

COBIS Games – Invitation to Tender

Date: 2 February 2016

The COBIS Games is an exciting and unique sporting event which draws together young people from around the world to take part in three days of competitive sport. The young people come from the Member Schools of COBIS, meaning that the event is not only a celebration of sport for young people, but also a celebration of a shared global community with a common link to UK.

The first COBIS Games took place in 2012 in Prague, followed by The Hague in 2013. Due to the popularity of the event with Member Schools from around the world the event expanded in 2014 to have Primary and Secondary school events hosted in Abu Dhabi and Istanbul respectively, before the 2015 event drew the Primary and Secondary school events together – hosted in Athens. 2016 sees the event return to a split Primary and Secondary school format hosted in Astana (Kazakhstan) and Dubai respectively.

On each occasion the hosting responsibility has fallen to a COBIS member school within each of these locations, and following a period of growth and consolidation of success COBIS wish to create a step change in the way that the event is staged by:

1. Hosting the COBIS Games in a city or at a school/university in the UK
2. Securing a single host for both the Primary and Secondary school events
3. Securing the same host for multiple years (2017, 2018, 2019) allowing for the development of expertise and increased efficiency over that period
4. Ensuring a clear focus on the development of young people through the event.

Cities, schools and universities are therefore invited to submit tenders to host the COBIS Games.

COBIS understand that prospective hosts may have questions to raise about hosting, and hope that the following event specification allows for the development of a thorough and detailed tender. Please consult this document fully before raising queries with the COBIS team.

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Aim of the COBIS Games

To provide COBIS students with an opportunity to participate in a safe and competitive international sporting event that is open to all COBIS Member Schools around the world.

Objectives

- To make international competitive sport accessible to primary aged students in Years 5 and 6 (aged 9-11 years) and secondary aged students in Years 7 and 8 (aged 11-13 years)
- To ensure equal opportunity and participation to boys and girls
- To ensure the Games provides a learning experience in sportsmanship and in the value of healthy competition
- To understand the value of the benefits of training in preparation for competition
- To enable students to compete in sports appropriate to their age group
- To ensure as many COBIS schools are able to participate in the Games as is possible by keeping costs low.

Background

Whilst COBIS Member Schools have acted as hosts in the past, the 2015 combined Primary and Secondary school COBIS Games in Athens, organised by St Catherine's British School, saw events take place at the prestigious Olympic Centre in Athens (utilising the Olympic Stadium for the Opening and Closing Ceremonies, and athletics competitions; and the Aquatics Centre for the Swimming competitions) plus the training facilities of renowned Greek football club Panathinaikos.

It is anticipated that by hosting the event in the UK, COBIS will provide a direct link to the British foundations of their Member Schools, and will be able to secure cities/schools/universities to host which embody the best of British Sport and Education.

The popularity of the COBIS Games and the growth of COBIS membership (more than 250 Member Schools) means:

- We would like to accommodate as many schools that want to participate as possible
- We aim to future proof the event with longer term certainty and stability through a single host over multiple years; as participation relies on a COBIS led selection process (which has previously included application and the drawing of lots) we would like to map participants and potential growth to allow for fundraising by selected schools.

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Considerations

- The Games need to be consistent and ensure continuity for students enabling PE teachers to put together successful training plans for their students
- Young people come in teams of 14, and the young people compete in all three sports that make up the programme
- The Games need to continue to grow, sustainably, as a reputable sporting event in the COBIS calendar
- Having a fixed-location for the Games should provide long-term stability for schools and allow for greater participation as the COBIS family continues to grow
- The Games host must be willing to work with COBIS to attract sponsorship which could effectively lower the overall cost of the COBIS Games, which in turn could reduce the participation fees charged to competing school teams
- The host must have previous experience of successfully hosting similar events
- Due to the global reach of schools the typical structure of the COBIS Games is:
 - Day 1 – arrive in country and travel to host city. Arrive at accommodation, settle in, teachers attend key briefings
 - Day 2 – opening ceremony and sport 1
 - Day 3 – sport 2
 - Day 4 – sport 3 and closing ceremony

Some schools will depart on day 4, others stay in country at their own expense and in accordance with agreed plans

- Due to the combined hosting of the Primary and Secondary school events, sports venues will be required for 2 days – one for each age group
- Note that the parents of participants do travel to the event and there is some spectatorship
- The dates of the COBIS Games are set by COBIS in agreement with the host. Due to the timing in the academic year for COBIS schools the optimal time for the COBIS Games to take place is late May
- The hosts should be able to accommodate at least:
 - 18 teams per age category
 - 14 young people per team
 - At least 3 adults per team
 - Therefore at least 612 people within teams, plus volunteers, officials etc.

