

EUROPEAN ROWING STRATEGIC EVENT ATTRIBUTION PROCESS

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



1.INTRODUCTION

This Technical Annex serves to define the hosting requirements for the [EUROPEAN ROWING 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 requirement, whether infrastructure, facilities, or services, is provided in the [World Rowing Manual](#) and it is essential that bidders read the Manual to familiarise themselves with the full extent of each requirement. For each requirement and where relevant, a reference is provided to the related section in the [World Rowing Manual](#) or other reference document as necessary.

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
Number of training days prior to first racing day	2
Number of events (medals)*	25
Para events included	Yes
Standalone or attached to another (existing) event?	No

* As of December 2023

EVENT STATISTICS	
Teams:	
Average number of participants (total)	1000
Of that, number of athletes	550
Average number of teams (countries)	35
Spectators	
Average number of spectators (or range)	2000-5000 per day
Media	
Accredited media (written press, photographers, TV)	50

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.	A maximum of ten (10) people across all visits.	A.1.3
1.2. Post event reporting	Required	
1.3. Economic impact study The OC contributes towards the cost of the study. Company appointed by WR.	Not required	
1.4. Test event In principle this should be a televised event; if in Europe then preference is for a World Rowing Cup.	Not required	
1.5. European Rowing General Assembly Facilities to be provided as specified in the Manual.	Required	E
1.6. 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 bid documents)

(b) VENUE FACILITIES & SERVICES

The venue requirements for hosting the [EUROPEAN ROWING CHAMPIONSHIPS](#) are defined in detail within the World Rowing Manual. These requirements must be met by the OC when hosting the [EUROPEAN ROWING CHAMPIONSHIPS](#). The specifications below highlight certain key provisions and provide specific details relevant to the [EUROPEAN ROWING CHAMPIONSHIPS](#) where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
THE COURSE		
1.1. Water Quality		A.6
1.1.1 Bid phase: water quality testing and sanitary inspection	Required	
1.1.2 Preparation and event phase	Required	
1.2. Course Survey	Required	B.1.1
1.3. Number of Racing Lanes	8 lanes recommended	B.2.1
1.4. Albano System / Buoyed Lanes	Required	B.2.2
1.5. Warm up and Cool down Separate from the Racing Lanes	Preferred but not mandatory	B.1.1
1.6. Advertising Banners and Support Infrastructure	Required	B.2.2
1.7. Intermediate Timing Positions	Required	B.2.3
1.8. Bubble Line	Required	B.2.3
THE START AREA		
1.9. Start Tower	Required	B.3.1
1.10. Start Bridge	Required	B.3.2
1.11. Automatic Start System	Recommended	B.3.2
1.12. Start Traffic Light System	Provided by the WR Timing & Results provider	B.3.2
1.13. Headsets for Boat Holders	Provided by the WR Timing & Results provider	B.3.2
1.14. Aligners Hut	Required	B.3.3
1.15. Repair Pontoon	Required	B.3.4
THE FINISH AREA		
1.16. Permanent Finish Tower	Required	B.4.1
1.17. Sport Presentation	Refer to Sport Presentation Guidelines	B.4.2 Bid Documents
1.17.1 Public Address / Audio System	Required	B.4.2 Bid Documents
1.17.2 Race Commentary Positions	Required	B.2.3
1.18. Pontoons	Required	B.4.3

1.18.1 Ceremonies Pontoon	Required, minimum 60m long	
1.18.2 TV /umpire catamaran pontoon	Required	
1.18.3 Rescue ramp or pontoon	Required	
1.19. Flag Poles	Required, minimum 5	B.4.4
TECHNOLOGY		
1.20. Timing & Results Service	Provided by WR-appointed timing & results provider	B.5.1
1.21. Photo Finish Camera Support Structure	Required	B.5.2
1.22. Results Distribution Service	Required	B.5.4
1.23. Video Board	Required	B.5.5
1.24. Athlete Scoreboard	Not required	
1.25. Phone Network (Key Regatta Facilities)	Required	B.5.6.1
1.26. Radios for WR, number required	Required, 25 + 1 per umpire boat	B.5.6.2
1.27. Commentary Radio System	Provided by WR Sport Presentation provider	B.5.6.3
1.28. Phones/SIM cards for European Rowing, number required	Required, 20	B.5.6.5
1.29. Free Wi-Fi throughout Venue	Required, see Broadband Requirements for detailed specs	B.5.6.6
1.30. Cabled Internet required in certain locations, as per Manual	Required, see Broadband Requirements for detailed specs	B.5.6.6
MOTORBOATS		
1.31. Umpire Catamarans	7 (6 + 1 spare)	B.6.1
1.32. TV Catamarans: with Side Catamaran	2	B.6.2
1.33. TV Catamarans: without side cat (following only)	1	B.6.2
1.34. Commentary Boats	Dependent on the course (maximum 2)	B.6.3
1.35. Rescue Service Boats	6 – 8, depending on the venue (incl. warm-up/cool down area); plus traffic control marshal boats (min 4), depending on ability to marshal from the land 1 additional for para (may include jet skis)	B.6.5
1.36. Boats for WR Service Providers	1-6, depending on venue	B.6.6
BOATHOUSE AREA		
1.37. Boat Racks (average number of boats)	Required (235)	B.7.2
1.38. Changing Rooms	Required	B.7.3

