**FULL BID DETAILS FOR THE**

**IRF 20\_\_ R\_ EURO RAFTING CHAMPIONSHIPS**

**NAME OF COUNTRY BIDDING: \_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please complete the following details and send it to the IRF Secretary, at info@internationalrafting.com by the date stated by the IRF. This bid has to be distributed to the Euro Race Committee and so must all be in digital format and be a reasonable size. It is preferred that you summit written documentation in .doc, .xls or .pdf format.

It is not important that you use the schema of this document, as long as your submission includes the details and answers requested here and in the ‘Euro Rafting Championship Regulations and Organising Criteria’ document, preferably in this order.

1. **Principle Details:**
	1. Name of Country:
	2. Dates for event:
	3. Name of river /s and area where event is to be held: (please include a map of the area):
	4. Nearest town/ city:
	5. Has a major rafting event been held in this area before? If yes, please give details.
	6. Are you able to fulfil the requirements of hosting a Euro Champs as described in the ‘Euro Rafting Championship Regulations and Organising Criteria’ document and the IRF Official Race Rules?
2. **Organizer Details**
	1. Name of Organizer that will be hosting the event:
	2. Contact details for the Organizer – email: Tel:
	3. Contact person to whom the IRF will communicate with throughout the bid assessment process.
	Name: email: Tel:
	4. Contact person to whom the IRF will communicate with if the bid is accepted. (This is the Event Director or a mutually agreed upon representative)
	5. Name: email: Tel:
	6. Name of your country’s national rafting federation:
	7. Is your federation an up-to-date member of the IRF?
	8. Does your national rafting federation support your bid? If yes, please provide us with a letter from them that states this.
	9. Please summarise your qualifications to organize this event. Give examples of other events run and other successful projects completed.
	10. List the members of the event organising committee and include contact details and brief experience details of the Event Director, Race Director and Safety Director.
	11. Please list who in your organisation has been to an IRF ERC or WRC before, which event(s) it was and in what way they participated. (spectator, competitor, judge, etc)
3. **Description of River:**
	1. Provide a map of the river(s) with GPS coordinates and indicate the individual race venues, entry and exit points, spectator points, nearby roads, etc.
	2. Describe the type, volume and grade of the proposed river(s): (e.g. pool drop, high volume, grade 4-5).
	3. What controls the water volume of the river(s)? I.e. is it dam controlled, reliant on seasonal rain, snow melt, etc. If dam controlled, can you provide a guarantee of a suitable water release for the event and pre event training?
	4. If there are unexpected high or low water levels – what alternatives can you offer?
	5. What is the water and air temperature at the proposed time of running the event? Please detail the suggested paddling gear needed.
	6. Describe accessibility at entry and exit points, as well as along the sections of the river where the races are to be run.
	7. Describe the type of terrain surrounding each venue: (e.g. steep sided, flat, open fields, jungle, etc, etc)
	8. What permissions are needed to host the described event and from whom must they be obtained? (e.g. government, parks, water authority, private land owner, hydroelectric company, etc)?
	9. Please provide a detailed description of the safety team and how it will be organised and assigned during the event. (A complete safety plan must be submitted 6 months prior to the ERC).
	10. Describe what equipment you propose to use for setting up the slalom gates as well as finish and start lines for each event.
	11. How easy or difficult is it for spectators and media to watch the event?
4. **Races**
	1. Describe each disciplines’ white water (e.g. Sprint over one class V rapid or over continuous Class III with one class IV rapid in it, Downriver has 10 class III’s, five class IV’s, etc) and provide photographs and video of the proposed sections. If the Youth sections differ to the Open and Masters please detail these. (Youth are not allowed to run above Class 3 unless an exception is requested and approved.)
	2. Give the exact location and details of the race venues for Sprint, Head to Head, Slalom and Downriver.
	3. Describe the metric distance of each race venue and the time it would take an average competitive team to complete each discipline.
	4. An Electronic timing system (preferably with photo finish) is needed. Will you provide this system yourselves or will you be hiring it from the IRF? Do you have trained operating personnel for running it or will you need the IRF to provide timing system operators (at your own cost)? A backup system of 6 stopwatches is to be provided as well.
5. **Travel and Transport**
	1. What is the nearest international airport?
	2. What are the best ways for teams to get to the event location from the closest international airport (describe distances and time by road, rail, air, etc)? Please include costs at the time of bid.
	3. What are the options and costs for teams, staff and media to get to and from their places of accommodation or from the event head quarters to the race sites?
	4. What are the options and costs for spectators?
6. **Teams:**
	1. Do you have a maximum number of teams that you can host at the event and if so, what is that number?
	2. What is the maximum amount of entry fee you will ask from the teams?
	3. What is included in this fee? (Accommodation is to be quoted separately from the entry fee.)
	4. What is the maximum amount of entry fee you will ask from a team’s key support personnel (managers, coaches, extra team members)?
	5. What is included in this fee?
	6. What advertising will teams be allowed to include on the rafts, their paddling clothing, on the banks of the river and off the river?
	7. What are the costs and options available for teams to train before the event?
	8. Can teams from most countries obtain visas to visit your country? Can you offer assistance to those that struggle to get a visa?
7. **Accommodation Options:**
	1. What are the various accommodation options available for the teams? Please describe in detail with costs and include brochures and/or website links
	2. Are there any extra items you will be able to cover for the teams (e.g. cash for airfares, accommodation, meals, gear, transport, etc.)?
	3. Do you have a maximum number of support personnel that teams can bring with them? This may include spectators, their media team, coaches, managers, etc.
	4. Support personnel will normally want to be included with their teams in accommodation, meals, transport and access to the event locations for the duration of the event. Do you see any problems with this?
