

**BID DOCUMENT**

**Sitting Volleyball Final Qualifiers**

**2024 Paralympic Games**

**(Men/Women)**

### **How to complete this document**

1. There are six (6) sections to this document and every point in each section must be completed accurately and truthfully.
2. The sections are:

I. GLOBAL ORGANIZATION

1. General
2. Dates
3. Accommodation
4. Food
5. Transport

II. PLAYING FACILITIES & PROGRAM

III. EVENT PROMOTION

1. Communication
2. Obligations to the official sponsors of World ParaVolley

IV. VISION & HERITAGE

VI. ORGANISATION PLAN

VI. TEAM COSTS

VII. CONTACT

1. Each statement or question should be fully answered, if possible.
2. Organisers should NOT be concerned if they answer NO to some of the statements or questions - this document has been prepared for the “perfect Event”- it may not be possible for your Organising Committee to meet all the requirements.
3. Problems relating to the filling in of this document should be communicated to the World ParaVolley Sport Department.

**NOTE**:

A well-documented bid book, including additional information about hotels, sport venues, etc., will increase a potential Organiser’s chance of being awarded as the event host.

Note: All sections must be completed by the Organising Committee before being returned to:

* World ParaVolley Sport Director (sportdirector@worldparavolley.org)
* World ParaVolley Assistant Sport Director (sittingvolleyball@worldparavolley.org)
* World ParaVolley General Manager (generalmanager@worldparavolley.org)

**IMPORTANT:**

Any major changes to the details in this document should be immediately communicated to the World ParaVolley Sport Director.

Please **delete** the non-applicable sentences from the following:

* This Bid is for the PG Final Qualifier women’s competition **only**
* This Bid is for the PG Final Qualifier men’s event **only**
* This Bid is for **both** the women’s and the men’s PG Final Qualifier events

For a **Sitting Volleyball Final Qualifiers for the 2024 Paralympic Games**, the following comprises some of the expectations (based on 8 female and/or 8 male teams – (this number may be varied):

* 8 participating teams per gender (host automatically qualifies and if already qualified, may participate as host team = 9 teams)
* Competition days: 7 days for round robin and 1 day for finals (depending on the competition system used)
* Approximately 24 ITOs are required for a single-gender event
* Approximately 32 ITOs are required for a double-gender event
* 1 competition court is required for single gender: 2 courts for both genders
* High standard of playing surface and homologated equipment to be used
* Molten volleyballs must be used (some are supplied by WPV free of charge)
* Live streaming of all matches required
* Rights Fee of €2,500 per gender payable to World ParaVolley
* E-scoresheet is used for all matches
* Emphasis on media, promotion, and side-events
* Classification to be available to athletes
* Between 8 and 16 Anti-Doping tests and an education program
* The event is to be held between January and mid-April 2024

|  |  |
| --- | --- |
| Organisation Name |  |
| Person Responsible |  |
| Status/Position |  |
| Date |  |
| Signature |  |
| National Federation |  |
| Person Responsible |  |
| Status/Position |  |
| Date |  |
| Signature |  |
| National Federation Stamp |  |

### **GLOBAL ORGANIZATION**

### **GENERAL** highlight answer in yellow

1. Will you provide each team with a liaison person? yes no
2. Will you provide teams who do not speak English  
   with an interpreter if requested? yes no
3. Will you have an Information Centre? yes no
4. Will you provide each team and each official with a   
   post box at the competition venue or Hotel? yes no
5. Will you produce e-bulletins each day of the competition? yes no
6. Will you provide each player and official with an ID card

with photo? yes no

1. Will you provide free wifi connection for teams? yes no

* At the venue? yes no
* At the accommodation? yes no

1. Will you provide for free and exclusive use of World ParaVolley:

* meeting rooms at the accommodation yes no
* meeting rooms at the competition venue yes no
* a computer with a printer yes no
* digital projector yes no

- necessary meeting equipment yes no

- free access to wifi yes no

- all facilities and equipment to conduct classification? yes no

9. What is the proposed city for the Event? City:

### **DATES**

1. What are the proposed dates for the Inspection Visit (2-3 days prior)?

|  |  |  |  |
| --- | --- | --- | --- |
| Day: | Date: | Month: | Year: 2023 |

1. What are the proposed dates for the Competition (days of matches)?   
   (The last possible day of the competition is 15 April 2024.)

