

# **2017 USA National Championship Dragon Boat Racing Site Selection**



## **Request for Proposal Site Preparation Manual**

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# 1. Introduction

The USDBF Club Crew National Championship Organizing Committee has created this document to provide an overview of the site RFP response requirements. We have revised this document from previous RFPs for ease in application. In addition, the Site Preparation Manual has been incorporated into this document for ease in preparation.

The USDBF will be considering proposals for both the 2017 and 2019 CCNCs from the same organizer who is proposing sites for the next 2 CCNC events, each in a different location in a different region. Proposals for 2017 CCNCs only as well as proposals including two different sites for 2017 and 2019 will be considered. Proposals for 2019 CCNCs only will not be considered at this time. Proposals that contain a strong candidate for the 2017 event, but not for the 2019 event, will still be considered for 2017 only.

## 1.1 Deadlines and Important Dates

- **January 8, 2016:** Release RFP
- Email of interest in bidding and any questions regarding requirements or process should be submitted via email by **January 15, 2016**. Responses to questions will be available on the conference call the evening of **January 19, 2016 @ 9 PM EST**. All questions should be emailed to:  
2017 USDBF CCNC Organizing Committee  
CCNC@usdbf.org
- **February 19, 2016:** Bids due
- **February 19 - March 25, 2016: Review by committee; questions to bidders; site visit if needed**
- **March 25, 2016:** Award announced
- **April 22, 2016:** Expectations documents are signed and the selected site is required to make the first status report on planning the USDBF Club Crew Nationals. This report shall be submitted to the USDBF Club Crew National Championships Organizing Committee. Emphasis should be placed on current year plans and how they pertain towards successful Club Crew National Championship Races.
- **June 1, 2016:** The selected site is required to report to the Committee with progress. Objective evidence shall be demonstrated showing progress to clear all identified proposal deficiencies. A preliminary schedule of events (rough draft) must be submitted. A copy of the working budget and any issues / assistance needed from the USDBF Club Crew National Championships Organizing Committee or Board should also be included in the report.
- **A representative, or representatives, from the Nationals Committee and/or members of the USDBF Board may attend the 2016 festival that will host the CCNC 2017 for further observation and planning with the festival organizers.**
- After observing the event, the USDBF Board and the CCNC Organizing Committee will send a letter to the festival with recommendations and any specific concerns that need to be addressed.
- Within one month of receipt of the Board's letter, the selected site will respond to the specific concerns.
- **February 1, 2017:** The selected site will begin submitting monthly reports to the USDBF Board and the Nationals Committee regarding progress and planning.
- Two months prior to the event, a schedule of events will be submitted.
- **October 1, 2017:** The final event report is due to the USDBF. Include the following:
  - Things that went well from your view.
  - Items that need improvement/revision.
  - Suggestions for future events.
  - A final budget including a list of expenses.

## 1.2 Proposal Format

Emphasis should be placed on completeness and clarity of content. Pages are to be numbered consecutively. Proposals can be emailed to: CCNC@usdbf.org. It is expected that established festivals will be able to provide this information easily and work with their regional Board for support

### Additional Information Needed

The hosting committee should be ready to talk about each of these subjects during proposal questioning:

- Formal organizational structure
- Sub-committee organization plan
- Key staffing positions
- Business plan
- Venue /site plan
- Equipment plan
- Race structure plan
- Race structure plan
- Security / safety plans
- Volunteer Coordination and Support
- Regional Letter of Support

## 1.3 Rights Reserved

The USDBF reserves the right to reject any and all proposals. All proposals and related materials submitted will become the property of the USDBF. Proposal data will not be shared with other sites unless prior permission is obtained in writing from the submitting entity.

## 1.4 Notification

All sites participating in the RFP process will be notified of acceptance/ rejection by **March 25, 2016**. The USDBF Club Crew National Championship Organizing Committee will offer suggestions for proposal improvements but reserves the right not to disclose detailed reasons for rejection.

