



International Va'a Federation Bid Document application for: World Sprint Championships 2026

Time Frame:

February 2023	Bid Document circulated to all member countries
30 April	Bids due to IVF Board
20 May	IVF Board and Events and technical Committee to review Bids and go back to Bidders with any questions or suggestions by 20th May
30 May	Bid Countries to come back to IVF with any amendments
10 June	Bids received to go to countries to review
17 June (or suitable date before end of June)	Online meeting for Bid Countries to make presentations to All member countries (zoom) Member countries can ask questions of bidders Member countries Vote on the 2025 World Distance Championship and 2026 World Sprint Championship via zoom Successful bidders announced

This Bid document is designed to provide any IVF Member with the tools required to provide the necessary information and Detail to the International Va'a Federation for consideration of Bidding to host an IVF World Sprints event.

Please complete all areas with as much detail as possible and feel free to expand the size of the answer boxes to complete your answer.

Should you have any questions regarding the Bid document please contact the IVF Secretary General (secretary@ivfiv.org)

Part One: Host information and History

Name of Host IVF Member/Country:	
Name of President of Host Organisation:	
Email Address:	
Name of key contact person for this Bid:	

Email Address:	
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Website address of Host:	
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Current club & paddler numbers within your Member Federation:	
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Has your country hosted an IVF world sprint event previously? (If yes, when):	
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Please provide a brief history of the sport of Va'a in the member area:

Part Two: Proposed Location – Venue

Please identify the community and region where the event is proposed to be held:

Please describe the water course venue and attach a map of the proposed race venue.

Have you hosted a World Sprint Championships at this venue previously? If yes, then please provide a list of any issues that arose and how these will be mitigated in the future events.

Please provide in detail a logistics plan that includes details of Transportation, Accommodation and infrastructure for visiting teams and paddlers competing

The event should aim to attract a minimum of 1500 competitors with possibly over 2500 competitors attending. Total competitors and Spectators will likely be over 3000 individuals, Please provide in detail how you plan to support the numbers attending in terms of infrastructure for example; Country tents/Marques, Parking, Medical facilities, restrooms, shower facilities (if any), catering (food and Water), access to internet etc..

Please provide a list of accommodations (with variable cost options) available that is within 30 to 40 minutes driving distance of the race venue.

Part Three: Dates and Duration

<p>What are the proposed dates that you wish to host the event? <i>The event from includes a World Elite & World Club Championship and you must plan to allow 3 days of practice (minimum) followed by 2 days of Elite & Para racing followed by 5/6 days of Club racing (10/11 days in total)</i></p>	
<p>Please provide a rationale for the dates you have chosen <i>Please note: The event should not clash with the timing of either the Olympic, Paralympic, Pan Pacific, Pacific, Commonwealth games OR International ICF Para Va'a events. – This is to ensure no clashes for our members and maximum media coverage available. Please note also: If your bid is successful, you must make a special application to the IVF to change the dates originally applied for in this Bid Document.</i></p>	
<p>If you are not allowing at least 10 days, please give an explanation.</p>	
<p>What is the local average temperature during the period of time you are proposing to host the event? Please include rainfall, sunrise & sunset, tides (if applicable) and also prevailing wind at the venue during the period that you wish to host the event.</p>	
<p>Please provide dates and detail for:</p> <ul style="list-style-type: none"> ● Opening Ceremony ● Closing Ceremony ● Training days ● Elite World Championships ● Club Championship 	
<p>Are you planning to hold a Demo event or Test Event? If yes, when ?</p>	

If you have not been involved with hosting a previous IVF World Sprint Championship, it is mandatory that a delegate(s) from the host committee attend the preceding IVF World

Championship event to observe and learn from the current host and IVF personnel in order to increase the likelihood of a successful event.

Part Four – Culture

Culture is an intrinsic part of the sport of Va'a. From humble beginnings, our sport represents centuries of cultural practices that are significant to the indigenous cultures of the Pacific. Whilst the IVF World Sprint Championships may be held outside of the Pacific, we acknowledge all cultures who embrace the sport and where possible show respect to the people of the land in the host nation.

