**ICF Bid questionnaire for ICF Canoe Polo World Championships**

* All candidates are asked to fill this questionnaire form and attach the nine (9) mandatory appendices.
* All candidates are required to read the Canoe Polo technical deliverables for World Championships.
* To assist the preparation of your bid document we have included the following information:
  + Competition schedule: 6 days
  + Participation statistics:

***Entries***

|  |  |  |  |
| --- | --- | --- | --- |
| **Function** | **2014**  **Thury-Harcourt**  **(FRA)** | **2016**  **Syracuse**  **(ITA)** | **2018**  **Welland**  **(CAN)** |
| Athlete | 558 | 572 | 531 |
| Team Staff | 124 | 116 | 108 |

***Maximum number of teams***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Maximum** | **2014**  **Thury-Harcourt**  **(FRA)** | **2016**  **Syracuse**  **(ITA)** | **2018**  **Welland**  **(CAN)** |
| Men | 24 | 24 | 24 | 23 |
| Women | 20 | 20 | 18 | 19 |
| U21 Men | 20 | 16 | 18 | 16 |
| U21 Women | 12 | 8 | 11 | 10 |
| **TOTAL** | **76** | **68** | **71** | **68** |

* + Hosting fee to be paid to the ICF after the allocation: 10’000€

# 1 – General Information

## 1.1 - Event title

☐ (Year) Canoe Polo World Championships

## 1.2 - City Name

*This name will be in the event title*

## 1.3 - Proposed Dates

*The final date will be chosen by the ICF.*

## 1.4 - Why do you prefer this period?

## 1.5 - Is there another big event (non-canoeing) at the preferred period?

## 1.6 - Information about the candidate city

*General information such as name, major statistics, weather and main features*

## 1.7 - Key personnel within the Organising Committee

*This list must include the name and contact details of the person in contact with the ICF.*

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Email Address** |
| **NF Contact person** |  |  |
| **HOC Competition Manager** |  |  |
| **HOC Technical Organiser** |  |  |

# 2 - Provisional budget

**Mandatory appendix to provide: provisional budget based on the template**

The provisional budget must include the following expenses (to be paid to the ICF):

* ICF hosting fee – 10’000€
* ICF medals: 10.5 €/ medal
* ICF Scoring Provider: 8’000€ (figures to be confirmed on 2021)
* To secure your organisation contingency plan reserve must be included: minimum 5% from the total amount of your provisional budget.

# 3 - ICF technical deliverables acceptance

## 3.1 - Principle

☐ By ticking this box, you acknowledge and agree to deliver this competition according to all mandatory deliverables described in the “ICF technical deliverables for ICF World Championships”

# 4 - Immigration and Custom Procedure

## 4.1 - Visa requirements

*Please provide a document from the ministry of foreign affair website with the list of the VISA policy for each nation.*

## 4.2 Customs regulations

*Measure that will be put into place to facilitate the process (e.g. Sport Equipment)?*

# 5 - Venue

## 5.1 - Field of play and technical characteristics

|  |  |
| --- | --- |
| Name of venue |  |
| Water regulation on the lake |  |

**Mandatory appendix to provide: lake map with the 4 pitches and the**

## 5.2 - What is your venue or facility main weakness and how you plan to solve or diminish its impact?

## 5.3 - Contingency Plan

*What is your plan for alternative location in the event where a change of location would be needed (could be in another country)?*

**Mandatory appendix to provide: letter of support from the owner of the alternative venue**

# 6 - Sport Event Hosting Experience

## 6.1 - What is the experience of your Host Organising Committee?

# 7 - Venue and Sport organisation

**Mandatory appendix to provide: Venue layout map with all areas**

## 7.1 - Mandatory areas

The venue layout map must include all mandatory areas listed in the technical deliverables.

## 7.2 - Areas details

Please complete the table below for each area. The ID number should be reflected on the venue layout.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Area** | **Size (m²)** | **Infrastructures** | | |
| **Temporary** | **Permanent building** | **New permanent building to create** |
| 1 | Scoring office |  | ☐ | ☐ | ☐ |
| 2 | Coaches area |  | ☐ | ☐ | ☐ |
| 3 | Sport Information Office |  | ☐ | ☐ | ☐ |
| 4 | Sport presenter area |  | ☐ | ☐ | ☐ |
| 5 | TV commentary position |  | ☐ | ☐ | ☐ |
| 6 | TV Compound |  | ☐ | ☐ | ☐ |
| 7 | Nation Area |  | ☐ | ☐ | ☐ |
| 8 | Boat storage |  | ☐ | ☐ | ☐ |
| 9 | Media Center |  | ☐ | ☐ | ☐ |
| 10 | Mixed Zone |  | ☐ | ☐ | ☐ |
| 11 | ICF office |  | ☐ | ☐ | ☐ |
| 12 | Accreditation Center |  | ☐ | ☐ | ☐ |
| 13 | HOC Office |  | ☐ | ☐ | ☐ |
| 14 | Medal Presentation Area |  | ☐ | ☐ | ☐ |
| 15 | Doping Control Station |  | ☐ | ☐ | ☐ |
| 16 | Medical area |  | ☐ | ☐ | ☐ |
| 17 | VIP area |  | ☐ | ☐ | ☐ |
| 18 | Pitch 1 to 5 |  | ☐ | ☐ | ☐ |
| 19 | Warm-up area (1 to 10) |  | ☐ | ☐ | ☐ |
| 20 | Car Park |  | ☐ | ☐ | ☐ |

