

2016 IGLFA WORLD CHAMPIONSHIP XXII

Guidelines and Recommendation for Prospective Bid Organizations

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IGLFA
Equality Through Football



The **International Gay & Lesbian Football Association (IGLFA)** shall foster and augment the self-respect of gay women and men throughout the world, and engender respect and understanding from the outstanding international community through recreational and competitive football/soccer. Additionally we work to establish an international network of football clubs and to promote physical and tactical understanding of the game of football. Established in 1992 the IGLFA is a membership Association of soccer clubs who provide playing opportunities for LGBT players both at a local and international level.

The IGLFA is no longer an Association who exclusively organizes an international tournament each year; it is also involved in many additional activities. This includes supporting local and international clubs and teams as well as the coordination of football tournaments or games at a variety of international tournaments including the “Federation of Gay Games.” The IGLFA is also actively involved with numerous sporting organizations and coalition groups whose goals are to rid homophobia and bullying in sport and provide respect towards all participants at all levels.

Throughout our “Outreach Program”, we have been able to help teams from Africa, Latin America as well as Eastern Europe, to participate at our tournaments. Along with the IGLFA “Outreach Program” we encourage potential host sites to establish their own outreach initiatives to assist players and teams to attend the **2016 IGLFA World Championship XXII**. The IGLFA selection committee will strongly consider bids with a substantial Outreach program of their own.

The Association has a wealth of knowledge in regards to the organizing of football/soccer tournaments on a local and 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 to download:
<http://iglfa.org/wp-content/uploads/11v11-outdoor.pdf>
<http://iglfa.org/wp-content/uploads/7v7-indoor.pdf>

The IGLFA 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 Co-Presidents of the IGLFA. The email address is: co-president@iglfa.org

Outline of Bid Application Procedure.

1. Bid applications will only be considered from Clubs/Teams that are currently Premium Members of the IGLFA. Membership can be obtained through <http://iglfa.org/join-us> .
2. Bid proposals for the **2016 IGLFA World Championship XXII** 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 European, North American, World Championships and Gay Games Football Tournament which can be found on the IGLFA web site <http://iglfa.org/resources/documents> .
3. The Bid Proposal document submitted for review shall be used by the IGLFA Board of Directors to review the proposal for completeness and potential sanction. The Board of Directors may investigate the accuracy of information contained in the proposal.
4. Prior to recommendation, a presentation of the proposal shall be made to the IGLFA Board of Directors for official sanction or approval. The presentation to the IGLFA Board of Directors may be written or verbally presented by club or team representative.
5. When there are competing bids or if there is only a single bid, the IGLFA Board of Directors are 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 Vice President will be the deciding vote.
6. Clubs, Teams and Cities may be encouraged to bid by IGLFA Board Members, or by other Clubs/Teams, but encouragement to bid shall not indicate any favoritism in the bid review.
7. The Host Committee should give their preferred week of the Championship(s) 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.
8. The Host Committee should seek to obtain the primary tournament sanctioning from their National and State football/soccer associations.

Tournament Format:

All tournaments shall be governed by the Laws of the Game as established by the Fédération Internationale de Football Association (FIFA) with the following modifications:

Male and Female:

References to the male and female genders in the Laws of the Game in respect of referees, assistant referees, players and officials are for simplification and apply to both.

1. Authority Statement:

A Host Committee/ Tournament Committee shall be formed and is required for the interpretation, modification and resolution of issues that arise during a tournament and shall hereinafter be referred to as the "Committee," In situations that involve discipline; the same committee members listed in the application will also form a separate Disciplinary Committee if necessary during the tournament. "Host Committee" will be used throughout this document for reference.

The Committee shall include:

- The IGLFA Referee Director or designee
- A representative of the IGLFA Board of Directors
- A representative of the Host Committee
- A representative comprising of one (1) of the players representing the tournament selected by the IGLFA Referee Director or designate.
- A representative comprising of one (1) of the players representing the tournament selected by the Host Committee

1.1 Structure

- 1.1.1 The IGLFA has established two eleven (11) aside **IGLFA World Championship(s)** for the purpose of tournament play for both "Women's" and "Men's Open" teams who are Premium Members of the IGLFA. Championship groups are separate and distinct and it is not intended that there be play between them.

