**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.
* 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:
	+ Competition schedule: 6 days
	+ Participation statistics:

***Maximum number of entries:***

|  |  |
| --- | --- |
| **Event** | **Teams** |
| Men | 24 |
| Women | 20 |
| U21 Men | 20 |
| U21 Women | 12 |
| **TOTAL** | **76** |

***Entries statistics from previous editions:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **2016****Syracuse****(ITA)** | **2018****Welland****(CAN)** | **2022****Saint Omer****(FRA)** | **2022****Saint Omer****(FRA)** |
| Athletes | 572 | 531 | 512 | 587 |
| Team Staff | 116 | 108 | 99 | 140 |
| Men | 24 | 23 | 21 | 22 |
| Women | 18 | 19 | 16 | 17 |
| U21 Men | 18 | 16 | 18 | 20 |
| U21 Women | 11 | 10 | 8 | 12 |
| **TOTAL** | **71** | **68** | **63** | **71** |

# 1 – General Information

## 1.1 - Event title

☐ (Year) ICF 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 - Proposed hosting fee

## 1.7 - Information about the candidate city

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

## 1.8 - 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):

* Proposed hosting fee
* ICF medals: 10.5 €/ medal (cca. 30 medals / category)
* ICF Scoring Provider: cca. 8’000€ - TBC
* To secure your organisation contingency plan reserve must be included: minimum 5% from the total amount of your provisional budget.

# 3 - 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 Polo operational requirements for ICF World Championships](https://www.canoeicf.com/sites/default/files/icf_td_canoe_polo.pdf)”

# 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 quality |  |

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

## 5.2 - What is your venue or facility’s 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?*

# 6 - Sport Event Hosting Experience

## 6.1 - What is the experience of your Host Organising Committee? Are you planning to host a warm-up competition immediately before the competition?

# 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. Not all areas are mandatory. Please refer to the operational requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Area** | **Size (m²)** | **Infrastructures** |
| **Temporary** | **Permanent building** | **New permanent building to create** |
| 1 | Scoring office |  | ☐ | ☐ | ☐ |
| 2 |  Jury area (max. 3 pax) |  | ☐ | ☐ | ☐ |
| 3 | Sport Information Office |  | ☐ | ☐ | ☐ |
| 4 | Sport commentator 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 4 |  | ☐ | ☐ | ☐ |
| 19 | Warm-up goals (8) |  | ☐ | ☐ | ☐ |
| 20 | Car and Trailer 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 (vehicle or walk)** | **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.)
 | 30€ 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 four pitches, all games)*

*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? If so, please provide the details and experience of the company with examples.

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

13.3 – Do you plan free access or implement a ticketing system?

# 14 – Legacy and sustainability

## 14.1 – 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.

## 14.2 – Do you plan to calculate the carbon footprint of the event and report it to the ICF?

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

# 15 - ICF Development programme support

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

## 15.1 - Can you support the ICF development programme by providing additional services?

# 16 - 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 other financial partners listed in the operational budget

[ ]  Appendix 5: Letter of support from the alternative venue

[ ]  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 and ICF Operational requirements.**

National Federation

Concerned competition

Name of the President/ CEO

Date

Address

 City

Telephone

E-mail Address

Signature