# 8 - Accommodation

*Please complete the table below (maximum 30 minutes by car from the venue).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hotel Name** | **Standing** | **Range Price** | **Number of beds** | **time from venue** | **Hotel Website** |
|  | Sport center |  |  |  |  |
|  | ★/ Hostel |  |  |  |  |
|  | ★★ |  |  |  |  |
|  | ★★★ |  |  |  |  |
|  | ★★★★ |  |  |  |  |

# 9 - Participation Fee & Accommodation packages

**9.1 - What will be your different packages (price and services)?**

*Please complete the table below (add and modify the services if they are not aligned to your offers).*

|  |  |  |
| --- | --- | --- |
| **Package** | **Services** | **Price per day, per person (€)** |
| **« basic service »**  **Participation fee** | * Accreditation * Local shuttle transportation between official hotel and the venue * Security * Medical services * Using the venue for training * Miscellaneous services (including but not limited to snacks, water, internet, etc.) | 10€ maximum |
| **1** | Basic service and:   * Meal at the Venue (lunch) |  |
| **2** | Basic service and:   * Meal at the Venue (lunch) * Accommodation in ★★★★ half board (breakfast & dinner) |  |
| **3** | Basic service and:   * Meal at the Venue (lunch) * Accommodation in ★★★ half board (breakfast & dinner) |  |
| **4** | Basic service and:   * Meal at the Venue (lunch) * Accommodation in ★★ half board (breakfast & dinner) |  |
| **5** | Basic service and:   * Meal at the Venue (lunch) * Accommodation in ★ (hostel) half board (breakfast & dinner) |  |
| **6** | Basic service and:   * Meal at the Venue (lunch) * Accommodation in sport centre half board (breakfast & dinner) |  |

# 10 – Airport transportation

## 10.1 – From which airport are you planning to organise the shuttle services for the National Federations and their equipment?

**Mandatory appendix to provide: Map with the location of airports, rail network and roads to the venue/city**

## 10.2 - How much are you planning to charge each person for this service? (please indicate a price with and without boat)

# 11 - Athletes services (on site)

## 11.1 - Which optional services do you plan to provide to athletes and delegation?

# 12 - TV production

*The HOC must provide a Live Streaming feed for World Championships (all phases) and World Cup (semi-final and final phases).*

*The HOC may produce an International TV feed for his national TV or / and international channels.*

## 12.1 - Do you have an experienced TV producer to provide the Live Streaming feed?

## 12.2 - Do you plan to provide an international TV feed (final phases) to promote your competition around the world?

## 12.3 - Do you have a national TV channel interested by showing this competition (final phases)?

*If yes, a letter of support will be appreciated.*

# 13 - Public engagement

## 13.1 - What are you planning to attract spectators (e.g. promotion plan)?

## 13.2 - What are you planning to improve spectator experience (e.g come and try, spectators village, fan zone)?

# 14 - Legacy

## 14.1 - What is the public opinion toward the sport event and what is the legacy that will be left to the community once the event is over?

# 15 - Sustainability

## 15.1 – Have you planned specific actions regarding environment, social and economic topics? If yes, please describe as detailed as possible.

## 15.2 - Is that possible for you to place refill water stations and distribute reusable bottles to athletes and volunteers instead of handing over plastic bottles?

## 15.3 - In case you are providing catering to athletes and volunteers, do you plan to serve food on plates  (no pre-packed meal) and with no plastic cutlery, plates or glasses ?

# 16 - ICF Development programme support

*The minimum requirements are described in the ICF technical deliverables.*

## 16.1 - How can you support the ICF development programme by providing additional services?

# 17 - Mandatory Appendices

*All listed appendix must be provided attached to the questionnaire (same numbering).*

Appendix 1: Agreement of the National Federation

Appendix 2: Agreement of the host city

Appendix 3: Agreement of the owner of the venue

Appendix 4: Letter of support from the owner of the alternative venue

Appendix 5: Letter of support from other financial partners listed in the operational budget

Appendix 6: Operational Budget

Appendix 7: Detailed map of the field of play (one for each type of event)

Appendix 8: video of the feature “surface boat” and “squirt boat”

Appendix 9: Map with the location of airports, rail network and roads to the venue/city

APPENDIX 1

Agreement of the National Federation

**We hereby declare our intention to host an event as indicated above based on the ICF organising terms including event contract, annexes, ICF Technical Deliverables and ICF event Manual.**

National Federation

Concerned competition

Name of the President/ CEO

Date

Address

City

Telephone

E-mail Address

Signature