

# EUROPEAN ROWING STRATEGIC EVENT ATTRIBUTION PROCESS

TECHNICAL ANNEX: EVENT HOSTING  
INFORMATION AND REQUIREMENTS  
FOR THE EUROPEAN ROWING UNDER 23  
CHAMPIONSHIPS



# 1.INTRODUCTION

This Technical Annex serves to define the hosting requirements for the [EUROPEAN ROWING UNDER 23 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	2
Number of training days prior to first racing day	2
Number of events (medals)*	22
Para events included	No
Standalone or attached to another (existing) event?	Yes, if possible

\* *As of December 2023*

EVENT STATISTICS	
<b>Teams:</b>	
Average number of participants (total)	800
Of that, number of athletes	500
Average number of teams (countries)	30 - 32
<b>Spectators</b>	
Average number of spectators (or range)	500 per day
<b>Media</b>	
Accredited media (written press, photographers, TV)	10

### 3.EVENT HOSTING REQUIREMENTS

*(a) ORGANISATIONAL ASPECTS*

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

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
<b>1.1. Site Visits</b> In-person visits prior to the event	Two (2) people	A.1.3
<b>1.2. Post Event Reporting</b>	Required	
<b>1.3. Economic Impact Study</b> The OC contributes towards the cost of the study. Company appointed by WR.	Not required	
<b>1.4. Test Event</b> In principle this should be a televised event; if in Europe then preference is for a World Rowing Cup.	Not required	
<b>1.5. ER General Assembly</b> Facilities to be provided as specified in the Manual.	Not applicable	E
<b>1.6. Sustainability Plan</b> 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 UNDER 23 CHAMPIONSHIPS](#) are defined in detail within the World Rowing Manual. These requirements must be met by the OC when hosting the [EUROPEAN ROWING UNDER 23 CHAMPIONSHIPS](#). The specifications below highlight certain key provisions and provide specific details relevant to the [EUROPEAN ROWING UNDER 23 CHAMPIONSHIPS](#) where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
<b>THE COURSE</b>		
<b>1.1. Water Quality</b>		A.6
1.1.1 Bid phase: water quality testing and sanitary inspection	Not required	
1.1.2 Preparation and event phase	Not required	
<b>1.2. Course Survey</b>	Required	B.1.1
<b>1.3. Number of Racing Lanes</b>	Minimum 6, 8 recommended	B.2.1
<b>1.4. Albano System / Buoyed Lanes</b>	Required	B.2.2
<b>1.5. Warm up and Cool Down Separate from the Racing Lanes</b>	Preferred but not mandatory	B.1.1
<b>1.6. Advertising Banners and Support Infrastructure</b>	Optional	B.2.2
<b>1.7. Intermediate Timing Positions</b>	Required	B.2.3
<b>1.8. Bubble Line</b>	Optional	B.2.3
<b>THE START AREA</b>		
<b>1.9. Start Tower</b>	Required	B.3.1
<b>1.10. Start Bridge</b>	Required	B.3.2
<b>1.11. Automatic Start System</b>	Not required	
<b>1.12. Start Traffic Light System</b>	Provided by ER-appointed timing & results provider	B.3.2
<b>1.13. Headsets for Boat Holders</b>	Provided by ER-appointed timing & results provider	B.3.2
<b>1.14. Aligner's Hut</b>	Required	B.3.3
<b>1.15. Repair Pontoon</b>	Recommended	B.3.4
<b>THE FINISH AREA</b>		
<b>1.16. Permanent Finish Tower</b>	Required	B.4.1
<b>1.17. Sport Presentation</b>	OC to contract a provider	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 in the finish tower	B.2.3

<b>1.18. Pontoons</b>	Required	B.4.3
1.18.1. Ceremonies Pontoon	Minimum 1 required, 4m wide x 20m long	
1.18.2. TV /Umpire Catamaran Pontoon	Not required	
1.18.3. Rescue Ramp or Pontoon	Required	
<b>1.19. Flag Poles</b>	Required (5)	B.4.4
<b>TECHNOLOGY</b>		
<b>1.20. Timing &amp; Results Service</b>	Provided by ER-appointed timing & results provider	B.5.1
<b>1.21. Photo Finish Camera Support Structure</b>	Required	B.5.2
<b>1.22. Results Distribution Service</b>	Required	B.5.4
<b>1.23. Video Board</b>	Not required	
<b>1.24. Athlete Scoreboard</b>	Not required	
<b>1.25. Phone Network (Key Regatta Facilities)</b>	Required	B.5.6.1
<b>1.26. Radios for ER, number required</b>	25 (includes the Jury)	B.5.6.2
<b>1.27. Commentary Radio System</b>	Required	B.5.6.3
<b>1.28. Phones/SIM cards for European Rowing , number required</b>	Not required	
<b>1.29. Free Wi-Fi Throughout Venue</b>	Required	B.5.6.6
<b>1.30. Cabled Internet Required in Certain Locations, as per Manual</b>	Only as required by the WR Timing & Results provider	B.5.6.6
<b>MOTORBOATS</b>		
<b>1.31. Umpire Catamarans</b>	5	B.6.1
<b>1.32. TV Catamarans: with Side Catamaran</b>	Not applicable	
<b>1.33. TV Catamarans: without Side Cat (following only)</b>	Not applicable	
<b>1.34. Commentary Boats</b>	Not required	
<b>1.35. Rescue Service Boats</b>	6; an additional 2 boats may be required depending on the venue	B.6.5
<b>1.36. Boats for WR Service Providers</b>	Yes, if needed by the WR Timing and Results provider	B.6.6
<b>BOATHOUSE AREA</b>		
<b>1.37. Boat Racks (average number of boats)</b>	Required (160)	B.7.2
<b>1.38. Changing Rooms</b>	Required	B.7.3
<b>1.39. Toilets</b>	Required	B.7.4
<b>1.40. Showers</b>	Required	B.7.4
<b>1.41. Launching Pontoons</b>	4, min. 20m long	B.7.5
<b>1.42. Control Commission</b>	Required	B.7.6
<b>1.43. Athlete Weighing</b>	Required	B.7.7

