

ICF BIDDING QUESTIONNAIRE

Submitted by:

Ukraine Canoe Federation / Ukraine Dragon Boat Federation

All National Federations interested in bidding for an ICF Event should follow the table of contents presented below to draft their bid.

1.0 General Information

1.1 Provisional Dates:

What are the dates that you propose, specifying the Opening and Closing Ceremony and competition days?

12-15 September 2019. Opening Ceremony on 11.9.2019 evening. Closing Ceremony on 15.9.2019 after the Medal Ceremony.

1.2 Event title:

What is your proposed event title?

2019 ICF Dragon Boat Club Crew World Championship.

1.3 Information about the candidate city:

Can you provide general information about the candidate city such as major statistics, weather and main features?

Kiev, Ukraine.

1.4 Location of airports, rail network and roads to the venue/city:

Can you provide us with a map explaining and showing the location of the major transport hubs as well as the venue?

Two International Airports: Borispol International Airport & Zhuliany International Airport.

Google map search – Name of Airports.

1.5 Map of the location of the venue in relation to major cities in the country:

Can you provide us with a map situating the venue in relation the major cities in the country?

Water Stadium Obolon. Google map search – Obolonska Quay.

2.0 Legal Aspects

2.1 Outline the structure of the Organizing Committee (OC):

What legal structure will support the Organizing Committee?

Ukraine Canoe Federation and Ukraine Dragon Boat Federation.

2.2 Name Key personnel with background information, roles and responsibilities within the OC:

Chairman: Mr. Valeriy Morgun

Co-Chairman: Mr. Oleksandr Bakanychev

2.3 Laws and customs:

Are there laws, customs or rules in the country that could limit or restrict the organization of the ICF Event?

No.

2.4 Relationship and support from local, regional, and national governments:

Which are the public and sport authorities that support your candidacy?

Ministry for Sports of Ukraine;

Municipal government of Kiev.

3.0 Immigration and Custom Procedure

3.1 Visa requirements:

Please briefly explain the visas requirements to enter into your country and the procedure for participants and officials that will have a role to play at the event?

Visa is required for some African and Asian countries.

The Organizing Committee will assist to apply Visa for those whom may require Visa.

3.2 Customs regulations:

Can you guarantee that the customs procedures will be alleviated for all participants and that measure will be put into place to facilitate the process?

Yes, the Organizing Committee will provide assistance to facilitate the custom process if required.

4.0 Financing

4.1 Financing:

Can you please explain how the ICF Event will be financed?

State and private investments.

4.2 Financing of construction or renovation of infrastructure:

Who will finance the cost of the infrastructure or the cost of upgrading the sport equipment to the ICF norms? If applicable, please provide the ICF with a General Budget for the construction or renovation?

Kiev municipal government.

4.3 Summary of Operational Budget:

Please provide a summary including expenses and revenues. (See attached template).

To be submitted.

4.4 Projected cost of athlete and team officials' accommodation:

What is the anticipated cost of accommodation for the athletes and the team officials?

Ranged from Euro 5 (camping) to Euro 150 per person per day

4.5 Potential Event main supporters and sponsors:

Please provide an update of the potential supporters and sponsors of the Event, as well as current NF sponsors.

**Ministry for Sport of Ukraine,
PEAK Company.**

5.0 Participation Fee

5.1 Participation Fee and Services:

Please provide a detailed breakdown of the Participation Fee projected that will be charged to the teams. As well as a brief description of the services that will be included in the Participation Fee.

For Sportsman Euro 75

For officials Euro 50

6.0 Sport Event Hosting Experience

6.1 List of Past events organized in the host area:

What international events have taken place in the host area over the last 5 years, events not only limited to the world of canoeing?

2011 European Dragon Boat Championship,
Yearly Ukraine International Canoe Sprint Championships,
Yearly Ukraine International Dragon Boat Championships.

6.2 Number of experienced officials and judges:

Does the candidate city have sufficient experienced officials, judges, referees to allow for the smooth running of the event? If not, how will it acquire that expertise?

7 ICF officials in Ukraine,
23 National Judges

6.3 Test Event planned (Not required for World Cups):

Can you guarantee that you will plan for at least one test event, 6 to 12 months before the actual competition?

2018 Dragon Boat Junior Event

7.0 Sport/Competition Information

7.1 Description of Competition Venue and sport infrastructure:

Can you describe the competition venue and the sport infrastructure?

Close to public transport stations and accommodations. Plenty of space for athletes rest areas. Easy to access and accommodate spectators.

7.2 Presentation of the technical aspects of the course:

Can you confirm that the organizer will provide technical aspects that equal or surpass the ICF standards?

