

國際龍舟聯合會
INTERNATIONAL DRAGON BOAT FEDERATION

The World Governing Body of Dragon Boat Sport

*Founding member of AIMS
Alliance of Independent recognised Members of Sport
an IOC Recognised Multi-Sports Organisation*

**IDBF WORLD CHAMPIONSHIP
ORGANISER'S HANDBOOK**

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国际龙舟联合会总部及秘书处

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The IDBF Competition Regulations lay down the technical requirements for a World Championship Regatta. This Organiser's Handbook should therefore be read in conjunction with the IDBF Competition Regulations'

The information contained in this Handbook is correct at the time of publication.

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FOREWORD



This handbook serves as a guide to organizing committees of the preparations that need to be made to stage and host an IDBF World Championship Regatta for National Representative Teams or Club Crews.

The goal of every World Championship is to provide the most technical, logistically, and administratively perfect event possible. This is in the best interests of the athletes, and what is needed to effectively promote the sport in the media and with sponsors. IDBF World Championships have grown considerably over the decades and are now attracting well over 5000 participants.

Supporting an event this size is a challenging task for even the most experienced organizer and for a new one this may look like an overwhelming task. Thankfully, there is deep experience within the IDBF, to support Organizing Committees and a team of senior IDBF officials, with over 30 years of organizing IDBF events, work hand in hand with organizing committees to meet any challenges that arise.

This guide includes information with regards to the bidding process, an overview of the staff and officials required to run the event, the technical requirements of the equipment and venue, accommodating the athletes and officials, safety, marketing, budgeting, anti-doping and more but there will always be areas that need to be considered case by case.

For example, the relationship between government agencies, national federations, local authorities, sponsors, etc. can vary so much from country to country. There cannot be one common template that will work for everyone. The detailed commitments by all parties involved are contained in the Championships Hosting Contract, a template for which is shown in this Handbook.

For success to be achieved, the dual goals of good organisation and sound planning are essential. When one is seeking to achieve professionally acceptable results with a large volunteer workforce, as is normally the case with a World Championship Regatta, then such factors are of paramount importance.

The IDBF Bye-Laws and Competition Regulations underline the very high standards of management and organization required of all IDBF World Championships. This Handbook supports both and is a guide to the facilities expected at an IDBF Championship Regatta.

The Handbook does not attempt to cover in fine detail every aspect of staging an IDBF Championship Regatta. However certain elements are common to all Championships. These are covered in detail in this Handbook, which deals essentially with the regatta facilities and with the running of the event.

A strong emphasis is placed on maintaining the highest possible standards for the competitors, for team officials and race officials, for the press and last but not least, for the spectators. In short, this handbook is designed to guide and help the organisers of an IDBF World Championship Regatta towards achieving their goal of staging as perfect an event as possible.

A handwritten signature in blue ink, which appears to read 'C. Schermi'. The signature is fluid and cursive, with a horizontal line underneath it.

Claudio Schermi
IDBF President

国际龙舟联合会
INTERNATIONAL DRAGON BOAT FEDERATION

成立日期 1991年6月24日 成立地点: 香港
Date of Foundation: 24th June 1991. Place of Foundation: Hong Kong

Founding Members: Australia; China, People's Republic; Chinese Taipei; Great Britain; Hong Kong
China; Indonesia; Italy; Malaysia; Norway; the Philippines, Singapore; the United States

组建成员: 澳大利亚、中国、中国台北、英国、香港、印度尼西亚、意大利、马来西亚、挪威、菲律宾、新加坡、美国。

In attendance: Canada: Japan, Macau China.

Official Languages: 官方语言: English and Chinese (Mandarin) 英语和中文 (普通话)

BRIEF HISTORY: Whilst the IDBF was only formally constituted in June 1991, dragon boat races have taken place in Southern China for over 2000 years. International competitions, for non-Asian crews, have been staged since June 1976 when overseas crews were invited, for the first time, to race in the traditional Hong Kong Festival Races. It is from this event and date that the IDBF Members accept and record that the 'modern era' of dragon boating began.

In the early 1980's the sport began to develop as a recognised sport and from the mid-1980s onwards, dragon boat associations, quite independent of any other sports governing bodies, were established in Asia, Europe, North America, Australasia and Africa.

In the late 1980s ad hoc meetings were held, with regard to forming Continental and World Federations for the sport. As a result of these ongoing discussions the European Dragon Boat Federation (EDBF) was formed in 1990, followed by the IDBF in 1991 and the Asian Dragon Boat Federation (ADBF) in 1992. Later federations for Africa, Oceania and Pan America were formed.

These independent Dragon Boat Federations now act as the representative bodies for the sport; enact international rules and regulations and organise dragon boat championships for their member associations.

In 2007 the IDBF was admitted into membership of the Global Association of International Sports Federation (GAISF) as the Sport's World Governing Body a status accepted by the International Olympic Committee (IOC).

Participation Levels: It is currently estimated that dragon boating is practised in nearly 90 countries, with over 40 million participants, world-wide. Participation in IDBF World Championships Regattas reflect the development of the sport, as the participation figures, prior to the global Covid 19 pandemic, show.

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CHAPTER 1.

REQUIREMENTS

As individual Championship Organisations may have varying organisational and hosting plans, based on their resources and known financial commitment to the Championship Regatta, the areas covered in this Chapter are not all embracing but are those necessary for the 'bidder' to consider when declaring an 'intention to bid'.

CHAPTER 1

IDBF REQUIREMENTS

This Chapter should be read in conjunction with the IDBF Competition Regulations.

1. The full details of the organisational requirements of the IDBF for World Championship Dragon Boat Regattas' for National or Representative Teams, Club Crews and University & College Crews are shown within Chapters 2 to 7.
2. It should also be noted that the IDBF Member remains responsible to the IDBF Executive, through the IDBF President, for overseeing the activities of the Championship Organising Committee.
3. **Championships' Types.** The Council of the International Dragon Boat Federation (IDBF) has presently sanctioned two types of IDBF World Dragon Boat Championships, for IDBF Members namely:
 - 3.1. **The World Dragon Boat Racing Championships (WDBRC)** which are designed for crews representing their Country or Territory. The WDBRC may also be known as World Nations Championships, to distinguish them from the Club Crew Championships.
 - 3.2. **The Club Crew World Championships (CCWC)** are designed for Dragon Boat Club's Crews' representing their Club and not their home country or territory.
4. **World Dragon Boat Racing Championships (WDBRC)** must be conducted under full IDBF Competition Regulations and are only open to National Teams from IDBF Members.
5. It is stressed that for World Nations and Club Crew Championships, all Intentions to Bid and Formal Bids must be made by the IDBF Member Association of the Country or Territory concerned (where one exists) and not by the actual Championship Organising Committee.
6. **World University & College Championships.** The World Universities & Colleges Championships (WUCC) are a third World Championships sanctioned by the IDBF but the UCWC are not exclusively for crews sanctioned by IDBF Members but are designed for crews consisting of students registered with the University or College in whose name they compete. A *World University & College Championships* may be held at other times and other venues.
7. *World University & College 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), a UCWC will remain under the direct control of the IDBF Executive Committee, through the IDBF President.
8. For all IDBF Championships, the Host Organiser will be expected to provide subsidized accommodation, plus local transportation for all accredited participants and to ensure that any Regatta charges will be kept to an absolute minimum, as agreed with the IDBF Executive Committee.
9. **Candidates for a World Nations Championship should carefully study and understand the implications of this World Championships Organiser's Handbook before applying to become a Championships candidate.** Bids for a **CCWC or WUCC** should comply where possible

WORLD DRAGON BOAT CHAMPIONSHIPS - BIDDING PROCEDURES

10. **Bidding Processes for World Nations and Club Crew Championships** are :-

10.1. **Intended Bid.** Minimum of **4 years** before the date proposed for an IDBF World Championships or for an IDBF Club Crew Championships, the Championships Organisers should notify the IDBF Secretary-General, through the appropriate **IDBF Member**, of the Intended Bid.

10.2. **Formal Bid.** By the 31st of March **3 years** before a proposed World Nations Championship or a Club Crews World Championships. A **FORMAL BID** must be made, in writing, to the Secretary-General, through the appropriate **IDBF Member**.

10.3. **Bid Presentation.** At the time of the IDBF Congress held in the Formal Bid year, that is **3 years** before the date of the championship (Nations or Clubs) a **BID PRESENTATION** must be made by the IDBF Member Championship Organisation to the Congress Delegates, who will accept or reject the bid, subject to contract (see below).

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

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 the areas covered in the presentations, should be provided for the IDBF Council Members; Congress Delegates and IDBF Member countries.

10.4. **World Universities & Colleges Regattas** can be bid for and sanctioned, at any time, directly by the IDBF Executive Committee, through the IDBF Executive President, after initial discussions with the IDBF Member or the Organising Committee concerned.

10.5. **Contracts.** Once a World Nations or Clubs Championships Bid has been approved by the Congress, the Championship Organisation (COG) and the Championships Organising Committee (COC) will be required to agree and sign a Hosting Contract with the IDBF

11. **Full Presentation.** Following the allocation of a Championship, by the IDBF Congress, detailed plans covering all aspects of the Championship Organisation, hosting and financial arrangements etc, must be made in the form of a Full Presentation, to the IDBF Council or submitted through the IDBF Competition and Technical Commission (C&TC) at least 12 months before the Championship date (Nations and Clubs), for final agreement by the IDBF Executive Committee.

12. **Site Inspection.** Following the Full Presentation and at the latest 12 months before the World Championship takes place (Universities, 9 months) a Team of 3 or more people nominated by the IDBF President, will carry out a Site Inspection of the Championship Venue, to review and determine that all the necessary technical facilities and organisational plans are physically in place or achievable. The Site Visit Team is to be fully hosted by the Organising Committee. **The Inspection and the Presentation can take place at the same time.**

13. **Final Confirmation.** Until the Site Inspection has been satisfactorily completed the IDBF Executive Committee will not finally confirm the award of an IDBF World Championship Regatta to the Organising Committee concerned. In the event that the contractual requirements detailed in the Hosting, are not complied with by an Organising Committee for an IDBF World Championships Regatta, to the satisfaction of the IDBF Executive Committee, then the IDBF Congress is not bound by any approval of that Championship, previously made.

14. **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 in question, will not exist. Any Bond and Sanctioning Fee held by the IDBF will be retained.**

15. **Summary Time-Table.** Based on championships planned for August 2028 (CCWC) and August 2029 (WDBRC) the time-table for the bidding process and confirmation of the bids would be:-

1. Intended Bid	Nations - 4 years before to Secretary-General	(31st March 2024)
	Clubs - 4 years before " " "	(31 st March 2023)
2. Formal Bids	Nations - 3 years before to Secretary-General	(31st March 2026)
	Clubs - 3 years before " " "	(31 st March 2025)
3. Bid Presentation	Nations - 3 years before to IDBF Congress	(Summer 2026)
	Clubs - 3 years before " " "	(Summer 2025)

The IDBF Council shall agree the dates of all World and Club Crew Championships, ideally least two years in advance, and notify the IDBF Members.

4. Full Presentation	Nations 12 months before to the IDBF Council	(Summer 2028)
	Clubs	(Summer 2027)
5. Site Inspection	Nations 12 months before by IDBF Inspection Team	(Summer 2028)
	Clubs	(Summer 2027)

BIDDING GUIDELINES.

16. The following "bullet points" are to assist 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 bid.

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

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

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.

3 **Bid Presentations.** should contain information under the following headings

- (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

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

ALLOCATION OF CHAMPIONSHIP REGATTAS – IDBF PROCEDURES.

17. Candidate's Bid Application Form & Questionnaire. During the period between the Intended Bid and the Formal Bid, each candidate for the World Dragon Boat Championship concerned must complete and submit to the IDBF Secretariat, no later than 6 months before the Congress at which the Bid Presentation will be made, a Candidate's Bid Application Form & Questionnaire.

The answers to the questionnaire together with any other pertinent information submitted to the IDBF Secretary-General will form the basis for an in-house evaluation by the C&TC, which is then submitted to the IDBF Council for consideration and recommendation to the IDBF Congress.

- a. The purpose of the Questionnaire is to assemble the key information from all candidates so that the Council and the Congress can make a decision about the allocation of the Championship.
- b. The answers to the Questionnaire will then form part of the contract between the successful candidate and the IDBF.

The Candidate's Bid Application Form must be accompanied by a Bidding Fee of USD 500, which is non-returnable. A copy of the current Candidate's Bid Application Form & Questionnaire is shown at Annex 1 to this Chapter.

18. **Pre-Congress Venue Evaluation.** Once a Candidate's' Questionnaire has been received by the Secretariat, the IDBF Competition & Technical Commission (C&TC) **may, at its discretion**, send to the candidate venues, at the cost of the respective Candidates', a group of up to three persons to evaluate the venue, with reference to the answers given in the Candidates' Questionnaire. **In cases where the proposed venue is well known to the C&TC, the Pre-Congress Evaluation may not be necessary.**

19. Any Pre-Congress venue evaluations deemed necessary by the IDBF C&TC, will be carried out in the period between the notification of the Intended Bid to the IDBF Secretariat and the Bid Presentation to the IDBF Congress.

20. The C&TC delegation will inspect the course, the facilities and the proposed accommodation sites. It is important that they meet the key people who will be responsible for the organisation of the event, particularly the person(s) in charge of the regatta course and its technical installations.

- a. The venue evaluation and any associated meetings can usually be carried out in one or two days. All the costs of the evaluation will be borne by the bidding candidate.
 - a. After each venue evaluation the C&TC will produce a brief summary report highlighting the advantages and disadvantages of the candidate's proposals. Attention will be drawn to any aspects that do not comply with IDBF Competition Regulations.

21. **The C&TC will assess all candidates** and will circulate a report to the IDBF Council eight (8) weeks before the Congress. Following this process: -

- a. **The Council** will review the reports and questionnaire responses and propose one or more candidates to the IDBF Congress for consideration and final approval. Candidates endorsed by Council will be required to make a Bid Presentation to the Congress.
- b. **The Congress** will select one of the proposed candidates by a majority of votes cast. In the event that Congress fails to select one of the proposed candidates, a second selection process will take place for which all candidates considered by Council will be eligible. A Review Group appointed by the IDBF President, will meet to conduct the review and report to the IDBF Council, for a final selection to be made, on behalf of the Congress.

WORLD CHAMPIONSHIP REGATTAS GENERAL CRITERIA

22. **Championship Organiser's Questionnaire.** Once a Championship has been allocated to an IDBF Member and the Championship Organising Committee (COC) set up, detailed planning will begin, and it is therefore essential that regular discussions and meetings take place between the IDBF President, nominated IDBF Officials and the Org Com. **This is particularly important before any major projects are started regarding boat purchases, facility installations or any general construction works.**

23. In order to assist this process, it is necessary for the Organising Committee to update their response to the Candidates' Questionnaire and to provide much more detailed information.

24. This information is to be submitted to the IDBF Executive Committee in the form of a Championship Organiser's Questionnaire – **a copy of which is at Annex 2.** The Organiser's Questionnaire must be fully completed and received by the IDBF ideally with the Full Presentation but no later than the latest date for the Site Inspection 12 months before the Championship.

25. The structure and operation of an Organising Committee (Org Com) will always vary due to many factors - geography, government, personalities, etc. It is clear, therefore, that there is no single, perfect method of organization for an IDBF Championship

26. The recommended operational structure and the roles, responsibilities and main tasks of the key members of an Organising Committee for an IDBF World Championship Regatta, **are shown in Chapter 2 of this Handbook.**

27. **IDBF Contracts.** Once a Formal Bid to host a World Dragon Boat or Club Crew Championships, has been approved by the IDBF Congress and a Bid Presentation made, the Championship Organising Committee (COC) shall, ideally within 3 months of the Congress but no later than 12 months before an actual Championship, sign a World Championship Regatta Hosting Contract with the IDBF – **see Hosting Contract an example is shown in the Appendix to this Handbook.**

28. After the Bid Awarding process discussions will need to take place regularly between the IDBF Presidents' Co-ordinating Team (PCOT) and the COC during the time leading up to the Championships – the 'Preparation Period'. This may include meetings 'on site' at the Regatta Site to ensure that IDBF requirements are being met. Working Notes of such meetings will be recorded and notified to the IDBF Executive and Council.

29. As with official electronic correspondence between the Org Com and the IDBF the Working Notes and any decisions agreed to in writing between the IDBF and the Org Com shall be contained in the Hosting Contract. The signing of a Hosting Contract shall commit the COC to comply with the IDBF standards of organization shown in the IDBF Organiser's Handbook for a World Championship Regatta.

30. The 'Hosting Contract will also require the COC to comply with the competition requirements contained in the most recent version of the IDBF Competition Regulations and to fulfil any promises made at the IDBF Congress or during the site inspection process.

31. Care should be taken to define the timetable of decisions, particularly those with financial implications. Once decisions have been made and recorded contracting parties must not alter them without the agreement of the other parties involved.

32. Any uncontrollable or unforeseen variances or deviations from the agreed positions of the Org Com are to be immediately notified to the IDBF Executive Committee, in order to keep them informed of any unavoidable circumstances which would have a potentially negative impact on the championship.

33. The Role Of the IDBF. IDBF Championship Regattas are staged in close co-operation with the IDBF Member Organisation (MO) that bid to host the Championship; the Championship Organising Committee (COC), and the International Federation (IDBF). The IDBF will play an overall co-ordination role, through the IDBF President, throughout the planning and preparation period leading to the Championship.

34. The Championship Organising Committee shall therefore be subject to general supervision by the IDBF Executive Committee, who shall exercise organizational co-ordination through the IDBF President. During the Championships the IDBF will take complete control of technical matters through the IDBF Competition & Technical Commission (C&TC) and work with the COC concerning all other organisational aspects of the Championship.

35. President's Championship Co-ordination Team (PCOT). The IDBF President will establish a Championship Co-ordination Team (PCOT) that will take a leading role in advising, supporting and aiding the COC in delivering an IDBF Championship Regatta to acceptable standards. The PCOT will liaise with the C&TC Chair on all technical matters and with the Chair Holders of the Media & Marketing and Medical & Sports Science Commissions, to review aspects of a Championship pertinent to their Commissions, for example, broadcast rights, marketing, promotion, anti-doping. The IDBF President will be the main point of contact with the Org Com for all aspects of a Championship's finance, protocol, organization and administration.

36 **The PCOT will particularly check** that all the people in charge of the various sections (e.g. boathouse arrangements, timing, results, press, launches) have been given copies of the relevant Chapters from this Handbook and the IDBF Competition Regulations. These documents are essential working documents for the Org Com and the information must be distributed down to the workers in every area of the championship organisation.

37. It is important for Championship Organisers to appreciate that there is a very real difference in concept and execution between an IDBF World Dragon Boat Championships for Representative National Teams and a Club Crew World Championships and a further difference in concept and format between IDBF Championship Regattas and traditional Dragon Boat Festival Races, such as the Hong Kong Races and other similar dragon boat regattas.

38. It is essential that each Championship Organising Committee (COC) recognizes this and takes every opportunity to seek the advice of the IDBF and involve the International Federation at all stages. The IDBF will offer such advice and guidance based on the collective experiences gained by the PCOT members, from previous World Championship Regattas.

39. Developing Nations & Territories. [It is vital for the success of a World Championship's](#) that every encouragement is given to every paddler but especially those from developing nations and territories, to participate in all levels of IDBF World Championship Regattas.

40. To this end the IDBF asks the COCs to give as much assistance as possible to all crews, as a minimum, subsidized accommodation and for crews from new and developing nations and territories, additional assistance, for example subsidized travel costs and free accommodation and local sponsorship etc.

GENERAL ORGANISATIONAL REQUIREMENTS

41. The range of tasks, functions and responsibilities necessary for the staging of a Championship whilst wide ranging, are generally similar **and are covered in detail in Chapter 3 (Technical) and Chapter 4 (General) of the Handbook**. Organisations bidding for a **WDBRC must** comply with the general requirements that follow.

42. **Finance / Sponsorship.** Detailed budgets and costs for a Championship Regatta, must be discussed with the IDBF – **see Chapter 5 concerning Budgets**.

1. **Funding.** It is the responsibility of the Organising Committee to fully fund the costs of staging a World Championship Regatta, including IDBF Meetings, to the minimum standards required by the IDBF - *see Chapter 6 for details*. **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.

2. **Admin Fees.** Where a 'fee' is charged towards the costs of staging the event, for example, to cover technical and core administration or logistical costs, then IDBF approval must be sought and the fee (s) agreed with the IDBF President.

3. **IDBF Contract Fees and Bonds.** * The Organising Committee (COC) of an IDBF Championship shall pay a Sanctioning Fee and a Championship Bond, which are due once the award of the Championship has been confirmed by a vote of the IDBF Congress. These fees must be paid to the IDBF, when the Hosting Contract is signed.

i. **A Sanctioning Fee**, when agreed and included in a Hosting Contract, is non-returnable and is for IDBF services associated with the event such as organisational help in preparing Information Bulletins and Race Programmes etc, and covers Staff time, postage, printing, telephone calls, emails etc.

ii. **The Championship Bond** is paid **by the Org Com** to the IDBF to ensure the satisfactory discharge of the terms and conditions set in the Hosting Contract signed between the IDBF and the Organising Committee. **In the event that the Championship does not take place, at the agreed time and place, the IDBF reserves the right to retain all or part of the Championship Bond.**

43. **Additional IDBF Costs.** The Organising Committee shall, when agreed and included in the Hosting Contract, pay a promotional fee to the IDBF, to cover additional promotion of the Championships, through the IDBF Newsletter, and the IDBF web site and any live coverage of the event provided via any web streaming service contracted by the IDBF.

The Org Com are also required to pay towards the food, accommodation and travel costs of the Technical Officials nominated by the IDBF – including Members of the IDBF Council. The travel subsidy is set, per person, and is paid directly to the IDBF Treasurer.

44. **Sponsorship** Conditions regarding event and crew sponsorship, publicity and advertising are subject to negotiation with the IDBF Executive Committee, in consultation with the IDBF Media and Marketing Commission, as are the conditions for negotiating media coverage of the World Championship – **see Chapter 6**.

* **Note:** *The Championship Sanctioning Fee and Bond are subject to review and may be increased from those shown and agreed with the Org Com concerned.*

Hosting and Support Services.

45. **General Terms.** It is highly desirable that the Hosting Services (food and accommodation) are provided free of charge to the competing teams and all officials. If this is not possible reasonable Hosting costs may be charged to Teams based on a cost, per person, per day, as agreed with the IDBF President. Deposits should not normally be asked for unless the COC are required to pay such deposits to a third party, in advance of the event..
46. **Core Hosting Period.** Accommodation, of a standard acceptable to the IDBF President, shall be provided by the COC (Organising Committee) for all Competitors, Team Officials and IDBF nominated Technical Race Officials for periods of time determined by the IDBF and shown in the Hosting Contract This period is known as the 'Core Period' of the Championship and must include the Opening Ceremony.
- IDBF Senior Race Officials and Council Members,** the Championships Organisers shall be responsible for providing full board and accommodation, free of charge (FOC), for the Chief Official and Competition Committee; the Jury and Members of the IDBF Council, ideally in single rooms.
 - IDBF Congress Delegates.** IDBF Delegates shall be subject to the same hosting arrangements and charges as those offered to competing teams.
 - Team or Crew Supporters.** The Organising Committee or its agent, should offer an inclusive package to Team or Crew Supporters attending an IDBF Championship Regatta, at a reasonable cost to the individual – **see Chapter 4 of the Handbook.**
47. **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 in addition to any other Fees agreed between the Org Com and the IDBF as shown in a Championship's Hosting Contract.
48. **Hospitality.** The Championships Organisers are expected to provide Welcome and Farewell social functions for all competing teams, race officials, official guests and team supporters.
49. **Official Ceremonies.** Official Opening and Closing Ceremonies are to be provided by the Organising Committee, the format of which is to be approved by the IDBF Executive Committee – **see Chapter 3 of the Handbook.** Additional to such ceremonies are the traditional activities associated with Dragon Boat Festivals, such as the lion and dragon dances, the dragons head eye dotting ceremony, the blessing of the races and other cultural entertainment both Chinese and that associated with the hosting country or territory - **see Chapter 4 .**
50. **Medals Presentation** Ceremonies are to be provided by the Championships Organisers, the format of which are to be approved by the IDBF Executive Committee. (For trophies and medals see Competition Regulations 7.11 to 7.14.
51. **Mementoes and Memorabilia (optional).** The Championships Organisers may provide mementoes for participants and memorabilia associated with the event, as agreed with the IDBF President.
52. **Media Facilities.** A Media Centre, to include communications, administrative, information technology and reprographic systems for journalists and media commentators must be provided, at the Regatta Site –**see Chapters 4 of the Handbook.**
53. **Promotion & Marketing.** Commercial and Broadcasting rights remain with the IDBF and are subject to discussion and negotiation with the Org Com – **see Chapter 6.**
54. **Liaison Officers and Interpreters.** The Championships Organisers shall provide a Liaison Officer and if required an interpreter for each competing Team, for the duration of their stay and to accompany them during Race Days. The Liaison Officer and Interpreter may be the same person.

55. **IDBF Meetings and Costs. Congress.** The primary meeting is the IDBF Congress, to which delegates from all IDBF Member Associations are invited to attend. The Championships Organisers shall provide facilities for the IDBF Congress – see IDBF Congress Guide that follows. The Congress will normally be held on the Monday following a Championship.

56. **Other IDBF Meetings.** The other IDBF Meetings that may take place around the time of a IDBF Congress **and at a CCWC** are for the:

The IDBF Executive Committee and Council

The IDBF Commissions – Competition, Marketing & Media, Medical, Protocol & Heritage

57. The general room requirements for these meetings are

Executive Meeting room – for up to 12 people seated around a table.

Council meeting room – for 18-24 people seated around a table(s).

Commissions - rooms for Commissions seating 4-8 people, depending on the Commission.

Drinks are to be provided in all meeting rooms and any additional facilities, such as power-point and overhead projectors as requested by the IDBF, should also be provided for all meetings.

58. The IDBF Executive Committee and Council normally meet on the Monday before a Championship and the IDBF Commissions during the week of a Championship. The locations and facilities for IDBF Meetings are to be agreed with the IDBF Secretary-General. The costs associated with IDBF Meetings shall be met by the Championship Organisers.

- a. The number and status of the IDBF Meetings will be notified to the Organising Committee by the IDBF Secretary General, who will liaise with the Championship Director on all the requirements.

59. **Technical Director.** The key member of the Organising Committee is the Technical Director with the responsibility for ensuring that the regatta course and all the technical installations comply with IDBF requirements. Once the Championships start, it is vital for the Tech Director to be immediately available to deal with any operational problems that occur. *The IDBF asks that an IDBF Grade 3 Race Official be appointed as the Championship Technical Director.*

60. **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 Medical & Sports Science Commission.

61. All International Technical Race Officials for a World Championship Regatta shall be appointed by the IDBF Race Officials Secretariat (TES) and approved by the IDBF Executive Committee. Supporting National Race Officials may be appointed by the Organising Committee.

THE IDBF CONGRESS – A GUIDE FOR HOSTING ORGANISATIONS'

1. **General.** The IDBF Congress is held bi-annually (every two years) preferably at a time and place at which an IDBF World Championship Regatta, for IDBF Members' Representative Teams is to be held. The holding of the Congress gives rise to a series of other meetings before, during and sometimes after the actual Congress, see paragraph 69, together with the IDBF World Dragon Boat Racing Championships.
2. When a Congress is held together with an IDBF Championship Regatta, then the tasks described in the following paragraphs, become the responsibility of the Organising Committee of the Championship (Org Com) on behalf of the IDBF Member with responsibility to the IDBF for the Championship.
3. When a Congress is at a time and place that is different from the place of an IDBF World Championships, the tasks described in the present guide become the responsibility of the IDBF Member with responsibility to the IDBF for the Congress.
4. An IDBF Member may request to host an IDBF Congress or the IDBF Executive Committee may ask an IDBF Member, so to host a Congress, on the occasion of the previous Congress. Exceptionally, the IDBF Executive Committee may request an IDBF Member to host a Congress during the period between one Congress and another.
5. **Purpose of this Guide.** The Congress Organisational Guide is intended for those organisations hosting an IDBF Congress at a World Championship Regatta and for IDBF Members wishing to submit a bid to host a stand alone IDBF Congress.
6. It sets out the principal respective obligations of the IDBF, the Host Organisation and the IDBF Member, in terms of delivering a Congress to the requirements of the IDBF. **It is stressed that the requirements listed, represent the ideal situation. They should be fully discussed beforehand, with the IDBF Executive President**
7. **Responsibility.** The IDBF is the supreme authority with regard to the responsibility for organising a Congress. It delegates certain organisational tasks to the IDBF Member, and the Hosting Organisation concerned. In the event of any dispute or disagreement, the IDBF Executive Committee shall decide.
8. **Choice of a Congress Venue.** The IDBF Congress itself normally confirms the location of a World Championships for the following Congress. The IDBF, the Org Com and the IDBF Member concerned then work together to agree a suitable venue for the actual Congress.

PREPARATION FOR A CONGRESS

9. The IDBF President and Secretary-General, together with the Org Com work on the requirements for and production of the facilities and equipment for the Congress. At least 12 weeks before the date of the Congress, the IDBF Secretary-General will send out a Convening Notice to all IDBF Members, confirming the Congress date, time and place.
10. **Duration.** The duration of a Congress held during an IDBF Championship is usually 3 to 4 hours but dependent on the Agenda items can last between 6 and 8 hours.
11. The locations and facilities for the IDBF Congress and all other IDBF Meetings shall be agreed and approved by the IDBF Executive President, with the Org Com.

12. **Congress Room.** The room in which the Congress is held should cover an area of approximately 300m² with a minimum of 80 seats at tables and 20 seats for observers with the facility to darken the room so that an Overhead Projector can be used.

13. A number of tables, sufficient to seat 8 people (Executive Committee), at the front of the room on a higher level (stage). On the table there shall be placed signs with the names of the members of the Executive Committee.

14. Additionally, a Speaker's desk or lectern should be located at one side of the table on the "Stage". A minimum of 15 seats, with tables, in the front rows should be reserved for IDBF Council Members. These seats shall be labelled with the names of the Council Members.

15. The remaining seats should be arranged in conference style with 3 seats behind each table, one table per IDBF Member. The name the IDBF Member attending will be shown on each table as appropriate. The seats and tables for any observers are to be located to the rear or side of the room, behind those of the IDBF Members.

16. **Equipment.** The following equipment should be provided in the Congress room,

1. A minimum of two microphones (handheld) but ideally 8 conference type - in front of each Executive member, placed on the front table.
2. A minimum of two (ideally four) microphones (hand held) for general use in the Congress Room.
3. A microphone for the "Speaker's" desk.
4. A good Public Address system.
5. State-of-the-art audio-visual equipment/ computer graphics.
6. An overhead projector and a slide-projector.
7. A large screen allowing for the furthest seating participants to see, placed to the side of or on the stage behind the Executive Committee's table.
8. Four simultaneous interpreting booths and simultaneous interpreting and recording equipment.

17. **Decoration.** An IDBF flag must be present in the room, normally placed on the wall behind the front table on the stage, together with a large sign indicating the name of the Congress and/or the World Championship concerned.

18. **Other Areas.** Adjacent to the Conference Room, an area of approx 100-120m² should be provided sufficient to locate a Delegates Registration desk before the entrance to the main conference room - two large tables, placed at 1-2m distance from each other. One is for the delegates' signatures on the attendance forms. The other is for displaying any documentation associated with Bids being made at the Congress for World Championship Regattas.

19. Ideally, sufficient exhibition space for the Bidders of Championship Regattas or displays of Dragon Boat equipment should be provided in the same area. The details of this area to be co-ordinated with the Bidding Delegations or Companies direct.

20. An area to accommodate approx. 80-100 people during coffee breaks, should also be provided. This area may be located at the back of the Conference Room.

21. **Congress Participants.** The participants at a Congress are invited by the IDBF and the number of participants will vary according to the scale, number and type of meetings to be held alongside the Congress. The different groups of participants are likely to be as follows:- can be defined as follows:

22. **Congress Delegates, the IDBF Executive Committee and Council.**

- a. The Delegates of the IDBF Members (up to 3 Delegates per Member)
- b. The IDBF Executive Committee (8 people)
- c. The IDBF Council and Commission members (approximately 20 people)

22.1. **Official Guests** – IDBF, IDBF Members and Org Com guests as agreed by the IDBF President, who is the Leader and Chair of the Congress.

22.2. **Delegations.** The type and number of delegations will depend on the meetings to be organised at the Congress, i.e. delegations reporting to the Congress, the IDBF Council and Commissions, plus Organising Committees and Representative of future World Championships, for which the selection will take place during the Congress.

22.3. **Staff.** IDBF Secretariat, Org Com admin and secretarial staff (with a working knowledge of English and/or Chinese). Interpreters and hosting personnel from the Org Com. Officials from the supervising IDBF Member.

23. **Official Accommodation.** Where possible, all the IDBF Member Delegates and the IDBF Council and all Staff, should stay at the same hotel - the "IDBF" hotel. All the meeting rooms, offices and other premises needed to hold the Congress should be located in the official hotel.

24. The hotel must have the necessary infrastructure and experience in hosting large delegations. A reasonable rate must be negotiated and submitted to the IDBF Executive President for approval.

25. **Accreditation.** The Accreditation of Congress participants can be conducted at the following locations:

The Participants Accommodation

The Congress Venue

The Regatta Course, in the Championship's Accreditation centre.

26. **Transport.** A service is to be provided between the airport, the hotels, the Congress venue and Regatta Course, for all IDBF Members delegates, the IDBF Executive Committee and Council and Official Guests as follows:-

- a. **Mini-buses or cars** with drivers, some cars to be dedicated according to a list provided by the IDBF Secretary-General.
- b. **Bus Services** - Council/Delegates/Guests, for all official events away from the hotels. The Media, between the airport, hotels and regatta course.

27. **Social Events/ Hosting.** On the evening before the Congress there should be a reception organised for all participants - simple snacks, drinks. On the day of the Congress, lunch – buffet style with sandwiches, should be provided for all participants, ideally in close proximity to the Congress Room

28. **Welcome Pack** – A Welcome Pack should be provided by the Org Com for all Congress participants, similar to that provided for competing Teams attending a World Championships. The pack should be printed in English and ideally also in Chinese, and include useful information about the Championship programme, cultural activities, services and transport, maps, plans, telephone numbers, etc.

29. **Costs.** When the Congress is held in conjunction with an IDBF Championship Regatta all costs of staging and hosting the Congress will be covered by the Org Com (and any third party sponsors obtained for the event). For a standalone Congress these costs will be met by the IDBF Member hosting the Congress (and any third-party sponsor). The cost areas in addition to the actual Congress, considered to be part of an IDBF Congress are:-

- a. Receptions and Official Ceremonies,
- b. Programmes for official guests,
- c. Sports and cultural events (optional)
- d. Subsidized Accommodation where possible for participants,
- e. Hosted Accommodation for the IDBF President, Executive President, Members of the Executive Committee and IDBF Secretariat Staff members for a maximum of three (3) days.

30. **Delegates.** Delegates to the IDBF Congress and/or other IDBF Meetings shall be subject, as a minimum, to the same hosting arrangements and charges as those offered to participants in the Championship, with the addition that an extra days hosting will be offered to Council and Commission Members, to enable them to attend IDBF Meetings.

ANNEX.1 to Chapter 1

IDBF CHAMPIONSHIPS BID APPLICATION FORM

Version 2

Updated – September 2020

Introduction. Bid applications to host an IDBF Championships will only be considered by IDBF Full Members. IDBF World Nations are held in the odd years and IDBF Club Crew Worlds are held in the even years. 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.

1. There is no fee for submitting a Bid to host an IDBF Championships. IDBF encourages Bidding organisations 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 of Racing
- IDBF Race Plans
- IDBF Water Safety Policy
- IDBF Anti-Doping procedures

Bids must be submitted via email to the general-secretary@dragonboat.sport

2. Bid Presentations:

- 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

3. Full Presentations

Must include the following information:

- Update on Organisation of Championships
- Budget including proposed registration fees, hotel costs, transport costs
- 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 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 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 finish line 200m 500m 1000m? 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.
What start mechanism does the regatta course use? Pontoon / cup system / other Please provide and photo images
Is the water course affected by tides or other environmental issues? If YES, please provide details
Is the quality of the water course affected by algae, seaweed, other issues?

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

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
<p>Provide details of proposed meal options for Teams</p>
<p>Provide details of proposed meal options for IDBF Officials and IDBF Supporting personnel</p>
<p>Provide details of proposed Hospitality for VIP / Sponsors</p>
<p>Provide details for proposed food outlets for spectators and supporters.</p>

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.

11. Accommodation

Provide details on proposed types of accommodation for Teams, IDBF Race Officials, VIP/Sponsors, Congress Delegates, Team Supporters							
Hotel name	Website	Star rating	Distance to Regatta Venue km / mins	Total number of rooms	Room Types Suite, twin, double, triple, quad	Price per person (B&B) (in USD)	Facilities available at hotel e.g. swimming pool, conference

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 provide a detailed provisional budget for the Championships. 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, grandstand, 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

IDBF World Championship Organiser's Handbook

<p>Transport <i>Include Airport transfers and Hotel to Regatta venue / Official receptions.</i></p>
<p>Official Ceremonies <i>Opening Ceremony – venue hire, entertainment, culture activities</i> <i>Athletes Closing Party – venue hire, catering, entertainment</i> <i>(indicate of cost to attend Closing Party will be a separate cost for Athletes to attend)</i></p>
<p>General equipment <i>Include megaphones, umpire flags, stop watches, boat number boards, ropes, bailers, buckets, scaffolding,</i></p>
<p>Support Services <i>Include Police, Security, Legal, Traffic Management, cost to submit applications</i></p>
<p>Administration <i>Include Printing, hire of copier, accreditation cards, venue signage</i></p>
<p>Marketing & Promotion <i>Include Souvenir Program, banners, flags, Championship website, promotion travel, launches, advertising (TV/radio/print), design costs.</i></p>
<p>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></p>
<p>IDBF sanction fee</p>
<p>IDBF Race Officials and VIPs <i>20 twin rooms for 40 race officials including BFX for 8 nights (Nations) and 9 nights (CCWC)</i> <i>10 single rooms for IDBF Executive including BFX for 8 nights (Nations) and 9 nights (CCWC)</i> <i>Lunch for 60 Race Officials plus IDBF Support for training and race days.</i> <i>Return airport transport</i> <i>Daily return transport from hotel to regatta venue</i></p>
<p>IDBF Meeting Space <i>Include Team Managers meeting, Race Official meeting, Council meeting, Congress, venue hire, catering as required, audio equipment hire</i></p>
<p>Volunteers <i>Include Clothing and catering</i></p>
<p>VIP Hospitality area <i>Include venue hire, catering hire, staffing, furniture</i></p>
<p>Other social events/activities</p>
<p>Other expenses</p>

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

ANNEX. 2 of Chapter 1

IDBF CHAMPIONSHIPS ORGANISERS QUESTIONNAIRE

For Organising Committees, hosting an IDBF World Championship Regatta

Introduction. The IDBF allocates the organisation of a World Championship Regatta three (3) years in advance. At this stage a Candidate's Questionnaire will have been completed, which formed the basis of the candidate's proposals.

1. Once a Championships has been allocated to a particular Championship Organisation (that is, an IDBF Member and its Organising Committee) the detailed planning will need to begin, and it is essential that regular discussions and meetings take place between the IDBF and the Organising Committee. This is particularly important before any major projects are started regarding buildings, installations or general construction works.

2. In order to assist this process it is necessary for the Organising Committee to update the original Bid Application Questionnaire and to provide much more detailed information. This updated questionnaire, called the Championship Organiser's Questionnaire must be fully completed and received by the IDBF President, no later than 12 months before the Championships.

3. The completed Championship Organiser's Questionnaire is a binding commitment to the IDBF and as such, it forms part of the Hosting Contract with the Organising Committee, a draft example of which is appended at Annex 3.

4. At all stages in the planning for an IDBF World Championship Regatta the IDBF Member concerned and the Organising Committee must ensure that the following three essential conditions are fulfilled:

- ii. The need for the race venue to offer fair and equal conditions in all lanes.
- ii. The quality of the accommodation, transportation and other services offered to the teams (crews) - price and distance to the regatta venue.
- iii. The quality of the infrastructure of the regatta venue - that must allow for the creation of a world sporting event.

5. General Requirements. The requirements for hosting an IDBF World Championship are outlined in a number of complementary documents. Host Championship Organisations are to consult the current editions of the IDBF documents shown below, to have an understanding of their requirements and use the information provided therein. Copies are available from the IDBF Website.

- i. IDBF Racing Rules
- ii. IDBF Competition Regulations
- iii. IDBF Water Safety Policy
- iv. IDBF Anti-Doping Procedures

CHAMPIONSHIP ORGANISER'S QUESTIONNAIRE

1. Information Required from the Org Com

a. A copy of the management structure for the Championship.	
b. Propose the date for the opening of the regatta course for crew training	
c. Preferred timetable for each - training day	
d. Propose arrangements to adapt training and racing in adverse weather conditions.	

