

國際龍舟聯合會

INTERNATIONAL DRAGON BOAT FEDERATION

The World Governing Body of Dragon Boat Sport'

Full member of GAISF



IDBF Championships Bid Application Form

Version 2

Updated – October 2020

Introduction

Bid applications to host an IDBF Championships will only be considered by IDBF Full Financial Members. Applicants must complete the bid document fully and provide as much detail as possible to be considered. IDBF will only accept bids from private companies when submitted by their National Federation who is the IDBF Member

Proposed **dates** for Championships must ideally **fall between late June and early September** to allow all age divisions to compete at the one (1) Championships. Split Championships is not a feasible option.

There is no fee applicable to submit a Bid to host an IDBF Championships. IDBF encourages Bid applicants to have reviewed the following documents, as this will assist greatly in completing the Bid application form.

- IDBF Championships Handbook
- IDBF Competition Regulation and Rules or Racing - <https://www.dragonboat.sport/docs>
- IDBF Race Plans
- IDBF Water Safety Policy
- IDBF Anti-Doping procedures - <https://www.dragonboat.sport/anti-doping>

Bids must be submitted via email to the IDBF General Secretary – general-secretary@dragonboat.sport
IDBF World Nations are held in the odd years and IDBF Club Crew Worlds are held in the even years.

Refer to IDBF Bye-Law 13 – Preparation and organisation of a World Championships - <https://www.dragonboat.sport/docs>

Bidding Process

- **Intended Bid** by 31st March for World Nations five (5) and World Club five (5) years prior to nominated Championships
- **Formal Bid** by 31st March World Nations three (3) and World Club three (3) years prior to nominated Championships
- **Bid Presentation** – at the IDBF Congress for World Nations three (3) and World Club three (3) years prior to nominated Championships
- **Full Presentation** – to the IDBF Council for World Nations one (1) year prior and at Club Crew World one-year prior (1) year prior to nominated Championships

All Bids received will be assessed by the IDBF Competition and Technical Commission who will review all bids received and make recommendations to the IDBF Executive. The IDBF Executive will consider the recommendations from the Competition and Technical Committee and provide their recommendation to the IDBF Council and Congress to consider.

Intended Bids

Must include the following information:

- Contact details of the Full IDBF Member submitting the bid
- Contact details for the Organising Committee
- Proposed dates and location for the nominated Championships

Formal Bids

Must include the following information:

- Contact details of the Full IDBF Member submitting the bid
- Contact details for the Organising Committee
- Confirmed dates and location for the nominated Championships
- Include any potential sponsors and other agencies involved
- Completed Bid document and any other relevant information

Bid Presentations

Must include the following information:

- Maximum 15 minutes
- Be prepared in a PowerPoint presentation (suggest presentation saved on a USB for IDBF Members to take back to their own countries)
- Be presented in English
- Include details such as dates, city, regatta venue, proposed transport infrastructure, distance between hotels and regatta venue. The presentation must focus on the Technical details of regatta venue
- Outline of Organising Committee

Full Presentations

Must include the following information:

- Update on Organisation of Championships
- Budget including proposed registration fees, hotel costs, transport costs (please use the template provided)
- Planned media coverage and communication plans
- Live Streaming and Broadcasting options
- Merchandising and marketing plans

Bid Application form

Applicants must complete all questions. IDBF may request additional information if not satisfied with information provided.

Tick which Championships the Bid application is being submitted for:

<input type="checkbox"/>	World Nations Championships	<input type="checkbox"/>	Club Crew World Championships
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1. Contact details of IDBF Full Member submitting bid

IDBF Full Member name:	Date:
Website url:	Facebook:
President Name:	President Signature:
President email:	President Mobile:

2. Contact details for Organising Committee

Chair name:	Date:
Chair Signature:	
Chair email:	Chair mobile:
Alternate contact name:	
Alternate contact email:	Alternate contact mobile:

3. Experience of Organising Committee

List all relevant experience for all individuals involved on Organising Committee. Please include but not limited to:

