*A poster of a person rowing a boat

Description automatically generated*

*BID QUESTIONNAIRE AND ATTACHMENTS*

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*INSTRUCTIONS*

1. This Bid Questionnaire and Attachments must be completed for the European Rowing Coastal and Beach Sprint Championships.
2. Appendix 5a and 5b explain the venue and competition requirements and specifications for the European Rowing Coastal and Beach Sprint Championships. In addition to Appendix 5, please refer to Appendix 6 for the relevant sections of the World Rowing Rule book for more detailed information about each event. Departures from the World Rowing requirements are described in Appendix 7.
3. Parts A and B (Event Hosting and Venue Information) should be completed in as much detail as possible.
4. Part C includes a series of acknowledgements which must be signed/accepted by the relevant person in the Organising Committee or Member Federation.
5. Part D lists the attachments or supporting documentation that must be provided with the bid. **These attachments should be labelled as specified when attaching to the bid**, and particularly when in electronic format. In most cases, templates have been provided for the attachments. **All templates provided with the bid dossier must be completed, including the requested weather, tidal and wave data.**
6. Part E provides a list of the additional documentation that has been provided by World Rowing as reference for the bid submission.

# *PART A: EVENT HOSTING INFORMATION*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *A1* | *GENERAL INFORMATION* | | | | | |
| A1.1 | Name of Member Rowing Federation | | Member Federation | | | |
| A1.2 | Name of the host city and its population size | | City | | 0 people | |
| A1.3 | Name of the venue | | Regatta Venue | | | |
| A1.4 | Please indicate the events for which this bid can be considered | | |  |  |  | | --- | --- | --- | |  | 2026 | 2027 | | ERCBSC |  |  | | | | |
| A1.5 | Of the options you selected in A1.4, which is your priority? | | Priority Event | | | |
| A1.6 | Altitude above sea level? | | Altitude above sea level | | | |
| A1.7 | Date of first competitive coastal rowing event at the venue: | | First Coastal Event | | | |
| A1.8 | Indicate if a test event would be held preceding the event, and please provide details: | | Test Event | | | |
| A1.9 | Provide details of any major events that have been held at this venue (including both coastal rowing and non-rowing events): | | | | | |
|  | **Year** | **Event name** | | **Level (international, national)** | | **Number of competitors** |
|  | Year | Event Name | | Event Level | | # competitors |
|  | Year | Event Name | | Event Level | | # competitors |
|  | Year | Event Name | | Event Level | | # competitors |
|  | Year | Event Name | | Event Level | | # competitors |
|  | Year | Event Name | | Event Level | | # competitors |
| *A2* | *EVENT DATES* | | | | | |
| A2.1 | Refer to the Long Term Planning Calendar for indicative dates for the event (note that the long term planning calendar dates indicate only Saturdays and Sundays). Indicate your proposed dates for the event, noting that for coastal events, there are multiple options. Please provide a reason for the date you have selected, as well as your flexibility to host the event on a different date. | | | | | |
| Start date to End date  If applicable, the reason for difference from Long Term Calendar | | | | | |
| *A3* | *EVENT ENTERTAINMENT* | | | | | |
| A3.1 | **Festivalisation/Fan Engagement**  Please describe how you will create a festival atmosphere and engage fans at your event, e.g. through complimentary music or sport events, spectator facilities and services, food and beverage, a market place, use of mascots, sponsored activities and/or E-row experiences.  Please attach any supporting documentation to this bid. Also note that appropriate budget allocations should be included to support all proposals. | | | | | |
| Click or tap here to enter text. | | | | | |
| A3.2 | **Tourism and Economic Impact**  Please explain how you will engage with local tourism bodies, e.g. creating tourism/travel packages for local attractions for participants and spectators.  Please attach any supporting documentation to this bid. Also note that appropriate budget allocations should be included to support all proposals. | | | | | |
|  | Click or tap here to enter text. | | | | | |
| A3.3 | **Local Community Engagement**  Please describe how you will engage members of the local community at the event, e.g. activities with school groups and/or talks with national team rowers.  Please attach any supporting documentation to this bid. Also note that appropriate budget allocations should be included to support all proposals. | | | | | |
|  | Click or tap here to enter text. | | | | | |