2. Championship Publications

<i>Publications - before printing these have to be discussed with the IDBF. Provide a copy of the outline contents and/or proposed drafts for:</i>	
a. Information Bulletins	
b. Technical information	
c. Media information	
d. Souvenir Programme	

3. Describe any special problems:

a. Details of the present government regulations concerning visas or other restrictions	
b. Health issues, pollution,	
c. Any other	

4. Regatta Venue.

Updated detailed plan of the regatta venue showing the location of all buildings and structures, both permanent and temporary and defining their use during the Championships (1:5,000).

a. Buoying System - *Details of the number and width of available racing lanes, the existing system of buoys, anchors, laterals, diameter and type of cables, type of buoys.*

b. Course Installations - *information on the slopes and shape of banks, existing or proposed path or cycle road around the course, timing huts - location (floating or on land) and distance from the course, facilities for advertising - location, numbers, size.*

c. Course Dimensions - *Total width and length, minimum depth in the course*

d. Traffic Lanes - *information on the Warming up and Cooling down areas, for use during pre event training.*

6. Communications at the Course
<i>Confirm the details of the communications in the regatta venue areas, their suitability and availability.</i>
a. Telephones <i>(Number and systems)</i>
b. Timing Systems - <i>interconnecting the Start, the Timing Huts and the Finish Tower.</i>
c. Regatta Control - <i>interconnecting the Starter's Hut, the Finish Tower, the Competition Committee, the Jury, the Medical Centre, the Boat Marshals area and the Race Secretariat.</i>
d. Radios - <i>numbers and channels for IDBF Officials, the Org Com, rescue and medical service</i>
e. Intercom Systems
f. Mobile (Cell) Phones
g. Internet / IT Systems

7. Team Support Facilities and Services

<i>Confirm that the Team support facilities - either permanent or temporary, to IDBF requirements, are or will be on site for the event. Provide a plan of the buildings or temporary facilities in the boathouse area showing all the rooms and their use.</i>
a. Boathouse Area - <i>general layout.</i>
i. Boathouse Area Buildings and Boat Storage - <i>size, location, access to the water, number of boats that will be stored(indoors or outdoors).</i>
ii. Changing Rooms - <i>number, size and location.</i>
iii. Showers and Toilets - <i>numbers and locations.</i>
iv. Boat Marshalling and Chief Boat Marshals Facilities - <i>size, location, construction .</i>
v. Boat Repair Facilities - <i>size, location.</i>

8. Medical and Rescue Services

Confirm the medical/ rescue facilities and services that will be available for the event. Please provide a plan of the permanent buildings or temporary facilities showing room locations and their proposed use.

a. **Medical Centre** - size, layout and location.

b. **Physiotherapy and Massage** - size, layout and location.

c. **First Aid** - locations.

i. **Ambulances** - parking places and number planned.

d. **Water Rescue Services** - size, layout and location.

e. **Hospitals** - local hospitals in the area, distance and time by road, from the venue

f. **Doping Centre** - size, layout and location.

9. Other Venue Facilities.

a. **Information and Accreditation Centre** - size, location.

b. **Meeting Rooms including Team Leaders'** - size, location.

c. **Competitors and Coaches Viewing** – confirm what opportunities will be in place for coaches to view racing, that is, through Bicycle rentals and/or shuttle minibuses, viewing platforms on the water.

d. **Rest And Relaxation Areas** - indoor and/or outdoor, locations.

9. Transportation:		TEAMS
<p>a. Airport Transport - <i>Updated information on transport arrangements from the nearest major airport to town and back (free of charge?). Please include the information that transportation for paddles and bulky luggage will be available from and to the airport (train station).</i></p>		
<p>b. Local Transport - Updated <i>information and details on the transport arrangements, between the accommodation and the regatta venue (free of charge). Specify types of buses to be used. In addition provide the details on the official transport shuttle service as shown below:</i></p>		
1) Time intervals between the hotel / other accommodation sites and the Regatta Venue.		
2) Any arrangements made for free use of the public transport system for all accredited persons.		
3) Details of any shuttle transport between the Boat House and the Finish Tower area.		
4) The Paddlers' drop off area.		
5) The Paddlers' covered waiting area.		
6) The bus drivers waiting area and the transport control office.		
7) Number and location of the shuttle bus stops between the accommodations and the Regatta site.		
8) The number and type of buses to be provided.		
9) Arrangements for the access of Teams' private transport.		

10. Transportation.

OFFICIALS and OTHERS

a. **Officials** *Update information on the transport arrangements for IDBF officials and Jury, Org Com officials, IDBF Members' Officials, Media, VIPs and Sponsors, Spectators.*

b. **Delegates:** *Update information on transport arrangements for the Delegates to the Congress*

c. **Media:** *Update information and details on the transport arrangements for the Media.*

d. **VIPs and Sponsors:** *Update information on the arrangements for VIPs and Sponsors.*

e. **Spectators:** *Update information on spectators' access to the venue, drop off and parking areas*

11. Accommodation. Update the details on the proposed accommodation for: Teams, IDBF Officials, Media, VIP/Sponsors, Congress Delegates, Supporters with Teams.

- 1). **Confirm the proposed types of accommodation** - hotels, colleges, hostels and the range of prices appropriate to each type, **as shown in Tables 1 and 2 below**. Also give details of room configuration (en-suite or shared facilities), the number of extra-long beds available, hospitality desks, drying facilities, team meeting rooms, TV/ Games rooms, lounge area, etc.
- 2). All prices should be quoted in both local currency and US Dollars at the exchange rate, in the year that the Event will take place (these prices should include estimates for inflation).

Table.1 – TEAMS: For the Teams and Team Supporters quote for Bed and Breakfast (price per person) but also give details of the cost of an optional Evening meal. Provide additional information about low cost accommodation for IDBF Members with financial difficulties.

Cat.	Hotel Name (Evening Meal Cost)	Distance to		Type of Rooms Single, double, Twin, 4, 6 bed etc	Price per Person (In USD) for B&B	Number of Bed Spaces
		Regatta site	Time in			
		km	mins			
A	()					
B	()					
C	()					
D	()					
E	()					

Table.2 - IDBF OFFICIALS, CONGRESS DELEGATES, MEDIA, VIP/SPONSOR (Provide similar details, Bed and Breakfast in single, double or twin rooms per room):

Cat.	Hotel Name (Evening Meal Cost)	Distance to		Type of Rooms Single, double, Twi	Price per Room for B&B	Number of Rooms
		Regatta site	Time in			
		km	mins			
A	()					
B	()					
C	()					
D	()					

- 3). **Payment.** Confirm that Teams, IDBF Officials and Delegates can make payments by credit/debit cards, cheque (with a cheque card), bank transfer, etc.

12. Food Facilities and Services:

a. **Teams** – *Confirm the meal arrangements for Teams. Present the provisional menus, meal times and details of the organization of the meal services. Aalso provide the latest analysis of the quality of the drinking tap water.*

b. **Meal Arrangements at the Course** – *Specify meals to be served and information about the caterer(s) who will provide the service.*

iii. **IDBF Officials and Jury** – *hot meals or lunch boxes (free of charge).*

ii. **Supporting National and Org Com Officials and Volunteers** - *lunch boxes (free of charge).*

iv. **Media** – *meal arrangements at the Venue*

iii. **Sponsors and VIPs** - *meal arrangements at the Venue*

v. **Official Team Supporters** - *meal arrangements at the Venue*

13. Other Facilities and Services

confirm the arrangements for participants, VIP and Sponsors general facilities and services.

a. **Banking** – *facilities and locations.*

b. **Postal Services** - *facilities and locations*

14. Public Facilities and Services
a. Grandstands - <i>EXISTING Grandstands – Confirm the number of seats covered and uncovered, and whether permanent construction or temporary. Provide the name(s) of any contractors and give a drawing of a typical section from the grandstand or provide pictures of the area.</i>
b. Additional Grandstands – <i>Confirm if any additional grandstands will be provide, if so, the type of construction - number of seats, permanent or temporary, covered and/or uncoveredetc.</i>
c. Food Service Outlets - <i>confirm locations and types.</i>
d. Merchandising Outlets - <i>confirm number and locations, IDBF and Org Com merchandise.</i>
e. Ticket Sales Kiosks and Information Booths - <i>confirm locations, numbers</i>
f. Photographers Services - <i>Proposed locations and services e.g. team photos, souvenir, action.</i>
g. Toilet Facilities – <i>confirm locations, numbers, both temporary and permanent toilet facilities.</i>

15. Event Development Programme

<i>Update details and information on your proposals to attract as many IDBF Members as possible to your Championships, including:</i>
a. Pre-event Training Camps - <i>for new and developing countries/ territories/ members</i>
b. Meals and Accommodation <i>for new and developing Countries/ territories - Number of people, number of days offered at full board.</i>
c. Special Prices - <i>for IDBF Members with Economic difficulties</i>
d. Other Proposals

16. Administration and Management:
a. Accreditation - <i>confirm procedures, accreditation office - size, layout, and location.</i>
b. Participants Photographs – <i>confirm location and procedure.</i>
c. Security – <i>Confirm all access and security measurements.</i>
d. Organising Committee - <i>Confirm the size and cost of providing Org Com working areas.</i>
e. Competition Committee & Jury - <i>Confirm the availability of work areas (offices, meeting rooms, etc.) and the services for the Competition Committee and the Jury.</i>
f. IDBF Commissions - <i>confirm the availability of offices and work areas available for the IDBF Competition; Medical, Marketing Commissions - size, location and layout.</i>

17. Official Ceremonies and Social Events -

<i>information and details of the facilities and services for: Teams, Officials, Media, VIP/Sponsors, Spectators</i>
a. Opening Ceremony - <i>confirm plans for promoting the event through the opening ceremony?</i>
b. Medals Ceremony – <i>update information and details of the format and personnel involved</i>
c. Closing Ceremony - <i>update information and details of the format and personnel involved</i>
d. Official Receptions – <i>update information and details for Teams and IDBF Officials, Sponsors and VIPs, Org Com hosted by local government authorities, sponsors, etc.</i>
e. Teams Welcome and Celebration Parties – <i>update information and details on type of event, venue locations and times</i>
f. Informal Social Events - <i>for the Teams by cultural attaches, team sponsors</i>

18. Media Facilities and Services - <i>details of the media facilities and services for:</i>
a. Press Centre – <i>update on location, size, layout, proposed equipment.</i>
b. Press Grandstands – <i>update on location, number and type of seats, equipment.</i>
c. Press Photographers Facilities and Services – <i>update on locations (Start, Finish etc.)</i>
d. Television/Radio - <i>TV/Radio coverage facilities and equipment.</i>
i. Proposed Host Broadcaster – <i>update on coverage for semi-finals and finals.</i>
ii. Closed Circuit Television – <i>update on arrangements for heats and repechages.</i> N.B. The final contract is concluded between IDBF and the television company.
iii. TV Coverage Facilities And Production Equipment – <u><i>update on all aspects below</i></u>
a) TV compound - <i>location, size</i>
b) TV & Radio commentators' cabins - <i>numbers, location</i>
c) TV water-based pontoon - <i>location, size.</i>
d) Interviews' room, pontoon or area – <i>location.</i>
e) Fixed Camera Points - <i>numbers, locations.</i>
f) Road Mounted Cameras - <i>numbers, locations.</i>
iv. Display of Television Images at the Venue
v. Number and Location of TV Monitors - <i>for Teams, Media, VIP/Sponsors, Spectators.</i>
vi. Big Screen Video Monitor - <i>40 sq. metres minimum.</i>
vii. Race Videos

19. Marketing & Promotion

update on the plans to make the world championships a festival to promote dragon boat racing through cultural activities, manufacturers convention, Seminars, Workshops, Meetings, Activities for local school children, etc.?

a. **Commercial Rights** - *confirm details for the exploitation of the local commercial rights through*

i. **Ticketing**

ii. **Souvenir Programme**

iii. **Advertising and Sales**

iv. **Food And Beverage Sales**

v. **Tourist Packages**

vi. **Spectator Facilities and Services** - *update information on the spectators facilities:*

20. IDBF Congress

*confirm the arrangements made for the Congress, specify: For example the provision of **Simultaneous Translation** - facilities for simultaneous translation (minimum 4 booths)*

a. **Congress Venue** – *confirm the location, preferably at the Regatta site.*

b. **Congress Facilities** - *confirm the number of seats and meeting style (minimum 80 seats with tables)*

c. **Additional Facilities** – *confirm the additional facilities at the site - meeting rooms (size, location and layout), meal facilities (lunch for 80-120 persons) etc.*

21. Finance

a. **Budget** - *attach a copy of an updated and detailed budget for the Championship.*

b. **Funding and Sponsorship** - *Provide updated details of grant funding and sponsorship:*

1. **IDBF Member** concerned - *indicate whether support is in cash or kind.*

2. **National Government** or Sports Ministry - *detail whether support is in cash or kind.*

3. Territorial / **Regional Government** (if applicable) - *detail whether support is in cash or kind.*

4. Military Forces Assistance - *detail whether support is in cash or kind.*

5. National Commerce and Industry - *detail whether support is in cash or kind.*

6. Local Commerce and Industry - *detail whether support is in cash or kind.*

7. Other Sources - *specify from whom, also if support is in cash or kind.*

22. Other Matters

enter below any other organizational matters or areas of responsibility not covered in the previous Sections.

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CHAPTER 2

THE CHAMPIONSHIP STRUCTURE

The operational structure and components of a World Championship Regatta

THE OPERATIONAL STRUCTURE AND COMPONENTS OF A WORLD CHAMPIONSHIP

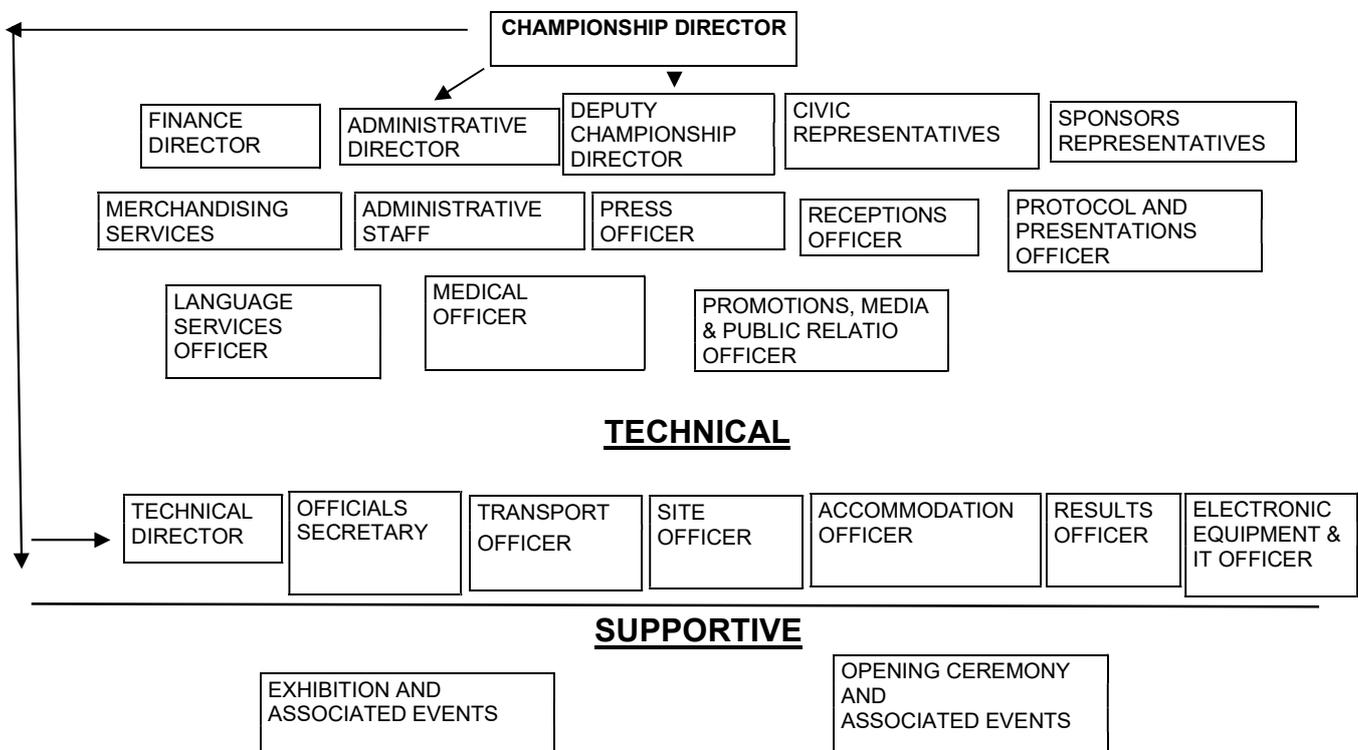
1. **Championship Organisation.** The organisation of an International Dragon Boat Federation (IDBF) World Championship Regatta is delegated by the Executive & Council of the IDBF, to the IDBF Member Governing Dragon Boat Racing in the country or Territory, where the Championship will be held.
2. The Controlling Association, which is normally the National Governing Body for the sport, appoints a championship's organising group who are then responsible for all facets of the championships (through the IDBF Member concerned), to the International Dragon Boat Federation. This organising group may be the IDBF Member itself or a local dragon boat organisation; or a dragon boat crew, or a non-sports based organisation, with experience in organising large events.
3. The IDBF recommends that a Championship Organisation should consist of three main groups, namely Organisational, Technical and Supportive. Within each group there can be various working parties and individuals responsible for specific tasks.
4. The names of the difference groups may well vary within a slightly different format from Championship to Championship but the group responsibilities will still remain broadly as shown.
5. It is recommended that whoever is given the task of organising a championship event should adopt an organisational structure similar to the one outlined herein

ORGANISATIONAL CHART

For an IDBF World Dragon Boat Championship Regatta

The representative chart illustrates the structure of the Championship Organisation. It is not intended to show a pecking order of authority, as no one, committee or group is more or less important than any other. Thus, the Chart has been designed in the format shown for ease of presentation and to represent as simply as possible the development of a very complex organisational situation.

ORGANISATIONAL & ADMINISTRATIVE



GROUP RESPONSIBILITIES

1. The aims, areas of operation and responsibilities of each group within the Championship Organisation are detailed in brief on the following pages.

The Organising Committee

2. The primary role of the Championship Organising Committee is to formulate policies and plans concerning all aspects of the Championship Organisation.

3. The Organising Committee is the main co-ordinating arm of the Championship Organisation and has a particular responsibility either directly or through the various Committees that comprise the Championship Organisation, in the areas of:

- a. Sponsorship.
- b. Press and Public Relations.
- c. Promotions and Advertising.
- d. Protocol and Security.
- e. Marketing of Merchandise.
- f. Tourism.

4. The Organising Committee should meet at regular intervals to discuss the overall progress being made towards fulfilling the aims of the Championship Organisation.

5. The composition of the Organising Committee may vary but it is suggested that the Chair of the Organising Committee should be someone of importance with the right credentials to head such an important group.

The Management Board

6. The Management Board, 'the Board', is the day to day working committee of the Championship Organisation. It will normally consist of the Championship Director, Deputy Championship Director, Technical Director, Finance Director and Administrative Director.

7. The Board operates on a semi-informal basis implementing the policies and plans formulated by the Organising Committee. The Board is directly responsible for financial policy, budgetary control and staffing matters.

8. The Board is also responsible for maintaining effective communications and liaison with the National Association and the International Dragon Boat Federation and for ensuring that any joint projects are carried out with maximum co-operation.

9. Through the Championships Office the Board Members - co-ordinate the various activities of the Championships Organisation; monitor the progress being made by each section towards achieving their individual aims and administer all aspects of the World Championships and its associated events.

10. The members of the Management Board are also members of the Championship Organising Committee.

The Technical Group

11. The Primary role of the Technical Group is to effect the technical aspects of the World Championship Regatta.

12. Additionally the group is responsible for:

- b. Providing the necessary accommodation and transport services for teams, officials, media representatives and the like.
- c. Arranging medical cover, language services, receptions and other services and amenities essential to the event.
- d. On site control of spectators, competitors, officials, guests, media representatives of other requiring access to the event.
- e. Compilation of the Championship Technical Programme and provision of a comprehensive results service.

13. The Technical Group should meet at regular intervals, with the Technical Director Chairing meetings, to discuss the overall progress being made towards achieving its aims. Each Officer of the Group is responsible for a specific aspect of the World Championship.

14. Working parties should be formed by the Officers of the Technical Group to assist them to organise and effect their particular part of the World Championships. See the Championship Organisational Chart for the suggested membership of the Regatta Committee.

The Media, Promotions and Public Relations Officer - (MPPRO)

15. The MPPRO Officer should be a member of the Organising Committee and is directly responsible to the Championship Director.

16. The primary role of the MPPRO is to extensively promote and publicise the World Championship Regatta throughout the Region within the financial limits contained in the Championship Budget and in co-operation with any major marketing representatives.

Additionally the MPPRO Officer is tasked to:

- a. Promote and publicise the World Championship, at all levels, in conjunction with any major sponsors, and the IDBF Member Association.
- b. Promote and publicise as far as possible, within the cash limits allowed, any pre-World Championship events.
- c. To advise the Championship Director of the facilities required and estimated cost of providing a Press Centre for the World Championship Regatta.
- d. To organise, staff and maintain such a Press Centre during the Championship in conjunction with the Press Officer of the Championship Regatta Committee.
- e. To advise the Championship Director on all matters that may arise concerning the Media, Public Relations and any Promotions connected with any facet of the Championship Organisation.

JOB SPECIFICATION

1. THE CHAMPIONSHIP DIRECTOR

(Full Time Appointment)

Responsible for:

1. The planning, organisation and execution of all aspects of the Championship Regatta and its associated events.
2. Ensuring that, at all times, the policies, terms, conditions and directions laid down by the IDBF Member Association and the IDBF Bye-Laws and Competition Regulations regarding Championship Regattas' are fully complied with.

Key Objectives:

1. To define and quantify the requirement, in terms of money, manpower and materials needed to ensure the success of the Championship.
2. To raise, from whatever source, the finance necessary to stage the Championship Regatta.
3. To formulate and implement an efficient organisation for the Championship Regatta and its associated events.
4. To effectively publicise all aspects of the Championship Regatta and ensure that they are brought to a successful conclusion.

Responsibilities:

1. The Championship Director is responsible for the overall organisation of the Championship and for seeing that understanding, goodwill and co-operation exists between the members of the various committees and organisations involved in delivering the Championship.
2. The Championship Director whilst delegating many of the organisational aspects to the various officers and staff described in this section, maintains a direct responsibility for the following:
 - 2.1 Negotiations with outside agencies concerning all aspects of sponsorship and support in kind to the Championship Organisation.
 - 2.2 Representing the Championship Organisation at meeting, presentations, receptions and conferences at which the objectives of the Championship can be furthered.
 - 2.3 Co-ordinating the effects of all sections of the Championship Organisation and supervising the work of all staff employed by it.
 - 2.4 Drawing up all job specifications for staff and officers of the organisation, assessing the feasibility of new schemes and activities which may arise from

time to time.

- 2.5 Maintaining a close liaison with Central and local government agencies and other organisations associated with the Championship Organisation.
 - 2.6 Preparing briefs, information documents and progress reports on the Championship Regatta for the IDBF, the IDBF Member Association and other interested bodies.
 - 2.7 Effecting all the aspects of planning, organisation and administration not delegated to the Officers and Staff of the Championship Organisation.
3. The Championship Director is responsible for making day to day management decisions covering any aspect of the Championship Organisation, taking advice if necessary from other members.
 4. The Championship Director is responsible for maintaining the composite image of the Championship Organisation in general and for ensuring that an acceptable image regarding the event is projected at all times by the various sections involved with it.

Job Specification

2. THE DEPUTY CHAMPIONSHIP DIRECTOR

(Honorary or Part Time Appointment)

Responsible to: The Championship Director

Responsible for: The efficiency of the Championship Organisation.

Key Objectives:

1. To support and assist the Championship Director in carrying out his duties.
2. To co-ordinate and monitor the activities of the committees supporting the Championships Organisation. Supervise the arrangements for the Opening Ceremony.
3. To implement the merchandising policies of the Championship Organisation in conjunction with the Finance Director. Supervise the arrangements for any Supporting Events.

Responsibilities

1. The prime responsibility of the Deputy Championship Director is to familiarise himself with all aspects of the Championship Organisation and to deputise for the Championship Director when necessary. The Deputy Director is directly responsible for the following:
 - 1.1 In consultation with the Director and Technical Director plan and supervise the work load of the Organising Committee.
 - 1.2 Acting as the Chairman of the Executive Board.
 - 1.3 Overseeing the day to day operation of any merchandizing operation and in consultation with the Director and Finance Director set marketing objectives for the merchandizing team.
 - 1.4 In the absence of the Championship Director assume the responsibility for Supervising all staff; co-ordinate the activities of the Championship Organisation and effect the policies of the IDBF Member Association with regard to the Championship.
2. In addition to the direct responsibilities the Deputy Director is responsible for serving the Championship Organisation in the following areas:
 - 2.1 Advising and assisting the Championship Director in formulating plans and policies for the Championship Organisation.
 - 2.2 Assisting the Championship Director in negotiations with outside agencies concerning projects associated with the Championship.
 - 2.3 Representing the Championship Organisation at meetings etc, as required.
 - 2.4 Assisting the Championships Director in the 'day to day' management of the World Championship Organisation, especially concerning matters of protocol.
3. The Deputy Championship Director is responsible for carrying out other duties related to the Championship Regatta as determined by the Championship Director.

Job Specification

3. THE TECHNICAL DIRECTOR

(Full Time Appointment - ideal)

Responsible to: The Championship Director.

Responsible for: The technical organisation; execution and efficiency of the Championship.

Key Objectives:

1. To quantify and provide the technical requirements for the Dragon Boat Championship, including Dragon Boats and their associated equipment
2. To formulate and co-ordinate the systems necessary to ensure that the technical functions are carried out efficiently.
3. To ensure that sufficient manpower is available to aid and support the appointed International Dragon Boat Federation, Race Officials in carrying out their duties.

Responsibilities:

1. As the Senior Technical Officer of the Championship Regatta, the Technical Director is primarily responsible for ensuring that at all times the technical aspects of the Regatta are functioning correctly and effectively. To this end the Technical Director chairs meetings of the Championship Regatta Committee. The Technical Director is directly responsible for:-

1.1 Liaison with the Staff of the competition site on technical matters relating to the Championships with particular regard to ensuring that:

- a. The Racing Course fully complies with the rules for Championship Regattas as contained in the IDBF Competition Regulations.
- b. The Course Markings fully comply as above.
- a. That all other technical facilities provided by the Competition Site for example, Scoreboard; Timing Equipment; Motor Boats etc, are of an acceptable standard for the Championship concerned.

1.2 Ensuring that in all other respects the technical aspects of the IDBF Competition Regulations and rules for Championship Regattas are complied with.

1.3 Ensuring that the following areas of operation are organised to an acceptable standard for the Championship Regatta concerned.

- a. Results Service.
- b. Regatta Control Tower.
- c. Start Cabins and Pontoons.
- d. Race Control Procedures.
- e. Jury Rooms.
- f. Boat Marshalling and Control Procedures.
- g. Team Leaders Information Service.
- h. Water safety, umpiring and rescue services
- i. Commentary Service.
- j. Processing of Repechage Draws.
- k. Boat Repair Facilities.
- l. Course Communications Systems.
- m. Motor Boat Driving and Control.

- 1.4 Quantifying the manpower required to service the operations referred to in paragraph 1.3 and through the Officials Secretariat ensure that such manpower is obtained and effected.
- 1.5 Liaison with the IDBF Regatta Technical Installations Commission Chairman on all matters referred to in paragraphs 1.1, 1.2 and 1.3.
- 1.6 Acting as the Race Director during the period of the World Championships.
2. In addition to these direct responsibilities the Technical Director is also responsible for serving the Championship Organisation in the following areas:
 - 2.1 Advising and assisting the Championship Director with the compilation and production of the following publications:
 - a. Championships Handbook.
 - b. Championships Bulletins 1 and 2.
 - c. Teams Information Booklet.
 - d. Championships Technical Programme (ie Race Draws etc).
 - 2.2 Advising and assisting the Championship Director in quantifying requirements in the following areas:
 - a. Boat House facilities.
 - b. Competitors changing and rest facilities.
 - c. Boat marshalling facilities.
 - d. Medal Presentation facilities.
 - e. Stationery for technical functions, ie draws, results, umpires reports, protests and disqualifications
 - f. Manpower for non-technical duties at the Competition Site e.g. Stewarding, First Aid cover, Press Runners.
 - 2.3 Assisting the Championships Director with quantifying and preparing the contract between the Championships Organiser and the competition site owners for the Championship Regatta.
3. Whilst carrying out the above responsibilities the Technical Director is to assist in the control of the Budget, especially in respect of items resulting from technical requirements. He should liaise with the Finance Director of the Championship Organisation on all matters concerning financial policy or the expenditure of cash
4. The Technical Director is responsible for assisting the IDBF Member concerned with the organisation of any pre-Championships events as required by the Championship Director.
5. The Technical Director is responsible for carrying out other duties related to the Championship, as and when they arise.
6. In the absence of the Championship Director the Technical Director is responsible to the Deputy Championship Director for all matters contained in this Job Specification.

Job Specification

4. THE ADMINISTRATIVE DIRECTOR

(Full Time Appointment - ideal)

Responsible to: The Championship Director.

Responsible for: Administrative support to the organisational elements of the Championship.

Key Objectives:

1. To provide administrative support to the Directors, Officers, Committees, Groups and Working Parties concerned with the organisation and execution of the Championship Regatta and any supporting or associated events.
2. To co-ordinate the marketing of promotional goods that are the concern of the Championship Organisation.
3. To promote the aims and policies of the Championship Regatta.

Responsibilities:

1. The Administrative Director is primarily responsible for maintaining at all times a creditable and efficient administration service for the Championship Organisation. The Administrative Director is directly responsible for the following:

- 1.1 Maintaining a Championships Office and Information Service.
- 1.2 Providing Administrative support to the various Officers, Committees, and working groups of the Championship Organisation.
- 1.2 Preparing agendas and supporting papers as necessary for the Championship Organisation.
- 1.4 Arranging for the circulation and distribution of papers and documents as required by the Officers of the Championship Organisation.
- 1.5 Maintaining a stock book and simple account book for all promotional items and goods marketed as Championship products.
- 1.6 Maintaining an office expense book and an adequate supply of Championship stationery, notepaper etc including the distribution of such items to the members of the organisation that require them.
- 1.7 Representing the Championship Director and Officers of the Championship Organisation at meetings and on committees as necessary. It is important that any such representation be diplomatic and effective.
- 1.8 Liasing with local authorities, potential sponsors, government agencies, Dragon Boat Federations and others on behalf of the Championship Director and Officers of the organisation as required.

2. In addition to these direct responsibilities the Administrative Director is also responsible for serving the Championship Organisation in the following areas:

- 2.1 Assisting the Championship Director to co-ordinate the efforts of all sections of the Championship Organisation.
- 2.2 Assisting the Championship Director in the implementation of policies associated with all aspects of the Championship Organisation.
- 2.3 Assisting the Championship Director and the Technical Director in the planning and execution of the Championship Regatta.
- 2.4 Assisting the Championship Director in drawing up job specifications for staff and assessing the feasibility of new schemes and activities which may, from time to time, arise.
- 2.5 Assisting the Deputy Championship Director in the organisation, manning and maintenance of the Championship information stand for use at Exhibitions and other public functions.
- 2.6 Specifically assisting the appropriate Officers of the Championship Organisation in maintaining public relations contacts, organising receptions, mounting publicity and promotion drives, negotiating sponsorship packages, creating marketing outlets.
- 2.7 Assisting the Officers' with other tasks as may be required by the Championship Director.
- 2.8 Direct and supervise the Administrator and any other staff employed (paid or voluntary) on administrative tasks within the Championship Organisation.

3. At all times the Administrative Director is to maintain close contacts with the appropriate officers of the IDBF Member Association responsible to the IDBF, for the Championship

4. Whilst carrying out the above responsibilities the Administrative Director is to assist in control of the budget as instructed by the Finance Director of the Championship Organisation with whom the Administrative Director should liaise with on all matters concerning financial policy or cash expenditure.

5. The Administrative Director is responsible for assisting the IDBF Member Association in the preparation and administration of any pre-Championship Regattas'.

6. In the absence of the Championship Director, the Administrative Director is responsible to the Deputy Championship Director for all matters contained in this Job Specification.

Job Specification

5. THE FINANCE DIRECTOR

Responsible to: The Championship Director.

Responsible for: Ensuring that all aspects of the Championship Organisation are conducted on a sound financial basis and are concluded without loss.

Key Objectives:

1. To formulate and prepare a budget for the Championship Regatta.
2. To maintain a budget control system for all facets of the Championships Organisation.
3. To account for all monies received and expended in respect of the Championships and any associated activities.
4. To oversee the organisation and day to day running of any merchandising activities in conjunction with the Deputy Director.

Responsibilities

1. As the Senior Finance Officer for the Championship Organisation the Finance Director is primarily responsible for maintaining at all times financial control. The Finance Director is directly responsible for the following:

- 1.1 Assisting the Championship Director with the initial preparation and any revisions of the Championship Regatta budget.
 - 1.2 The allocation of funds to the budget as they become available.
 - 1.3 The preparation and submission of grant aid applications and the like to government agencies.
 - 1.4 Formulating and maintaining account systems for all sections of the Championship Organisation.
 - 1.5 Monitoring expenditure within the Organisation and vetting all claims for expenses submitted by Officers, Officials and Staff within the organisation.
 - 1.6 Keeping the Championship Director and Organising Committee fully informed of the current financial situation with regard to the Championship and any supporting activities.
 - 1.7 Preparing balance sheets and other financial papers as required by the Championship Director.
 - 1.8 Maintaining strict financial control over expenditure and income associated with any Championship Marketing and Merchandising activities.
2. In addition to these direct responsibilities the Finance Director is responsible for serving the Championship Organisation in the following areas:
- 2.1 Advising and assisting the Championship Director in formulating financial plans and policies for the Championship Organisation.
 - 2.2 Assisting the Championship Director in making financial presentations to outside agencies.

- 2.3 Advising and assisting the Championship Director with fund raising schemes, for the Championship Organisation.
- 2.4 Assisting the Championship Director in the day to day management of financial affairs connected with the Championship Organisation.
3. The Finance Director is responsible for carrying out other financial duties related to the Championship Organisation as determined by the Championship Director.

Job Specification

6. THE ADMINISTRATOR

(Full or Part Time Appointment)

Responsible to The Administrative Director.

Responsible for Secretarial services and administrative support to the Championship Organisation.

Key Objectives

1. To provide specific secretarial support to the Championship Executive Board.
2. To provide general administrative support to the Administrative Director and Championship Director.

Responsibilities

1. Typing, or arranging for such typing as is required by the Executive Board.
2. Assisting the Championship Director and Administrative Director in preparing agendas and minutes for Organising Committee meetings.
3. Providing a secretarial service to the Championship Organisation by originating/typing up correspondence to other agencies and in particular IDBF Dragon Boat Federations.
4. Assisting the Championship Director and Administrative Director in carrying out their objectives.
5. At all times the Administrator is to maintain close contacts with staff at the IDBF Member Association with responsibility for the Championship Regatta.
6. The Administrator is responsible for carrying out other reasonable duties as and when determined by the Administrative Director.
7. To assist the Administrative Director in the tasking and supervision of other staff employed on administrative duties within the Championship Organisation.
8. In the absence of the Administrative Director the Administrator is responsible to the Championship Director.

INDIVIDUAL RESPONSIBILITIES

7. ACCOMMODATION OFFICER (S)

Objective: To provide food and accommodation of acceptable standards for all competitors, officials, media representatives and guests attending the Championship.

Responsibilities:

Pre-Event:- The Accommodation Officers are responsible for:

1. Producing an approved list of suitable hostels, guest houses and hotels for those attending the Championship Regatta, that is:
 - a. Competitors and Team Officials.
 - b. IDBF appointed Officials.
 - c. Media representatives and official guests.
 - d. IDBF Member Association representatives.
2. Assisting the Administrative Director in allocating teams, officials etc, to the accommodation available for the event.
3. Liaison with the local hotels etc, on all matters regarding food and accommodation.
4. Liaison with the staff at the competition site regarding accommodation and social facilities.
5. Vetting menus and other catering arrangements at local hotels etc, to ensure that they are suitable and adequate for the competitors taking part in the Championship.

During the Event:- The Accommodation Officer(s) are responsible for:

1. The initial reception and "settling in" of teams at their accommodation venue.
2. Providing an accommodation representative at each Championship Information Desk.
3. Daily liaison with hostellers to ensure that arrangements are satisfactory from both sides, including a daily check of any authorised camping and caravan sites.
4. Dealing with queries and complaints regarding food and accommodation, from Team or Crew Managers, that interpreters or liaison officers have been unable to resolve.
5. Authorising additional quantities or types of food, to the agreed menu, after consultation with the Championship Director or Finance Director regarding extra finance.
6. Ensuring that the menus, facilities and services agreed between the suppliers and the Championship Org are fully maintained throughout the event at the budgeted cost.
7. That any extras incurred by visiting Teams or Crews are correctly billed to and paid for by such Teams or Crews, before their departure.

Post Event:- The Accommodation Officers are responsible for :

1. The checking out of teams or crews from their accommodation on departure.
2. Agreeing all bills for food and accommodation incurred, during the period of stay, with the appropriate hosteller, before the final accounts are presented to the Finance Director.
3. Preparing a critical report on how the accommodation services organisation operated during the Championship Regatta

INDIVIDUAL RESPONSIBILITIES

8. TRANSPORT OFFICER(S).

Objective: To provide an adequate and effective transport service for participants and guests on arrival and departure in the country of the Championship and between their accommodation and the competition site and for official social events during the period of the Championship Regatta week.

Responsibilities: To co-ordinate and supervise those agencies supplying transport services during the Championship.

Pre-Event:- The Transport Officer is responsible for:

1. Assisting the Championship Director and Finance Director to assess the requirement for and cost of all official transport that is necessary for Teams (Crews), Race Officials, Championship Organisation staff and VIP guests' including the provision of courtesy cars.
2. To liaise with the providers of such transport to ensure that they met the transport need.

During the Event.

1. Co-ordinate and supervise the transport contracted to meet Teams (Crews), Race Officials and VIP Guests, from their airport of arrival in the country to the their allocated accommodation at the Championship. Ensure that Team Liaison Staff travel with the transport to meet each Team etc.
2. Co-ordinate and supervise the transport for participants and officials from their accommodation to the competition site and return, during training for and the competition days. This includes any shuttle service that may operate between the main Championship accommodation site and the regatta course.
3. Provide additional transport if available from local sources, on a payment basis, for participants and officials who might request it for non-official social functions and other purposes, such as sight seeing or shopping trips. Payments to be made in advance to the Finance Director.
4. Allocate and control, on behalf of the Championship Director any courtesy transport that has been made available to the Championship Organisation.
5. Allocate and co-ordinate transport arranged for those attending official social events during the Championship.
6. Co-ordinate and supervise the transport contracted to take Teams (Crews), Race Officials and VIP Guests, from their accommodation at the Championship to their airport of departure from the country.
7. In all cases ensure that pre arranged transport costs remain within the budgeted figures and that the cost of any essential additional official transport, is agreed with the Finance Director before such transport is confirmed.

Post Event.

The Transport Officer will be requested to compile a critical report on the efficiency of all transport systems operated during the Championship Regatta and make recommendations if necessary.

INDIVIDUAL RESPONSIBILITIES

9. ELECTRONIC EQUIPMENTS OFFICER.

Objective: To monitor the effectiveness of any electronic and information technology (IT) equipment provided for the Championship, in areas covering timing, photo-finish and video systems, radio networks and public address systems, computers, web site requirements and web transmissions.

Responsibilities:

Pre-Event:- The Electronic Equipments Officer is responsible for:

1. Advising the Technical Director on the provision of and suitability of the equipment required for the timing and recording of races during the Championship Regatta.
2. Advising and/ or providing, a suitable radio network(s) and public address system(s) for the event.
3. Advising and/ or providing a world wide web site (WWW) for the Championships.
4. Advising and/or providing transmission of the Championship Races on the www.
5. Advising of the likely costs of providing the electronic services required for the Championship.
6. Reporting to the Technical Director on the effectiveness of the equipment, in user trails held before the Championship Regatta.
7. Advising the Technical Director, as required, on other aspects of electronic equipment, such as the provision and use of computers for the results service.

During the Event.

1. The Electronics Equipment Officer is responsible for supervising and/ or monitoring the effectiveness of the equipment in operation, as required by the Technical Director.
2. Liasing, on behalf of the Championship Director and Technical Director, concerning technical matters and requirements with any electronic media organisations, such as radio and television, covering the Championship

Post Event.

The Electronics Equipment Officer will be requested to compile a critical report on the practical efficiency of all electric installations operated during the Championship Regatta, from a users point of view, and make recommendations on its future use.

