

ANNEX TO BYE-LAW 13

国龙联合会锦标赛申办制度

BIDDING SYSTEM FOR IDBF CHAMPIONSHIPS

1. The Congress of the International Dragon Boat Federation (IDBF) has presently sanctioned *three* types of IDBF World Dragon Boat Championships, namely:

1.1 **The IDBF World Dragon Boat Racing Championships (WDBRC)** which are designed for crews representing their Country or Territory as '**National or Representative Crews**' - that is, crews who have been selected by an IDBF Member on a national or territorial basis. *The WDBRC may also be known as World Nations Championships, to distinguish them from the Club Crew Championships. (Sep 03)*

1.2 **The IDBF Club Crew World Championships (CCWC)** which are designed for crews representing themselves as '**Club Crews**' - that is, crews sanctioned by an IDBF controlling association but not selected by them on a national or territorial basis.

1.3 **The IDBF Corporate & Community World Championships (Corcom)** which are designed for crews with little or no experience of Sport Racing (Novice Crews) who are employed by or represent the organisation in whose name they compete.

2. An IDBF Championship is held every year, with the **World Dragon Boat Racing Championships** held on ODD years, 1997 and 1999, for example and the **Club Crew World Championships** held on EVEN years, that is 1998 and 2000 for example. The **Corcom World Championships** will normally be held immediately before and in conjunction with the WDBRC and at the same venue. Corcom Championships may be held at other times and other venues, at the discretion of the IDBF Council.

3. **World Dragon Boat Racing Championships (WDBRC)**, can only be organised by (or through) an IDBF Full Member or exceptionally a Basic Member. WDBRC must be conducted under full IDBF Competition Regulations and Rules of Racing and are only open to National Crews from IDBF Members through whom all entries must be made. **Corcom Championships** will be subject to Special Entry Conditions and Competition Regulations as laid down, from time to time, by the IDBF Executive Committee and, through the IDBF Competition & Technical Commission (C&TC), will remain under the direct control of the IDBF Executive Committee.

4. **Club Crew World Championships (CCWC)** may be organised by non IDBF Members, for example a Festival Organiser, and crews from non-member countries may take part. However, all bids for a CCWC and all entries to it, must be notified through an IDBF Member in countries where one exists. CCWC organisers should seek the advice of the IDBF Members concerned regarding the suitability of their crews entered to compete.

4.1 (4) IDBF Club Crew Championships may be conducted under local Regulations tempered by any IDBF Competition Regulations appropriate to the race location. A CCWC must follow the IDBF Rules of Racing as closely as possible.

4a. **World Corporate & Community Championships (WCorcom)**. The World Corporate & Community Championship (WCorcom) is a Championship specially designed for the Dragon Boat Festival Racer, the Weekend Warriors of the Sport. World Corcom is for crews from businesses great and small, in both the private and public sector, like Banks, Insurance Companies, Fire and Police Services and also the community at large, such as fitness centres, sports clubs and special interest groups, including paraplegics and Breast Cancer Survivors.

Any interested group are therefore most welcome at a WCorcom. Crews race against each other in 'Open' competition but may also be divided into different interest or ability groups (e.g. Financial Services - Banks and Insurance Companies; Public Services – Police, Medical, Armed Forces; Specialist Groups – BCS, Disabled) depending on the number of total entries received.

Crews may also be 'seeded' into competition divisions. According to their known ability and experience of Dragon Boat Racing. This way everyone gets to race with their peer groups, as well as against everyone else and most crews will qualify, in one way or another for a medal or two !

In addition WCorcom Organising Committees will be expected to offer participants a range of other activities, including cultural activities to take part in and places to go, both before and after the WCorcom, thus promoting tourism in the area of the WCorcom.

The WCorcom may be held in conjunction with the World Dragon Boat Racing Championships (WDBRC) on odd years or as a 'stand alone' event, in a different Country or Territory.