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

- 1.1.2 The Host Committee may add an additional Championship(s), such as "Master's" (Men's Open 35+) or "Classics" (Women's 35+) if there are enough teams to allow at least three (3) games per team against different opponents.

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 (3) games per team against different opponents within each Division.

1.2.2 Division Names - Division names shall be in ascending numeric order, such as Division One (1), Division Two (2), and so forth.

1.2.3 Champions - When more than one (1) Division exists for a Championship group, the IGLFA Champions shall be the winners of Division One (1) in each Championship group.

1.2.4 Division Assignment - When more than one (1) 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.

1.2.5 Team Placement and Seeding

1.2.6 Division One (1) Seeding - When a sanctioned IGLFA tournament was held in the previous two (2) years and the top four (4) teams were determined in a Championship group those teams shall be seeded into the qualifying group as appropriate to the number of qualifying groups. Based on the results of 2014 Gay Games 9 in Cleveland/Akron, Ohio the following teams qualify if entering a team in Division One (1) based on the IGLFA self-selection rule:

a) Stonewall Lions FC (London, United Kingdom)

b) New York Ramblers SC (New York, New York, United States of America)

c) United FC (Fort Lauderdale, Florida, United States of America)

d) S.A.F.G Selección Argentina Futbolistas Gay (Buenas Aires, Argentina)

In addition, the top two (2) teams in Division One (1) for the following tournaments will also be seeded at the 2016 IGLFA World Championship XXII if entered to the 2016 tournament.

e) 2015 IGLFA European Championship III

f) 2015 IGLFA North American Championship II

1.2.7 Draw - After the assignment of seeded teams for Division One (1), if necessary, the remaining teams shall be assigned to their qualifying groups based by random blind draw which is to take place in public by a person, or people, neutral to the tournament. This draw applies to all divisions for the 2016 tournament.

2.0 Pitches & Facilities

Ideally, the tournament should be located at one venue with good access to local public transport. If two (2) or additional venues are selected then they must accommodate one (1) 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 which does include field turf (natural grass) or an artificial grass surface. Natural grass is preferred throughout the tournament if feasible for the host site. The Final, if possible, should be played on natural grass, but depending on the availability and conditions of natural grass fields, artificial grass surface would be acceptable.

2.1.2. Dimensions

Eleven (11) aside fields must have FIFA standard dimensions. The standard provides for a minimum width of sixty (60m) and length of one hundred (100m) with a maximum width of ninety (90m) and length of one hundred and ten (110m).

Small sided fields must have IGLFA standard dimensions. The standard provides for a minimum width of thirty (30m) and length of fifty (50m) with a maximum width of forty (40m) and length of sixty (60m).

2.1.3. Venue

The Championship(s) should take place apart from the semi-final and finals in one location if possible. In the case of the size of the Championship(s), more fields are needed; several sites can be used at the discretion of the Host Committee while consulting with the IGLFA Referee Director. However, sufficient time must be allowed to permit transfers between sites.

If the Championship(s) takes place in several locations, then the Host Committee should ensure both the “Men’s Open” and “Women’s” divisions play together and not at separate venues.

All venue locations, regardless of how many are being used for the Championship(s), must provide the same facilities, medical and food and beverage that are offered at other sites.

2.2 Facilities

- 2.2.1. A sufficient number of changing rooms should be available if possible and should be accessible for all teams and all genders. In addition, lockers should be accessible if possible.
- 2.2.2. There should be separate changing rooms or designated area for referees and officials.
- 2.2.3. Showers with hot water must be accessible for all players and officials if possible.

2.3 Medical

- 2.3.1. Medically trained personnel must be present and providing the necessary supplies at each venue whilst games are being played. In addition, we mandate certified personal trainers or massage therapist be present at each venue throughout the duration of the tournament.
- 2.3.2. The Host Committee is required to include medical attention and personnel for the entire tournament along with personnel for massage therapy. We recommend the Host Committee to budget these items accordingly before setting the registration fee per player or team. There should not be an added fee for the participants at the venue for these services.

