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*BID QUESTIONNAIRE AND ATTACHMENTS*

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# *INSTRUCTIONS*

1. This Bid Questionnaire and Attachments must be completed for all European Rowing Events in the ‘Classic Rowing’ discipline.
2. The Technical Annex describes the specific event requirements for each particular event. This document provides an overview of the requirements and in certain cases, numbers or requirements specific to the event that are departures from the World Rowing Manual, however the Manual provides the most comprehensive description of the facilities and services that must be provided when hosting a European Rowing event. The World Rowing Manual can be found online on <http://www.worldrowing.com> at the following url: <https://worldrowing.com/technical/publications/world-rowing-events-manuals/>. References to the relevant sections of the World Rowing Manual are provided against the requirements listed in the Technical Annex.
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. In most cases, templates have been provided for the attachments. **All templates provided with the bid dossier must be completed.**
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 City and its population size | | City | | | 0 people |
| A1.3 | Name of the regatta venue | | Regatta Venue | | | |
| A1.4 | Priority Year & Event Name of interest | | Priority Year - Event Type | | | |
| A1.5 | Alternative Years and/or events to be considered in bid | | Year - Event Type  Year - Event Type | | | |
| A1.7 | Please describe how many of the above events (A1.4 and A1.5) you would be willing to host. | | Click or tap here to enter text. | | | |
|  |  | | | | | |
| A1.8 | Provide details of any major events that have been held at this venue | | | | | |
|  | **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 | |
| *A2* | *EVENT DATES* | | | | | |
| A2.1 | Refer to the Long Term Planning Calendar included in the bid documents for indicative dates for the event. Indicate your proposed dates for the event and, if different from the Long-term Planning Calendar, provide a reason for the difference. | | | | | |
|  | 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 AND EVENT OPERATIONS*

|  |  |
| --- | --- |
| *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 Championships. |
| Ownership of Venue |
| *B2* | *THE COURSE* |
| B2.1 | Is the body of water natural or man-made? |
| Natural  Man-made |
| B2.2 | What is the total length of the water available for rowing, including the area before the start and beyond the finish (in metres)? |
| Total Length metres  Length before the start metres Length beyond the Finish metres |
| B2.3 | What is the total width of the water body e.g. all lanes and the distance between the outside lanes and the banks (in metres)? |
| Total Width metres |
| B2.4 | What is the depth of the water throughout all the racing lanes (in metres)? |
| Depth of water metres |
| B2.5 | Describe the banks of the water body in terms of slope, shape and material. |
| Description of water banks |
| B2.6 | Is there a road or cycle path around the water body from which racing and training can be viewed? If yes, describe the width and the surface e.g. tarred, gravel, asphalt. |
| Cycle Path |
| B2.7 | Describe the width (in metres) and the number of lanes available for racing and training. |
| Width & number of lanes |
| B2.8 | Are the warm-up and cool down areas within the course, outside of it or in a separate channel? |
| Description of warm up & Cool Down |
| B2.9 | What is the direction of the prevailing wind in relation to the direction of the course? |
| Wind direction |
| B2.10 | What is the range of times for sunset and sunrise over the period of the event? |
| Daylight Hours |
| *B3* | *NEW DEVELOPMENTS* |
| B3.1 | Please provide a detailed description of any new developments or constructions which are to be made to the venue between now and the Event. Please include any detailed construction plans (or other) as an attachment to this bid. |
|  | Click or tap here to enter text. |
| B3.2 | Please describe which organisation is funding for the above developments, and the certainty of this funding. |
|  | Click or tap here to enter text. |
| *B4* | *TRANSPORT* |
|  | Please describe your plan as it relates to athlete transport. Please include transport plans for airport pickups and drop-offs, as well as transport between the hotels and venues. Please provide some details as to the type of vehicles which will be used in athlete transport, as well the intended scheduling and routes. This transport plan can also be included as an attachment to the bid. |
|  | Click or tap here to enter text. |
| *B5* | *CATERING* |
|  | Please describe your plan as it relates to catering for teams at the venue. Please describe the capacity and location of the catering area and the proposed service plan (hours of operation, type of meals provided). |
|  | 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 |