<b>1.44. Boat Weighing</b>	Required	B.7.8
<b>1.45. Boat and Athlete Scales</b>	Required	B.7.7, B.7.8
<b>1.46. Ergometers</b>	20	B.7.10
<b>1.47. Stationary Bikes</b>	Optional	
<b>1.48. Boat Repair Service Area</b>	Required	B.7.11
<b>1.49. Boat Washing Area</b>	Required	B.7.11.3
<b>1.50. Team Information Centre</b>	Required	B.7.12
<b>1.51. Athlete Rest Area</b>	Required	B.7.13
<b>1.52. Space for Team Tents</b>	Required	B.7.13.1
<b>1.53. Space for Ice Baths (with drainage)</b>	Not required	
<b>1.54. Kiss n Cry zone</b>	Not required	
<b>1.55. Bicycle Rental Service</b>	Yes, where coaches can follow racing by road	B.7.14
<b>1.56. Para Facilities &amp; Services</b>		Para Rowing Manual
1.56.1. Accessible Venue	Recommended	
1.56.2. Classification Facilities	Not required	
1.56.3. Visual Classification	Not required	
1.56.4. Other Facilities and Services as per Manual	Not required	
1.56.5. NTO and Volunteer Training	Not required	

## OFFICES & MEETING ROOMS

<b>1.57. Draw/ Team Managers Meeting Room</b>	Required	B.8.2
<b>1.58. Jury &amp; NTOS Workspace &amp; Meeting Room</b>	Required	B.8.4
<b>1.59. ER Office</b>	Required	B.8.5
<b>1.60. Team Managers Work Room</b>	Optional	B.8.6
<b>1.61. Edit Room (for Broadcast Production Team)</b>	Not required	

## MEDICAL FACILITIES & SERVICES

<b>1.62. Medical centre</b>	Required	B.9.3
<b>1.63. Doping Control Facilities</b>	Required	B.9.4
<b>1.64. Massage Tables (per gender)</b>	Recommended	B.9.5
<b>1.65. First Aid Stations</b>	Required	B.12.7
<b>1.66. Ambulances</b>	1 during training, 2 during racing	B.9.7
<b>1.67. Rescue Service</b>	Required	B.9.8

## PRESS SERVICES

<b>1.68. Media Centre (tabled seats)</b>	Required	B.10.2
<b>1.69. Press Grandstand (tabled positions)</b>	Not required	B.10.3
<b>1.70. Photographer Facilities &amp; Services</b>	As needed	B.10.4

## TELEVISION & VIDEO STREAMING PRODUCTION

<b>1.71. International Host Broadcast</b>	Not required	
<b>1.72. Video Streaming Production</b>	Required	Marketing Manual
<b>1.73. Television Compound</b>	Not required	
<b>1.74. Television Monitors</b>	Not required	

## SPECTATOR FACILITIES & SERVICES

<b>1.75. Public Grandstand Seats (minimum)</b>	Optional	B.12.1
<b>1.76. ER Family Grandstand Seats</b>	Not required	
<b>1.77. MF Presidents Grandstand Seats</b>	Not required	
<b>1.78. Catering Facilities</b>	Recommended	B12.2
<b>1.79. Market Place Merchandising</b>	Required	B.12.4; B.14
<b>1.80. Toilets</b>	Required	B.12.6
<b>1.81. Hospitality Facility</b>	Optional	B.13

