

FISU Oceania

3x3 Basketball World Cup

Continental Qualifying Tournament

Host bid process and guideline

This guide is intended for FISU Oceania National University Sport Federations, universities or cities that wish to submit a bid to host and deliver the 2023 and/or the 2024 3x3 FISU Oceania Continental Qualifying Tournament/s (QT).

This document outlines general information about the 3x3 QT event as well as basic guidelines and considerations for interested hosts in their bid application.

For the delivery of the event, the host will work in partnership with FISU Oceania and appointed stakeholders. The host's role is to provide the venue, operational deliverables and supporting event activities to provide participants with the best possible event experience.

Contents

About FISU and FISU Oceania	2
About the 3x3 University World Cup	2
About the FISU Oceania 3x3 Continental Qualifying Tournament.....	2
Who can bid to host a Qualifying Tournament (QT).....	2
Timeline of bid process	3
Bid assessment and selection process	3
Lack of bidding host	3
If multiple hosts bid for a QT event.....	3
QT event roles and responsibilities	4
Other information.....	4
Requirements of the 3x3 QT event.....	5
Tournament schedule.....	5
Supporting/special activities	6
Official accommodation.....	6
On ground transportation.....	6
Financial responsibilities of event related costs	7
How to apply to host a QT event	7
Appendix A – Host questions for bid submission.....	8
Appendix B – Host checklist:	10

About FISU and FISU Oceania

FISU is the International University Sports Federation. FISU was founded in 1949 to expand the role and reach of university sport around the world. FISU is recognised by the International Olympic Committee, International Sport Federations and the United Nations as the international federation for university sport. FISU organises world class sports and educational events for university students.

FISU Oceania is one of five Continental University Sport Federations (CUSF) and currently FISU Oceania represents 12 National University Sport Federations (NUSFs) in the Oceania region. Our Federation is focussed on supporting our members and driving greater participation and engagement in university sport across the Pacific region.

More detailed information about FISU Oceania can be found by visiting our website: www.fisuoceania.com.

About the 3x3 University World Cup

FISU organises a number of sports in a University World Cup format. University World Cup events are delivered in a university versus university format, allowing teams to represent their university in an international tournament.

There are two types of University World Cup events:

1. University World Cup events that require qualification via a continental qualifying tournament (QT)
2. University World Cup events that do not require qualification

The 3x3 Basketball World Cup was first held in 2015 in Xiamen China. Since then, editions of the event have been held in 2016, 2017, 2018 and 2019. The 2022 edition will be held in Istanbul Turkey with the location of the 2023 event to be confirmed late 2022. This annual World Cup event is usually held in October.

Note that no editions of the 3x3 University World Cup were held in 2020 or 2021 due to the Covid-19 pandemic.

Each CUSF can enter one male and one female team into the 3x3 University World Cup.

About the FISU Oceania 3x3 Continental Qualifying Tournament

The FISU Oceania 3x3 Continental Qualifying Tournament is an annual event held to determine the male and female university team that will represent FISU Oceania at the 3x3 University World Cup.

The event must be held in July (prior to 20 July) to meet World Cup event deadlines.

The 3x3 Continental QT event is held in partnership with the host and FISU Oceania.

Who can bid to host a Qualifying Tournament (QT)

FISU Oceania welcomes bids to host QT events from interested National University Sport Federations (NUSFs), individual universities and/or individual cities. If a university or city is interested in hosting a QT event, they must obtain endorsement from their NUSF.

Timeline of bid process

The following table outlines the bid process for the 3x3 Basketball QT event to be held in 2023:

Month	3x3 Qualifying Tournament deadlines
August 2022	Host bidding for 2023 and 2024 3x3 QT event opens
September 2022	
October 2022	Host bidding for 2023 and 2024 3x3 QT event closes
December 2022	Host bids reviewed by FISU Oceania Executive Committee (EC) and hosts announced
	FISU Oceania confirm 3x3 QT host city with FISU
January 2023	FISU Oceania 3x3 QT information session (held online for all NUSFs)
February 2023	NUSFs confirm their national qualifying tournament dates
March-April 2023	NUSF qualifying tournaments held
	NUSF qualifying tournaments held
End May 2023	NUSFs to confirm team entry to 3x3 QT
June 2023	Team lists confirmed with FISU Oceania for 3x3 QT tournament
20 July 2023	3x3 QT event must be held by this date
End July 2023	Oceania to submit team lists to World Cup OC (winners of QT)
October 2023	3x3 University World Cup event held

