



**WORLD POLICE & FIRE GAMES
BELFAST 2013**

**SELECTION OF SPORTS EVENTS VENUES
GUIDANCE NOTES**

1.0 Purpose of Booklet

- 1.1 The purpose of this booklet is to provide potential applicants with clear and concise advice and guidance on the selection of venues for the Belfast 2013 World Police and Fire Games.
- 1.2 It contains information on the World Fire and Police Games (WPFPG), the venues required, assessment criteria, how to apply to Stage I and what to expect at Stage II and Stage III.
- 1.3 Having read the booklet, potential applicants will be able to make an informed decision as to whether their facility meets the requirements of WPFPG and whether or not to proceed with an application.

2.0 Sport Northern Ireland

2.1 Background

Sport Northern Ireland (SNI) is an executive non-departmental public body sponsored by the Department of Cultural, Arts & Leisure (DCAL). It was established on 31 December 1973 under the provisions of the Recreation & Youth Service (Northern Ireland) Order 1973 with its main objective being the furtherance of sport and physical recreation.

2.2 SNI's Corporate Vision

SNI's corporate vision is derived from the overall aim of the Programme for Government and the vision of the Strategy for Sport & Physical Recreation 2008 – 2018:

"a culture of life long enjoyment and success in sport which contributes to a peaceful, fair and prosperous society".

In practice, this means SNI creating and developing programmes and partnerships that will contribute to the following strategic objectives:

- Increased participation in sport and physical activity;
- Improved sporting performances; and
- Improved efficiency and effectiveness in the administration of sport.

2.3 SNI Programmes and Initiatives

SNI operates a range of programmes and initiatives that may offer support to your organisation, its projects or programmes. These funding priorities are periodically reviewed. Please refer to the SNI website at www.sportni.net for the most up-to-date information.

3.0 WORLD POLICE & FIRE GAMES

- 3.1 Belfast will stage the World Police & Fire Games in 2013 from 1 – 10 August. The World Police and Fire Games are a biennial sporting event which attracts over 10,000 police, fire, customs and corrections officers from around the world.
- 3.2 The event, which is the third largest world multi-sport Games, offers a high level of sports competition, as well as having a strong social aspect.
- 3.3 In 1985, the World Police & Fire Games Federation, a non-profit organisation, run by the Californian Police Athletics Federation, established the World Police & Fire Games (WPF) with the first Games being held in San Jose, USA.
- 3.4 The previous and present World Police & Fire Games host cities are listed below:

YEAR	CITY	YEAR	CITY
1985	San Jose, USA	1999	Stockholm, Sweden
1987	San Diego, USA	2001	Indianapolis, USA
1989	Vancouver, Canada	2003	Barcelona, Spain
1991	Memphis, Canada	2005	Quebec City, Canada
1993	Colorado, USA	2007	Adelaide, Australia
1995	Melbourne, Australia	2009	British Columbia, Canada
1997	Calgary, Canada	2011	New York City, USA

- 3.5 The event has grown since 1985 with recent Games attracting 10,000 – 14,000 competitors from over 70 countries, competing in 65 sports over a ten day period. The sports range from the mainstream e.g. athletics, soccer and shooting to specialist services events such as Ultimate Fire Fighter and Muster. The attendance of family members can increase the total number of visitors by an estimated 150% i.e. 10,000 competitors would bring 15,000 family members with them.

4.0 BELFAST 2013

- 4.1 From 2005 to 2007 the three services – **Police Service Northern Ireland, Northern Ireland Fire and Rescue and Northern Ireland Prison Service** supported by Newforge Country Club worked towards submitting a bid for the 2013 games. Following a successful bid and presentation by the grouping on 15 March 2007 in Adelaide the 2013 games were awarded to Belfast.
- 4.2 An important factor within the successful bid was the pledge to make Belfast 2013 the “friendliest games ever”. In addition to being a major sporting event the WPFGB Federation are eager that there is a strong social and community ethos to the games. Although the Games are essentially run “for the services by the services” the organisers are expected to deliver a strong volunteer base to assist with the delivery of the games.
- 4.3 Since the Games were awarded to Belfast a Stakeholder Group, chaired by the Department of Culture Arts and Leisure, has been developing the plans for the delivery of the games.