INDIVIDUAL RESPONSIBILITIES

10. LANGUAGE SERVICES OFFICER

Objective: To provide a comprehensive and effective Language Services Organisation for the Championship Organisation.

Responsibilities: The Language Services Officer is responsible for:

Pre-Event

1. Advising the Championship Director on the degree of skills and numbers of Interpreters required to cover the needs of:
 - a. Competing teams and officials.
 - b. Press and media representatives.
 - c. Information and translation services.
 - d. Technical meetings.
 - e. Officers of the Championship Organisation.
2. Recruiting and assessing sufficient Interpreters to cover these needs.
3. Training and briefing Interpreters in their duties.
4. Assisting the Championship Director in quantifying and planning the areas of operation, responsibilities and allocation of the Interpreters.
5. Providing, or arranging for, a translation service for the Championship Secretariat.

During the Event:- The Language Services Officer is responsible for:

1. Allocating couriers to meet teams on arrival in the Country and supervising them.
2. Allocating Interpreters to competing teams and supervising them.
3. Providing additional Interpreters, if required, for Technical meetings.
4. Allocating Interpreters to the Press Centre and Information Stands and maintaining a duty roster for them.
5. Allocating Interpreters to key officials as required.

Post-Event:- The Language Services Officer is responsible for:

1. Allocating couriers to teams departing from the Country.
2. Maintaining an information service for Team/ Crew Managers wishing to check flight details etc.
3. Collating and checking expenses claims from Interpreters and notifying the Finance Director of accepted claims.

INDIVIDUAL RESPONSIBILITIES

11. MEDICAL OFFICER(S)

Objectives:

1. To provide a medical service, at the competition site, for competitors, team officials and race officials attending the Championship Regatta.
2. To liaise with the local health authorities, if and when necessary.

Responsibilities:

Pre-Event:- The Medical Officers are responsible for:

1. Advising the Championship Director on the degree and standard of medical service required for competitors and officials, including the provision of such services as physiotherapy.
2. Advising the Championships Director on the facilities and staff required to effect such a service and its likely cost to the Championship Organisation.
3. Advising the Championship Director on the facilities needed to provide an acceptable first aid service to official guests and spectators attending the Championship Regatta.
4. Setting up and stocking the medical service area and recommending suitable staff it.

During the Event :- The Medical Officers are responsible for:

1. Staffing and supervising the medical service area.
2. Supervising any other clinical services such as physiotherapists, provided by the Organising Committee.

Post-Event:- The Medical Officers are responsible for:

1. Carrying out any reporting and notifying action that may be required from any cases of hospitalisation occurring during the event. Preparing a report of such incidents for the IDBF by completing the appropriate form(s) shown in the IDBF Safety on Water Policy.
2. Closing down the medical services facilities as necessary.

INDIVIDUAL RESPONSIBILITIES

12. PRESS OFFICER

Objectives: To provide as good a Press Service as possible for the Championship Regatta within the financial limitations imposed by the budget.

Responsibilities:

Pre-Event:- The Press Officer is responsible for:

1. Notifying the media, through press releases and personal contacts, of the preparations being made for the Championship, Countries attending, personalities involved etc.
2. Advising the Championship Director on the needs of the media regarding accommodation etc, and the Press facilities required at the event.
3. Assisting the Chair holder of the Committee responsible for the media, in carrying out the broader role of that Committee.
4. Additionally the Press Officer should establish working contacts with Press Officers representing any sponsors and ensure that all press releases associated with a sponsor are factually correct regarding Championship information.

During the Event:- The Press Officer is responsible for:

1. Supervising the running of the Press Centre and ensuring that as regards Technical facilities, all media representatives are adequately catered for:
2. The PO is to notify the Race Secretariat of the quantity, frequency and detail of results that the Press require prior to the commencement of each days racing.
3. The PO is to act as the liaison officer, either directly or through named Assistants', for members of the Press Corps regarding their personal administration; transport and accommodation matters.
4. In this context the PO, or any Assistants, are to work closely with the Officers of the Championship Organisation concerned with these areas of operation.
5. Obtain opinions from the press representatives regarding the suitability or otherwise of the Press facilities etc provided by the Championship Organisation.

Post Event:-

1. The Press Officer is to ensure that all press representatives who require them are supplied with a full set of Race Results from the Championship Regatta.
2. The PO is to compile a list of all press representatives who attended the event and annotate those who would wish to maintain contacts with Dragon Boat Racing on a regular basis.
3. The PO should compile a critical report on the organisation of the event from a press viewpoint and make recommendations regarding press facilities that should be provided at the competition site for a Championship Regatta of the type held.

INDIVIDUAL RESPONSIBILITIES

13. RESULTS CO-ORDINATOR

Objective: To provide a comprehensive and effective results service for the World Championship.

Responsible to:- Technical Director, pre-event. IDBF Race Secretary, during event.

Responsibilities:

Pre-Event:- The Results Co-Ordinator is responsible for:

1. Assisting the Technical Director and Championship Director to quantify the type and number of machines needed to provide a results service for the Championship Regatta.
2. Assisting the Technical Director and Championship Director with the design of forms required for the Results Service.
3. Estimating the amount and cost of the paper required for the Service and advising the Finance Director accordingly.
4. Liaising with the Technical Director regarding the best method of operation for the Results Service and the staff required to implement it.

During the Event :- The Results Co-Ordinator is responsible for:

1. The organisation and supervision of the staff producing the results.
2. Ensuring that all machines are fully operational.
3. Ensuring that results and draws are produced as accurately and as quickly as possible and distributed correctly.
4. Ensuring that enough copies of the results and draws are produced throughout the Championship Regatta.
5. Compiling complete sets of results for distribution by the Race Secretary (IDBF Official) to Teams, Officials and the Media immediately the Championship Races have finished.
6. Ensuring that sufficient sets of results are produced for use after the Championship Regatta.

Post Event

1. The Results Officer will be requested to compile a critical report on the practical working of the Results Service and make recommendations that will be of value to future Championship Regattas.

INDIVIDUAL RESPONSIBILITIES

14. PROTOCOL AND PRESENTATIONS' OFFICER

Objectives:

1. To ensure that where appropriate the correct protocol is observed throughout the Championship Regatta and any Supporting Events.
2. To provide acceptable Medal presentation ceremonies for the Championship.

Responsibilities:

Pre-Event:-

The Protocol and Presentations' Officer is responsible for:

1. Advising the Championship Director and Deputy Championship Director, on the protocol to be observed commensurate with the various aspects of the type of Championship Regatta concerned.
2. Advising and assisting the Deputy Championship Director in formulating guest lists and invitations associated with Championship Regatta activities and official receptions.
3. Advising the Deputy Championship Director on the facilities procedures and staff required to provide a Hospitality Suite for the VIPs and guests at the Championship Regatta.
4. Selecting staff for the Hospitality Suite and briefing them on their duties.
5. Drawing up plans, both physical and procedural for the Medal Ceremonies associated with the Championship Regatta.
6. Quantifying the staff and facilities needed to effect the Medal Ceremonies and advising the Championship Director and Deputy Championship Director, accordingly.
7. Liaising with the Site Officer on the physical requirements for the Medal Ceremonies.

During the Event - The Protocol and Presentations' Officer is responsible for:

1. The co-ordination and supervision of all staff employed on reception duties, either directly or through an assistant.
2. The direct co-ordination and supervision of all aspects of the medal presentation ceremonies associated with the Championship Races and any appropriate pre-Championship events.
3. Ensuring that at all times correct protocol is observed in respect of visiting dignitaries and flag raising ceremonies.

Post Event

The Protocol and Presentations' Officer is responsible for advising and assisting the Championship Director with any acknowledgements and letters of thanks required as a result of the Championship Regatta.

INDIVIDUAL RESPONSIBILITIES

15. SOCIAL EVENTS CO-ORDINATOR

Objective: To ensure that all necessary arrangements are made in respect of Official Social Events held during the Championship Regatta.

Responsibilities:

Pre-Event:- The Social Events Co-ordinator (SOC) is responsible for:

1. Assisting the Deputy Championship Director in making all the initial arrangements regarding venues, guest lists, numbers etc in respect of the Official Receptions associated with the Championship and the Championship Celebration Dinner or Party.
2. Confirming and processing arrangements in respect of the different social events, with those agencies hosting them.
3. Ensuring that guests are informed of all the relevant details regarding the social event(s) they are attending.
4. Liaising with the Transport Officer to ensure that sufficient transport is available for those guests who require it.

During the Event:- The SOC is responsible for:

1. Ensuring that all aspects of a social event are carried out efficiently.
2. Ensuring that all guests are adequately catered for during the event.
3. Ensuring in consultation with the Protocol Officer, that correct protocol is observed at all Official Social Events.

Post Event:- The SOC is responsible for:

Sending letters of thanks, on behalf of the Championship Regatta to those agencies who have hosted an Official Social Event.

INDIVIDUAL RESPONSIBILITIES

16. THE SITE OFFICER

Objective: To co-ordinate all activities taking place on the site of the World Championship Regatta.

Responsibilities:

Pre-Event - The Site Officer is responsible for:

1. Drawing up a master plan showing in detail, the location of all structures and marked areas that will be "on site" at the Competition Site venue during the Championship Regatta. For example, Exhibitors stands, Marquees, Grandstands, Camping and Car Park areas.
2. Discussing with those concerned their proposed site locations and requirements and approving such sites. Carrying out Site Risk Assessments, as necessary.
3. Advising the Championship Director on areas to which there should be restricted access and to whom such restrictions should apply.
4. Planning the routes of movement around the competition site for, competitors, officials and the general public. Designating the location of barriers and calculating the manpower that will be required to marshal the areas.
5. Liaising with the TV units and other vehicles operating on site to ensure that maximum safety precautions are taken with regard to the general public.
6. Recruiting and briefing sufficient barrier and general stewards to effect comprehensive site control.

During Event - The Site Officer is responsible for:

1. Ensuring that all structures are sited in the correct place and do not adversely affect the running of the Championship Regatta.
2. Maintaining a watching brief throughout the Championship Regatta to ensure that no unauthorised encroachments take place.
3. Organising and supervising all stewards concerned with site control.

Post Event

The Site Officer is responsible for noting any damage done on site and where it is possible, to apportion the blame and recover the costs of repairing any damage, from those responsible.

INDIVIDUAL RESPONSIBILITIES

17. REGATTA OFFICIALS CO-ORDINATOR

Objectives: To recruit, co-ordinate and administer the National Race Officials required for the Championship Regatta and any appropriate pre-Championships events.

Responsibilities:

Pre-Event:- The Regatta Officials Co-ordinator is responsible for:

1. In consultation with the Technical Director determine the number of qualified International Race Officials, from the IDBF Member supervising the Championship, who wish to officiate as IDBF Officials at the Championship (list available from the IDBF Race Officials Secretariat) and those Nationally qualified Race Officials from the IDBF Member concerned, who wish to act in a supporting official's role, as agreed by the Association.
2. Assisting the Technical Director to recruit any additional officials that may be required over and above those officials mentioned above.
3. Notifying the Championship Director of those qualified Race Officials who wish to be nominated as IDBF International Officials for the Championship Regatta and those nationally qualified race Officials, who wish to be assessed for the International Race Officials Award, during the event.
4. Assisting the Technical Director to organise, staff and administer any National Officials training, that may be necessary to effect the Championship Regatta.
5. Consolidate the requirements of all Race Officials (including International Officials) regarding, food, accommodation, travel arrangements etc, connected with their attendance at the Championship. Notify the Administrative Director of these requirements.
6. Assisting the Technical Director in allocating National Officials to their specific tasks.
7. Assisting the Technical Director with the compilation of work rosters, briefing National Officials of their tasks.

During Event:- **Under the direction of the Technical Director,**
The Regatta Officials Co-ordinator is responsible for:

1. Ensuring that all National Officials are in post and at their appointed tasks.
2. Supervising all National Officials, ensuring that they carry out their tasks efficiently.
3. Co-ordinating the work rosters of National Officials and acting as trouble-shooters for the Technical Director where necessary.
4. Organising and maintaining a hospitality service for all Officials during racing and initially dealing with any problems of personal administration etcetera that may arise.

Post Event :- The Regatta Officials Co-ordinator is responsible for:

1. Verifying, checking and agreeing with the Technical Director, all travel and out of pocket expenses claimed by the National Officials in connection with the Championship.
2. Compiling a list of accepted claims and submitting all such claims to the Finance Director for payment.

IDBF GLOSSARY OF TERMS

英译中（普通话）

English to Chinese (Mandarin)

(鸣谢：香港旅游理事会)

Acting General Secretary	代理秘书长
Aligner Assistant	助理司线员
Aligner	司线员
Amateur Rowing Association of the Philippines	菲律宾业余赛艇协会
Amendments & Additions	修订和增订条款
Announcer	广播员
Annual Ordinary Congress/Congress	普通年度代表大会/代表大会
Associate Membership	会友
Bidding System	投标制度
Boat Captain	龙舟队队长
Boat Driver	龙舟驾驶员
Boat Holder	龙舟管理员
Boat Manufacturers License	龙舟制造商执照
Boat Marshall	龙舟纠察
Boat Marshalling Area	龙舟检录处
Brace the Boat	稳住龙舟重心
Buddy ,Buddy System	夥伴制
Buoyancy aid	浮标协助器
Caution	警告
Championship Director	锦标赛主任
Championships Organizing Committee	锦标赛组织/委员会
Chief Boat Marshall	龙舟裁判总长
Chief Judge	裁判长
Chief Official	赛事总裁判
Chief Time Keeper	计时裁判长
Chief Umpire	赛道总裁判
Chinese Dragon Boat Association (CDBA)	中国龙舟协会(中国龙协)
Class Grand Final	每组别总决赛
Classes	级别
Clean Water	水面距离
Club Crews	俱乐部队
Code of Conduct	行为守则
Collision	撞船
Colours	旗帜
Commissions	委员会
Competition & Technical Commission	竞赛及技术委员会
Competition Class	比赛级别
Competition Committee	竞赛委员会
Competition Director	竞赛主任

Competition Entry Form	比赛报名表
Competition Jury	竞赛仲裁委员会
Competition Regulations	比赛规例
Competitions	竞赛
Congress	会员代表大会
Continental Representatives	洲代表
Control Clock	监控钟
Council	理事会
Course markings	赛场标记
Course Umpire	赛道裁判
Courts of Arbitration	仲裁法庭
Crew Assembly	赛队集合
Crew composition	队员组合
Crew List	队员名单
Crew Manager	赛队领队
Crew Members	队员
Crew	赛队
Dead heat	不分胜负
Disciplinary Code	纪律守则
Disciplinary measures	纪律措施
Disqualification Notice	取消资格通知
Divisions	组别
Dock	停泊处
Domestic Races	国内赛事
Dope	兴奋剂/违禁药物
Doping	服用兴奋剂/服用违禁药物
Dragon Boat Association (DBA)	龙舟协会
Dragon Boat Groups	龙舟组织
Dragon Boating	龙舟运动
Drummer	鼓手
Embark	出发
Embarking platform	登船平台
Emblems	会徽
Entry Fee	报名费
Equipment Commission	器材装备委员会
Event Organizers	赛事组织者
Exclude	开除
Executive Committee	执行委员会
Expulsion	驱逐
False Start	错误出发
Final budget	最终预算
Finish Line Judge	终点裁判
Finish line	终点线
Finish time	到达终点时间
Finishing order	到达终点次序

Fit to race	适于比赛
Flag catcher	拔旗手
Framework	框架 (龙舟)
Full Member	正式会员
General Secretary	秘书长
Gong Beater	锣手
Heats	预赛
IDBF Bulletin	国际龙联通报
IDBF Bye Laws	国际龙联附则
IDBF Championships	国际龙联锦标赛
IDBF Competition Regulations	国际龙联比赛条例
IDBF Council	国际龙联理事会
IDBF Member	国际龙联会员
IDBF Racing Rules	国际龙联比赛规则
IDBF Statutes	国际龙联章程
In Line Abreast	并排起步
In Line Astern	尾部并齐
Information Sheet	资料表
Intermediate Draw	中途抽签
International Calendar of Events	国际比赛时间表
International Dragon Boat Federation (IDBF)	国际龙舟联合会
International Games	国际赛
International Race Officials Examination	国际比赛裁判员考试
International Race Officials License	国际比赛裁判证书
International Races	国际比赛
International Regattas	国际赛事
IROC/ IROL	国际比赛事裁判证书 / 国际比赛裁判执照
Jury	仲裁委员会
Lane Buoys	赛道浮标
Lane Number	赛道编码
Late Entry Fee	过期报名费
Line of Racing	比赛线
Loading area	上船区
Long Distance	长距离
Marketing, Sponsorship, Finance Committee	市场、赞助及财务委员会
Medical Staff	医务人员
Member Organization	会员组织
Merchandising	商品
Myanmar Rowing Federation	缅甸赛艇协会
National Crews	国家龙舟队
National Officials Training Course	国家比赛裁判培训班
National Races	国家赛事
National Team	国家队
NROC	国家比赛裁判证书

Officers of Council	理事会官员
Officiating	裁判
Order of Starting	出发次序
Ordinary Members	普通会员
Organizing Committee	组织委员会
Overtaking	超车
Paddle Specification	划桨规格
Paddler	划手
Participating Crews	参赛队伍
PFA (personal Flotation Aids)	个人浮动器具
Photofinisher	终点摄像者
PIN	赛队身份编码
Place Certificates	名次证书
Place Race	名次赛
Plate Competition	碟赛
Pole marks	标志杆
Pontoon	平底船
Preparation & Organization	筹办及组织
Press Officer	新闻官
Protocol	礼仪
Provisional Time Table of Races	临时的竞时间表
Public Relations & Mass Media Commission	公共关系及媒体委员会
Race Control	赛事管理
Race Director	竞赛主任
Race Jury	竞赛仲裁委员会
Race Officials Assessment	赛事裁判评核
Race Officials Commission	竞赛裁判委员会
Race Official	竞赛事裁判
Race Organizers	竞赛组织者
Race Programmer	竞赛计划制定者
Race Recorder	竞赛记录员
Race Secretariat	竞赛秘书处
Racer	选手
Racing Colours	竞赛旗帜
Racing Course	赛场
Racing distance	比赛距离
Racing Lane	赛道
Racing Line	赛线
Racing long boat	长体竞赛船艇
Racing Number	比赛编码
Racing Paddle	比赛用桨
Racing Rules	比赛规则
Recall	重新召集
Regatta & Technical Installations Committee	竞赛和技术装置委员会
Regatta Course	赛场

Regional Championships	地区性锦标赛
Register of Officials	裁判名册
Repechage Plan	复赛（小决赛）计划
Repechage Races	复赛（小决赛）
Reprimand	谴责
Reserves	候补队员
Results Runner	成绩管理员
Rounds	轮
Safety Assistant	安全事务助理
Safety Officer	安全官员
Scoreboard	计分牌
Scrutineers	会议监票人
Secondary Placings	次要名次
Secretarial	秘书处
Secretary General	秘书长
Single-bladed Paddles	单桨片的划桨
Special Regulations	特殊条例
Sports Medicine & Sports Science Commission	体育医疗及体育科学委员会
Standards Class of Dragon Boat	龙舟标准版
Start Line	起点线
Start Time	出发时间
Starter	发令员
Starting Area	出发区
Starting Assembly Area	出发集合区
Starting Signal	出发信号
Steerer/ Helm	舵手
Stewards	赛事工作人员
Stop Paddling	停止划动
Stop the Boat	停船
Suspension	中止会籍
Tail Races	榜尾赛
Team List	队员名单
Team Officials	赛队官员
Team	队
Timing System Operator (computer)	计时系统操作员（电脑操作员）
Treasurer	司库
Turn Buoys	转向浮标
Turning Points	转向点
Umpire	赛道裁判
Wash Hanging	乘浪推进
Water depth	水深
World Championships	世界锦标赛
World Dragon Boat Racing Championships	世界龙舟锦标赛

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CHAPTER 3.

TECHNICAL ORGANISATION

A Guide to the Technical Aspects of a World Championship Regatta.

A GUIDE TO THE TECHNICAL ASPECTS OF A WORLD CHAMPIONSHIP.

It is emphasized that the facility requirements detailed in this Chapter are the ideal for a World Championship Regatta and will normally only be found in their entirety on a purpose-built Regatta Course of the type commonly used for Olympic Rowing Regattas

Section 1. SUMMARY OF REQUIREMENTS

1. Before applying to host an International Dragon Boat Federation (IDBF) World Championship, the first consideration must be, **“do we have a venue suitable for the event”**, and if we do is the Regatta Course up to World Championships standard, or can it be brought up to standard?

2. **The Racing Course.** For a World Dragon Boat Racing Championships (WDBRC) the Regatta Racing Course must fully meet the criteria laid down by the IDBF. For a Club Crew World Championships (CCWC) and World Universities & Colleges Championships (WUCC) these criteria can be less stringent. The full **details of the requirements** for a WDBRC Racing Course, **are shown in Section 2 of this Chapter and the Appendix.** The broad criteria are as follows:-

a. The Course shall be capable of providing a straight stretch of water as flat and as still as can be obtained, over a distance that will permit at least a 1000 metre race in one direction.

b. The Course at the start and finish shall permit a clear width of at least 9 metres but ideally 15 metres for each Dragon Boat to race in. This width per boat shall be known as a Racing Lane. The number of Lanes on a Championships Course shall be six (6) of 13.5 or 15 metres wide. Exceptionally, for a World Championships Regatta the course may consist of (9) lanes of 10 metre widths). For a CCWC or a Universities Championships, a minimum of four (4) Racing Lanes of 13.5m is acceptable.

c. The Start and Finish Lines shall be at right angles to the Racing Lanes and at least 90 metres in length. They shall be marked off of the water on both sides of the course and similar static markings shall be constructed every 250 metres between the Start and Finish. Both the Start and Finish Lines shall be marked, on the water, by red flags or buoys. The Racing Lanes shall be marked by means of clearly visible buoys placed in a straight line, at intervals of not more than 50 metres apart, down the length of the Course. Lanes will be numbered at the Start and Finish.

d. The depth of water on a Regatta Site, where the bed of the Racing Course is uneven, shall be a minimum of three and half (3.5) metres. On a site where the bed of Racing Course is uniform throughout the minimum depth of three (3) metres may be acceptable.

3. **Technical Facilities** The number of technical facilities will vary from venue to venue but for any World Championship Regatta the following facilities are the minimum requirement. Starting platforms at each race distance start line, plus a starters cabin with timing and public address equipment.

A judging and course Finish Tower to accommodate race officials and a commentator. Photo finish and electronic timing equipment, plus an electronic information board for messages and race results, meeting rooms for Crew Managers, Race Officials and the Race Secretariat.

Championship Organisers must advise the IDBF if there are facility criteria or standards that cannot be met, in order that the IDBF can give a judgement on the standard and number of facilities **that will be accepted for a particular Championship Regatta.** **Full details of the Venue Facilities required for a World Championship, are contained in Section 3 of this Chapter and the Appendix.**

Teams & Officials Amenities

4. The list of amenities will vary but certain things must be provided for the competing crews such as, medical facilities, changing rooms and showers, rest areas, warm up areas and competition grandstands. The media to must be catered for with a press centre, telecommunications systems and a press viewing area close to the finish line.

5. For Race Officials and Official Guests similar amenities to those provided for the Teams, but on a small scale, should be sited close to the Finish Tower. When you have catered for the Teams, Officials, the Media and Guests. Also to be provided are facilities for the spectators, such as, Grandstands, Toilets, Refreshment areas, Car parking. The list can go on and will depend to a large extent on the overall size of the venue and the range of other activities normally on site.

Further details of the Teams & Officials Amenities required or expected for a World Championship are contained in Chapter 4 of this Handbook.

Publications

6. There are a number of Organisational and Technical Publications that a World Championship Organisation is required to produce. These are covered in more detail in **Chapter 5 of this Handbook** but in summary, with some brief details the publications are

a. **Information Bulletins.** Prior to the actual World Championship each Organising Committee is required to publish at least three, ideally four, separate Bulletins containing relevant information about the Championships. The first Bulletin must be prepared and distributed at least one year before the actual Championships. The second Bulletin should be prepared and distributed 6 months before the Championships, the third 3 months before and the fourth in the month before the Championships.

b. **Technical Bulletin (Team Leaders Handbook).** There is a great deal of practical information that should be given to Team Leaders (Crew Managers at a CCWC) at an IDBF Championship Regatta. This information, a great deal of which will be Technical Information and any reissue of information from the first Bulletins, should be collected together in a Technical Bulletin, normally Bulletin No.4 – called the Team Leaders Handbook.

Accreditation System

7. It is very important that all those associated with a World Championship Regatta; the Competitors, Team Officials, IDBF Officials, Media representatives and Official Guests are accredited during their stay at the event.

8. Accreditation should be carried out either on arrival at the Competition site, if convenient, or alternatively at the accommodation location of the people concerned.

9. The design of the accreditation card can vary but it should always contain personal details of the holder and which competition class they are in, plus a photograph.

Championship Organiser's Criteria

10. In addition to the technical aspects of a Championship Regatta, summarised in this Chapter and detailed in the Sections that follow, there are the many Championship organisational, administrative, financial and logistical requirements plus the legislative requirements of the IDBF to be considered. These are dealt with in Chapters 4 to 6 of this Handbook.

PROTOCOL

OPENING CEREMONY

11 The Opening Ceremony of a World Championship Regatta should be held on the day before the Competitions begin, usually in the early evening. Teams at a WDBRC or Crews at a CCWC normally formally assemble near to a VIP platform and a parade of National or Territorial Teams or Crews (CCWC) in alphabetical order, then takes place. For a WDBRC each Team will carry its National or Territorial Flag and are led by a Steward carrying a board with the Team's name on it.

12. For a CCWC a Club Flag and Club Name Board are normally carried, Additionally National/Territorial Flags, per group of crews from an IDBF Member, may be carried provided Crew Name Boards for each Crew from the countries concerned are carried and the announcer makes it clear that the crews are NOT representing the countries concerned but merely their own Club or Crew.

13 The parade finishes with all the Teams or Crews assembled in front of the VIP dais on which local dignitaries and members of the International Dragon Boat Federation are assembled. The parade is followed by a series of short speeches of welcome and thanks by the dignitaries and members, before the IDBF flag, the National flag of the host country and any other appropriate flags are raised and the Championships formally opened. Immediately after the Opening Ceremony it is usual for a celebration event to take place, such as a series of displays, marching bands, and other forms of light entertainment, normally with a fireworks display, before the evening concludes,

CLOSING CEREMONY

14 The Closing Ceremony should be a simple formal occasion, normally held immediately after the final medal presentation. It should consist of a short speech of thanks by the IDBF President, to the Organising Committee and supporting organisations with a suitable commemorative plaque being given by the IDBF to the Championship Organiser. The IDBF flag should then be lowered and returned by the Championship Organiser to the IDBF President, who then formally hands it over to the National Association and Organising Committee Representatives, who are to stage the next World Championships, WDBRC or CCWC as appropriate.

MEDAL WINNERS CEREMONIES

15. The presentation of medals to crews at a World Championship Regatta is an aspect of the event that involves ceremony, tradition and much pride. Protocol has to be strictly observed, especially during a WDBRC when the raising of national or territorial flags and anthems are played. For a CCWC whilst the Club or Crews Flags of the appropriate Crews may be raised, national or territorial anthems are not to be played. However, appropriate music for the flag raising ceremony, if any, is permitted.

16. At a WDBRC the raising of the flags and the playing of the winners National or Territorial Anthem, takes place after the crews winning the gold, silver and bronze medals have been presented with their medals by suitable dignitaries. Such dignitaries are normally national and local politicians; International Dragon Boat Federation Officials; Heads of Delegations from the IDBF Members; well-known public figures, and the like.

- a. It is the responsibility of the Organising Committee to provide the flags of the medal winning nations and the anthem of the winning nation at each WDBRC Medal Ceremony.

See Chapter 5 of the Handbook for further details and medals presentation platform.

World Nations Dragon Boat Racing Championships**IDBF NATIONS CUP****POINTS TABLE COMPILATION****Introduction**

17. In most sporting World Championships and in the Olympic Games, in addition to the "Medals Table" a "Points Table" is maintained which determines the overall "Champion Nation" and the relative positions of the competing Countries. The winning nation receives a trophy.

Method

18. For a World Dragon Boat Racing Nations Championships this is the Nations Cup awarded by the IDBF, to the Team that scores the highest number of points in the Premier Division. Each Championship's Organising Committee is encouraged to provide similar trophies for the Junior and Senior Racing Divisions.

19. The points system for any Divisional Trophy, is designed to ensure that the stronger the entry in a particular Racing Class (Open, Women and Mixed) the more points can be scored, thus the Country or Territory that wins the Nations Cup, for example, must have strength in depth.

20. Every Premier Crew entered, scores points towards the Nations Cup, over the Championship distances of 200, 500 and 1000 metres. The number of points awarded is related directly to the number of crews taking part in the first round heats.

21. The points scored by crews in each Racing Class and over each race distance, in both Standard and Small Boat Competitions are added together to give a final "National" total and thus a position in the Nations Cup. The points awarded for Small Boat Competitions are half of those awarded for the Standard Boat Competitions. The Cup is awarded to the top scoring Nation or Territory.

Points Scoring

22. The points are allocated and recorded by the Race Secretary during the actual Championships. The total number of crews in a Competition Class determines the number and range of points awarded. For example:

Premier Women 500m Standard Boat

PLAN	PLACINGS								
	1	3	4	5	6	7	8	9	
6 Crews – Points	6	4	3	2	1	-	-	-	
7 Crews – Points	7	5	4	3	2	1	-	-	
8 Crews – Points	8	6	5	4	3	2	1	-	
9 Crews - Points	9	7	6	5	4	3	2	1	

Highest points awarded to the first placed crew down to one point for the last placed crew. 500m results decide the final placing, where there is a tie, on points.

IDBF NATIONS CUP

“The Oliver Jesty Trophy ”



The Nations Cup - Dragon Boat Racing's ultimate sporting trophy, stands 71cm high and goes to the Representative Team obtaining the highest combined points total in the following Premier Division Competitions, the Open, Women & Mixed Racing Classes, over the 200m, 500m & 1000m distances.

First awarded at the 1st IDBF World Championships in 1995, in China, the impressive gold-plated trophy was donated by Oliver J Cock MBE, Founding President of the British Dragon Boat Racing Association – the BDA. Originally this Nations Cup was in respect of Standard Boat Premier competitions but points for Small Boat Premier competitions were added later.

World Championship Regatta

PREPARATIONS AND TIME TABLE

23. These notes have been compiled to give a general outline of the areas that need to be considered and the problems involved in the planning of a World Championships. There are many situations that have to be considered when drawing up plans for such an event. Most revolve around finance (or rather the lack of it). From a technical viewpoint certain areas take precedence and these are detailed in the following paragraphs.

24. **International Race Officials.** The minority of Race Officials will be appointed by the IDBF Race Officials Secretariat (ROS). These officials will be qualified Technical Race Officials from IDBF Member Associations'. Such Race Officials are known as International Race Officials. The International Officials will be allocated to key technical positions on site and to run and supervise the actual racing.

25. **Supporting Officials.** In addition to the International Officials there will be a requirement for supporting race officials, technical and general staff to work during the Championships in a variety of areas. These Officials are known as Supporting Officials are normally appointed by the Bidding IDBF in conjunction with the COC.

26. A large number of Supporting Officials will be required during the event. Recruiting and training of these officials is of prime importance. Recruit as many as possible from the area where the Championships is to be held and thus keep logistical costs down.

27. The welfare of all Officials is a top priority and allowance must be made in the main Budget to reimburse the Supporting Officials for travelling, out of pocket expenses and for ALL accommodation charges. Additionally, complimentary tickets should be available for the officials families and the Org Com should provide a working dress for all Race Officials.

28. The Supporting Officials will be employed mainly in the following areas:-

<u>Area</u>	<u>Suggested Numbers</u>
1. Timings System (2)	- 2 people.
2. Photo-Finish (2)	- 1 Operator, 1 Understudy.
3. Printing (4)	- 1 Organiser plus up to 3 staff.
4. Secretariat (4)	- 1 Results Compiler plus 2-3 Assistants with keyboard skills.
5. Commentary (2)	- 2 Announcers (English and local language)
6. Scoreboard (2)	- 2 Operators, plus 1 Understudy.
7. Boat Marshalling Area (12+)	- Minimum of 1 per boat – ideally 2 per boat, to assist the Chief Boat Marshals (IDBF Officials).
8. Pontoon Raft Boys (13)	- 1 Organiser, plus 12 (1 per Lane, 2 shifts)
9. Motor Boat Control (1)	- 1 Organiser/ Co-ordinator
10. Motor Boat Drivers (8 -12)	- 4 Drivers working in 2 sets of Umpires Boat, plus 4 men for 2 rescue boats – minimum, ideally 3.
11. Medical Services (2)	- 1 Doctor but ideally 2 on a shift system.
12. Medal Presentations' (7)	- 1 Organiser, plus 6 Assistants.
13. Officials Liaison (1)	- 1 Organiser.
14. Officials Refreshment (4)	- 1 Organiser, plus 3 helpers.
15. Stewards/ Runners (12)	- 1 Organiser, plus 11 Staff.
16. Press Room Staff (4)	- 1 Organiser, plus 3 Staff/ Press Officers

Pre-Championships Training and Regatta.

29. Although it is not possible to dry-run every aspect of a Championship certain aspects should be practiced, with as many of the temporary facilities in place as are available. Any final adjustments and re-testing of equipment or systems can then be carried out prior to the actual Championship.

30. The use of other Dragon Boat Regattas at the Championships venue is the most economic and effective way of doing this. Such a pre-Championships event (or events) will enable the Technical Director and Championship Director, to practise key Officials in the areas that they will work in during the actual Championships. Particular emphasis should be placed on the following:

1. Boat Marshalling area.
2. Course Umpiring and Rescue Boats.
3. Boat Weighing system.
4. Timing & Photo Finish.
5. Scoreboard operating.
6. Commentary.
7. Presentations to winning crews.
8. Results service to the press etc.
9. Doping Control.
10. Radio Networks.

31. With regard to the Results Service consideration should be given to producing the results for any pre-event in a similar format to that envisaged for the World Championships.

32. A test of the Drug Testing system, without actually taking real samples, should also be carried out and using site Radio Network is highly recommended together with mobile phones.

Supporting Officials Symposium or Briefing

33. Consideration should be given to holding a Supporting Officials Symposium to discuss and finalise the details of how each department will operate during the Championships. Basic training, in Regatta Organisation in general, should also be given to new Officials recruited during the previous season.

34. At the very least a full briefing of all Supporting Officials should be held the weekend before the actual Championship starts.

Merchandizing.

35. The opportunity to provide Championship merchandize, T shirts, pin badges, polo shirts, posters and the like should not be missed. Merchandize also helps to promote the event, if sold in advance, through a web site. However, it is recommended that the merchandizing operation is 'franchised out' to an independent company on the basis of a percentage of profits coming back to the Organising Committee, rather than risking too much of the Championship Budget on merchandizing. A participants Championship T shirt can be included in the competitors 'Gifts Package' at cost price.

- a. Any merchandizing that includes the IDBF name or logo must be approved by the IDBF and a royalty per item agreed, before any such merchandize will be approved.

CHAMPIONSHIP'S OUTLINE ACTION PLAN and TIME-TABLE

36. Although the actions required, primarily cover technical aspects of a Championship Regatta, there are some areas of organisation and administration that over-lap or are closely associated with the technical considerations and requirements. Such areas have been included in this Action Plan and are identified as such in the "Action By" column of the time-table.

Date	Action Required	Action By
18 - 16 months before the event.	<ol style="list-style-type: none"> 1. Ascertain the maximum number of boats required for the event and the Logistics of moving/storing them. 2. Approaches to be made to companies who may provide, at little or no cost, equipment for the following: <ol style="list-style-type: none"> a. Results Service, including photo-finish and video b. Print-out Service (Computer) for draws and results. c. Temporary accommodation for competitors, rest areas, press facilities, boats, grandstands. 3. Basic format of the World Championships programme to be agreed with the IDBF and publication time-table finalised. 	<p>Technical Director</p> <p>Championship Director Administrative Director.</p> <p>Championship Director/ Technical Director</p>
15 months before	<ol style="list-style-type: none"> 1. Recruit and brief key Supporting Officials for the World Championships. 2. Finalise all arrangements for the pre-Championships events. Agree all details with the IDBF. 3. Finalise plans for telephone lines, telex facilities, commentary boxes etc, for the Championships. 4. Finalise plans regarding deadline dates; format and methods of publication for Bulletins and other printed technical matter. Publish Championships Handbook. 	<p>Technical Director</p> <p>Championship Director/ Technical Director</p> <p>Press Officer/ Championship Director</p> <p>Championship Director Technical Director/Media Committee.</p>
12 Months before.	Host the IDBF Inspection Team (latest date). Publish Bulletin No.1 , plus formal invitation to all IDBF Members, in consultation with the IDBF C&TC.	Championship Director/ Technical Director
11-10 Months before.	<ol style="list-style-type: none"> 1. Detailed appraisal of the amount of work to be done in relation to technical problems. 2. Finalise plans on accreditation system for competitors/officials etc identification system (badges) and security-crown control system. 3. Finalise plans for temporary accommodation, press facilities grandstand etc. 4. Refine schedules for publishing and printing requirements, including the programme. 5. Detail programme for Officials Symposium. 6. Agree all marketing and sponsorship contracts through the IDBF. 	<p>Technical Director</p> <p>Championship Director/ Site Administrator Technical Director</p> <p>Championship Director/ Site Officer Administrator Media Committee</p> <p>Championships Director/ Technical Director</p> <p>Technical Director</p> <p>Championships Director</p>

Time	Action Required	Action By
<p>9-8 Months before the event</p>	<p>This period will be mainly concerned with the final planning, design and costing of all technical items with particular</p> <ol style="list-style-type: none"> 1. Constant liaison with staff at the Championships venue concerning the essential items of equipment that will be supplied by them e.g. Timing & Photo Finish equipment. 2. Ensuring that any items of equipment that are ordered by the Championships venue, on behalf of Championships as "one off" items are properly specified, authorised, and within the Technical Director's budget. 3. The design and ordering of items of equipment that require manufacture e.g. boat numbers, medals podium. 4. Detailed costings and final arrangements regarding the hire of items of a technical nature e.g. Motor Boats. 5. Confirm with contractors final requirements for temporary accommodation, press facilities, boathouses, grandstand etc. 6. Final drafting of advance technical information. 7. Finalise plans for "on site" notice boards and sign-posts, arrange for manufacture of these items. 	<p>Technical Director</p> <p>Technical Director</p> <p>Technical Director</p> <p>Championship Director</p> <p>Technical Director</p> <p>Technical Director</p>
<p>7 Months before</p>	<p>This period will be used to review all-round progress and to re-appraise all the departmental time-tables, especially in the following areas:</p>	<p>to re-appraise all the</p>
	<ol style="list-style-type: none"> 1. Press facilities/Grandstands etc. 2. Publications/Printing. 3. Accommodation/Transport. 4. Medical Facilities. 5. Protocol/Presentations. 	<p>Championship Director/ Appropriate Officers</p>
<p>6-5 Months before event</p>	<ol style="list-style-type: none"> 1. Finalise design and make arrangements for printing all technical stationery eg, Results; disqualification forms etc. 2. Finalise arrangements for Body and Boat numbers in consultation with any major sponsor. 3. Maintain a close check on the delivery of technical equipment to the Championships site and arrange testing and storage where necessary. 4. Pre-draft as much of the pre-Championships technical information as possible. 5. Meeting of all Department Heads and key officials concerned with Technical areas of responsibility etc, in fairly fine detail. Final training weekend for all officials. 6. Bulletin No 2 published and sent out to IDBF Members, after agreement with the IDBF C&TC. 	<p>Technical Director/ Championships Director</p> <p>Technical Director</p> <p>Technical Director</p> <p>Championship Director/ Technical Director</p> <p>Championship Director/ Technical Director</p> <p>Championship Director/ Technical Director</p>

Time	Action Required	Action By
<p>4-5 Months before event</p>	<ol style="list-style-type: none"> 1. Confirm all arrangements and names of select International Officials, with the IDBF Race Officials Secretariat 2. Numerate Entries received from Federations. 3. Final progress meeting to review all aspects of the Championships. 	<p>Championship Director/ Technical Director</p> <p>Championship Director/ Technical Director/ All Appropriate Officers.</p>
<p>2-3 Months before event</p>	<ol style="list-style-type: none"> 1. If possible move office to the Championships site. 2. Ensure that all technical equipment has been installed and tested. 3. Final confirmation of all National Officials and other supporting staff, such as Stewards and Runners. 4. Bulletin No 3 published and sent out to IDBF Members, after agreement with the IDBF C&TC. 5. Dress rehearsal regatta held, and final adjustments made to equipment and technical system. 6. Main bulk of programme copy to printers. (See separate schedule for details). 7. Final drafting of all technical and administrative and general information for Bulletin No 4 and Officials Booklet 	<p>Championship Director</p> <p>Technical Director</p> <p>Technical Director Officials Secretary</p> <p>Championship Director/ Technical Director</p> <p>Technical Director</p> <p>Technical Director</p> <p>Championship Director/ Technical Director</p>
<p>1 Month before event</p>	<ol style="list-style-type: none"> 1. All printing completed and last minute adjustments to technical equipment made. 2. Named teams entries and confirmation of races entered received from Federations. 3. Technical Bulletin (No 4) published and despatched together with the Championships time-table and details of entries. 4. No later than 10 days before - Technical Bulletin published and despatched to all competing Teams and all Race Officials (International & Supporting). 5. All aspects of the Championships fully prepared, checked and tested before Opening Ceremony 	<p>Technical Director</p> <p>Championship Director/ Technical Director</p> <p>Technical Director</p> <p>Championship Director</p>

37. **The above actions and time table are not exhaustive** but are a guide to what has to be done and when. Items will be added and dead lines set or changed as the event date becomes ever nearer and the actual number of Teams and participants becomes clearer and both sponsorship and support in kind, is confirmed or not confirmed, changed or delayed !

