



INTERNATIONAL
MASTERS GAMES
ASSOCIATION



IMGA MASTERS EVENTS

APPLICATION QUESTIONNAIRE



Table of Contents

I. National, regional and Candidate City Characteristics.....	4
A. Political aspects and public support	4
B. Legal Aspects	4
C. Customs and Immigration formalities	5
II. General Infrastructure vand Logistics.....	5
A. Accommodations.....	5
B. Transports	5
C. Registration Centre and Media coverage/ facilities.....	6
D. Security.....	6
E. Sustainability.....	6
F. Meteorology.....	6
III. Sports organisation	7
A. General Concept.....	7
B. Sports, Venues.....	7
C. Guarantee of use	7
D. Competition Schedule	7
E. Results, medal presentation and ceremony.....	8
F. Human resources	8
G. Sports experience	8
H. Sport for All and Masters Sport.....	8
IV. Finances and Marketing	8
A. Taxes	8
B. Budgeting	8
C. Marketing	8
D. Media Production.....	9
E. Promoting the IMGA Masters Event	9
F. Sponsorship and Supplier Programme	9
V. Medical, Health Services	9
A. Health system.....	9
B. Arrangements for the Games	10
VI. Further Information	10
A. Ceremonies	10
B. Cultural and touristic events.....	10

I. National, regional and Candidate City Characteristics

A. Political aspects and public support

1. Please describe the political institutions at the national, regional, and local levels, focusing on how the balance of powers operates among them. Emphasise their level of autonomy and outline the competencies of these institutions regarding the organisation and management of the IMGA Masters Event.
2. Please outline the full extent of support provided to the IMGA Masters Event by all relevant authorities, focusing specifically on the extent to which this support constitutes a binding obligation for those authorities. Define the exact roles that these authorities are expected to assume in preparing and hosting the Games. Additionally, describe the existing or planned procedures to ensure effective coordination among various government levels and bodies.
3. List all elections scheduled in your country at all levels until the Games and indicate how the outcomes of these elections could affect the preparation and staging of the IMGA Masters Event.
4. Please provide a list of all public authorities, both official and semi-official, as well as any private bodies represented in your candidacy committee.
5. If relevant, list all other cities involved in organising and hosting the Games and describe the processes to ensure coordination.

B. Legal Aspects

6. Please identify and list all potential commercial, financial, fiscal, or legal impacts on games-related transactions arising from national or international obligations binding your country. This includes Union rules and requirements or international treaties related to competition policy and other trade and commerce practices.
7. Please provide a covenant from your local and/or regional authorities that includes the following statement: "..... (name(s) of the duly authorised representative(s)) hereby confirm(s) that the local authority of (name of the host city) / regional authority of (name of the region) guarantees the terms of the Host City Contract. They understand that all representations, warranties, and covenants contained in the Candidate City's bid documents and all other commitments made—whether in writing or orally—by the Candidate City (including the Candidature Committee) shall be binding on the city. They also guarantee they will take all necessary measures to ensure the city can fully meet its obligations." If other sites besides the Candidate City are expected to be involved in the IMGA Masters Event, please provide a similar covenant from the relevant local and regional authorities.
8. Please provide the name and a description of the legal entity responsible for the city's candidacy. Include a declaration from the city authorities confirming that the Candidature Committee is authorised to represent the Candidate City. Additionally, list the names and/or titles of the individuals who have the authority to sign contracts and other documents (such as the Undertaking and the Host City Contract) on behalf of the city.
9. Name and describe the organizing committee responsible for the IMGA Masters Event if your city is elected as the Host City.
10. Has the Candidate City, the organizing committee, or any other relevant entity entered into any agreements that will be in effect after the election of the Host City for the IMGA Masters Event? If so, please provide a description of these agreements. Additionally, please confirm that these agreements, if they exist, would not jeopardize, prevent, or make it impossible to fulfil any provisions of the Host City Contract.

C. Customs and Immigration formalities

11. Please describe the regulations in your country regarding immigration and entry visas. Include precise details about the health and vaccination recommendations or requirements for individuals entering your country. Are there any specific criteria that must be met before someone can enter your country?
12. Please outline any regulations related to special products and equipment that all individuals involved in the IMGGA Masters Event must adhere to in order to perform their duties. This includes requirements for firearms and ammunition (for sports competitions or security services), photographic and audiovisual equipment, medical supplies and equipment, computer equipment, food items, and any other relevant items.
13. Are there any laws that prohibit or limit the importation of foreign newspapers, periodicals, or other publications by name or number?

