

**International Canoe Federation**

**Bidding Questionnaire**

Dear National Federations:

Here is the ICF Bid questionnaire for World Championships and World Cup events. To bid for ICF events, all candidates are asked to fill ONLY this questionnaire form and attach the required documents to it.

The fields with red star are mandatory to fill for all organisers.

**1 General Information**

* 1. Event title**\*** (e.g *year ICF age category if any discipline World Cup/Championships)*

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* 1. Provisional Dates **\***

 *What are the dates that you propose, specifying the Opening and Closing Ceremony and competition days? (if the bid is bound to a specific date, please put it here. The committee will decide about the final competition dates)*

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*1.3* Description of the Event Concept and vision**\***

*Can you describe the overall concept of the event and bring to the forefront the reasons why ICF should support your national federation candidacy?*

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1.4 Information about the candidate city**\***

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

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* 1. Location of airports, rail network and roads to the venue/city**\***

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1. **Legal Aspects**
	1. Name Key personnel within the Organising Committee including the name and contact details of the person in contact with the ICF**\***

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* 1. Laws and customs**\***

*Are there laws, customs or rules in the country that could limit or restrict the organisation of the ICF Event? (for example customs laws)*

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* 1. Relationship and support from local, regional, and national governments **\*** (the following support letters have to be attached to this bidding candidature with translation to English if required)
* Agreement of the National Federation
* Agreement of the host city
* Agreement of the owner of the venue
* Letter of support from other financial partners
1. **Financing**

3.1 Summary of Operational Budget **\***

*Please provide a summary including expenses and revenues. (See attached template).*

3.2 Participation fee**\* (the participating fee must be in line with the Technical Deliverables)**

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3.3 Marketing Plan and private funding**\***

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1. **Immigration and Custom Procedure**
	1. Visa requirements**\***

 *Please briefly explain the entry visas requirements to enter into your country and the procedure for participants and the officials that will have a role to play at the event?*

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* 1. Customs regulations**\***

 *measure that will be put into place to facilitate the process (e.g. Sport Equipment)?*

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**5.0 Sport Event Hosting Experience**

5.1 Test Event planned (Not required for World Cups)

*plan for at least one test event, 6 to 12 months before the actual competition?*

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5.2 what is your venue or facility main weakness and how you plan to solve or diminish its impact? **\***

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**6.0 Sport/Competition Information**

6.1 Description of Competition Venue and sport infrastructure **\***

* Detailed map with all key areas of the venue
* Detailed map of the field of play and technical characteristics

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6.2 Training Facilities available nearby**\***

*Can you provide a list of venues available for training purposes within a one hour flight or a reasonable driving distance?*

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6.3 Contingency Plan**\***

*What is your plan for alternative location in the event where a change of location would be needed?*

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**7.0 Athletes Area at the Venue**

7.1 Athletes Area Characteristics**\***

*Can you please describe the Athletes Area characteristics you envision at the venue? (size and capacity, layout)*

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7.2 Services for athletes **\***

*Can you please describe the services you envisage for the athletes? (stack, beverage, athletes lounge, and etc…)*

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7.3 Paracanoe accessibility**\*** *(for canoe sprint world championships and world cups with paracanoe disciplines, measures like roads and passes to and at the venue, using services, toilets, podium, grand stand access)*

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**8.0 Sport Presentation and Services**

8.1 Sport Presentation Plan**\***

*What is the bid committee’s plan with regard to sport presentation?*

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8.2 Spectator Services**\***

*What services are you planning for spectators onsite (Food and Beverages, Transportation, Information desk, merchandising, etc.)? What is the plan for the spectator experience at the competition?*

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**9.0 Accommodation (optional for slalom, wildwater, Freestyle)**

9.1 Location (how far from the venue)

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9.2 Type and standards of accommodation

*Please indicate the range of prices of the accommodation that is secured for the event as well as the number of rooms per category.*

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9.3 Type of food service/time available/menu choice for all participants by type

*What are you planning with regard to the nutrition and meals provided to the teams?*

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9.4 Accommodation for Paracanoe *(for canoe sprint world championships and world cups with paracanoe disciplines)*

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**10.0 Transport**

10.1 Airport Transport for all participants and provisional costs**\***

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10.2 Transport of athletes and team officials during the competition (optional for slalom, wildwater, Freestyle)

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10.3 Transport for Paracanoe *(for canoe sprint world championships and world cups with paracanoe disciplines)*

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10.4 Transport of technical officials during the competition **\***

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10.5 Car Service for VIPs and Dignitaries**\***

*Organisers need to provide transport for VIPs and ICF family.*

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**11.0 Ceremonies**

11.1 Opening Ceremony Location and Capacity**\***

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**12.0 Media: Press, internet and TV**

12.1 Event TV Broadcasting (If applicable) **\***

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12.2 Host Broadcaster (If Applicable) **\***

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12.3 Event Media Operations**\***

*What is planned for the press and photographic coverage?*

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12.4 Internet (for Media, athletes and staff) **\***

* *Current situation*
* *Plan to improve*

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12.5 Look and Image**\***

*What are the plans to increase the look and image of the event and canoeing to attract more media, more sponsors and therefore increasing the visibility?*

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**13.0 Medical and Anti-doping**

13.1 Anti-doping Control**\***

*provide doping control according to the minimum standards of ICF*

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|   | World Championships | World Championships Junior and U23 | World Cup |
| Canoe Sprint | 30 | 20 | 10 |
| Canoe Marathon | 6 |  |  |
| Canoe Slalom | 20 | 15 | 5 |
| Paracanoe | 10 |   |   |

Other discipline, not mandatory, what is your plan?

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**14.0 Security**

14.1 Security at the venue**\***

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**15.0 Legacy**

15.1 Sustainable Development Plan for ICF Event**\***

15.2 Development program**\***

* How you are able to support the ICF development program

-by providing coach

-logistic support

-financial support for accommodation, catering and transportation

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15.3 Legacy to the area**\***

* *Public 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?*
* *NF legacy*

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**Please include in annex the following documents**

1. Agreement of the National Federation**\***
2. Agreement of the host city**\***
3. Agreement of the owner of the venue**\***
4. Letter of support from other financial partners**\***
5. Overview of Business Plan and Event Budget**\***
6. Detailed map with all technical characteristics of the venue**\***
7. Detailed map of the field of play**\***

**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.**

Name of the President/ CEO

Date

Address

 City

Telephone

E-mail Address

Signature