- Number of years involved in dragon boating
- Involvement at Club / National / International level (roles on Committees/Boards)
- Qualifications such as Race Officials or Coaching
- Previous participation at an IDBF Championships as an Athlete or Race Official
- Previous participation at a National Championships or other festival events
- Relevant work experience

Chair

Individual 1

Individual 2

Individual 3

4. Details for the Bid destination

Include Map of host city and surrounding area and location of hotels

Name of Country:	Continent:
Name of host City:	Website url:
Approx population:	Altitude above sea level:

5. Proposed dates and weather information

IDBF will only support dates which fall between late June and early September to ensure participation across all age divisions at the one location

Proposed date for Championships
Daily sunrise and Sunset times during proposed dates
Average daily temperature during proposed dates
Average daily humidity during proposed dates
Average daily rainfall during proposed dates
Historically are the proposed dates subject to any weather conditions such as storms, floods, drought, cyclones etc

6. Details about Regatta Venue

Include layout of regatta venue proposed site set-up

Name of Venue:	Website URL of venue:
Address of Venue:	
Distance of venue from city:	

Is the venue a purpose-built regatta course: YES / NO?
If YES, has your Federation previously used this venue for events? If YES – please list what events have been held here.
If NO, please provide as much details as possible as to the type of venue being proposed: river, lake, dam, ocean, canal, harbour
Has your Federation previously used this venue for events? If YES – please list what events have been held here
During the proposed dates are there potential health issues which need to be identified: For example: mosquitoes, high altitude, pollution, pollen, flies

7. Technical aspects of the water course

What is the total length and width of the water course available?
Is the course able to accommodate? 200m 500m 1000m 2000m
What is the maximum number of racing lanes the course can provide?
What is the maximum width for each racing lane?
Is the course permanently buoyed YES / NO If NO, please provide details on how the course will be buoyed
Can the course accommodate a transit lane and if so, what is the width of the transit lane?
What is the distance from shore (land) to lane 1?
Is there an even depth across all racing lanes? If NO, please specify the variances
What is the depth of water at the finish line / 200m / 500m / 1000 What is the minimum and maximum depth at any point in the proposed racing course?
Is there a start hut available at the 200m 500m 1000m? YES / NO Are the start huts on land or water? YES / NO If NO, please provide details on what will be provided

<p>What start mechanism does the regatta course use? Pontoon / cup system / other</p> <p>Please provide and photo images</p>
<p>Is the water course affected by tides or other environmental issues? If YES, please provide details</p>
<p>Is the quality of the water course affected by algae, seaweed, other issues?</p>

8. Venue Facilities

<p>Finish Area <i>The finish area needs to accommodate space for photo finish equipment/operator, IDBF RMS operator/race secretary, Chief Judge/Time keepers, Chief Officials, Commentators</i></p>
<p>Is there a purpose-built finish tower YES / NO</p> <p>If NO, please provide details on what will be provided</p> <p>If YES, please provide images of the space layout of the tower and details of size if area / floor level</p>
<p>Is there a timing system already provided by the regatta venue YES / NO <i>Note: timing equipment must be compatible with IDBF RMS to be able to feed results (for example FinishLynx)</i></p> <p>If YES, please provide details of the timing equipment</p> <p>If NO, please provide details of timing equipment intending to utilise</p>
<p>What other equipment is provided in the finish tower? For example, copier, printer, WIFI, toilet</p>

<p>Marshalling Area <i>The marshalling area needs to be large enough to accommodate both standard and small boats and minimum 2 races for each to be in area</i></p>
<p>The marshalling area must provide sufficient covered/shade area to cover maximum number of lanes For example, standard boats with 8 racing lanes = 176 athletes + race officials Or small boats = 96 athletes + race officials</p>
<p>Marshalling area needs to include a small area for the race officials to be able to work</p>
<p>Is the marshalling area able to be fenced off from spectators and other athletes not competing in designated races? YES / NO</p>
<p>What is the distance from the Marshalling area to the Athletes village?</p>
<p>What is the distance from the Marshalling area to where the boats will be loaded?</p>
<p>Is there a PA system available from the Marshalling Area to the Athletes Village? YES / NO</p>