II. General Infrastructure and Logistics

A. Accommodations

14. Provide a map indicating the location of the hotels of the city/region. Indicate:
 - a) existing hotels
 - b) new hotels for which construction authorisations have already been signed. On the map, mark a radius of 10, 50, and 100 km from the city center and the main competition sites. Additionally, provide captions that indicate the name and category (level of comfort) for each hotel.
15. Please describe the ways in which the general community can offer home hosting accommodations.
16. Please indicate whether you intend to secure rooms for the participants of the Games, and at what rate. Provide the maximum rates (today and for the Games) applicable for non-secured rooms in each category. Describe your measures to prevent price gouging and cost manipulation.

17. Briefly explain how your accommodation plan connects to public transportation arrangements.
18. If applicable, please list other potential accommodation options. What is the capacity of this additional accommodation?
19. Will you use special hotel deals or accommodation packages and how will you advertise this to the Masters community?

B. Transports

20. Please provide the airport data for both today and the Games in a table format. Include the following information:
 - Number of national and international departure gates
 - Terminal capacity (passengers per hour)
 - Runway capacity (movements per hour)
 - Night flight restrictions
 - Location of the airport
 - Distance to the city center and travel time to all venues

Additionally, specify any airport improvements that will be made for the Games.

Also, indicate the types and lengths of surface transport links from the airport to the main hotels and the primary venue.

21. Current flight network overview: List the number of scheduled direct flights, both national and international. Indicate the split between continents and the cities served by your airport(s), along with the number of weekly flights.
22. Present the road and motorway network that will be crucial during the Games. Are there alternative routes to access both competition and non-competition venues?
23. Main parking areas (current and for events). What is available now regarding parking, and what do you estimate the additional requirements will be during the Games at both competition and non-competition venues? Please illustrate the locations of these parking areas, their capacities [cars, buses], and the potential users.
24. Public Transport Network (today and Games). Present the network and public transport lines (on road or rail if available) that will play a key role during the Games.

Indicate the different ways to reach competition and non-competition venues (airport, accreditation centre, welcome ceremony). What improvements will be in place during the Games?

25. Table of distances and journey times. Provide updated distances (km) and average and peak-hour journey times (minutes) during the Games. Specify journey times by car, bus, and available rail public transport for both today and the Games.
26. Map all transport infrastructures and services, including airports, public transport networks, and road networks, linking the main stadium, competition venues, training venues, and hotels.
27. Overall needs: How many personnel (staff and volunteers) are needed for transport, communication, security, support, and service functions? Also, describe the recruitment and training programs for the Games.
28. Evaluate the feasibility of offering free access to all or part of the public transportation network during the Games, or specify the fares for using the public transportation system.

C. Registration Centre and Media coverage/ facilities

29. Please provide a map that shows the location of the registration centre and the media facilities.
30. Briefly describe your goals and marketing strategy regarding earned media, paid media, and owned media?
31. Provide a plan on media accreditation for the event
32. Draft a clear plan for the facilities that ensures accessibility and meets the relevant event guidelines.
33. How will you monitor media coverage of the Games during the event?

D. Security

34. Please provide an analysis from a qualified authority regarding the risks posed by activist minorities (such as religious, political, or ethnic groups) or terrorist organizations in the country or region. Additionally,

outline the measures planned to prevent acts of terrorism by international groups.

35. Identify the public and private organizations involved in security during the Games. Specify the responsibilities of each organization and outline how they will be integrated and coordinated with one another and with the organizing committee throughout the planning and operational phases.
36. Provide estimates of the available human resources for police and emergency services in the region and city.

E. Sustainability

37. Sustainability is central to the IMGA philosophy. Consequently, it is essential to consider all aspects of the United Nations Sustainable Development Goals (UNSDGs) when planning the event. Referring to the IMGA Event Impact Manual, please describe how the event will incorporate sustainability in all areas related to:
 - a) economy
 - b) image
 - c) society
 - d) sport
 - e) environment

F. Meteorology

38. Temperature and humidity - Provide a table indicating:
 - a) temperature in °C (maximum, average, minimum) at 09:00 / 12:00 / 15:00 / 18:00 / 21:00.
 - b) humidity in % (maximum, average, minimum) at 09:00 / 12:00 / 15:00 / 18:00 / 21:00.
39. Precipitation - Provide a table indicating:
 - a) number of precipitation days per year (precipitation days = more than 0.1 ml precipitation in 24 hours)
 - b) number of precipitation days during the Games' period
 - c) average volume of precipitation (in l/m²) per year
 - d) average volume of precipitation (in l/m²) during the Games' period
 - e) snow depth (in cm) on the sites for skiing for the Games' period
 - f) provide the number of days with a predominance of fog during the Games' period

- g) if any data obtained for a particular year during the Games period is significantly different from the above, give a brief explanation.
- 40. Give the altitude of the city in meters. List the altitude of the competition sites outside of the Candidate City, if any.
- 41. Please describe the overall patterns of wind direction and strength at outdoor competition venues.

