

EUROPEAN ROWING STRATEGIC EVENT ATTRIBUTION PROCESS

TECHNICAL ANNEX: EVENT HOSTING
INFORMATION AND REQUIREMENTS FOR THE
EUROPEAN ROWING COASTAL AND BEACH
SPRINT CHAMPIONSHIPS



1.INTRODUCTION

This Technical Annex serves to define the hosting requirements for the European Rowing Coastal and Beach Sprint Championships. This refers to the venue infrastructure, facilities and services that must be provided for the event by the local Organising Committee (OC). This document provides an overview of the requirements only; a more detailed description of the requirements, whether infrastructure, facilities or services, is provided in the Beach Sprint venue and competition Specifications and the World Rowing Coastal Championships Manual. It is essential that bidders read the Manual to familiarise themselves with the full extent of each requirement. Where relevant, a reference is provided to the related section in the World Rowing Coastal Championships Manual, or other reference document as necessary. Departures from the World Rowing requirements are outlined in Appendix 7.

The sections below indicate against each requirement whether its provision is required or not required. In some cases and where necessary, indicative numbers or quantities are provided.

Certain costs payable by the OC are fixed at the time of the bid; these are indicated in section 4 below. For all other requirements, it is the responsibility of the bidder to account for the related costs in a detailed operating budget, a template for which is provided in the bid pack.

2.EVENT INFORMATION

EVENT BASICS	
Number of competition days	4 ERCC: 2 days ERBSC; 2 days
Spare day	As needed depending on the venue and the option for a backup venue. To be discussed with the European Rowing Board.
Number of training days prior to first racing day	2
Number of events (medals)*	16: 3 Coastal Championship Events 7 Coastal Club Championship Events 3 Senior Beach Sprint Events 3 Under 19 Beach Sprint Events
Para events included	No
Attached to another (existing) event?	Possible

* *As of December 2023*

EVENT STATISTICS	
European Rowing Coastal and Club Coastal Championships	
Average number of participants (total)	525
Of that, number of athletes	350
Average number of teams (countries)	30
European Rowing Beach Sprint Championships	
Average number of participants (total)	150
Of that, number of athletes	100
Average number of teams (countries)	25
Spectators	
Average number of spectators (or range)	600 - 1000
Accredited media (written press, photographers, TV)	15

3.EVENT HOSTING REQUIREMENTS

(a) ORGANISATIONAL ASPECTS

The following requirements relate to the general organisation of the event.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
1.1. Site Visits In-person visits prior to the event	Six (6) people	
1.2. Post Event Reporting	Required	
1.3. Sustainability Plan A sustainability plan must be included in your bid submission, and a Sustainability Officer must be included within the organisational structure.	Required	Sustainability Guides (included in biddocuments)

(b) VENUE FACILITIES & SERVICES

The venue requirements for hosting must be met by the OC when hosting the European Rowing Coastal and Beach Sprint Championships. The specifications below highlight certain key provisions and provide specific details relevant to the European Rowing Coastal and Beach Sprint Championships where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
THE COURSE: ERBSC		
1.1. Water Quality		
1.1.1. Bid phase: water quality testing and sanitary inspection	Required	
1.1.2. Preparation and event phase	May be required, depending on the initial report.	

THE COURSE: ERCC

1.2. Course Buoys (4km and 6km courses)	Required	As specified in the WR Rules of Racing
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THE COURSE: ERBSC

1.3. Start/Finish Scaffolding Structure	Required	As approved by WR
1.4. Course Buoys	Required	As specified in the WR Rules of Racing
1.5. Lane Flags	Required	As specified in the WR Rules of Racing

SPORTS PRESENTATION

1.6. Sport Presentation	OC Sport Presentation Team	H
1.6.1. Public address / audio system	Required	
1.6.2. Victory Ceremony area	Required	

TECHNOLOGY

1.7. Timing & Results Service	WR to appoint the provider	B.4
1.8. Video Board	Recommended	E.2.2
1.9. Radios for ER	Required - 20	B.4.3
1.10. Phones / SIM cards for ER	Not required	
1.11. Free Wi-Fi throughout the venue	Required	
1.12. Cabled internet connection for timing & television production	Required	

MOTORBOATS

1.13. Umpire boat(s)	Venue & course dependent ERCC: (At least 1 per turning point, plus additional depending on the course) ERBSC: 1	B.3
1.14. TV boat	Venue & course dependent	
1.15. Commentary boats (ERCC only)	2	
1.16. Photographer boats (ERCC only)	Minimum 1	
1.17. Rescue Service boats (ERCC)	Required; number is venue dependent ERCC: (At least 1 per turning point, plus additional depending on course) ERBSC: minimum 2	
1.18. Boats for WR service providers	1	