5.0 SPORTS WORK STREAM AND FACILITY NEED

- 5.1 SNI has been tasked by the Stakeholder Group to take the lead in delivering the Sports Work Stream for the Games. This involves the organisation and delivery of the actual sporting events. SNI has identified an indicative list of core, optional and new sports (Appendix A) that it would like to offer at the Games and is now seeking to receive expressions of interest from venue owners who may be interested in hosting the events.
- 5.2 The Games will be based around a Games Village, the location of which has yet to be finalised, which is the centre point of the social aspect of the Games. Experience from previous games has shown that the games benefit from being located close to the Games Village. By locating the Games around a central Hub transportation and logistic needs are reduced and it also makes it easier for the competitors and spectators to compete in and view more sporting events.
- 5.3 However, initial research undertaken by SNI and WPFGB staff has shown that not all the core and optional sports can be accommodated within the Belfast City Council area e.g. shooting. In addition there are other sports for which Northern Ireland has excellent facilities that are situated outside the Greater Belfast area e.g. fell running in the Mourne and surfing at the North Coast.
- 5.4 Therefore all sports venues are to be located within the Belfast City Council area except in cases where no suitable venue can be provided in the area and an alternative venue is sought elsewhere

or there is an exceptional venue outside Belfast which would add significantly to the experience of the competitors.

6.0 SELECTION OF VENUES

- 6.1 In the first instance SNI is seeking expressions of interest from venue operators to be included on an indicative list of venues that will be used to host the sports events at Belfast 2013. Priority will be given to venues that are nearest geographically to the Games Village but in exceptional circumstances where there is no suitable venue within Belfast for a particular sport or there is an exceptional venue outside Belfast other venues will be considered.
- 6.2 Expressions of interest will also be accepted from Local Authorities, Governing Bodies or sporting clubs that wish to run events that are not situated in a defined venue e.g. open water swim. In the case where the applicant does not own the facility SNI require a letter of endorsement from the facility/venue/site owner.

7.0 SELECTION PROCESS

- 7.1 The selection process has three stages and will be managed by SNI and the Stakeholder Group. The three stages are as follows:
- Stage One – Application;
 - Stage Two – Quality Assessment and Prioritisation;
 - Stage Three – Quality/Commercial Assessment.

7.2 STAGE ONE – APPLICATION AND ELIGIBILITY

- 7.2.1 Interested venue operators are required to complete an on-line expression of interest form for each sport they want to host at their venue.
- 7.2.2 SNI will accept expressions of interest from:
- (A) Established venues** – venue operators who have a venue that meets the requirements of the WPFG.
 - (B) Planned refurbishment** - venue operators who are in the process of refurbishing or have plans to carry out a refurbishment prior to the Games that will allow them to facilitate the events.
 - (C) New Venues** - are in the process of building a new facility that will be completed and commissioned prior to the Games.
- 7.2.3 In addition, SNI is keen for single venues to host multiple events to assist logistics and transportation. If your venue is able to accommodate more than one event please fill out a separate expression of interest form for each sport.

- 7.2.4 Applicants will have to submit their expression of interest form by 4.00pm on Thursday 29 July 2010.
- 7.2.5 SNI will carry out an eligibility check in terms of the location of the venue in keeping with the Stakeholder Group's policy decision on the location of the Games i.e. SNI wishes all sports venues to be located within the Belfast City Council area except in cases where no suitable venue can be provided in the area and an alternative venue is sought elsewhere or there is an exceptional venue outside Belfast which would add significantly to the experience of the competitors.
- 7.2.6 All expressions of interest will be subject to an initial screening to determine at a provisional stage if there are any security, medial or operational issues regarding the use of that venue.
- 7.2.7 In the absence of expressions of interest being received for all required sports, SNI reserves the right to proactively approach venue operators whose venue would be of a sufficient standard to host sport events.
- 7.2.8 Only those venues which are deemed to be eligible at Stage 1 will be moved to Stage 2.

7.3 STAGE TWO – QUALITY ASSESSMENT AND PRIORITISATION

- 7.3.1 SNI and WPFPG staff will carry out an assessment of each expression of interest involving the following tools.
- 7.3.2 Site Visit – each venue will be subject to a site-visit during which a detailed audit report will be completed. This will allow SNI/WPFPG staff to collect additional information regarding the suitability of the venue.
- 7.3.3 Quality Assessment – Using the information supplied on the expression of interest form and from the Site Visit Audit SNI/WPFPG staff will conduct a quality assessment of the venues. This will specifically relate to:
- (1) The ability of the venue to meet the WPFPG facility and equipment requirements; and
 - (2) The ability of the venue to meet the WPFPG spectator and ancillary requirements.
- 7.3.4 Scoring - Interested Bodies must score a minimum of 3 in Facility Requirements and 3 in Spectator and Ancillary requirements in order to progress.
- 7.3.5 Recommendation - SNI and WPFPG staff will complete the assessment process and identify a preferred venue or venues for

each sport. These venues will then be presented to the Stakeholder Group.

7.4 STAGE THREE – FINAL SELECTION

- 7.4.1 SNI will inform the WPFG Stakeholder Group of the venues that have met the minimum standard to host each sport and prioritised based on quality and compliance with WPFG requirements.
- 7.4.2 The venues will then be subject to a further quality/commercial assessment. This exercise will further assess the venues in terms of sports, medical and security provision as well as the financial costs and opportunities of using the venue for the period of the Games.
- 7.4.3 WPFG will identify a preferred venue for each sport and enter into a contractual agreement with the venue owner.

