



Updated December 2015

Guidelines for preparation of bid for European Canoe Sprint Championships

The aim of these Guidelines is to provide the framework for preparation of bid for European Canoe Sprint Championships. Please note, that the description of all topics mentioned in these Guidelines is compulsory.

Contents:

1. Championships venue
 2. Regatta management and data processing system used
 3. Arrivals
 4. Accreditation
 5. Accommodation
 6. Food
 7. Fees
 8. Principles of TV coverage
 9. Boat rental
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1. The venue
 - a. Dimensions of the competition canal/lake, geographic orientation, direction of prevailing winds.
 - b. Description of boat traffic during competition.
 - c. Finish tower, number of floors, area, description of use.
 - d. Other technical buildings, rooms, their area and general description of their use.
 - e. Competitors area, description and number of shelters, their area.
 - f. Arrangements for ECA Officials (Boat control, starters, split times).
 - g. Description of sanitary arrangements.
 - h. Description for Paracanoe arrangements.
 - i. Parking and movement of vehicles before and during the competition.
 - j. Detailed map depicting the competition venue and all items mentioned above.
 - k. Start system used, number of automatic lines.
 - l. The Report of the ECA Technical Delegate.

2. The regatta management and data processing system provided by the ECA should be used.
For terms and conditions of use please contact the ECA Secretariat.
3. Description of all official arrival points (airports, train stations, etc.) including distances and travel times to the competition venue.
4. Location of Accreditation office. This should be shown also on the map.
5. Proposal of three categories of accommodation is necessary. These should be in accordance with 4, 3 and 2 star hotel. Capacity of each hotel, its distance and travel time to competition venue should be declared. The location of hotels should be shown also on the map. Proposal for accommodation of ECA officials should also be included. Special attention for Paracanoe hotels.

The accommodation fees should be given for each hotel category. Proposal for accommodation of ECA officials should also be included. The travel costs of ECA officials will be reimbursed to their National Federation by ECA office.
6. Definition of food and catering service provided by the organizers, types and variety of meals as well as the place of their delivery. Free drinking water for athletes at the competition venue is compulsory.
7. The participation fee is 30 Euro per day per person.
8. The details of the TV coverage should be described.
9. Boat rental.
Federations have to get in touch with the manufacturers.
