

IGLFA World Championships Guidelines and recommendation for prospective Bid Organizations

Contents	page 1
Introduction	Page 2
Outline Bid Application Procedure	Page 3
Tournament Format	Page 4
1.0 Structure	Page 4
2.0 Pitches & Facilities	Page 4
3.0 Referees	Page 6
4.0 Awards	Page 7
5.0 Host Representation	Page 7
Tournament Organization	
6.0 Accommodation	Page 7
7.0 Finance & Budget	Page 7
8.0 Publicity	Page 8
9.0 Outreach	Page 8
General	
10.0 Tournament Meetings	Page 9
11.0 Social Events	Page 9
12.0 Homophobia in Sport	Page 9
13.0 Contractual Requirements	Page 10
14.0 Post Tournament Reports	Page 11
15.0 IGLFA Contacts	Page 11
16.0 IGLFA World Championship 2012	Page 12

International Gay and Lesbian Football Association (IGLFA) World Championships



“The primary purpose of the International Gay and Lesbian Football Association shall be to foster and augment the self respect of gay women and men throughout the world and engender respect and understanding from the non-gay world through the medium of organized football. While particular emphasis is placed on these specific goals, all activities conducted under its auspices shall be inclusive in nature. The further goals of the Association will be to establish an international network of football clubs and to promote physical and tactical understanding of the game of football. We will also nurture the camaraderie inherent in sport.”

The IGLFA was founded in 1992 and is a membership Association of soccer clubs who provide playing opportunities for LGBT players both at a local and international level. The Association is worldwide, and in addition to providing support to the member Clubs also successfully organises an annual World Championship. The 2009 Championship was held in Washington DC with previous host cities such as London 2008 and Buenos Aires 2007.

In Gay Games years the FGG and the IGLFA agreed that to avoid competing competitions that the soccer tournament at the Gay Games would be known as the “IGLFA World Championship”. Effectively, the host committee take responsibility for running the tournament on behalf of the IGLFA and in accordance with the IGLFA tournament rules and regulations.

The Association has a wealth of knowledge in regard to the organising of soccer tournaments on an international basis and is prepared to assist at an early stage with information and guidance as to the format of the competition, playing facilities required and off field activities required to ensure a good social interaction between participants.

The IGLFA tournament rules are available as a download from IGLFA.org.

The Board of Directors are happy to assist host cities with any queries or provide assistance as is required to ensure a successful competition. Enquiries should be sent in the first instance to the Vice President of the IGLFA. The email address is: vp@iglfa.org

Outline of Bid Application Procedure.

1. Bid applications will only be considered from Clubs that are currently members of the IGLFA.
2. Bid proposals for the IGLFA Annual World Championship tournament shall include the information listed below. This information is listed in outline format for ease of review and presentation only. The information in a Bid Proposal is not required to be in outline format (Highly Recommended), or in this order.

It is strongly recommended that those preparing bids should become thoroughly familiar with the Sanctioned International Championship Tournament Rules for the IGLFA World Championships and Gay Games Football Tournament which can be found on the IGLFA web site.

3. The Bid Proposal document submitted for review shall be used by the IGLFA Board to review the proposal for completeness and potential sanction. The Board may investigate the accuracy of information contained in the proposal.
4. Before approval, a presentation of the proposal shall be made to the IGLFA Board of Directors for official sanction or approval. The presentation to the Board of Directors may be written or verbally presented by club representative.
5. When there are competing bids or if there is only one bid, the Board is required to examine each proposal and by majority vote select a winning proposal or bid within a timely matter. In the event of a tie, the IGLFA President will be the deciding vote.
6. Teams and cities may be encouraged to bid by Board members, or other teams, but encouragement to bid shall not indicate any favoritism in bid review.
7. The Host Committee should give their preferred week of the Championship with their reasons, plus an alternative. Please avoid participants travelling at peak time over national holidays etc., as the cost of flights could become prohibitive.

Tournament Format

1.1 Structure

- 1.1.1 The IGLFA has established two 11 aside Championships for the purpose of tournament play for both Women's and Men's teams who are **members of the IGLFA**. Championship groups are separate and distinct and it is not intended that there be play between them selves.

The Host committee should seek to create a separate identity for each Championship.

- 1.1.2 The Host Committee may add an additional Championship, such as "Co-ed" or "Master's" if there are enough teams to allow at least three games per team against different opponents.
- 1.1.3 The Host committee should also consider as part of the tournament a small sided soccer championship for recreational men and women's teams.

1.2 Divisions

- 1.2.1 Multiple Divisions - The IGLFA will allow the Host Committee to divide the Championship groups into Divisions by level of competition, when there are adequate teams to allow at least three games per team against different opponents in each Division.
- 1.2.2 Division Names - Division names shall be in ascending numeric order, such as Division One, Division Two, and so forth.
- 1.2.3 Champions - When more than one Division exists for a Championship group, the IGLFA Champions shall be the winners of Division One in each Championship group.
- 1.2.4 Division Assignment - When more than one Division exists for a Championship group teams shall be assigned to Divisions by self-selection, except those teams who qualify for seeding (Tournament Rule 3.3) shall not be permitted to enter a lower Division.

