



# **ODESUR**

**RULES AND PROCEDURES  
FOR THE  
CANDIDATURE  
TO HOST THE  
SOUTH-AMERICAN GAMES**



## ***I. INTRODUCTION***

1. This ***Candidature Manual*** has been developed to serve as a guide for the cities in member-countries of ODESUR-South American Sports Organization, which are willing to officially submit their candidatures as future host-cities to the South American Games. The normalization of the information requested in the ***Candidature Manual*** aims at the democratization of the level of the data provided by the candidate-cities offering and demanding from all of them the same objective and detailed information.

2. The South American Games will be conducted in accordance with ODESUR's Regulations. The candidate-city that will present the best conditions for the realization of the South-American Games, in conformity with the ***Candidature Manual*** requirements, will be granted with the honor of staging the said Games, at the sole criteria, and subject to election of the ***ODESUR General Assembly***.

## ***II. PROCEDURES FOR THE CANDIDATURE PRESENTATION AND APPROVAL***

- a) Only ODESUR Affiliated National Olympic Committees are entitled to submit bids for hosting the South American Games. Each National Olympic Committee may propose only one bid-city.
- b) All cities interested in submitting their bids to host the South American Games must complete, sign and forward to ODESUR the Candidature Dossier and the respective attachments, according to this ***Candidature Manual*** requirements (item III), until the date to be determined by the ODESUR Executive Committee.
- c) ***ODESUR*** will proceed with an evaluation of all the documentation received in conformity with all items of the Candidature Dossier presented by the bid-cities, being also entitled to request them to present further information and additional documents whenever it may deem necessary.
- d) ***ODESUR*** has the right to accept or reject any bid-city application, for any reason it may consider justifiable.
- e) On a date to be defined by ODESUR Executive Committee, ODESUR will notify the bid-cities the formal acceptance of their candidatures, and will convey to them a draft of the ***Host City Agreement***.



- f) The **ODESUR** President will name an **ODESUR** Evaluation Commission that will visit each and every bid-city, on a date to be determined, to examine their projects, venues and general planning. On this occasion, the members of ODESUR Evaluation Commission shall meet the respective Candidature-Committee members and the local governmental authorities, being entitled to inquire on different candidature themes.
- g) Bid-cities must pay for the expenses of accommodation, meals, local transportation and provide all the necessary infra-structure for the inspection visit of ODESUR Evaluation Commission members.
- h) Finally, on a date to be determined by the Executive Committee, **ODESUR** General Assembly, in accordance with its Statutes, will elect the South American Games Host City.
- i) ODESUR, at its sole discretion, may change the deadlines stipulated in this process and must inform all bid-cities on such changes.
- j) To formalize the candidature for hosting the South American Games, the bid-city shall pay to ODESUR a Candidature Enrollment Fee of US\$ 10,000.00 (ten thousand US dollars) through a banking deposit, account to be later informed.
- k) ODESUR will not refund the non-winning bid cities the amount mentioned in item “j” as this revenue will be allocated to finance the candidatures evaluation expenses.

### ***III. DOCUMENTS REQUIRED FOR THE CANDIDATURE PRESENTATION***

The Candidature Dossier includes 4 basic documents:

- **Candidature Dossier Questionnaire**
- **Candidature Detailed Budget**
- **Governmental Guaranties**
- **Copy of the Candidature Enrollment Fee payment receipt.**



## ***IV. CANDIDATURE DOSSIER QUESTIONNAIRE***

Mandatory information that shall be included in the Candidature Dossier:

### **1. THE COUNTRY**

- a) Country:
- b) Population:
- c) Structure and Political Organization of the Country:  
(Government regime, political party in command, current political stability, etc...)
- d) Country Access Legislation – special authorization:
  - i) Guarantee of free visa issuance for all delegations, sports directors, journalists, sponsors and other members of the ODESUR Family.  
(Present a guaranty-document issued by diplomatic authority)
  - ii) Health Regulations for Admission in the Country:  
(Describe the compulsory vaccines, animal quarantines, etc...)
  - iii) Medical Practices for Foreign Delegations  
(Submit document assuring the medical practice by medical doctors of foreign delegations, at Games-time, issued by the federal health authority)
- e) Country Sports Organization:
  - i) National Olympic Committee  
(Structure and organizational chart description)
  - ii) National Confederations and/or National Federations  
(Brief description of each one)
  - iii) Government Sports Entities  
(Description and responsibilities)



iv) Other Relevant Sports Institutions  
(Description and responsibilities)

f) Relevant Sports Results:

i) South American Results:  
( Results achieved on Games, Championships, Tournaments, etc...)