200 m, 500 m, 2000 m courses of ICF standards.

7.3 Contingency Plan:

Some crisis, while highly unlikely, may have catastrophic effects on an event. What is your Contingency Plan for different crisis?

Do you have access to an alternative location if a change of location is needed?

A standard 2000 m Rowing Course at the Island would be reserved as an Alternative venue.

7.4 Competitions and Programme:

Please provide us with a preliminary programme of competition, meetings and other activities (in line with ICF regulations).

4 days for races of all categories. Team Leaders' Meeting to be held on the date before the first race. ITO examination will be arranged.

8.0 Operations and IT

8.1 Operation Centre:

Operation Centre at events can be useful and an opportunity to involve all the stakeholders and increase the communication between all parties.

Please describe any plans you have concerning onsite communication and crisis management.

What is the structure of the decision making process?

The Business Center will be used as the Operation Centre at the venue.

8.2 Event Management Tools:

What are your plans with regard to using management software or tools for different areas of your event (i.e. Integrated Management Software, Project Management, Volunteer Management Software, etc.)?

On-site Wi-Fi with password provided for teams, Website and Face Book.

8.3 Event Website:

What is your preliminary site map for the website dedicated to the event?

Will it be interactive? Include a multi-media platform?

Will be created.

9.0 Athletes – Athletes Area at the Venue and other services

9.1 Athletes Area Characteristics:

Can you please describe the Athletes Area characteristics you envision at the venue?

Rest Area fully equipped.

9.2 Services for athletes:

Can you please describe the services you envisage for the athletes?

Catering, changing rooms, shower points, restrooms etc.

10.0 International Technical Officials

10.1 International Technical Officials:

Can you please describe the services you envision for the ITOs?

Radio, Internet access, Wi-Fi etc.

11.0 VIPs and Dignitaries

11.1 Facilities and Services:

Please describe the VIP Area and the services provided for the VIPs, Dignitaries and sponsors at the venue.

VIP room, catering, internet access, Wi-Fi etc.

12.0 Accommodation

12.1 Location in comparison to the competition venue:

Please indicate the location of the accommodation and the time and distance needed to reach the competition venue.

5 min for ITOs,

15 min for athletes.

12.2 Type and standards of accommodation:

Please indicate the range of prices of the accommodation that is secured for the event as well as the number of rooms per category. Hotel services and star system vary from one country to the other so please indicate the services and amenities provided as a basis for comparison.

Euro 5 (camp site);

Euro 50-150 (3 to 4 Star Hotel with full facilities).

12.3 Provisional Cost of Accommodation by type (i.e. technical delegates, judges and officials, dignitaries):

Which hotels will you designate as the technical Delegate, Jury, judges and officials, dignitaries and teams?

Euro 100 or above (3-4 Star Hotel with full facilities).

12.4 Type of food service/time available/menu choice for all participants by type:

What are you planning with regard to the nutrition and meals provided to the teams? On site and at the accommodation?

To be provided.

13.0 Transport

13.1 Airport Description:

Please provide us with a brief description of the airport including the distance to the main accommodation and venue.

30-45 minutes from International airport.

13.2 Transfer arrangements for arrival and departures and provisional costs:

Please provide us with a breakdown of the transfer cost between the airport and the accommodation.

30 minutes, Euro 20 one car.

13.3 Transport of athletes and team officials during the competition (if applicable):

Please provide information concerning the transport services that will be provided to the athletes and teams during the event.

Minibus.

13.4 Transport of technical officials during the competition:

Please provide information concerning the transport services that will be provided to the technical officials during the event.

Minibus.

13.5 Car Service for VIPs and Dignitaries:

Organizers need to provide transport for VIPs, which includes sponsors, suppliers and the ICF family. Please describe the different levels of transportation anticipated.

3 saloon cars for VIPs

13.6 Access to transportation for leisure:

Please describe the transport systems available to the visitors and public in the candidate city. Will free public transportation be available to accredited participants?

Organizing Committee will assist at cost.

14.0 Ceremonies

14.1 Opening Ceremony Location and Capacity:

What is the capacity of the venue that would be used for the ceremony?

Please describe briefly the layout.

*In the evening of the date before the Championships,
At ARC of friendship.*

14.2 Closing Ceremony Location and Capacity:

What is the capacity of the venue that would be used for the ceremony and please describe briefly?

On the last day after the Medal Ceremony.

14.3 Victory Ceremony Concept

Please describe the concept you envision for medal ceremonies in line with the ICF Protocol Guide.

After every 5 finals and by the end of day.