Boat Loading Area
Will boats be loaded from pontoons / beach or other?
If existing pontoons how many pontoons are there?
How many boats (standard / small) can be accommodated per pontoon
Please provide images of pontoons intending to be used

Boats
<p>Please advise how many Umpire boats will be available?</p> <p><i>Note:</i> a) Umpire boats need to be large enough to accommodate driver plus 1 maximum 2 race officials b) Umpire boats must have a coverage to provide protection for driver and race officials c) Umpire boats need to cause minimum wash d) It is preferable for Umpire boats to have propeller guards for safety</p> <p>Please provide images of Umpire boats</p>
<p>Please advise how many Safety (rescue) boats will be available?</p> <p>Please advise maximum capacity of safety/rescue boats. Rescue boats should include a driver plus qualified personnel</p> <p><i>Note:</i> a) It is preferable for safety/rescue boats to be low to the water and have soft sides to enable athletes to be hoisted out of the water easily b) Safety/rescue boats must have propeller guards for safety to enable them close access to a capsized boat</p> <p>Please provide images of Safety/rescue boats</p>

Athlete Rest Area
<p>Is the intended Athlete area using existing space or will a temporary area be built?</p> <p>Please provide detail</p>
<p>What additional facilities will be included in the Athlete rest area? For example: toilets, showers, water, shade, catering, tables, chairs, large screen, PA system</p>
<p>What security measures are to be implemented for access to the Athlete rest area?</p>

Food facilities and Services at the regatta venue
Provide details of proposed meal options for Teams
Provide details of proposed meal options for IDBF Officials and IDBF Supporting personnel
Provide details of proposed Hospitality for VIP / Sponsors
Provide details for proposed food outlets for spectators and supporters

General Facilities
Provide details on score board (digital) or pin board
Provide details on large screen where athletes and spectators can view races
Provide details on change room (<i>shower/toilet facilities available</i>)
Provide details if Grandstand available and how it will be utilised (<i>number of seating / covered / viewing</i>)
Provide details if there are any meeting rooms available at the venue (<i>size / facilities / WIFI</i>)
Presentation Area – medal ceremonies
Are there Media facilities available at the venue?

Medical Services
Medical Room available onsite Please provide details
Physiotherapy and Massage facilities available onsite Please provide details
Doping facility available onsite Please provide details
Details of local Hospital – please include the following information: <ul style="list-style-type: none"> a) Distance from the regatta venue to hospital b) Standard of hospital and services provided c) Name and website link

9. Meeting Room / Function Space

Team Registration
Will this be available at the regatta venue or Official Hotel? Please provide details
Team Managers Meeting
Please provide details of where this is intended to be held. <i>Note:</i> venue will need to be accommodate up two (2) representatives per team competing, WIFI, large screen + projector, microphone, seating
Race Officials Meeting
Accommodate up to 60 IRO's + IDBF Executive <i>Note:</i> WIFI, microphone, large screen + projector
IDBF Council Meeting
Accommodate up to 30 delegates <i>Note:</i> WIFI, microphone, large screen + projector, U-shape set-up
IDBF Congress
Accommodate up to 80 delegates <i>Note:</i> WIFI, microphone, large screen + projector, classroom set-up

10. Transportation

Airport/s
Provide details of closest Airport/s Include distance from Airport/s to hotels
Provide details of proposed transport arrangements from Airport/s to Team hotel/s or town
Train Station
Provide details if there is an airport link from airport to town centre (hotels location) Include travel time from airport train station to town centre (hotels location)
Land transport
Provide details of proposed transport arrangements from Team hotels and regatta venue Include whether intended to use a shuttle service or designated buses per team
Distance of time between regatta venue and proposed official hotels
Proposed location of team drop-off/pick up area at regatta venue