The IGLFA takes the health and safety of our players and referees very seriously. We recommend the Host Committee reaches out to “Masseurs In Training” from the local Colleges/Universities or sports therapy community and then seek out and pay a masseur or trainer if need be. We leave this to your discretion. In either case, they would be responsible to bring their own supplies and tables. It is the Host Committees responsibility to coordinate these matters. Having a massage therapist on site is a mandatory requirement by the IGLFA and imperative to the safety of the participants.

2.4 Food & beverage facilities

- 2.4.1. A food area offering a choice of food and drink should be available to all participants within a close proximity to the fields. A suggestion could be to invite the “local food truck community” to assist in offering a wider variety of foods.

The IGLFA suggests having multiple options available for the health conscious person in addition to the standard “fast foods” typically available at venues.

2.5 Tournament Rules

Small Sided - Please see: <http://iglfa.org/wp-content/uploads/small-sided-outdoor.pdf>

- 2.5.1 Starting Times: All matches must begin at their scheduled starting time. All teams must check-in at the tournament headquarters a minimum thirty (30) minutes prior to the scheduled starting time of their match. Check in consists of a fully completed match roster

(match report), including identifications of everyone listed on the match report (this includes players as well as coaching, management and training staff). The participants must present their own identification for verification purposes.

Team player shortage shall automatically result in team ineligibility and shall not be accepted as a reason for the delay of start times.

2.6 Number of Matches

- 2.6.1 All eleven (11) aside teams must be guaranteed at least three (3) seventy (70) minute matches during the preliminary stages of the tournament. The duration cannot be altered unless both teams agree to decrease the match time limit or the Referee Director/designate determines that there is a need to do so based on unforeseen circumstances (example: inclement weather). These matches will not play extra time and can end in a draw.

The IGLFA recommends three to four (3-4) games of pool play before moving into the playoff rounds. The IGLFA will require a minimum of four (4) games for each team whether they occur during pool play or additionally during playoffs. A Consolation game after pool play or preliminary rounds will not count against the requirement of the minimum requirement of four (4) games.

All early playoff rounds prior to the Quarter-Finals are required to play a minimum of seventy (70) minute matches. In the case of a draw the teams will move directly into a penalty shootout (*Kicks from the Penalty Mark*). No added time will be allowed but we will allow discretion from the Referee if required.

Playoffs which include Quarter-Finals and Semi-Finals require a minimum of eighty (80) minute matches. In the case of a draw the teams will move directly into a penalty shootout (*Kicks from the Penalty Mark*). No added time will be allowed but we will allow discretion from the Referee if required.

All Medal Matches (Final and 3rd Place) require a full ninety (90) minute match. If a match requires extra time to determine a winner, the teams will play the “**Silver Goal**” format. The teams will play one (1) fifteen (15) minute extra time period. If either team is leading at the conclusion of the first (1st) additional period that team wins the match. If the scores are level, an additional fifteen (15) minute extra time period is played. If the scores are level after two (2) periods of extra time, a penalty shootout (*Kicks from the Penalty Mark*) will determine the winner. The “**Silver Goal**” format is currently in use by FIFA.

The duration of all playoff matches cannot be altered unless both teams agree to decrease the match time limit or the Referee Director/designate determines that there is a need to do so based on unforeseen circumstances (example: inclement weather).



- 2.6.2 Each team shall play the same amount of qualifying matches per division during the preliminary round.
- 2.6.3 Qualifying matches shall be a round robin format, in which each team play's each of the other teams in its preliminary group an equal number of times and no more than once. Qualifying round matches shall be permitted with teams "outside "a qualifying group only under unusual circumstances.
- 2.6.4 *Commentary on Minimum Playing Time along with Number of Games per day and throughout the Week:* It is the intent of the IGLFA to guide the Host Committee in arranging fields and scheduling games. It has been the experience of the IGLFA that teams prefer to play between one (1) or two (2) games per day but not over back to back days during the week-long tournament. Health and safety is the IGLFA's number one priority for all players and referees. A well-balanced tournament schedule will greatly assist in protecting all participants. When considering the entire tournament format/play, teams and referees prefer the following format/ schedule if feasible for each team:

The IGLFA recommends a five (5) or six (6) day tournament format with a built-in day of rest. However, exceptions will be considered and accepted if necessary. We highly recommend the tournament run from Monday to Saturday with Wednesday being a designated day off. The schedule may be adjusted if need be as we want the host to have flexibility if required. All potential hosts have the ability to move games and fields as a back-up plan in case of inclement weather or an emergency.