# *PART B: VENUE INFORMATION*

|  |  |
| --- | --- |
| *B1* | *OWNERSHIP OF THE VENUE* |
| B1.1 | Please provide details on the owner/s of the regatta venue and of any adjoining terrains that you foresee to be used for the Event. |
| Ownership of Venue |
| *B2* | *THE VENUE* |
| B2.1 | Describe in details the general maritime use of the water, if it is for commercial shipping or fishing and or typical water sports/tourist use. |
| Click or tap here to enter text. |
| B2.2 | Describe in detail the general nature of the body of water and local physical land features.  Please add supporting information detailed in Part D, sections 9 – 10. |
|  | Click or tap here to enter text. |
| B2.3 | Describe in detail the major meteorological and general maritime features influencing the area. Include water temperature. |
|  | Click or tap here to enter text. |
| B2.4 | Please provide the predicted High Water Tide (HWT) and Low Water Tide (LWT) times and heights for the proposed month of the event. Please include a link or screenshot from a recommended website as an attachment to your bid. |
| B2.5 | Provide the depth of the water body, specifically in the boating & racing zones. Indicate any tidal overfalls, standing waves over bars etc. |
|  | Click or tap here to enter text. |
| B2.6 | Describe the shore alongside the water body in terms of slope and material. Indicating cliffs and good shelter beaches. |
| Click or tap here to enter text. |
| B2.7 | Describe any good spectator viewing or TV points. Indicate piers, headlands or breakwaters. |
| Click or tap here to enter text. |
| *B3* | *THE COURSE* |
| B3.1 | Describe the proposed racing course(s). Indicate all referenced lengths in km, and indicate the type of start and finish (e.g. beach or water). |
| Click or tap here to enter text. |
| B3.2 | Indicate the direction of the prevailing wind. |
| Click or tap here to enter text. |
| B3.3 | Indicate the direction and height of the prevailing ocean swell.  Click or tap here to enter text. |
| B3.4 | Indicate the direction and speed (max-min) of the tidal currents. |
|  | Click or tap here to enter text. |
| B3.5 | Indicate the features of the Start & Finish Zones. Include width of beach, beach material, exposure to waves, and wave break height. |
|  | Click or tap here to enter text. |
| B3.6 | What is the average swell height during the proposed event dates?  Click or tap here to enter text. |
| B3.7 | Describe how the major turning points will be indicated, including the use of any natural features, or existing buoys. |
|  | Click or tap here to enter text. |
| B3.8 | Indicate whether there is a possibility to display any form of advertising banners – on land or floating, and describe how such banners will be installed. |
|  | Click or tap here to enter text. |
| *B4* | *ADVERSE WEATHER* |
| B4.1 | In what wind/wave conditions would you be unable to run this coastal and/or beach sprint event? |
|  | Click or tap here to enter text. |
| B4.2 | What are your alternative options if the above conditions were to happen (on venue)? |
|  | Click or tap here to enter text. |
| B4.3 | Please address any additional alternatives (i.e. spare day, backup venue) |
|  | Click or tap here to enter text. |
| *B5* | *TRANSPORT* |
| B5.1 | Please describe your plan as it relates to local transportation. This transport plan can also be included as an attachment to the bid. |
|  | Click or tap here to enter text. |
| *B6* | *CATERING* |
| B6.1 | Please describe your plan as it relates to catering for teams and participants at the venue. Please describe the capacity and location of the catering area(s) and the proposed service plans (hours of operation, type of meals provided). |
|  | Click or tap here to enter text. |

