up your bid, please remember that every point must be addressed to a satisfying extent in the bid, otherwise we will not be able to consider your bid!

- Demonstrated safety and security of all prospective event attendees, including members of historically marginalized communities such as BIPOC, trans and gender non-conforming people, and other queer peoples.
- Please provide Quidditch Europe with the following information:
 - Have there been any recent historical incidents (in the past 1-3 years) of racist and anti-LGBTQIA+ violence around the site?
 - Has there been any legislation passed that works against protected groups recently (BIPOC, trans and other queer peoples)?
 - Have there been recent laws to bring protection to BIPOC and LGBTQIA+ communities?
 - What is the relationship between the bidding country/region and the locals/potential attending NGB members?
 - Have the political parties in power displayed discriminatory leanings or views?
 - Does the host site have any department or party that works on diversity and equity? Within marketing? As a department?



Marketing - writing

This section is to express how you can publicise the event locally, nationally and on social media.

- + Overview of all local and the main national media outlets. Please note which you have contact information for.
- + Promotional and marketing support, including press, social media, community networks, discounted or complimentary local advertisement placement, media contacts and PR support.

Contact

If you have any questions regarding your bid or the bidding process, please contact Quidditch Europe via mail to general@quidditch europe.org



Intent to Bid Form

If you are interested in submitting a bid for EQC, please fill out the following form and submit it within the intent-to-bid timeframe, as outlined in this manual.

The filled out form needs to be submitted via mail to general@quidditch europe.org

Thank you!

You can also find this form in a separate document under [this link](#).

Bidding organization	
Bid contact information (name, email, phone)	
Intended date of bid	
Intended venue of bid (Name of Venue)	
Intended venue address (street, number, city, state, country)	
Additional bid information (optional) (any additional information you can already share with us)	

By signing and submitting this intent to bid form, I affirm that I am an authorized representative of the organization submitting this application and confirm that we have read and understand the terms and responsibilities outlined in the bid manual.

Print Name

Date

Authorized Organization Signature

Title