(*Example: **2016 IGLFA World Championship XXII** - *This is a recommendation from IGLFA but does not have to be followed completely. The bid will be scored based on responses given.*)

Two examples:

Example #1: Six (6) Day Option with a Scheduled Day Off (THIS OPTION IS HIGHLY RECOMMENDED BY THE IGLFA).

- | | |
|------------|---|
| Monday- | Two (2) games per day per team |
| Tuesday- | One (1) game per team |
| Wednesday- | SCHEDULED DAY OFF |
| Thursday- | One (1) game per team |
| Friday- | Two (2) games if necessary for teams advancing (Playoff Rounds) |
| Saturday- | One (1) game (Finals & 3 rd Place games) |

If there is an ability to complete the tournament on Friday we would take this option into consideration.

Example #2: Five (5 Day Option without a Scheduled Day Off (Special circumstances)

Saturday-	Two (2) games per day per team
Sunday-	One (1) game per day per team
Monday-	One (1) game per day per team
Tuesday	Two (2) games if necessary for teams advancing (Playoff Rounds)
Wednesday-	One (1) game (Finals & 3 rd Place games)

If the ability is there to complete the tournament on Tuesday we would take this option into consideration.

3.0 Players

3.1.1 All players must be registered with a current Premium Member IGLFA club or team.

3.1.2 No player shall be permitted to participate without appropriate identification which must be submitted and approved by the Host Committee. Player Identification: For the purpose of match play, the tournament photo identification shall be sufficient.

It is the intent of the Player Identification Rule to provide a method of preventing unauthorized participation in the tournament and allow players to use alias names at the field for personal security when required. In emergency situations, some Host Committees have had the necessary staff to allow players to participate without their tournament identification by using positive photo identification such as a passport to verify their identity. The IGLFA views this as a liberal accommodation and under no circumstances requires it.

3.1.3 Players may be required to present photo identification with birth date information to tournament officials at any time during the tournament.

3.1.4 All players are required to be at least eighteen (18) years of age on the start date of the tournament.

3.1.5 Individuals whose teams do not qualify or teams do not exist may be assigned to a team to participate, provided the individual is in good standing and pays the appropriate registration fees. All “solo” players should be put on a separate list or waiting list in order for the Host Committee to individually place them on teams at the appropriate time on a first-come, first-serve basis. The Host Committee and registered teams should communicate in order to fill up their rosters for the upcoming tournament as players will be available on the waiting list. Based on need the Host Committee should place “solo” players on teams but only with mutual player and team consent.

- 3.1.6 Each player may roster on one (1) team only and is required to be listed on their team's final roster.
- 3.1.7 Women are permitted to play on "Men's Open" teams.
- 3.1.8 Any player that is suspended at the time of the Championship(s) by the IGLFA for disciplinary reasons or actions from previous IGLFA sanctioned tournaments must complete any remaining suspension prior to becoming eligible to participate in the 2016 tournament.
- 3.1.9 Transgender players will be permitted to play in their gender based division in which they identify. Please see the IGLFA transgender policy for further clarification:

<http://iglfa.org/wp-content/uploads/IGLFA-TRANSGENDER-POLICY-2014.pdf>

4.0 **Clubs & Teams**

- 4.1.1 Clubs and Teams must be current Premium Members of the IGLFA, (in the 2016 calendar year of the tournament), and in good standing with the IGLFA, are eligible for participation. Additionally, local teams from the host city will be warmly welcomed to participate in the 2016 tournament. All local teams must pay the IGLFA Premium Membership fee along with all tournament registration fees in order to be eligible to compete. The Host Committee is required to report all local teams registered for the tournament and assist the IGLFA by providing contact information. The Host Committee or team is required to review the IGLFA Mission with local teams to ensure that compliance, fairness and sportsmanship will be acknowledged by all local teams not familiar with the IGLFA.
- 4.1.2 Commentary on Clubs and Team Eligibility Rule: To allow the IGLFA to support the Host Committee by serving as an institutional advisor. The IGLFA is required to provide an institutional report on current IGLFA teams six (6) months before the tournament commences and acknowledges any concern at the coaches/captain's meeting prior to the tournament. If a team has previously exhibited behavior that indicated it did not support the IGLFA Mission, the IGLFA would make this information available to the Host Committee to support the registration process and overall tournament.
- 4.1.3 In eleven (11) aside each team shall consist of a maximum of twenty (20) players including two (2) named and designated goalkeepers and must have a minimum of seven (7) players and a maximum of eleven (11) on the field of play at all times as required by FIFA. If a team is reduced to less than seven (7) players, the match will be officially terminated and the team with less than the required amount of players will forfeit the match.

In small sided each team may consist of a maximum of thirteen (13) players and must have a minimum of 4 (four) players on the field of play at all times as required by the IGLFA. If a team is reduced to less than four (4) players, the match will be officially terminated and the team with less than the required amount of players will forfeit the match.

- 4.1.4 A player, club or team not meeting the criteria for eligibility shall be deemed ineligible.
- 4.1.5 An ineligible club or team playing an ineligible player shall automatically forfeit the match, and the matter shall be referred to the Committee for further consideration.

5.0 Referees

5.1 System of Officiating

All eleven (11) aside matches shall be officiated using the Three (3) Referee system, which requires one (1) Referee and two (2) Assistant Referees. The Two (2) Referee system may be used in extreme circumstances. During the Championship Finals for all divisions a Fourth (4th) official will also be appointed.

In small sided, the One (1) Referee system is sufficient for use throughout the tournament with the exception of the Championship Finals in which they shall be officiated using the Three (3) Referee system which requires one (1) Referee and two (2) Assistant Referees. A Fourth (4th) official will also be appointed.

5.2 IGLFA Referees

IGLFA Referees shall be those officials who are trained and licensed by a FIFA-sanctioned Referee Association and who are current Referee Members of the IGLFA. Membership in the IGLFA requires support of the IGLFA Mission and payment of a registration fee. All referees are required to be at least eighteen (18) years of age on the start date of the tournament.

In the case where the IGLFA is unable to provide a sufficient amount of IGLFA Referees, the Host Committee must have available additional local referees who are trained and licensed by a FIFA-sanctioned Referee Association and have tournament experience. These referees will work closely with the IGLFA Referees and the Host Committee. A local referee is required to provide assistance to the IGLFA Referee Director or designate. All assignments must be approved by the IGLFA Referee Director or designate. All local Referees must pay the IGLFA Referee Membership fee in order to be eligible to participate.

5.3 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:

- Participation Medal
- Free Registration and entry to the Opening and Closing Ceremonies
- Free lunch and energy snacks on game days
- Unlimited supply of water/sport energy drinks
- Metro card or free shuttle
- Hosted Accommodations
- For budgetary purposes allow the following referees payment:

\$60/Middle & \$30/Line with non-payment for all Gold/Bronze Medal Final Matches. A Gold/Bronze Medal is to be awarded to each referee in lieu of payment for these matches. In the case that matches are required to be officiated by using a Two Referee system, reimbursement will be \$60 & \$60 respectively.

Tournament Organization

6.0 Awards

The Host Committee will be responsible for supplying:

- Participation Medals or other suitable memento to all participants
- Gold and Silver Medals to all Divisional winners and runners up
- Championship Cup for the winners of all Divisional winners which they will retain
- Bronze Medals to all Divisional 3rd place teams

In the event that a 3rd/4th Final is not scheduled then Bronze Medals are to be awarded to both teams

7.0 Host Representation

The Host Committee is required to identify a representative of the Host Committee along with a Standing Committee with the preference for the head of the group, to be a liaison between the Host Committee and the IGLFA.