5. BIDDING PROCEDURE: The bidding procedure for all IDBF Championships is,

5.1 Intended Bid. Minimum of **5 years** before the date proposed for an IDBF World Championships and **4 years** before an IDBF Club Crew Championships, the Championships Organisers should notify the IDBF Secretary-General, through the appropriate **IDBF Member**, of the Intended Bid. (See Bye-Law 13.3). For a WCorcom bids can be made directly to the IDBF at any time.

5.2 Formal Bid. Before the 31st March of the year which is **4 years (World) or 3 years (Club)** before the date of the planned championships a **FORMAL BID** must be made, in writing, to the Secretary-General, through the appropriate **IDBF Member**.

5.3 Bid Presentation. At the time of the IDBF Congress held in the Formal Bid year, that is **4 years (World) or 3 years (Club)** before the date of the championships, a **BID PRESENTATION** must be made to the Congress Delegates who will accept or reject the bid, subject to contract (see paragraph 6 below). The Bid Organisers and the IDBF Member heading the bid and, if appropriate sponsors and civic representatives associated with the planned championships.

5.4 The Bid Presentation should not take longer than 15 minutes and should, ideally consist of a 5-8 minute video presentation giving basic details of the venue for the championships; support services and logistical arrangements; plus a short introduction to the country and region, in which the event will take place.

5.5 The video presentation should be followed by a brief verbal presentation, which should cover the event technical arrangements and outline costs, plus details of any hosting planned for the Teams. A brochure containing as much detail as possible, on all the areas covered in the presentations, should be provided for the IDBF Council Members; Congress Delegates and IDBF Member countries.

6. Full Presentation and Contract. Once a Championships Bid has been approved by an IDBF Congress, *the Championships Organising Committee will be required to agree and sign an Indemnity Contract with the IDBF along the lines of the draft contract shown at Appendix 1. (Sep 02).* The Championships Organisers must also prepare and give a FULL PRESENTATION to the IDBF Executive Committee, confirming all the details and arrangements for the championships. The Full Presentation must take place no later than **18 months** before the championships.

7. Site Inspection. Following the Full Presentation and no later than **1 year** before the championships, a SITE INSPECTION is to be carried out by *an IDBF Delegation (see Bye-Law 13.4)* at the cost of the Organising Committee. *The Delegation will seek to confirm that all the requirements of the IDBF are in place or will be in place in time for the actual Championships* and will agree the final arrangements for the event with the Organising Committee. **The Inspection and the Presentation can take place at the same time.**

7.1 Final Confirmation. The final allocation of an IDBF Championship will not be confirmed until the IDBF Executive Committee have received a satisfactory Site Inspection Report.

7.2 In the event that the procedures laid down in the Bye-Laws and this Annex, are not complied with by an Organising Committee for a World Championship, to the satisfaction of the IDBF Executive Committee, then the IDBF Congress is not bound by any approval of that Championship, previously made. In such circumstances the award of the Championship concerned will not be finally confirmed by the IDBF Executive Committee and a contract, between the IDBF and the Organising Committee in question, to stage the Championships will not exist. The IDBF will retain all Bonds and Sanctioning Fees.

8. **Summary Time-Table.** Based on championships planned for August 2007 and April 2008 the time-table for the bidding process and confirmation of the bids would be:-

- | | | |
|-----|--------------------------|--|
| 8.1 | Intended Bid | World - 5 years before to Secretary-General (March 2002)
Club - 4 years before " " " (March 2004) |
| 8.2 | Formal Bid | World - 4 years before to Secretary-General (March 2003)
Club - 3 years before " " " (March 2005) |
| 8.3 | Bid Presentation | World - 4 years before to IDBF Congress (Summer 2003)
Club - 3 years before " " " (Summer 2005) |
| 8.4 | Full Presentation | - 18 months before to Executive Committee - (Feb 2006)
Club - (Oct 2006) |
| 8.5 | Site Inspection | - 12 months before by IDBF Council - (August 2006)
Club - (April 2007) |

9. **BIDDING GUIDELINES.** The following "bullet points" are listed to assist potential championships bidders to provide the right information at the right time in the Bidding Process and to facilitate thorough consideration by the IDBF of a championships bid.