Chapter 3

SECTION 2 - RACING COURSE CRITERIA

Design Features.

38. The considerations that the IDBF takes into account when assessing the suitability of a Regatta Venue for a World Championship Regatta include:

1. The ability of the course to offer fair and equal conditions in all lanes, with protection from the wind.
2. The technical quality of the regatta course, with a correlation between permanent and temporary structures that allows the creation of major sporting events.
3. The facilities available for other sports and public recreation in general.
4. The facilities available for non sporting activities, such as meetings, seminars, etc.
5. The options available in the area for accommodation in close proximity during big events or training camps.

Environmental Considerations.

39. The IDBF expects venues selected for a World Championship Regatta to respond to the environmental principles and published guidelines for the ecological development of the area and expects that any impact on the hydrological conditions in the area will have been reduced to the minimum. In addition the IDBF will expect information to be available concerning:-

1. The natural water source as well as the required quantity of water.
2. The methods used for filling and emptying the regatta course, canal or lake.
3. The methods used for controlling the water level and the filtration of the water.
4. The water quality and any possible sources of pollution.
5. The conditions for development of micro-organisms and the growth of vegetation.

The Racing Course.

40. The IDBF technical requirements for the Racing Course are contained in the IDBF Competition Regulations. In summary the Racing Lanes must be straight and of the same width over their whole length. The minimum lane width for a World Dragon Boat Racing Championships is 13.5 meters (maximum 15 meters)

In numbering the lanes, Lane number 1 should be on the Finish Tower side of the course and thus the nearest Racing Lane to the side bank of the course. A nearer lane (Lane 0) must be provided, which can act as a Rescue Boat and Umpires Lane.

1. **Buoys** - for Buoying System diagrams **see the Appendix to this Handbook.**

- a. The Buoys used to mark the Racing Lanes should be spherical, 15cm diameter. In the first 100 meters from the Start the Buoys are placed at 5m intervals, beginning at 5m from the Start Line, and at a minimum of 10m (max 12.5m) intervals apart throughout the remainder of the course. The surface shall be pliant. No Lane Marker Buoys should be placed on the actual Start or Finish lines, which are marked by Flags – see 2.13 below.
- b. **Colours of the buoys:** Over a 1000m Course, generally the buoys should be bright yellow but for the first 100m from the Start and for the last 200m to the Finish, a different colour (red), should be used. Red should also be used for marking the intermediate distances (200 or 250m, 500m, 750m, 1000m). The buoy colours can be different from red and yellow, depending on the local conditions and the visibility of the buoys.

2. Course Markers. The following course markers are required by the IDBF:-

a. **At the Start Line.** A Start Line sighting marker board (or post) must be fixed directly opposite the Starter's Hut exactly on the start line. If the bank is too far away, then the board must be on a structure very firmly anchored or fixed in the water.

The Start Line Marker should have a vertical black line (50mm) wide painted onto a background of either white or yellow.

b. **On the Bank.** Sign Boards fixed on the bank at each 250 meters on both sides of the course. The respective distances along the course should be shown on the marker boards by large black numbers and/or

c. **Floating on Water.** One-meter cubes attached to the outside wires of the "Albano" system at each 200 meters, minimum 5m away from the nearest lanes, on both sides of the course. The respective distances along the course should be marked on the cubes with large black numbers.

d. **At the Finish Line.** A Finish Line sighting marker board (or post) of the same design as that used for the Start Lines shall be positioned opposite the Finish Tower, exactly on the finish line. If the bank is too far away, then the marker must be placed on a structure very firmly anchored or fixed in the water.

The Finish Line marker should have a vertical black line (50mm) wide painted onto a background of either white or yellow.

d. **The Finish Line.** The actual Finish Line must be marked by two red flags - floating or on land, placed exactly on the finish line, a minimum of 5m away from the outside lanes.

3. Traffic Lanes and Buoys. It is recommended that all Traffic Lanes be marked with "Swimming" type ropes or with large buoys to mark each Traffic Lane. Large buoys should be placed approx. 25 - 30 meters beyond the Finish line



Malta Lake Regatta Course, Poznan, Poland

Chapter 3

SECTION 3 - REGATTA VENUE FACILITIES

GENERAL OVERVIEW.

41. The Finish Area. This area should accommodate: -

- a. The Finish Tower and the Championship support facilities, namely
 1. The Championship Organisers and IDBF working areas – including accreditation.
 2. The Venue Managers working areas and facilities including reprographics.
 3. The Media Centre, VIP and Hospitality areas, VIP, Media, and Team seating.
 4. The Spectators' seating area and services.
 5. The Scoreboard(s) and Video Board(s).
 6. The TV & Radio Broadcast Area
 7. First Aid and Rescue services
 8. Medals Presentations Area.
 9. Umpires' boats, Rescue service.
 10. The Teams & Supporters "drop off" and Bus parking areas - should be located nearby.

42. The Finish area facilities can be situated on one side of the course or on both sides. In the latter case, it is recommended that the "accredited" areas and the reserved Teams and Supporters, VIP and Media seating should be placed on one side of the course and the general public - non-accredited - on the other side.

43. The Boathouse Area.

a. The Boathouse area must be clearly defined as an area for 'accredited' people only and should accommodate:

1. Boat weighing and repair area
2. Boat pontoons for embarking
3. Crew Marshalling Area
4. Boat Storage facilities
5. Doping and Medical facilities and services (if not located in the Finish Area)
6. Team facilities e.g. changing and sanitary facilities permanent and temporary
7. Massage/Physio area

44. General Facilities.

a. In a purpose-built Water Sports Centres, the IDBF would expect the following facilities to be provided for the use of the IDBF Officials, Teams and Sponsors

1. Meeting rooms
2. Rest areas and services
3. Eating areas
4. Changing Rooms and Showers
5. Accommodation
6. Offices and services
7. Fitness Training Facilities

VENUE TECHNICAL INSTALLATIONS and SERVICES

45. **Starters Huts.** For a diagram of a Starters Hut see **Annex.B** to this Chapter.

Starters Huts should be placed exactly on the Start Lines at 200m, 500m, and 1000m at a minimum distance of 5m away from the nearest lane. There must be a clear view of the course.

a. **Construction.** Starters Huts may be of temporary or permanent construction, with dimensions of approximately 3m x 3m. The floor level must be a minimum of 1.5m above the water level and protection against wind and rain must be provided. Provision for a platform for a TV camera on the top of the Starter Hut should be made and the roof designed accordingly.

b. **Facilities.** Each Starters Hut must be equipped with a Vertical sight wire (see Appendix 5), Tables and Chairs, a Radio and Telephone (for communication with the officials in the Finish Tower) and Timing System equipment.

c. **Video cameras** should be fixed to each of the Starters Huts to relay the picture to a monitor in the Finish Tower. The cameras must then be fixed on absolutely firm structures at a height that provides a minimum angle of 5 degrees between the horizontal and the line drawn from the cameras towards the centre line of the course.

46. **The Finish Area.**

a. **The Finish Tower.** The Finish (or Control) Tower is located exactly on the Finish Line, as close as possible to the course but not less than 27m from the Racing Lanes and not obstructing the view from the grandstands towards the finish line. There are three main options for positioning a Finish Tower, which are

1. Over water - fixed on piles to the bed of the regatta course, lake or canal
2. On land.
3. Part on land and part over water.

b. **Tower Construction.** The construction of the Finish Tower, whether it be temporary or permanent, must be absolutely firm and must provide:-

1. internal protection against sun (venetian blinds), rain and wind, (air-conditioning should be provided if necessary).
2. large windows facing both the Finish Line and towards the Start, to give the Timing and Photo-Finish Officials a clear view of the course and the finish line.
3. It is also recommended that there is a window on the side of the Tower that would give the officials a view of the area beyond the finish line.
4. Normally 50 - 60m² area, the longer, working side parallel to the course.

47. **The Layout** of a typical Finish Tower is shown in the **Appendices to this Handbook**,

48. **Officials Working Rooms – Requirements.** - to be provided by the COC:

1. **Furniture:** Desks, tables, chairs, wastepaper baskets, cupboards, etc.
2. **Office equipment:** Three computers with Laser Printers, software to be determined. Photocopiers - one office type machine and one fast speed machine.
3. **Office supplies** for each workstation: e.g. letter trays, Post-its, staplers, pencils, etc, paper for photocopiers. Supplies of paper, envelopes, notepads, etc.
4. **Technical equipment** and other facilities: Telephones and linked Fax machines, document shredder Electric sockets, adapters.

The Race Timing and Results System

49. **The Race Timing equipment** should be based on a ONE button system, capable of recording times to 0.01 second and to give the order of a minimum of 6 boats crossing the Finish Line. It should also be capable of recording intermediate times/ positions, at the 200 or 250m, 500m and 1000m marks, as well as recording crews in the 2000m and their lapsed times. In addition the system must be able to:-

1. Indicate the time difference of Crews, relative to the best time.
2. Rank the times
3. Time a minimum of two races on the course simultaneously - including the intermediate times at each Start Hut.
4. Time the Boats when the race is in the form of a "Time Trial" and not side by side.

The main system must be provided with a reliable backup system such as stop watches or a hand-held mini timing system.

50. **Timing System Operation.** The timing start positions in the Starters Huts should be linked through a cable - permanent or temporary to the Finish Tower. When the Starter presses the timing button at the start, the Timing System is activated. The timing button in the Finish Tower when pressed must initiate the finish times of the racing boats and activate the audible signal, for each boat crossing the Finish Line I.

1. Ideally there should be three timing units provided in the Finish Tower. The first unit should take the first race, the second unit should take the second and the third unit is the backup. The system should be able to show immediately on the Score Board the intermediate times of the leading boat and the differences between the leading boat and the other boats.

2. The computer system operating the Race Timing must be flexible and able to accept changes in the start lists; in the allocation of lanes; in the names of the Crews; in the numbers and the order of the races and in the race starting times. When TV coverage is provided the timing system should be able to transmit the timing results to the TV network.

51. **Support Communications.** The Timing System must have a dedicated telephone line between the Starters Huts and the officials in the Finish Tower and a back-up radio system. A computer link to the Internet is also desirable.

52 **Race Results.** The Timing & Results Computer System must be capable of producing a Race Result List after every race. Once the printed result is approved by the IDBF Chief Official at the Finish, the Result List is passed to the Race Secretary for recording and race draw purposes before the Race Result is officially posted on the Results Board.

1. The Results System must produce, by the end of each day of racing a Days Results Summary. This form of information is needed by the Media. The Race Draws for each round of each Competition Class must also be produced through the Results System.

53. **Photo-Finish Equipment.** The finish of all races should be recorded (on a videotape or printed as a picture) and should be available for presentation if requested. The video-finish cameras (minimum two) - should be of the highest quality. The cameras must be able to take 100 pictures per second and must be located at a height that provides a minimum angle of 6 degrees (maximum 12 degrees) between the horizontal and the line drawn from the cameras to the centre line of the course.

Score Board(s) and Public Address System.

54. **Score Board(s)** must be clearly visible to both the spectators in the grandstands and to the competitors on the water, ideally as they cross the finishing line. The Scoreboards should not obstruct the view of the course, either from the Grandstands or from the Finish Tower. Ideally along with the Score Board(s) a big screen Video Board should be provided.

55. **Board Locations.** There are a number of options for Scoreboard locations, for example on the opposite side of the Course from the Grandstand or at the end of the course on the bank - if not too far from the Finish Line.

56. When there are Grandstands at both sides of the course, two score boards and a video board are recommended, located as follows:-

1. One large score board or video board (strongly recommended) facing towards the main grandstand or on the same side but at the end of the main grandstands.
2. A smaller scoreboard attached to the Finish Tower

57. **Board Specifications.** Score Boards may be Permanent or Temporary, with the size dependent on the distance between the Score Board or Video Board and the spectators' areas. Example Sizes are:- Big screen Video Board: 40m² - 70m² Score Board: 35m² - 85m².

58. **Board Layout.** The information display area should cater for a minimum of 8 lines with 18 spaces for alpha-numeric display, consisting of 2 lines for description of the event and the race and for the general time and the remaining 6 lines for the times of the six to nine crews

59. **Board Operation.** All Score Boards must be linked directly to the timing system and any intermediate times (when recorded) must be shown immediately on the scoreboards.

60. **Public Address System.** A Public Address system should be provided for the Finish Area, the Spectators' areas and the Boathouse area. The Loudspeakers should be of a good quality and should have separate volume controls.

61. **Loudspeakers** should be located throughout the venue but not in the Start Areas; Crew Rest Areas or any Radio and TV Commentators Booths. It should be possible for the start procedure and the start signal to be relayed through the PA system in the spectator's and boathouse areas.

62. **Results Service.** The Results Service for an IDBF World Championship Regatta covers the production of Race Draws and Race Programmes, Crew Lists, Race Results and IDBF communications etc and is under the control of the IDBF Race Secretary. It can be located in a number of different places, for example:-

1. In the Finish Tower (if there is sufficient space)
2. In a Container adjacent to the Finish Tower
3. In a room in the Administration Building

63. **Facilities.** Ideally a, 30 sq m of floor area should be provided for the Results Service, with a computer linked to a laser printer. In addition, at least one copying machine capable of making 60 - 100 copies per minute. The machine should be fitted with a collator and stapler.

1. Ideally two copying machines should be provided, one for general use and the production of Race Programmes & booklets and the other to produce Race Draws and Race Results sheets.

2. Tables for stacking and sorting the documents must also be provided, together with a number of stackable filing trays or a pigeon-hole system of document holders, which can be marked with each Team (Crew) Name IDBF Officials etc. All relevant information produced by the Results Service staff can then be placed in the trays for collection and distribution.

Other Finish Area Facilities and Equipment.

64. **Flag Poles.** At a World Nations Championship, in addition to the Flag Poles needed to fly the flags of each of the competing Teams, additional Flag Poles are required in the Finish Area. These 'protocol' flag poles must be visible to both the spectators in the grandstands and to the competitors on the Medals Presentations Podium. However, they should not obstruct the view of the course, either from the grandstands or from the Finish Tower.

65. **Location.** The protocol flag poles should be located near to the Medals Presentation Podium. A total of six (6) Flag Poles should be provided consisting of three (3) Flag Poles for the IDBF flag; the National flag of the Host Nation and a local flag, such as the Host City and three (3) Flag Poles near to the Medals Presentation Podium, for the National Flags of the winning crews.

66. **Presentations Room(s).** To accommodate the Presentations Team a covered area or room(s) is required where the medals and national flags can be stored and prepared for each Medals Presentation Ceremony and where the officials and presenters can wait between ceremonies. This facility should be located near to the Finish Tower or to the main grandstand. There should be a lockable storage area located in close proximity and a contingency plan to provide shelter for the medallists in case of bad weather conditions.

67. **Anemometers.** Anemometers for measuring the wind speed at both sides of the finish area fixed close to the water, should be provided. These are for the internal use of the Chief Official only and the information provided is not printed on the result sheets

COMMUNICATIONS AT THE REGATTA COURSE

68. Permanent Regatta Course normally have a basic telephone system as part of their buildings infrastructure, which if in place can be used, for example, to connect the Starting Huts at 200m, 500m and 1000m, with the Timing Officials and other people in the Finish Tower, such as the Chief Official, Race Secretariat and the Announcer. The main means of communication between the IDBF Officials and the Team Mangers, COC is through the various mobile phone networks.

1. **WIFI.** The COC are to ensure that a strong wifi signal is available throughout the regatta site, as this is essential to enable IDBF Technical Officials to communicate directly with each other, team managers and officials and the COC, during the event.

2. **SOCIAL MEDIA.** Daily coverage of the Championships through Social Media, including a Championship website, Instagram, facebook, X, Whatsapp, Wechat etc should be available from the COC in addition to those of the IDBF to give general information about the Championships, results and programme updates for a world-wide audience.

3. **RADIO NETWORKS.** A detailed plan of the radio requirements, their allocation and disposition should be prepared in advanced and agreed with the IDBF Chief Official appointed for the event. The number of radios required will depend upon the course (a natural lake or a man made course), and the number of control points necessary to ensure the safe and smooth operation of the event. Radios should be multi-channelled.

1. **Circuits.** There should be a least 3 Radio circuits provided for the event, that is,
 - a. Log Admin Net - Org Com services inter-phased to IDBF Officials.
 - b. Tech Net - IDBF Race Officials regatta operational net.
 - c. Med Safety Net - Rescue & Med Services linked with IDBF Officials

The radios in each circuit must have their own dedicated channel and all circuits must be made aware of each other's operating channel. All radios must be capable of communicating between the boathouse area, the Finish Tower and the start areas.

REGATTA FACILITIES CHECKS

69. **PRACTICE SESSIONS.** The weekend before the first day of racing the Organising Committee must arrange practice sessions for the competing crews on the Championship racing course.

70. **IDBF CHIEF OFFICIAL'S CHECKS.** At least two days before the first day of racing all the installations and equipment should be inspected by the Chief Official and other members of the Competition Committee. The areas covered are:-

1. The racecourse buoying system, the Traffic Rules, the Course installations. Umpires' launches and safety launches (check instructions) Check arrangements for adverse weather conditions and communications down the course.
2. The Start installations – starters Huts, start pontoons, the equipment at the start and start area communication systems.
3. The Finish Tower - Timing and photo-finish equipment and procedures, scoreboard Operation, Commentary and Public address, facilities for Race Officials and Jury, security arrangements and access for crew managers. Boat weighing and repair facilities.
4. Accreditation arrangements, boat marshals' area and facilities, boat house area and crew rest area facilities, transport and parking arrangements. Grandstand facilities – crews etc.
5. TV arrangements – land, water and air, especially drones ! - Location of cameras, movement of boats. Press facilities, advertising around the course, Team Managers' meeting room.
6. Admin offices – results service, information distribution, arrangements for the Opening and Closing ceremonies, medals presentations and hospitality for Team Officials, Race Officials and VIPs, Medical Centre - Doping control arrangement, First Aid and Ambulances, Physiotherapy services, Rescue services.

71. **MOTOR-BOATS.** It is vital for the safe operation of any IDBF World Championships Regatta that the appropriate motorboats are provided for each of the different functions during a regatta. The mode of operation of each group of motorboats must be carefully prepared and agreed with the IDBF well in advance. See also Chapter. 7 – Safety Issues.

1. **Umpires Boats or Catamarans:** A minimum of one vessel per two (2) racing lanes are required. Catamarans are preferred to motorboats. Speed - 25 knots (47km/h), and of rapid acceleration, with good maneuverability, whilst making as little wash as possible.
 - a. **Specification.** A sloping table with a hinged perspex top to hold the Umpire's race programme - waterproofed. A bracket to hold the megaphone at waist height. Two or three vertical tubes for holding the flags. Boat Numbers - marking the consecutive numbers of the umpire boats, placed at both sides of the boats, clearly visible from a distance of 120m-150m. Umpire to stand "level with the driver" (not in front). A platform for one photographer to sit on the front part of the boat (not obligatory).
- b. **Equipment** - per boat Red, White and Black flags (60cm x 40cm each) ~ White flag (60cm x 40cm) and a Megaphone
 2. **Television Catamarans** (For the Broadcast Companies). The number will depend on the nature of the regatta course, for example:-
 - a. Road alongside the course - one (two) boats to follow the races from behind.
 - b. On a lake without the possibility to follow the races by car - one (two) boats to follow the races from behind and one (two) boats to drive along

72. **Boat Operators.** The allotment of the motor-boats and duties to the Boat drivers should remain unchanged (as much as possible) throughout the Championships. The most experienced drivers should be driving the Television catamarans. The member of the Organising Committee (COC) in charge of the motor boats is responsible for working closely with the Championship's Chief Official and for:-

1. Providing the drivers (who should be experienced in driving at National Championships and International regattas) and the proper operation of the launches.
2. Ensuring that the launches are maintained and prepared for use.
3. Ensuring that standby launches and drivers are available in the case of emergencies or breakdowns.
4. Ensuring that the approved boat movements and traffic rules are understood and obeyed by all launch drivers.
5. Ensuring that the drivers are trained to understand and to quickly react to the Umpires instructions (sometimes there may be a language problem)
6. Mechanics must be on site during all the opening times of the course to deal with any problems and emergencies.

73. **Rescue Service.** The number of Rescue Boats depends on the nature of the regatta course - for example, a large lake with separate arms for warming-up and cooling-down or a course on an artificial channel but as a minimum 2 boats during quiet training periods and 3 boats during busy training periods and during racing – see also Chapter.7 - Safety Issues.

a. **Requirements.** Preferred type - rubber dinghy type, hard bottom boats with outboard motors. Speed - 25 knots (47kph), capable of rapid acceleration. Good manoeuvrability and making as little wash as possible. Manned with at least one proficient life-saver.

b. **Equipment** - per boat – Paddles, set of resuscitation equipment, radio on medical channel, a Megaphone, small bottles of water (race days only)

ANNEX A TO CHAPTER 3, SECTION.3

OPERATING PROCEDURES FOR MOTOR VESSELS AT IDBF CHAMPIONSHIPS

See also Chapter 7 IDBF Water Safety Advice for Event Organisers

General.

1. It is recommended that the rescue teams carry out "practice rescues" and that rescuers must study racing boats and the specific problems of the sport.
2. That the boat movements and traffic rules approved for the Championships are understood and obeyed by all motor-boat drivers.

Rescue Boats.

3. During official training days two rescue boats should be patrolling (and observing the Traffic Rules) in the neutral lane during the daily opening times of the Course.
4. Rescue boats must operate during all the times the course is officially open for training but can operate in shifts throughout long training days
5. The motorboats controlling the traffic rules, in the neutral lane during the training sessions, should be driven very slowly, making as little wash as possible.

On Racing Days

6. Three Rescue boats should be stationed as follows: ~ One boat 50m down the course from the Start Line. One boat half way down the racing distance and one boat beyond the finish line (but no more than 50 meters away from the finish line)
7. The rescue boats must be "on alert" all the time and ready to move at a moment's notice. In an emergency situation the first priority for the rescue boats must be to get the patient to the embarkation pontoon at the finish as quickly as possible.
8. When they are required to act or are returning back into position they have to move carefully, taking into consideration the presence of crews on the water and the following race.
9. A ramp should be provided for the Rescue rubber boats, located at least 50 meters beyond the Finish line.

Umpires and TV Boats

10. The Umpires' and TV catamarans, after finishing a race, must first slow down the speed of the boat, stop, turn around and start back at high speed towards the Start, in the middle lane. When the next race is approx. 250 meters away they must first slow down, stop, turn at 90 degrees and leave the course driving slowly to one side.
11. After the racing boats have passed, the catamarans have to return slowly back to the middle of the course, turn at 90 degrees and then continue driving with high speed towards the Start. Approaching the Start area they must proceed the same way as described above.
12. TV catamarans should never drive too close or in front of the Umpire's launch. During a race the Umpire's launch has the absolute priority in its movement over the TV launches.
13. TV catamarans should never drive too close to the racing boats, create a wash that affects any crew or put any crew in unfair conditions.
14. The TV, and if possible the Umpire's, boat drivers should be on the radio network with the motor boat controller and the Regatta Controller.

AIDE- MEMOIRE AND CHECK LIST

OF EQUIPMENT NEEDED IN KEY AREAS OF A DRAGON BOAT CHAMPIONSHIPS

BOAT MARSHALLING CHECK LIST OF REQUIRMENTS AND EQUIPMENT

Site	Ideally next to boat embarkation Ideally be near finish line for easier organisation with race secretary Ideally have shelter for waiting crews MUST be secure - controlled entry and exit of paddlers etc
Equipment	
Barriers	MUST be enough and of a type to secure the area and make the team holding areas/lanes
Table and chairs	crew lists, race program etc
Megaphone	calling crews to marshalling
2-Way Radio	contact with other areas and race officials
Shelter	MUST - for race officials and crews in good or bad weather
Boat loading/unloading area	safe entry/exit to boat - wide and high enough ramp/pontoon etc each boat loading area should be separate so that crews do not mix ideally separate unloading and loading of boat exit and entry water vacuum or bailer to empty boats of water before the next race
Paddle Template	ideal - for spot checking that 202a paddles are being made to spec
Personnel	ideally 2 per crew holding area - checking ID etc ideally 1 per boat for unloading, bailing and loading ideally 2 at main entry point to boat marshalling ideally 2-4 reserves for coffe/lunch breaks

FINISH / RACE CONTROL CHECK LIST OF REQUIRMENTS AND EQUIPMENT

Site / Accommodation	Ideally a purpose built tower. Failing that then a big enough room / container / building Ideally large enough to accommodate finish line judges, timing and race secretary MUST have view of all start lines MUST be secure from public/competitor unauthorised entry MUST allow installation of finish line camera / video - at height to view all lanes
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Equipment

Tables & chairs	video equipment computer timing equipment photocopying machine desk area for Race Secretary (2 Persons) preparation of medals for presentations
Photocopying machines	with good fast function! 2 machines minimum!
Photocopying paper +++++	Race programmes Race results
Office stationary	pens, pencils, cellotape, stapler, pins to post results, highlighting pens, marker pens, ring folders
Stop watches	need to do lap times must have 100ths
Clip boards	nice touch!
Laptop computer(s)	race results and draws race programmes
Timing Equipment	ideally with large electronic race results board
Photo finish video / 1 camera	
Tripod	for eventual installation of video / camera
Extension leads / power socket bars	installation of all electrical equipment
2-Way Radio	one each for Race Secretary, Chief Judge/ Finish line, Chief Official

MEDAL PRESENTATIONS

CHECK LIST OF REQUIRMENTS AND EQUIPMENT

Medals	MUST have the IDBF/ ADBF/EDBF logo - as appropriate, race category, race distance MUST be AT LEAST 26 each gold, silver and bronze for each race category
Presentations	MUST be an area specially designated MUST allow teams safe and easy access to the area MUST be in full view of the flag poles
Flag poles	Ideally 6 to include the IDBF (or ADBF or EDBF flags) and hosting nations + local City/ Regional flag 3 must allow easy and quick change of flags for the medal presentations
Flag Chart	to make sure the correct flags are raised and the correct way up provided by Org Com, must check with Team Leaders to ensure correct anthems are held
National Anthems	

MISCELLANEOUS

2-Way radios	start; race secretary; each umpire boat; start; race organiser; jury; chief official; finish/chief Judge
3 sets of boats	ideally same builder for all sets
Toilets	enough for 2500 persons - 60% female/40% male
medals	IDBF Logo; 26 each gold, silver and bronze for each competition
lane numbers	at start and finish
buoyed race lanes	lanes with min 11m width
fixed pontoons	must have shelter for good and bad weather
Umpire boats	min 40hp; ideally 1 for each 2 lanes; with shelter
rescue boats	ideally 2 that can take min 22 person plus crew
first aid post	must be well sign posted
team rest area tents	1 tent per team/nation for good and bad weather
water for athletes	ideally 100 (50ml) bottles, per crew, per day
video cameras at start & finish	must be linked to each other
Photo finish equipment inc timing	must be able to accurately determine order in a photo finish.
finish tower	big enough for finish lines judges; chief boat marshal; timing equip.
start tower	big enough for starter and boat aligners; covered
PA system	speaker in/near finish tower;
Sound system for starter	must be loud enough with windy conditions over 6 lanes
Race start equipment	Linked to finish for timing
Starter equipment	table, chairs, megaphone, shelter for good and bad weather
marshalling area for 6 crews	barriers forming channels; MUST be secure and contained
gangways to boat loading area	pontoons
water extraction pumps	to empty boats between races
Boat numbers	1 set for each set of boats; different colours for each set of boats
Jury room	large enough for 5 people, ideally with course TV monitor
Results board - large	for public and paddlers
results board	for crews to look up next races; near race control and finish tower
race control office	printer; fax, table, chairs, 2-W radio, general office stationary
lunches for athletes	at race site!; with meal ticket? Cash?
lunches and drinks for officials	and helpers
officials accommodation	if possible near to race venue
officials and helpers uniform	T-Shirts; wet weather gear
interpreters	one per team/crew
paddles passes	must be quick to produce
celebration party	where?; without food? Tickets; Transport to and from
Race Programme	Daily at least two per crew, plus a copies for Race Officials, Org Com
car parking passes	where?; closed area; when? Medal carriers? Presentation staff; flag
medals presentations	attendants; playing of National anthems
flag poles	in view of crews during presentations; must be proper flag poles
Signs	signs showing were things are eg. Toilets; registration, boat marshalling

ANNEX.B to CHAPTER 3, SECTION.3

IDBF Dragon Boat Regatta Courses International to Championship Standard

(Grade D up to Grade A)

PLANNING AND DESIGN.

1. Before the detailed design of a Regatta Course (the Course) can start statistics, surveys, analyses and investigations must provide the details of both the geological and hydrological conditions. The effect of the surrounding facilities and trees on the wind conditions should also be established. A wind tunnel test will greatly help in determining these effects.

2. The criteria that have to be considered as essential factors when evaluating the Regatta Course include:-

- a. The ability of the Course to offer fair and equal conditions in all lanes, with protection from the wind.
- b. The technical quality of the Course, with a correlation between permanent and temporary structures that allow the creation of a major sporting event.

3. When planning the final layout of a future Dragon Boat Regatta Course, the justification of the investment should also be considered and carefully evaluated, taking into account the future alternative uses for the facility, for example:-

- a. Rowing, canoeing, wind surfing, water skiing, jet skiing, dinghy sailing, disabled sports, roller-blading, biking, summer ski-trekking, orienteering, fishing, volley-ball, beach volley-ball, basketball, triathlon, recreational swimming and other sports.
- b. Other recreational activities, such as trim trails and walking. Other activities such as meetings and seminars etc. Camping and barbeque areas, some form of huted or indoor accommodation in close proximity for big events or training camps.

4. For a new Regatta Course a wide range of background studies have to be incorporated into the draft plans and incorporated when planning the final layout, such as the Identification of the natural water source as well as the required quantity of water. In addition the following have to be considered:-

- a. The method for filling or emptying a canal or lake and the methods for controlling the water level, especially on a river course and the necessity to apply a waterproof cover to the bottom of a canal.
- b. The water quality and any possible sources of pollution and the conditions for development of micro-organisms and the growth of vegetation (reeds, weeds etc).

5. In summary the entire Course complex should be developed as a modern, multifunctional sports centre and recreational area but with due regard to the environment and the ecological development of the area. Any impact on the hydrological conditions in the area has to be reduced to the minimum.

COURSE DIMENSIONS

6. The specifications given here are the minimum measurements for the length and width of a course for a Grade D International Dragon Boat Regatta Course up to that of a Grade A World Championships Course. For other details of the course criteria and requirements see Chapter 3, Sections 2 and 3 of the IDBF Championship Organisers Handbook and the IDBF Competition Regulations.

7. The start line and the finish line must be exactly parallel and their vertical planes must be transferred exactly to the vertical wires on the Aligner's Hut and on the Finish Tower: When planning the dimensions of the future regatta course the following factors must be taken into consideration:-

8. Is it an artificial course or natural lake. What is the wind shadow risk. The requirement to operate traffic rules. On artificial courses arrangements must be made whereby the depth of the course can be controlled and maintained at the correct level.

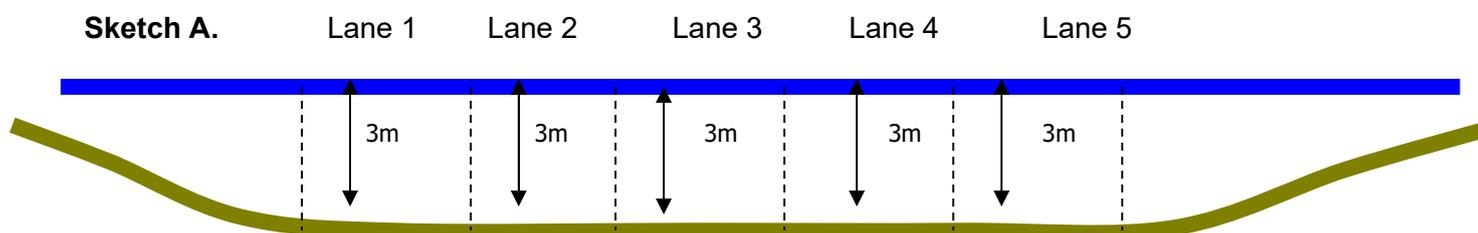
9. **For IDBF World Dragon Boat Racing Championships (WDBRC) – Grade A Course**, it is a requirement that there must be a water width of at least 110m. There should be 6 fully buoyed, racing lanes of 13.5m up to 15m wide and of the correct depth, that is a minimum of 3.5m, with at least 10m of clear water on either side.

10. **For a Club Crew World Championships – Grade B Course**, the lane widths may be set at 12m – 13.5m, with a minimum of 6m of clear water either side.

11. **For other Championship levels – Grade C and International Races – Grade D**, a course width down to 10m Racing Lanes may be acceptable, with 5m of clear water either side and a minimum water depth of 3m.

Every course should be checked and certified as being of the correct dimensions and layout by an independent, authorised surveyor. The certificate should be available for inspection by the IDBF at any time.

Sketch A.



Sketch A, above represents the minimum course depth which may be accepted for an **IDBF Grade Regatta Course**. The number of lanes shown above is arbitrary. 6 is best... 4 is the minimum, at a width of 10m per lane, for a Grade D Course.

Course Length; Width and Depth

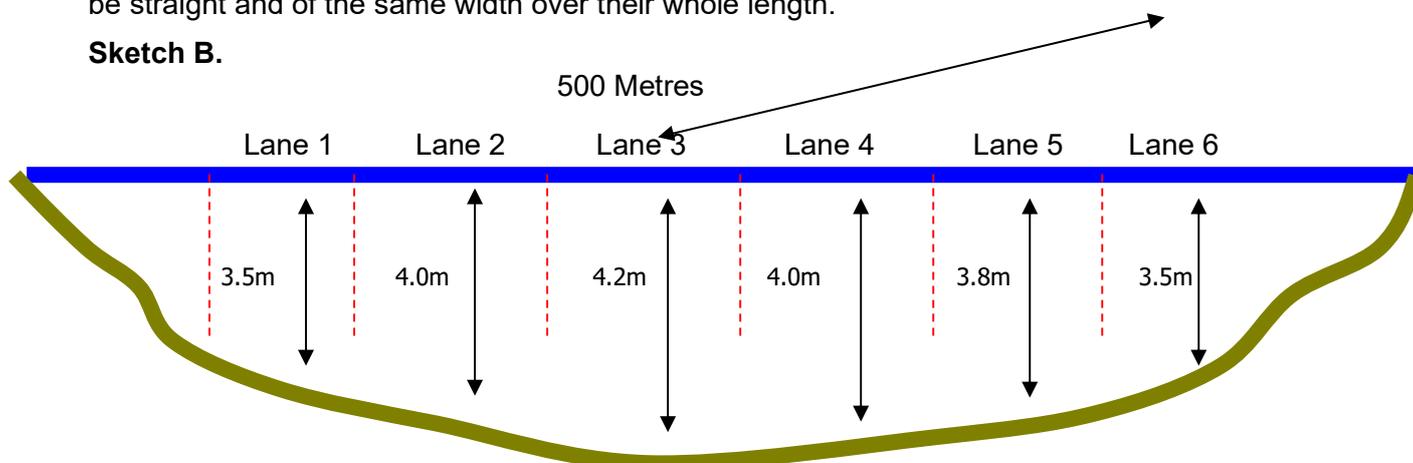
Course Length	Grade D	Grade A
Behind the start line	25m	100m
Racing course	500m	1000m
Beyond finish line	<u>75m</u>	<u>100m</u>
Total length of the course	<u>600m</u>	<u>1200m</u>

Course Width

Between course and bank	5 + 5 = 10m	10+10 = 20m
4 Lanes x 10m (min)	Grade D	40m
6 Lanes x 15m (max)	Grade A	<u>90m</u>
Total Course Width	<u>60m</u>	<u>110m</u>
Course Depth	3m (min)	3.5m (min) up to 6.5m

12. **Racing Lanes.** For World Championships Regattas the IDBF prefers to have 6 x 500m long Racing Lanes, with a 2k loop course around the 500m area using the two clear water lanes for the 2k turns. Variations to the race distances and/or the number of lanes, is permitted for other Championships and International Races. On all Grades of Regatta Course, the racing lanes should be straight and of the same width over their whole length.

Sketch B.



Sketch B, above represents a typical watercourse developed in a natural setting with a “bowl shaped” bottom which would be acceptable for an IDBF Championship Regatta on a Grade A Course. The depth of the course varies but is not less than 3.5 metres in any given racing lane. Ideally, a depth of 3.5 metres across all lanes is preferred but for a natural setting, it is common to see a varied bottom.

13. **Water Depth.** For Grade D and C Courses the bottom profile must be proven to be at least a uniform 3m metres deep across all racing lanes to be deemed acceptable (Comp Reg 6.10). The intent of this regulation is to accommodate certain bids that involve man-made regatta courses that were constructed prior to increasing the depth requirement for an Olympic Regatta Course from 2.5 metres to 3.5 metres.

14. For Grade A and B Courses, whilst a flat bottomed watercourse of 3.5 metres is preferred, a slight variation is acceptable. It may be the case that this variation provides a slight advantage to crews who compete in middle lanes however this dynamic is generally accepted since these crews “earn” the better lane by virtue of their performances in heats and semi-final races. IDBF recognizes that a strict requirement for a consistent bottom at 3.5 or greater would restrict many water-sport centres from bidding for a Dragon Boat Championships or from staging an International Race.

15. Montreal’s Olympic Basin is an example of a regatta course of this type although, in some areas, it has silted to less than 3m since the 1976 Olympics. There is boat drag at 3m. However if this drag is the same for all lanes then it is deemed as “acceptable” and an IDBF Championship Regatta may be awarded, by exception for a Grade A, Olympic Regatta Course with a 3m depth. Note that wider lanes (15m) are preferred on a shallow course of this type to minimize the effect of boat wash on neighbouring lanes.

16. **Banks** – Any banks should be graded (sloped) in order to minimize the effects of wash and waves. The maximum acceptable gradient is 1:3 but the preferred gradient is from 1:4 to 1:6. In addition, for a Grade A Course, there must be no vertical walls constructed at any place around the racing course

17. For a Grade A Course, large stones or other wave absorbing materials should be placed along the water line to at least 1m below the normal water level around the course. The controlled growth of low height reeds or other appropriate aquatic plants, along the edge of the bank should be promoted, as these act as a very efficient wave absorbing medium.

18. **For other Grades of course** the above features are desirable but not essential. The ground level of the entire regatta complex should be a minimum of one meter above any seasonal or tidal high-water mark. Ideally on all courses but essential on a Grade A Course, an open strip of land must be provided, on both sides of the racing lanes, free of buildings and landscaping, except for the Finish Tower.

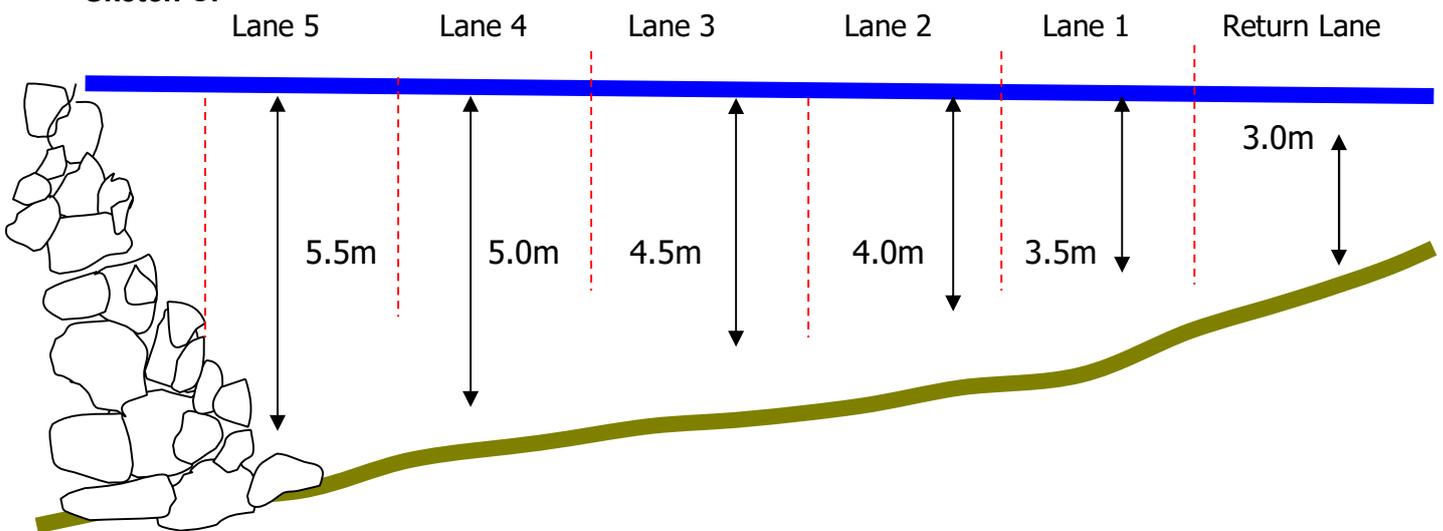
19. **Sketch C**, below conceptually represents a watercourse development where an off shore artificial break-wall has been constructed with the lakeside or sea beach forming one side of the regatta course. The number of lanes chosen is arbitrary and can be reduced or increased depending on how far out from shore the break- wall is.

