

# **PAN ASIA HASH Bidder Proforma Guideline**

## **WHAT IS PAN ASIA HASH?**

**PAN ASIA HASH (PAH)** is a three-day event, run by hashers for hashers. This event brings hashers together from chapters, primarily in Asia region, but also hashers from around the world to celebrate the underlying principles of hashing: exercise, camaraderie, transparency, value for money, equal treatment of participants and service to the PAH hashing community. PAH is held on a designated weekend at a location selected by hashers every second calendar year in the odd years; i.e. 2025, 2027, 2029, etc. It includes an opening ceremony on the Friday night, runs and an evening ceremony on Saturday and recovery runs and an evening closing ceremony on Sunday. The agenda focuses on non-competitive cross-country running with a high degree of social content.

## **GOOD FOR WHOM?**

- For participants: to visit a target destination for an economical weekend of fun, fitness and fellowship; the opportunity to explore new cultures and expand circles of like-minded friends.
- For hosting committee members: to demonstrate their commitment to the hashing world and to involve their communities in showing off their unique cultural and historic features. PAH provides hosting committee members an opportunity to reciprocate the hospitality they have enjoyed at previous PAH events.
- For local communities: PAH and those who participate in the event provides national and local governments, industries and tourism with windfall economic benefits. PAH participants typically arrive early and/or stay after the event pumping millions of tourist dollars into a local economy.

## **WHAT IT IS NOT!**

PAH is not designed to enrich individuals, local clubs, national hash councils or vendors. The benefits of PAH should percolate to the attending participants. Personal profit, favouritism and/or cronyism are unacceptable practices.

Pre- and post-lube runs, and other events implemented around PAH, including the “Red Dress Run”, may be sanctioned by the hosting PAH Organizing Committee but are not part of the PAH. These extracurricular events should be organised, managed and accounted for separately from PAH. However, the PAH organising committee must have an oversight of the main event they are sponsoring, but has no obligation, unless formally accepted, to support, plan, or report on these extracurricular events.

## **INTRODUCTION TO THE BID PROFORMA**

The following form is a standardised bidder plan/proforma which must be used by all bidders hoping to manage and run future PAH events. There are guidance notes at the end of the form.

The form must be submitted to the **PAH Council (PAHC)** no later than 6 months prior to the next PAH, which is the event at which the attendees will vote on the winning bid. The PAHC reviews the submitted proformas, provides feedback to each potential bidder, and certifies that the bidder has met all of the planning requirements and is authorised to make their presentation to PAH participants. This assures that all bidders have conducted the appropriate due diligence in developing their bids, and that the information contained therein, as far as we can ascertain is accurate comprehensive, and provides participants with the information they require to vote for the next PAH venue.

The PAHC maintains regular contact, at least quarterly, with the PAH Organising Committee. Part of the requirements of a PAH Organising Committee is to provide quarterly updates to the PAHC on progress in the form of an updated plan. This may then be shared with the hashing community for full transparency and disclosure.

The PAHC understands that bidders may not be able to provide all the information at the bidding stage, and some of it may not be relevant in their particular country. However, bidders must consider every item of the Bid Proforma and complete it in as much detail as possible.

The winning bid team will be expected to provide the rest of the information at the quarterly updates, if not before.

# **PAH BIDDER'S PROFORMA**

1.	<p><b>Name of the lead hash club or hash organization presenting the bid:</b></p>	
2.	<p><b>Local support:</b></p> <p>Other local or regional hashes supporting this bid? Please list and append a letter for each hash indicating their support of the bid.</p> <p>1.</p> <p>2.</p> <p>Etc.</p>	
3.	<p><b>Proposed dates of PAH:</b></p> <p>Any known conflicts with other H3 events?</p> <p>Any known conflicts with other major events in the same area (impact on accommodation etc)?</p> <p>Is it a holiday weekend in the area?</p>	
4.	<p><b>Proposed Venue and City:</b></p> <p>1. Venue and city?</p> <p>2. Licensed capacity of the venue (no. of people)?</p> <p>3. Distance from venue to city centre?</p> <p>4. Proposed transport arrangements to/from venue, i.e. estimated size of the bus fleet used to transport hashers from accommodation to the venue and from the venue to run sites?</p>	

