**ICF Bid questionnaire for Stand Up Paddling World Championships and World Cup**

* All candidates are asked to fill this questionnaire form and attach the nine (9) mandatory appendices.
* Hosting fee to be paid to the ICF after the allocation:
  + ICF Stand Up Paddling World Championships – **10’000 €**
  + ICF Stand Up Paddling World Cup - Free

# 1 General Information

## 1.1 Event title

* (Year) ICF Stand Up Paddling World Championships
* (Year) ICF Stand Up Paddling 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?

## 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** |  |  |

# 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: 10,000 Euros
* ICF medals: 10.5€ 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.

# 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

|  |  |
| --- | --- |
| Name of Course |  |
| Competition events | ☐ Sprint race ☐Technical race  ☐ Inflatable SUP race ☐Long distance race  ☐ Public race (Inflatable) |

**Mandatory appendix to provide: Detailed map of the field of play (per competition events)**

## 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

## 6.1 Mandatory areas

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

## 6.2 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** |
| 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 |  | ☐ | ☐ | ☐ |

# 7 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

**What will be your different packages (price and services)?**

*Please complete the table below (add and modify the services if they are not align to your offers).*

|  |  |  |
| --- | --- | --- |
| **Package** | **Services** | **Price (€)** |
| **1** | • Accreditation fee for **1 event**  • Usage of the training and competition venues  • Medical care at the course  • Security on the course  • Race goody bag including commemorative medal  • Lunch at the competition venue  • Mineral water on the course  • Daily transport between the venue and the 3 affiliated hotels  • Airport shuttle to the 3 affiliated hotels |  |
| **2** | • Accreditation fee for **2 events**  • Usage of the training and competition venues  • Medical care at the course  • Security on the course  • Race goody bag including commemorative medal  • Lunch at the competition venue  • Mineral water on the course  • Daily transport between the venue and the 3 affiliated hotels  • Airport shuttle to the 3 affiliated hotels |  |
| **3** | • Accreditation fee for **3 events**  • Usage of the training and competition venues  • Medical care at the course  • Security on the course  • Race goody bag including commemorative medal  • Lunch at the competition venue  • Mineral water on the course  • Daily transport between the venue and the 3 affiliated hotels  • Airport shuttle to the 3 affiliated hotels |  |

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

## 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.*

# 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 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 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