ii) International Sports Records:  
(Pan American and Olympic Games Medals per sport)

## 2. THE CITY

g) General Description of the City:

i) City location in relation to the Country:  
(enclose an explanatory map)

ii) City Population:

iii) Altitude and proximity to the sea, rivers, lagoons and mountains:

h) International Access ( international air connections )

i) Distance and time of displacement to international airport  
(Enclose an explanatory map, airport description and passengers capacity)

ii) Distance and time of displacement to domestic airport  
(Enclose an explanatory map and description)

iii) Distance and time of displacement to railroad station  
(Enclose an explanatory map)

iv) Routes and secondary access roads  
(Enclose the explanatory map)

i) Local Transportation

i) Urban highways available during the Games  
(Enclose explanatory map)



- ii) Time and length of *rush-hours*  
(Brief description)
  - iii) Local urban bus network (existing and planned)  
(Brief description)
  - iv) Local urban underground network (existing and planned)  
(Brief description)
  - v) Local urban train local network (existing and planned)  
(Brief description)
  - vi) Taxi availability (regular and special)  
(Brief description)
  - vii) Games-time exclusive lanes for the South American Family, if necessary.
- j) General Weather Description - ( Games-time annual average)
- i) Temperature:  
(Chart with reference source)
  - ii) Air Relative Humidity:  
(Chart with reference source)
  - iii) Rain Precipitation:  
(Chart with reference source)
  - iv) Winds:  
(Chart with reference source)
- k) Environmental Conditions:
- i) Pollution - Air and Water quality  
(Chart with reference source)
- l) Previous Experience of Major Events:
- i) Previous experience in international sporting events:  
(List events and respective dates)



- ii) Previous experience in other international events:  
(List events and respective dates)
  
- m) Security:
  - i) Security responsible organizations:  
(Municipal, state and federal)
  
  - ii) Criminality rates:  
(Chart with reference source)

### 3. ECONOMIC ASPECTS OF THE CITY

- a) General Aspects:
  - i) Local currency and US dollars exchange rate  
(Enclose conversion table and publishing date)
  
  - ii) Credit cards acceptance:  
(List accepted and restricted cards)
  
  - iii) Examples of local public transportation cost:  
(List urban tickets cost in US dollars)
  
  - iv) Examples of 3, 4 and 5 star-hotels daily rates  
(List daily rates in US dollars, breakfast and taxes included.)
  
  - v) Examples of restaurants meals costs:  
(List cost in US Dollar of a lunch in a good standard restaurant)
  
  - vi) Last 5 years inflation rates:  
(Table with reference source)

### 4. COMMITTEES' ORGANIZATION - (BOTH, CANDIDATURE AND GAMES COMMITTEES)

- a) Composition and organization of the Candidature Committee:  
(Complete organizational chart)



- b) Composition and Organization of the future Games Organizing Committee:
- i) Complete organizational chart:
  - ii) Proposed working team experience  
(Main leaders brief résumé)
  - iii) Working Plan and General Planning  
(*Master-Plan*, chronologies, proposed offices for the Committee, etc...)

## 5. SPORTS ORGANIZATION AND COMPETITION SITES

- a) Games Sport Disciplines Proposal:  
(Present table with all sports disciplines, enhancing the confirmed disciplines and the ones to be confirmed.)
- b) Games Sport Program:  
(Present competition schedule, opening and closing ceremonies dates, etc.)
- c) Competition Sites:
- i) List of all sport disciplines and their respective *Training and Competition Sites* outlining:
    - (a) Existing:
    - (b) To be built
    - (c) Temporaries:
    - (d) Public Capacity
  - ii) Description and current conditions of *Competitions Sites*, enhancing needs of renovation, new constructions, etc...
  - iii) Description and current conditions of the *Training Sites*, enhancing needs of reforms, new constructions, etc...
  - iv) *Training and Competition* sites working team.
  - v) Existing Equipments and Sports Materials in the above mentioned sites.
  - vi) Existing facilities for the *Press* in the above mentioned sites.
  - vii) Existing facilities for *TV Broadcasters* in the above mentioned sites:
  - viii) Other additional existing facilities in the above mentioned sites:



## 6. OPERATIONAL CENTRES

- a) Registration and Accreditation Centre:
  - (1) Proposed site
  - (2) Operational Plan
  
- b) Media and Communication Centres:
  - i) Main Press Centre (MPC):
    - (1) Proposed site , brief description
  
  - ii) International Broadcasting Centre (IBC):
    - (1) Proposed site, brief description
  
- c) Games Reference Hospital:
  - (1) Localization and brief description

## 7. GENERAL SERVICES

- a) Accommodation – General Information:
  - i) Number of Existing Hotels:  
(Chart per category, with rooms number, etc...):
  
  - ii) Number of Hotels planned:  
(Chart per category, with rooms number, etc...)
  