15.0 Sport Presentation and Spectator Services

15.1 Sport Presentation Plan:

Sport Presentation is responsible for all video production, sport announcements and commentary, music, audio, lighting and entertainment. Sport Presentation aims to educate, inspire and entertain the live audience.

What is the bid committee's plan with regard to sport presentation?

Video

15.2 Spectator Services:

What services are you planning for spectators on-site (Food and Beverages, Transportation, Information desk, merchandising, etc.)? What is the plan for the spectator experience at the competition?

*Merchandise, cafes, kiosks, at cost,
Play stations for kids.*

16.0 Promotion and Marketing

16.1 Promotion Strategy and Programme:

What programme and activity are you hoping to plan to engage the population and increase the visibility of canoeing and ICF?

What will be the spectator audience promotional strategy?

TV, Internet, Radio, Newspapers, banners etc.

16.2 Marketing Strategy and Programme:

To generate additional revenue the Organizing Committee is bound to put in place a marketing approach, what will be the actions of the OC?

To be discussed with sponsors.

16.3 Public Opinion and Legacy to the area:

What is the public opinion toward the sport event and what is the legacy or heritage that will be left to the community once the event is over?

Sport Club facilities.

16.4 Branding, Look and Image:

ICF has put forward a strategy to increase the corporate image or branding at ICF Events. ICF and organizers need to deliver a venue that is more attractive to media, sponsors and TV. What are your plans for Branding, Look and Image?

To be created.

17.0 TV and Broadcasting

17.1 Event TV Broadcasting (If applicable):

What arrangements are you planning to ensure the best possible worldwide TV broadcasting of the event?

Local TV, Facebook, Footage etc.

17.2 Host Broadcaster (If Applicable):

Which network is interested in broadcasting the international feed in line with ICF Broadcasting Contract?

What level of service will be provided (number of cameras, satellite OB equipment)?

Provide us with the level of services that will be available for the broadcasters.

Local TV.

18.0 Communication

18.1 Communication Plan:

Briefly describe your communication plan for the Event and media strategy.

Invitation, Interviews etc.

18.2 Event Media Operations:

What is planned for the press, internet and photographic coverage? Provide us with the level of services that will be available at the Press Centre.

Press Information Center, Business Center available.

19.0 Sustainability

19.1 Sustainable Development Plan for ICF Event:

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs." Sustainability involves the simultaneous pursuit of economic prosperity, environmental quality and social equity.

What initiatives are you planning to take with regard to sustainability?

All ICF disciplines.

20.0 Medical and Anti-doping

20.1 Anti-doping Control:

Can you guarantee that you are able to provide doping control according to the minimum standards of ICF?

Will be provided by Organizing Committee after coordinating with ICF Medical and Anti-doping Committee.

20.2 Collaboration:

What organization will be approached to collaborate with ICF?

Which laboratory will most likely provide the service?

Ukrnafta, Ukgas

20.3 Medical and Physiotherapy Support at the Competition Venue:

What services will you offer at the venue?

Ambulances, Medical Team

20.4 Location of local hospitals:

Please provide a list of the medical facilities close to the venue or accommodation.

Local hospital in 2 km

21.0 Security

21.1 Security at the venue:

What security plans will you put into place to ensure the security of all participants and equipment? At the venue? At the Accommodation Sites? How will you control access?

Municipal Police, National Guards, Volunteers

21.2 Involvement of public authorities:

Will you collaborate with the security authorities of the region? Will they provide the organizers with services?

Municipal government,
Ministry for Sport,
Ukraine Olympic Committee

22.0 Social Programme

22.1 Receptions and social activities:

Please describe the receptions or special events that are planned during the event.

VIP reception, traditional shows in Opening Ceremony

22.2 Spouse Programme:

Please describe if plans are underway to organize a spousal or family programme.

Shopping, sightseeing

23.0 Language

23.1 ICF Official Working Language:

Although the official language of ICF events is English will material and documents be provided in other languages?

English

23.2 Language and Interpreter Services:

To ensure that all delegation have equal access to information will the candidate city plan in having language and interpreter services?

To be provide by Organizing Committee, volunteer interpreters.

24.0 Conclusion

24.1 All events, facilities or venues have weaknesses:

Can you explain what is your event, facility or venue main weakness and how you plan to solve or diminish its impact?

Too accessible of spectators may result overcrowded. Will notify municipal police for additional supports.

24.2 Description of the Event Concept and vision:

Can you describe the overall concept of the event and bring to the forefront the reasons why ICF should support your national federation candidacy?

Enhance and popularize the sport

Please include in annex the following documents

1. Letter of support from the different level of governments
2. Overview of Business Plan and Event Budget

To be sent later