ATHLETE/PARTICIPANT FACILITIES

1.19. Boat Storage	ERCC: Space for 120 boats ERBSC: Space for 21 boats (per course)	C.3.2
1.20. Boat and oar hire for teams (ERCC)	Required. WR to appoint the Boat Hire Providers at the OC's cost.	
1.21. Boats for teams (ERBSC)	Required. WR to appoint the boat provider(s) at the OC's cost.	
1.22. Changing Areas	Required	C.3.3
1.23. Showers	Required	C.3.3
1.24. Toilets	Required	C.3.3
1.25. Control Commission	Required	B.2.4
1.26. Boat Weighing	Required	B.7.8
1.27. Boat and Athlete Scales	Required	C.1
1.28. Ergometers	Minimum 10	C.3.5
1.29. Stationary Bikes	Recommended	C.3.5
1.30. Boat and Oar provider and repair area	Required (estimated 5-7 providers)	C.3.10
1.31. Boat washing area	Access to fresh water hoses required	
1.32. Team Information Area	Required	C.2.1

OFFICES AND MEETING ROOMS

1.33. Crew Captain / Team Manager Meeting area	Required (approx. 200 people)	C.2
1.34. Jury & NTOS workspace & meeting room	Required	
1.35. ER office	Required	

MEDICAL FACILITIES AND SERVICES

1.36. First Aid Tent	Required	D.1
1.37. opening control facilities	Required	
1.38. Ambulances	1 during training, 2 during racing	
1.39. Rescue service	Required	
1.40. Lifeguards	ERCC: Required for a beach start or a beach finish ERBSC: Minimum of 2 required	

PRESS SERVICES

1.41. Media centre (tabled seats)	Required (10)	F.1
1.42. Photographer Motorboat	Minimum 1	

TELEVISION AND VIDEO STREAMING PRODUCTION

1.43. Live Stream	Required	Marketing Manual
1.44. Obligatory Video streaming production	Required, minimum days to be discussed with WR	

SPECTATOR FACILITIES AND SERVICES

1.45. Catering facilities	Recommended	C.4
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1.46. Market place merchandising	Recommended
1.47. Toilets	Required
1.48. Hospitality facility	Optional

(c) EVENT OPERATIONS

The event operational requirements must be met by the OC when hosting the European Rowing Coastal and Beach Sprint Championships. The specifications below highlight certain key provisions and provide specific details relevant to the European Rowing Coastal and Beach Sprint Championships where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
PUBLICATIONS		
1.1. Bulletin	Required (1)	F.1.1
1.2. Organising Committee Event website	Required	Marketing Manual
ACCREDITATION		
1.3. Accreditation & Registration Centre	Required	A.3.2
1.4. Accreditation Service	Required, payable by OC	
RACE ORGANISATION		
1.5. National Technical Officials	Required, number to be confirmed by World Rowing depending on the venue.	A.4.2
SECURITY		
1.6. Security Service	Required (prior to arrival of first service provider)	C.3.9
CEREMONIES & SOCIAL EVENTS		
1.7. Opening Ceremony	Required	H.2
1.8. Victory Ceremonies	Required, medal ceremony	
1.9. Closing Ceremony	Required	
1.10. Member Federation Trophy	Optional	

(d) *EVENT LOGISTICS*

The following logistics requirements must be met by the OC when hosting the European Rowing Coastal And Beach Sprint Championships. The specifications below highlight certain key provisions and provide specific details relevant to the European Rowing Coastal and Beach Sprint Championships where necessary.

ACCOMMODATION	
1.1. Team Accommodation	Booked and paid for directly by competitors/teams
1.1.1. Number of beds required for the period of the event, including official training days.	500
1.1.2. Accessible rooms required	Recommended
1.1.3. Cancellation Policy	Recommended: from confirmation to 3 months before event: no cancellation fee. From 3 months to 2 months before event – 90% refund of the already paid amount. From 2 months to 1 month before event – 50% refund of the already paid amount. After 1 month before event – no refund
1.2. ER Accommodation	
1.2.1. Number of room nights that the OC is responsible to pay for the European Rowing Board, WR Commission members, international jury & service providers. This is number is based on the number of people x number of nights.	244
1.3. Media accommodation	Required (It is required that official accommodation is offered to accredited media, however it is not necessary to block book a hotel as the number of requests is generally small).
FOOD SERVICES	
1.4. Lunches for ERB and Commission members, staff, international jury & service providers at the venue.	Required
1.5. Media Snacks	Required
1.6. Dinners for Jury members and WR Timing & Results Service Provider (at hotel or per diem)	Required