2.0 Pitches & Facilities

Ideally, the tournament should be located at one venue with good access to local public transport. If two venues are selected then they should accommodate one of the Championships to ensure players do not have to travel to different locations for matches on the same day.

2.1.1. **Playing Surfaces**

The fields must be on an FIFA approved surface. The Final, if possible, should be played on natural grass, but depending on the availability and conditions of grass fields, artificial grass surface would be acceptable.

2.1.2. **Dimensions**

11 aside fields must have FIFA standard dimensions. The standard provides for a minimum width of 60m and Length of 100m and a maximum width of 90m and a maximum Length of 110m.

For a small sided competition the minimum width should be 30 metres and the minimum length of 50 metres. The maximum width should be 40 metres and the length 60 metres.

2.1.3. **Venue**

The championship should all take place apart from the semi final and finals in one location. If, because of the size of the championships, more fields are needed, several sites can be used. However, sufficient time must be allowed to permit transfers between sites.

If the Championships take place in several locations, then the Organisers should ensure both the men's and women's divisions play together and not at separate venues.

2.2 **Facilities**

2.2.1. Changing rooms in sufficient number must be accessible for all teams and all genders. If possible, lockers should be accessible.

2.2.2. There should be separate changing rooms for referees and officials.

2.2.3. Showers with hot water must be accessible for all players and officials.

2.3. **Medical**

2.3.1. Medically trained personnel must be present at each venue whilst games are being played.

2.4 **Food & beverage facilities**

2.4.1. A food area offering a choice of food and drink should be available to all participants close to the fields.

3.0 Referees

3.1 System of Officiating

All 11 aside matches shall be officiated using the three-official system, which requires a Referee and two Assistant Referees. In the Championship Finals for all divisions a fourth official will also be appointed. In the case of small sided soccer, one referee is sufficient.

For the small sided Final, two Assistant referees will be appointed.

3.2 IGLFA Referees

IGLFA Referees shall be those officials who are trained and licensed by a FIFA-sanctioned Referee Association and who are current members of the IGLFA. Membership in the IGLFA requires support of the IGLFA Mission and payment of a registration fee.

Where there are in sufficient IGLFA referees, the host committee must have available local referees with tournament experience.

3.3 Referee Reimbursement

Referees shall be reimbursed for their services in accordance with local rates of reimbursement on a per match basis. IGLFA Referees and local Referees shall be treated equally regarding reimbursement though allowances may be made in the case of referees who reside in a different continent.

In addition to the monetary payment, all referees should receive:

- i. Participation medal.
- ii. Free registration and entry to the opening and closing ceremonies.
- iii. Free lunch on game days.
- iv. Unlimited supply of water.
- v. For budgetary purposes allow referees payment of \$120US per refereeing day.

4.0 Awards

The Host committee will be responsible for supplying:

- i. Participation medals or other suitable memento to all participants.
- ii. Gold and silver medal to all Divisional winners and runners up.
- iii. In the event that a 3rd 4th playoff is not scheduled then Bronze medals to be awarded to both teams.
- iv. A Championship Cup for the winners of each division which they will retain.

5.0 Host Representation

The Host Organization is required to identify a representative of the organization, with preference for the head of the organization, to be a liaison between the Host Organization and the IGLFA. The liaison is expected to attend meetings held after the bid selection is made and to continue through at least the Board meeting that is held after the tournament concludes. The liaison is expected to report on progress of tournament preparations, answer questions relating to the tournament contract and report post tournament conclusions.

6.00 Accommodation

The host committee should provide a comprehensive list of accommodation that should include:

- i. low budget student/dormitory, possibly located on a College campus .
- ii. bed & breakfast, hostel or low cost hotel.
- iii. medium priced hotels.

6.1 Tournament hotel

The host committee should nominated a medium priced hotel as the preferred tournament hotel which provide facilities for player registration, team meetings and possibly the meetings required by the IGLFA.

7.0 Finance & Budget

The Host committee to provide detailed budget proposal with their bid submission to clearly demonstrate that the tournament is financially viable.

- 7.1 The participants in the Championship will pay the cost involved in staging the tournament either by way of player individual registration payments or on a team basis.
- 7.2 The IGLFA are prepared to allow registration to be different if the Host committee wishes to assist teams who have greater travelling expenses.
- 7.3 The IGLFA will be responsible for collecting the teams annual membership prior to the tournament commencement. No team can participate if their membership has not been paid.
- 7.4 In addition the IGLFA will require the Host committee to pay a levy for each team taking part in the Championship. The current levy is \$50US for 11 aside teams and \$35US for small sided teams. The levy is payable by the host committee on completion of registration and prior to the tournament commencing.
- 7.5 The Host committee is responsible for all costs incurred and the IGLFA take no responsibility or offer any guarantee of financial success.
- 7.6 The Host Committee to provide a list of benefactors who will receive any Surplus from the Championships.

8.0 **Marketing & Publicity**

The Host Committee should provide a comprehensive plan of how the Championships will be marketed globally.

9.0 **Outreach**

The IGLFA is committed to having as many participants as possible form all parts of the world so the Championships can be truly seen as a “World Championship.”