12. Official Ceremonies

Opening Ceremony
Please provide proposed details including timings and location
Closing Ceremony
Please provide proposed details including timings and location
Athletes Celebration Party
Please provide proposed details including timings and location

13. Details of areas of concern

Government regulations concerning visas or other restrictions
Please provide details of proposed support the Organising Committee will implement to assist Teams with applying for visas and time frame requirements
Terrorism
Please provide details of any requirements imposed by the various government agencies which may impact the organisation of the Championships
Other

14. Media, Marketing & Promotion

Media
Please provide proposed details on the media coverage/plan intended to be implemented For example – live streaming, TV coverage, social media, print, radio
Marketing
Please provide proposed details on the marketing plan intended to be implemented
Promotion
Please provide proposed details on how the Organising Committee intend to promote the Championships

15. Finance

Please complete the Championship Budget template Attach budget to bid application form
Income
List funding / grants already confirmed, applied for, and not yet approved, intending to apply for
List funding received or promised from various levels of government agencies
List details of intended sponsors
List details of intended organisations who will provide 'in kind' support
Team entry fees
Advertising
Stall holders (food and merchandising)
Expenditure
Regatta Venue Hire <i>Include cost of all facilities & services, pontoons, umpire boats, start mechanism, daily venue cleaning</i>
Venue Infrastructure <i>Include marquees, toilets, waste management, score boards, security fencing, large screens, grand stand, tables, chairs, visual message boards, site sheds, cool rooms, generators, lighting etc</i>
Technical equipment <i>Include photo finish cameras + staffing, radios, WIFI, PA systems</i>
Medical Services <i>Include first aid services, water rescue, ambulance, and equipment</i>
Dragon Boats + paddles <i>Hired or purchased brand new and on sold after Championships, spare equipment, boat storage, boat weighing,</i>
Event Insurance <i>Policy to be provided by a reputable provider and must include coverage for losses, damages, claims, actions, cancellation etc and note IDBF as an interested party</i>
Medals and Trophies
Transport <i>Include Airport transfers and Hotel to Regatta venue / Official receptions</i>
Official Ceremonies <i>Opening Ceremony – venue hire, entertainment, culture activities Athletes Closing Party – venue hire, catering, entertainment (indicate of cost to attend Closing Party will be a separate cost for Athletes to attend)</i>
General equipment <i>Include megaphones, umpire flags, stop watches, boat number boards, ropes, bailers, buckets, scaffolding,</i>
Support Services <i>Include Police, Security, Legal, Traffic Management, cost to submit applications</i>
Administration <i>Include Printing, hire of copier, accreditation cards, venue signage</i>
Marketing & Promotion <i>Include Souvenir Program, banners, flags, Championship website, promotion travel, launches, advertising (TV/radio/print), design costs</i>
IDBF site inspection costs <i>Include return flights and accommodation and hosting for IDBF nominated representatives, allow for 3 people for up to 3 visits</i>
IDBF sanction fee
IDBF Race Officials and VIPs <i>20 twin rooms for 40 race officials including BFX for 8 nights (Nations) and 9 nights (CCWC) 10 single rooms for IDBF Executive including BFX for 8 nights (Nations) and 9 nights (CCWC) Lunch for 60 Race Officials plus IDBF Support for training and race days Return airport transport Daily return transport from hotel to regatta venue</i>
IDBF Meeting Space

<i>Include Team Managers meeting, Race Official meeting, Council meeting, Congress, venue hire, catering as required, audio equipment hire</i>
Volunteers <i>Include Clothing and catering</i>
VIP Hospitality area <i>Include venue hire, catering hire, staffing, furniture</i>
Other social events/activities
Other expenses

16. Bid Undertaking

If the bid is successful, IDBF will provide the National Federation with a contract to sign on behalf of the Organising Committee. The contract will outline in detail the terms and conditions which will be required to be met by the National Federation to host a successful Championships with the IDBF