Please make clear within your tender if you have the capacity to grow the event to include more teams, noting that the length of the event cannot change therefore you must consider competition structure to fit.

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Patron | HRH Duke of York, KG
Chairman | Trevor Rowell MA(Oxon) BPhil PGCE FIoD

- Going forward, there should be greater developmental and training support for participating schools, as they plan and prepare for the Games. This support should also be available post Games
- The Games should maximise participation for the athletes (up to 14 students from each school) and coaches (minimum of three adults) – including experiences such as officiating, broadcasting and talks e.g. nutrition, training, respect programmes etc.

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TENDER STRUCTURE AND SPECIFICATION

COBIS anticipates receiving tenders composed of the following sections, under which a specification and expectations is outlined below.

In all sections of their submission, potential hosts must:

- Directly address each element of the specification, outlining a highlight level of their intended plans
- Indicate their recent and relevant experience throughout.

Submission structure

1. Competition Organisers
2. Track Record of Hosting and Organising Sports Events
3. Facilities/Venues/Sports
4. Ceremonies
5. Accommodation and Catering
6. Medical
7. Safety, Security and Safeguarding
8. Transport
9. Officials
10. Volunteers
11. VIP Programme
12. Participation Fees
13. Commercial
14. Communications, Marketing and Branding
15. Budget

Tender specification

1. **Competition Organisers**
 - Name of organisation
 - Name and contact details of lead contact (One person at the host should be appointed the lead contact in all communication to COBIS and participating schools)
 - Organogram of management and delivery structure
 - Summary of key roles and their purpose
 - Plans for an Organising Committee and proposed liaison with and reporting to COBIS.

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2. Track Record of Hosting and Organising Sports Events

- Host organisation track record of hosting sports events and residential experiences for young people
- Key personnel track record of organising and supporting sports events and residential experiences for young people.

3. Facilities/Venues/Sports

In previous year the COBIS Games has been composed each year of three of the following four sports:

- Athletics
- Swimming
- Football
- Basketball

Whilst it is the preference of COBIS to retain this structure of three sports (with one sport per day), should the host city wish to propose alternative sports to this within their tender they are able to do so, but they must show core capability of hosting Athletics, Swimming and Football.

If possible, the preference is to host these sports on a single site.

Football

- Enough football pitches are required to enable simultaneous matches can be played within a set schedule
- Pitches may be grass or synthetic (preference is not to use sand based astro-turf, 3G or equivalent preferred for synthetics options)
- All equipment needs to be provided:
 - footballs
 - goals
 - corner flags
 - bibs in the case of a kit clash.

Swimming

- Eight lane 50 metre pool (could adapt to 25m format if necessary)
- Electronic recording and display system of times and results.

Athletics

- Eight lane 400 metre track or similar that can host all track events
- Electronic recording and display system of times and results

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- A field large enough to host all the field events alongside the track events without disruption to either.

General

- The host will locate suitable venues and will complete a risk assessment to ensure venues are suitable and safe
- Each of the participating schools will be allocated a team base at each venue; this base will be clearly labelled
- The host will prepare the venues for the competition which also need to have:
 - Separate female and male changing facilities
 - A first aid post and ambulance at each event
 - Referees, judges and support officials
 - Enough room for all spectators with separation from the field of play and athlete/officials only areas
 - A prize giving area – within sight of spectators
 - Adequate toilet facilities
 - A refreshment area
 - Communication/official referee area
 - Sound system with microphones to commentate and play music between events
 - Scoreboard with live scores so spectators and team members can see the latest results and overall positions
 - Venue dressing (branding) should be enabled to activate sponsor rights
- Any facilities which are not on site are required to be close to the host and inexpensive to hire
- The host should indicate the scope of potential spectatorship at their proposed venues
- Facilities and associated staff need to be able to support wider logistical aspects of the Games. For example, hosting of the opening and closing ceremonies, a welcome BBQ and closing party, catering, first aid and health and safety.

4. Ceremonies

An opening ceremony will be organised for the first event day. All participating schools and supporters are invited.