# *PART C: OC and MF COMMITMENTS*

|  |  |
| --- | --- |
| *C1* |  |
| C1.1 | *Digital Media Commitment*  I, Name, hereby certify that all the appropriate members of the Member Rowing Federation of Country and its potential Organising Committee have read, understood and accepted the terms described in the document entitled “Digital Media Policy and Guidelines for World Rowing Events, ” and I confirm that, if we are appointed to organise the Event name in the year List all applicable years (the “**Event**”), we will observe and perform all the obligations and duties resulting therefrom for the Organisers in connection with the World Rowing’s and Organising Committee’s digital media such as websites and social media platforms, and we agree that such obligations and duties form an integral part of our obligations to World Rowing.  I hold the position of Click or tap here to enter text. within this organisation and I confirm that I have the authority to make such commitments on behalf of the Member Rowing Federation and the potential Organising Committee.  X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Organisation Name |
| C1.2 | *Merchandising and Licensing Policy*  I, Name, hereby certify that all appropriate members of the Member Rowing Federation of Country and its potential Organising Committee have read, understood and accepted the terms described in the “**Merchandising and Licencing Policy for Organising Committees of World Rowing Events**” document, and I confirm that, if we are appointed to organise the Event name in the year List all applicable years (the “**Event**”), we will observe and perform all obligations and duties resulting therefrom for the Organisers in connection with merchandising and licensing. We agree that such obligations and duties form an integral part of our obligations to World Rowing.  I hold the position of Click or tap here to enter text. within this organisation and I confirm that I have the authority to make such commitments on behalf of the Member Rowing Federation and the potential Organising Committee.  X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Organisation Name |
| C1.3 | *Commercial Rights Acknowledgement*  I, Name, hereby certify that all the appropriate members of the Member Rowing Federation of Country and its potential Organising Committee have read, understood and accepted the ***“Marketing Manual for the*** Event name***”,*** and I confirm that, if we are appointed to organise the Event name in the year List all applicable years (the “**Event**”), we will observe and perform all the obligations and duties resulting therefrom for the Organisers in connection with Commercial Rights and we agree that such obligations and duties form an integral part of our obligations to World Rowing.  We confirm that we will purchase the specified Local Commercial Rights package via the Event and Rights Fee in the amount of Amount Currency if we are appointed to organise the Event and that the payments will be made according to the payment schedule as stipulated in the Event and Rights Agreement.  I warrant that there are no existing agreements and/or arrangements, including agreements entered into by third parties, national or local rules or regulations etc., as well as other obstacles of a legal or physical nature which might/would devalue any of the Commercial Rights for the Event and/or prevent World Rowing from exploiting without restriction any of those Commercial Rights, and that any such obstacle has been duly and expressly disclosed and identified in the bidding documents.  In addition, I warrant that from at least five days before the first day of the Event and during the Event itself, the Venue (as defined in the Marketing Manual) will be completely free of any commercial signage and other commercial identifications of any sort including, but not limited to, branded technical equipment, and that such signage/identification will be removed or covered up, including, but not limited to, branding on technical equipment, to the extent required by World Rowing.  I further warrant that there are no existing agreements and/or arrangements, national or local rules or regulations etc. or other obstacles of a legal or physical nature which might/would hinder or prevent the unrestricted and exclusive exploitation of the Broadcasting Rights by World Rowing and its Broadcast Partners respectively and that any such obstacle has been duly and expressly disclosed and identified in the course of the bidding process (e.g. legal provisions granting obligatory and unrestricted access to electronic media).  Details of all agreements and contracts that are currently in place and that will still be in place in Year that relate to the Venue are attached to this letter.  I hold the position of Click or tap here to enter text. within this organisation and I confirm that I have the authority to make such commitments on behalf of the Member Rowing Federation and the potential Organising Committee.  X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Organisation Name |
| C1.4 | *Drone Policy Acknowledgement*  I, Name, hereby certify that all appropriate members of the Member Rowing Federation of Country and its potential Organising Committee have read, understood and accepted the terms described in the “***World Rowing Drone policy and conditions”*** document, and I confirm that, if we are appointed to organise the Event name in the year List all applicable years (the “**Event**”), we will observe and perform all obligations and duties resulting therefrom (as such policy may be amended by World Rowing from time to time) for the Organisers in connection with the use of a Drone at the Event and will first submit to World Rowing any request received from any party to use a Drone, for World Rowing’s prior approval. We agree that such obligations and duties form an integral part of our obligations to World Rowing.  I hold the position of Click or tap here to enter text. within this organisation and I confirm that I have the authority to make such commitments on behalf of the Member Rowing Federation and the potential Organising Committee.  X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Organisation Name |
| C1.5 | *Insurance Commitment*  I, Name, hereby certify that the Member Rowing Federation of Country and its potential organising committee agrees that World Rowing shall affect the necessary public liability insurance covering both World Rowing and its representatives and the Organisers, and that we agree to pay the total amount for this insurance, as detailed in the Event and Rights Agreement.  I agree this insurance cover shall be finalised at the latest two years in advance of the Event.  Further, the Member Rowing Federation and its potential organising committee confirm that the Organisers shall be responsible to effect and pay the applicable premium for Contingency Insurance in respect of the financial consequences in the case of cancellation, abandonment, postponement, interruption, curtailment or relocation of the Event for any cause beyond the control of World Rowing or the Organisers. This policy shall be finalised at the latest one year in advance of the Event  I hold the position of Click or tap here to enter text. within this organisation and I have the authority to make such commitments on behalf of the Member Rowing Federation and the potential Organising Committee.  X: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Organisation Name |