Please provide details of the Cultural aspects of the event you propose to host:

It has become a tradition to host a cultural Evening for guest nations to share their culture with each other. Please provide us with the date for the cultural evening at your event:

Part Five – Site Planning and Infrastructure

<p>Does the Course meet IVF Sprint Rule Guidelines</p>	<p>Minimum depth? Width of Lanes? Available Zero lane? Full complement of Buoys as per IVF approved course layout. (See attached)</p>
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<p>How many lanes will you have on the course – Straight & Turns <i>Please note the <u>minimum number of lanes required to ensure an effective and timely program is 6 (8 is the optimal, recommended number)</u></i></p>	<p>500 Meter Straight Events (minimum width 12.5 meters): ___ 6 Lanes ___ 7 Lanes ___ 8 lanes 250 Meter Turn Events (minimum width 25 meters): ___ 6 lanes ___ 7 lanes ___ 8 lanes</p>
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<p>Lanes, buoys and flag placement should all be as per IVF Race Rule document. Please provide a detailed map of the race course.</p>	
<p> </p>	

<p>Event host will rely on the IVF provided Race management system (known as “Race Manager”). This software integrates online entries with on-site race management. Event Host must also utilise Finish Lynx Photo Finish Timing system which integrates with Race Manager.</p>	<p>You acknowledge and understand that this software system must be utilised Y / N</p> <p>You acknowledge and understand that Finish Lynx Photo Finish Camera system must be utilised Y / N</p>
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<p>Acknowledge that it is the host’s responsibility to ensure personnel are trained in the use of ‘Race Manager’. Should no one be sufficiently trained, the IVF will provide a Race Manager Trained individual at the cost of the IVF cost of IVF</p>	<p>Y / N</p>
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<p>Acknowledge that it is the host’s responsibility to ensure that the Finish Lynx System is available and personnel are trained in the use of ‘Finish Lynx’. Should no Finish Lynx be available and no one be sufficiently trained, the IVF will provide both at the cost of the Host.</p>	<p>Y / N</p>
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<p>The IVF will provide the successful host with the list of equipment required to run <i>Race Manager</i> no less than 12 months out from the event to ensure that the host has sufficient time to prepare all equipment required. Standard computer equipment and networking equipment may be rented locally; the Finish Lynx is the exception.</p>	
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If the host is unable to gather required equipment, IVF may be able to provide rent of equipment to support the event – computers, photo finish video, check-in stations with ID scanning capability & Finish Lynx.

Part Six: On Water, Safety, Doping and Para Va'a

The number of Support craft that will be on the water during racing? Also the number of Official boats that will be on the water during racing?	
The number of trained medics that will be available on site and on the water (generally during para va'a events) during racing	
Paddler access to boat loading – Please give a description of the access to water (dock, beach, Pontoon, etc.)	
Please provide a detailed plan for boat loading. How will paddlers load into and out of Va'a ? This should include access for Para Paddlers	
Please provide a detailed map of the venue and outline the spectator areas (Include in this map: Toilet facilities, Medical area, Paddler Check In, Boat Loading, Finish Tower)	
Please present information on your plan to coordinate with an in-country WADA-affiliate to be contracted in conjunction with IVF Medical Committee and IVF Anti-Doping program to perform collection and test lab processing. Please acknowledge that you have read and understood the IVF Anti-Doping Policy which is available http://www.ivfiv.org/anti-doping.html Please Acknowledge that you are aware that the Host are to cover 50% of cost of agreed Anti-Doping tests to be performed during competition and related anti doping costs.	
Does your organisation currently conduct Drug Testing for the sport of Va'a/Outrigger Canoe?	

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Please provide details of the onsite medical services available for paddlers, staff, volunteers and spectators.

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Please provide details of the security plan that you have in place for the venue throughout the duration of the event.

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Part Seven: Communications

Please provide with this bid a communication plan. Communication plan should include:

Pre – event communication Web presence Media Access for out of area organizations, broadcast rights/contracts Communication with IVF Social Media Live Streaming of all events

IVF World Sprints Website - The IVF shall maintain and set up the online entry component of the IVF World Sprints website.

Each member country shall be given login access to complete their online entries to the event including paddler registration. ID Cards will be issued by the IVF and may include event logo, etc. The cost of ID cards will be billed to the host by IVF.