|  |  |  |  |
| --- | --- | --- | --- |
| Days: | Dates: | Month: | Year: 2024 |

1. What is the proposed date for the arrival of teams?

|  |  |  |  |
| --- | --- | --- | --- |
| Day: | Date: | Month: | Year: 2024 |

1. What is the proposed date for the departure of teams?

|  |  |  |  |
| --- | --- | --- | --- |
| Day: | Date: | Month: | Year: 2024 |

1. Can you arrange extra days of accommodation and training for   
   teams before the Event at their cost? yes no
2. Can you arrange extra days of accommodation and training for   
   teams after the Event at their cost? yes no
3. What is the name of the nearest International Airport?

|  |  |
| --- | --- |
| Name of airport and 3 letter code: | City: |

1. How many kilometres is the International Airport from the  
   Event accommodation  Kilometres:
2. How many minutes will it take to drive from the International   
   Airport to the Event accommodation? Minutes:
3. Will the teams be met at the International Port of entry by  
   your Organising Committee? yes no
4. Will you provide transport from the International Port of  
   entry to the event accommodation? yes no
5. If the International Port of entry is not an airport, will you  
   provide maps/directions for the teams travelling by road  
   transport? yes no
6. Will you arrange for security, with the police force of your  
   country, on behalf of teams requesting such security? yes no
7. Are there any teams to whom you or your government  
   would refuse entry to your country? yes no
8. Name those countries/nationalities currently playing Sitting Volleyball to whom entry may be refused:

a)

b)

c)

### **ACCOMMODATION**

Name: ………………………………….

Address ………………………………

Website ……………………………..

1. What type of building(s) makes up the main accommodation for **teams**?
   * Hotel yes no
   * University yes no
   * Residential homes yes no
   * If other, state:
2. Is the accommodation accessible for wheelchair  
   users without help? yes no
3. If not, is there a ramp? yes no
4. If there is no ramp, how many steps are there? Steps:
5. Approximately how many m2 is the lobby area of the  
   accommodation? - m2
6. How many floors are in the accommodation? - floors
7. If more than one (1) floor, are there lifts/elevators? yes no
8. How many lifts are there in the accommodation?  Lifts:
9. Does each team have a floor or section for its own team? yes no
10. The maximum number of persons per room? - persons
11. Are single rooms available? yes no
12. Are there special, separate arrangements for women/men? yes no
13. Do the bedrooms have a washbasin/sink with hot and cold water? yes no
14. Do the bedrooms have a toilet? yes no
15. Do the bedrooms have a shower? yes no
16. If the bedrooms do not have private washbasins/sinks,   
    toilets, showers: approximately how many persons  
    will share each facility?
    * Washbasins/sinks - persons not applicable
    * Toilets  - persons not applicable
    * Showers  - persons not applicable
17. Are all the bedrooms, washbasins, toilets, showers  
    accessible to a wide wheelchair (93 cm)? yes no *(please do not forget to check the way the doors turn)*
18. If not, how many are accessible? - number
19. What is the average width of the doors (in centimetres)  
    in the bathrooms? - cm
20. What is the average width of doors (in centimetres)   
    in the accommodation? - cm
21. Are all other facilities, entry/exit doors accessible? yes no
22. Is the accommodation centrally heated? yes no
23. Does the accommodation have air conditioning yes no
24. Are extra blankets and pillows available if required? yes no
25. Is there laundry in the accommodation or are laundry  
    facilities available close to the accommodation? yes no
26. Can guests be accommodated in the team accommodation  
    at their own expense? yes no
    * If the answer to question 25 is no, can you organise  
      accommodation for guests elsewhere? yes no
    * If not, could you provide information about  
      accommodation in the same area? yes no
    * What is the price for guests per day for
      + lunch and dinner - Euros
      + lodging including breakfast - Euros
      + WPV officers’ guest/partner in same room (if applicable) - Euros
27. Are recreational facilities available near to, or in, the rooms?
    * Bar yes no
    * Coffee bar yes no
    * TV or video yes no
    * Lounge yes no
    * Games rooms yes no
    * Internet access yes no
      + Wi-fi yes no
      + Computers with access yes no
28. All ITOs should be accommodated  
    separately from the teams: can you do this? yes no
29. If yes, do you provide a separate hotel? yes no
30. If the answer is ‘no’ to the previous question, will you then   
    provide a separate part or floor in the accommodation? yes no
31. If the answer to previous question is no,   
    what is the reason?

