*A group of women rowing

Description automatically generated*

*BID QUESTIONNAIRE AND ATTACHMENTS*

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# *INSTRUCTIONS*

1. This Bid Questionnaire and Attachments must be completed for all European Rowing Indoor Championships bids.
2. Appendix 4, Venue and Competition Specifications, describes the specific event requirements for the European Rowing Indoor Championships. In addition to Appendix 4, please refer to Appendix 5 for the relevant sections of the World Rowing Rule book for more detailed information about the event.
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.
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 | | Venue | | | |
| A1.4 | Please indicate the years in which you could host the European Rowing Indoor Championships: | | |  |  | | --- | --- | | 2026 | 2027 | | | | |
| A1.5 | Of the options you selected in A1.4, which is your priority? | | Priority Year | | | |
| A1.7 | Date of first competitive indoor rowing event at the venue (if applicable): | | First indoor 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 indoor 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 |
|  | 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. 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 | | | | | |
| A2.2 | Do you plan to merge the ERICH with an existing event? If yes, which event? Please describe the event programme and concept of the existing event. | | | | | |
|  | Click or tap here to enter text. | | | | | |
| *A3* | *EVENT CONCEPT* | | | | | |
| 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 (sales and exhibition area), 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. | | | | | |
| *A4* | *LEGACY* | | | | | |
| A4.1 | Describe the local impact that the event could have on the host city/country, and indicate how you plan to maximise the legacy of the event . | | | | | |
|  | Click or tap here to enter text. | | | | | |
| A4.2 | Will you be able to support selling used rowing machines to local buyers after the event? | | | | | |
|  | Click or tap here to enter text. | | | | | |
| *A5* | *TRANSPORT & ACCOMMODATION* | | | | | |
| A5.1 | Please indicate whether any accommodation or travel support (i.e. hotel shuttle, travel packages) will be provided for competitors and spectators. | | | | | |
|  | Click or tap here to enter text. | | | | | |
| A5.2 | Please describe your plan as it relates to participant transport. This transport plan can also be included as an attachment to the bid. Please note that the costs of a transport shuttle service may be included in the accommodation package.  Please note, transport costs can be expensive and can escalate rapidly in cost if last minute changes are made. Increases in costs for WR or WR partners and consultants or athletes – *after* accommodation packages have been reserved – is not possible. | | | | | |
|  | 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 event venue and of any adjoining terrains that you foresee to be used for the Event. |
| Click or tap here to enter text. |
| *B2* | *THE VENUE* |
| B2.1 | Indicate the general use of the venue. For example: ice hockey, basketball etc. |
| Click or tap here to enter text. |
| B2.2 | Please describe the transport accessibility to the venue from nearby hotels (i.e. easily accessible by public transport, foot, or car). |
|  | Click or tap here to enter text. |
| B2.3 | Describe the proposed field of play, including the shape, size, and floor surface andindicate exactly in meters the floor area available for competition and warm up.  Please mention specifically if the warm-up area dimensions if these are separate to the competition floor. Please include photos and diagrams to describe your venue. Please also include a 30sec video of the proposed field of play and surrounding areas. |
|  | Click or tap here to enter text. |
| B2.4 | Describe whether any weather adaptations should be made to the venue (particularly for open or outdoor venues). |
|  | Click or tap here to enter text. |
| B2.5 | Describe the infrastructure (temporary or existing) of the on-floor workspaces and area as described in Appendix 4. |
|  | Click or tap here to enter text. |
| B2.6 | Describe any existing lighting or sound infrastructure at the venue. Please *add as much information as possible* here and attach any relevant photos or diagrams. |
|  | Click or tap here to enter text. |
| B2.7 | Describe the “Back of House” areas which could be used for the event. For example; rooms available for Para Classification, Anti-Doping meeting rooms, Broadcast preparation rooms, medal preparation, etc. include any photos or diagrams. |
| Click or tap here to enter text. |
| B2.8 | Describe the spectator viewing area, and include seated and standing capacity. |
| Click or tap here to enter text. |
| B2.9 | Describe the accessibility of the venue, and how it may need to be adapted for competitors and spectators using a mobility device. |
|  | Click or tap here to enter text. |
| B2.10 | Please describe the Wi-Fi and Broadband capacity of the venue in general terms – including if both are available at the venue, if the venue has Fiber Optic cabling. |
|  | Click or tap here to enter text. |
| B2.11 | Does the venue include a built in giant screen? Is the screen included in the rental cost if you hire the venue? |
|  | Click or tap here to enter text. |

# *PART C: OC and MF ADDITIONAL 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 |

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# *PART D: BID ATTACHMENTS*

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| 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 bid budget. Other operational costs that are not fixed but are payable by the organising committee are stipulated in the Venue and Competition Specifications 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 \*It is expected that the minimum event requirements are already in place to host a World Rowing event. Please refer to the Venue and Competition Specifications.   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 competition 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 A5.1, 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/). |
|  | *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 * Funding Guarantee Letter * Live Streaming Requirements Acknowledgement Letter |
|  | *Maps and layout plans* |
| *8.1* | **City and Surrounds**  Please provide a map of the city and the surrounding 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 venue. |
| *8.2* | **Field of Play & On Floor Competition Areas**  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 racing and any on floor competition areas. |
| *8.3* | **Venue Facilities**  Please provide a **scaled layout plan (1:500 or 1:1000)** of the full venue, showing all areas 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 6) for an overview of the steps involved and refer to the Sustainability Checklist (Appendix 6) 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**. |
|  | *Event Entertainment* |
|  | If you have any supporting documents to illustrate your event entertainment plans as described in A3.1 to A3.3, please attach them to the bid. |
|  | *Venue Photos*  Please provide photos of the various areas in the venue to support your bid. Please label them accordingly. |
|  | *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 | WRICH Venue and Competition Specifications |
| 5 | World Rowing Rule Book (Indoor Events) |
| 6 | Sustainability Plan |
| 7 | Drone Usage policy |
| 8 | Digital Media Policy and Guidelines for World Rowing Events |
| 9 | World Rowing Merchandising & Licencing Policy |
| 10 | World Rowing Sport Presentation Guidelines |
| 11 | Guidelines for providing a broadband/internet service at World Rowing events |
| 12 | Classification Guidelines (Physical Classification and Visual Classification) |

|  |  |
| --- | --- |
| *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 |
| 6 | Sustainability Plan |