20. The depth of the course varies across lanes but is not less than 3.5 metres in any given racing lane. Ideally, a depth of 3.5 metres or greater is preferred and to have this depth relatively consistent across all lanes presents the best possible conditions for an IDBF Championship Regatta.

21. At first glance, the sketch does comply with IDBF Comp Reg -6.10. However, the intent of the regulation is to define a venue that presents fair racing conditions for all competitors. If a Championships were to be held on a watercourse of this type, Lane 5 would quickly be recognized as an "express lane" and Lane 1 may be disadvantaged.

22. In order to construct the watercourse so that fair conditions exist, material from the area beneath Lanes 1 & 2 would need to be relocated to the area beneath Lanes 4 & 5 to create a more or less consistent water depth of approximately 4.5 metres.

Sketch C.

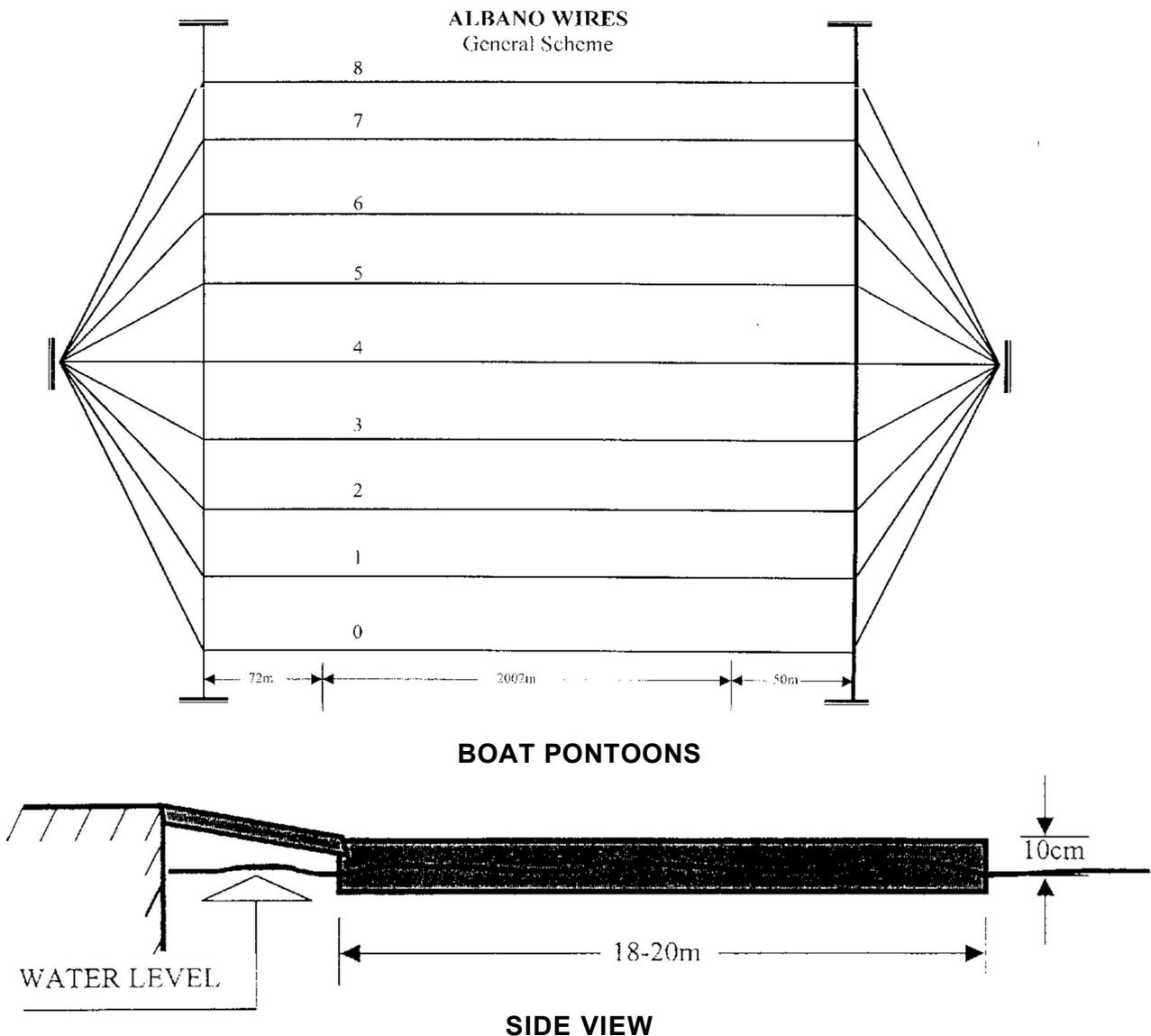


REGATTA VENUE FACILITIES

23. **"ALBANO" Buoying System.** The internationally accepted system of buoying courses is called the "Albano System" first used on Lake Albano for the 1960 Olympics in Rome. The system uses straight lines of buoys, from the start to the finish, to mark the lanes.

a. **Longitudinal Wires.** The buoys are attached to longitudinal wires - recommended 4mm stainless steel cables, tensioned 400kg, fixed 1.5m below the water surface, and anchored to the bank at both ends of the course. An additional wire - 6-8mm, fixed outside the racing lanes (minimum 5m away) will be required for supporting any advertising banners. The wires should be tensioned on land with 400kg and marked for the buoy fixing points at 10-(12.5) m intervals before placing them in the course.

b. **Cross-wires.** Cross Wires 8mm diameter, shall be fixed at the start, at each 500 meters and at the Finish line, anchored either to the bottom of the lake at both sides of the course (where there is a large distance between the banks of a lake) or to the bank on both sides of the course (where the course is relatively narrow).



VENUE TECHNICAL INSTALLATIONS and SERVICES

24. **Timing/ Starters Huts.** Huts should be placed exactly on the Start Lines at 200m (or 250m) 500m, and 1000m at a minimum distance of 5m away from the nearest lane. There must be a clear view of the course. The Huts can be:

1. Floating - that is, fixed on piles to the bed of the lake or canal, or anchored to the bottom of the lake or canal, or attached to individual cables across the lake or canal (not to the Albano system of cables)
2. On land - placed on a platform and if on an artificial course, located between the road and the course.

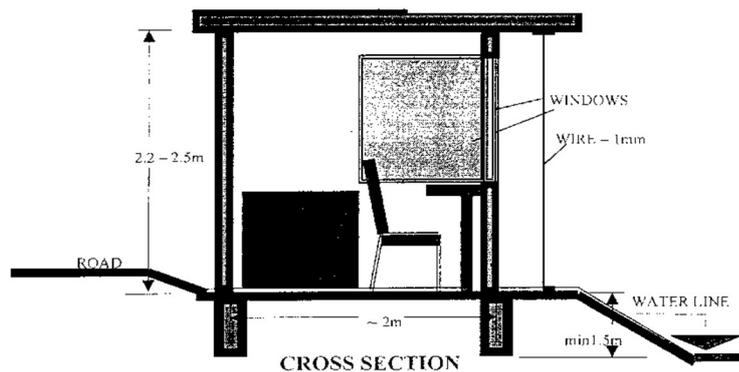
25. **Construction.** The Huts may be of temporary or permanent construction, with dimensions of approximately 3m x 3m. The floor level must be a minimum of 1.5m above the water level and protection against wind and rain must be provided. Provision for a platform for a TV camera on the top of the Hut should be made and the roof designed accordingly.

26. **Facilities.** Each Hut must be equipped with a Vertical sight wire. Tables and Chairs, a Radio and Telephone (for communication with the officials in the Finish Tower) and Timing System equipment. Video cameras should be fixed to each of the Huts to relay the picture to a monitor in the Finish Tower. The cameras must then be fixed on absolutely firm structures at a height that provides a minimum angle of 5 degrees between the horizontal and the line drawn from the cameras towards the centre line of the course.

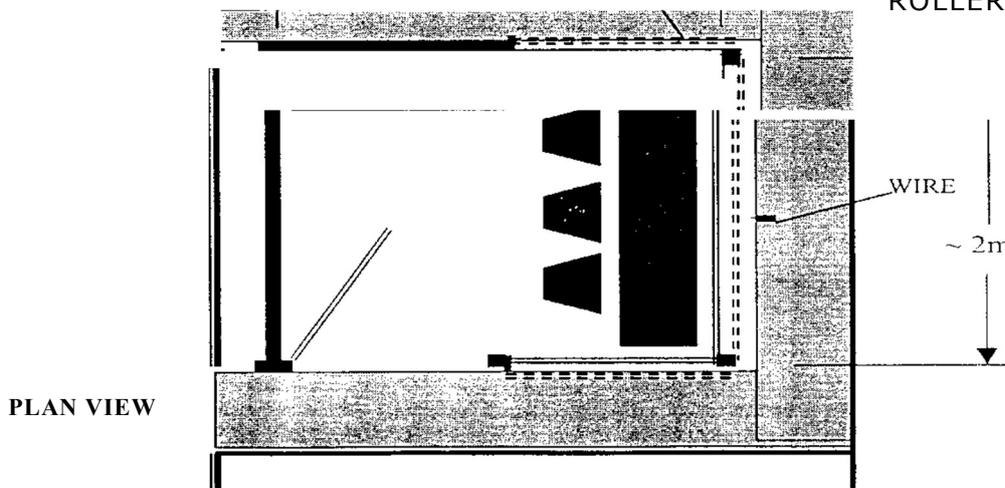
TIMING HUTS



TV CAMERA



ROLLER SHUTTER

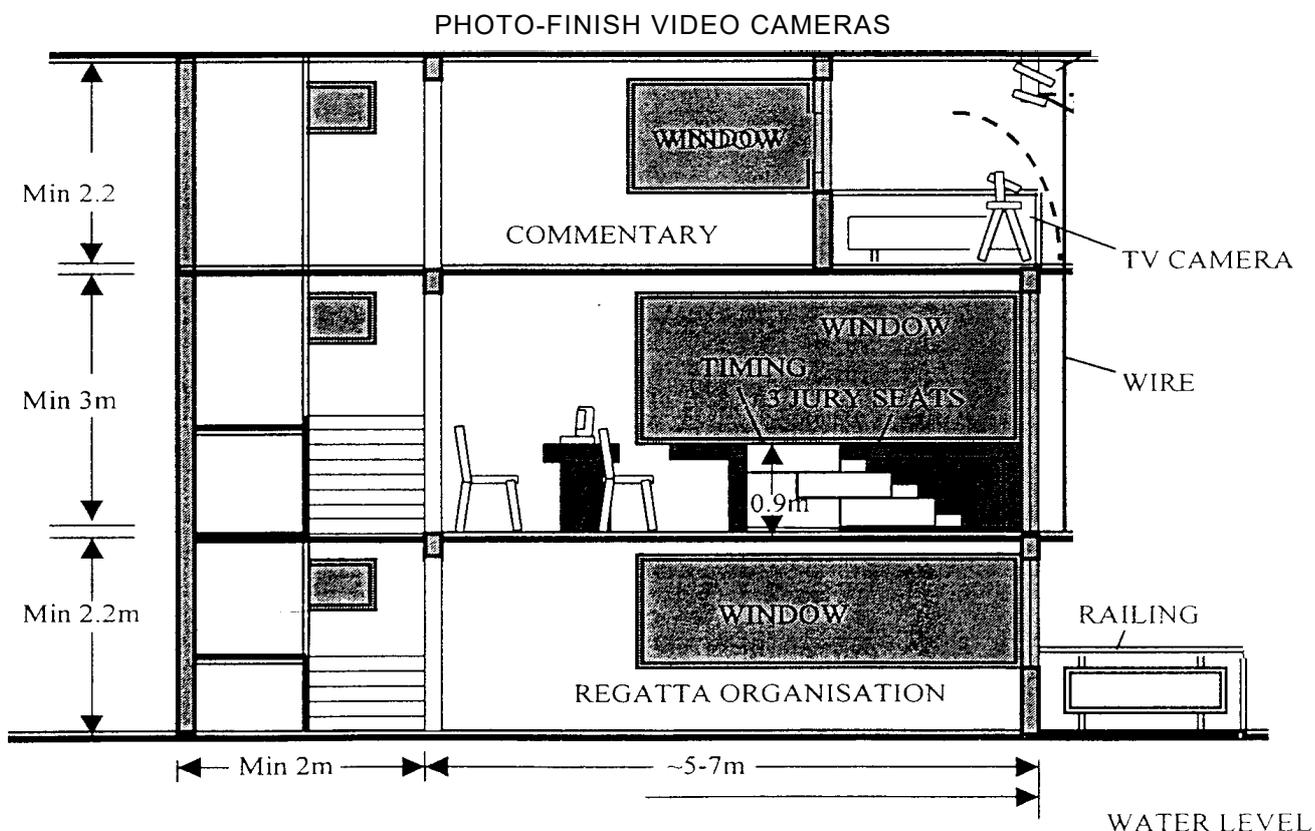


27. **The Finish Tower.** The Finish (or Control) Tower is located exactly on the Finish Line, normally 50 - 60m² area, the longer, working side parallel to the course and as close as possible to the course but not less than 27m from the Racing Lanes and not obstructing the view from the grandstands towards the finish line. There are three main options for positioning a Finish Tower:-

1. Over water - fixed on piles to the bed of the regatta course, lake or canal
2. On land.
3. Part on land and part over water.

28. **Tower Construction.** The construction of the Finish Tower, whether it be temporary or permanent, must be absolutely firm and must provide internal protection against sun (Venetian blinds), rain and wind, (air-conditioning should be provided if necessary). Large windows facing both the Finish Line and towards the Start, to give the Timing and Photo-Finish Officials a clear view of the course and the finish line. It is also recommended that there is a window on the side of the Tower that would give the officials a view of the area beyond the finish line.

FINISH/CONTROL TOWER CROSS SECTION

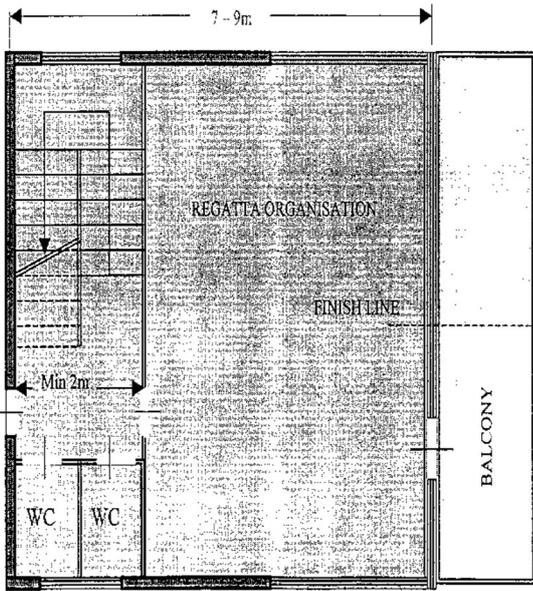


29. **The Layout** of a typical Finish Tower will normally consist of the following facilities:-

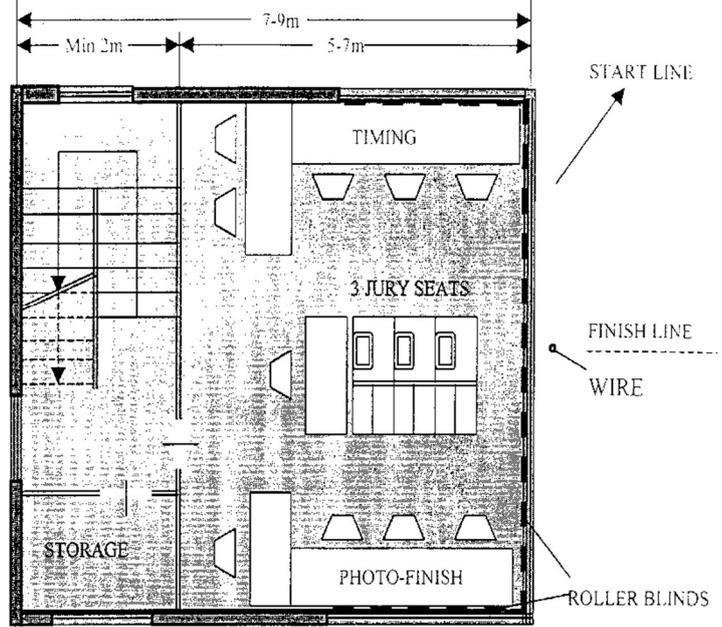
1. Ground (1st) Floor. Regatta Organisation (Secretariat).
 2. First (2nd) Floor. Timing equipment Photo-finish viewing and printing equipment.
Jury Room . Score board operation.
- If more space is required - a mezzanine level or a third (4th) floor should be provided
3. Second (3rd) Floor. Race Control, Storage or First Aid Room, Commentary Point
 4. On the Roof. A platform for a TV camera and/or Chief Officials area.

FINISH/CONTROL TOWER

Plan View - Ground Floor



Plan View - First Floor

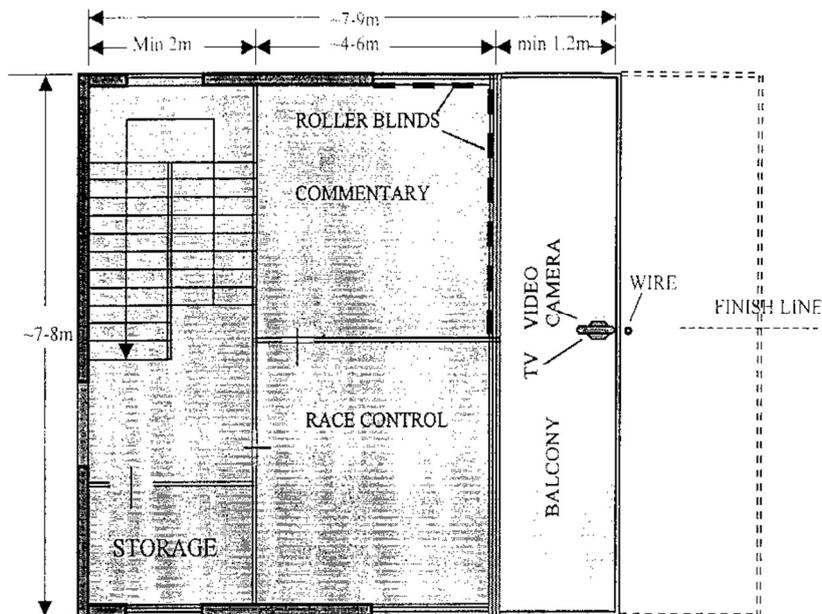


30. **The Equipment** required in the Finish Tower is varied and in summary is as follows:-

Photo-Finish, Timing and Results Systems. Public address system. Internal Telephone and Communication Systems. Photocopying machines and IT Equipment. TV monitor(s) Klaxon (Hooter) - operated by the timing button, producing a signal clearly audible to the crew in the furthest lane from the Finish Tower. Red and White Flags, Megaphone with which to acknowledge Umpires.

Wire - marking the finish line, maximum 2mm thick. This Wire has to be vertical and fixed absolutely firmly, positioned between the photo-finish video cameras and the finish line, and divided in two (vertical) sections. The upper part of the wire, which is in front of the video cameras, has to be removed and easily fixed back again in order for the position of the camera to be checked at any time. Anemometers, for measurement of the wind speed at both sides of the finish area fixed close to the water.

Second Floor Plan



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CHAPTER 4

GENERAL LOGISTICS & SERVICES

A look at the Supporting Aspects of a World Championship Regatta

SECTION 1. ACCOMMODATION AND TRANSPORT

1. General. In a World Championship Regatta it is likely that there will be between 3000 - 6000 people to be accommodated, fed and transported, for a minimum period of 6 days. This is a considerable logistical task and is one that should not be underestimated. Attention to detail is essential.

2. If competing teams/ crews and officials are not satisfied by the arrangements made and the prices charged, in this area, then a Championship will not be judged to have been a complete success.

ACCOMMODATION CONSIDERATIONS.

3. The Choice. The choice of accommodation for such a large number of people is, in essence, limited to a number of large hotels, or a university campus. Additionally, some competitors and their supporters, may like to camp or stay in chalet type accommodation. Many purpose-built Water Sports Centres provide such amenities, as well as a limited amount of 'hostel' type accommodation for competitors and officials, within or near to, the main centre complex. For a World Corcom Championship Hotel accommodation only is recommended.

4. It is suggested, for a World Championships Regatta, that in addition to any accommodation available at the Regatta Site, that a university campus, if one is available near to the Competition site, is more suitable for competing teams and officials because universities are used to accommodating large numbers of young people (at inexpensive rates) and they can provide additional facilities such as drying rooms and recreation and training areas, which are not normally found in hotels.

5. The Expectations. The paragraphs that follow detail the range and standards of service that a Championships Organiser should expect when hiring university accommodation.

6. Halls of Residence. Most Halls of Residence comprise single or twin bed rooms with shared bath, shower and toilet facilities. Each Hall is normally an autonomous unit and should have its own Dining Hall; TV Room; Games Rooms or Lounge; Mini Launderettes or Washing Machines, Drying Rooms.

7. Additionally, a small kitchen where hot drinks and snack meals can be prepared under Teams own arrangements may be located on each accommodation level within the Hall and bar facilities may be provided. Most universities have outside sporting facilities, such as Tennis Courts, available for residents use plus gymnasiums and Sports Halls within the accommodation complex.

8. Room Allocation. Blocks of rooms, per team or crew, based on the numbers in each Team (Crew for a CCWC and WCorcom) should be allocated in advance by the Championships Accommodation Officers. On arrival Team (Crew) Managers are then required to allocate the rooms to their team members and return a completed room list to the Accommodation Officers.

9. Each Manager should be made responsible for returning the room keys allocated to their Team or Crew at the end of the stay. Technical Race Officials should be allocated rooms on an individual basis, where at all possible.

10. Meals. All meals where practical, should be taken in the Halls of Residence with each Hall offering the same menu as the others. Meals, which should be based on a calorific intake of 5000 calories per day, should be taken on a self-service basis with specific tables allocated to Team for the duration of their stay. Team Managers requiring extras over and above the basic menus, for example, extra milk, yoghurt, fresh fruit, should book in advance.

11. Meal serving times should be agreed with all Halls of Residence and then published in advance, e.g

Breakfast	6.30 am - 8.30 am
Lunch	1.00 pm - 1.30 pm.
Dinner	6.30 pm - 8.00 pm

12. **Mail.** Arrangements should be made with the university for mail to be collected, ideally twice per day, from each Hall of Residence occupied by competitors and officials. Incoming mail should be clearly marked with the Team or Crew Name below the name of the individual receiving the mail.

13. **Banking Arrangements.** Normally there is at least one Bank situated on a campus or as a minimum Automated Cash Points (Bank Tellers). In addition arrangements should be made for both Banking and Postal services to be made available, at the Competition site, for example in the form of mobile offices.

14. **Medical Services.** Arrangements should be made for Teams (Crews) to make use of any Medical Centres situated on the campus, for minor emergency medical treatment of competitors and all and Officials. For any major emergencies or accidents that might occur during the Championships, arrangements for treatment should be made with a local hospital.

15. **House Rules.** Ensure that Team (Crew) Managers are made aware of any restrictions that may apply in the Halls of Residence, for example rules of access and security.

16. **Safety.** Ensure that all residents are informed of any Safety Regulations concerning their residence and that they find out where the nearest fire extinguisher and fire doors are situated.

17. **Liaison Officer.** The Championships Organiser should provide a small team of Championships Liaison Officers resident at the University during the week of the Championships. The team should make contact with individual Team (Crew) Managers on their arrival and any requests for extra food, facilities or service, and any complaints, should be dealt with by the Liaison Officers on behalf of the Championships Organisation.

18. **Supporting Officials and Temporary Staff.** Supporting Officials appointed to assist IDBF Officials during the Championship Regatta and those temporary staff requiring accommodation, for example, interpreters, drivers etc should be placed, where possible, with the appropriate team.

University of Nottingham Campus
Accommodation for competing Teams



Photo: Courtesy of University of Nottingham

TRANSPORT REQUIREMENTS

Arrival

19. For those requiring it, transport should be arranged to meet all teams or crews; IDBF officials and guests arriving from overseas at their airport of arrival and take them directly to their accommodation (or place of Registration and then to their accommodation) where their arrival will be registered and if circumstances permit full accreditation completed.

During the Championships (competition site)

20. For the training days before the Championships and during the actual Championships a scheduled bus service should be provided to operate continually during the day between the main accommodation site and the competition site. A similar system but not on a continual basis should operate from official hotels using coaches or minibuses. Cars should be provided for members of the Jury and other official guests.

21. Additionally, at a WDBRC, for the benefit of Teams, a number of courtesy minibuses should be available, on demand, to ensure that competitors do not miss a vital race through any fault of the scheduled bus service.

For Official Receptions

22. For all official receptions transport should be provided, for those attending, from their place of accommodation to the reception venue and return. The type of transport will vary dependant on the numbers and accommodation location of those attending.

Shopping Trips and Visits

23. At a WDBRC, a limited number of courtesy minibuses should be made available for use by Teams, wishing to go on organised shopping trips or visits to places of local interest. Team Managers requiring this service should be advised to make their bid direct to the Transport Officers ideally the day before.

24. IDBF Officials wishing to make any use of this facility should be able to do so by sharing the transport allocated to Teams or under group arrangements for officials.

Departure

25. Transport should be provided for all overseas Teams or Crews, IDBF officials and official guests requiring it from their place of accommodation to the nearest convenient airport of departure to the Championships venue.

SECTION 2. MEDIA ARRANGEMENTS AND FACILITIES

26. **Media Code of Conduct.** Good media coverage is very important for all sports. The IDBF discussed this issue with Coaches, Competitors; Team Officials and Race Officials and agreed to allow accredited members of the press and media to have access to the Crew Marshalling area during the days of racing, providing that the competitors and their coaches are allowed certain times of complete privacy in the Marshalling Area. Those times are before their race time and immediately after the race.

27. In return for such unrestricted access to this area the media have to comply with the code of conduct shown below: -

1. 30 Minutes before a race there should be no contact with the crews and their coaches, involved in that particular race.
2. After a race the crews should be allowed a reasonable time to discuss and analyze their performance with their coaches before any media contact is made.

3. The Media will not have access to:

- The competitors' changing areas
- The competitors' rest areas
- The massage areas
- The competitors' dining areas

28. **Media who violate the above code of conduct may lose their accreditation.**

29 **Media Arrangements.** For a World Championship Regatta, it is essential that the arrangements and facilities for the media are carefully planned and well executed.

30. Invitations to the World's Press and Media should be sent out to all those who attended the previous Championships and also to the respective IDBF Member Associations. A "Press Launch" of the Championships should be held, ideally, about a year before the event and a detailed Press briefing, together with full details of accommodation, special travel arrangements and a comprehensive booking form, should be sent out about 6 months before the Championships.

31. Negotiations should take place with airlines and tour operators to enable those attending the Championships, from whatever part of the globe, to fly into the nearest airport to the Championships site, at preferential rates.

32. **Media Accommodation.** Arrangements should be made for all accredited press and media representatives to stay at the same hotel at a set rate per person, per day, for bed, breakfast and evening meals. Lunch should be made available, if required, at the competition site. All rooms at the "media hotel" should be en suite and have a radio, television and telephone.

33. Media representatives should be advised that only the official media hotel will receive full support services from the Organising Committee, fax facilities, for example and transport. For those not wishing to take advantage of this hotel, arrangements should be made with local guest houses for Bed and Breakfast only at a lower tariff. Those who do not stay in the media hotel should make their own transport arrangements to and from the Championships venue, etcetera.

34. **Media Transport.** Transport for the Media should be provided free of charge to and from the competition site and, if convenient to the Organisers, overseas press and media arriving by air should be collected from their airport of arrival by the transport detailed to meet any incoming teams. Pick up times should be arranged to coincide with the teams and some waiting time at the airport may therefore occur. For those attending official receptions transport should also be provided.
35. **Accreditation.** Accreditation of journalists should only take place at the "media hotel" on the evening of arrival. Those without accreditation should not be given access to any non-public part of the competition site. A comprehensive information pack should also be given to media representatives on accreditation.
36. **Hospitality.** Bar snacks, cooked or packed lunches on request, should be provided to media representatives, at the Competition Site. Ideally, a media reception should also be held during the Championships, to which all accredited media representatives should be invited.
37. If a Bar is provided in the Press Centre it should be solely for the Press and Media. If Press wish to entertain or do business over a drink while at the Competition site, they should do so there. Press and media **should not** be given admittance to any VIP bar for this or any other purpose.
38. **Championship Press Officers** should be on hand at all times during racing to assist media representatives. Entry to the Press Centre (see paragraphs 42-48) should be manned at all times to ensure that only accredited personnel gain entry. Overall control of the Press centre will be the responsibility of one of four Press Officers. Two other Press Officers; one overseeing the smooth working of the results system, from the Press end; and one in charge of arranging interviews with officials and competitors should also be on duty during racing.
39. A fourth Press Officer should be available to go round the competition site to contact personnel and carry out other practical tasks. At least one 'training session' for these Officers should be arranged, prior to the event, to brief them about the world of Dragon Boat Racing.
40. Two or three other personnel are required in the Press Centre to man the information desk, take messages and answer non-technical enquiries; keep the message board up to date and so on. They should also be responsible for the issue of packed lunches to those not on that day's list.
41. **Briefings.** A full Press briefing should be given at the media hotel on the evening of the Opening Ceremony prior to the commencement of the evening's festivities
42. Daily Press briefings should be given as needed in the Press Centre or, in exceptional circumstances, at the media hotel. At least one interview room should be provided at the Competition site for use by the Press Officer responsible for interviews.
43. Interpreters should be available, if required, although normally there is not a large demand from journalists for this. Written Press briefings should be available in English and Chinese in addition to the local language, if required.
44. The Press and media should be given as much freedom as possible at the Competition site. However, it is normally necessary to restrict free circulation in some areas, to ensure the efficient running of the Championships. Hence the provision of Press Officers to ease the setting-up of interviews and every other aspect of the journalist's work.

PRESS FACILITIES AT THE COMPETITION SITE

45. The most important single provision under this heading is the Press Centre. There is rarely a Press facility at a competition site and it is normal to erect a temporary structure. This should be sited to afford the Press maximum viewing capabilities. Ideally this should be near to the Finish Line
46. The most important requirement is communication with the outside world. Arrangements should be made to provide newspapers and agencies with designated fax, mobile phone & lap top charging points, as well as at least two PCs in a separate room next to the main Press Centre. A photocopier should also be made available in or near the Press centre for general use.
47. Tables or shelves big enough for users to rest their lap-tops and written notes on when filing copy should be provided. There should also be an information desk in the Press Centre, staffed throughout the racing by at least one Championships Press Officer.
48. The next major requirement is the results service. Plan to provide television monitors in the Press centre, showing both a digital result read out, event by event, and also live-stream or even close circuit TV or web coverage of the races on PCs. This will enable those in the Press centre to see on monitors the first part of each race, which may not easily be physically seen from the Press Centre itself.
49. Whatever the final arrangements, a rapid and steady flow of results should be maintained either electronically or in printed form and a printed summary made available shortly after the close of each days racing. Full copies of all results should also be sent to any Press or Media outlet after the event, on request.

SECTION 3. PROMOTION AND MERCHANDISING

PROMOTION

50. Any promotion of the event must project the right image for the Championships and the sport of Dragon Boat Racing as a whole.

51. The central Public Relations role should be carried out in close conjunction with the IDBF Member responsible to the IDBF Executive for the event, whose prime task is to ensure that the Championships are correctly projected at both national and international levels.

52. In the event of major sponsor being found for a World Championship Regatta then the promotional interests of the sponsor must be catered for, in partnership with the sponsors own public relations consultants, if applicable, and the IDBF through the IDBF President.

53. Promotion of a World Championships will take many forms, including through websites; press releases; radio bulletins; social media information, as well as a planned advertising and publicity programme, for which capital costs have to be included in the Championships budget.

54. If funds permit, an advertising campaign in the media should also be considered.

55. This campaign should be in addition to any normal "sports and interest" coverage gained in the local, national or international media.

MARKETING OF MERCHANDISE

56. **Objectives.** The selling of Championship merchandise has two main returns:

- a. Income to the Main Budget is generated from the sale of souvenirs, promotional products and other merchandise.
- b. The World Championships is promoted locally, nationally and internationally.

57. **Policy.** Whilst pursuing the above aims the Championships Organisers should be aware that they must have regard to any agreements made between major sponsors or other agencies regarding merchandise in general and the fact that the main object is to run a World Championship and not sell merchandise.

58. It is recommended that a Championships Marketing Policy, agreed through the IDBF President, cover a limited range of specified items bearing the logo of the Championships, for example Sweatshirts, T Shirts, Car Stickers and the like. Other items may be franchised out, on a commission basis.

59. The Deputy Championship Director should be made responsible to the Championship Director for implementing any marketing policy and for making recommendations regarding the range, numbers required, style, and retail prices of all merchandise to the IDBF.

SECTION 4. OFFICIAL RECEPTIONS and IDBF MEETINGS

60. There are a number of 'official' receptions that take place during a World Dragon Boat Regatta, as well as various IDBF Meetings and a Welcome and/ or Celebration Party for the crews and officials. The official receptions and crew parties are the responsibility of the Organising Committee, whilst IDBF Meetings are hosted and organised by the IDBF Member responsible for the Championships in conjunction with the Organising Committee.

61. The receptions fall into three main categories, namely for Teams (Crews at a CCWC), Officials (of various kinds) and Guests (of various types). Each Reception is normally hosted by local government agencies, such as the City Mayor; local organisations or sponsors or other interested parties involved in the Championships.

62. The format of each type of reception is left to the discretion of the hosting agency, with advice being offered by the Championships Organisers. In practice, most receptions take the form of a dinner or buffet, with informal dress being the order of the day.

63. For a World Championship Regatta, whilst receptions can be combined, the following separate Official Receptions are recommended:-

1. For Team Leaders (Crew Managers) Coaches and Officials; IDBF Race Officials and IDBF Executive Committee and Council Members.
2. For National Race Officials, IDBF Member Association Officials, Press and Media.
3. For the Championship Organisers, VIP Guests and the IDBF Executive Committee.

65. At World Championship Regattas, the IDBF Members will normally meet, in their annual Congress, on the morning of the Monday after the last racing day of the Championship. Earlier in the week, usually on a Tuesday or Wednesday, the IDBF Executive Committee, IDBF Council and the IDBF Commissions, will also meet at venues arranged by the IDBF Member concerned.

66. Where possible an informal and low-key Welcome Party should be arranged, on a day before the racing starts, so that competitors can get to know each other or catch up with 'old friends'. The Welcome Party can be held immediately after the Championships Opening Ceremony has ended.

67. The Celebration Party, at the end of the racing, is however, a must to which everybody associated with the Championships Regatta is invited. It is a very informal but lively affair, at which people can relax and enjoy the atmosphere that occurs at the end of a Championship.

68. An informal dinner or buffet is followed by entertainment and dancing. It is perfectly acceptable for the cost of the Celebration Party to be included in the charges made to the participants but sponsorship of the occasion is encouraged to fund the occasion.

SECTION 5. SUPPORTING EVENTS

Craft Fairs and Exhibitions

69. Small Exhibitions and trade fairs are a traditional part of Olympic and World Championships events throughout all sporting disciplines. Most cover aspects of the culture; traditions; craft and modern skills of the host town or region, with manufacturers relevant to the particular sport also in attendance. COCs are encouraged to hold Supporting Events at IDBF World Championships'.

70. Exhibitions are usually housed in Marquees, with outdoor displays, side-shows and stalls spread around the Championships site. Exhibitors can come from a wide variety of interests, such as, Antiques and Bric a Brac, Artists Materials, Arts and Crafts, Bicycles, Brewing and Wine Making, Walking, Camping, Home Computing, Health and Beauty, Marine and Aquasport, Sportswear Manufacturers, Self Sufficiency and Health Foods and lots, lots more.

Land Based Events/Water and Air Activities.

71. To support the actual Championship Racing and to supplement the Exhibition, thus utilising all the water space available at Regatta Site, other activities can be planned throughout the day and especially during the lunch time periods, if World Championships Racing is not taking place.

72. Such water and any other land based or air activities are subject to confirmation with the IDBF Executive Committee and are always subject to weather conditions on the day.

Examples of the kinds of supporting activities held at a World Championship Regatta are:

Non-Championship Dragon Boat Racing for Local Crews, Canoeing Demonstrations;
Lifeboat Displays; Canoe Polo Matches; Boat Demonstration Area; Paddle Board Displays;
Fly Pasts; Helicopter Displays; Air/Sea Rescues; Helicopter Rides.

Chinese Theatre and Craft Fair Entrance



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CHAPTER 5

“FINANCE & ORGANISATION “

Some thoughts on raising money and balancing the books.

PART 1 FINANCE

Some thoughts on raising money and balancing the books.

Section 1. RAISING FUNDS - GOVERNMENT MONEY

A Rationale for Government Support

Introduction

1. To be awarded a World Championship Regatta is an honour for the IDBF Member Association and the Organising Committee and will be seen by the Media as a national achievement as well as a sporting one. Synonymous with the event in the minds of the World will be the name of the City and the Region where the Championship Regatta is being staged.
2. The Organising Committee should therefore always seek to ensure that the standard and presentation of a World Championship is in keeping with the best traditions of the sport and of the Country or Territory in which it is being held as both central and local government will normally wish to be associated with such an event.
3. **Areas of Support.** There are two main ways of supporting a World Championship Regatta, namely through cash, or in kind. The most direct way of offering support at National and local level is through financial Grant Aid from governmental agencies. Such support is of prime importance in meeting the budget of a World Championship and reduces the amount of commercial sponsorship needed.
4. Assistance "in kind" offers local government, and small businesses, in particular, a wide choice of ways in which to support a World Championship Regatta. Some of these ways are as follows:
5. **Hospitality.** There are a number of different 'official receptions' traditionally held at a World Championship. Local authorities and or local companies can support the event by hosting or part hosting such receptions.
6. **Merchandise Sales.** Normally a Championship Organisation merchandises a number of different articles - 'T' shirts, ties, Car stickers and the like - with a specific Championship design. The sale of such items helps in raising cash for the World Championship Regatta.
7. **Leisure Facilities.** There are numerous facilities controlled by local authorities such as Leisure Centres, swimming pools, even transport services - to which a free pass would be of value to visiting Competitors and Officials to make use of whilst in the area. Such passes, sometimes called Passports, can be given as a token of good will from the host City.

Part. 1 Finance

Section 2. RAISING FUNDS - SPONSORSHIP

Introduction. It is important to clearly identify what a Championship Organisation (COC) seeks from a sponsor, and to detail the returns that a sponsor can expect. A COC should seek support from other sources as well as the private and public sector, for example from within the sport itself.

8. **Sponsorship Objectives.** It is important that you clearly state to potential sponsors what your sponsorship objectives, for them are, such as:-

- a. To maximize, as much as possible media interest in the event, for the sponsor and the sponsors products.
- b. To create national and international awareness of the sponsor.
- c. To provide a marketing vehicle for the sponsor and sponsor's products.
- d. To maximise exposure of the sponsor's involvement in the World Championship Regatta

9. **Sponsorship Criteria.** The IDBF allows the Championship Organising Committee (COC) to seek sponsorship from whatever source they see fit, with the proviso that any sponsorship gained is compatible with the image of the sport and has been agreed by the IDBF President

10. Before a contract with a commercial sponsor is finalised the sponsor and details of the sponsorship must be agreed with the IDBF Executive Committee, through the IDBF President.