# *PART D: BID ATTACHMENTS*

|  |
| --- |
| The following documentation must be provided to complete your bid dossier. For electronic submissions, the file name should match the title and attachment number listed. Please check the box provided to indicate that you have attached the required document. |

|  |  |
| --- | --- |
| *Attachment* | *TITLE* |
|  | *Bid Undertaking* |
|  | The Bid Undertaking (**Template 1**) should be completed and signed by both the City and the Member Federation signatories. This document binds both parties to signing upon attribution the Event and Rights Agreement (ERA) without amendment. **It is essential that Member Federations consult with city officials regarding the details of the Event and Rights Agreement before signing this document.** |
|  | *Event and Rights Agreement* |
|  | The Event and Rights Agreement (ERA) (**Template 2**) should be completed and signed by the Member Federation signatories, at a minimum. This should be submitted with the Final Bid. Please note that this legal contract is subject to World Rowing attribution. Signatories from the host City must sign upon attribution, or within 10 business days (as outlined in the Bid Undertaking (**Template 1**). |
|  | *Bid Budget* |
|  | A detailed event budget must be prepared showing the anticipated costs to be incurred for the organisation and staging of the event together with the anticipated income to be derived in connection with such organisation and staging.  The budget shall show the market value (normally determined to be wholesale price) of any services or products reasonably anticipated to be received by the Organisers as Value in Kind.  Note that certain operational expenses incurred by World Rowing shall be paid by the Organisers. The amount payable by the Organisers is fixed at the time of the bid – any related costs incurred over and above this amount shall be paid by World Rowing. These costs are indicated in the Technical Annex and should be included in the budget in the amounts stipulated in the Technical Annex. Other operational costs that are not fixed but are payable by the organising committee are stipulated in the Technical Annex and should also be included in the budget.  *Please note that the following items should* ***not*** *be included in the bid budget:*   * Accommodation and catering costs and revenues relating to Teams and other groups that will pay directly for these services. * Construction costs for any new facilities (e.g. Finish Tower, Grandstands, Boat house building, etc.) \*It is expected that the minimum event requirements are already in place to host a World Rowing event. Please refer to the World Rowing Manual.   A draft bid budget must be provided as part of the Preliminary Bid using **Template 3**. |
|  | *Accommodation* |
|  | Details regarding hotel offers for teams, World Rowing and its service providers must be provided. The number of beds per category (1 to 4), price ranges and distances from the venue (including travel time) must be provided.  Prices may be provided in the local currency, **provided that such currency is accepted as freely convertible and has been confirmed as such by World Rowing.**  **Note that the accommodation prices in the bid are fixed and may not be increased following the attribution of the event or in the lead up to the event.** It is therefore critical that all possible price increases due to inflation, taxes or other charges are incorporated into the bid offer. |
|  | **Accommodation Offer for Teams**  Present your Teams Accommodation offer in **Template 4a**.  The template indicates the number of beds required. **Pricing is for full board**. |
|  | **Accommodation Offer for World Rowing & Other Delegates**  Present your Teams Accommodation offer in **Template 4b**.  The template indicates the number of beds required. **Pricing is for bed and breakfast only.** |
|  | **Map of Accommodations**  Provide a map (scale 1:50,000) showing the location of the proposed accommodations (hotels, colleges, etc.) in relation to the rowing venue, to the airport, to the train station and to the local hospital facilities in the city and the surrounding areas. |
|  | *Transport Plan* |
|  | If you have any supporting documents to provide details on your transport plan for the event as described in B5.1, please attach them to the bid. |
|  | *Catering Plan* |
|  | If you have any supporting documents to provide details on your transport plan for the event as described in B6.1, please attach them to the bid. |
|  | *Organising Committee Structure* |
|  | Describe the proposed management structure of the Organising Committee, including the representatives from the city, the local government and the other government agencies. The structure should be provided in the form of an organisational chart. An example of this can be found in the [World Rowing Manual](https://worldrowing.com/technical/publications/world-rowing-events-manuals/).  Please include positions such as Event Director, Field of Play Coordinator, Medical Officer, Technology Manager and Safeguarding Officer etc. |
|  | *Letter Templates* |