The opening ceremony can be planned as the host wishes but must include:

- All participating school teams to walk with their school flags onto the field of ceremony before the Games are officially opened

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- Teams to walk in alphabetical order (country they are from) except: The Prague British School (as original founders of the COBIS Games) always go first
- The previous winning COBIS Games Team are invited to put the COBIS Games Trophy on the podium
- A member of the COBIS Board, or person appointed by COBIS, to officially open the Games.

The Games must be 3 days of events, each day with a separate event.

A medal and trophy presentation ceremony must take place at the end of each event day.

The overall standings (places and points) of each school must be given at the end of each event day.

A closing ceremony must be organised that includes at least the following:

- Presentation of the 'Fair Play' trophy
- Presentation of overall 3rd, 2nd and 1st place of the COBIS Games and Presentation of the medals and COBIS Games Trophy
- Thanks to the host and official closing of the COBIS Games by a member of the COBIS Board, or person appointed by COBIS.

5. Accommodation and Catering

- Participating schools are responsible for making their own bookings **through the host** and paying for their own accommodation either directly with the hotel or through the host, depending upon their local arrangements. This is for the hosts to define
- The host will source suitable accommodation, ideally providing a single hub for all teams and event officials. The information will include accurate costs and possible ways to book the hotel
- The information should include all information about the hotels such as arrangements of beds in rooms (triple/double/single beds etc.) and facilities on offer
- The host is responsible for liaising with venues, restaurants and hotels
- The hotel should be within reasonable proximity to each of the sporting venues (i.e. no more than 30 minutes travelling time) and should ideally be within 1-2 hours drive of an international airport through which teams will arrive into the UK
- Full board catering should be provided for the duration of the event, with an anticipation of potential packed lunches on site and hot meal provision for breakfast and evening meals.

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6. Medical

- Confirm the medical cover that you would put in place for the event, to include reference to access to:
 - Doctors
 - Physiotherapists
 - Paramedics
 - Hospital
- The medical team should be suitably recruited, briefed and trained to work at this event. Note venue specific first aid requirements.

7. Safety, Security and Safeguarding

- The care, well-being and safeguarding of students is a high priority and the host will do all they can to ensure participants safety, including the provision of a safety and security document
- The host will complete a safety and security check of each facility used in the Games and this information will be forwarded through COBIS to the participating schools
- The hosts will prepare and support the implementation of an event safeguarding plan.

8. Transport

- Detail your transport links noting international airport requirement within 1-2 hours and details of how best teams will make that journey
- Whilst schools are responsible for organising and meeting the cost of their travel to the UK, the hosts are responsible for the coordination of transfers from the UK (noting that European schools may choose to travel using their own buses, and ferry/channel tunnel, or train and Eurostar), and any local transport to competition venues
- The host will also arrange return transport from the hotel to the sports and any cultural venues. Each school will be provided with information on the arrangements for bus allocation as well as pick-up and collection arrangements by the host prior to arrival
- Transport should be safe, reliable and punctual
- Make available access for optional extended cultural excursions

- The size of the bus provided will be big enough to transport the official team but not spectators. Therefore a mini bus with at least 19 seats will be provided for each team. If required teams will be asked to share a bus
- The supervision of students on the bus is the responsibility of the staff in charge of each school party
- The host will ensure that transport complies with health and safety regulations of the host country and that insurance cover is comprehensive and includes personal accident.

9. Officials

- In bringing the COBIS Games to the UK we aspire to a growth of professionalism (consistency of rules and regulations, organisation, handbook, judging, results and statistics)
- The host venue should detail how technical officials will be recruited, the standard of qualification and experience, and relevance of this to the participants, and the number of officials being recruited.

10. Volunteers

- The host organisation will be responsible for the recruitment, training, scheduling, and support of a sufficient volunteer workforce for the scale of event.

11. VIP Programme

- The host should ensure that provision is made to host and cater for VIPs and dignitaries from schools, stakeholders and sponsors
- COBIS representatives are responsible to cover travel costs to and from the COBIS Games
- The host is responsible to cover accommodation costs relating to COBIS representatives attendance at the Games
- The host is responsible to cover costs of refreshments/lunches/gala dinner or equivalent for COBIS representatives.