	<ol style="list-style-type: none"> <li>5. Does the venue have a suitable area for boarding buses?</li> <li>6. Proposed venue opening hours?</li> <li>7. Loud noise restrictions?</li> <li>8. Drinking restrictions/ licensing hours at venue?</li> <li>9. Does the venue have in-house caterers?</li> <li>10. Does the venue price include security and toilets?</li> <li>11. Is the event venue indoors? If not, what provisions have been made for wet weather?</li> </ol>	
<p><b>5.</b></p>	<p><b>Accommodation:</b></p> <ol style="list-style-type: none"> <li>1. Price range (five-star to hostel)</li> <li>2. Number of hotel beds within 2 miles of the venue</li> <li>3. Number of hotel beds within 5 miles of the venue</li> <li>4. Number of hotel beds within 10 miles of the venue</li> </ol>	
<p><b>6.</b></p>	<p><b>International access:</b></p> <ol style="list-style-type: none"> <li>1. Nearest International Airports (distance and normal travel time)</li> <li>2. Number of International flights per week.</li> <li>3. Main connecting hubs.</li> </ol>	

7.	<p><b>Visas and restrictions:</b></p> <ol style="list-style-type: none"> <li>1. Cost of visitors or tourist visa?</li> <li>2. Are there restrictions and/or difficulties for hashers from specific countries to obtain visas?</li> <li>3. From which countries?</li> </ol>	
8.	<p><b>Budget and Registration Cost:</b></p> <ol style="list-style-type: none"> <li>1. Estimated opening price:</li> <li>2. Is this an early bird reduced price?</li> <li>3. Estimated maximum price:</li> <li>4. Estimated planning budget (please attach)?</li> <li>5. What is the estimated break-even number of paid participants?</li> </ol>	
9.	<p><b>Organisation Structure:</b></p> <p>What structure is proposed? (i.e. Limited Company? Charity? Trust? Incorporated Society?)</p>	
10.	<p><b>Declaration on Banking Arrangements:</b></p> <p>The bid team agrees to open an event bank account with at least three signatories, with two signatures required for approval of each and every payment.</p>	
11.	<p><b>Chairman:</b></p> <ol style="list-style-type: none"> <li>1. Of the bid team?</li> </ol>	

	2. Of the PAH event?	
12.	<p><b>Committee Members:</b></p> <ol style="list-style-type: none"> <li>1. Operations Manager</li> <li>2. Treasurer/Budget Manager</li> <li>3. Communications Manager (including web &amp; social media)</li> <li>4. Trail Master</li> <li>5. Beverage Manager</li> <li>6. Catering Manager</li> <li>7. Entertainment Manager</li> <li>8. Sponsorship Manager</li> <li>9. Transport Manager</li> <li>10.Registrations Manager</li> </ol> <p>Etc.</p>	
13.	<p><b>Experience of key Committee Members organising large hashing events (Interhash, PAH, Nash Hashes, other large regional events):</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol> <p>Etc.</p>	

<p><b>14.</b></p>	<p><b>Contact details of Key Committee Members:</b></p> <p>(Indicate if they have relevant professional skills)</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>etc.</li> </ol>	
<p><b>15.</b></p>	<p><b>Government Support:</b></p> <p>Does the prospective host hash have the backing of the Government at an appropriate level? Please provide a brief summary of agreements to date. Please append written proof of the relationship to this proforma.</p> <ol style="list-style-type: none"> <li>1. Local government</li> <li>2. Provincial/state government</li> <li>3. National government</li> </ol>	
<p><b>16.</b></p>	<p><b>Beverage and catering:</b></p> <ol style="list-style-type: none"> <li>1. Brewery/beer supplier?</li> <li>2. Will wine/cider or other alcohol be available?</li> <li>3. Description of laws/regulations regarding consumption of alcoholic beverages - including alcohol licences/permit, committee training, certification and duty managers. This includes requirements at circles/run sites, drink stops and main venue.</li> <li>4. Are there regulations that limit the consumption of alcoholic beverages if children are present? Binge drinking?</li> </ol>	