|  | A number of letter templates have been included in your bid dossier as **Template 5**. Please complete the blank spaces, and have the letters signed and submitted by the relevant parties. All letters are mandatory for all events unless otherwise specified.   * Access to the Championships Letter * Ownership of the Venue Letter * Support of the Local Tourism Authority Letter * Team Medical Doctors Authorisation Letter * Funding Guarantee Letter * Live Streaming Requirements Acknowledgement Letter |
|  | *Maps and layout plans* |
| *9.1* | **City and Surrounds**  Please provide a map of the city and the surrounding maritime area. The map should be of scale **1:500,000** and should show the area covering the city, the location of the airport, the main train station, main access roads (motorways) leading to the venue and the location of the regatta venue. |
| *9.2* | **Field of Play**  Please provide a **scaled map (1:2,500 or 1:5,000)** of the field of play showing the entire area that may be used for the rowing course including the potential start & finishing zones for a beach start/finish and on-water start/finish, and the warming up/cooling down areas. Indicate the potential race course, including all turning points, as well as any variations for a shorter course, and a sheltered course in the case of extreme weather conditions. |
| *9.3* | **Venue Facilities**  Please provide a **scaled layout plan (1:500 or 1:1000)** of the proposed venue facilities and launch beach area showing all buildings and structures (permanent & temporary) and their intended use during the Event. |
|  | *Sustainability Plan* |
|  | The Sustainability Plan must be completed as part of the bid. Please read the ‘How to Create a Sustainability Plan’ (Appendix 8) for an overview of the steps involved and refer to the Sustainability Checklist (Appendix 8) for the World Rowing recommended actions to be included in your Sustainability Plan. Any actions included in your plan must be reflected in your bid budget where relevant, implemented throughout the preparation of the event and reported on following the completion of the event. A template for the Sustainability Plan is provided in **Template 6**. |
|  | *Water Quality Assessment Data* |
|  | **“**World Rowing’s Water Quality Testing Guidelines” describes the data and assessments that must be submitted with the bid in order for World Rowing to assess the quality of the water in the racing course. The result of this assessment will determine the monitoring protocol that would be required leading up to the Event, including whether any remedial actions would be necessary. These guidelines can be found in the World Rowing Manual.  This data must be submitted with the Preliminary Bid. |
|  | *New construction permissions and plans* |
|  | If any new construction is planned for the venue as described in B3.1, provide a letter of guarantee from the authorities in charge of the land confirming that the necessary permissions have been granted for the construction/s.  Provide also the most detailed level of plans for the developments as described in B3.1 which exist at the time of the bid. |
|  | *Beach Dynamics Measurements* |
|  | Please complete Template 9 – Beach Dynamics Measuring. |
|  | *Event Entertainment* |
|  | If you have any supporting documents to illustrate you event entertainment plans as described in A3.1 to A3.3, please attach them to the bid. |
|  | *Wind Roses* |
|  | Please provide the predicted wind information in the form of wind roses, which clearly indicates wind speed, direction and frequency (percentage) for each direction for the proposed month of the event.  For examples of wind roses see Appendix 8. |
|  | *Tidal Data* |
|  | Please provide the below items as **screenshots of tidal data from trusted websites, or webpage links**. Useful resources are Wind Guru, Windy TY and Surfline.com.  If providing a link to a webpage which shows the tidal data, please ensure the data is free to access (i.e. no subscription or paid account required). |
|  | * 1. Provide the **predicted High Water Tide (HWT) and Low Water Tide (LWT) times and heights** for the proposed month of the event.   *Please attach this data as a link or screenshot from a trusted website .* |
|  | * 1. Provide the **Tidal Curve(s)** for the proposed dates of the event.   *Please attach this data as a link or screenshot from a trusted website .* |
|  | * 1. Provide the **Tidal Current/Stream Speeds and Direction.**   *Please attach this data as a link or screenshot from a trusted website .* |
|  | *Wave Data* |
|  | Provide swell information for the proposed month of the event. (Wave Height (m), Wave Speed (m/s) and Wave Direction).  *Please attach this data as a link or screenshot from a trusted website .* |
|  | *Venue Information* |
|  | **Marine Chart** of the proposed venue. |
|  | **Google earth image** of the proposed venue. |
|  | **30 second video of the water conditions** between a 3 and 5 force on the Beaufort Scale**.** |
|  | *Other Information* |
|  | Any additional supporting information may be attached to the bid. Please list the information that has been provided in the space below and label the files clearly. |
| Additional Information attached |