8. **Meals:**
	1. What breakfast options are available for the participants?
	2. What lunch options are available for the participants while at the race site and away from the race site?
	3. What dinner options are available for the participants?
	4. Will there be any official meals, for example, at the Closing Ceremony? Are the costs for official meals included in the entry fee and if not what will the cost be?
9. **Ceremonies and Entertainment**
	1. What are your plans as far as a) Opening Ceremony, b) Closing Ceremony and c) Daily Prize Givings?
	2. Will you be offering evening entertainment to the participants? If yes, what?
	3. What else is on offer for participants to enjoy – typical and contemporary?
10. **Staff/Official Provisions**
	1. Describe the accommodation, meals, transport and working conditions that will be provided for the 3 members of the Jury, the 12 Official Judges and the IRF Safety Rep.
	2. Do you anticipate that you will be able to provide all of the staff needed for the event (e.g. safety kayakers / rafters, Safety Director, Race Director, Timekeeper, Operations Manager, etc)? Would you like IRF assistance in finding these persons to assist you?
	3. Will you have paid or volunteer staff available to assist IRF judges and officials during the event?
11. **Event and media headquarters**
	1. Describe the event headquarters and their facilities and proximity to the race courses and to the officials accommodation location.
	2. Describe the provisions for Jury meetings, Judges Meetings, Judges Workshops, captains meetings, media meetings, Congress meetings (if being held), etc.
	3. What systems will be available for the media to use on an international basis?
	4. What systems will be available for the teams to use on an international basis?
12. **Rafts**
	1. What is the minimum number of rafts you would need? (Please read the recommendations in the ERC Reg and Org Criteria document.)
	2. Do you have access to enough rafts? If yes – continue on from 12.3. If not – will you need IRF assistance to get these rafts?
	3. What rafts will you be using (make, size, weight, number thwarts, foot cups, etc)? Please provide a link to the manufacturer’s website.
	4. Where will you be obtaining them from?
	5. How many will you have?
13. **Logistics and Operations**
	1. What is the distance and time involved in getting rafts and teams from the exit point back to the start point of the slalom and H2H for their subsequent runs?
	2. How do you plan to do this?
	3. Do you have enough rafts to run the Downriver for an entire category (eg Open Men) at a time? If not, how long is the turnaround time to get rafts from the Downriver finish back to the start? How will this be done?
	4. What system will be used to move the actual Judges Slalom penalty sheets from the Judges to the Scorers? (Kayaker, runner, etc)
14. **Communications**
	1. Is there mobile phone access at the river course locations? And at the event Headquarters?
	2. Will there be WiFi available at the river? If yes, will everyone be able to access it? Or who will it be limited to – officials, media, teams, spectators?
15. **Media coverage:**
	1. Please give a detailed summary of your media plan covering photography, filming, TV production, TV distribution, press releases, print media, etc; focusing on international exposure.
	2. In the event that the distribution is not international, are you prepared to provide a 26 minute, TV broadcast quality, English version, for international distribution by the IRF? If not, what are you able to provide?
	3. What provisions will be made for the official media with regard to transport, accommodation, meals and access to functions?
16. **Finances, Safety & Security:**
	1. Describe where your sponsorships / financial supports / subsidies / guarantees are coming from?
	2. Please provide us with a general budget for the event as per the IRF’s ERC costing sheet.
	3. Medical Facilities - describe their availability and situation and how they will be put into action during the event.
	4. General Liability Insurance - what is required in your country and costs?
	5. Are you able to purchase indemnity insurance coverage for an event cancellation due to force majeure, local political instabilities, late event cancellation (6 months or less), event changes due to low or high water, and funds to reimburse in part or in full, air fare costs and event entry fees already incurred by Teams or officials? The amount of insurance coverage purchased must be approved by the IRF.
	6. Please describe the business climate in your country (e.g. volatile, secure).
	7. Is there any planned election or change of government in the area between now and the event?
	8. What is the political stability in your country like? If there is instability (possibilities of terrorism, etc), please describe it as well as what will be done to ensure the safety and security of all participants.
	9. A non-refundable hosting fee of $1000 is to be paid to the IRF within 2 weeks of the IRF letting you know you have won the bid. Are you able to pay this fee?
	10. A deposit of US$4,000 is to be paid to the IRF no later than 1 year before the event. If the event is cancelled less than a year ahead of the event, or if there are any problems with the event not equalling the accepted bid proposal, these funds may be used by the IRF to correct these problems. Are you able to pay these deposits?
17. **Doping samples:**
	1. Dope testing at the IRF’s A and B level events are compulsory. The organisation and costs for this are to be borne by the organisers. How many dope tests are you able to do
18. **Scouting Trip:**
	1. If the IRF decides a scouting trip is needed – are you able to cover the costs for 1 or 2 persons? When is it ideal to do the scouting trip? Keep in mind the dates of bid assessment and finalisation.
	2. How does the water level at the time of the scouting trip differ to the time of the proposed event?
19. **Itinerary:** List a draft daily itinerary for the event. Keep in mind that the IRF wishes to keep it’s events as short as possible as longer events are more costly and harder for officials and teams to secure the time.
20. **Assistance:** What areas do you need assistance from the IRF in ensuring the event runs to the high standard expected by the IRF (organisation, equipment, funding, etc)?
21. **Your proposal**: In a few lines tell us why you think the IRF ERC is particularly well-suited to your country?
22. **Letters of support:**
	1. Please supply a letter from your government / governing tourism body supporting your bid for the event;
	2. Please supply any other letters of support from sponsors, tourist organisations, etc that you feel may help.
23. **Visuals:** Please include photos, maps, brochures, videos and other information to support your proposal.
24. **Other:** Please include any other information you feel is relevant to the bid.