Bid assessment and selection process

All bids will be assessed by the FISU Oceania Executive Committee. Bids will be assessed according to the criteria:

1. Responses to the event criteria and tournament requirements outlined in this document
2. If the National University Sport Federation is a fully paid member of FISU
3. How active the National University Sport Federation is, as a member of FISU
4. Overall safety of the country for travelling teams

Lack of bidding host

If no bids are received from a host NUSF, university or city, FISU Oceania will discuss potential hosting with relevant NUSFs. Should this be required, the following process will be implemented

- All NUSFs will be formally notified that there is no official bid to host the upcoming QT
- FISU Oceania will identify potential NUSFs and approach them directly to open discussions re their interest in hosting, taking into account the following
 - That NUSF hosting should be equally shared amongst NUSFs
 - That the NUSF hosting is an active FISU member, intending to become a FISU member or is intending to become more active (and this hosting is a way to increase activity)
- Upon confirmation of a host NUSF expressing interest, the FISU Oceania Executive Committee (EC) will be notified at the next relevant EC meeting and hosts will be assessed against the relevant criteria

If multiple hosts bid for a QT event

If there are more than one host bids received for a QT, FISU Oceania will assess each application based on the responses to questions outlined in this bid document ([see page 8](#)). The EC may deem it relevant to award consecutive year hosts if multiple bid applications are received. In all cases, open dialogue will occur with all hosts to ensure a positive outcome for the host and the competition.

QT event roles and responsibilities

FISU Oceania will:

- Develop marketing collateral to promote the event to NUSFs
- Manage the registration and accreditation process
 - Includes provision of accreditation passes for event participants
- Provide basketballs for the tournament
- Develop the tournament draw
- Source local officials (liaising with FIBA Oceania, local basketball associations and the host)
- Provide a Head Technical Official for the tournament
 - This person is responsible for enforcing rules and regulations of the QT, managing and supporting officials, conducting technical meeting prior to competition, confirming team lists, dealing with sports disputes, results management and draw development.
- Manage results and media
- Provide uniforms (t shirt only) for up to 30 volunteers
- Liaise with teams prior to arrival at the tournament
- Provide trophies, medals and prizes
- Provide limited signage for the event

The QT event host will:

- Appoint a dedicated person to act as the key contact and liaison with FISU Oceania
- Be responsible financially for:
 - All costs relating to venue hire (including daily set up)
 - Providing one meal (or refreshments) per day for officials and volunteers
 - Transportation of teams from designation official accommodation to tournament venue
 - Supplying appropriate medical (first aid) during tournament competition hours
 - Provision of any security (if deemed required)
 - The opening and closing ceremony
- Provide a venue that meets minimum QT event standards (see [page 4](#))
- Deliver an opening and closing ceremony
- Source the relevant volunteer numbers required for the event
- Deliver an event that meets carbon emission reduction targets as set out in the hosts sustainable event plan

Other information

Teams consist of a maximum of four players and no more than two officials

Due to Covid-19 and border/travel restrictions, there has been no previous QT event held. 2023 will be the first 3x3 in person QT event for the region.

Each NUSF will be invited to send up to two male and two female teams to the QT event. NUSFs are responsible for how they select these teams to receive the invitation to the QT event.

To maintain the integrity of the competition, second or third teams from NUSFs may be invited to attend the QT event.

There is no fee to bid for the FISU Oceania QT event

Requirements of the 3x3 QT event

Note that the below requirements are a minimum standard set by FISU Oceania for the QT event:

Timing of tournament:	Tournament must be held before 20 July Tournament to be held over two days
Size of tournament:	Tournament must be able to cater for 6-10 male teams and 6-10 female teams
Venue requirements (field of play):	Two x full size basketball courts (or four x half courts) all in one location Courts must be marked Court surface must adhere to Basketball standards Backboards and ring nets must be in place Access to electronic scoreboards Area set for bench officials Venue can be indoors or outdoors (however, if outdoors, a back up indoor venue must be available for use in the event of inclement weather)
Venue requirements (other):	Canteen (or other catering) available at or near venue Change room facilities for male and female teams Officials room (or dedicated space) Tournament control room (or dedicated space) with access to power Medical room (or dedicated space) Seating for spectators Microphone system for announcements
Sustainability, climate action and Development Goals	Host to have a sustainability plan that outlines proposed actions that will be taken to reduce the events carbon footprint Host to identify how the event will meet at least three United Nations Sustainable Development Goals
Risk Management	Host to have a developed risk and incident management plan for the event
QT requirements requested but not compulsory:	Wi-Fi access at venue Capacity to live stream games and/or finals (managed in partnership with FISU Oceania and the host)

Tournament schedule

It is anticipated that the following schedule will be in place for the tournament

	Morning	Afternoon	Evening
Day one	Teams arrive	Teams train at venue	Opening ceremony and dinner
Day two	Competition held	Competition held	Free time for teams
Day three	Finals held	Closing ceremony	Free time for teams
Day four	Teams travel home		

Supporting/special activities

Airport welcome

Local hosts are encouraged to provide a person or persons to meet travelling teams at the airport. This person/s can then be the team attaché and assist the team with local knowledge and be a contact between the team and the organising committee

Opening ceremony

An opening ceremony is required to be held on the night prior to the first competition day. All teams will be required to arrive prior to the opening ceremony.

The opening ceremony design and format is for the host to decide however at a minimum, the opening ceremony should include:

- An official welcome from the host representative
- An official welcome from the FISU representative
- A welcome from traditional owners of the lands upon which the tournament will be held
- Recognition of the athletes and competing teams
 - This may be in the format of a welcome march or introduction of teams
- A dinner or refreshments for the athletes and officials

Hosts are encouraged to include local customs and cultural activities into the opening ceremony.

Closing ceremony

A closing ceremony is required to be held at the conclusion of the competition.

The closing ceremony design and format is for the host to decide however at a minimum, the closing ceremony should include:

- Presentation of medals to winning teams
 - Includes a photo opportunity for media and promotion
- Opportunity for FISU representative to speak
- Official close of the tournament by the host representative

Official accommodation

The host is requested to submit an accommodation option as the official accommodation of the tournament. Teams will be encouraged to stay at the official accommodation. Hosts should take into consideration the following when appointing the official accommodation location:

- That the accommodation be central to the competition venue
- That the price of the accommodation is affordable to the student budget
- That the accommodation is of acceptable standard for visiting teams and delegates

On ground transportation

The host is required to provide on ground transport for the following:

- Airport transfers
- Transport to and from the official accommodation to the competition venue
 - If the competition is within walking distance of the official accommodation, a limited transport service should still be provided

Financial responsibilities of event related costs

The following table provides an overview of who is responsible for costs relating to the 3x3 QT event.

	Host	FISU Oceania	Travelling Team
Accommodation			✓
Venue hire	✓		
Transportation on ground	✓		
Airfares			✓
Meals for officials and volunteers	✓		
Meals for teams			✓
Playing uniforms			✓
Field of play setup	✓		
Equipment	✓	✓	
Prizes/ trophies		✓	
Visas			✓
Officials		✓	
Medical	✓		
Volunteer uniforms		✓	
Security	✓		
Accreditation passes			✓
Travel insurance			✓

How to apply to host a QT event

Bids from potential hosts should consider all the elements outlined in this document and demonstrate support from the local city, university and National University Sports Federation.

Bids should include:

- ✓ Application using the QT bid application form
- ✓ A completed draft budget outlining estimated QT event costs
- ✓ A site map of your proposed venue

Questions and bid documents can be sent to:

Donna Spethman
Secretary General
FISU Oceania
office@fisuoceania.com

Attachments separate to this document include

- Bid application form
- Budget template

Appendix A – Host questions for bid submission

1. Details of host submitting the bid
 - a. What is the name of the organisation?
 - b. Who is the key person and their contact details?
 - c. How will hosting this event, advance the role and profile of university sport in your country?
2. Details of qualifying tournament (QT)
 - a. What are the proposed dates for the QT, noting the event must be held in July (and prior to 20 July)
 - b. Where will the QT be held? (venue, city and country)
3. Host details and experience
 - a. Are you a university, city or National University Sports Federation (NUSF)
 - b. Is your organisation supported in your bid from the following organisations?
 - i. The NUSF (if you are a university or city)
 - ii. The local government
 - iii. The local and/or national basketball association
 - c. What experience does your organisation have in conducting sporting events for the community and/or university students?
 - d. What structure will the Local Organising Committee (LOC) have?
4. Immigration
 - a. What are the immigration and visa procedures currently enforced in your country?
 - b. Are vaccination measures required to enter the country?
 - c. What are the entry requirements for your country in relation to Covid-19?
5. Finances
 - a. Please provide an estimated budget demonstrating how you will cover the financial contributions by the host.
 - i. Note a budget template is provided for use by the host if they do not have their own budget template.
 - b. Will you be seeking sponsorship for the event?
 - c. What sponsors do you anticipate being involved?
6. Venue
 - a. What are the existing sports facilities that will be used for the event?
 - b. How far are these facilities from the closest university campus?
 - c. Can the host meet the venue requirements for the QT as outlined in this document?
 - i. If not, please provide more detail
7. Competition times
 - a. What times do you propose is best to hold the competition?
8. Accommodation
 - a. Where is the proposed official accommodation for the tournament?
 - i. Note that teams will be encouraged to stay at the official accommodation
 - b. What is the estimated cost per night at the official accommodation location?
 - c. What are the distances and time from:
 - i. Airport to accommodation areas
 - ii. Accommodation areas to the competition venue
9. Transport
 - a. Provide a general transportation plan for the event.

10. Event sustainability

- a. What steps will the host be taking in relation to the following sustainable practices
 - i. Management and reduction of waste
 - ii. Reduce or eliminate the use of plastic
 - iii. Encourage use of public transport
- b. How will the host embrace the sustainable philosophy of reduce, reuse and recycle?
- c. Does the venue have energy efficiencies built into their structures?
- d. Does the venue have access to clean and safe drinking water to eliminate the need for one time plastic bottles?
 - i. Note that FISU Oceania is a signatory to Sport For Climate Action and aims for its events to be free of plastic bottles. FISU Oceania encourages participants, volunteers and officials to use their own reusable bottle for water.
- e. What United Nations Sustainable Development Goals do the host see the event having the most impact upon?
- f. What is your plan to reduce the carbon footprint of event?

11. Risk and safety

- a. Does the competition venue have emergency exits and emergency procedures?
- b. Are there any Covid-19 procedures that need to be adhered to by participating athletes, officials and volunteers at the competition venue?
- c. Do the catering outlets at the competition venue have relevant health and safety certification in regards to food hygiene and food handling?
- d. Do you have a risk and incident (crisis) management plan for the event?

12. Medical services and security

- a. What kind of medical services will be available for the event?
- b. How far is the nearest hospital from:
 - i. Official accommodation
 - ii. Competition venue
- c. What security will be available to ensure the safety of the participants at the competition venue and official accommodation?

Appendix B – Host checklist:

Timing of tournament:	Can the tournament be held before 20 July?	
	Can the tournament to be held over two days?	
Size of tournament:	Can the tournament cater for 6-10 male teams and 6-10 female teams?	
Venue requirements (field of play):	Does the venue have at least two x full size basketball courts (or four x half courts)?	
	Are the courts all in one location?	
	Are courts marked?	
	Do court surface adhere to Basketball standards?	
	Do the courts have backboards and ring nets?	
	Does the venue have access to electronic scoreboards?	
	Is there an area for bench officials?	
	Is the venue indoors?	
	Is the venue outdoors?	
	If the venue is outdoors, is there an indoor back up venue?	
Venue requirements (other):	Is there a canteen (or other catering) available at or near the venue?	
	Are there change room facilities for both male and female teams?	
	Is there an officials room (or pace that can be dedicated for officials)?	
	Is there a tournament control room (or space that can be dedicated to tournament control) with access to power?	
	Is there a medical room (or space that can be dedicated to medical treatment)?	
	Is there seating for spectators?	
	Is there a microphone system for announcements?	
Can the host:	Cover costs relating to venue hire (including daily set up)?	
	Provide one meal (or refreshments) per day for officials and volunteers?	
	Transport teams from accommodation to tournament venue?	
	Provide medical (first aid) during tournament competition hours?	
	Provide security (if deemed required)?	
	Provide an opening ceremony with dinner included for teams and guests?	