## 1.5 Publicity

No publicity or news releases pertaining to this RFP, responses to this RFP, or the award of any contract related to the bid document, may be released without prior written approval of the USDBF Club Crew National Championship Organizing Committee.

## 1.6 The Technical Race

The primary focus of the USDBF Club Crew National Championship is a well-planned, fair and safe competition. All other aspects of the event are considered a “bonus” after the minimum technical requirements are met. Events that are viewed as quality events by the regional Boards should be encouraged to submit a bid.

## 1.7 The Right to Move or Cancel the Event

The USDBF Club Crew National Championship Organizing Committee reserves the right to move or cancel the event if proposal deficiencies are not corrected or event preparation is insufficient to guarantee a successful Club Crew National Championship Race. Fair competition shall take precedence over all other location benefits.

## 1.8 Venue Preference

A successful Club Crew National Championship Race requires infrastructure and staffing with event experience. To this end, the USDBF Club Crew National Championship Organizing Committee prefers to combine the Club Crew National Championship Races with an existing event rather than develop a race from the ground up. Preference will be given to existing events with seasoned staff.

## 1.9 Regional Support

Festival organizers submitting a bid for the National Championship Race are required to be a member of the Regional Affiliate. Regional Affiliate Applications (and fees) may be submitted with the bid for the 2017 Club Crew National Championships or the Regional Organization shall verify the Event Organizer's Regional membership. Because the USDBF will be considering bids for the 2017 CCNCs with the same organizer in a different location in a different region as the proposed 2017 CCNC, **a letter of support from each of the regional Boards for the events being proposed will be required.**

## 2. The USDBF Club Crew National Championships Proposal Guidelines

The 2017 USDBF Club Crew National Championships proposal should be divided into major subsections and contain the listed information for proposal evaluation as follows:

### 2.1 Hosting Organizational Profile - Maximum 3 pages

#### 2.1.1 Basic Description

A brief description of the hosting organization, the length of time it has been in existence, and clear rationale as to why the Club Crew National Championship races should be held in your area

- A. Provide details of organizing committee structure and key personnel
- B. List and discuss any previous experience that this group has in organizing sporting or non-sporting events. Support from the regional board would be helpful in describing the quality of the event.

#### 2.1.2 Representation

Please list the names of any USDBF members (if any) whom are associated with this organization.

#### 2.1.3 Volunteer Support

Describe the size of the support pool of volunteers that you expect to use including the number of volunteers that have committed support to festivals in the past.

#### 2.1.4 Business Plan

Provide an estimated budget.

### 2.2 Engagement Specifications

#### 2.2.1 Schedule / Time Line - Maximum 1 page

- A. Provide the preferred date for USDBF Club Crew National Championship Races as well as optional dates. In order to plan dates accordingly, please note that the USDBF CCNCs requires head to head racing with a heat, semi and Final for each for the 200M and 500M races and a minimum of semi and final for the 1000M races when provided. In addition, time must be allotted for a BCS Flower Ceremony and Award Ceremonies for all divisions. Please describe how you envision the existing festival and CCNC race programs to co-exist during the dates provided.

#### 2.2.2 Local Support - Maximum 1.5 pages

- A. Show clear indication of the commitment to make this event happen including details of how the local support will insure a successful Club Crew National Championship Event.

The USDBF requires a minimum of **30 experienced** volunteers on site for each of the race days who will be assigned responsibilities that have been established and agreed upon with the USDBF CCNC Organizing Committee. These volunteers will be expected to be solely responsible for their assigned duties and not be expected to have additional roles in other aspects of the event.

- B. Optional - Provide evidence that local personnel are involved with your bid to host the USDBF Club Crew National Championship Races such as Service Clubs, Local Event Organizers, the Convention Bureau / Tourism Office / Chamber of Commerce, etc.