8.0 Closing Date

- 8.1 Please ensure that the completed **part** of the expression of interest form, and all supplementary information requested throughout the application, are submitted within the deadlines as detailed below:

4.00pm 29 July 2010

8.0 Contact Details

- 8.1 For further details please contact:

William Devlin / Stephen McIlveen
WPFG Work Stream
Sport Northern Ireland
House of Sport
2a Upper Malone Road
Belfast
BT9 5LA
T: 02890 383848
E: williamdevlin@sportni.net
stephenmcilveen@sportni.net

9.0 Unsuccessful Applications

9.1 If you are unsuccessful with your application we will:

- (a) Communicate to you in writing the reasons why your application was unsuccessful on this occasion.
- (b) Offer the opportunity to discuss the reasons for rejection with a named officer.

10.0 Customer Service Standards

10.1 We have agreed this charter to ensure the best possible service and high standards of customer care.

1. We seek the views of our customers and partners and take account of them in our work.
2. We take account of the needs of our customers and respond to their diverse interests.
3. We ensure that we are easily contactable and answer telephone, e-mail and letter communications promptly and efficiently, taking account of differing communication needs.
4. We aim to achieve high standards of professional conduct.
5. We aim to be open, accountable, and transparent reflecting the highest standards of public accountability.
6. We aim to provide clear and relevant information, guidance and feedback.
7. For each of our award funding programmes we aim to provide clear, concise information throughout the process.
8. We aim to process award applications effectively and efficiently.
9. We operate both a complaints and appeals process.
10. We monitor our performance through a system of customer service benchmarks and aim to continually improve the service we offer.

11.0 Complaints

11.1 If you are dissatisfied with the service you have received from SNI you may make a complaint.

11.2 The following is the three step process if you wish to make a complaint;

Step One Telephone/e-mail/write to the person concerned. All complaints will be acknowledged within five working days and a full explanation will be given within a further ten working days.

Step Two If you are not satisfied with the response you can write to the Chief Executive. You will receive an

acknowledgement within five working days and your complaint will be reviewed and a written response sent to you within a further 15 working days.

Step Three Should you still be unhappy, you can follow the formal appeals procedure as listed in Section 12.3.

12.0 Appeals

12.1 If you believe we have not followed our procedures or misinterpreted information regarding your application for funding, you can make an appeal.

12.2 An appeal against a decision of Sport NI can only be made on the grounds that:

- (a) Sport NI has misunderstood or misinterpreted material information contained in the application form; and/or
- (b) There is substantial or material breach of Sport NI's policies, procedures and criteria as set out in the information and guidance booklet in regard to the application form.

12.3 A full copy of the appeals procedure and a copy of the appeals form will be issued on receipt of written expressions of dissatisfaction and on formal request.

12.4 Appeals must be submitted within two months of the date on the original letter of rejection. Appeals received after two months cannot be considered.

12.5 If you feel that we have not dealt with your complaint or appeal in a satisfactory manner, you can contact the Commissioner for Complaints (Ombudsman). The Ombudsman is totally independent of SNI and can be contacted at the following address:

The Ombudsman
Freepost
Belfast
BT1 6RR
Tel: 0800 343 424 (freephone)
028 9023 4912

The Ombudsman will normally expect you to have raised the complaint with us before referring to him.

13.0 The Standard We Expect of Applicants

- 13.1 SNI requires applicants to provide whatever information may be necessary to safeguard public funds, and to carry out random validation checks. You should take care to ensure, therefore, that the details you provide are correct.
- 13.2 Any misleading statements (whether deliberate or accidental) given at any stage may render the application invalid, and you may be liable to return any money already paid out.
- 13.3 The above information submitted will be held by SNI in compliance with the Data Protection Act 1998. All government departments share information on projects to enable them to prevent fraudulent applications and to co-ordinate the processing of complementary applications. Information provided by the applicant may be made available to other departments or agencies for the purpose of preventing or detecting crime.
- 13.4 Any direct or indirect approach by an applicant, its officers, servants, contractors, personal or professional representatives or advisors made to members of SNI, its Committees or officers which, in the view of SNI or their advisors constitutes an attempt in any way to influence the outcome of an application will, at the absolute discretion of the Council, render the application ineligible for further consideration.

14.0 Freedom of Information

- 14.1 Any data gathered by SNI in relation to this programme will be held in accordance with the terms of the Freedom of Information Act 2000.
- 14.2 Applicants should note that in accordance with the Freedom of Information Act 2000, information regarding both successful and unsuccessful applications may be made available to the public via the world wide web and a variety of publications.