11. **Levels of Sponsorship.** The ideal private sector sponsorship is one that covers all your needs with one sponsor. However, this is unlikely and it is suggested therefore that you try to put together a number of compatible sponsors offering them different levels of returns for their varying financial involvements for example:

- | | | | |
|----|-------------------|---|---|
| 1. | Title Sponsor | - | For covering over 40% of the budget. |
| 2. | Major Sponsor | - | For covering 15 – 30% of the budget. |
| 3. | Associate Sponsor | - | For cash or kind between 5-14% of the budget. |
| 4. | Patron | - | For cash or kind between 1% and 4% of the budget. |
| 5. | Supporter | - | For cash or kind which is under 1% of the budget. |

12. **Areas of Sponsorship.** There are many different areas of a World Championship Regatta, either collectively or as individual packages. These can all be offered as vehicles for promoting a sponsor or a sponsor's products. The main areas of sponsorship at a World Championship Regatta approved by the IDBF are:-

1. Title Rights to the World Championships Regatta and Naming Rights to the Opening Ceremony and to individual Competition Classes.
2. Branding rights in respect of the venue and on other areas agreed between the Organising Committee, the Sponsor and the IDBF, for example, banners, flags, clothing worn by officials, and the organisers.
3. Branding of Dragon Boats and Paddles for the duration of the event and the sponsor's Logo or brand name, on Championship promotional material and publications
4. Programme acknowledgements of the sponsorship and on press releases.
5. Sponsors branding incorporated in any IDBF Live Streaming service, together with free advertising in the World Championship Souvenir Programme.
6. Hospitality rights to entertain clients, associates and staff at the Competition Site and free entry to the Competition Site, for sponsors staff and guests, on all race days.

Part. 1 Finance

Section 3. RETURNS TO THE SPONSOR

In return for the different levels of Sponsor, listed in paragraph 11, the following returns, for the sponsorship levels outlined in paragraph 12, are acceptable to the IDBF.

13. Title Sponsor (In total over 40% of Budget)

1. Title sponsorship of the Championship.
2. Live Streaming and/or Social Media Coverage.
3. * Start/Finish Boards (prime sites).
4. Name on all publications produced.
5. * TV Course Boards (opposite TV camera run - subject to contract).
6. An acknowledgement in the Championships programme.
7. A free advertisement in the Championships programme.
8. * Name on specific item (if applicable and possible).
9. * logos on boats and flags.
10. + Course boards.
11. + On site boards (at any exhibition site).
12. Scoreboard Flashes (electronic scoreboards).
13. Press and PR mentions (whenever possible)
14. Free space at any exhibition site (for marketing).
15. Own hospitality marquee (prime site).
16. Named publications when possible.
17. Admission to the Championship Races (main stand).
18. Admission to the Opening Ceremony.
19. * Naming rights on selected Competition Classes

14. Major Sponsor (16 – 30% of budget.) see also Chapter 6 – Commercial Rights.

For Major Sponsors the items listed from **3** to **19** above will apply, subject to negotiations with the Title sponsor for the stated * items. When a Title Sponsorship has not been secured then Major Sponsors will be entitled to all the items listed for a Title Sponsor.

15. Associate Sponsor (5-15% of budget) see also Chapter 6 – Commercial Rights.

For Associate sponsors the items listed from **6** to **19** above will apply, subject to negotiations with the Title Sponsor for the stated * items and the Major Sponsor for crossed + items.

16. Patron (1-4% of budget) see also Chapter 6 – Commercial Rights

For a Patron the items listed from **6** to **8** and **10, 12,17 and 18** will apply, subject to negotiations with the Title Sponsor for the stated * items and the Major Sponsor for crossed + items.

17. Supporter (under 1% of budget) see also Chapter 6 – Commercial Rights

For a Supporter the items **6 ,7,8, 10, 11, 17 and 18** will apply, subject to negotiations with the Title Sponsor for the stated * items and the Major Sponsor for crossed + items. .

Part 1. Finance

Section 4. NOTES ON A WORLD CHAMPIONSHIP REGATTA BUDGET

18. When preparing a Budget for a World Championship Regatta it should be remembered that:

1. The budget should be designed to cover up to a 2-year period before the event.
2. The amounts shown in your budget should include inflation and be based on estimated costs for the year of the actual World Championship.
3. The total budget should represent the "ideal" situation. Include in it areas that can be reduced or deleted in the event of planned income not meeting expected expenditure.
4. Although you may have a comprehensive Budget drawn up and accepted by sponsors and grant aiding agencies it remains just a budget and until actual income arrives money must not be expended against it. (A Budget is not a licence to spend!!).

19. Available income must first be channelled into those areas of the budget necessary to ensure the technical efficiency of the Championship, and then administration. It will be necessary to strictly control all spending. This should be co-ordinated by the Finance Director of the Championships Organisation.

20. The Budget example shown below, has been constructed to cover those aspects of a World Championship Regatta that are felt to be the concern of the Championships Organisation. It does not cover those items that should be provided by the owners of the Competition Site, as part of the permanent facilities at the Regatta Course. Such items include Timing Equipment, Lane Markers and Intermediate Start Pontoons.

21. Those items of a temporary nature which are considered necessary to the event and which may not be accepted by the Competition Site Owners as their responsibility, for example temporary Boat Houses; Grandstand; Press facilities have been costed and are included in the Budget example.

22. **Income.** For the purpose of the budget, only known sources of income (e.g. Grant Aid) should be set against expenditure. You should be looking to cover around 30% of your budget from the Competing Teams and their supporters through the Admin Fee charge agreed with the IDBF.

23. 'Support in kind' such as Information Bulletins, Free Office space, clerical support, office equipment, hosting of Teams & Officials is a very valuable way of meeting many areas of your budget.

24. Any shortfall of income must be met from potential income such as Sponsorship, TV Fees, Fund Raising Schemes, Merchandising Sales and Gate Money. In the event of all likely income sources failing to meet budget expenditure then, before the actual Championship Races take place, cuts as agreed with the IDBF President, should be made in the Budget, in areas such as Temporary Facilities, Grandstands, Uniforms, Publicity, Hospitality etc.

25. **Expenditure.** The budget will need constant revision. Always be prepared to re-think your budget, down to the last detail and use the maxim of assessing your income on the 'low' side and your budget expenditure on the 'high' side, especially when there are no Title or Event Sponsors.

26. There may also be a number of Capital costs to consider, such as bringing the Regatta Course up to IDBF Standard; purchase of a new fleet of boats; building a camp site. Some costs may be met by the venue provider or governmental grants.

BUDGET SUMMARY - AREAS OF EXPENDITURE

- | | |
|--|---|
| 1. Boat Storage Area | – Core Budget in part. |
| 2. Press facilities/launches. | |
| 3. Rest Room for Competitors | - Core Budget in part. |
| 4. Medical Rooms & Doctors | - Core Budget in part. |
| 5. First Aid/Rescue | - Core Budget |
| 6. Boat Marshalling Facilities. | |
| 7. Tentage & Toilets (temporary) for Team Areas. | - Core Budget in part. |
| 8. Hire of Grandstands for Teams. | |
| 9. Photo-Finish Equipment. | - Core Budget in part. |
| 10. Paddles for Boats. | |
| 11. Spare Drums, Boat Equipment etc. | |
| 12. Flag Poles | |
| 13. Radio Hand Set Network | - Core Budget |
| 14. Insurance and IDBF Sanctioning Fee | |
| 15. Staff Salaries/ Promotional Items | |
| 16. National Officials, Allowances and Expenses. | |
| 17. Results Service. | – Core Budget |
| 18. Transport to and from the Competition Site. | |
| 19. Cost of Meals - Airport to Competition Site. | |
| 20. Officials Transport during event. | |
| 21. Purchase or Hire of Boats. | – Core Budget by exception |
| 22. Team Transport. | |
| 23. Petrol for Courtesy Cars & Team Transport. | |
| 24. Clothing for National Officials. | |
| 25. Presents for Teams and Technical Officials. | |
| 26. Portfolios for IDBF Press and VIPs. | |
| 27. Office Expenses/ Printing | - Core Budget in part |
| 28. Organising Committee Expenses. | |
| 29. Executive Committee Expenses. | |
| 30. Hire of Competition Site | - Core Budget |
| 31. Doping Control | – Core Budget in part. |
| 32. Hire of Marquees for general purposes.. | |
| 33. Hire of Extra Public Grandstands. | |
| 34. Barrier Guards and Security Guards. | |
| 35. Accreditation. | - Core Budget |
| 36. Hire of National Flags/Umpires Flags. | |
| 37. Cleaning of Competition Site. | |
| 38. Public Relations/Publicity. | |
| 39. Reception/Information Desks at Official Accommodation. | |
| 40. Police/Traffic Control. | |
| 41. Medals | – Core Budget in part. |
| 42. Official Badges/ Hospitality/Receptions. | |
| 43. Presents for VIPs/Press/Officials/Guests. | 49. Courtesy Cars |
| 44. Sign Posting/ Megaphones | 50. Boat Identification e.g. Sponsors Logos |
| 45. Additional Offices. | 51. Boat Numbers/Body Numbers |
| 46. Opening Ceremony. | 52. Starter Gun and Ammunition |
| 47. Accommodation. | 53. Maintenance of Scoreboard Equipment |
| 48. Winners Ceremony. | 54. Wet Weather Clothing. |

Core Budget 'in part' means that these items to be jointly funded with other income sources.

Chapter.5

IDBF World Championship Regatta

DRAFT BUDGET – CHECK LIST

PROJECTED INCOME	Estimate (in USD)
Sponsors – Commerce and Industry	
1.	
2.	
3.	
4.	
Grants – National, Local Government etc	
1.	
2.	
3.	
4.	
Other Fund Raising	
Supporters Packages	
Programme Advertisements and Sales	
Banner Display	
Merchandising	
Hospitality Sponsors	
International Team Entries (X times Competitors & supporters @ xxx USD)	
Ticket Sales	
Car Parking	
Food Services	
Broadcasting	
Other	
Regatta Fees – <i>balance of income, intended to cover those technical items not covered by income from all other sources (Include the IDBF Registration Fee per participant)</i>	
<i>Formula= Example: cost of Technical Facilities, local transport, medals, accreditation, rent of boats and equipment, divided by estimated number of participants = maximum cost per head to be charged + Registration Fee, per head = total Regatta Fee.</i>	
TOTAL INCOME	

PROJECTED EXPENDITURE	Estimate Cost (in USD)
Staffing	
Director:	
Technical:	
Admin:	
Other:	
Entertainment	
Lion Dancers	
Dragon Dance	
Bands, etc. at Ceremonies (O, M, C)	
Multi Image Video	
Fireworks	
Functions & Refreshments	
Press Launch / Facilities / Kits	
Opening Ceremony	
Medals Presentations	
Celebration Dinner	
Lunches – Teams Officials	
Official Meetings – IDBF	
Competitors Water	
Staff Lunches	
Staff Thank You Dinner	
Medals & Trophies	
International Medals	
Trophies/Engraving	
Commemorative Medals	
Transport	
Airport Transfers / Coach	
Bus Shuttle Service to Venue	
Official Receptions	
Courtesy Cars/ Petrol	
Water Support	
Rescue/ Umpires Boats	
Start Platform / Pontoons	
Buoyed Lanes.	
Venue Hire	
Regatta Course	
Facilities	
Services	

Projected Expenditure – continued	Estimate Cost (in USD)
Marketing & Promotion	
Pre-Event Publicity Material	
Programme Production	
Display / Promotions	
Posters	
Bulletins	
Display Boards	
Clothing Officials	
Merchandising	
Promotional Trips	
Signage / Flags	
Poster Erecting	
Newspaper Ads / Flyers	
Business Cards	
Flags and Banners	
Ceremony Invites	
Design Costs	
TV / Radio Adverts/coverage = min \$15,000	
Web Design	
IDBF Officials	
Airfares	
Accommodation	
Car / Transport	
Commemorative Gifts	
IDBF Congress	
Venue & Facilities	
Subsidies	
Staff & Admin Costs	
Refreshments & Services	
Equipment - General	
Paddles	
Megaphones and Umpires Flags	
Toilets	
Marquee Hire / Comps Village	
Crowd Barriers	
Caps / Stop Watches	
Chairs / Tables	
Flag Poles and Flags	
Boat Numbers	
PCs, Videos/ DVDs	
Ropes, Bailers, Pumps	
Scaffolding	
Grandstands	
Boat Storage	

Projected Expenditure – continued 2	Estimate Cost (in USD)
Equipment – Technical	
Timing Equipment	
Photo Finish and Start Cameras	
Radios, Cell Phones	
PA Systems, Scoreboards	
Dragon Boats & Equipment – new or rented	
Spare Heads, Tails, Drums, Boar Repair Kits	
Administration & General	
Office Hire/ Printing/ Photocopying/Accreditation	
Telephones	
Legal Expenses/ Insurances	
Sanctioning Fee and Bond (Registration Fee)	
Medical Facilities/ Doping Control	
Facilities Hire & Rentals	
Site Inspection Costs	
Media Centre/ TV Facilities	
Signage / Information Service	
Volunteers Expenses / Officials Uniforms	
Development Programme	
Social Events – Welcome etc	
Gifts and memorabilia	
General Merchandize	
Results Service	
Communication Systems	
Publications	
General Hospitality	
Official Hosting costs	
Rest Rooms	
Police Traffic Control	
Wet Weather Gear	
Starting Equipment	
Marquees & Tentage	
Cultural Activities – Eye Dotting etc	
Boat Weighing	
Boat Transport	
Site Cleaning	
Stewards	
Org Com Expenses/IDBF Expenses	
Contingency Fund	
TOTAL EXPENDITURE	

Chapter. 5

PART 2. ADMINISTRATION & ORGANISATION

Section 1. NOTES ON ADMINISTRATION

An efficient administration system for all aspects of the organisation is crucial to the success of the World Championship Regatta.

Admin Procedures

27. In a World Championship Organisation, which by its nature is diverse and staffed mainly by volunteer officials from varying backgrounds. Within a Championship Organisation there are two general administrative areas which need some regulation, namely, external correspondence to addressees outside of the Organisation, and internal correspondence within the organisation.

External Correspondence

28. A copy of any letter and associated documents, originating from a member of the Championship Organisation, to an outside addressee, **should** be sent to the IDBF Secretary General, with a copy to the IDBF President.

Internal Correspondence.

29. For internal correspondence between committee officials it is suggested that an "action sheet" such as a simple memorandum (office memo) should be used

30. The action sheet should not be used as a way of checking-up on an individuals work but it is essential that the Championship Director is aware of the stage of development that each section of the organisation has reached, so that the IDBF President can be advised of any problems that could adversely affect the staging of the Championships.

Meeting Minutes

31. All Meeting Minutes should show who was in attendance at the meeting and from whom apologies have been received. Each minute should be titled with a subject heading, give a brief summary of the discussion that took place and record any recommendation or decision made.

32. Copies of the minutes should be sent to all relevant COC officials and both the IDBF President and Secretary-General.

Chapter.5 - Part 2.

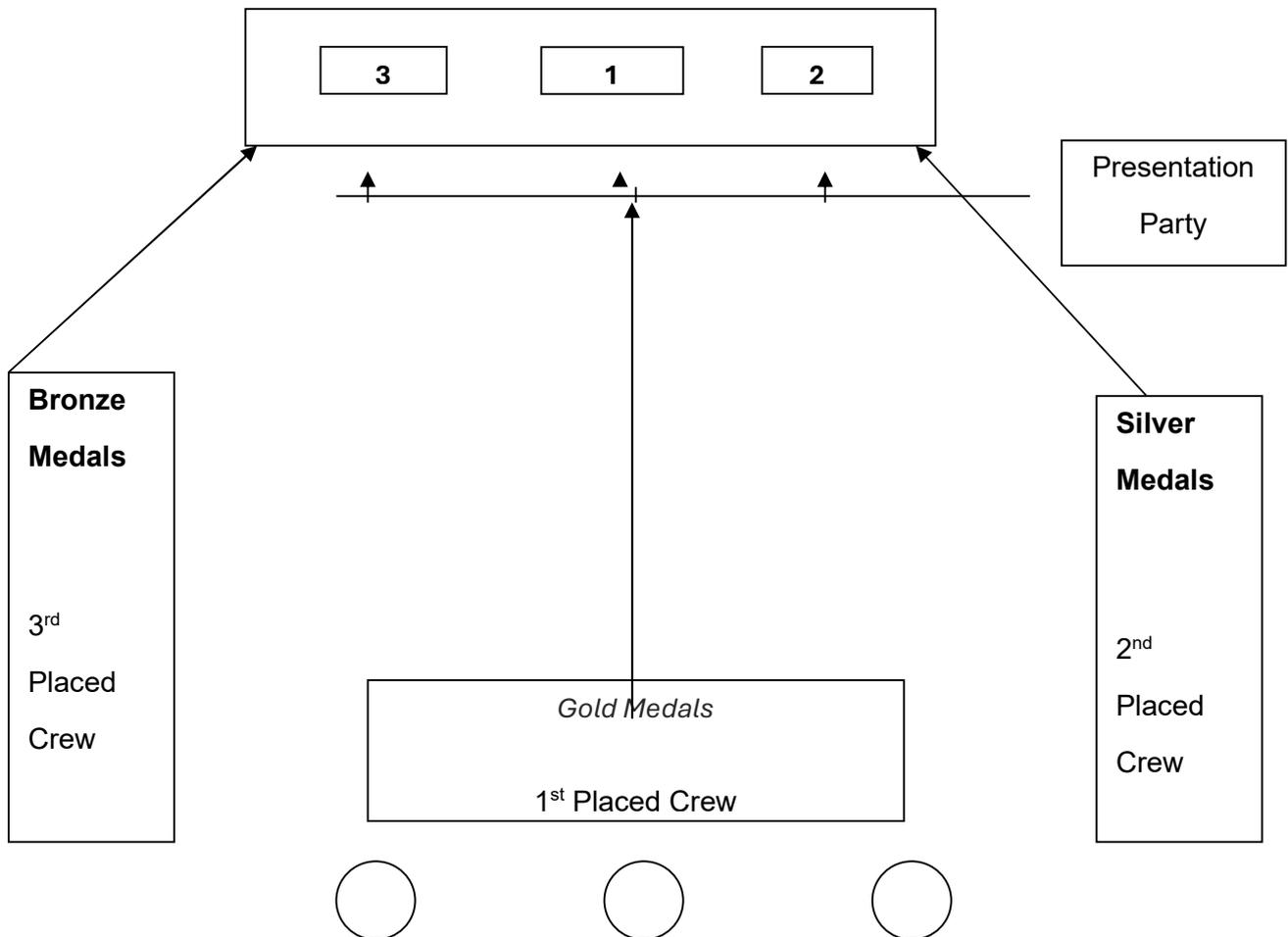
SECTION 2 - REGATTA ORGANISATION

MEDALS PRESENTATIONS CEREMONIES - PROCEDURES

33. The medal ceremonies, at a World Championships Regatta, take place on the regatta course at least 20 minutes after the final to which they are applicable. This time space is to allow for any protests that may arise, from the competing crews concerning the result, once a race result has been officially notified.

34. The formal presentation may take one of two forms. Either the winning crews paddle immediately to the presentation area after each final, where they await the “official result” before receiving their medals and trophies, whilst still in their boats. (In the event of a protest the Medals may have to be re-awarded).

35. The preferred option is to take the crews to a preparation room big enough for 70 people, where they can be given dry tracksuits, by their Coaches, before being escorted to the winners podium, where the actual presentation should take place. The positioning of the presenters and recipients of medals at a Presentation Ceremony for a World Championship Regatta is as follows:



National or Territorial or Club Flags.

These flag poles can be sited behind the Presentation Podium or to either side

MEDALS' CEREMONY - PROTOCOL FOR THE PRESENTATIONS.

36. The actual site of the Medals Presentation Area may vary but the ideal position is near to the Finish Line/ Control Tower, facing any grandstands, with the regatta course as a backdrop.
37. The Presentation Party and the recipient crews are assembled in front and to the sides of the Medals Presentation Podium, by the Protocol Officer of the Championships Organising Committee or a nominated deputy, under the guidance of an appointed IDBF Official.
38. This should be completed two minutes before the time shown for the appropriate Medal Presentation in the Race Programme.
39. When all the crews and the Presentation Party are in position, the Announcer will announce that the Presentation of Medals for that Competition is about to commence.
40. The Announcer will then call the crews forward to the Presentation Podium in reverse order. That is, the Bronze Medal Winners (3rd placed Crew) are called forward first to take their place on the podium, in the appropriate place.
41. The Announcer will repeat this process for the Silver and Gold Medal winning crews and when all three crews are on the podium, the Announcer will announce the names and titles of the Presentation Party and which medals they are presenting.
42. The Presentation Party, which should consist of two or three people for each set of medals and trophies, will then move to the Presentation Podium and stand in front of the appropriate crew. The person in each group nominated to present the trophy to the Gold Medal Winners will then step forward and give this to the winning crew.
43. Once this has been accepted, the other members of the Presentation Party will move forward and present all medals to the three crews, at the same time, moving as quickly as possible along the line of competitors, until all medals have been presented.
44. When the medals have been presented the Announcer will call on all those people present to face the flagpoles and acknowledge the flags of all three crews and the anthem of the Gold Medal Winners and World Champions. The appropriate Flags will then be raised during the playing of the anthem of the Gold Medal Winners.
45. For a WDBRC the flags and anthem shall be of a national nature, whilst for a CCWC or World Universities, they shall be Club flags and an anthem chosen by the COC.
46. When the flags have been raised and the anthem played, the Announcer will thank the Presentation Party, on behalf of the IDBF and the Organising Committee, and then close the Presentation Ceremony by announcing that photographs may now be taken of the medal winning crews.
47. The Announcer should allow this process to continue for a maximum of two minutes, after which time he will ask everyone to clear the Presentation Area, in readiness for the next Medals' Ceremony.

CHAMPIONSHIP INFORMATION BULLETINS

The main source of information about a World Championship Regatta and the arrangements being made for it are notified by the IDBF Secretary-General to the IDBF Member Associations, Competing Teams or Crews and Race Officials through the medium of Information Bulletins.

48. The Information Bulletins are jointly prepared by the IDBF and COC and they should also be available for general inquiries from interested parties. These bulletins, when widely distributed, can greatly reduce the number of phone calls, faxes and emails to the Organising Committee (COC).

49. Administrative Information for inclusion in Information Bulletins is to be prepared by the Org Com, in English and sent to the IDBF President two (2) weeks before the distribution date of the bulletin. The COC must also be aware of the need to mention any sponsors.

50 ADMINISTRATIVE INFORMATION FOR BULLETIN NO.1.

1. **General.** Information about the region where the Championships are being held ideally including a map of the region showing the main access roads and locations of the nearest international airports and train stations, with a map of the city hosting the Championships showing the course and its relation to the airport and the accommodation locations.

2. **Competition.** Details of the Regatta Venue showing its features and amenities including indications of the buildings and structures and their intended use during the championships.

3. **Accommodation & Transport.** Details about the transport arrangements between the airport and hotels - regatta venue and details of the type of official accommodation available

51. ADMINISTRATIVE INFORMATION FOR BULLETIN NO.2.

1. Updates on the information in Bulletin No1 and a repeat of accommodation details, with prices for bed and breakfast in single and shared double rooms. Booking information along with booking conditions and confirmation reservation forms.

2. Arrangements and schedules for competitor transportation. Meal arrangements for the teams at the official accommodation or at the venue.

3. Information on Supporter services including entertainment and tours planned, accommodation booking and transportation arrangements. Celebration Party details, plus any entertainment offered or other social functions.

52. ADMINISTRATIVE INFORMATION FOR BULLETIN NO.3.

1. Updates on all aspects of Bulletins 1 and 2, with additional information on Opening Ceremony, accommodation, hospitality and tourist arrangements.

2. **Transport Info.** Transport office contact names and telephone numbers. Transport arrangements from/to Airport/Train station to/from the accommodation – distance and travel time. Transport between accommodation and regatta venue - distance, travel time - probability for traffic jams, the shuttle bus location and timetable,

3. **Hotel And Accommodation Info.** List and location of officials and teams accommodation. Name - Telephone number, Hospitality services. Housekeeping, damages. Washing and drying facilities, Meeting rooms. Means of payment.

4. **Support Services Info.** Important Telephone Numbers - Regatta Venue, Medical, Dental, Police, Fire, Ambulance; Medical Facilities and Services.

5. **Food Info.** General information on what is available in the hotels and on site at the regatta venue - lunch boxes, drinking water, public catering; Meals to be served at the accommodations and/or at the regatta venue, if so - meals time-table.

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CHAPTER 6

IDBF MARKETING TERMS & CONDITIONS

For World Dragon Boat Championship Regattas

Chapter 6

SECTION 1.

OWNERSHIP OF THE CHAMPIONSHIP'S COMMERCIAL AND TELEVISION RIGHTS

1. The IDBF is the owner of all Commercial and Broadcasting Rights to any IDBF World Championship Regatta. (The Championships.) **At IDBF Championships** the following rights shall remain with the IDBF:
 - a. Television and Radio coverage - an agreed percentage of any fees received from television coverage shall remain with the Organising Committee and the balance will be retained by the IDBF.
 - b. Commercial advertising on and near the Racing Course.
 - c. The use of IDBF emblems, logos, insignia and trademarks.
2. **Contract.** The Hosting Contract between the IDBF and the COC will include any agreements made between the two parties concerning these rights and any profits that may accrue from them.

GENERAL CONDITIONS

3. **Sponsorship/Publicity/Advertising.** The IDBF Executive Committee are empowered to lay down conditions regarding sponsorship, publicity and advertising at IDBF events. For IDBF Championships, the Organising Committee (COC) must submit to the IDBF President details of any sponsorship, for approval, before any formal agreement is reached with a sponsor.
4. **Advertising on a Crews Racing Clothing and Equipment.** The advertising of a Representative Team's sponsor on a crew's **racing apparel** or personally owned Racing Paddles, at a World Championship Regatta, is permitted by the IDBF, provided that any such advertising is unobtrusive and tasteful (that is, of a design that does not cause offence to the public or cause the racing vest to become unrecognisable as a Crew's Representative Colours). One such advertisement will be permitted on the Racing Vest placed in such a position that it does not unduly disrupt, hide or negate the Crew's Colour design thereon.
5. **Marketing Objectives.** The marketing objectives of the IDBF are, while maintaining the traditional values and culture of Dragon Boat Racing, to maximise the sponsorship income for an IDBF Championship and to improve the profile of International Dragon Boat Racing.
6. The Commercial Rights which The Championships create will be put together by the IDBF and its Agent in various ways and in consultation with the Organisers to form Sponsorship Packages.

Marketing Partnership

7. When the IDBF has an appointed Marketing Agent (Agent) it will be the Agent's responsibility to exploit on the IDBF's behalf all the Commercial Rights for The Championships, it is important that the respective City and IDBF Member and its appointed Organising Committee work closely with the Agent in order to help maximise the potential income and provision of services for the benefit of the Championships.

1. The IDBF or IDBF Agent's Responsibilities

In principle responsibilities of the IDBF or its Agent, in conjunction and agreement with the Organising Committee are to :

- a. evaluate all available Commercial Rights;
- b. set the layout of advertising in and around the regatta venue;
- c. conduct and contract the exploitation of all Commercial Rights;

SECTION 2.

REVENUE SOURCES, SPONSORS & SUPPLIERS

Revenue sources for the IDBF Member Federation and the Organiser

8. All income raised through the granting of the Broadcast and Commercial Rights and licences to the Championship is to the benefit of the IDBF. However, there are some specific revenue sources which are for the IDBF Member who bid for the Championships and the Organising Committee (COC). These are:

1. **Ticket income:** That is, all income from the sale of tickets to the public but not from the sale of advertising there on.
2. **Programme sales:** Income raised from the sale to the public of the official souvenir programmes.
3. **Local/national authorities:** It is usual for the organisers of a World Championship Regatta to receive support from a national or local authority (government council, touristic authority, etc). This may take the form of finance or perhaps a subsidized or complimentary supply of services.

In such cases and on the understanding that the "support" is solely for the Organising Committee and/or IDBF Member, the following IDBF conditions apply:-

- i. no Commercial Rights are granted in exchange and;
- ii. the IDBF and its Agent are fully informed of the proposed grant and approve any rights which are to be granted.

9. **Local Sponsors:** The IDBF recognises the importance of the Bidding IDBF Member and the COC being able to develop commercial relationships with local companies. In the case of local sponsorship being offered, written approval of the IDBF is required prior to any appointment of a Local Sponsor.

10. It is emphasized that a Local Sponsor's Rights exclude televised identifications and must not limit or adversely affect the IDBF or an IDBF Agent carrying out their duties or detrimentally affect the value of their Commercial Rights. In its evaluation of the Commercial Rights, the IDBF will take into account certain areas and possibilities for Local Sponsors.

11. It is possible that some of the Sponsors may also manufacture products that are appropriate to the needs of the Organisers, in which case "**Official Supplier**" status can be granted to Local Sponsors if their products and/or services are required by the Championships Organiser (COC).

12. If this is the case and they are considered useful to the staging of the Championship, the Sponsor will be requested as part of its agreement with the IDBF to supply reasonable quantities of its products to the Championship Organisers (COC)

Such supplies are to be treated as Benefits-in-Kind. Where these products are supplied by sponsors and suppliers, the sponsors product shall be used by the Organisers to the exclusion of any competitive products.

13. Official Suppliers. "**Official Supplier**" status will only be granted where the product or service has a real value to the Championship. To grant this status in return for the supply of press bags (even though they may be appreciated by the press) would clearly **not** be an appropriate case. The result could be a devaluation of the Rights of genuine Official Suppliers.

Typical products and services which would be acceptable are, for example: boats and paddles; office-equipment, hotel, bank, airline, motor transport services, etc.

14. Mascots, Symbols or Logos

1. **The Official Championship Marks.** The Championships Marks (i.e. the Championship logo and mascot) are a Commercial Right and as such are owned by the IDBF for exploitation. The IDBF Member concerned shall have the royalty-free right to use the Official Championship logo for the purposes of PR and promotion and, subject to negotiation on products intended for sale.

All official materials which are produced for the Championship must incorporate the Official Championship logo and the IDBF logo. Unless otherwise agreed, all income from the granting of commercial licenses for the Championships Marks remains with the IDBF.

2. **The IDBF Logo.** The IDBF has created and owns all rights to its own official IDBF logo. This logo must be used in its true and correct form on or in any official publication issued on behalf of an IDBF Event. No commercial rights, licences or agreements in connection with the IDBF logo, name or image may be granted or concluded by any party other than the IDBF.

15. Franchises, concessions and other sales facilities – for the Sponsors.

1. The venue authorities usually have control over this area. However, where Sponsors and Official Suppliers have a product (e.g. soft drinks), which could normally be sold at 'sales points' in the regatta complex, the right for them to do so must be allowed by the Organising Committee.

2. Any other franchise or concession agreement can only be granted on the clear understanding that any products sold shall not be in conflict with the products of the Sponsors and Official Suppliers. The Org Com are to agree as soon as possible which any Championship Sponsors, if they will require franchise and concession rights.

16. Complimentary Tickets

The Organisers must provide free of charge the necessary number of complimentary tickets to each Sponsor, per day, in VIP or prime locations. An appropriate number of complimentary tickets should also be made available to the Official Suppliers.

17. Hospitality Invitations.

It is usual that a number of places at all official functions will be allocated to key persons representing the Sponsors. However, it is understood that there may be certain restrictions due to available space but every effort should be made to accommodate these needs. In certain cases, Sponsors may request a private hospitality room/facility within the Venue for the duration of the Championship.

Chapter 6

SECTION 3.

A SUMMARY OF THE COMMERCIAL RIGHTS

The Rights and Licenses granted by the IDBF include, by way of example (but are not limited to);-

1. The right for Sponsors to use the title, "Presenting Sponsor," "Official Sponsor" or "Official Supplier" to the Championships.
2. All prime on-site advertising opportunities and locations in and outside the range of the television cameras.
3. All advertising on officials clothing and advertising reserved for the IDBF Sponsor(s).
4. Official Supplier rights (to be the exclusive supplier of specific goods and services to the Championships) such as clothing, business equipment, etc.
5. Promotional and endorsement rights (to promote association with the Championships and use emblems and legends for advertising, promotional and PR purposes);
6. The right to all space available or capable of being used for advertising at each Championship Venue.
7. All ancillary advertising opportunities, including poster sites, scoreboards, giant screens and media bibs.
8. The right to receive a defined number of tickets for racing for each day and to be allocated car parking spaces in preferential locations near to the Championship Venues.
9. The right to present prizes subject to approval by the IDBF and the right to organise a press conference, party or reception for the participants or media.
10. The commercial identification reserved for IDBF Sponsor(s) on the competitor's bibs or racing apparel (or similar) as described in the prevailing IDBF Competition Regulations.
11. The right to display commercial identification on:
 - a) the attire, boats and the equipment of IDBF Race Officials.
 - b) the equipment and installations used at the Championships, including the medals' presentation podium or dais;
 - c) the start pontoons/mechanical start box.
12. The commercial identification on all official material and publications, such as the souvenir programme, information bulletins, posters, race programme, start and result sheets and tickets, press releases and press packs.
13. The use of any mascot, symbol, logo or device associated with the IDBF itself and the Championships.
14. Franchises, concessions and other sales facilities at the Championship Venue for the duration of the Championships.
15. The right to use hospitality facilities, display space and franchise rights for appropriate sponsor-products.
16. Appointment of technical sponsors (timekeeping and data processing) and the identification on the scoreboard.
17. Use of IDBF Marks on promotional and PR material on a royalty free basis.
18. Any other commercial or promotional opportunities associated with the IDBF and the Championships. All rights shall be granted on a product or service exclusive basis.

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CHAPTER 7

SAFETY & ANTI-DOPING

CHAPTER 7

SAFETY & ANTI-DOPING

Section 1. SAFETY REQUIREMENTS

The Council of the International Dragon Boat Federation (IDBF) is committed to minimising the risks that competitors, coaches, officials and administrators are exposed to through their participation or involvement in, the sport of Dragon Boat Racing. It is the duty of everyone involved in the sport to follow the general principal that prevention reduces risks and injuries and saves lives.

RECOMMENDATIONS FOR CHAMPIONSHIP ORGANISING COMMITTEES

1. At every IDBF World Championships Regatta the Organising Committee shall display at the race venue Safety Notices appropriate to the Dragon Boating being conducted.
2. Appropriate Safety and First Aid equipment shall be readily available at the regatta venue during both racing and training periods
3. For an IDBF World Championships the Championships Director is recognised as the primary focal point for safety matters and as such, has a duty of care to all those involved in delivering the event. The Championships must conform with the insurance, operating and safety standards expected by the IDBF.
4. **Medical & Rescue Services.** The Organisers must provide a medical and rescue service ready to act both on and off the water, throughout the event, ***which includes all official training sessions before the first Race Day.***
 1. First Aid cover must be provided by qualified personnel and a Medical Doctor must be in attendance throughout the competition. Competitions should not take place unless at least one (1) safety boat is provided to act as a rescue vessel in the event of a boat capsize or the loss of a competitor overboard during a race ***or crew training.***
5. **Rescue Boats.** It is recommended that one rescue boat be provided for every three dragon boats racing **or Training**, to a minimum of two (2) or three (3) boats per event. Each boat should be capable of holding up to eight people and should be of a design that will enable people to gain access to the boat, from the water, unaided. One rescue boat should follow each race.
6. **Buoyancy Aids.** Personal Flotation Aids (buoyancy aids) should be made available for all Junior Crews in the event of inclement weather and for any competitor under the age of 12 years old and for any competitor, irrespective of age, who is a weak swimmer.
7. **Risk Assessments** should be completed for the Regatta Venue and include details of local conditions applicable to the safety of users on the water, including details of potential hazards.
8. **Identification of Hazards/ Risk Assessment.** Each body of water has its own risks and set of hazards. Some are visible above the surface of the water or just below it, others are invisible. Effective Risk Assessment of a dragon boat event includes identifying each of these hazards and taking the appropriate steps to eliminate or reduce the risk they pose. If an identified hazard cannot be eliminated or the risk reduced, the Racing Lanes should be set elsewhere. COCs should create a map of the course with hazards identified ("Hazards Chart") for all rescue personnel.
9. **Hazards may include:**
 1. ***On water hazards:*** pillars, posts, dams, low-head dams
 2. ***Unseen, underwater hazards:*** submerged rocks and logs, underwater cables, weeds, other submerged objects.
 3. ***Litter hazards:*** garbage, broken glass
 4. ***Trip and slip hazards:*** loading and unloading areas

10. **Emergency and Rescue Personnel.** Emergency & Rescue Personnel are required both on-and-off the water. As a minimum, one of the Emergency Personnel must be certified in First Aid to provide assistance where needed.
11. All rescue boat operators should have an appropriate qualification for powered motor craft, issued by the certifying authority concerned. At least one of the Rescue Personnel should hold an appropriate Lifesaving qualification.
12. Emergency personnel should **not** attempt to initiate emergency procedures, unless the dragon boat is at a complete stop, thus avoiding the additional risk of collision with a moving dragon boat.
13. **Rescue/Power Boats.** Each rescue boat is to be equipped with appropriate rescue equipment. Additional equipment such as multiple re-boarding devices is advisable.
14. **Rescue Personnel.** A small number of rescue personnel should crew the rescue boat. One person in the boat should have a waterproof board and pen to record crew numbers and injuries in the event of a capsize or collision.
15. **First Aid Post.** A First Aid Post or dedicated Ambulance, equipped with emergency equipment as well as a reliable method for contacting local emergency services, should be co-located in the Race Control area near to the Finish Tower. This area can also serve as the first aid location for any injured participants.
16. All participants, officials, emergency and rescue personnel must be informed where the Race Control area is located

**Off Venue Emergency Medical Services should only
be called in the event of**

1. Life-threatening injuries - heart attack, chest pain, difficulty breathing, stroke, major bleeding.
2. Major injuries - those requiring medical attention.
3. Multiple victims - from a collision or capsizing.
4. Missing racers.

RISK ASSESSMENT – ADVISORY TEMPLATE

17. The advisory template that follows, in a matrix format, identifies some of the hazards that are likely to arise in a dragon boat activity. The template shows just the main headings for the hazards and the suggested control measures that should be in place for the Risk Rating shown against each hazard. Some examples of possible additional controls, for when the Risk Rating for an activity Item scores 4 or more, are also shown.

18. When completing Risk Assessments a preamble on the type of activity, its location, programme of events etc, should be included under the headings shown. More detailed information than that included in the template, may also have to be recorded against a particular Item Number. For example, the number of rescue boats required for an activity will vary, depending on the water and weather conditions; the time of year; the number of crews taking part and the type of activity.

NOTE: This template refers to on site risks only, it does not cover ongoing areas of risk associated with dragon boat activities, such as the loading and unloading of boats and equipment, on to trailers and into the water. Such risks, which are generic to the activity, should also be considered and assessed continually.

SITE AND ACTIVITY DETAILS

Activity Site Location: (e.g. Albert Docks, Liverpool)	Date of Assessment:	
Activity Type: (e.g. Charity Race)	Numbers Taking Part:	Assessment Reference:
Activity Details: (e.g. Details of the site location, event programme; basic safety regulations.)		

RISK ASSESSMENT LEGEND

(L) = Likelihood of Hazard	(S) = Severity of Injury	(RR) = Hazard Risk Rating	Action Required =
1. Most Unlikely	1. Trivial Injury (ies)	1 & 2. Minimal Risk.	Maintain Control Measures
2. Unlikely	2. Slight Injury (ies)	3 - 5. Low Risk.	Review Control Measures
3. Likely	3. Serious Injury (ies)	6 - 8. Medium Risk.	Improve Control Measures
4. Most Likely	4. Major injury or death	9 -16. High Risk.	Consider stopping activity

HAZARDS - IDENTIFICATION AND RISK RATINGS.

(Activity taking place during the Summer)

No	Hazard Description (L)	Risk (S)	Control Measures to be in place.	L	S	RR	Additional Control Measures – (RR 5+)
1	Boat Swamp or Capsize.	Injury Hypothermia Drowning	Crew Buddy System. Rescue Boats, Buoyancy Aids (PFAs) First Aid Cover.	1	1 3 4	2 3 4	Increase the number of Rescue Boats and make wearing PFAs mandatory.
2	D. Boat collisions	Injury Immersion in Cold water	As above plus, clearly defined lanes and qualified Boat Helms.	1	2 3	2 3	Reduce the number of Dragon Boats in each race.
3	Collisions with other Types of vessels	Injury Immersion in Cold water	As above, plus marker Buoys, control boats (Umpires) and water circulation plan.	1	2 3	2 3	The movement of all other vessels to be restricted during each race.
4	Adverse or Cold Weather conditions Arising once the Activity has started.	Body Heat loss Hypothermia Drowning	Correct clothing advice. Indoor changing and Shower facilities. Extra equipment in boats.	2	2 3 4	4 5 8	Reduce the racing distance and the number of races. Stop the event for a period of time. Cancel
5	Waterborne Disease Related illnesses.	Leptospirosis Gastric illness Tetanus, polio.	Safety Notices, Crew Briefings, Health & Safety Advice given.	1	3	3	Move activity to an alternative location.
6	Alcohol related Incidents.	Illness and Injury	No access to Alcohol. Must be Fit To Race. Briefings	1	4	4	Exclude participants who have been drinking alcohol.
7	Trip & Slip Hazards In activity area. Crew Moving to board boat.	Personal Injury	All equipment to be clear of walkways. Briefing of participants. Boat & Crew marshals.	1	2	2	Place Warning signs. Replace or remove Equipment. Segregate with crowd barriers.
8	Litter Hazards such broken glass.	Personal Injury	Provide litter bins and Plastic drinking cups.	1	1	1	Arrange litter removal From activity site.
9	Noise nuisance from PA system, DB drums In residential areas.	Personal Injury	Control PA sound level and frequency of use. Muffle drums.	1	1	1	Dispense with PA System and Drums.
10	Bad Communications Systems	Personal Injury	2 way radios, mobile telephones, PA system Safety Officer.	1	3	3	Increase numbers of Radios. Operate a Dedicated radio net.
11	Uncontrolled crowds And children. People swimming in area.	Personal Injury	Crowd barriers, signs, Site Stewards and briefings by Officials	1	4	4	Do not allow public Access to activity site.
12	Powered Boats in the Activity area, for Example Umpires and Rescue Boats.	Injury to people In the water From propeller blades.	Qualified boat drivers, Safety Officer briefings on rescue techniques and activity operating procedures.	1	4	4	Only use power Boats with engine Guards or electric Motors.