……………………………………………………………………………………………………

**IF YOU ARE USING MORE THAN ONE HOTEL/GUEST HOUSE/HOSTEL, PLEASE**

**COPY THIS SECTION AND COMPLETE IT FOR EACH EXTRA UNIT OF**

**ACCOMMODATION YOU WOULD LIKE TO USE.**

Name: ………………………………….

Address ………………………………

Website ……………………………..

1. What type of building(s) makes up the main accommodation for **teams**?
   * Hotel yes no
   * University yes no
   * Residential homes yes no
   * If other, state:
2. Is the accommodation accessible for wheelchair yes no  
   users without help?
3. If not, is there a ramp? yes no
4. If there is no ramp, how many steps are there? steps
5. Approximately how many m2 is the lobby area of the  
   accommodation? - m2
6. How many floors are in the accommodation? - floors
7. If more than one (1) floor, are there lifts/elevators? yes no
8. How many lifts are there in the accommodation? - lifts
9. Does each team have a floor or section for its own team? yes no
10. The maximum number of persons per room? - persons
11. Are single rooms available? yes no
12. Are there special, separate arrangements for women/men? yes no
13. Do the bedrooms have a washbasin/sink with hot and cold  
    water? yes no
14. Do the bedrooms have a toilet? yes no
15. Do the bedrooms have a shower? yes no
16. If the bedrooms do not have private washbasins,   
    toilets, showers: approximately how many persons  
    will share each facility?
    * Washbasins - persons not applicable
    * Toilets - persons not applicable
    * Showers - persons not applicable
17. Are all the bedrooms, washbasins/sinks, toilets, showers  
    accessible to a wide wheelchair (93 cm)? yes no (please do not forget to check the way the doors turn)
18. If not, how many are accessible? - number
19. What is the average width of the doors (in centimetres)  
    in the bathrooms? - cm
20. What is the average width of doors (in centimetres)   
    in the accommodation? - cm
21. Are all other facilities, entry/exit doors accessible e.g.  
    dining rooms? yes no
22. Is the accommodation centrally heated? yes no
23. Are extra blankets and pillows available if required? yes no
24. Is there laundry in the accommodation or are laundry  
    facilities available close to the accommodation? yes no
25. Can guests be accommodated in the team accommodation  
    at their own expense? yes no
    * If the answer to question 25 is no, can you organise  
      accommodation for guests elsewhere? yes no
    * If not, could you provide information about  
      accommodation in the same area? yes no
    * What is the price for guests per day for
      + lunch and dinner - Euros
      + lodging including breakfast - Euros
      + World ParaVolley officers’ guest/partner in same room - Euros
26. Are recreational facilities available near to, or in, the rooms?
    * Bar yes no
    * Coffee bar yes no
    * TV or video yes no
    * Lounge yes no
    * Games rooms yes no
    * Internet access yes no
      + Wi-fi yes no
      + Computers with access yes no

### **C.1 ACCOMMODATION FOR World ParaVolley DELEGATES AND OFFICIALS (ITOs)**

Name: ………………………………….

Address ………………………………

Website ……………………………..

