**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