Section 2. ANTI-DOPING REQUIREMENTS

19. **Doping Control.** At an IDBF World Dragon Championship Regatta, the Organising Committee must, within reasonable financial limits, provide a Doping Control Service as advised by the IDBF Sports Medicine & Sports Science Commission.

20. **Doping Tests.** Random drug tests are conducted during IDBF World Championships by an WADA approved Doping Control Agency, Doping Control Officials. The COC are to arrange for an Agency Doping Control Officer (DCO) and a Doping Control Assistant (DCA) – the Dope Testing Team, to attend the Championship at a cost to the COC agreed by the IDBF President, for 'In Competition' Doping Tests.

21 **Supervising Officials & Chaperones.** An IDBF Supervising Official, nominated by the IDBF Medical Commission, will be on hand to monitor the testing process but the COC are to provide 'Chaperones' to assist the IDBF Supervising Official in the Dope Testing process.

22. A minimum of 2 Chaperones, one male and one female but ideally two of each sex are required at a World Championships. Chaperones must be 18 years of age or older but no previous experience of the role is needed.

23. **Escorting the Athlete.** The chaperone must remain with the athlete until he/she has completed the doping control procedures or another chaperone or the DCO has accepted responsibility for the athlete. The chaperone should stay as close in proximity to the athlete as possible and must maintain visual contact with the athlete at all times.

24. **Chaperone Requirements and Responsibilities.** Chaperone must meet the following criteria:

1. No involvement in the sport for which testing is being conducted.
2. No connection or relation to the athlete that may be selected for doping control
3. Have no interest in the outcome of a sample collection session
4. Same sex as the athlete to be notified

25. When recruiting people to act as chaperone for doping control, the DCO is responsible for ensuring that the chaperones meet the following criteria:-

1. Follow instructions.
2. Work under demanding conditions.
3. Quickly and effectively solve problems.
4. Demonstrate respectful and professional demeanour.
5. Maintain confidential information.
6. Demonstrate sensitivity.

26. **Doping Control Station (DCS).** The Organising Committee (COC) are to provide a secure and private Doping Control Station in which the Dope Testing Team can carry out their duties. The DCS should consist of a waiting area, a processing room with table and chairs, for the DCO to carry out their Doping Tests and associated paperwork and preferably at least two toilets – one for Male use and one for Female use.



In-Competition (IC) Testing

What is required for IC testing?

- Suitable Doping Control Station (DCS)
 - Private and Secure
 - Lockable Doors (DCO has the only key)
- Chaperones are available
 - Training of Chaperones completed by DCO

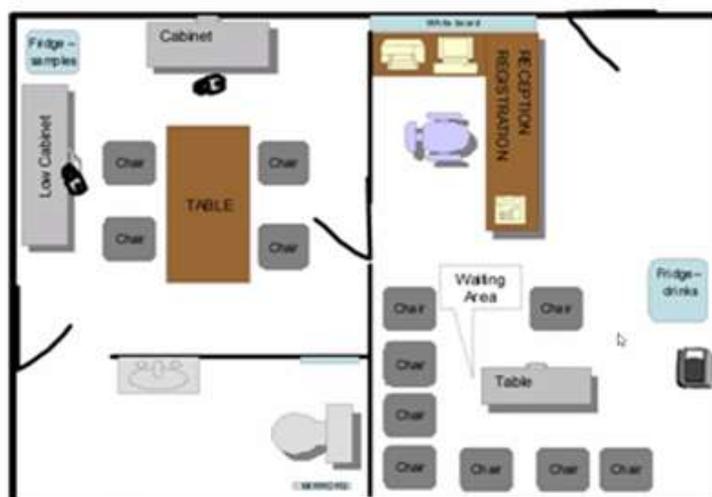
Ideally, a DCS should have 3 separate areas:

1. Waiting Room
2. Processing Room
3. Toilet (connected to the Processing Room)

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In-Competition (IC) Testing



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APPENDIX

DRAFT

IDBF CHAMPIONSHIP REGATTA

HOSTING CONTRACT

General Example for

Nations, Clubs & Universities Championships

SUBJECT TO NEGOTIATION & AGREEMENT

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AGREEMENT	dated the XX (day)	day of XX (month)	20XX (year)
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PARTIES

- 1. The International Dragon Boat Federation (hereafter called “the IDBF) trading as the International Dragon Boat Federation Ltd, (Company No. 12433741) whose registered office is at 65 Woodbridge Road, Guildford, Surrey, GU1 4RD, England**
- 2. The body specified in Item XXX of Schedule 1 (hereafter called “the Organiser”)**

RECITALS

The IDBF is the owner of all associated rights (including but not limited to televising, marketing, advertising, merchandising, hospitality, broadcasting, filming and Intellectual Property Rights) to the IDBF Championships, hereafter called the “Championships”:

- A. Following the bidding and evaluation procedures established by the IDBF for the selection of Championship Venues, the organisation of the Championship was, by decision of the IDBF Member's Congress awarded to the Organiser.
- B. The parties have agreed that the planning, organisation, promoting, hosting and staging of the Championships will be the responsibility of the Organiser and are to be carried out under the terms set in this Agreement.

AGREEMENT

1. IDBF OBLIGATIONS

The IDBF shall, as far as it is reasonable and practicable, provide general assistance and consultation for the Organiser in carrying out the Organiser's obligations under this Agreement.

The IDBF's specific obligations under this Agreement are:

- 1.1 to provide support to the Championships and the provision of reasonable IDBF services and assistance related to this Agreement.
- 1.2 promote the Championships through channels of communication available to the IDBF including the IDBF website and web-based TV channel, press releases etc., and provide information related to the Championships to the IDBF Members worldwide.
- 1.3 to formulate and circulate documents related to the Championships such as the Championship Bulletins in conjunction with the Organiser.
- 1.4 to invite teams and confirm participant's eligibility.
- 1.5 determine the Championships structure, including the Race Program.
- 1.6 assist in such other matters agreed between the parties or required of IDBF in accordance with this Agreement.
- 1.7 bear such costs, expenses, fees, taxes and other amounts incurred in relation to the Championships as are expressly for the account of the IDBF.
- 1.8 provide all required Officials for the Championships; and
- 1.9 promptly give advice and approvals as required under this Agreement.

2. ORGANISER OBLIGATIONS

The Organiser shall arrange for the Championships to be held and is responsible for the planning, management and execution of the Championships in accordance with this Agreement. Without limiting the generality of the foregoing, the Organiser must:

- 2.1 plan, organize, promote, host and stage the Championships to a world class standard in accordance with this Agreement and all reasonable directions of the IDBF including any directions set out in the World Championship Organiser's Handbook as set out in Annexure J, the IDBF Safety Guidelines as set out in Annexure G and through IDBF visits, consultations and similar contacts with the IDBF.
- 2.2 determine and implement an organisational structure that will maximize the success of the Championships, in terms of the standard and quality of the Championships, and its financial viability.
- 2.3 execute a suitable broadcasting production platform in order that the Championships can be promoted and distributed worldwide.
- 2.4 bear all costs, expenses, fees, taxes and other amounts incurred in planning, organizing, promoting and staging the Championships in accordance with this Agreement, excepting those items that are explicitly for the account of the IDBF under Clause 1.7 of this Agreement.
- 2.5 agree a suitable communications schedule with the IDBF.
- 2.6 keep the IDBF fully informed of its planning for the Championships, and in particular provide the IDBF with reports, as per Annexure E Clause 2 of this Agreement, from the date that the Championships has been awarded to the Organiser until the start of the Championships.
- 2.7 without limiting the generality of the foregoing, keep the IDBF fully and promptly informed of any potential problems, delays or adverse developments of any kind, scope or nature in relation to the hosting of the Championships.
- 2.8 ensure that it has sufficient back-up resources, facilities, staff and contingency plans to ensure that the Championships will be staged at the Venue.
- 2.9 grant unlimited Venue access to all Sponsors, Partners and Suppliers during the Competition Period.
- 2.10 reserve at least twenty (20) VIP tickets/seats for Sponsors, Partners and Suppliers per day with guaranteed hospitality services as defined by the IDBF.
- 2.11 describe the Championships in all communication materials, press releases and other materials in relation to the Championships as the Championships Name and respect the IDBF Style Guide when choosing design and the wording in all promotional materials.
- 2.12 ensure that the Championships will be staged in a dignified manner as an independent and prominent Championships and not in connection with, nor at the same time as any other International or Domestic Dragon Boat Championships that could clash or detract from the Championships, unless otherwise agreed by the IDBF.
- 2.13 use all reasonable endeavours to respect all deadlines outlined in this Agreement.
- 2.14 organise the Championships in a manner that is consistent with this Agreement, unless otherwise agreed by the IDBF.
- 2.15 at all times from the grant of the Championships to the conclusion of the Championships the Organiser must remain a member of good standing of the IDBF.
- 2.16 to assist the IDBF in the collection of data for the purposes of an Economic Impact Study.

3. THE REGATTA COURSE AND QUALITY OF RACING

- 3.1 Ensuring the quality of the racing through ensuring the standard of the Regatta Course is the primary responsibility of the Organiser.
- 3.2 In order to ensure the quality of racing the Organiser must provide facilities for the entirety of the Championships including the Training Days so as to satisfy the IDBF Championships Handbook and the Course Compliance Table in Annexure C.
- 3.3 In order to confirm that the Regatta Course is at the appropriate standard the aspects of the Regatta Course specified in the Course Compliance Table must be signed off in accordance with the terms of this Agreement. So as to facilitate these signoffs in a timely manner the Organiser shall arrange, at its own expense, for inspections of the Regatta Course by three IDBF officials at each inspection, at intervals of eighteen (18) and six (6) months before the Championships.
- 3.4 Ensuring the standard of the Regatta Course is maintained at all times is an essential term of this Agreement. Failure to provide a course of the appropriate standard prior to the Championships may, at the discretion of the IDBF, entitle the IDBF to terminate this Agreement and, if losses have been incurred by the IDBF, claim damages from the Organiser.

4. INTELLECTUAL PROPERTY RIGHTS

- 4.1 The IDBF and the Organiser agree and acknowledge that the IDBF is the owner and sole proprietor of all rights in the Championships, and the owner and sole proprietor, or licensee, of the IDBF Intellectual Property.
- 4.2 The Organiser may only deal with the IDBF Intellectual Property in accordance with the terms of this Agreement, and to further the aims of this Agreement.
- 4.3 The Organiser agrees and acknowledges that the IDBF reserves the right to impose a title sponsor for the Championships.
- 4.4 The IDBF grants the Organiser a non-exclusive license to use the IDBF Intellectual Property only in so far as is necessary to fulfill the Organising Committee's obligations under this Agreement. This includes, but is not limited to, advertising and promotional material, press releases and media.
- 4.5 The Organiser must:
 - a. create a Championships Logo, in line with the IDBF Style Guide and approved by the IDBF and ensure that the Championships Logo is the primary logo for the Championships.
 - b. ensure that the IDBF approves all promotional material prior to being distributed.
 - c. ensure that the IDBF Logo and IDBF Emblem is prominently displayed in all advertising or promotional material, press releases and media (including but not limited to publications, signage, printed materials and stationary) for the Championships.
 - d. ensure the word "IDBF" is included in the title of the Championships at all times.
 - e. ensure that the Championships is referred to by the Championships Name.
 - f. not use other derivative titles without prior approval of the IDBF; and
 - g. act at all times to protect the value in the IDBF Intellectual Property and ensure the rights and reputation in the IDBF Intellectual Property are not damaged or infringed in any way. This may include, but is not limited to, undertaking appropriate legal action to defend against any infringements of IDBF Intellectual Property in relation to the Championships.

- 4.6 Immediately prior to the commencement of the Championships the Organiser will provide to the IDBF all Intellectual Property created or used in relation to the Championships. This will include, but is not limited to:
- a. Master plans of the Championships.
 - b. Artwork related to the Championships.
 - c. Copies of all information related to the Championships.
 - d. Databases/accreditation information.
 - e. Athlete's biographies.
 - f. Media and television contacts.
 - g. Contacts of local authorities, government and tourist boards.
 - h. Other contacts related to the organization of the Championships.
 - i. Manuals, transport and other logistical information.

5. BROADCAST RIGHTS

- 5.1 The Organiser shall arrange for all races to be recorded to a broadcast standard. At the conclusion of each racing day a broadcast quality copy, to the standard required by the IDBF, of all races will be provided to the IDBF for them to use at their discretion.
- 5.2 Broadcast rights are defined further in Annexure F.

6. MARKETING AND SPONSORSHIP

- 6.1 The Organiser shall respect the Sponsorship and Advertising Guidelines in Annexure A of this Agreement.
- 6.2 The Organiser agrees not to obtain a sponsor that undertakes activities that are undertaken by an existing IDBF Sponsor.
- 6.3 The IDBF reserves the right to appoint global sponsors for the Championships. Sponsorship categories will be released by the IDBF at least one (1) year before the commencing of the Championships Period and no later than three (3) months before the commencement of the Championships.
- 6.4 The Organiser must inform the IDBF at least six (6) months prior to the Championships Period regarding which companies are sponsoring the Championships.
- 6.5 All formal communication with IDBF Sponsors shall be made through the IDBF.

7. FINANCIAL PROVISIONS

- 7.1 The IDBF shall be entitled to receive and retain all income deriving from its exploitation of the Retained Commercial Rights and all Participants Registration Fees.
- The Organiser shall be entitled to receive and retain all Championships Revenue deriving from its exploitation of the Host Commercial Rights.
- 7.2 Unless expressly provided otherwise in this Agreement, any costs or expenses or taxes incurred by any Party in connection with the performance of its obligations hereunder and its exploitation of any Commercial Rights shall be solely for the account of the Party that incurs such costs, taxes or expenses.
- 7.3 The Organiser shall pay IDBF a sanction fee of 10,000 USD for the rights to host the Championship.
- 7.4 All amounts in this Agreement are exclusive of VAT, GST or similar unless specified to the contrary.

7.5 The Parties agree that a discount on the Participants Registration Fee, Entry Fee (if applicable) and any other fees charged to participants by the Organiser when these fees are paid early, in accordance with the following criteria:

- (a) 10 weeks prior to the first competition of the Championships – no discount applied (ie. 100% of applicable fee charged to participants);
- (b) 15 weeks prior to the first day of the Championships – 10% discount applied (ie. 90% of the applicable fee is to be charged to participants);
- (c) 22 weeks prior to the first day of the Championships – 20% discount applied (ie. 80% of the applicable fee is to be charged to participants).

Any amount paid as part of an Entry Fee is required to be repaid fully if the Championships is cancelled sixteen (16) weeks prior to the scheduled date and 50% if cancelled twelve (12) weeks prior to the scheduled date.

8. INSURANCE

The Organiser must obtain insurance in line with national laws for hosting a major sporting event in that country. At a minimum, liability insurance, accident insurance, fire insurance and cancellation insurance should be obtained by the Organiser. The IDBF must be noted as an interested party on all insurance documentation and must be given a copy of all insurance agreements as soon as they have been signed by the Organiser.

9. WARRANTIES AND INDEMNITIES

9.1 The IDBF warrants and represents to the Organiser, and the Organiser warrants and represents to the IDBF, that:

- a. it has the full right, power and authority to enter into and perform its obligations under this Agreement, which shall constitute lawful, valid and binding obligations in accordance with their terms.
- b. its performance of this Agreement will not breach any other Agreement or obligation (including and law, regulation, licence provision, order, judgement or decree) by which it is bound, nor will its performance be affected by those Agreements or obligations or by any litigation or dispute in which it is, or any of its personnel are, involved; and
- c. the execution of this Agreement has been validly authorized and the obligations expressed as being assumed by it under this Agreement constitute its valid, legal and binding obligations enforceable against it in accordance with its terms.

10. FORCE MAJEURE

10.1 If by reason of any Force Majeure Event, any Party is prevented from or delayed in performing any of its obligations hereunder, then such delay or non-performance shall not be deemed to be a breach of this Agreement and no loss or damage shall be claimed by any other Party by reason thereof.

10.2 A party who claims Force Majeure shall:

- a. give the other party prompt notice of the Force Majeure with reasonably full particulars and an estimate of the extent and duration of its delay in performance, or inability to perform; and
- b. use all possible methods to remove the impact of the Force Majeure so as to allow the Championships to proceed as agreed.

10.3 Notwithstanding the preceding, if the Venue (including the Regatta Course) does not comply with the terms of this Agreement due to seasonal drought or seasonal flooding the Organiser shall be obliged to propose an alternative venue a minimum of twelve months before the date of the Championships for the approval of the IDBF. In order to facilitate the assessment of the Venue by the IDBF the Organiser shall arrange, at its own expense, an inspection of the proposed alternative venue/s by three IDBF officials prior to IDBF approval of the alternative venue.

11. TRANSFER OF RIGHTS AND SUBCONTRACTING

- 11.1 No Party shall assign or transfer all or any of its rights or obligations under this agreement without the prior written consent of the other Party.
- 11.2 The Organiser may not, without the prior written consent of IDBF, appoint any agent(s) or sub-contractor to perform any obligations to be performed by it under this agreement. IDBF approval shall not be unreasonably withheld.
- 11.3 No default by any Party in the performance of or compliance with any provision of this Agreement shall be waived or discharged except with the express written consent of the other Parties to whom such obligation is owed.
- 11.4 The rights, powers and remedies conferred on the Parties by this Agreement are cumulative and, save as specifically referred to herein, are not exclusive of any rights, powers and remedies provided by law or otherwise.

12. CHANGES TO THE AGREEMENT AND CONTRACT REQUIREMENTS

The parties acknowledge and agree that a Material Change Request may arise from time to time. In the event that a Material Change Request arises then the parties agree to discuss in good faith the consequences of implementing the proposed required material change, including without limitation any revisions that may be necessary to the Deliverables, this Agreement, the budget, the timetable for delivery of the Deliverables and/or other aspect of the Championships. Any unresolved dispute will be resolved in accordance with Clause 13 of this Agreement.

13. COMPLIANCE WITH NATIONAL LAWS

The Organiser shall at all times during the Term subject itself to and comply fully with any and all laws, regulations, codes of practice, guidelines, authorities, legislation and the like, in force in the country in which the Championships are being held, and shall specifically comply with any anti-tobacco, alcohol, junk food, gaming and betting or drug related sponsorship or advertising laws or regulations and all relevant health and safety laws and legislation.

14. CONTRACT GOVERNING LAW AND DISPUTE PROCEDURE

- 14.1 This Agreement shall be governed by and construed in accordance with English Law, and both Parties irrevocably submit to the jurisdiction of the Courts therein.
- 14.2 In the event of a dispute in relation to this Agreement:
- a. the relevant IDBF official shall meet directly with the Organiser personnel responsible for the item and discuss the matter in good faith in an attempt to resolve the dispute;
 - b. if the approach in Clause 13.2(a) is unsuccessful, the Presidents for the time being of the IDBF and the Organiser shall meet and discuss the matter in good faith in an attempt to resolve the dispute;
 - c. if the discussions referred to in Clause 13.2(b) fail to resolve the relevant dispute either party may (by written notice specifying the exact nature of the dispute to the other party) require that the dispute be submitted for mediation by a single mediator nominated by the President for the time being of the Law Society of England and Wales. In the event of any such submission to mediation:
 - i. the mediator will be deemed to be not acting as an expert or as an arbitrator;
 - ii. the mediator will determine the procedure and timetable for the mediation; and
 - iii. the cost of the mediation will be shared equally between the Parties;

- 14.3 If the Mediation referred to in clause 13.2(c) fail to resolve the relevant dispute/s either Party may (by written notice specifying the exact nature of the dispute to the other Party) require that the dispute be submitted for arbitration by a single Arbitrator nominated by the President for the time being of the Law Society of England and Wales for compulsory binding Arbitration. In the event of any such submission to Arbitration:
- a. the Arbitrator will determine the procedure and timetable for the Arbitration; and
 - b. the cost of the Arbitration shall be shared equally between the Parties.
- 14.4 Subject to Clause 14.5 below, neither Party may issue any legal proceedings in the respect of any dispute unless that Party has first taken all reasonable steps to comply with Clauses 14.2 and 14.3.
- 14.5 Each party (First Party) acknowledges that the other party (Second Party) may be irreparably harmed by a breach by the First Party of this Agreement, and that damages may be an insufficient remedy to any actual or threatened breach of this Agreement. Consequently, and notwithstanding the effect of Clauses 14.3 and 14.4 above, in the event of any actual or threatened breach of this Agreement by the First Party, the Second Party will be entitled to seek injunctive relief at its discretion.
- 14.6 Notwithstanding the existence of a dispute, each Party must continue to perform its obligations under this Agreement.

15. CANCELLATION/RESCHEDULING

- 15.1 The Organiser and the IDBF may only abandon, cancel, curtail and/or reschedule the Championships where they agree that it is reasonably necessary to do so or in the event that the Organiser fails to comply with the relevant IDBF Bye-Laws, Competition Regulations and the World Championships Organisers Handbook concerning the terms and conditions for bidding for and the award of, the rights to host and organise an IDBF World Championship Regatta.
- 15.2 In the event of any mutually agreed change(s) to the Venue(s) and/or the Championships dates, the parties shall agree such change(s) and record them in writing by amendment to this Agreement.
- 15.3 In the event that the Championships is rescheduled or moved to an alternative Venue, the parties may agree in good faith revised financial terms to apply to this Agreement, and in all other respects this Agreement shall be extended mutatis mutandis to the extent necessary to cover any rescheduled Championships.

16. INVALIDITY AND SEVERABILITY

If any provision of this agreement or the application of that provision is or becomes invalid, unenforceable or illegal for any reason, this agreement shall remain otherwise valid and enforceable to the fullest extent permitted by law apart from such provision, which shall be deemed deleted. This clause has no effect if the severance alters the basic nature of this agreement.

17. TERMINATION OF THE CONTRACT

17.1 This Agreement will terminate upon expiry of the Term.

17.2 A Party (the "First Party") may terminate this Agreement for material breach if:

- a. the other Party (the "Second Party") is in material breach of this Agreement which, if capable of remedy, it fails to remedy within fourteen (14) days written notice from the other Party requiring it to do so; and
- b. if the delay continues beyond the fourteen (14) days and the First Party attempts to undertake the dispute resolution process outlined in Clause 13 of this Agreement without success; and
- c. the First Party gives seven days prior written notice to the Second Party; or
- d. in accordance with any other express right of termination in this Agreement.

17.3 Either Party may terminate this Agreement immediately if:

- (a) a receiver, administrator or liquidator is appointed to the other Party, or they otherwise become the subject of an administration order, go into administration, bankruptcy or receivership or similar.
- (b) the other Party makes any voluntary arrangement with its creditors.
- (c) the other Party ceases, or threatens to cease, to carry on business; or
- (d) the Parties cannot meet their commitments under this Agreement due to a Force Majeure event.

18. APPROVALS

18.1 Where approvals are required of the IDBF under this Agreement the people named in Schedule 2 – Approvals are empowered to provide the relevant approvals on behalf of the IDBF.

18.2 The name of the relevant approving IDBF Officer may be changed by the IDBF. The IDBF shall inform the Organiser of the change and this change shall become effective from the date of notification.

18.3 Where an approval is required under this Agreement the relevant IDBF representative must respond in writing within ten (10) working days to the request from the Organiser (or such shorter time as required by the terms of the requirements). If required by the approving IDBF representative the Organiser will provide additional information to allow them to make their decision.

19. BID DOCUMENTATION

19.1 The Bid Document can be downloaded from the IDBF website.

19.2 In addition to the obligations imposed on the Organiser by virtue of this Agreement, additional obligations on the Organiser as outlined in the Bid Document are incorporated into this Agreement and shall become binding on the Organiser.

20. PRIVACY OF PERSONAL DATA

20.1 All Parties agree that the privacy of the personal data of the attendees of the Championships is paramount.

20.2 The Organiser agrees to be bound by the terms of the IDBF Privacy of Personal Data Policy

21. ANTI-BRIBERY AND ANTI-CORRUPTION

- 21.1 The Organiser warrants that, for the duration of this Agreement, it (including its employees, directors, officers, agents, subcontractors and other people involved in the Championships) will comply with all laws, regulations or policies relating to economic sanctions, trade sanctions and/or export controls and the prevention and combatting of bribery, corruption and money laundering to which the Organiser and the IDBF is subject ("Anti-Corruption Regulations and Sanction Regulations").
- 21.2 In particular, the Organiser undertakes not to, and ensure that its employees, directors, officers, agents, subcontractors and other people involved in the Championships do not:
- a. pay, promise to pay or offer to pay, or authorise the payment of any commission, success fee, bribe, pay off or kick back related to the Championships that violates and Anti-Corruption Regulations and Sanction Regulations or enter into any agreement pursuant to which any such commission, success fee, bribe, pay off or kick back may, or shall at any time, be paid; or
 - b. offer, promise or give any undue pecuniary or other advantage, whether directly or indirectly to any public official, with the intent of influencing the actions or decisions of such official in performance of his/her official duties, with the purpose of obtaining or retaining business or other improper benefit or advantage.
 - c. nothing in this Agreement shall render the IDBF liable to reimburse the Organiser for any such consideration given or promised.

22. WADA COMPLIANCE

In accordance with the World Anti-Doping Code Article 24.1.12.8(b) (as amended) IDBF has the authority to cancel or terminate this Agreement, without penalty to IDBF, if the National Anti-Doping Organisation ("NADO") or National Olympic Committee acting as a NADO in the country in which the Championships are being held is declared non-compliant by the World Anti-Doping Agency ("WADA"), and as a result the country is ineligible to host or co-host the Championships.

23. GENERAL

- 23.1 Any copy of this Agreement that is received by email in PDF (or other document reproduction) format including any copy of any document evidencing a party's signature to this Agreement, may be relied on by either party as though it were an original copy of this Agreement. This Agreement may be entered into on the basis of an exchange of PDF (or other document reproduction format) copies. If this Agreement is signed in counterparts, all executed counterparts together will constitute one document.
- 23.2 This Agreement records the entire understanding and agreement of the parties relating to the matters dealt with in this Agreement. This Agreement supersedes all previous understandings or agreements (whether written, oral or both) between the parties relating to these matters.
- 23.3 Any written notice required under this Agreement must be signed by a duly authorised representative of the party giving that notice and (without limiting the means by which notice may be given) will be deemed validly given if:
- a. delivered by hand to the intended recipient's last known address; or
 - b. sent by email to the intended recipient's last known email address and if the recipient acknowledges receipt (whether by way of an automated message or otherwise).
- 23.4 Any notice transmitted by email or delivered after 5.00 pm on a Business Day, or at any time on a non-Business Day, will be deemed received at 9.00 am on the next Business Day (being, in each case, the time of day at the intended place of receipt of that notice).

23.5 The *Contracts (Rights of Third Parties) Act (UK) 1999* shall not apply to this Agreement and no person other than the Parties to this Agreement shall have any rights under it, nor shall it be enforceable under that Act by any person other than the Parties.

23.6 Nothing in this Agreement will confer any liability on the IDBF in respect of any indirect or consequential loss or damage incurred by the Organiser as a result of a breach by the IDBF of this Agreement; or loss, damage or cost incurred by the Organiser, to the extent to which these results from an act or omission by the IDBF.

SCHEDULE 1 - ITEMS

Item Number	Item Name	Description
1	Championships Name	
2	Championships Location (city / region / town / country)	
3	Venue Name	
4	Dates for Championships	
5	Competition Period	
6	Term of Contract (commencement / expiry date)	
7	Organising Member	

SCHEDULE 2 – APPROVALS

IDBF Position	Name as at date of signing of Agreement	Email Address
IDBF President	Claudio Schermi.	idbf-president@dragonboat.sport
IDBF Secretary-General	Peter Tang	secretary-general@dragonboat.sport
IDBF Treasurer	Loretta Lewis	treasurer@dragonboat.sport

SCHEDULE 3 – DEFINITIONS AND INTERPRETATIONS

In this Agreement, unless the context requires otherwise:

Access Period shall mean the period when IDBF can access the Venue, the Regatta Course and all associated competition services. This period shall be seven days prior to the start of competition until the day following competition.

Business Day means any day other than a Saturday, Sunday or public holiday in the place where the Championships is to be held.

Championship Bulletins means the bulletins issued by the IDBF in accordance with clause 5 – Annexure E.

Championships means the event designated by the IDBF as an IDBF Championships and the subject of this Agreement.

Championships Location is 'the country and/or City where the Championships will be held' (example Hong Kong)

Championships Logo means the logo referred to in clause 4.5(a) of this Agreement.

Championships Name is 'the name by which the Championships will be indicated (or specified or designated) and advertised.'

Championships Revenues shall mean and include all amounts derived by the Organiser from the conduct of the Championships in the nature of income, including but not limited to:

- a. public gate receipts
- b. motor vehicle parking receipts
- c. the Entry Fee, which has to be agreed with the IDBF a minimum one year in advance.
- d. License fees and other amounts payable to Organiser under third party agreements, including:
 - i. sponsorship funds, which are released from categories nominated by the IDBF
 - ii. fees for catering services
- e. the value of any contra arrangement with any third party
- f. any interest on Championships Revenues; and
- g. any other fundraising, contribution or amount provided or raised in respect of the Championships, but not including revenue from merchandising which is retained by the IDBF.

Competition Period 'means the (space/period) of time that commences on the day and ends on the day determined by the IDBF.'

Course Compliance Table means the table in Annexure D of this Agreement.

Economic Impact Study means a study that quantitatively estimates the economic benefits the Championships shall bring and brought to the surrounding community and region.

Entry Fee means the amount referred to in clause 12.4 of Annexure E of this Agreement.

Force Majeure shall mean any extraordinary circumstances beyond either Party's reasonable control, such as serious fire, storm, and/or flood, drought, earthquake, explosion, acts of a public enemy, war, insurrection, terrorist act or threat of terrorist act, sabotage, epidemic, pandemic, embargoes, strikes and/or labour disputes of a person other than such Party, acts of God, acts of any government whether national, municipal or otherwise, or any agency thereof which affects the performance of any provision of this Agreement by that Party but for the avoidance of doubt does not include either Party being unable to fulfill its obligations under this Agreement as a result of a lack of funds or being or becoming insolvent, or due to weather or climate issues that were reasonably foreseeable (for example course water depth due to seasonal variations in rainfall).

Deliverables means the items that each Party is responsible for providing under the terms of this Agreement.

IDBF Emblem means the emblem approved by the IDBF from time to time.

IDBF Intellectual Property means the intellectual property owned or used under license by the IDBF, present or future, including:

- a. the IDBF Logo and IDBF Emblem.
- b. the IDBF slogan or terminology used by the IDBF.
- c. the official title of the Championships as designated by IDBF.
- d. designs, logos, insignia, visual representations, trademarks, trade names and domain names, database rights, pictogram's, copyright in works, rights in confidential information (including know-how) and such rights comprised in any goods or services officially associated with the IDBF, in each case whether registered or unregistered, including all applications (or rights to apply) for, now or in the future in any part of the world;
- e. results/biographies, data from IDBF competitions.
- f. any mascot of the IDBF and its competitions, including all two- and three-dimensional representations; and
- g. any other software or know-how made available by the IDBF.

IDBF Logo means the logo approved by the IDBF from time [to time](#).

IDBF Members means all members who have been approved of such by the IDBF from time to time.

IDBF Style Guide means the document attached as Annexure I to this Agreement.

Host Commercial Rights means all commercial rights that the IDBF have agreed will be granted to the Organiser for their exploitation under the terms of this Agreement.

Material Change Request shall mean any proposal of the IDBF or a party, other than the Organiser, which would result in any change to:

- a. the IDBF's requirements in relation to the Championships; or
- b. to the format, dates, scope or Venue of the Championships; or
- c. the allocation of the Commercial Rights as between the parties; or
- d. any other aspect of the Championships,

which deviates from, or introduces obligations that are additional to, the provisions of this Agreement.

Merchandising Rights means and refers to those rights required for manufacture, sale and distribution of all merchandise including but not limited to posters, programmes, toys, games, electronic media products now known or unknown (including but not limited to interactive games, program for Internet or mobile phones, Internet and mobile phones downloadables), novelties, combined packages of books, records, fabrics, apparel, food, drinks and other goods and other premiums promotions and commercial tie-ins featuring, containing or consisting of the names, characters, items, symbols, trademarks, designs, logos, licensees and catch-phrases, likenesses and visual representations of the literary and/or artistic characters, as well as the IDBF Emblem, IDBF Logo and/or the Championships Logo created, described or portrayed in the Intellectual Property owned by the IDBF.

Officials means people designated by the IDBF as officials.

Participants Registration Fees refers to fees charged by the IDBF to participants at the Championships.

Partners means people and bodies designated by the IDBF as partners.

Regatta Course means the specific waterway/s where racing is to be held.

Race Programme means the schedule of races to be used at the Championships.

Retained Commercial Rights means all commercial rights related to the Championships that have not been granted specifically to the Organiser.

Sponsors means people and bodies designated by the IDBF as sponsors.

Suppliers means people and bodies designated by the IDBF as suppliers.

Term refers to the period of time of this Agreement as defined in Item 7 of Schedule 1.

Training Days means the days that athletes are permitted to practice on the course prior to the Race Program commencing.

Venue is defined as 'the physical place where the Championships will be held' (example Victor Harbour)

Volunteers means people designated by the IDBF as volunteers.

Interpretation: in this Agreement

Clauses/Schedules/Annexures: references to clauses, schedules and annexures are to the clauses in, and the schedules and annexures to, this Agreement. Each such schedule and annexure form a part of this Agreement.

Control: references to one person being controlled by another person means that the other person (whether directly or indirectly and whether the ownership of share capital, the possession of voting power, contract or otherwise) has the power:

- a. to appoint and/or remove the majority of the members of the governing body of that person.
- b. to appoint a member or members of the governing body of that person, with the power to exercise, or control the exercise of, more than 50% of the maximum number of votes that might be cast at a meeting of the governing body or the members of that person; or
- c. to control, by any other means, the affairs and policies of that person.

Inclusive Provisions: wherever the word includes and including (or any similar expression) is used, it is deemed to be followed by the words "without limitation".

Grammatical forms: other grammatical forms of defined words or expressions have corresponding meanings; and

Headings: headings are for ease of reference only and do not affect the meaning of this Agreement.

Language of Agreement: if there is any inconsistency between this English language version of this Agreement, and any other version or any translation of this Agreement, this English language version will have precedence.

Monetary Amounts: all monetary amounts are stated in United States dollars (USD), unless notified otherwise.

Month: references to a month are references to a calendar month

Negative Obligations: any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done.

Order of Precedence: the provisions of this Agreement are to be read in the following order of precedence:

- a. this Agreement, excluding the Schedules and Annexures.
- b. the Schedules to this Agreement.
- c. the Annexures to this Agreement; and
- d. any document incorporated by reference into this Agreement.

Plural and Singular: where the context permits, words importing the singular will include the plural and vice versa.

Parties: references to any party are references to a party to this Agreement (including the successors and permitted assignees of that party).

Persons: references to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities, in each case whether or not having separate legal personality.

Rule of construction: where a particular Party prepared this Agreement or part of it, the fact that Party prepared it rather than the other Party, shall, to the extent permitted by law, be disregarded in construing this Agreement or any part of it.

Statutory Provisions: references to a statute, ordinance, code or other law includes regulations and other instruments under it, and consolidations, amendments, re-enactments, or replacements of any of them.

ANNEX. A – ADVERTISING, SPONSORSHIP AND PARTNERSHIP GUIDELINES

1. APPROVALS UNDER THIS ANNEXURE

Where approvals are required under this Annexure the relevant IDBF representative responsible for drafting such approvals is the, IDBF Marketing and Media Commission Chair-holder, with the final approval being given by the IDBF President.

2. IDBF BRANDING

The purpose of this section is to ensure that the IDBF, as the owner of the Championships, is visible at the Championships. In order to effect this:

2.1 Branding Plan the Organiser must obtain the approval of the IDBF for a Branding Plan at least twelve (12) months before the Commencement Date of the Championships.

2.2 IDBF Logo and IDBF Emblem the Organiser must ensure that the IDBF Logo and IDBF Emblem is prominently displayed in all main places and is visible to the public and broadcasts (e.g., including but not limited to in the start area, ceremonies area, media zone, VIP zone and banking). The IDBF Logo and IDBF Emblem should be displayed (minimum dimensions 1.5m x 1m each), several times on the banking and at least one time at the ceremonies area

2.3 Banners In addition to the branding organised by the Organiser, the IDBF may provide additional banners and promotional material, and these must be used by the Organiser

3. IDBF SPONSORS

The Organiser will recognise IDBF Sponsors, Partners and Licensed Equipment Manufacturers. The Organiser will give them precedence in terms of promotion, location and presence at the Venue.

3.1 Facilities & Services the Organiser shall provide all necessary facilities, services and assistance to enable the IDBF and the IDBF/Organiser Sponsors and Partners to fulfill the terms of the Sponsorship Agreements with IDBF Sponsors. The IDBF will notify the Organiser no later than three months prior the Championships of any attending Sponsors or Partners.

3.2 Access Subject only to technical needs of the competitions, the Organiser shall ensure that:

- a) the IDBF, its staff, contractors, suppliers and authorised representatives of IDBF Sponsors shall have unrestricted access to all parts of the Venue for the whole of the Access Period.
- b) no obstructions or persons shall be placed between any advertising boards and other commercial identification of IDBF Sponsors and the television cameras. The IDBF shall be authorised to require, and the Organiser shall carry out the immediate removal of any and all such obstruction(s) or persons.

3.3 Exclusivity Except as otherwise agreed, IDBF Sponsors shall be entitled to exclusivity of name and product identification throughout the Venue and in all promotional activities, connected with the Championships and the IDBF.

The Organiser shall take all necessary steps (including, if necessary, legal action against infringers) to protect this entitlement and to ensure that no competitor of any IDBF Sponsor achieves any identification at the Championships.

3.4 Hospitality Facilities IDBF Sponsors shall be entitled to design, construct and operate hospitality facilities (either independently or other appropriate facility provided by the Organiser) in which the Organiser shall provide the IDBF Sponsors, free of charge, a location acceptable to the IDBF together with connections to essential services such as electricity and water, subject to any other costs being met by the IDBF Sponsors.

All products, services, equipment or other tangibles or intangibles supplied to the Championships by IDBF Sponsors shall remain the property of the IDBF Sponsors or the IDBF, as appropriate.

4 ORGANISER SPONSORS

- 4.1. Approval** The IDBF President shall approve all marks, promotional logos and similar material of Organiser sponsors. Organiser Sponsors shall only be linked to the Organiser and the Championships, and no link to the IDBF shall be allowed. The IDBF President shall approve Organiser sponsor activities, as well as the location of Organiser Sponsors at the Venue and on publications.
- 4.2 Notification** All negotiations and discussions with Organiser Partners and Sponsors shall be notified to the IDBF President immediately upon their commencement to avoid potential conflicts or duplication with other Partners or Sponsors.

5 IDBF PARTNERS

IDBF Dragon Boat Equipment Partners play an important role in all IDBF Championships and should be given priority treatment by the Organiser.

- 5.1 Fees** As a general rule, Partners shall not pay a fee for the rental of commercial space but may be charged for any hired facilities and tentage.

A Partner who is providing a service to the athletes should always be accommodated for free on site, including the facilities necessary to service boats used in the Championships.

Exclusive deals are forbidden for technical services and equipment. However, the rights at the Venue may differ from one IDBF Partner to the other according to the Partnership Contract concluded between the IDBF and the Partner.

- 5.2 Licensed Equipment Partners** IDBF Licensed Partners that come on site with the intention of selling their product, may be charged a fee for the rental of the commercial space.
- 5.3 Notifications** the Organiser will be informed at least three (3) months before the Championships about the access rights, exposure and advertising that the IDBF Partners/ Licensed Manufacturer will require on site and on printed material during the competitions (e.g., banners, logo program, accreditation and websites).

6 CHAMPIONSHIPS PRINTED MATERIAL AND SOUVENIR PROGRAMME

All printed and digital materials whether or not they carry IDBF sponsor identification shall, prior to commissioning, be approved by the IDBF. The Organiser shall be fully liable for all costs arising from any failure by the Organiser to conform to these requirements and for the rectification or re-production of faulty materials.