1.39. Toilets	Required	B.7.4
1.40. Showers	Required	B.7.4
1.41. Launching pontoons	Minimum 4; 20m long x 3m wide	B.7.5
1.42. Control Commission	Required	B.7.6
1.43. Athlete Weighing	Required	B.7.7
1.44. Boat Weighing	Required	B.7.8
1.45. Boat and Athlete Scales	WR will provide	B.7.7, B.7.8
1.46. Ergometers	30 minimum + 4 ergometers for para rowers with dedicated para seats (can be shared with those seats used in Classification once completed).	B.7.10
1.47. Stationary Bikes	10	
1.48. Boat Repair Service Area	Required	B.7.11
1.49. Boat Washing Area	Required	B.7.11.3
1.50. Team Information Centre	Required	B.7.12
1.51. Athlete rest area	Required	B.7.13
1.52. Space for team tents	Required	B.7.13.1
1.53. Space for ice baths (with drainage)	Required	B.7.13.1
1.54. Kiss n Cry zone	Required	B.7.13.2
1.55. Bicycle rental service	Yes, where coaches can follow racing by road	B.7.14
1.56. Para facilities & services		Para Rowing Manual
1.56.1. Accessible venue	Required	
1.56.2. Classification facilities	Where conducted, are required for Physical and Visual Impairments	
1.56.3. Visual classification	Might be required	
1.56.4. Other facilities and services as per Manual	Required	
1.56.5. NTO and Volunteer training	Required	
1.57. Prayer Area	Recommended (dedicated room or tent)	

OFFICES & MEETING ROOMS

1.58. Draw/ Team Managers Meeting Room	Required	B.8.2
1.59. Jury & NTOS Workspace & Meeting Room	Required	B.8.4
1.60. ER Office	Required	B.8.5
1.61. Team Managers Work Room	Optional	B.8.6
1.62. Edit Room (dedicated for Broadcast Production Team)	Required (may be located in the Finish Tower)	B.11.3

MEDICAL FACILITIES & SERVICES

1.63. Medical Centre	Required (air conditioning or heating as required)	B.9.3
1.64. Doping Control Facilities	Required	B.9.4
1.65. Massage Tables (per gender)	6 (3 per gender)	B.9.5

1.66. First Aid Stations	Required	B.12.7
1.67. Ambulances	1 during training, 2 during racing; on duty during venue opening hours	B.9.7
1.68. Rescue Service	Required (see above regarding number of rescue and marshal boats). On duty 15 minutes before course is open for training or racing until the close of official training/racing each day.	B.9.8

PRESS SERVICES

1.69. Media Centre (tabled seats)	Required (50)	B.10.2
1.70. Press Grandstand (tabled positions)	Required (30)	B.10.3
1.71. Photographer Facilities & Services	Required	B.10.4

TELEVISION & VIDEO STREAMING PRODUCTION

1.72. International Host Broadcast	Required (final 2 days)	B.11
1.73. Video Streaming Production	Optional for first 2 days	Marketing Manual
1.74. Television Compound	Required	Marketing Manual
1.75. Television Screens	Required	Marketing Manual

SPECTATOR FACILITIES & SERVICES

1.76. Public Grandstand Seats (minimum)	Optional	B.12.1
1.77. ER Family Grandstand Seats	500	B.12.1
1.78. MF Presidents Grandstand Seats	50	B.12.1
1.79. Catering Facilities	Required	B.12.2
1.80. Market Place Merchandising	Required	B.12.4; B.14
1.81. Toilets	Required	B.12.6
1.82. Hospitality Facility	Required	B.13