There are clearly some participants who do not have the economic resources to travel inter continentally and therefore an Out reach program is essential.

The IGLFA would wish to see a wide reaching outreach program which should include hosted housing, reduced fees and assistance with food and lodgings.

The Outreach program should also include research into visa requirements for participants and possible assistance with the cost of such visas.

General

10.0 Tournament meetings

During the Championships the IGLFA will wish to host a number of meetings and the Host Committee will provide facilities either at the tournament hotel or other suitable venue. The Meetings are:

- i. IGLFA House of Delegates Annual General Meeting (60 people, 3 hours)
- ii. IGLFA Board Meeting (20 people, 4 hours)
- iii. Coaches Meeting (80 people, 1.5 hours)
- iv. Referees Meeting (50 people, 1 hour).

The time and attendance numbers noted are estimates only and may vary according to tournament size.

11.0 Social Events

The mission of the IGLFA is to provide camaraderie through soccer and by providing a range of social events this feeling of friendship can be enjoyed and taken away after the tournament.

At the Venue it has been practice for a small tented village to be created offering food and beverage during the tournament for players and officials. The refreshment on offer should cater for a wide choice of tastes and budgets. Other amenities could include a sportswear concession, massage and tourism information. The "village" should also have a tournament information & control together with first aid.

If local licensing laws possible a bar offering beer wine and soft drinks together with a seated area both in door and out should be available for at least 2 hours after the last match finishes. This creates a good atmosphere after the end of soccer and allows teams officials and supporters to relax and socialize.

12.0 Homophobia in sport

The IGLFA are committed to assisting and being seen as an active participant in all programs involved in raising the awareness of discrimination in sport. The host Committee should look to use the Championships to promote any local campaigns and actively seek the support of their National and State Football Association.

13.0 The Successful Bid

After being sanctioned, the Host Committee will be required to sign an agreement with the IGLFA.

The terms of the Agreement will include:

- i. Maintain the confidentiality of the IGLFA mailing list whether by electronic or mailing and the list of registrants for the tournament. These lists shall not be made available to any organization or person outside the IGLFA Board and the Tournament Host Organization, and shall be used for the sole purpose of promoting the tournament.
- ii. Require and enforce the rule that only IGLFA registered teams are permitted to play in the tournament. Require and enforce all IGLFA tournament rules, unless modified as stipulated in the rules document.
- iii. Maintain complete records, including registrations, participation records, match reports, protest reports, and discipline reports, and report them to the IGLFA by the close of the tournament or as specified in Post Tournament Reports and Submissions Schedule which follows.
- iv. Agree to hold the IGLFA harmless for any financial loss or harm to participants. Require a signed waiver to that effect of all participants.
- v. Require a signed waiver of rights for the use, and payment for use, of participants' images in photographs and film.
- vi. Maintain monthly contact with the IGLFA Board after bid selection and make regular reports regarding facilities, budgeting, registrations, and other preparations for the tournament. Update the IGLFA when significant developments occur.
- vii. To obtain the approval of their National and State Football Association to stage the tournament within three months of the bid being accepted.
- viii. To provide the IGLFA with written confirmation that the venue proposed has been secured for the Championships with 1 month of the bid being accepted.

14.0 Post Tournament Reports & Submissions

The following lists of items are to be submitted by Host committee according to the schedule noted.

Competition Results

- i. Game reports, due by close of tournament.
- ii. Referee match reports, due by close of tournament.
- iii. Protest reports, if any, due by close of tournament.
- iv. Disciplinary reports, if any, due by close of tournament.

Administrative

- i. List of registered participants, with all available contact info, due by close of the tournament.
- ii. Final report, due within 60 days of close of tournament. This is the final tournament summary report including participation numbers, financials, observations, suggestions and comments.

Financials

- i. Final Balance sheet, due within 60 days of close of tournament.

15.0 IGLFA Contacts

Jim Ensor	Vice President	vp@iglfa.org
Paul Miller	Treasurer/Referee Director	treasurer@iglfa.org
James Cross	Secretary	secretary@iglfa.org

16.0 IGLFA World Championships 2012

The following is an indication of the bid timescale from release of the bid document to the final decision. The Board of directors reserves the right to alter the dates shown in order to facility a better understanding of individual bids.

- i. April 1st 2010 The Bid document is available via the IGLFA web site www.iglfa.org.
- ii. May 31st 2010 Expressions of interest to be confirmed to the IGLFA.
- ii. April 1st to July 30th 2010 Host cities to prepare bids for consideration by the IGLFA Board.

During this period it is envisaged that Host cities will be in discussion with the IGLFA over their proposed bid. The Host city will be encouraged to liaise with the appropriate board members over specific points.

- iii. July 31st 2010 Bids to be submitted to the Secretary of the IGLFA together with supporting documentation.

The Board will be looking for local support for the Host city bid. These should take the form of letters from Civic authorities, Football Associations and the general gay community.

- iv. Aug 1st to 17th Sept 2010 IGLFA Board will review the bids and may call upon host cities to answer questions or seek clarification during this period.
- v. October 1st 2010 Announcement of winning bid.