9.1 **Intended Bids.** should contain information under the following headings:

- (1) Details of the IDBF Member heading the bid.
- (2) Details of the Championships Organisers.
- (3) Proposed location for and dates of the Championships.

9.2 **Formal Bids.** should contain information under the following headings:

- (1) Confirmed location for and *proposed month* of the Championships.
- (2) Contact names and addresses of IDBF Member representatives.
- (3) Details of key executives on the Organising Committee.
- (4) Outline information on potential sponsors and other agencies involved.

9.3 **Bid Presentations.** should contain information

- (1) Details on the country and region hosting the Championships.
- (2) Details on of any previous international events organised.
- (3) Details on the Organising Committee and key people involved.
- (4) Details on the logistical; hosting arrangements and outline costs.
- (5) Details on the facilities and site layout of the Regatta venue.
- (6) Details of any potential sponsors or other supporting agencies

9.4 **Full Presentations.** shall confirm the detail of the items covered by the Bid Presentation and additionally contain information under the following headings:

- (1) *Confirmed dates*, competition details and provisional programme of events
- (2) Planned media coverage and arrangements made for the media.
- (3) Merchandising and marketing plans for the Championships.
- (4) Championships promotional plans and information packages.
- (5) Details of the final budget, hosting arrangements and costs.
- (6) Details of all venue facilities in situ, planned or intended.

ORGANISING CRITERIA

10. Organisations intending to bid for a **WDBRC must** comply with the Organising Criteria that follow, except for those annotated as “desirable” or “optional” in which case their non-provision is subject to agreement with the IDBF Council. Those bidding for a **CCWC should** comply where at all possible with the same criteria.

11. **Detailed Plans.** The criteria outlined in the following paragraphs should form the basis of the detailed plans for a Dragon Boat Championships. The detailed plans should include all aspects of the organisation, hosting and financial arrangements for the Championships. The detailed plans should be discussed with the IDBF Executive Committee as part of the Full Presentation made by the Championships Organisers (see paragraphs 8 and 9.4).

Technical Organisation.

12. **Requirements.** The Championships Organisers shall provide the equipment; racing course and technical facilities laid down in the IDBF Competition Regulations and shall comply with the requirements of the IDBF Racing Rules.

13. **Schedules.** The schedule of technical events and the Programme of Races shall be as laid down by the IDBF Council. The daily technical schedule for a World Dragon Boat Racing Championships week, is shown in paragraph 30 of this Annex.

14. **Control.** The Championships Organisers shall be subject to the control of the IDBF Executive Committee, who shall exercise this control through the IDBF Executive President and the Chairman of the Competition and Technical Commission.

15. **Officials.** All Technical Race Officials shall be approved and appointed by the IDBF Competition and Technical Commission. Supporting Officials may be appointed by the IDBF Member associated with the Championships.

Finance / Sponsorship / Media.

16. **Funding.** It is the responsibility of the Championships Organisers to fully fund the costs of staging an IDBF Dragon Boat Championships, to the minimum standards required, including any IDBF Meetings held in conjunction with the event. Organisers must have adequate event insurance, ideally to include indemnity cover for a late cancellation, to reimburse in part or full, air fare costs already incurred by Teams or crews.

17. **Charges.** No Race Entry Fees are to be charged to the competing crews, unless agreed by the IDBF Executive Committee. However a small administrative fee, per participant, may be charged to cover such items as identity documents for all Team Members and Officials. When an administration charge is made, or when some or all of the costs of internal transport and accommodation is being fully met by the competing crews (see Hosting and Support Services below) then the detail costs and budget for the Championships must be notified to the IDBF Executive Committee for discussion and agreement concerning these areas of expenditure.

18. **Sponsorship and IDBF Fees.** For IDBF World Championship Regattas conditions regarding sponsorship, advertising, media coverage, general publicity and IDBF fees, are subject to negotiation with the IDBF Executive Committee. (See Annex A to Bye-Law 5.6 and IDBF Competition Regulations 7.2 to 7.4, for further details on these matters).