# *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* |
|  | **This is a priority item.** 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* |
|  | **This is a priority item.** 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* |
|  | **This is a priority item.** Details regarding hotel offers for teams, European 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 European 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. |
| *4.1* | **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**. |
| *4.2* | **Accommodation Offer for European 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.** |
| *4.3* | **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 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.  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   *Bidders should submit a funding guarantee letter from all potential funding partners. For the purposes of assessing each bid, revenue would only be considered as guaranteed with the attachment of such a letter.*   * Television Host Broadcast Requirements Acknowledgement Letter *(European Rowing Championships only)* * Live Streaming Requirements Acknowledgement Letter   *(European Rowing Under 19 and Under 23 Championships, only)* |
|  | *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 regatta venue.* |
| *8.2* | **Regatta Venue**  **This is a priority item.** Please provide a **scaled map (1:2,500 or 1:5,000)** of the regatta venue showing the entire rowing course (including the racing lanes and the warming up/cooling down areas) the location of all buildings and structures (both permanent and temporary) and their intended use during the Championships. This map must show the direction of North. |
| *8.3* | **Boathouse Area and Finish Areas**  **This is a priority item.** Please provide a **scaled layout plan (1:500 or 1:1000)** of the boathouse and finish areas showing all buildings and structures (permanent & temporary) and their intended use during the Championships. In the case where the boathouse and finish areas are in separate locations, two layout plans should be provided. |
|  | *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 Data & Sanitary Inspection* |
|  | **“**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.**  Water quality data must be submitted with the Preliminary Bid on **Template 7**.  A completed Sanitary Inspection Template must be submitted with the Final bid on **Template 8.** |
|  | *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. |
|  | *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. |
|  | *Transport Plan* |
|  | If you have any supporting documents to provide details on your transport plan for the event as described in B4, please attach them to the bid. |
|  | *Catering* |
|  | If you have any supporting documents to provide details on your transport plan for the event as described in B5, please attach them to the bid. |
|  | *Meteorology* |
| *15.1* | **Meteorological Information**  Provide the following meteorological information: wind velocity in metres per second, wind direction, temperature and humidityin the table provided in **Template 9**. The data should reflect the average measurements over the two-week period of the event for the past five years for every hour between 06:00 hrs and 20:00 hrs. |
| *15.2* | **Wind roses**  The wind information requested above should also be provided in the form of wind roses and should clearly indicate wind speed, direction and frequency (percentage) for each direction. One wind rose must be provided for each hour between 06:00 hrs and 20:00 hrs.  The course direction should be overlaid on each of the wind roses.  For samples of wind roses see **Appendix 5**. |
|  | *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 & Code of Conduct |
| 2 | Long Term Planning Calendar |
| 3 | Marketing Manual |
| 4 | Technical Annex |
| 5 | Wind roses example |
| 6 | [World Rowing Manual](https://worldrowing.com/technical/publications/world-rowing-events-manuals/) (online) |
| 7 | [World Rowing Rules](https://worldrowing.com/technical/rules/2021-rule-book/) (online) |
| 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 | Classification Guidelines |

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| *TEMPLATE* | *TITLE* |
| 1 | Bid Undertaking |
| 2 | Event and Rights Agreement |
| 3 | Budget Template |
| 4 | Accommodation offer templates  4a - Teams Accommodation  4b - World Rowing, Media and other Accommodation |
| 5 | Letter Templates  5a - Access to the Championships Letter  5b - Ownership of the Venue Letter  5c - Support of the Local Tourism Authority Letter  5d - Team Medical Doctors Authorisation Letter  5e - Funding Guarantee Letter  5f - Television Host Broadcast Requirements Acknowledgement Letter *(European Rowing Championships only)*  5g - Live Streaming Requirements Acknowledgement Letter  *(European Rowing Under 19 / Under 23 Championships only)* |
| 6 | Sustainability Plan |
| 7 | Water Quality Biosamples Report Template |
| 8 | Sanitary Inspection Form |
| 9 | Meteorological Information |