The liaison is expected to attend meetings held after the bid selection is made and to continue through at least the IGLFA 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.

8.0 **Accommodation**

The Host Committee should provide a comprehensive list of accommodation that includes various options:

- Low budget student/dormitory, possibly located on a College/University campus
- Bed and Breakfast, hostel or low cost hotels
- Medium cost hotels

8.1 **Tournament Hotel**

The Host Committee should nominate a medium priced hotel as the preferred “Host Tournament Hotel” which would provide facilities for player registration, referee hosted housing, team meetings and potentially any other meetings required by the IGLFA.

This hotel should ideally be situated near the LGBT community and potential transit.

9.0 **Finance & Budget**

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

The Host Committee should also budget for a site inspection to be completed by two (2) IGLFA tournament committee members after the bid has been approved. Failure to pass inspection may result in the approved bid being revoked.

9.1 The Host Committee for the Championship(s) will pay the cost involved in staging the tournament by fundraising, securing sponsorship, obtaining grants, using individual player registration payments or on a team registration payment basis.

9.2 The IGLFA are prepared to allow registration to be different if the Host Committee wishes to assist teams who have greater travelling expenses. Please outline a potential “Outreach” or “Scholarship” program for teams or individuals.

(*Not required but it is strongly recommended and may assist the bid proposal).

9.3 The IGLFA will be responsible for collecting the club/teams Premium Membership fee prior to the tournament commencement. Under no circumstances can a club/team participate if their Premium Membership fee has not been paid in full.

9.4 In addition, the IGLFA will require the Host Committee to pay a “Sanctioning Fee” levy to the IGLFA for each team taking part in the Championship(s). The current levy is \$50 USD for eleven (11) aside teams and \$35 USD for small sided teams. The levy is payable by the Host Committee on completion of registration and prior to the tournament commencing. We recommend adding this levy into the registration cost prior to the tournament.

- 9.5 The Host Committee is responsible for all costs incurred and the IGLFA take no responsibility or offer any guarantee of financial success.
- 9.6 The Host Committee is to provide a list of benefactors who will receive any surplus from the Championship(s) or to identify whether any surplus will be kept to support the host club or organization going forward.
- 9.7 The Host Committee will be responsible for collecting the IGLFA Referee Membership fees.

No referee can participate if their membership has not been paid. This includes all local referees as well. A suggestion would be to provide the IGLFA with a finalized list of full names of all referees who worked the Championship(s) and to withhold the \$15 fee per referee. This payment would be deducted from the individual payments made to the referees based on their completed assignments.

Please note: All referees should receive cash payment each day at the fields. An arrangement may be made with those referees who have the ability to accept a check payment.

10.0 **Marketing & Publicity**

The Host Committee should provide a comprehensive plan of how the Championship(s) will be marketed globally. The IGLFA brand must be consistent throughout.

11.0 **Outreach**

The IGLFA is committed to having as many participants as possible from all parts of the world so the Championship(s) can be truly viewed as a “World Championship”. There are clearly some individuals or clubs/teams who do not have the economic resources to travel inter continentally and therefore an Outreach program is essential.

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

Please ensure that you include this in your bid proposal as we will carefully look at your suggestions.

The Host Committee will research visa requirements for participants and discuss with embassy officials the requirements for necessary contents within a letter of invitation in order to assist the applicants through the process.

Please note: Under no circumstances will the IGLFA or Host Committee pay for visas.



Please review the following IGLFA Outreach Applications for further information:

<http://iglfa.org/wp-content/uploads/IGLFAOUTREACHINDIVAPPLIC2014KH1.pdf>

<http://iglfa.org/wp-content/uploads/IGLFAOUTREACHCLUBTEAMAPPLIC2014KH.pdf>

Outreach Legacy Funds

The criteria will be set by the Host Committee and the IGLFA jointly.

Payable to the IGLFA by the Host Committee:

The Outreach Legacy Funds are payable by the Host Committee on completion of registration and prior to the tournament commencing.

Outreach Legacy Funds will be used for future Outreach using the tournament name.