  - iii) Hotels Average Rates spreadsheet:  
(Daily rates, breakfast and taxes included.)
  
  - iv) Athletes accommodation  
(Describe accommodation proposed for the delegations informing bedrooms number, how many beds per room, distances, etc...)
    - (a) South American Village
    - (b) Hotel
    - (c) Military Facilities
    - (d) University
    - (e) Others...



- v) ODESUR Official Hotel  
(Detailed description of the hotel, convention and meeting rooms, etc...)
  
- b) Transport – General Information:  
(Detailed description of the logistic proposed for the transport of athletes, press, officials, and other members of the ODESUR Family including number of cars, buses, etc. as well as the proposal of T1/T2/T3/T4/T5.
  
- c) Accreditation  
(Brief description of proposed operation):
  
- d) Technology  
(Brief description of proposed operation, enhancing the items below):
  - i) IT systems:
  - ii) Sports Information System:
  - iii) Timing and Scoring Systems:
  - iv) Games Internet Site
  - v) Telecommunication

## 8. MARKETING AND COMMERCIALIZATION

- a) Marketing Plan:
  - i) Sponsorship local restrictions
    - (a) Cigarettes
    - (b) Alcohol
    - (c) Others
  - ii) National industry support to sports  
(Brief report on the institutional and advertising support of local industry to sports events)
  
- b) Communication and Publications:
  - i) Communication plan for the promotion of the *candidature*:  
(Planning description and budget foreseen)



c) Promotion and Advertising:

- i) Advertising and Public Relations Campaign: brief description

<b>9. TELEVISION – INTERNATIONAL BROADCASTING CENTRE OPERATION – HOST BROADCASTER OPERATIONS</b>
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- a) Brief description of the Host Broadcaster operation:  
(International consultancies, image distribution, etc...)
- b) Quantity of sports and live transmission hours

<b>10. OTHER EVENTS</b>
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- a) Congresses (brief description)
- i) General Congresses:  
(Brief description of Congresses foreseen)
- ii) Technical Congresses ( mandatory):  
(Brief description of Technical Congresses, Sport Medicine Congress,  
Chef de Mission Seminar, etc...)
- b) Cultural Program:  
(Brief description of the concept and planning)

<b>11. MOTIVATION AND BENEFITS</b>
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- a) Why host the South American Games in your City?
- b) What are the benefits for the ODESUR to have the South American Games organized in your City?



- c) What are the benefits for your country for having the South American Games organized in your City?
- d) What are the most significant legacies?

## **V. DETAILED BUDGET OF THE GAMES**

### **I. Games Organizing Committee budget (in US dollars)**

(Enclose *Budget spreadsheet* with all items listed below)

#### **Revenues:**

- (1) Official Sponsors
- (2) Official Suppliers
- (3) Broadcasting rights
- (4) Concessions
- (5) Licensing
- (6) Merchandising
- (7) Lotteries
- (8) Tickets
- (9) Others

#### **Expenses:**

##### **A) Investments in New and Permanent Venues:**

- (10) Sport Venues
- (11) Main Press Centre
- (12) International Broadcasting Centre
- (13) Others

##### **B) Operation Expenses**

- (14) Sports Venues
- (15) Athletes Village
- (16) Press Village
- (17) International Broadcasting Centre
- (18) Main Press Centre
- (19) Insurances
- (20) Telecommunications and Data Management
- (21) Internet Site



- (22) Ceremonies
- (23) Medical Services
- (24) Meals and other services
- (25) Transportation
- (26) Security
- (27) Publications
- (28) Advertising and Promotions
- (29) Administration and Finances
- (30) Mandatory Accommodations
- (31) Mandatory Air Tickets
- (32) Doping Control
- (33) Medals and Certificates
- (34) Others

**Profit / Loss:**

(Indicate, accordingly)

**II. Funding sources:**

(State the percentage of the participation of each funding source)

- i) Federal Government:
- ii) Regional Government:
- iii) City Government:
- iv) Resources captured by the Organizing Committee:
- v) Others:

<b>VI. GOVERNMENTAL GUARANTEES</b>
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Enclose the following documents:

- a)* Federal Government guarantees and commitments
- b)* Regional Government guarantees and commitments
- c)* City Government guarantees and commitments
- d)* National Olympic Committee guarantees and commitments
  - Letter from the President of the Olympic Committee
  - Receipt of the Enrollment Candidature Fee payment