**2.2.3 Location / Accommodation - Maximum 1.5 pages**

- A. Provide the location of the nearest major airport.
- B. Provide the distances from the airport, to the hotels.
- C. Affirm that there are adequate local hotels within 30 minutes of the race site

**2.2.4 Venue - Maximum 5 pages**

Site photos may be provided if available.

**2.2.4.1 Race course and a site compliance**

Show the racecourse and give a description of the site and how the site intends to comply with the requirement of fair competition.

- A. Provide clear descriptions of the plan to ensure equal racing lanes for all competing teams
  - I.The USDBF requires the racecourse lengths of 200 meters, and 500 meters (1000 meters and 2000 meters races are value added for paddlers and should be included in the racing program whenever possible). A racecourse consisting of four (4) lanes, each at least 9 meters in width is desired.
  - II.The USDBF requires a minimum water depth of a minimum of three (3.0) meters over the entire length and width. If this is not possible, how will fair competition be assured?
  - III.The USDBF requires that water depth for all race lanes to be the same depth +/- 0.3 meter (one foot). If this is not possible, how will fair competition be assured?
  - IV.The USDBF requires non-tidal water. If this is not possible, how will fair competition be assured?
- B. Address any race site issues (such as a potential to flood out or tidal concerns). List the plan for dealing with any “unforeseen” site changes.
- C. Describe timing system, the starting system (floating or held start, mechanism to signal start, system used to communicate with boats on the water, how and where starting officials are positioned at start including distance from nearest lane), systems for marshalling paddlers, set up for posting results, ability to print out photo finishes and any constraints on race format (i.e., limit on number of heats).

**2.2.4.2 Site / facilities**

Information from the festival may be used for this section. Provide a map of the racecourse, showing:

A. Race Course	B. Parking areas
C. Course control location with clear visibility of course	D. Toilets
E. Finish line judging area	F. Public address system
G. Starting line judging area	H. Refreshment areas, if any
I. Race viewing areas	J. Docks where loading of boats occurs
K. First aid station	

### **2.2.4.3 Other**

- A. Discuss any safety issues, site safety concerns, and / or water hazards at the planned venue.
- B. Provide a plan to eliminate these items if possible.
- C. Describe the size / power and availability of the umpire / chase boats and if they are used regularly (if so, how many people are generally on these boats at any one time.)

### **2.2.5 Public Relations / Media (optional) - Maximum 0.5 page**

- A. List any media resources in the area that you plan to use.
- B. Discuss when USDBF Club Crew National Championship promotional plans and media opportunities will be presented to the local and regional media.

### **2.2.6 Equipment - Maximum 1 page**

- A. Discuss the number of boats and equipment, which are available for USDBF Club Crew National Championship and who will provide them.
- B. Describe how boats are matched in terms of weight, shape, and condition, so as to provide a fair race.

### **2.2.7 Safety / Weather - Maximum 1.5 pages**

#### **2.2.7.1 Safety / Medical**

- A. List all safety equipment and personnel that will be available (such as safety motor boats, divers, medical personnel, etc.).
- B. Discuss how medical emergencies are handled. List planned medical personnel (by position) who will be at the event.
- C. List any water traffic safety issues (such as a potential for accidents) with the planned site and the plan for mitigation of these issues. Explain if the water traffic has to be diverted during the event.
- D. Submit a copy of the festival Safety Plan

#### **2.2.7.2 Weather Plan**

- A. Discuss any weather issues (such as high temperatures, flooding, lightning, or high winds) or tidal conditions with the planned site.

### **2.2.8 Festival Information - Maximum 1 page**

Please list the following about the festival, as well as describing any special arrangements that would need to be made to accommodate both races:

- A. Number of teams in festival:
- B. Dates and times of festival:
- C. Expected Spectators at festival:
- D. Whether or not you plan to utilize USDBF officials for both events? USDBF officials will be running each of the stations for the CCNCs.
- E. How will the festival and Club Crew races be integrated? Describe race program, officiating and staffing logistics as well as other event aspects on and off the water.