Hosting and Support Services.

19. **General Terms.** It is highly desirable that the Hosting and Support Services detailed below, are provided free of charge to the competing teams and all race officials. If this is not possible a Hosting Fee may be charged to Teams and Officials based on an inclusive cost, per person, per day, as agreed with the IDBF Executive Committee under paragraph 17 above. When a Hosting Fee is charged the maximum deposit shall be 10% of the total, payable no more than three (3) months in advance. A deposit should not normally be paid unless the Championships Organisers are required to pay such a deposit to a third party.

20. **Accommodation.** Accommodation and full board, of a standard acceptable to the IDBF, shall be provided for an agreed number of people, per Team, for a minimum period of five (5) days. (For IDBF Delegates and Officials see paragraphs 28 and 29). Additional people and days may be charged at rates laid down by the Championships Organisers.

21. **Transport.** All transport for competing teams and race officials shall be provided, from the nearest points of entry into the country concerned to the Championships location; between Teams/Officials accommodation and the Regatta site; for all official functions during the Championships and from the Championships location to the nearest points of departure from the country concerned. The cost of such transport may be included in the Hosting Fee.

22. **Medical and Rest Facilities.** Adequate medical; changing and toilet facilities must be provided, at the Regatta Site, for all competitors; officials; guests and team supporters. In addition drug testing facilities and team rest rooms (or a designated rest area) must be provided to a standard acceptable to the IDBF Executive Committee (see IDBF Competition Regulations 7.5 to 7.9 inclusive).

23. **Hospitality and Ceremonies.** The Championships Organisers shall provide Welcome and Farewell social functions for all competing teams, race officials, official guests and team supporters. Opening and Closing Ceremonies and **Medal** Presentation Ceremonies are to be provided by the Championships Organisers, the format of which are to be approved by the IDBF Executive Committee. Included in such ceremonies must be the traditional activities associated with Dragon Boat Festivals, such as the Eye Doting Ceremony, and the blessing of the Championships. For trophies and medals see Competition Regulations 7.11 to 7.14.

24. **Mementoes and Memorabilia (optional).** The Championships Organisers may provide mementoes for participants and memorabilia associated with the event, as agreed with the IDBF Executive Committee.

25. **Media Facilities.** A Media Centre, to include adequate communications, administrative, information technology and reprographic systems for journalists, radio and television commentators must be provided, at the Regatta Site, as advised by the IDBF Marketing and Media Commission.

26. **Liaison Officers and Interpreters.** The Championships Organisers shall provide a Liaison Officer for each competing Team, for the duration of their stay and an interpreter, if required, to accompany each Team during Race Days. The Liaison Officer and Interpreter may be one and the same person.

27. **IDBF Meetings and Costs.** **At a WDBRC** the Championships Organisers shall provide facilities for the IDBF Congress, which will normally be held during the Championships. In addition facilities should also be provided for meetings of the IDBF Executive Committee; IDBF Council and the IDBF Commissions, prior to and, for the Council, after the IDBF Congress. The locations and facilities for IDBF Meetings are to be agreed with the IDBF Secretary-General and approved by the IDBF Executive President. The costs associated with IDBF Meetings shall be met by the Championships Organisers.

28. **IDBF Delegates.** IDBF Delegates to any IDBF meeting, shall be subject to the same hosting arrangements and charges as those offered to competing teams and race officials but with the exception that an additional days hosting shall be offered to the Congress Delegates and two (2) days to Council members, to enable them to attend the Meetings.

29. **IDBF Technical Officials.** IDBF Technical Officials shall be hosted under the same arrangements as those offered to competing teams, with the exception that, in accordance with IDBF Bye-Law 13.5, the Championships Organisers shall be responsible for providing full board and accommodation; *the Chief Official and Competition Committee; Jury and nominated Race Officials up to a maximum of 25 people and* for the Members of the IDBF Council, when in session. (Sep 03). Under IDBF Bye-Law 13.4 such hosting will also be provided for the Technical Officials carrying out the final **Site Inspection** of the Championships facilities.