For example:

2014 Cleveland Men's Legacy Fund

2014 Cleveland Women's Legacy Fund

2016 Men's (Host Name) Legacy Fund:

\$50 USD per registered Men's Open team

2016 Women's (Host Name) Legacy Fund:

\$50 USD per registered Women's team

We recommend adding this Legacy Fund levy into the registration cost prior to the tournament.



General

12.0 Tournament Meetings

During the **2016 IGLFA World Championship XXII** 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:

- IGLFA Board of Directors Meeting (20 people, 4 hours)
- Coaches/Captains Meeting (80 people, 1.5 hours)
- Referees Meeting (50 people, 1 hour).

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

13.0 Social Events

The Mission of the IGLFA is to provide camaraderie through soccer and by providing a range of social events through the experience of friendship which 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, officials and spectators. 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 center together with first aid.

If local licensing laws allow for a bar offering beer, wine and soft drinks together with a seated area both indoor and outdoor 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, referees, officials and supporters to relax and socialize together.

Please submit a potential social events calendar or planned activities throughout the entire week which will enhance your proposed bid. Well planned activities or organized events are a bonus to the entire spirit of the **2016 IGLFA World Championship XXII**. Please also keep in mind that a major social event could be planned for Tuesday night during the competition as Wednesday is normally scheduled to be a "no play day" for a six day tournament. When a 5 day tournament is selected please keep in mind that a major social event should still be planned the night prior to the event or the last evening of the championship or soon after the championship is completed.



14.0 **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 all types of discrimination in sport. The Host Committee should look to use the **2016 IGLFA World Championship XXII** to promote any local campaigns and actively seek the support of their National and State Football Association.

15.0 **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 of Directors and the Tournament Host Committee, and shall be used for the sole purpose of promoting the tournament.
- ii. Require and enforce the rule that only current IGLFA Premium Member Clubs/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 and its Referee Membership harmless for any financial loss or harm to participants. There is a requirement for a signed waiver to that effect for 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 of Directors after bid selection and make regular reports regarding facilities, budgeting, registrations, and other preparations for the tournament and to update the IGLFA when significant developments occur.
- vii. To obtain the approval of the 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 Championship(s) within 1 month of the bid being accepted.
- ix. To obtain a liability insurance policy to cover all participants within the **2016 IGLFA World Championship XXII**.
- x. Please include all potential expenses in your proposed budget.

16.0 **Post Tournament Reports & Submissions**

The following lists of items are to be submitted by the Host Committee according to the Schedule noted:

Competition Results

- Game reports, due by close of the tournament
- Referee match reports, due by close of the tournament
- Protest reports, if any, due by close of the tournament
- Disciplinary reports, if any, due by close of the tournament

Administrative

- List of registered participants, with all available contact info, due by close of the tournament
- Final Report due within sixty (60) days of close of the tournament. This report should include all participation information including contact information, all financials, observations, suggestions and comments

Financials

- Final Balance Sheet, due within sixty (60) days of close of the tournament

17.0 **IGLFA Contacts**

18.0 **2016 IGLFA World Championship XXII**

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

- i. Sept. 15 /14 The Bid document is available via the IGLFA web site
www.iglfa.org.

Additional documents and resources can be found at:
<http://iglfa.org/resources/documents>

- ii. Nov. 15/14 Expressions of interest via official letter sent and confirmed to the IGLFA

During this period it is envisaged that Host Cities will be in discussion with the IGLFA over their proposed bid. The Host Cities will be encouraged to liaise with the appropriate Board of Directors over specific points.

- iii. Jan. 1/15 Bids to be submitted to the Secretary of the IGLFA together with supporting documentation.

The Board of Directors will be looking for local support for the Host City bid. These be in the form of letters from Civic authorities, Football Associations and the general LGBT community.

- iv. Jan. 2 - Feb. 1/15 IGLFA Board will review the bids and may call upon potential Host Cities to answer questions or seek clarification during this period.

- v. Feb. 15,/15 Announcement of winning bid.

The IGLFA holds the right to advance the time-line given the 2016 time-frame. Our goal is to advance the decision as quickly as possible but also give all teams an equal opportunity to bid for the **2016 IGLFA World Championship XXII**.