## **2.3 USDBF Club Crew Nationals Site Preparation Manual - Maximum 1 page**

Describe your understanding of the Club Crew Nationals Site Preparation Manual (part 2 of this document) and how you intend to comply with the requirements specified within. A statement that you understand the requirements is needed. If you are unsure of any requirement, it could be noted here if you have not received clarification from a member of the USDBF CCNC Organizational Committee prior to your submittal.

## **2.4 Back Up Provisions - Maximum 0.25 page**

Should your proposal be chosen as the first runner up, would you wish to be considered as the backup site for the 2017 USDBF Club Crew National Championship? If so, please provide a time line for the latest decision date to hold the USDBF Club Crew National Championship Races at the proposed venue. Also, given that we are considering bids for the 2019 CCNC as well, would you be willing to be considered as a backup site for that event as well and what would be the latest decision date to hold the 2019 event at one of your proposed venues?

## **3. Evaluation Criteria and Weighting**

Proposals submitted will be evaluated as a total package presentation. Major deficiencies in any one area will be considered as grounds for disqualification of the entire proposal. Emphasis will be given to the USDBF requirements (Organization, Accommodations, Venue, Fair Competition and Safety). Preference will be given to existing events with seasoned staff. All bids are reviewed by a committee.





# Part 2

## USDBF CCNC Site Preparation Manual

The USDBF Board and the CCNC Organizing Committee, have simplified this manual acknowledging that Festival Organizers who will apply for this bid are familiar with quality racing. If there are questions, please contact the CCNC Organizing Committee via email at [CCNC@usdbf.org](mailto:CCNC@usdbf.org).

### Event Operation

*The race operation is a technical event headed by USDBF supplied officials with International and/or National race official licenses.* Local officials may be invited to participate as part of the USDBF Officials crew depending on the number of officials needed and the amount of experience that local individuals possess. This is an opportunity to be mentored as well by USDBF and IDBF officials. Local individuals will be expected to have at a minimum completed the USDBF Officials course. USDBF will also hopefully offer this course at the site of CCNC the day prior to the event.

### USDBF Responsibilities

USDBF is responsible for:

- Official communication with all crews for CCNC
- Defining racing structure and program plan in cooperation with the host
- Staffing for any presentations at the opening, awards and closing ceremonies
- Conducting Captains Meetings
- Conducting/officiating all race activities
- Receiving and resolving any and all race protests
- Crew awards (USDBF will supply overall medals for each racing class in CCNC up to 3 places deep).

### Host Organization/Festival Responsibilities

Host Organization is responsible for:

- All site organization and planning (prep and clean-up, boat pools, safety, security)
- Host organization should appoint a Safety Officer as part of the Organizing Committee Staff, who will be responsible for the implementation of all safety requirements and equipment needed at the race site.
- Local and regional promotion with USDBF rights to review first
- All fund raising, income and disbursements for the event

- Acting as central collection site for crew registration/rosters or using USDBF system
- Scheduling and staffing of all volunteer positions
- Parking for crews
- Providing IDBF approved boats, matched for weight and materials in sufficient number to have at least 2 if not 3 (preferred) boat pools to ensure a feasible schedule
- Providing complimentary hotel accommodations to USDBF officials and lunch daily at race site
- Providing water for all teams
- Providing a copier on site
- Providing a room for registration the day prior to the event
- Providing a second room for USDBF meetings and trainings
- Preparing for the CCNCs to be a minimum of a 2 day event with a 3<sup>rd</sup> day for practice prior to racing (Friday through Sunday). Most teams and officials would be arriving on Thursday
- Providing all the safety and support equipment necessary (umpire boats capable of at least 20 knots with motors larger than 19.9 hp to carry a driver and 1 to 2 officials)
- Communication gear to include a minimum of 15 radios with 3 dedicated frequencies for USDBF officials with spare batteries; a PA system; and a minimum of 5 bullhorns for marshalling, each chase boat and starter

## **The Start Line**

- Held starts are preferred. Please explain if this is not possible. The starting judge will minimally be supplied with an air horn and bullhorn. The starting judge can be on a starting platform either on the shore or on the water outside of Lane 1.

