**ICF Bid questionnaire for ICF Canoe Marathon World Championships and ICF Canoe Marathon World Cup.**

* All candidates are asked to fill this questionnaire form and attach the nine (9) mandatory appendices.
* All candidates are required to read the Canoe Marathon technical deliverables for World Championships and World Cups.
* Hosting fee to be paid to the ICF after the allocation:
	+ ICF Canoe Marathon World Championships – **10’000 €**
	+ ICF Canoe Marathon World Cup – **Free**
* To assist the preparation of your bid document we have included the following information:
	+ Participation statistics:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | 2019 Shaoxing China | 2018Prado Vila Verde | 2017Pietermaritzburg | 2016Brandenburg |
| Athletes | 360 | 336 | 252 | 378 |
| Team leader | 24 | 29 | 19 | 17 |
| Coach | 52 | 24 |   |   |
| Team staff | 22 | 58 | 38 | 42 |
| Total | 470 | 461 | 310 | 444 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| National Federations | 40 | 33 | 27 | 33 |

|  |  |  |
| --- | --- | --- |
|   | 2019Bareum | 2018Viana do Castelo |
| Athletes | 125 | 429 |
| Team leader | 17 | 13 |
| Coach | 8 | 4 |
| Team staff | 7 | 45 |
| All NF Participants | 162 | 491 |

|  |  |  |
| --- | --- | --- |
| National Federations | 17 | 17 |

#  1. General Information

## 1.1 Event title

* ICF Canoe Marathon World Championships
* ICF Canoe Marathon World Cup

Year: …………………..

## City Name

*This name will be in the event title*

## Proposed Dates

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

## Why do you prefer this period?

## Is there another big event at the preferred period?

## 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 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:
	+ ICF Canoe Marathon World Championships – **10’000 €**
	+ ICF Canoe Marathon World Cup – **Free**
* ICF medals: 10€ per medal (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.

# ICF technical deliverables acceptance

## 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 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

|  |  |
| --- | --- |
| Name of Course |  |
| Competition Course length |  |
| Competition course flow |  |

**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 with an ICF ranking competition.

# Venue and Sport organisation

## 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.

## 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 | Sport Information Office |  | ☐ | ☐ | ☐ |
| 2 | ITOs meeting room |  | ☐ | ☐ | ☐ |
| 3 | Equipment control station |  | ☐ | ☐ | ☐ |
| 4 | TV compound |  | ☐ | ☐ | ☐ |
| 5 | Press Centre |  | ☐ | ☐ | ☐ |
| 6 | Mixed Zone |  | ☐ | ☐ | ☐ |
| 7 | Accreditation Center |  | ☐ | ☐ | ☐ |
| 8 | HOC Office |  | ☐ | ☐ | ☐ |
| 9 | Medal Presentation Area |  | ☐ | ☐ | ☐ |
| 10 | VIP Area |  | ☐ | ☐ | ☐ |
| 11 | Doping Control Station |  | ☐ | ☐ | ☐ |
| 12 | Medical area |  | ☐ | ☐ | ☐ |
| 13 | Athletes area |  | ☐ | ☐ | ☐ |
| 14 | Information Centre |  | ☐ | ☐ | ☐ |
| 15 | Boat Storage |  | ☐ | ☐ | ☐ |
| 16 | Boat Repair |  | ☐ | ☐ | ☐ |
| 17 | Boat Hire |  | ☐ | ☐ | ☐ |
| 18 | Dining Hall |  | ☐ | ☐ | ☐ |

# 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 (max 30 minutes)** | **Hotel Website** |
|  | Sport Center  |  |  |  |  |
|  | ★/ Hostel |  |  |  |  |
|  | ★★ |  |  |  |  |
|  | ★★★ |  |  |  |  |
|  | ★★★★ |  |  |  |  |

# Athletes services

## Participation Fees (please 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 aligning 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?

##  Are you planning to organise airport transport to the athlete? If yes, for how much are you planning to deliver this service?

## What is your action plan concerning antidoping?

#  TV production

*The HOC must provide streaming feed during all the competition period*

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

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

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

## Do you have an experienced TV producer to provide the TVS feed?

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

#  Public engagement

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

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

#  Legacy

## 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?

# Sustainability

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

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

## 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 ?

# ICF Development programme support

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

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

#  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
* 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