1.7. Bottled water (still) – for victory ceremonies, medical and anti-doping only.	Required
TRANSPORT SERVICES	
1.8. Welcome service at the airport	Recommended
1.9. Airport transfers for teams and officials who have booked accommodation through the OC.	Recommended
1.10. Shuttle service between hotel & venue for teams and officials that have booked accommodation through the OC.	Recommended
1.11. WR vehicles or bikes	Not Required
DEVELOPMENT PROGRAMME	
1.12. Number of people x nights	15 persons x 5 nights
1.13. Training Camp	Optional
1.14. Boat provision	Arranged by WR
1.15. Development Liaison Officer	Yes

4. FIXED & MANDATORY EVENT COSTS

The amounts of the following fees and costs are fixed and must be included in the event operating budget:

	<i>EUR</i>
Bid Fee	€5'000
Event Hosting Fee	€10'000
Commercial rights fee	€25'000

The following costs are incurred by World Rowing but payable by the OC. Where the amount is indicated in the table below, a maximum of this amount will be invoiced to the OC; any amount over this will be paid by World Rowing :

	<i>EUR</i>
Jury Travel Subsidy	€5,500
Development Fund	20% of the entry price per entry for the European Rowing Club Coastal Championships

The following costs are incurred and paid by the OC and must be included in the event budget. The amounts indicated are estimates based on previous events:

	<i>EUR</i>
Official Timing & Results service	€20'000 estimate, Provider to be appointed by World Rowing
Sport Presentation	€20'000 estimate (provider to be appointed by the OC)
Video streaming budget estimate	€60'000 estimate
Doping control testing	€6'000 estimate
Public Liability Insurance (Event Liability) through WR insurer	Paid by OC
Accommodation for European Rowing representatives and serviceproviders (number of hotel nights)	244
Lunches for European Rowing representatives and service providers at the venue (approximate number of lunches over the course of the event)	165
Dinners or per diems for European Rowing Jury and Timing & Results service provider (number of meals)	95
Contingency (cancellation) insurance	estimate 1.5% of insured amount

5. EVENT REVENUE OPPORTUNITIES

World Rowing is looking to grow the commercial value of our events by working jointly with OCs, promoters, cities, and venue owners towards a mutually beneficial commercial partnership.

There are two partnership levels – “standard” and “enhanced”.

Standard Revenue Package:

Defines for each European Rowing Coastal and Beach Sprint Championships the range of opportunities automatically granted to each OC with the event Hosting Agreement upon event allocation by WR. The key basics are outlined below, however discussions regarding each of the core items is possible to develop mutually beneficial arrangements.

<i>Revenue source</i>	<i>Revenue accrues to the OC?</i>
Ticketing	Yes. Tickets are for sale to the general public at a cost to be determined by the OC. Tickets to hospitality areas are also available to the OC. Both are to be encouraged.
Merchandising & Licensing	Yes, 10% of official merchandising sales related to the event. WR will work with the OC to expand opportunities for mutually beneficial opportunities to supplement this revenue.
Sponsorship Income	Yes. Subject to a set range of criteria that defines available advertising space around the venue and in camera view.
Hospitality Programme	The OC has opportunities to engage and expand relationships with its key funding bodies and partners at the event. WR is willing to support these engagements and liaise with the OC regarding

	opportunities to offer “money can’t buy” opportunities at the venue, during the event. For example, venue tours (including on water), athlete interactions, ceremony engagements.
Food & Beverage	The OC is required to provide an attractive range of catering options for spectators, through partnerships with local providers to the financial benefit of the OC.
Souvenir Magazine	The OC has an opportunity to promote key messages and sponsors through a magazine.
Festivalisation	To engage the public around the event and provide additional revenue opportunities for the OC, World Rowing is encouraging each OC to form partnerships with public and community groups: entertainment/culture providers and local funders.
Entry Fees	Yes. The Entry Fee is determined by the ERB.
Boat Rental Seat Fees	No

Enhanced Revenue Package:

Due to the competitive nature of the bidding process, interested parties are strongly encouraged to propose an additional investment package exceeding the standard commercial fee specified above to reflect the unique commercial opportunities of your market – against the further commercial inventory being granted.