## **The Race Course**

- Lanes (a minimum of 4) must be equal, each at least 9 meters in width unobstructed by a clear outside travel lane for teams coming up to start for future races.
- Buoys should ideally be placed minimally at 25 meter intervals.

## **The Finish Line**

- The Finish platform should be elevated (6 ft minimum) and should have a sight line with a finish pole on the far side of the racecourse.
- The Finish area must be dedicated to official use only (no access to paddlers) and should provide physical coverage for the race officials and finish line equipment. It should be large enough for the Chief Official and at least 4 other officials and equipment technicians.
- Power must be available to the Finish platform for multiple computers and printer/s.
- Stopwatches must be available for manual backup of every race with 1 stopwatch for every lane plus 2 additional stopwatches. The ability of the stopwatches to do multiple splits is preferred.

## **Timing Gear**

- Computerized finish line equipment can be supplied by host or USDBF.

## **Administration Area**

- A covered administration area with power is needed for registration, turning in daily rosters and for use by Race Secretary.
- 2 computers, printer and copier must be available on site
- Office supplies (paper, pencils, pens, clipboards) and extension cords

## **Facilities**

- Adequate toilet facilities (1 per 50 participants as a guide)
- Trash cans (2 per crew minimum)
- Daily cleaning of port-a-potties at a minimum
- Daily cleaning of boats, docks, etc.

## **Personnel - Liaisons**

- Organizer will assign a dedicated, experienced liaison to USDBF

## **Volunteers**

- Supply a minimum of 2 volunteers for each crew entered
- Should be there one hour before and one hour after racing each day
- Be at least 14 years of age
- Be assigned to specific official's stations in addition to other dedicated tasks
- Assignments will be reviewed with Organizing Committee in advance of event

## **First Aid and Ambulance**

- Must be at race site
- Must be able to transport injured paddlers from water or from a boat if docked
- Incident reports are needed for any injury and should be submitted to Race Secretary

## **Food and Drink**

- Must be available for purchase by paddlers and spectators
- Site staff, volunteers and officials should be provided lunch and drinks by the host

## **Program/racing schedule**

- Copies of daily schedules must be provided to all officials, crews and spectators in conjunction with the race secretary

## **IDBF Rules**

- All local officials must be familiar with IDBF Rules.
- CCNCs will adhere to IDBF competition rules and regulations. IDBF race plans will be used for race format. Progression format will be defined by the USDBF designated Chief Official
- IDBF/USDBF Officials will conduct daily team manager briefings

## **Financing**

- Crew entry fees and processing fees will be set by the Host Organizer. Crew fees between \$1100 and \$1800 are reasonable based on current festival figures.
- The Organizer will pay USDBF a minimum of \$400 per crew entered to cover the cost of medals, merchandise and other expenses such as partial travel reimbursement for USDBF Officials. (final amount per crew to be determined based on final entry fee)

## **Press releases**

- General press releases will require USDBF Board approval within 96 hours of receipt. If there is no response within 96 hours, the Organizer shall consider the press release approved.

## **Sponsors**

- The Organizer will require prior approval by the USDBF if the Organizer seeks sponsorship opportunities for various aspects of the event including underwriting event expenses, etc.

## **Crew/Race Information**

- Communication regarding CCNC will first be released by USDBF. The Host Organization may then use an Event web site to post information after release by USDBF.
- Registration should occur electronically either through the festival site or via USDBF (to be decided jointly by USDBF and the chosen Organizer). Registration should end one month prior to the event and final rosters would be due no less than 2 weeks prior to the event.
- The official USDBF waiver will be required as part of the electronic registration. The site may require its own waiver as well.

## **Permits and Registrations**

- It is the Host Organizer's responsibility to secure the necessary permits and registrations for CCNC.