III. Sports organisation

A. General Concept

- 42. Confirm the dates proposed for the IMGA Masters Event and prepare a simple table indicating the:
 - a) days of competition (by sport/discipline/venue)
 - b) demonstration sports selected
 - c) welcome and farewell ceremonies
- 43. Provide a declaration from the relevant authorities confirming that no other important national or international meeting or event will be taking place in the Host City itself, in the vicinity or in the other competition sites during the IMGA Masters Event, or at a time causing conflict with the Games.

B. Sports, Venues

- 44. Provide:
 - a) a list the proposed sports and demonstration sports you intend to have on the program
 - b) a list an estimated number of athletes you expect and can host per sport
 - c) the total number of proposed competition sites, indicating the discipline and events to be held at each site
 - d) the number of proposed competition sites which have a training site in vicinity
 - e) a list of the proposed sites by name and backup or additional sites if necessary
 - f) the name of the current owners
 - g) the current use
 - h) the name of the future owner if the site is to change hands
 - i) the name and number of sports, disciplines and events proposed for each site.

- 45. Please provide a detailed plan that clearly indicates the locations of the competition and training sites, as well as other relevant facilities such as the media centre and accreditation centre. Ensure to include the scale used for the plan. Additionally, mark the distances in kilometers and specify the travel times in minutes by bus. Include both current conditions and any planned improvements for future conditions.
- 46. For each competition site, please prepare a table that outlines the current status of the site. Indicate whether the site is categorized as existing or planned (committed to being built independently of the candidature for the IMGA Masters Event). Include details on the financing related to the use of the site or its construction. Additionally, provide a schedule of the work to be done at each location.
- 47. Detail the services offered according to the relevant guidelines. If some services, such as catering, changing rooms, or showers, are unavailable, please outline how they will be provided.

C. Guarantee of use

- 48. In accordance with the list of venues given above, provide a table giving a list of:
 - a) agreements signed with the owners concerned
 - b) agreements to be signed.
- 49. Has the Candidate City secured control over all commercial rights related to the future organizing committee? This includes in-stadium signage, catering and concessions signage and services, venue naming rights, and any other related rights for both existing and newly developed venues (including competition and non-competition venues) during the Games. Additionally, please clarify the terms of the agreement regarding existing technology equipment, such as scoreboards and video boards.

D. Competition Schedule

- 50. Please provide the expected number of days each site will be used based on the competition schedule for the respective sport. If the sites are also utilized for other sports, please specify which sports they are, the number of days allocated for each sport, and how the schedule has been adjusted to accommodate this usage. Additionally, include any contingency days.

E. Results, medal presentation and ceremony

51. Describe our your to comply with the relevant provisions of the guidelines for results, medal presentation, and ceremony.

F. Human resources

52. What sources will be used to recruit personnel for the sports organization, considering the various tasks involved? Have any already been taken?

G. Sports experience

53. List all the international sports competitions that have been organised in your city, region and country over the last ten years (Regional Championships, multi-sports Games, Continental Championships and other regional level events).

H. Sport for All and Masters Sport

54. List all Masters sports competitions organised in your city, region and country over the last ten years (individual sports or multi-sports Games).
55. What other Sport for All activities targeting adults are currently taking place or are planned before the games and who (Government, NOC etc.) is responsible?
56. What other political initiatives, both local and national, are currently underway to educate the adult population about the importance of maintaining an active lifestyle? Additionally, what initiatives are being planned in connection with the games to engage and encourage the local population to become more active?

IV. Finances and Marketing

57. Provide financial guarantees obtained from the competent authorities. These guarantees should include coverage of a potential economic shortfall of the organising committee.

58. Provide a statement from the competent authorities regarding general price control before and during the IMGA Masters Event, specifically concerning hotel rates and related services for all attendees, including non-accredited spectators.

59. Provide a plan for the disposal of OCOG assets after the Games. Consider the possibility of distributing these assets within the local or national Masters community.

