**ICF Bid questionnaire for ICF Canoe Sprint (all competitions)**

Dear National Federations here is the ICF Bid questionnaire for ICF Canoe Sprint World Championship and ICF Canoe Sprint World Cups.

* All candidates are asked to fill this questionnaire form and attach the nine (9) mandatory appendices.
* All candidates are required to read the Canoe Sprint technical deliverables for World Championships and World Cups.
* Hosting fee to be paid to the ICF after the allocation:
	+ ICF Canoe Sprint World Championships – **15’000 €**
	+ ICF Canoe Sprint Non-Olympic Events World Championships – **10’000 €**
	+ ICF Junior & U23 Canoe Sprint World Championships – **10’000 €**
	+ ICF Canoe Sprint World Cup – **3’000 €**
	+ ICF Masters Canoe Sprint World Championships – FREE
	+ ICF Paracanoe World Championships - **3’000 € (when separated from World Cup or World Championships)**

# 1 General Information

## 1.1 Event title

☐ (Year) ICF Canoe Sprint and Paracanoe World Championships

☐ including Paracanoe

☐ (Year) ICF Junior & U23 Canoe Sprint World Championships

☐ (Year) ICF Canoe Sprint World Cup – 2 to 3 competitions

☐ including Paracanoe

## City Name

*This name will be in the event title*

## Proposed Dates

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

Typical periods for:

* World Cup in Europe: May and/or beginning of June
* World Cup outside Europe: Jan – April and Sep – Dec
* Junior & U23 Canoe Sprint World Championships: mid – end of July
* Canoe Sprint Non-Olympic Events World Championships: mid – end of August or first half of July

## Why do you prefer this period? (if it is different from proposed Typical periods)?

## Information about the candidate city

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

## 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 Manager** |  |  |

# 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:
	+ ICF Canoe Sprint Non-Olympic Events World Championships – **10’000 €**
	+ ICF Junior & U23 Canoe Sprint World Championships – **10’000 €**
	+ ICF Canoe Sprint World Cup – **3’000 €**
	+ ICF Paracanoe World Championship– **3’000 € (when is hold individually)**
* ICF medals: 10.5 € per medal (final amount to be confirmed the year before competition)
* ICF timekeeping, scoring and photo finish services: around 23’000€ (final amount to be confirmed the year before competition)
* 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 and World Cups”

# 4 Immigration and Custom Procedure

## Visa requirements

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

## Customs regulations

*What measure will you put in place to facilitate the process (e.g. Sport Equipment)?*

# Venue

## Field of play and technical characteristics

Mandatory appendix to provide: Detailed map of the field of play

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

## 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**

# Sport Event Hosting Experience

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

## Test Event for new venue

Plan for at least one test event at the year before the competition you bid. It is recommended to be an ICF competition or at least an international competition.

# Venue and Sport organisation

## 7.1 Mandatory areas

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

The venue layout map must include all mandatory areas listed in the technical deliverables. If you are bidding for Paracanoe please include a last column to inform on accessibility.

## 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** | **N/A** |
| 1 | Finish Tower |  | ☐ | ☐ | ☐ | ☐ |
| 2 | Start Towers |  | ☐ | ☐ | ☐ | ☐ |
| 3 | Information Centre |  | ☐ | ☐ | ☐ | ☐ |
| 4 | ITOs meeting room |  | ☐ | ☐ | ☐ | ☐ |
| 5 | TV compound |  | ☐ | ☐ | ☐ | ☐ |
| 6 | Press Centre |  | ☐ | ☐ | ☐ | ☐ |
| 7 | Mixed Zone |  | ☐ | ☐ | ☐ | ☐ |
| 8 | Accreditation Center |  | ☐ | ☐ | ☐ | ☐ |
| 9 | HOC Office |  | ☐ | ☐ | ☐ | ☐ |
| 10 | Medal Presentation Area |  | ☐ | ☐ | ☐ | ☐ |
| 11 | VIP Area |  | ☐ | ☐ | ☐ | ☐ |
| 12 | Doping Control Station |  | ☐ | ☐ | ☐ | ☐ |
| 13 | Medical area |  | ☐ | ☐ | ☐ | ☐ |
| 14 | Athletes area |  | ☐ | ☐ | ☐ | ☐ |
| 15 | Boat Storage |  | ☐ | ☐ | ☐ | ☐ |
| 16 | Boat Repair |  | ☐ | ☐ | ☐ | ☐ |
| 17 | Boat Hire |  | ☐ | ☐ | ☐ | ☐ |

#  Accommodation

# 8.1 Please complete the table below *(maximum 40 minutes by car from the venue).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hotel Name** | **Standing** | **Range Price** | **Number of beds** | **Time from venue (max 30 minutes)** | **Hotel Website** |
|  | Sport Center  |  |  |  |  |
|  | ★/ Hostel |  |  |  |  |
|  | ★★ |  |  |  |  |
|  | ★★★ |  |  |  |  |
|  | ★★★★ |  |  |  |  |

**8.2 Which of the hotels mentioned above are accessible by wheelchair (for Paracanoe events)?**

# Athletes services

## Participation Fees (refer to the technical deliverables)

**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 (€)** |
| **1****“Basic”** |  • Accreditation • Security • Local Transportation (shuttle service between the venue and team hotels)• Medical services • Using the course for training• Miscellaneous services (including but not limited to snacks, water, internet, etc.) |  |
| **2** | Package 1 “Basic” and:• Lunch at the venue  |  |
| **3** |  “Basic” and:• Lunch at the venue • Accommodation in ★★★★ with full board (breakfast, lunch & dinner) • Transport to the course |  |
| **4** | “Basic” and:• Lunch at the venue • Accommodation in ★★★ with full board (breakfast,lunch & dinner) • Transport to the course |  |
| **5** | “Basic” and:• Lunch at the venue • Accommodation in ★★ with full board (breakfast,lunch & dinner) • Transport to the course |
| **6** | “Basic” and:• Lunch at the venue • Accommodation in ★/ hostel with full board (breakfast, lunch & dinner) • Transport to the course |
| **7** | “Basic” and:• Lunch at the venue • Accommodation in Camping with full board (breakfast,lunch & dinner) • Transport to the course |  |

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

## Airport transfer for the teams? How much will be that service?

# TV production

For Canoe Sprint World Cups and World Championships the TV production including International TV feed is a MUST requirement.

For other ICF Canoe Sprint competition is recommended providing at least production for Internet stream during the whole competition.

* 1. ***Principle***

☐ *By ticking this box, you acknowledge and agree to provide TV feed.*

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

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

**10.3 Do you have an experienced TV producer to provide the TV feed?**

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

# Public engagement

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

## 11.2 What are you planning to improve spectator’s experience (e.g come and try, spectators’ village, fan zone, kids’ zone)?

# Legacy and Sustainability

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

## What is the legacy that will be left to the community once the event is over?

# 13 ICF Development programme support

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

## 13.1 Organisers of Canoe Sprint World Championships must support a Development camp. The minimum requirements are described in the ICF Canoe Sprint Technical deliverables. Do you plan to support the ICF development program by providing additional services?

# 14 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 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
* Appendix 8: Venue layout map with all areas
* 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