(c) EVENT OPERATIONS

The event operations involved in hosting the **EUROPEAN ROWING CHAMPIONSHIPS** are defined in detail within the World Rowing Manual. The following operational requirements must be met by the OC when hosting the **EUROPEAN ROWING CHAMPIONSHIPS**. The specifications below highlight certain key provisions and provide specific details relevant to the **EUROPEAN ROWING CHAMPIONSHIPS** where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
METEOROLOGICAL SERVICES		
1.1. Temporary Weather Station	Not required	
1.2. Weather Buoys	Required, depending on the venue	
1.3. Onsite Meteorologist	Required	C.1.3
1.4. Weather Forecasts	Required	C.1.3
PUBLICATIONS		
1.5. Bulletins	Required (electronic format)	C.2.1.1
1.6. Team Managers Manual	Required	C.2.1.2
1.7. Souvenir Magazine	Optional	C.2.1.3
1.8. Event Website	Required	C.2.2
ACCREDITATION		
1.9. Accreditation & Registration Centre	Required	C.3.2, C.3.3
1.10. Accreditation Service	Required	C.3.3
RACE ORGANISATION		
1.11. National Technical Officials	Required	C.4.7
SECURITY		
1.12. Security Service	Required (prior to arrival of first service provider)	Required
CEREMONIES & SOCIAL EVENTS		
1.13. Opening Ceremony	Required	C.6.1
1.14. Victory Ceremonies	Required	C.6.1
1.15. Closing Ceremony	Required	C.6.1
1.16. Nations Dinner	Required, includes Jury Outing	C.7.2
1.17. ER-OC Introduction	Required	C.7.2
1.18. Jury Outing	Required	C.7.2
1.19. Media Outing	Required	C.7.2
1.20. OC-ER Board Dinner	Not required	

(d) *EVENT LOGISTICS*

The event logistics involved in hosting the [EUROPEAN ROWING CHAMPIONSHIPS](#) are defined in detail within the World Rowing Manual. The following logistics requirements must be met by the OC when hosting the [EUROPEAN ROWING CHAMPIONSHIPS](#). The specifications below highlight certain key provisions and provide specific details relevant to the [EUROPEAN ROWING CHAMPIONSHIPS](#) where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
ACCOMMODATION		
1.1. Team Accommodation		D.1.1
1.1.1. Number of beds required for the period of the event, including official training days.	1200	
1.1.2. Accessible Rooms; number required	Required, 25	
1.1.3. Paid by Teams	Yes	
1.1.4. Payment Terms	30% deposit 3 months before the event, balance one month before the event	
1.1.5. 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		D.1.2, D.1.3
1.2.1. Total number of rooms required for ER to be blocked by the OC. A more detailed breakdown of the dates required will be provided closer to the event.	150 Includes MF Delegates for General Assembly	
1.2.2. Number of room nights that the OC is responsible to pay for ER Council and Commission members, international	364	

jury & service providers. This is number is based on the number of people x number of nights.		
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.)	D.1.6

FOOD SERVICES

1.4. Ability for teams to have lunch at the venue or the hotel with no additional charges.	Required	D.2
1.5. Lunches for ERB and WR Commission members, staff, international jury & service providers at the venue	Required	D.2.3
1.6. Media snacks	Required	D.2.6
1.7. Dinners for Jury members and ER Timing & Results Service Provider (at hotel or per diem)	Required	
1.8. Drinking water available at the venue (either from taps or water tanks/fountains).	Required	
1.9. Bottled water (still) – for victory ceremonies, medical and anti-doping only	Required	

TRANSPORT SERVICES

1.10. Welcome Service at the Airport	Required	D.3.1.2
1.11. Airport transfers for teams and officials that have booked accommodation through the OC.	Required	D.3.1.2
1.12. Shuttle service between hotel & venue for teams and officials who have booked accommodation through the OC.	Required	D.3.1.3
1.13. Covered shuttle waiting area at venue	Required	

1.14. European Rowing Vehicles	3	D.3.3.1
DEVELOPMENT PROGRAMME		
1.15. Number of People x Nights	15 people x 6 nights	D.4
1.16. Training Camp	Not required	D.4.3
1.17. Boat Provision	Not applicable	
1.18. 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	€10'000
Event hosting fee	€24'000
Commercial Rights Fee	€60'000
International Television Host Broadcast	€140'000

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 re invoiced to the OC; any amount over this will be paid by World Rowing :

	<i>EUR</i>
Official Timing & Results service	€55'000
Sport Presentation	€30'000
Medals	€3'500
Jury Travel Subsidy	€7,000
Interpreters (Congress)	Not applicable
Accreditation Service	€2'500
Economic Impact Study	Not applicable

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>
Video Streaming Budget Estimate	€35'000
Doping Control Testing	Budget estimate EUR 8'000
Public Liability Insurance (Event Liability) through WR Insurer	Paid by OC
Accommodation for European Rowing representatives and service providers (number of hotel nights)	364
Lunches for European Rowing representatives and service providers at the venue (approximate number of lunches over the course of the event)	467
Dinners or per diems for European Rowing Jury and Timing & Results service provider (number of meals)	154
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 Championships the range of opportunities automatically granted to each OC with the Event and Rights 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.

Revenue Source	Revenue accrues to the OC
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.

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.