**ICF Bid questionnaire for 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.
* All candidates are required to propose a hosting fee to the ICF
* To assist the preparation of your bid document we have included the following information:

**ICF CANOE MARATHON WORLD CUP – PARTICIPATION STATISTICS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | 2018Viana do Castelo | 2019Bareum | 2022Prague | 2023Ruse | 2024Brandenburg |
| **National Federations** | 17 | 17 | 19 | 15 | 22 |
| Athletes | 429 | 125 | 130 | 82 | 145 |
| Team leader | 13 | 17 | 12 | 5 | 12 |
| Coach | 4 | 8 | 16 | 3 | 11 |
| Team staff | 45 | 7 | 10 | 9 | 5 |
| **Total** | **491** | **162** | **168** | **118** | **173** |

#  1. General Information

## 1.1 Event title

* (Year) ICF Canoe Marathon World Cup

## 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?

## Proposed hosting fee:

## 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**

*Please note that Canoe Marathon has special requirements, such as portage area, GPS tracking, race management devices, temporary buildings, etc.*

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

* Proposed hosting fee
* ICF medals (optional): 10.5€ per medal (final amount to be confirmed the year before competition)

# ICF Operational Requirements 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 Canoe Marathon 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

Are you planning to host a test event before, such as National Championship?

# 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.

## 7.2 Areas details

Please complete the table below for each area. The ID number should be reflected on the venue layout. Not all areas are mandatory. Please refer to the operational requirements for details.

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Area** | **Size (m²)** | **Infrastructures** |
| **Temporary** | **Permanent building** | **New permanent building to create** |
| 1 | Sport Information Office |  | ☐ | ☐ | ☐ |
| 2 | Portage / Field of play |  | ☐ | ☐ | ☐ |
| 3 | ITOs meeting room |  | ☐ | ☐ | ☐ |
| 4 | Equipment control station |  | ☐ | ☐ | ☐ |
| 5 | Mixed Zone |  | ☐ | ☐ | ☐ |
| 6 | Accreditation Center |  | ☐ | ☐ | ☐ |
| 7 | HOC Office |  | ☐ | ☐ | ☐ |
| 8 | Medal Presentation Area |  | ☐ | ☐ | ☐ |
| 9 | VIP Area |  | ☐ | ☐ | ☐ |
| 10 | Medical area |  | ☐ | ☐ | ☐ |
| 11 | Athletes’ area |  | ☐ | ☐ | ☐ |
| 12 | Information Centre |  | ☐ | ☐ | ☐ |
| 13 | Boat Storage |  | ☐ | ☐ | ☐ |
| 14 | Boat Repair |  | ☐ | ☐ | ☐ |
| 15 | Boat Hire |  | ☐ | ☐ | ☐ |
| 16 | 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 |  |  |  |  |
|  | ★★ |  |  |  |  |
|  | ★★★ |  |  |  |  |
|  | ★★★★ |  |  |  |  |

# 9 Athletes services

## 9.1 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 |  |

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

## 9.3 At what estimated cost are you planning to provide airport transfer services to the athletes?

# 10 Public engagement

## 10.1 What tools, devices, programmes are you planning to attract spectators, increase local engagement and awareness (e.g. social media, side events, website, promotion, masters race, paracanoe races)*?*

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

# 11 Legacy

## 11.1 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?

# 12 Sustainability

* 1. **Do you have a sustainability strategy for the event? If yes, please describe as detailed as possible. You can follow** [**ICF Sustainability Resources**](https://www.canoeicf.com/sustainability) **for reference.**
	2. **Do you plan to calculate the carbon footprint of the event and report it to the ICF?**

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

# 13 Mandatory Appendices

*All listed appendices 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 other financial partners listed in the operational budget
* Appendix 5: Operational Budget
* Appendix 6: Detailed map of the field of play
* Appendix 7: Venue layout map with all areas
* Appendix 8: 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 Operational Requirements.**

National Federation

Concerned competition

Name of the President/ CEO

Date

Address

 City

Telephone

E-mail Address

Signature