	<p>5. If the venue does not have in-house caterers, what alternatives are there?</p> <p>6. Are there adequate facilities within the venue for external caterers to use?</p>	
<b>17.</b>	<p><b>Trails and Transport</b></p> <p>1. How many hashers per trail do you plan to have?</p> <p>2. How many hares per trail?</p> <p>3. How many buses will be provided?</p> <p>4. How many RAs per trail?</p> <p>5. Will guest Hares and RAs be invited? required?</p>	
<b>18.</b>	<p><b>Policy on Registrations for Children</b></p> <p>Is there a clear policy on allowing/disallowing children at the event?</p>	
<b>19.</b>	<p><b>Health &amp; Safety requirements</b></p> <p>What Health &amp; Safety legislation applies to the event and what specific requirements need to be addressed and/or documentation supplied?</p>	
<b>20.</b>	<p><b>Pre- and Post-lubes:</b></p> <p>What pre- and post-lubes, if any, has the bidder already agreed to:</p> <p>1.</p> <p>2.</p> <p>Etc.</p>	

<p><b>21.</b></p>	<p><b>Principal Charity Supported:</b></p> <ol style="list-style-type: none"> <li>1. Will there be a “Red Dress Run” or equivalent?</li> <li>2. What charities will be supported with the extracurricular events? Please list and indicate their involvement in supporting the implementation of PAH: <ol style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>Etc.</li> </ol> </li> </ol>	
<p><b>22.</b></p>	<p><b>Elections Declaration:</b></p> <ol style="list-style-type: none"> <li>1. Will the bidder agree to conduct free and fair elections to determine where the next PAH will be held? A simple yes or no will be sufficient.</li> <li>2. Does the PAH bidder accept the PAH Council’s role in overseeing the elections and vote counting process? A simple yes or no will be sufficient.</li> </ol>	
<p><b>23.</b></p>	<p><b>Financial Reporting Declaration:</b></p> <p>Will the bidder agree to employ a reputable accountancy firm to check the figures prepared by the PAH Organizing Committee and produce a report for distribution to the world hash community?</p> <ol style="list-style-type: none"> <li>1. Yes or no.</li> <li>2. If yes, please identify the firm selected to perform the accountancy checks.</li> </ol>	

	<p>3. The financial report should be sent to the PAHC, not later than 6 months after the event date.</p> <p>4. A financial summary, provided by the Red Dress committee, should also be sent to the PAHC no later than 6 months after the event date.</p>	
24.	<p><b>Declaration on Use of Surplus PAH Funds:</b></p> <p>1. Bidder agrees that all excess funds remaining after the event will be forwarded to the next PAH organising committee, within 6 months of the event close. Proof of the transfer to the next PAH must be provided to the PAHC.</p> <p>Please answer yes or no.</p> <p>2. The bidder agrees to transfer the funds to the next PAH within 6 months?</p>	
25.	<p><b>Requirement to Provide Quarterly Updates to the PAC</b></p> <p>The Bidder agrees to provide budget updates, registration numbers, venue updates, overview of contracts signed, etc. to the PAHC on a quarterly basis.</p> <p>Please answer yes or no.</p>	
26.	<p><b>Agreement to Invite the PAHC to Observe Committee Meetings</b></p> <p>The Bidder agrees to allow the PAHC to attend online committee meetings and review minutes of all meetings.</p> <p>Please answer yes or no.</p>	

27.	<p><b>Agreement to Pass on Lessons Learned</b></p> <p>Do you agree to have a post event debrief with the PAHC and/or the next PAH hosts to discuss what worked, what did not work?</p> <p>Please answer yes or no.</p>	
28.	<p><b>Known Risks and Mitigation Plans</b></p>	

## Bidder Guidelines for Completion of the PAH Bidders' Proforma

Listed below are the main areas to be addressed by a prospective bidder when completing the proforma. Note, it is not enough to simply say “We have a venue” or “We have Government backing”. This MUST be evidenced by some form of document, or letter.

1. **Name of lead Hash.** What is the official name of the hash kennel or the hash related organisation that proposes implementing PAH?
2. **Local Support.** Will the prospective bidder be the only group organising PAH or are there other hash kennels or groups that will be involved? If the prospective bidder is the sole organiser please state. If other kennels are assisting, please list who they are and attach their main contacts and a commitment letter to the proforma.
3. **Date.** Identify the date you have chosen for PAH. Will this date conflict with local or major public holidays or other major H3 events, or other major local events? Is this in any particular season (rainy/dry season –high/low tourist season)? A simple statement on this will suffice as evidence.
4. **Venue.** The prospective bidder should have an identified venue of suitable size. The numbers attending can vary, often according to the geographical location of the event. E.g. An PAH in Asia may be 4,500+, however in Europe it might be 2,500. There is no prescriptive size requirement, however there must be adequate sPAHCe per attendee. The accepted size for a venue is AT LEAST 1 square metres per person PLUS approximately the same size again for eating and serving. The serving and eating area can be separate to the main “concert” area but should be adjacent to it. Bidders should also try to provide a quiet area with seating for conversation. Bidders must also ensure a suitable area is

available for boarding buses, where participants can safely board the buses and that a suitable number of buses are available. The venue hire is a fixed cost of the event, so the PAHC will require evidence of the cost.