12. Participation Fees

- Each participating school will be expected to pay a participation fee; the host sets this in agreement with COBIS. This should be kept to a minimum (as a guide the

2016 events in Dubai and Kazakhstan cost the schools a c.€3,500 entry fee, plus flights and accommodation

- The fee is determined by the host in agreement with COBIS, based on the total budgeted costs of the Games and divided by the number of participating teams. Your proposed fee should be evidenced through the budget submission
- The participation fee does not include any travel to the hosting country or accommodation for the participating teams. Travel to host country is at the cost of the school direct to transport providers; accommodation is payable as defined above
- The fee also should include a fee (£150) for each participating school which is payable to COBIS
- Where appropriate, any money, left over will be reimbursed to the participating schools
- The participation fee provides the operating budget for all costs beyond accommodation, to include (not an exhaustive list):
 - Internal transport to and from the various venues
 - Official programmes/marketing materials
 - Trophies/Medals/Ribbons for first, second and third place
 - Participation Medals/Certificates to all participants
 - Official T-Shirts to all team members of the school parties
 - Lunches, snacks and drinks on the competition days for all members of the official school parties
 - Expenses incurred as part of any joint social or cultural programmes, including the opening and closing games ceremonies
 - Essential costs required to support the COBIS Games and associated activities
 - Hire of facilities, medical/ambulance attendance, portable toilets, payment of some officials/labours, bottled water, sound systems, ID bracelets etc.

13. Commercial

- The hosts should indicate whether they are able to support COBIS in sourcing Sponsorship for the COBIS Games.

14. Communications, Marketing and Branding

- Social media feed for during events and the opening and closing ceremonies
- Simple information website to be created, may carry results service
- The host should indicate their ability to provide live streaming of competitions and ceremonial aspects of the event to ensure that the international scope of the event can be catered for

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- All results will be kept by the host and communicated to spectators and team members as quickly as possible during each event. The total points carried to the overall COBIS Trophy also need to be made available
- All event results as well as best performances in athletics and swimming (tournament records) will be shared with COBIS where the information will be displayed on the COBIS Website
- An official programme should be arranged by the host and should include:
 - an introduction about the host
 - a paragraph from the CEO of COBIS
 - a photo and paragraph about each participating team
 - the programme of events
 - COBIS Games records (best performances)
 - COBIS Games previous winners
 - any sponsorship articles
- Branding of COBIS Games collateral and marketing materials must be agreed by COBIS and in line with COBIS corporate identity guidelines
- Host logos are to be promoted on associated marketing materials
- COBIS is responsible for promoting the COBIS Games to COBIS schools and the process by which schools can register their interest to participate
- The host is responsible for processing all COBIS school team bookings, for raising invoices and for collecting payment.

15. Budget

- A detailed cost breakdown must be provided to include all of the above, indicating anticipated (range) of entry fees for schools plus additional cost per person for accommodation
- The budget should detail potential to grow the COBIS Games each year, and any savings that can be made through a multi-year hosting agreement.

Timeline for tender

01/02/16	Release of tender specification Clarification period open for potential hosts to raise questions to COBIS
14/03/16	Closure of clarification period (6 weeks from tender publication)
21/03/16	Deadline to submit tenders (7 weeks from tender publication)
w/c 21/03/16	Desk assessment and shortlisting
w/c 28/03/16 04/04/16 11/04/16	Site visits of shortlisted potential hosts (extended period due to Easter vacation, exact dates to be agreed by potential hosts)
w/c 18/04/16 25/04/16	Panel interviews, likely to be hosted at COBIS Head Office: Russell Square Bloomsbury London WC1B 4HP
07-09/05/16	Announcement of the hosts for 2017, 2018, 2019 at the 35 th COBIS Annual Conference, at the InterContinental Hotel, Greenwich, London

Any questions raised in the clarification period should be addressed to Catriona Lawless at: pa@cobis.org.uk or on 020 3826 7190. All queries will be responded to by 14/03/16, further queries should not be raised after this time.

Completed submissions should address all points covered in the specification above, and be sent to pa@cobis.org.uk.

- Due to the nature of COBIS as an international organisation, panel interviews may take place over Skype with slides submitted in advance. Applicants should be available for presentation in the week commencing 18 or 25 April 2016, and a site visit in the weeks denoted above
- The COBIS Games rules and format, is written and maintained by COBIS and as such all major decisions/changes affecting any aspect of the Games need first be discussed with COBIS
- Once a Games has been 'awarded', the host should communicate actions to participating schools as soon as possible.

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