- 6.1** The Organiser shall at its cost, publish a Championships Souvenir Programme and shall include therein, free of charge, such advertisements and/or other identification of IDBF Sponsors as shall be notified to the Organiser by the IDBF, in accordance with respective Sponsorship Agreements.

7 CHAMPIONSHIPS VENUE ADVERTISING RIGHTS

The Organiser is to provide a special area at the Venue where both IDBF and Organiser Sponsors and Suppliers can promote their activities and/or products. Sales of their products are acceptable to the IDBF, and the distribution of promotional material may also take place.

- 7.1** The Organiser agrees and accepts that all tobacco and alcohol Sponsorship and all/or any signage promoting these products is strictly forbidden.
- 7.2** The Organiser shall ensure that commercial signage is not positioned in such a way as to impede the videoing and broadcasting of the racing. IDBF approval must be obtained in order to locate advertising in such a way as to be visible during the broadcast of the racing.

- 7.3** Each piece of commercial signage can comprise of a maximum of three (3) of the following elements that have to be agreed and approved by the IDBF. Nothing else will be permitted.
- a. the company name.
 - b. a trademark.
 - c. a short title describing a product or service.
 - d. visual image depicting a product or service; or
 - e. an advertising slogan.
- 7.4** Advertising on Competitors' clothing, boats, paddles and all other competition equipment shall be in accordance with the IDBF Competition Regulations. This includes the identification of the IDBF and IDBF Sponsors.
- 7.5** On scoreboards the identification of the manufacturer shall not exceed 20% of the height of the actual scoreboard. Advertising on the frame surrounding video screens and/or video scoreboards in camera view shall, in height, not exceed 20 centimetres for the manufacturer and/or provider.
- 7.6** Audio advertising shall be permitted only during breaks/pauses in the Racing Programme. No audio advertising is allowed during TV live transmission of the Racing.
- 7.7** On video screens and/or video scoreboards within camera view, advertisements may be shown up to two minutes prior to the commencement of each international transmission and two (2) minutes after completion of each international transmission.
- 7.8** The Organiser agrees to provide the IDBF for approval with a preliminary plan at least four days prior to the first day of televised competition with a list of the advertisements within television view together with a diagram indicating the position of each commercial sign. Final list and placement will be provided to the IDBF as soon as the course is set up for competition.
- 7.9** Subject to complying to the terms and conditions described in this Annexure and without limiting the rights of the Organiser in relation to its Sponsorship of the Championships, the Organiser shall be exclusively entitled to the following rights including the right to sell the following areas of commercial signage and advertising and to retain the full Revenue from all such sales after prior approval by the IDBF:
- a. the right to acquire commercial Sponsors for the Championships which are not in conflict and are not directly in the same sponsor category as an IDBF Sponsor.
 - b. the right to sell and position commercial advertising signage along both sides of the competition course and in the start and finish zones.
 - c. the right to identify Organiser Sponsors on the medal presentation podium.
 - d. the right to position IDBF Sponsors, Organiser Sponsors in the mixed zone or interview area.
- 7.10** The IDBF agrees to consider in good faith any additional or future commercial signage opportunities and/or methods of displaying commercial signage proposed by Organiser and in principle not to unreasonably withhold its permission for the display of any such additional and/or new signage or method of displaying any such signage.

At least two (2) days prior to the first day of televised competition, the IDBF agrees to notify the Organiser in writing of any advertising signage that does not comply with the regulations of the IDBF.

8 MERCHANDISING RIGHTS

8.1 Notwithstanding anything else in this Agreement the IDBF shall retain all Merchandising Rights with respect to the Championships.

8.2 These rights include, but are not limited to:

- a. the right to license manufacturers to produce products for sale at the Championships, to attendees at the Championships or to the public generally
- b. the right to take action against other bodies that breach the IDBF's Merchandising Rights

8.3 The Organiser agrees not to breach the Merchandising Rights of the IDBF and agrees, in the event that this occurs, that all revenue or other payments, royalties or offsets stemming from this will become the property of the IDBF.

ANNEX. B – FINANCIAL PROVISIONS

1. APPROVALS UNDER THIS ANNEXURE

1.1 Where approvals are required under this Annexure the relevant IDBF Officer for drafting such approvals is the IDBF Treasurer, with the final approval being given by the IDBF President.

2. IDBF APPROVALS REQUIRED

2.1 The following items and timings for approval that must be provided by the Organiser to the IDBF for approval under this Agreement are:

- a. Changes to the Championships Budget from that provided in the bidding stage, which must be provided to and approved by the IDBF at least eighteen (18) months prior to the Championships.
- b. all Championship Insurances, which must be provided to and approved by the IDBF at least twelve (12) months prior to the Championships.

ANNEX. C – TECHNICAL REQUIREMENTS

1. REQUIREMENT FOR APPROVALS

- 1.1** Where approvals are required under this Annexure the relevant IDBF representative responsible for drafting such approvals is the, IDBF Competition and Technical Commission, Chair-holder, with the final approval being given by the IDBF President.

2. REGATTA COURSE REQUIREMENTS

- 2.1** Ensuring the quality of the racing through ensuring the standard of the Regatta Course is the primary responsibility of the Organiser.
- 2.2** In order to ensure the quality of racing the Organiser must provide facilities for the entirety of the Championships including the Training Days so as to satisfy the IDBF Championships Handbook and the Course Compliance Table in Annexure D.
- 2.3** In order to confirm that the Regatta Course is at the appropriate standard the aspects of the regatta course specified in the Racing Compliance Table in this Annexure must be signed off by the IDBF. So as to facilitate these signoffs in a timely manner the Organiser shall arrange, at its own expense, for inspections of the regatta course by three IDBF officials at each inspection, at intervals of twelve (12) months, six (6) months, three (3) months and one (1) month before the Championships.
- 2.4** Ensuring the standard of the regatta course is maintained at all times is an essential term of this Agreement. Failure to provide a course of the appropriate standard prior to the Championships may, at the discretion of the IDBF, entitle the IDBF to terminate this Agreement.
- 2.5** In order to ensure that the quality of the regatta course is publicly acknowledged amongst the dragon boating community the Organiser must provide to the IDBF for their approval the following documentation at least three months before the Championships:
- a. a professional survey of the regatta course which includes lane lengths, lane widths and water depth in each lane at intervals of 50 metres
 - b. a professional survey of the Venue showing all facilities including IDBF facilities, toilets, parking and the Competitors Area
 - c. details of the starting system including the size and locations of pontoons, or technical specifications of the starting gate system, as required; and
 - d. any other information as specified in the Regatta Compliance Table in this Annexure.

The Chair of the IDBF Competition and Technical Commission must make comment on the items included in this documentation.

This documentation and the commentary of the Chair of the IDBF Competition and Technical Commission shall be made available to all Competing Teams at least one (1) month prior to the Championships.

- 2.6** Without limiting the generality of the requirement in Clause 2.2 of this Annex the following items must be specifically signed off by the IDBF during the inspections specified in clause 2.3 in this Annex.

ANNEX. D – REGATTA COURSE COMPLIANCE TABLE

Item	Minimum Compliance
Water Depth	Refer CR6.10 Competition Regulations & Rules of Racing Minimum 3.5metres with a variance of 0.5metres across all racing lanes and distances
Lane Width	Refer CR6.3 Competition Regulations & Rules of Racing Minimum 13/13.5metres to maximum 15metres
Number of lanes	Refer CR6.3 Competition Regulations & Rules of Racing Minimum 6 lanes
Finish equipment	Recommended to use FinishLynx with minimum Silver package. Must be compatible with IDBF Race Management System
Start mechanism	Dragon Boat Cups or start pontoon with fingers for each lane
Loading pontoons	Must be able to accommodate maximum number of boats – side loading and not stacked side by side. Standard and Small boats split into separate areas.
Finish tower	Must be located on the finish line with clear view across all lanes and up to the 500m start line. Must be able to provide designated areas as outlined in this agreement
Timekeeping and photo finish equipment	<ul style="list-style-type: none"> The timekeeping and photo finish equipment must be compatible with the IDBF race management system
Safety boats	<ul style="list-style-type: none"> A minimum of 3 power boats equipped as rescue craft, including propeller guards and rescue equipment, as well as drivers for each boat
Umpire boats	<ul style="list-style-type: none"> A minimum of 6 covered boats sufficient to carry 4 people at all times. All boats should be fitted with propeller guards
Number and type of dragon boats	<ul style="list-style-type: none"> A minimum of 20 model 1222 IDBF Standard dragon boats supplied new by an IDBF Gold or Platinum Partner or, if approved by the IDBF, another IDBF licensed manufacturer: and A minimum of 20 model 912 IDBF Small dragon boats supplied new by an IDBF Gold or Platinum Partner or, if approved by the IDBF, another IDBF licensed manufacturer.
Number and type of paddle provided	<ul style="list-style-type: none"> 40 x 202a spec paddles

ANNEX. E – OPERATIONAL AND LOGISTICAL REQUIREMENTS

1. REQUIREMENT FOR APPROVALS

Where approvals are required under this Annexure the relevant IDBF Representative for giving such approvals, is the IDBF President.

2. PROGRESS REPORTS AND IDBF SUPERVISING OFFICIALS

- 2.1** Once the award of a Championships has been made by the IDBF Executive Committee the Organiser must provide the IDBF with sufficient information on the Championships Organisation, and on the arrangements being made for the Championships, including the status of all IDBF approvals required under this Agreement, in order to enable the IDBF Executive Committee to provide updates to the IDBF Council in accordance with this section.
- 2.2** The Organiser must provide written reports to the IDBF Executive Committee for their approval in accordance with the following schedule:
- a. From the award of the Championships until two (2) years before the Championships – on a quarterly basis.
 - b. From two (2) years before the Commencement of the Championships until one (1) year before the Championships – on a bimonthly basis
 - c. From one (1) year before the Commencement of the Championships until six (6) months before the Championships – on a monthly basis
 - d. From six (6) months before the Championships until the Championships – on a fortnightly basis
- 2.3** The reports referred to in this Section 2 of this Annexure must include, at a minimum, information on the following areas and must be provided to the following IDBF Officials for comment one week before providing to the IDBF:
- a. Organisation, Administration, Information Bulletins and Sponsors – must be provided to the IDBF President.
 - b. Budgets and Financial Matters – must be provided to the IDBF Treasurer.
 - c. All Technical and Regatta course Facilities – must be provided to the Chair, IDBF Competition and Technical Commission.
 - d. Information Related to Facilities for IDBF Meetings, VIPs and Sponsors – must be provided to the IDBF Secretary General.
 - e. Medals Ceremonies and IDBF Ceremonies Protocols – must be provided to the Chair, IDBF Competition and Technical Commission.
 - f. Marketing and Branding (which must include plans for social media use) – must be provided to the Chair, IDBF Marketing and Media Commission.
 - g. Safety Plan/Risk Management Plan and Risk Assessment – must be provided to the IDBF Treasurer and must include ongoing updates and monitoring.
- 2.4** During the Championships the Organiser will provide the IDBF with the facilities for live feeds to the internet, the IDBF Results Service and the IDBF web streaming of the event free of charge.

3. ENTRIES

- 3.1** The IDBF will distribute bulletin/s to all the IDBF Member countries (or regions) and open the IDBF Race Management System (*RMS*) to all the membership countries (or regions).
- 3.2** The IDBF Race Management System (*RMS*) must be used to process entries. The Race Management System (*RMS*) is part of the IDBF integrated database system, which includes accreditation, entries and result production.

4. CHAMPIONSHIPS SCHEDULE & RACING PROGRAMME

- 4.1** The Organiser shall work under the direction of the Chair, IDBF Competition and Technical Commission to implement the Championship Schedule and the specific Racing Programme, prior to and during the event.
- 4.2** The IDBF shall have the right to make such changes to the Championship Schedule and Racing Programme to it as it deems to be in the best interests of the Championships. All decisions in relation to the Championships Schedule and Racing Programme shall be made by the Chair, IDBF Competition and Technical Commission and agreed by the IDBF President.

5. CHAMPIONSHIPS BULLETINS

- 5.1** The IDBF, in consultation with the Organiser, will produce Information Bulletins prior to the Championships.
- 5.2** All Bulletins must be disseminated to the IDBF Members and posted on the IDBF website.

6. PARTICIPANTS VISA APPLICATIONS

- 6.1** The Organiser will assist and co-ordinate the processing of non-Immigration visa applications for all participants for the Championships with the Organiser 's national visa issuing agency.

7. PARTICIPANTS INFORMATION

- 7.1** The Organiser shall maintain securely all information acquired on participants, including competitors' biographies, photographs and other information obtained throughout the competition. The Organiser shall be responsible for the security of this information and shall guarantee that the IDBF is legally allowed to use this data.
- 7.2** The entirety of this information shall be handed over to the IDBF immediately upon the conclusion of the Championships, and the Organiser shall delete and destroy all copies of this information in its possession, including electronic copies and databases.
- 7.3** In addition to the obligations in the above both Parties acknowledge the requirement to comply with GDPR Regulations as outlined in Clause 20 to this Agreement.

8. INFORMATION SYSTEM ON WEBSITE

- 8.1** The Organiser shall establish a Championships website within one month upon being granted the right to host the Championships. This website must be approved by the IDBF before going live.
- 8.2** The Organiser and IDBF websites shall contain administrative, organizational, logistical, hosting and promotional information about the Championships as this information is obtained and agreed by the IDBF, until the Termination Date.
- 8.3** The Organiser agrees to link their website to the IDBF website and to distribute the online information at no cost to the IDBF.
- 8.4** All online information related to the Championships must be approved by the IDBF.

9. ORGANISER OBLIGATIONS RELATING TO ENVIRONMENTAL PROTECTION

The Organiser shall, at its own cost, carry out its obligations and activities under this Agreement in a manner which embraces the concept of sustainable development and that complies with applicable environmental legislation and serves to promote the protection of the environment.

10. GOVERNMENTAL AND LOCAL AUTHORITY SUPPORT AND ASSISTANCE

10.1 The Organiser shall ensure that government, local authorities, state agencies and other official bodies support the Championships and assist in the preparation of the Championships.

11. CHAMPIONSHIPS VENUE SECURITY

11.1 The Organiser will provide appropriate security including traffic management, car parking and infrastructure protection. This security must be at a standard commensurate with the terrorism risk that is inherent in hosting the Championships.

11.2 A security plan, crisis plan, evacuation plan and contingency plan must be provided to the IDBF for approval at least twelve (12) months prior to the Championships and the Organiser shall provide fire and rescue services or make the appropriate response arrangements throughout the Championships.

11.3 The Organiser shall take all reasonable steps to ensure the safety and security of all persons attending the Championships Venue throughout the Championships Period.

12. ACCREDITATION AND ENTRY FEE

12.1 The Organiser will comply with IDBF Accreditation Guidelines, established by the IDBF in order to allow appropriate access to all Participants and stakeholders during the Championships.

12.2 The IDBF online accreditation system (data base) may be used by the Organiser and any "Online entries" will be part of an integrated system including accreditation, entries and result production.

12.3 The Organiser will be responsible for the production and distribution of accreditation cards.

12.4 An Entry Fee (*EF*) will be permitted to be charged to participants at IDBF Championships, if the Organiser has not obtained funds from other sources to cover the full costs of staging the Championships. Approval of the *Entry Fee* is solely at the discretion of the IDBF and must be agreed by the IDBF at least twelve (12) months before the Championships. If implemented, the *Entry Fee* will not apply to IDBF Officers, Technical Race Officials, IDBF Council Members or IDBF Headquarters Staff.

Any *Entry Fee* received by the Organiser must be repaid in its full amount if the Organiser cancels the Championship.

Any deposit to be paid as part of an Entry fee cannot be collected prior to twenty five (25) weeks before the scheduled championship date.

Any deposit paid as part of an *Entry Fee* is required to be repaid fully if the Championships is cancelled sixteen (16) weeks prior to the scheduled date and 50% if cancelled twelve (12) weeks prior to the scheduled date.

13. ACCOMMODATION, TRANSPORT, SUBSIDIES & ALLOWANCES, WORKING AREAS.

13.1 Competing Teams the Competing Teams shall pay for their own international travel expenses and accommodations. The Organiser must provide a range of different accommodation and food options and must ensure the safety and hygiene of the food. These accommodation options must be provided to the IDBF for approval at least twenty-four (24) months before the start of the Championships. The Organiser is responsible for resolving any disputes between the accommodation and food providers and the Competing Teams.

13.2 IDBF Officials and IDBF Staff the Organiser will provide the following accommodation for the duration of the Championships:

- a. twin room accommodation with breakfast free of charge for forty (40) IDBF Race Officials and staff; and
- b. single room accommodation with breakfast free of charge for ten (10) IDBF Executive Committee Members.
- c. arrange twin room accommodation with breakfast at the IDBF's cost for twenty (20) IDBF Race Officials and staff.

All accommodation must be provided in a hotel of at least a three (3) star grading and must include transportation free of charge for all IDBF Race Officials, IDBF staff and IDBF Executive Members between the accommodation and the Venue. This accommodation must be provided to the IDBF for approval at least twenty-four (24) months before the start of the Championships.

13.3 IDBF Sponsors and Suppliers the Organiser will provide information and booking resources for any IDBF Sponsors and Suppliers that may wish to attend the Championships. This information must be provided to the IDBF for approval at least twelve (12) months prior to the Championships.

13.4 Meals for Race Officials the Organiser shall provide meals free of charge (including lunches and refreshments) at the Venue for all IDBF Race Officials and staff during training and competition days.

13.5 Meals for Teams the Organiser shall provide assistance free of charge to Teams, if required, to obtain lunches at the Championships, at the Team's cost.

13.6 Transportation

Participants

The Organiser will provide transportation, free of charge, to Participants from the closest airport to the accommodation upon arrival of the Teams at the Championships, and from the accommodation to the closest airport the day after the conclusion of the Championships. The Organiser shall also provide transport from the accommodation to the Venue and back on both training and racing days. The Organiser will coordinate the required times directly with the Participating Teams.

The Organiser shall also provide information to the Participating Teams regarding transport options from the accommodation to the closest city, as well as information regarding public transport within the closest city.

IDBF Technical Officials and IDBF Staff

The Organiser will provide transportation, free of charge, from the airport to the accommodation and between the accommodation and the Championships Venue.

13.7 Subsidies and Allowances.

IDBF Technical Officials and IDBF Staff. The Organiser will provide a subsidy of USD6,000 to the IDBF on a date no later than six (6) months before the Start Date.

13.8 Working Areas for IDBF Officers & Staff

The Organiser will provide good quality working areas for the IDBF starting from the Monday of the Championships Week, as follows: -

Pre-Championships

- a. registration room set up in u-shape around 100 square metres for team managers to come through and check payments, etc.
- b. meeting room to team managers – able to accommodate two (2) team managers from each country/club plus IDBF officials
- c. IDBF Council Meeting room to accommodate thirty (30) people
- d. IDBF Executive Meeting room to accommodate ten (10) people
- e. IDBF Race Officials to accommodate sixty (60) people

During Championships

- a. One (1) office room for the IDBF Jury (President, C&TC Chair, Secretary General and Treasurer) equipped with chairs (minimum 6) and tables, internet connection and refreshments
- b. One (1) office room for the IDBF Competition equipped with chairs (minimum 6) and tables, internet connection and refreshments
- c. One (1) office room for the IDBF Treasurer and Deputy equipped with chairs (minimum 4) and tables, colour printer, ink and paper, internet connection and refreshments
- d. One (1) office room for the IDBF Race Administration equipped with chairs (minimum 6) and tables, internet connection and refreshments
- e. One (1) room overlooking the Finish Line, for the IDBF Staff, with internet connection, table with chairs for up to five (5) persons and refreshments
- f. One (1) room equipped for drug testing with toilets and private areas.

Post Championships

- a. meeting room space for Congress to accommodate 120 people with translation service from English to Chinese

13.9 Sponsors Suitable assistance to provide office type working areas for IDBF Sponsors and Partners, if requested and VIP services must also be provided. The level of service and condition shall be agreed with the IDBF no later than six (6) months before the Start Date.

14. HEALTH AND SAFETY

14.1 The Organiser shall, at its own cost, ensure that the Venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied throughout the Championships Period.

All relevant and necessary approvals, grants, consents, authorities, clearances and licenses must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licenses) to enable the Championships to take place at the Venue in accordance with this Agreement.

- 14.2** The Organiser will provide, for the approval of the IDBF Executive Committee or its representative a Safety Plan/Risk Management Plan and Risk Assessment that will outline, at a minimum:
- the level of medical support to be provided at the Venue for the entirety of the Championship.
 - the proximity of the Venue to the closest hospital.
 - details of ambulance or other logistical support that will be provided in order to transport attendees from the Championships to hospital if required.
 - a detailed Risk Assessment of the Venue, including but not limited to procedures to deal with a terrorist incident.

The Safety Plan/Risk Management Plan and Risk Assessment must be provided to the IDBF for approval at least twelve months before the Commencement Date of the Championships. Approval, amendment or rejection of the Safety Plan/Risk Management Plan and Risk Assessment is at the sole discretion of the IDBF.

- 14.3** The Organiser will provide all required emergency and medical services for the Championships and provide a general report that does not breach patient/doctor confidentiality to the IDBF on a daily basis throughout the Championships.
- 14.4** The IDBF will advise participants that emergency medical services will cover only emergency cases and that all participants are responsible to arrange at their cost, their own medical insurance.

15. CHAMPIONSHIPS SOUVENIR PROGRAMME

The Organiser shall provide, at its own expense, a suitable Souvenir Programme for the Championships. The Souvenir Programme must adhere to all branding standards contained in this Agreement. The Souvenir Programme must be provided to the IDBF for approval at least three (3) months before the Championships.

16. IDBF COMPETITION REGULATIONS AND RULES OF RACING

The Organiser is required to organise the Championships in accordance with the IDBF Competition Regulations and Rules of Racing (*current version*).

17. ANTI - DOPING TESTING

The IDBF is a member of the World Anti-Doping Authority. In accord with the IDBF Anti-Doping Rules, the IDBF is the responsible Results Management Authority of all anti-doping tests conducted during the Championships.

The COC shall provide the facilities, equipment necessary to conduct doping controls in accordance with the IDBF Anti-Doping Rules that are in compliance with the World Anti-Doping Code ("The Code") and make reference to the WADA International Standard for Testing in force at the time of the Championships.

The COC will be expected to cover the cost of a maximum of four (4) in-competition doping tests during the Championships and arrange for the Doping Control Team approved by the IDBF to attend the Championships on the date(s) and time advised by the IDBF before the Championships commence. The number of tests will be determined by the IDBF Medical Commission based on the minimum requirement for WADA compliance. When the number of tests exceeds the WADA requirement, the IDBF will cover the costs of any additional tests. The IDBF shall provide the Officials to assist the Anti-Doping Team to conduct doping controls. The costs of the Doping Control Team will be borne by the COC.

18. MEDALS CEREMONIES, FLAGS AND ANTHEMS

The Organiser will organise medal ceremonies to be held in accordance with the IDBF Championships Organisers Handbook concerning Ceremony Protocol Guidelines.

Organiser staff, under the supervision of the IDBF Secretary-General, will check the correct names of the participating National Crews concerned and the abbreviations of the Countries/Territories concerned, as shown in the Racing Program.

The correct flags of the National or Territorial Federations based on the current International Olympic Committee list must be confirmed with the IDBF prior to the Championships.

The Organiser will request the team leaders of the participating nations/territories to approve the flag and check the National or Territorial Anthem of that nation or territory on the day prior to the Opening Ceremony.

The flags of the participating nations/territories must be flown at the Championships Venue. In addition, the IDBF flag must be displayed on the main flagpole during the Championships.

19. TIMEKEEPING & PHOTO FINISH

The Organiser shall provide a suitable photo finish system that can be synced with the IDBF Race management system. This system must be approved by the IDBF at least six months before the Championships.

The Organiser shall accept the IDBF required or contracted electronic 'on screen' time and data service (TV graphics) for the Championships.

20. CREW TRAINING FACILITIES

The Organiser will ensure that each crew is provided with the opportunity to access a minimum of two (2) one (1) hour sessions over three days for free directly before the start of the competition. All Championships services (including but not limited to transport between the accommodation and the Venue, start mechanism, medical and safety facilities and boat handling volunteers) will be provided during these training times. The IDBF shall provide an online booking system so as to facilitate the booking of training times with the crews.

21. RACING FACILITIES AND SERVICES

- 21.1** The Organiser shall be responsible for building any construction needed to host the Championships, including permanent, temporary or overlay constructions at the cost of the Organiser. IDBF personnel may make recommendations, based on requirements within the IDBF Championship Handbook, to the Organiser regarding the facilities no later than three (3) months prior to the scheduled start of pre-race training days. Any recommendations made after this time are not guaranteed to be implemented.
- 21.2** The Organiser will set up and establish a course and the facilities in full compliance with the application made by it, the IDBF Competition Regulations and Rules of Racing, the IDBF Championship Handbook and any reasonable directives issued in writing by the IDBF. The IDBF shall, at its absolute discretion, approve or reject the course, or may require the Organiser to amend the course so as to obtain IDBF approval.
- 21.3** The Organiser shall, at its own cost, ensure that all existing services, including, without limitation, power, water, telephone, internet, office space, athlete and media facilities shall be made available to the IDBF and the Host Broadcaster (if required) throughout the Championships Period.

22. PROVISION OF DRAGON BOATS, BOAT REPAIRS AND PADDLES.

22.1 Provision of Dragon Boats the Organiser is to ensure that the Championship's Dragon Boats -- Standard and Small, are made to IDBF Specifications (models 1222 and 912 Racing Boats) and are supplied by a Partner or another IDBF Licensed Boat Manufacturer as notified by the IDBF. The details of these boats are to be provided for the approval of the IDBF at least twelve months before the Championships.

The Organiser is to ensure that there are the required number of boats, as specified in the Racing Compliance Table in this Agreement, available at all times to fully carry out the Racing Programme determined by the IDBF, for the total anticipated or received entries, per competition class, as detailed in the IDBF Race Plans.

The Organiser is expected to provide all boats at no cost to the participants, through sponsorship, grant aid or by offering the competing crews the opportunity to purchase Championship boats under a pre-sale's arrangement brokered by the IDBF with an IDBF Manufacturer as detailed above.

In exceptional circumstances the IDBF may approve a Boat Hire Fee being charged to the Competing Teams at a level and in a manner determined by the IDBF in its absolute discretion. The details of this must be provided to the IDBF for their approval at least twelve (12) months prior to the date of the Championships. The Boat Hire Fee shall be paid by the Competing Teams directly to the IDBF who will then arrange for the Boat Hire Fee to be paid to the IDBF Manufacturer.

22.2 Boat Repairs A boat repair service shall be provided during the Championships Period by an IDBF License Boat Manufacturer (who will normally be the main contracted boat supplier) so as to ensure that at all times the minimum number of dragon boats as specified in the Water Specifications Compliance Table are available for training and racing in good condition. Any costs for this service will be met by the Organiser and is to be included in the Organiser's Event Insurance Policy.

22.3 Provision of Paddles the Organiser shall provide a minimum of forty (40) IDBF 202a Spec Racing Paddles in accordance with the Racing Compliance Table. These paddles are to be provided, on a race-by-race basis, for those competitors who do not have their own paddles or have a paddle that does not have an IDBF 202a Paddle Makers License Number.

23. COMPETITORS AREA AND FACILITIES

23.1 Rest Area A covered place for each Competing Team to use as a dedicated Rest Area with suitable seating and tables, as well as a flat floor with dividers between Crews/ Teams Rest Areas, in order to have privacy and security for Team Equipment shall be made available. The plan for this area (including the location and size of each tent) shall be provided to the IDBF for their approval at least two (2) months before the Championships.

Adequate toilets must be provided for all Competitors in the Rest Area. At a minimum the Organiser must provide clean, functioning toilets at the following rates:

- a. for Female toilets, 1 toilet per 75 Female Competitors.
- b. for Male toilets, 1 toilet per 400 Male Competitors plus 1 urinal per 100 Male Competitors.

Clean, fresh, safe water must be available by the Organiser free of charge for all Competitors at a rate of one (1) litre of water per Competitor per day of Training and Competition.

23.2 Internet Access the Organiser shall ensure that free wireless internet access is available throughout the Venue. Two separate systems must be provided. The first system shall be used by the IDBF, and the second system should be available for Team Management and Competitors. The systems must be suitable for simultaneous use by all IDBF Officials and at least 20% of Competitors. The details of these systems, including their scope and capacity, should be provided to the IDBF for their approval at least two (2) months before the Championships.

23.3 Car Parking the Organiser shall ensure that sufficient car parking space for the participating teams is made available at the regatta site. Furthermore, car parking spaces for IDBF sponsors, suppliers and VIPs shall be guaranteed free of charge.

23.4 Tourism Information for Crews Competing Crews must be provided with a Championships Tourism Guide free of charge, to include information regarding local transport services, useful information on the local area, local attractions, maps of the city, social facilities, program etc.

24. PUBLIC FACILITIES AND THE CONDITION OF THE VENUE

The Organiser will provide public facilities including toilets, waste control, information and help points (for both spectators and VIPs) throughout the Access Period. All required washroom (toilet) installations at the competition Venue shall be of respectable hygienic standards. Separate adequate washroom installations at the rate of one (1) per thirty (30) people are required for the following groups:

- a. Accredited Participants
- b. VIP/Jury/Tech Officials/GOC
- c. Media Staff
- d. Spectators.

24.1 Cleanliness of the Venue

The Organiser shall ensure that the Venue is completely cleaned forty-eight (48) hours before until twenty-four (24) hours after the Championships including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions that are not related to the Championships and agreed with the IDBF.

The Organiser is responsible for the cleaning and reinstatement of the Venue at its own costs after the Championships have taken place.

24.2 Unofficial Vendors the Organiser should make all reasonable attempts to prevent the sale within the Venue of any unofficial merchandise or goods that are not authorised by the IDBF. If required, the Organiser must take legal action against unauthorised vendors who are operating at the Venue at the Organiser's cost.

25. CHAMPIONSHIPS PROMOTION AND SERVICES FOR SPECTATORS

The Organiser must demonstrate to the IDBF, to the IDBF's reasonable satisfaction, that they are actively promoting the Championships to the domestic community. In particular, the IDBF wishes to increase the number of young people taking part in dragon boating and amongst the dragon boating audience. Therefore, the Organiser should encourage youngsters to come to the Championships (e.g., by inviting school and youth groups). All promotional activities must be notified to the IDBF in advance.

The Organiser may establish a spectator ticketing system and charges and if so, the details of such charges shall be provided to the IDBF for their approval at least two (2) months prior to the Championships. The spectator experience shall include at least:

- a. Starting lists and results lists
- b. Live coverage on a video board including playback facility
- c. Score board
- d. A quality and suitable audio system
- e. Commentary in the host language and in English and where possible a Spectator entertainment package.

26. MEDIA/PRESS AND BROADCASTING FACILITIES

26.1 Media/Press the Organiser will provide all facilities reasonably required by the IDBF. Media Representatives will apply for media accreditation by the accreditation deadline set by the Organiser with the approval of the IDBF.

In particular, a media centre must be organized containing sufficient working places for journalists and photographers, including phone and speed laptop connections (LAN), internet possibilities for sending e-mails, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

26.2 Media Promotional Plan the Organiser must provide the IDBF with a Media Promotional Plan which includes details as to how the Championships will be publicized and promoted, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the Championships. This must be provided to the IDBF for their approval at least six (6) months prior to the Championships.

26.3 Broadcasting Facilities the Organiser must insure at least the minimum technical provisions of feed, taped highlights or web streaming as outlined in this agreement.

26.4 Livestream the Organiser must provide a livestream facility to be viewed via the IDBF Facebook page. A copy of each day's footage must be provided to the IDBF at the end of each competition day.

27. OFFICIAL PHOTOGRAPHER

The Organiser shall arrange for an Official Photographer to provide photos of the Championships that shall be made available for purchase by Participants. The IDBF must be provided with full details of this agreement (including the costs to be charged to participants for these photos) for approval prior to the signing of this agreement, and in any event at least three (3) months before the Championships.

The IDBF will be entitled to select, at no cost to the IDBF, fifty (50) high resolution professional electronic photographs taken by the Official Photographer from the Championships (action photos, including final races and medal winners, spectator shots, atmosphere shots). High resolution images are to be made available for IDBF to download:

- a. at the end of each day of the Championships
- b. remains accessible (via online download) to IDBF for ninety (90) days after the Championships.

The IDBF shall have the full rights to use the photos referred to in this clause and shall be given copyright to the photos free of charge. Should the IDBF appoint an additional photographer/s this person/people must have complete access to Venue and all photographic positions on the course and throughout the Venue.

28. VIP FACILITIES AND SPONSORS / PATRON'S HOSPITALITY

28.1 VIP and IDBF Patron's Facilities the VIP area must consist of a viewing area of the racecourse and an indoor hospitality area located near the finish line with the view to a large screen.

A start list and result service must be provided for VIPs. Catering according to VIP standards must be provided. Within the VIP area a dedicated seating area for IDBF Sponsors must be provided.

The size of the VIP area and the services produced will be provided to the IDBF for their approval no later than three (3) months before the Championships.

28.2 VIP Hospitality the Organiser will provide transport and catering for VIPs, which includes IDBF Sponsors, Partners, Patrons and the IDBF Family. The Organiser will be informed by the IDBF of the number of VIPs no later than three months (3) before the Championships commence.

29. EXHIBITION AND COMMERCIAL AREA

The Organiser shall provide an area for exhibition, promotion and commercial sales. Exhibition fees shall be notified to the IDBF for their approval nine months before the Championships.

30. VENUE ACCESS TO IDBF SPONSORS, MANUFACTURERS AND SUPPLIERS

- 30.1** The Organiser must grant the access to the Championships Venue (including the Competitors Area) to all IDBF Contracted Manufacturers and Suppliers during the Access Period. IDBF official Suppliers / Manufacturers that provide services must be provided with space (including shelter, electricity and lighting) free of charge. The Contracted Manufacturers and Suppliers must be approved by the IDBF prior to the Championships.
- 30.2** Access conditions (areas and number of accreditations) for IDBF Sponsors, Partners and Suppliers will be agreed between the Organiser and the IDBF at the latest three (3) months before the Championships begin at which time the IDBF will inform the Organiser regarding the final list of official IDBF Sponsors, Partners and Suppliers.
- 30.3** The IDBF can update the IDBF Sponsors, Partners and Suppliers in the Agreement with the Organiser at any time after the commencement date up until one (1) month before the Championships.

ANNEX. F – MEDIA AND BROADCASTING

1. REQUIREMENT FOR APPROVALS

Where approvals are required under this Annexure the relevant IDBF Representative is the Chair, IDBF Marketing and Media.

2. DEFINITIONS

Broadcast Enhancement Facilities Additional services or facilities provided by separate Agreement between the Organiser and/or Host Broadcaster and the IDBF and/or its media licensees, such as commentary and camera positions.

Data Rights The rights in and entitlement to use and exploit all information, statistics and data in relation to the Championships howsoever arising including without limitation performance tables, results, participant details, market research, telemetry, graphics and match information, including the right to reproduce, compile and/or store and/or provide access and/or interact with the same in or via any form or medium whether now known or hereinafter developed.

Domestic TV Rights The right to broadcast the Feed by means of free-to-air terrestrial television and the [non-exclusive] right to simulcast the Feed through cable [and/or encrypted satellite] television in the territory of the Organiser.

Feed A live television signal and/or tape delay of the Championships (and any part thereof and preliminary and subsequent scenes) is to be provided by the Host Broadcaster in which connection the Organiser confirms that the said Host Broadcaster has undertaken or will undertake to provide the Feed to a high standard of quality and suitability for international broadcast purposes, in accordance with the Host Broadcast Specification. References to the Feed in this Agreement, shall be references to and/or any part thereof of the Feed, save where the context clearly shows otherwise.

Host Broadcaster & Broadcast The organisation appointed by the Organiser (subject to the IDBF's prior written approval) to produce the Feed and to fulfill the other obligations in accordance with this Agreement. The Host Broadcast is the Feed and respective services and facilities to be provided by the Host Broadcaster for the Championships.

International Media Rights The right, throughout the world (excluding the Organiser's territorial area) to distribute, broadcast, exhibit, make available and reproduce the Feed and/or any and all Championships Coverage by means of the Broadcasting and Media Rights and the News Access Rights on a free, pay and/or pay-per-view basis, excluding only the Domestic TV Rights in all territories throughout the world.

News Access Rights The right of the IDBF to grant access to broadcasters and/or television news production companies other than the Host Broadcaster or licensee of the Domestic TV Rights to exhibit throughout the world excerpts from each day of action and not exceeding three minutes in aggregate duration per bulletin for news coverage to be broadcast strictly within 48 hours of the occurrence of the relevant day's action as part of a regularly scheduled news program.

Point of Delivery The point of delivery of the Feed for free of charge access by the IDBF and its media licensees.

Proprietary Interests All intellectual property rights and analogous rights, including without limitation copyright, database rights and analogous rights, moral rights, performing rights, personality rights, trademark rights and goodwill.

3. HOST BROADCASTER AND BROADCASTS

The Organiser shall be responsible for arranging, at its cost, the appointment of a suitable Host Broadcaster to provide host broadcasting services for the Championships. Such Host Broadcaster must be appointed no later than six months prior to the commencement of the Championships and on terms that are subject to the prior written approval of IDBF, but which shall include, without limitation, the following obligations:

Broadcasting can be in two forms: Live Feed or Taped Highlights:

Should the Championships be broadcast via Live Feed the following applies:

- a. The Organiser shall ensure that the Host Broadcaster shall, and the Host Broadcaster agrees to, produce free of charge to the IDBF and its media licensees the Feed which shall be clean, in accordance with the Host Broadcast Specification and to a high standard suitable in all respects for international broadcast purposes and fully cleared for exploitation worldwide for [all constituent elements of] the Championships (Provide IDBF with mp4 files of races/highlights at the end of each day and any requests within ninety (90) days after the Championships).
- b. The Organiser shall ensure that the Host Broadcaster shall, and the Host Broadcaster agrees to, provide free of charge to the IDBF and its media licensees those services which are customarily provided by a Host Broadcaster of major international sporting events and such services shall be of a high standard of quality and suitable for international broadcast purposes to the level of basic facilities to be specified by IDBF as part of the Host Broadcast Specification.

4. PRODUCTION STANDARDS FOR LIVE INTERNATIONAL SIGNAL AND TAPES

International broadcast standards mean a basic digital/analogue international integrated colour video and audio signal(s) in a 16:9 format incorporating a live television picture, slow motion replays and necessary related background sound effects and all recordings of such signals, devoid of any in-vision presenters, talking heads, interviews, commercial elements, black holes but with English graphics. There should be at least two (2) channels of International Sound (Atmosphere sound) available.

The live international signal of the Championships should begin at least five (5) minutes before the first produced Dragon Boat Race and continue until the end of the Championship including until all aspects of the Championships have been completed, for example medals or trophies ceremonies.

5. ACCESS FOR LIVE INTERNATIONAL SIGNAL AND TAPES

The tapes shall be available immediately after the Championships. The live international signal shall be available from the TV production unit at the Regatta Venue. Onward transmission will be paid and arranged by the buyer of the programming. The buyer will also pay for commentary and technical costs.

5.1 The Organiser must:

- a. facilitate the promotion of the Championships.
- b. ensure the production standards for international live signal and tapes.
- c. co-ordinate exclusive access for live international signal and transmission to broadcasters; and
- d. provide through the Host Broadcaster footage free of charge to the IDBF, the tapes should be available immediately after the Championships (within 24 hours).

5.2 Rights Ownership the Organiser shall ensure that the Host Broadcaster acknowledges that the IDBF owns the Domestic and International Media Rights. All digital online Media Rights shall be retained by the IDBF and may be exploited by the IDBF in its absolute discretion.

ANNEX. G – EXISTING IDBF SPONSORS

IDBF will notify the Organising Committee of any confirmed sponsors. In addition, IDBF manufacturer partners must be acknowledged.

ANNEX. H – IDBF EMBLEM

IDBF will provide the IDBF emblem to the Organising Committee upon request.

ANNEX.I – IDBF Document

The following documents referred to in this contract can be found at:

- Competition Regulations Edition 8 issue
1 https://www.dragonboat.sport/files/ugd/81bcd4_75219673e72846b38c63ebda3b5e76bd.pdf
- Racing Rules Edition 8 issue
1 https://www.dragonboat.sport/files/ugd/81bcd4_f2f6c69bfc75456bbc3d009442969a41.pdf
- Privacy Policy <https://www.dragonboat.sport/privacy>

EXECUTION PAGE

Signed for and on behalf of **International Dragon Boat Federation (IDBF)** by its duly authorised representative.

Signature: _____

Printed Name: _____

Position: _____

Address: _____

Date: _____

Signed for on behalf of the Organiser –???????????????????? by it duly authorised representative.

Signature: _____

Printed Name: _____

Position: _____

Address: _____

Date: _____