5. **Accommodation.** How many hotel rooms are there within 2, 5 and 10 miles of the venue? This information is typically available from the local tourist council. If it is not available, the bidder should state so and give a brief explanation as to why this is the case. Bidders should understand that, for example, the minimum requirement will be approximately 1,000 rooms, if there is a crowd of 2000 hashers with 50% being couples. What is the price range of these hotels? A list of hotels, prices and sizes should be included as evidence. Note: There should be a broad range of hotels, from “hostel type” to five star. Given the wide range of hotel booking sites now available on the web, organising committees are discouraged from using the services of booking agents. The list of hotels should be sufficient for participants to identify and book their own accommodations. In addition, bidders should be aware that, as PAH participants grow older there is a move towards better class hotels.
6. **International Access.** What scheduled flights are available to the host city or a neighbouring hub with rail connections? Do they have the capacity to manage thousands of EXTRA seats in addition to their existing capabilities and commitments? Are there ferry alternatives? If so, at what price and frequency? A list of connecting airports and flights should act as evidence for this item. This information should also be publicly available on the Internet.
7. **Visas.** A printout of publicly available information from the Host countries Foreign Affairs Ministry (normally available on the internet) will act as evidence of this item.
8. **Budget and Registration Costs.** Please provide your low to high estimates of the normal registration cost you are thinking of charging to participate in PAH. Are you planning to have early bird registration and at what cost? Please attach your tentative planning budget for the event to this proforma. Budgets from previous PAHes are available from the PAHC to assist you in developing your budget estimate. Please note that fees from hasher registrations are not to be used to fund individual hashers travel and expenses to promote the upcoming PAH event.
9. **Organisation Structure.** What type of organisation structure do you plan to set up? Will it be a company, trust, charity, etc
10. **Declaration on Banking Arrangements.** The bidder must agree to transparency in all financial matters and to not hold hash money in a personal bank account. There must be at least 3 signatures on the bank account, with any 2 required to approve transactions. The bidder must have this bank account set

up within a month of winning the bid. A copy of the mandate will be required as evidence.

- 11. Chairman.** Who will serve as Chairman of the bid committee? Will this individual also be Chairman of the event? If not, who will chair the PAH event? Does he/she have experience of organising a large hash event? References may be required as confirmation of this experience.
- 12. Committee Members.** Who has been identified to serve on the PAH organizing committee and what is their hash kennel?
- 13. Experience of Key Committee Members** Do the key committee members have experience of organising a large hash event? When were they; i.e. dates? How large were they? Were they successful, in terms of hashers' accolades? Did it break-even/make a small surplus? What lessons were learnt from these events? What committee position did they hold? References may be required as confirmation of this experience.
- 14. Contact Details of Key Committee Members** The PAHC will probably contact these hashers to establish their commitment to the event. Please indicate if any of the committee members work, or used to work, in relevant areas to the committee roles (e.g. Project Manager, Accountant, Lawyer, etc)
- 15. Government Support.** Prospective bidders should have the approval of their respective government at an appropriate level. This would normally be at the local, regional or city level and should include proof of support by the local or regional tourist board. If there is no tourist board please state so. Please attach any letters confirming local support and/or approval by the local government for hosting the event.
- 16. Beverage and Catering Requirements.** The prospective bidder should confirm that there are beverage and catering suppliers capable of providing for this size of event. The bidder should identify which beer(s) they intend to have and confirm that the brewery or supplier they plan to use can meet the event needs. The bidder should also state if wine/cider is to be available, although this will be subject to regional availability. A statement that they have begun negotiations with the brewery/supplier should suffice as evidence at this bidding stage. The PAHC will require copies of contracts once the bid has been won. The bidder should indicate if there are any restrictions on alcohol consumption in the country or local area where the PAH will be held. For example, the bidder should: describe any licensing laws in the host country respecting serving of alcohol (hours, days of prohibition, etc.); if there are any unusual local government requirements (2 hands, 2 beers, etc.) and if local laws will allow the Down-Down competition go ahead at the main venue?