A. Taxes

60. Detail the different types of taxes currently imposed in your country that would be relevant if the IMGA Masters Event is hosted there.
61. What legal structure do you anticipate your Organising Committee will adopt, and what tax classification do you expect it to have?
62. What effect will the tax status of the Organising Committee, whether fully taxable or tax-exempt, have on its operations both nationally and internationally in various fields of taxation, including but not limited to:
 - a) capital taxes
 - b) income taxes
 - c) value added taxes
 - d) sales taxes
 - e) withholding taxes (in particular with companies from foreign countries)

B. Budgeting

63. Candidate Cities should provide:
 - a) a detailed budget for the IMGA Masters Event in EUR (specify the date on which this was established and the EUR / local currency exchange rate used);
 - b) a detailed capital investment budget (in EUR) for all sporting events (by physical location), as well as associated events (e.g. cultural events)
 - c) cash flow forecasts in EUR;

C. Marketing

64. Which countries and market segments will you focus on in your marketing strategy?

65. How will you reach each of these markets? Name the channel and specify further if applicable.
66. Please explain your communication and media strategy, including details on social media, traditional media, your website, and potential broadcasting.
67. Provide a SWOT analysis for the event and any other relevant strategic planning tool used for the event analysis.
68. Have national federations agreed in writing to collaborate to the marketing effort for the Games?
69. What plans do you have for event and venue dressing to ensure the athletes feel they are part of a high-quality international event?
70. Have the necessary guarantees been obtained from all the relevant space owners for advertising on billboards? Complete a table summarising the terms of the space that has been secured.

D. Media Production

71. How do you plan to use media production before the Games.
72. What do you intend to produce as digital content during the Games (videos, photos, etc).
73. How would you like to use media content to engage external media partners and promote the event's mission and values to a larger audience?

E. Promoting the IMGA Masters Event

74. How do you intend to use social media channels to promote the Games.
75. Explain how you will utilise media coverage to promote the Games.
76. What initiatives will you implement to create a database of athletes and adults interested in participating in the years leading up to the event.
77. What initiatives are proposed to ensure a prominent presence for the Masters event if your city is elected?

F. Sponsorship and Supplier Programme

78. Describe your sponsorship strategy (sponsors categories, hospitality programme etc.)
79. What is the projected income from each sponsorship tier level, and how many product categories? (Please list the product categories.)
80. The athletes must be getting value for their registration fees. Apart from free transport and a games welcome pack, other initiatives in past games have included free museum access, restaurant discounts and sponsorship products. Describe what the athletes' welcome package could consist of.

V. Medical, Health Services

A. Health system

81. Give a general outline of the medical system currently in operation in your city and region. For the current hospital services, give:
 - a) number of hospitals and their geographical distribution
 - b) number of beds
 - c) departments: specialities and personnel
 - d) heavy equipment and its distribution
 - e) operational procedure for your emergency services only
82. Describe the social system for managing medical expenses and the arrangements for foreigners visiting our country.
83. Please provide detailed information on the ambient air and drinking water quality in the Candidate City, ensuring it aligns with international standards. Include an assessment of the analyses conducted over the past five years, specifically covering the period during which you plan to hold the Games. Additionally, please specify the testing methods used.
84. Detail the resources available in your city, region, and country to address epidemiological risks, as well as the organisations responsible for managing this issue.

85. Detail the current legislation governing medical practice in your country, and specify any differences at the regional or city level. Additionally, describe the organisation of the healthcare system, including aspects of general practice, hospitals, and paramedical services.
86. Does your country have any laws regarding doping? If so, please provide details.
87. Do athletes need a specific health certificate or health check to compete in sports events in your country? Is special insurance required for sports events?

B. Arrangements for the Games

88. Explain how the IMGA Masters Event will fit in with your first aid, transport and emergency services.
89. Please describe the current plans for evacuation and assistance in the event of a natural disaster. Include details about the chain of command and the transfer of responsibilities. Additionally, explain how these plans may be affected by the IMGA Masters Event. If the chain of command or responsibilities will change due to the IMGA Masters Event, please provide specific details.
90. Is there a WADA-accredited laboratory in your area? If so, do you plan to utilize it? Please provide a brief overview of the procedures for sample transportation. Additionally, indicate the distance (in kilometres) and travel time between the accredited laboratory and the venues. If there is no accredited laboratory in your area, please outline the procedures for conducting doping controls.
91. Identify the hospitals designated for participants in the Games, including the number of beds available, the distance in kilometres, and the travel time by car from the various venues.
92. What is your plan for recruiting, selecting, and training the necessary personnel for the health services provided during the Games?

VI. Further Information

A. Ceremonies

93. Outline your ideas for welcome and farewell ceremonies, as well as suitable venues, in accordance with the IMGA guidelines.

B. Cultural and touristic events

94. Detail the planned cultural events for the Games with reference to the IMGA guidelines. Specify the percentage of the total budget allocated for these events.
95. Detail the permanent tourist and cultural offerings available to participants of the Games in the city and region, along with how they will be informed about these opportunities.