30. The daily schedule for a **World Dragon Boat Racing Championships**, NOT a CCWC or WCorcom, as laid down in Annex A to IDBF Competition Regulation 12, shall be:-:

Day 1	Tuesday	All day	-	Teams' arrive and Register Crews practice sessions.
Day 2	Wednesday	am / pm	-	Crews practice sessions.
		pm	-	Team Managers & Race Officials Meetings.
		Evening	-	Opening Ceremony
Day 3	Thursday	All day	-	Open /Women's 1000 metres races.
		Evening	-	IDBF Meetings.
Day 4	Friday	am	-	IDBF Congress
		pm	-	All Rounds - Mixed 500m
Day 5	Saturday	All day	-	All - Open/Women's/ Mixed, 200 or 250m races.
Day 6	Sunday	All day	-	All - Open/Women's 500 metres races.
		pm	-	Closing Ceremony.
		Evening	-	Farewell Celebration.
Day 7	Monday	am	-	IDBF Council Meeting
		All day	-	Sightseeing/Teams depart.

International Dragon Boat Federation

EXAMPLE OF A CONTRACT AND DECLARATION OF INDEMNITY

Between

(name of the Organising Committee)

and the Executive Committee of the IDBF for the organisation of and financial responsibility for the

(enter the number, title and year of the IDBF World or Club Crew Championships)

to be held from _____ to _____ at the

(name and location of the Championships Regatta Site)

We the undersigned, on behalf of the Organising Committee of the

(enter here the details of the event e.g. 3rd IDBF World Dragon Boat Racing Championships)

and the IDBF Member Association with responsibility for the conduct of the said Championship, hereby accept this document as a contract between the IDBF and the said Organising Committee concerning the IDBF terms and conditions for staging the IDBF Championships as detailed herein.

We confirm that the Organising Committee named and the IDBF Member Association concerned, absolves the IDBF, its representatives Officers and agents (other than the Organising Committee) from any and all organisational or financial responsibility for the conduct of the said IDBF Championships and that each and every bill relating to the Championships will be paid in full by the Organising Committee named above without recourse to the IDBF for financial assistance.

The Organising Committee further confirms that all Registration fees, Sanctioning Fees and Bonds, as laid down by the IDBF Executive Committee and appended to this Contract, will be paid in full, as and when due and that the terms and conditions of the Bidding System for IDBF Championships, as published in the IDBF Bye-Laws and/or the IDBF World Championship Organiser's Handbook, will be fully complied with in respect of these Championships, as will those IDBF Competition Regulations and IDBF Rules of Racing that are appropriate to the Championships.

With regard to the IDBF Bye-Laws, it is clearly understood that until an IDBF Site Inspection has been carried out, as detailed in IDBF Bye-Law 13, or alternative arrangements made to satisfy the IDBF or its representatives, that the Organising Committee is operating on a sound organisational and financial basis, that in accordance with Bye-Law 13, the IDBF Executive Committee is not legally bound to confirm the award of the Championships named above to the said Organising Committee.

The Organising Committee further accepts that in the event of the cancellation of the said Championships through the failure of the IDBF Member Association, with responsible for the conduct of the Championships, to comply with the IDBF Bye-Laws or the Organising Committee to comply with the terms of Bye-Law 13, in the above circumstances or for any other reason what-so-ever, that the IDBF its Officers, representatives and agents (other than the Organising Committee) will not be liable for any organisational or financial commitments entered into by the said Organising Committee, with regard to the Championships, or for any goods ordered, outstanding invoices or unpaid bills directly or indirectly related to the organisation of or delivery of services for the said Championships.

Signed _____ Name _____ Date _____

For the Championships Organising Committee.

Status _____ (on Organising Committee)

Please enclose a Proof of Authority to sign this declaration on behalf of the Organising Committee (for example a Board of Directors dated Minute).

Signed _____ Name _____ Date _____

Position _____ IDBF Member _____ (name)