1. What type of building is the main accommodation for **Delegates and Officials**?
   * Hotel yes no
   * University yes no
   * Residential homes yes no
   * If other, state:
2. Is the accommodation accessible for wheelchair  
   users without help? yes no
3. If not, is there a ramp? yes no
4. If there is no ramp, how many steps are there? - steps
5. Approximately how many m2 is the lobby area of the  
   accommodation? - m2
6. How many floors are in the accommodation? - floors
7. If more than one (1) floor, are there lifts? yes no
8. How many lifts are there in the accommodation? - lifts
9. Do the Delegates and Officials have a floor or section of their own? yes no
10. The maximum number of persons per room? - persons
11. Are single rooms available? yes no
12. Are there separate arrangements for women/men? yes no
13. Do the bedrooms have a washbasin/sink with hot and cold  
    water? yes no
14. Do the bedrooms have a toilet? yes no
15. Do the bedrooms have a shower? yes no
16. If the bedrooms do not have private washbasins/sinks,   
    toilets, showers: approximately how many persons  
    will share each facility?
    * Washbasins - persons not applicable
    * Toilets - persons not applicable
    * Showers - persons not applicable
17. Are all the bedrooms, washbasins, toilets, showers  
    accessible to a wide wheelchair (93 cm)? yes no (please do not forget to check the way the doors turn)
18. If not, how many are accessible? - number
19. What is the average width of the doors (in centimetres)  
    in the bathrooms? - cm
20. What is the average width of doors (in centimetres)   
    in the accommodation? - cm
21. Are all other facilities, entry/exit doors accessible? yes no
22. Is the accommodation centrally heated? yes no
23. Are extra blankets and pillows available if required? yes no
24. Is there laundry in the accommodation or are laundry  
    facilities available close to the accommodation? yes no
25. Can guests be accommodated in the team accommodation  
    at their own expense? yes no
    * If the answer to question 25 is no, can you organise  
      accommodation for guests elsewhere? yes no
    * If not, could you provide information about  
      accommodation in the same area? yes no
    * What is the price for guests per day for:
      + lunch and dinner - Euros
      + lodging including breakfast - Euros
      + World ParaVolley officers’ guest/partner in same room - Euros
26. Are recreational facilities available near to, or in, the rooms?
    * Bar yes no
    * Coffee bar yes no
    * TV or video yes no
    * Lounge yes no
    * Games rooms yes no
    * Internet access yes no
      + Wi-fi yes no
      + Computers with access yes no

### **FOOD**

1. Do you intend to offer continental breakfast? yes no
2. Do you intend to offer cooked (English) breakfast? yes no
3. How long will breakfast be served? From \_\_\_\_\_\_ to \_\_\_\_\_ *(2 hrs minimum)*
4. Do you intend to offer a choice of meals at lunchtime,   
   e.g. hot, cold, light or full meal? yes no
5. Will all teams be able to take lunch during the competition? yes no
6. Do you intend to offer packed lunches to teams  
   instead of lunch? yes no
7. Will teams be able to take lunch at least two (2) hours  
   before playing? yes no
8. Are you able to offer a hot dinner in the evening after  
   the last game? yes no
9. Do you intend that all teams eat together at the same time?
   * at breakfast yes no
   * at lunch yes no
   * at dinner yes no
10. Which meals will be provided at the accommodation and which  
    at the sport venue?

Accommodation Sport venue

* + breakfast yes no yes no
  + lunch yes no yes no
  + dinner yes no yes no

1. Are meals to be provided elsewhere other than the  
   accommodation and sports venue? yes no
2. What type of eating place will be provided other  
   than the accommodation and sport venue?
   * Restaurant yes no
   * Other:
3. Will you provide meals to meet religious or ethnic  
   tastes, provided you know in advance? yes no
4. Can drinks/light snacks be purchased at any time?
   * In the accommodation yes no
   * In the sports hall yes no

### **TRANSPORT**

1. Will transport be provided between the accommodation  
   and **competition** venue? yes no
2. How far in kilometres is the accommodation from the  
   **competition** venue? - kilometres
3. How many minutes driving, by normal traffic, is the  
   accommodation from the **competition** venue? - minutes
4. How far in kilometres is the accommodation from  
   the **training** venue? - kilometres
5. How many minutes driving, by normal traffic, is the  
   accommodation from **training** venue? minutes
6. Can each team travel together in one vehicle? yes no
7. Will every team have its own transport? yes no
8. Is the transport accessible for wheelchair users? yes no
9. Will transport be available throughout the day between  
   the accommodation and the competition venue? yes no
10. Will transport be available at no charge for  
    excursions/trips by teams? yes no
11. Will cars be available to transport officials   
    (Delegates, Referees, Classifiers and other World ParaVolley  
    representatives/officials)? yes no
12. If yes to the previous question, is this transport accessible  
    to wheelchair users? yes no
13. Will cars be available to transport individuals for  
    special reasons? yes no