### (c) EVENT OPERATIONS

The event operations involved in hosting the [EUROPEAN ROWING UNDER 23 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 UNDER 23 CHAMPIONSHIPS](#). The specifications below highlight certain key provisions and provide specific details relevant to the [EUROPEAN ROWING UNDER 23 CHAMPIONSHIPS](#) where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
<b>METEOROLOGICAL SERVICES</b>		
<b>1.1. Temporary Weather Station</b>	Not required	
<b>1.2. Weather Buoys</b>	Not required	
<b>1.3. Onsite Meteorologist</b>	Not required	
<b>1.4. Weather Forecasts</b>	Required	C.1.3
<b>PUBLICATIONS</b>		
<b>1.5. Bulletin</b>	Required (1) (electronic format)	C.2.1.1
<b>1.6. Team Managers' Manual</b>	Required	C.2.1.2
<b>1.7. Souvenir Magazine</b>	Optional	C.2.1.3
<b>1.8. Event Website</b>	Required	C.2.2
<b>ACCREDITATION</b>		
<b>1.9. Accreditation &amp; Registration Centre</b>	Required	C.3.2, C.3.3
<b>1.10. Accreditation Service</b>	Recommended	C.3.3
<b>RACE ORGANISATION</b>		
<b>1.11. National Technical Officials</b>	Required	C.4.7
<b>SECURITY</b>		
<b>1.12. Security Service</b>	Required (prior to arrival of first service provider)	Required
<b>CEREMONIES &amp; SOCIAL EVENTS</b>		
<b>1.13. Opening Ceremony</b>	Required	C.6.1
<b>1.14. Victory Ceremonies</b>	Required	C.6.1
<b>1.15. Closing Ceremony</b>	Required	C.6.1
<b>1.16. Nations Dinner</b>	Required, includes Jury Outing	C.7.2
<b>1.17. European Rowing-OC introduction</b>	Not required	
<b>1.18. Jury Outing</b>	Not required	
<b>1.19. Media Outing</b>	Not required	
<b>1.20. OC-ER Board dinner</b>	Not required	



## (d) EVENT LOGISTICS

The event logistics involved in hosting the [EUROPEAN ROWING UNDER 23 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 UNDER 23 CHAMPIONSHIPS](#). The specifications below highlight certain key provisions and provide specific details relevant to the [EUROPEAN ROWING UNDER 23 CHAMPIONSHIPS](#) where necessary.

	<i>REQUIREMENT</i>	<i>REFERENCE</i>
<b>ACCOMMODATION</b>		
<b>1.1. Team Accommodation</b>		D.1.1
1.1.1. Number of beds required for the period of the event, including official training days.	800	
1.1.2. Accessible Rooms; number required	Not required	
1.1.3. Paid by Teams	Yes	
1.1.4. Payment Terms	As required by the local hotels	
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.	
<b>1.2. ER Accommodation</b>		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.	35	
1.2.2. Number of room nights that the OC is responsible to pay for the European Rowing Board, international jury & service providers. This number is based on the number of	100	

people x number of nights.		
<b>1.3. Media Accommodation</b>	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

<b>1.4. Ability for teams to have lunch at the venue or the hotel with no additional charges.</b>	Recommended	D.2
<b>1.5. Lunches for the European Rowing Board members, staff, international jury &amp; service providers at the venue.</b>	Required	D.2.3
<b>1.6. Media snacks</b>	Required	D.2.6
<b>1.7. Dinners for Jury members and ER timing &amp; results service provider (at hotel or per diem)</b>	Required	
<b>1.8. Drinking water available at the venue (either from taps or water tanks/fountains).</b>	Required	
<b>1.9. Bottled water (still) – for victory ceremonies, medical and anti-doping only</b>	Required	

### TRANSPORT SERVICES

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

<b>1.14. World Rowing Vehicles</b>	Not required	
<b>DEVELOPMENT PROGRAMME</b>		
<b>1.15. Number of people x nights</b>	15 people for 3 nights	D.4
<b>1.16. Training camp</b>	Optional	D.4.3
<b>1.17. Boat provision</b>	Optional	
<b>1.18. Development Liaison Officer</b>	Required	

## 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>
<b>Bid Fee</b>	€2'500
<b>Event Hosting Fee</b>	€3'000
<b>Commercial Rights Fee</b>	€5'000
<b>International Television Host Broadcast</b>	Not required

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>
<b>Official Timing &amp; Results Service</b>	€11'000
<b>Video Streaming Production</b>	€35'000
<b>Jury Travel Subsidy</b>	€6'500

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>
<b>Doping Control Testing</b>	Budget estimate EUR 8'000
<b>Public Liability Insurance (Event Liability) through WR Insurer</b>	Paid by OC
<b>Accommodation for European Rowing Representatives and Service Providers (number of hotel nights).</b>	100
<b>Lunches for European Rowing Representatives and Service Providers at the Venue (approximate number of lunches over the course of the event)</b>	100
<b>Dinners or per diems for International Jury and Timing &amp; Results service provider (number of meals).</b>	85
<b>Contingency (cancellation) Insurance</b>	estimate 1.5% of insured amount
<b>Sports Presentation</b>	EUR 6'000
<b>Medals</b>	EUR 1'500
<b>Accreditation Service</b>	EUR 600

## 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 Under 23 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.

Revenue Source	Revenue accrues to the OC
<b>Ticketing</b>	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.
<b>Merchandising &amp; Licensing</b>	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.
<b>Sponsorship Income</b>	Yes. Subject to a set range of criteria that defines available advertising space around the venue and in camera view.
<b>Hospitality Programme</b>	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.
<b>Food &amp; Beverage</b>	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.
<b>Souvenir Magazine</b>	The OC has an opportunity to promote key messages and sponsors through a magazine.
<b>Festivalisation</b>	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.