# *PART E: APPENDICES AND TEMPLATES*

|  |  |
| --- | --- |
| *APPENDIX* | *TITLE* |
| 1 | Instructions & Rules of Conduct |
| 2 | World Rowing Long Term Planning Calendar |
| 3 | Marketing Manual |
| 4 | Technical Annex |
| 5 | Wind Roses Example |
| 6 | 6a – World Rowing Coastal Championships Manual  6b – World Rowing Beach Sprint Finals Competition & Venue Specifications |
| 7 | [World Rowing Rule Book](https://worldrowing.com/technical/rules/2021-rule-book/) (online)  Appendix R18 – Coastal Rowing Regulations  Appendix R19 – Beach Sprint Rowing Regulations  Departures from the World Rowing Requirements |
| 8 | Sustainability Guides |
| 9 | Drone Usage Policy |
| 10 | Digital Media Policy and Guidelines for WR Events |
| 11 | Merchandising and Licensing Policy |
| 12 | Broadband and Internet Service Guidelines |
| 13 | Water Quality Testing Guidelines |
| 14 | Sports Presentation Guidelines |

|  |  |
| --- | --- |
| *TEMPLATE* | *TITLE* |
| 1 | Bid Undertaking |
| 2 | Event and Rights Agreement |
| 3 | Budget Template |
| 4 | Accommodation Templates  4a - Teams Accommodation  4b - World Rowing, media and other Accommodation |
| 5 | Letter Templates  5a - Access to the Championships Letter  5b - Funding Guarantee Letter  5c - Live Streaming Acknowledgement Letter  5d – Ownership of the Venue Letter  5e - Support of the Local Tourism Authority Letter  5f - Team Medical Doctors Authorisation Letter |
| 6 | Sustainability Plan |
| 7 | Water Quality Biosamples Report Template |
| 8 | Sanitary Inspection Form |
| 9 | Beach Dynamics Template |