- 17. Trails and Transport.** The bidder must demonstrate an understanding of the requirements for organising trails for a large number of hashers. Information on the kennels already volunteering haring assistance should be included. Evidence of the availability of transport in the proposed event location should be provided (e.g. number of local bus companies/trains available). The bidder will need to include a valid plan for providing cold beer and snacks on trail, e.g. refrigerated vans or kegs on ice etc.
- 18. Policy on Registrations for Children.** This is the decision of the bid team, however it must be made clear to hashers what the policy is. Will children be allowed at the event, or not? While PAH is certainly not an event for children, nevertheless some families would like their children to attend. Are there legal restrictions on children attending where alcohol is served (as in Thailand)? What are the age limits regarding the consumption of alcohol beverages in the bidders' country? A simple statement on the above items should indicate the bidder's policy.
- 19. Health & Safety Requirements.** The bidder must inform the PAHC of any particular health and safety requirements/laws, that are specific to the legislation of the bidding country, and how these will be addressed.
- 20. Pre- and Post-Lubes.** What supporting events are planned before and after the PAH? Although the PAH organising committee may not have responsibility for these, pre-lubes and post-lubes should be listed and confirmed by exchanges of emails with the other concerned hash kennels.
- 21. Principal Charities Supported.** What charitable involvement is the host hash proposing? This is to be encouraged, but PAH is NOT a charitable fundraiser *per se*. The Red Dress run (or similar) is expected to continue to be the principal fundraiser for charity. This event should be organised and accounted for separately, however the PAHC advise that there should be a representative from the Red Dress committee on the PAH management. If other charities will be supported, please indicate who they are and what role they will play. If letters of agreement exist, identify the particulars of these relationships and please attach to this proforma.
- 22. Election Declaration.** The PAHC has pledged, on behalf of all PAH participants, that voting and vote counting procedures employed to determine where the next PAH will be held will be free and fair. Does the bidder commit to this principle and the Council supervisory role in overseeing voting and vote counting procedures? A simple yes or no answer to each question is required.
- 23. Financial Reporting Declaration.** PAH has grown into a multi-million-dollar event with the PAH having fiduciary responsibility over significant international hash community funds. As such, bidders MUST agree to establish a financial accounting system with appropriate accounts to manage and report on the final

use of PAH funds. In addition, the bidders MUST agree to employ a reputable accountancy firm to check the figures prepared by the Committee and produce a report for distribution to the PAH community. The bidder should specify which firm they have chosen to conduct the final preparation of accounts at a reasonable time after the PAH has concluded (4 months after the event should be feasible). If a firm has not been identified indicate the names of those firms being considered and the date when the decision will be made. The company chosen should not have any affiliation with the PAH or any members on said committee, or their families.

**24. Use of Surplus PAH Funds.** Bidders are advised that at the PAH Delegates meeting held on 25 May 2012 in Yogyakarta, delegates unanimously agreed that all funds left over after paying all PAH vendors would be forwarded to the next PAH organising committee. The attendees unanimously agreed in principle that large amounts of profit should not be paid to charities but returned to PAH participants. The bidder MUST agree that following the closure of PAH accounts, excess funds will be transferred to the winning PAH bidder. Proof of the transfer to the next PAH organising committee must be provided to the PAH Council. Please provide an estimate of when excess funds will be transferred to the Council's account. This should be within 6 months. Please note that the PAHC encourages good financial practice and expects the PAH organising committee to budget to break even. Should it become apparent that there may be a surplus of funds there should be pre-identified ways to add value for the attendees of the event, The PAH organisers should ensure that any surplus made does not end up in private pockets or that the event budget is inflated to achieve this goal.

**25. Requirement to provide quarterly updates to the PAHC.** The PAHC will ask the winning bid to send quarterly progress reports on the progress against the original bid document. These quarterly reports should include appropriate evidence of progress made, e.g. copies of contracts, email confirmations, revised budget, etc

**26. Agreement to invite the PAHC to observe committee meetings.** The PAHC may ask to attend PAH Organizing Committee meetings that are held online, and have access to minutes of those meetings

**27. Agreement to pass on Lessons Learned.** The PAHC may ask the PAH Organizing Committee if they are willing to provide a summary of what they learned whilst running the event, so that this knowledge can be passed onto future PAH committees.

Risks and Mitigation Plans. If there are any possible risks, please describe how you would manage these (e.g. a global pandemic).