**ICF Bid questionnaire for Canoe Slalom World Championships**

* All candidates are asked to fill this questionnaire and attach the nine (9) mandatory appendices.
* All candidates are required to read the Canoe Slalom Technical Deliverables for World Championships and World Cups.
* To assist the preparation of your bid document we have included the following information:
	+ Competition schedule: 5 days including Extreme Canoe Slalom
	+ Participation statistics:



* + Number of National Federations:



* Hosting fee to be paid to the ICF after the allocation: 15’000€

# 1 – General Information

## 1.1 – Event title

☐ ICF Slalom World Championships

Year:…………………….

## 1.2 – City Name

*This name will be in the event title*

## 1.3 – Proposed Dates

Please indicate your preferred date:

☐ third week of September

☐ fourth week of September

☐ other proposal:

## 1.4 – If other proposal can you explain the reason?

## 1.5 – Is there another big event (non-canoeing) during the preferred period?

## 1.6 – Information about the candidate city

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

## 1.7 – 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):

* ICF hosting fee: 15’000€ (to be paid following the competition allocation)
* ICF timing and scoring provider & Judging Slow-motion services: 28’000€ (final amount to be confirmed)
* ICF medals: 10.5€ per medal (final amount to be confirmed)
* ICF TV production provider: provision of 110’000€ should be included.

Your provisional budget must include a minimum of 5% from the total amount of your provisional budget for contingency plan.

# 3 – ICF technical deliverables 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 Technical Deliverables 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

*Describe measures 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**

## – Was your venue homologated by the ICF?

☐ Yes

☐ No

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

## 5.3 – If you have “Key mandatory actions” 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 for new venue

What is the plan for at least one test event with an ICF ranking competition?

# 7 – Venue and Sport organisation

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

## – 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.

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Area | Size (m²) | Infrastructures |
| Temporary | Permanent building | New permanent building to create |
| 1 | On Venue 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 area |  | ☐ | ☐ | ☐ |

# 8 – Accommodation

*Please complete the table below (maximum 30 minutes by car from the venue) to demonstrate that your venue can accommodate the*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hotel Name** | **Standing** | **Price Range** | **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 education programme (e.g. raise awareness among youth)?

# 10 – TV & TVS production

 *The HOC must work with the ICF TV producer to deliver a TVS feed during all the competition (use for Judgement, NF and ICF streaming) and an international TV feed for final phases*

## 10.1 – Principle

☐ By ticking this box, you acknowledge and agree to work with the ICF TV production provider.

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

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

# 11 – Public engagement

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

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

# 12 – Legacy

## 12.1 – 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?

# 13 –Sustainability

## 13.1 – Have you planned specific actions regarding environment, social and economic topics? If yes, please describe as detailed as possible.

## 13.2 – Is that possible for you to place refill water stations and distribute reusable bottles to athletes and volunteers instead of handing over plastic bottles?

## 13.3 – 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 ?

# 14 – ICF Development programme support

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

## 14.1 – How can you support the ICF development programme by providing additional services?

# 15 – 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, ICF Technical Deliverables and ICF event Manual.**

National Federation

Concerned competition

Name of the President/ CEO

Date

Address

 City

Telephone

E-mail Address

Signature