### **PLAYING FACILITIES & PROGRAMS**

1. Do you intend to use one (1) playing venue? yes no
   * If no, how many venues do you intend to use?  - number
2. How many courts are available in each venue?
   * venue 1 - courts
   * venue 2 - courts
3. How many spectator seats are in each venue?
   * venue 1 - spectators
   * venue 2 - spectators
4. Do the venues have all the technical equipment  
   required by World ParaVolley?  
   *(World ParaVolley Checklist available on request)*  yes no
5. Do you intend to use one (1) training venue? yes no
6. If no, how many training venues do you intend to use? - number
7. How many courts are available in each training venue?
   * venue 1 - courts
   * venue 2 - courts
8. Are all facilities in the sports venue accessible to  
   wheelchair users, including changing rooms and toilets? yes no
9. Will you provide volleyballs for practice for each team? yes no
10. Will you provide bottled water *(without gas/not sparkling)?* yes no
11. Will training be available in the main playing venue? yes no  
    *(At least one (1) hour per team on the whole court before   
    their first match is compulsory)*
12. Will training be available to each team each day? yes no  
    *(At least one (1) hour per team on a whole court)*
13. If there is more than one-floor level in the competition venue,  
    are there lifts/elevators?
    * venue 1 yes no
    * venue 2 yes no
14. Number of lifts/elevators in the competition venue
    * venue 1 - number
    * venue 2 - number
15. If there are lifts/elevators, for how many wheelchairs?
    * venue 1 - wheelchairs
    * venue 2 - wheelchairs
16. Does each team have a changing room for its own?
    * venue 1 yes no
    * venue 2 yes no
17. Is there a separate changing room only for the use of the referees?
    * venue 1 yes no
    * venue 2 yes no
18. Are there separate changing rooms for Male and Female Referees?
    * venue 1 yes no
    * venue 2 yes no
19. Is there a room available for the Tournament Technical Committee of World ParaVolley?
    * venue 1 yes no
    * venue 2 yes no
20. Are the following facilities available for the Tournament Technical Committee?  
     Venue 1 Venue 2
    * Telephone yes no yes no
    * Computer and printer yes no yes no
    * Photocopier yes no yes no
21. Are these facilities available in the competition hall? yes no
22. Are these facilities available in the accommodation? yes no
23. Is there a room available for the Team Managers’ meetings and Referees Meetings?
    * venue 1 yes no
    * venue 2 yes no
24. Is there a private room available for medical classification,   
    which can also be used by the classifiers during the event?

* venue 1 yes no
* venue 2 yes no

- accommodation yes no

1. What plans will you implement in relation to Anti-Doping of one test per team?
   1. NADO involvement and contact details
   2. Facilities for testing at the competition venue
   3. Education program (check with the Classification Commission)

### **EVENT PROMOTION**

### 

1. **COMMUNICATION**
2. How will you promote and market the event?

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1. Will you implement a communication plan for the event? yes no
2. Will the communication plan be:
   * Local yes no
   * National yes no
   * International yes no
3. How will you promote World ParaVolley?

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1. How many days before the event will promotions begin? - Days
2. Which communication means will you use?
   * Website yes no
   * Events promotion yes no
   * Marketing campaign yes no
   * Promotional items *(goodies, swag)*  yes no
   * Others: yes no
3. Will you use social networks?
   * Facebook yes no
   * Twitter yes no
   * Instagram yes no
   * Youtube yes no
   * Snapchat yes no
   * Others:
4. Will you send press releases? yes no
5. Will you invite the press? yes no
6. Will you dedicate a press room with appropriate facilities? yes no
7. How will you broadcast the event?
   * TV yes no
   * Streaming yes no
   * Others:

### **OBLIGATIONS TO THE OFFICIAL SPONSORS OF WORLD PARAVOLLEY**

That means:

1. In order to cover the administration costs of the World ParaVolley and keep fees to the country low, the World ParaVolley will from time to time enter into contracts with a commercial sponsor(s).
2. The host city will have to define the visual identity of the event in accordance with World ParaVolley. The organization will have to put the necessary means to ensure the event promotion.
3. The Organising Committee for any World ParaVolley Event will therefore be expected to undertake the following obligations:

* To display at least (2) banners/flags of the sponsors in the competition halls during the Event concerned, in good visible places for television recordings and spectators. The number of banners will be specified in the contract;
* To ensure that in any programme for the event each World ParaVolley sponsor is allowed one page to advertise their company or services at no charge;
* The Organising Committee should make available a place in the competition halls for a publicity stand;
* The sponsors of World ParaVolley may organise promotional activities, as long as these activities in the opinion of the World ParaVolley do not disrupt the official event. These activities may be organised after discussion with the Organising Committee, and must be laid down in the contract.
* The Organising Committee should be aware before accepting an event that there may be no problems between their own sponsor(s) and the World ParaVolley sponsors. “Conflict of interest” will not be accepted as a reason for failing to fulfil the above obligations. The Organising Committee is allowed to offer sponsors in the same “area of commercial activity” as the World ParaVolley sponsor. All extra facilities offered to sponsors who are in the same “area of commercial activity” as World ParaVolley must have the approval of World ParaVolley and will be stated in the contract.

1. Do you accept the above-mentioned obligation to  
   the World ParaVolley sponsors? yes no

Non-acceptance of the obligations to the sponsors of the World ParaVolley means that you cannot or may not organise a World ParaVolley Event.

### **LEGACY**

1. What do you expect to be the remaining effects/outcomes of the event in the host city after it is finished?

xxxxxx

1. What will be the social legacy, including the attitude toward people with physical disabilities?

xxxxxx

1. What will be the legacy of sitting volleyball in the host city e.g. team numbers, awareness?

xxxxx

1. What will be the economic benefits for the host city?

Xxxxx

### **ORGANISATION**

Make a plan (organisation chart) which identifies those holding or responsible for the following:-

* President
* Vice President / International Manager
* Information Manager (Secretary)

Information centre

* Team information
* Bulletins
* World ParaVolley officers’ information channel
* LOC Competition Manager
* Match Officials Manager (Lines judges, scorers, moppers, official match papers)
* Transport manager
* Venue manager
* Food and accommodation manager
* Medical Officer

The above-mentioned 8 positions in the organisation are an *absolute minimum* of officers in the local organisation for a World ParaVolley Event.

Proposal for an organisation chart:

**Have you included an organisation chart? yes no**

**If not, will you be able to make an organisation chart? yes no**

**President**

(Name)

International

Manager

(Name)

Information

Manager

(Name)

Competition

Manager

(Name)

Match Officials

Manager

(Name)

Transport

Manager

(Name)

Venue

Manager

(Name)

Food and

Accommo-dation

Manager

(Name)

### **TEAM COSTS**

**Team Costs**

What would you expect to charge the teams? (approximated)

* Per person per day single room. €
* Per person per day double room. €
* Administration fee for administration etc. €

### **CONTACT**

1. Please check that the document is completed.
2. Indicate the name, address, E-mail, telephone - daytime and evening - of the chair of your organising committee:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Telephone daytime: |  |
| Telephone evening: |  |
| Mobile phone: |  |
| E-mail: |  |

1. Contact person who speaks English in your Organising Committee.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Telephone daytime: |  |
| Telephone evening: |  |
| Mobile phone: |  |
| E-mail: |  |

**Enclose**

* + four (4) maps:
    1. Showing the Event city in relation to the country.
    2. Showing the accommodation site, playing venues, training venues and other important facilities in relation to each other in the Event city
    3. Showing the playing venue(s)
    4. A folder about the accommodation.
  + Video with photographs, press cuttings, films of officials, venues or surroundings

### **ADDRESSES:**

|  |  |
| --- | --- |
| **Delegates & Officials’ Accommodation:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Team Accommodation 1:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Team Accommodation 2:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Name competition venue 1:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Name competition venue 2:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Name training venue 1**: |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |
| **Name training venue 2:** |  |
| Address: |  |
| Telephone number: |  |
| E-mail: |  |

N.B. Have you answered all questions?  **yes no**

**Any other comments?**

**Any questions for the Sport Department?**