**ICF Bid questionnaire for Canoe Slalom 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 Slalom operational requirements 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 including Kayak Cross
	+ Participation statistics:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 2019La Seu, ESP | 2021Bratislava, SVK | 2022Augsburg, GER | 2023Lee Valley, GBR |
| Number of NFs | 64 | 46 | 48 | 58 |
| Number of Continents | 5 | 5 | 5 | 5 |
| Athlete | 334 | 259 | 286 | 302 |
| Coach, Team Leader, Team Staff | 258 | 148 | 200 | 200 |
| **TOTAL** | 592 | 407 | 486 | 502 |

# 1 – General Information

## 1.1 – Event title

* (Year) ICF Canoe Slalom 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 – Is there another big event at this same period in your area?

## 1.5 - Proposed hosting fee:

## 1.6 – Information about the candidate city

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

## 1.6 – 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 timing and scoring provider & Judging Slow-motion services: 26’000€ (final amount to be confirmed)
* ICF medals: 1’500€ (final amount to be confirmed)

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 operational requirements for ICF World Championships and World Cups”

# 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 Homologation

## 5.1 – Field of play and technical characteristics

|  |  |
| --- | --- |
| Name of Course |  |
| Competition Course length |  |
| Competition course drop |  |
| Competition course flow |  |
| Water regulation on course |  |

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

## 5.2 – Was your venue homologated by the ICF?

* Yes
* No

*If not, you must plan an homologation visit before the allocation of the event with the ICF.*

## 5.3 – If you have “Key mandatory action” needed after the homologation report:

* What is your action plan to achieve it? (e.g. budget, timeline, external expertise)

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

## 5.5 – 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?

## 6.2 – Test Event

*Plan for at least one test event in (at least organisation of one ICF ranking 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 | Ovenue Results Management |  | [ ]  | [ ]  | [ ]  |
| 2 | Sport Information Office |  | [ ]  | [ ]  | [ ]  |
| 3 | ITOs meeting room |  | [ ]  | [ ]  | [ ]  |
| 4 | TVS room |  | [ ]  | [ ]  | [ ]  |
| 5 | Equipment control station |  | [ ]  | [ ]  | [ ]  |
| 6 | Nation Area |  | [ ]  | [ ]  | [ ]  |
| 7 | Boat storage |  | [ ]  | [ ]  | [ ]  |
| 8 | TV compound |  | [ ]  | [ ]  | [ ]  |
| 9 | Media Center |  | [ ]  | [ ]  | [ ]  |
| 10 | Mixed Zone |  | [ ]  | [ ]  | [ ]  |
| 11 | ICF office |  | [ ]  | [ ]  | [ ]  |
| 12 | Accreditation Center |  | [ ]  | [ ]  | [ ]  |
| 13 | HOC Office |  | [ ]  | [ ]  | [ ]  |
| 14 | Medal Presentation Area |  | [ ]  | [ ]  | [ ]  |
| 15 | Volunteer lounge |  | [ ]  | [ ]  | [ ]  |
| 16 | Doping Control Station |  | [ ]  | [ ]  | [ ]  |
| 17 | Medical area |  | [ ]  | [ ]  | [ ]  |
| 18 | VIP Area |  | [ ]  | [ ]  | [ ]  |
| 19 | Parking |  | [ ]  | [ ]  | [ ]  |

# 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** |
| --- | --- | --- | --- | --- | --- |
|  | ★/ Hostel |  |  |  |  |
|  | ★★ |  |  |  |  |
|  | ★★★ |  |  |  |  |
|  | ★★★★ |  |  |  |  |
|  | Camping  |  |  |  |  |

# 9 – Athletes services (on site)

## 9.1 – Which optional services do you plan to provide to athletes and National Federations?

## 9.2 – What is your action plan concerning antidoping (e.g. raise awareness among youth)?

# 10 – TV & TVS production

 *The HOC must provide a TVS feed during all the competition (use for Judgement, NF and ICF streaming)*

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

## 10.1 – Principle

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

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

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

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

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

# 11 – Public engagement

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

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

# 12 – Legacy and sustainibility

## 12.1 – Do you have a sustainability strategy for the event? If yes, please describe it as detailed as possible. You can follow ICF Sustainability Resources for reference.

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

## 12.3 – 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 – How can you support the ICF development programme 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 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 and ICF Operational requirements.**

National Federation

Concerned competition

Name of the President/ CEO

Date

Address

 City

Telephone

E-mail Address

Signature