Race Entries:
The race entry procedure and time frames must be as per the IVF stipulated timeframe. These shall be communicated to the host on acknowledgement of successful application.

Part Eight: Marketing: It is important to have a marketing plan that will aid in attracting competitors, sponsors and partners.

Do you have a Marketing Plan	Y / N (if yes please include)
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Please include with this application a copy of the event logo <i>if already designed</i>	
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Part Nine: Race Equipment

Please list:

- The number of V6 you plan to provide for the Event
See chart below for minimum requirements based on event numbers and lanes
- The Number of V1 you plan to provide for the event
See chart below for minimum requirements based on event numbers and lanes
- *Two spare are recommended for V1 and V6*

Based on anticipated attendance and lane configuration, this chart provides a proposed number of canoes to ensure smooth running of the event

V6	Paddler Count				Spare
	<100 0	1001-1500	1500-2200	2300-3000	
6 lanes	12	12	18	18	2
7 lanes	14	14	21	21	2
8 lanes	16	16	24	24	2
	Paddler Count				
V1	<100 0	1001-1500	1500-2200	2300-3000	
6 lane	12	12	18	18	2
7 lanes	14	14	21	21	2
8 lanes	16	16	24	24	2

Will the fleet of Va'a be new or will they be existing Va'a? If utilizing existing equipment, what procedure will be in place to ensure consistency of Va'a provided?

**What design/model of Va'a will you be using?
Does the model of Va'a meet IVF rules? (see rules)
*Please note: If this bid is successful, you will need to seek permission from the IVF if you wish to change the model of Canoe approved within this Bid.***

Adaptive paddler (Para Va'a) equipment:

Please provide detail around catering for adaptive paddlers. Access to water, facilities and Equipment.

Note that Adaptive paddler's seats must fit in/on Va'a (V1) so Va'a must have bench seats.

Ama's of V1 must be able to be fitted on the right for Para Paddlers.

The host acknowledges that they must budget for the cost of ensuring that at least three qualified adaptive Para Va'a Classifiers will be onsite to carry out classifications.

50% of costs of classification are to be met by the hosts and itemized in the bid budget.

Y / N

Part Ten: Event organisation

<p>The host acknowledges the need to work with the IVF Event organising committee to plan :</p> <ul style="list-style-type: none"> ● Registration & Paddler Check in Systems ● Race course ● Officials ● Timing and Video Equipment and set up ● Race Schedule ● approval of medals 	<p>Y / N</p>
<p>Medals It is the Host responsibility to supply all the event Medals. The design must be approved by the IVF. The IVF will provide hosts with the number of medals required. The World Club and World Elite Championship medals must be distinguishable. This may be achieved through different ribbons or different medal design.</p>	<p>Y / N</p>
<p>Judging Event hosts must have the ability to record all races for judging purposes. Starts, Turns, finishes, lane infractions etc...</p>	<p>Acknowledgement of this process. Y / N</p>
<p>IVF produces ID cards for all competitors. The cost of the ID cards is then invoiced to the Host as an event cost. <i>The cost of these cards is typically \$1.50 US per card.</i> The host has the option of placing sponsor logos on the ID Cards. The IVF will confirm the final design of the card with the host country</p>	<p>Acknowledgement of this process. Y / N</p>
<p>Protests The Protest and Appeals committee will be organized by IVF. The host is responsible for providing mandatory video recording for review purposes for the infractions committee.</p>	

Insurance: The successful Host must obtain sufficient insurance to ensure that the event organisers, officials, volunteers and the IVF are covered for any indemnity as per the laws of the host country

Part 11: Volunteers and Officials

<p>Volunteers and Officials Volunteers and Officials are key to running a successful event. Please outline your plan to recruit and train volunteers. A list of volunteers and the volunteer coordinator will be reviewed with IVF Events and Technical Committee at the 3 month check in update. Volunteers and Officials must be provided a uniform (minimum of shirt) to be identified as such personnel. Please outline in your volunteer plan additional details to ensure volunteers are safely managed in their roles (food and water, protection from possible environment conditions, access to facilities and medical, etc) Please provide a Volunteer recruitment and Management plan with this Bid.</p>	
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<p>Please provide us with the number of volunteers /Officials you will be planning on having at the event</p> <p>1 year prior to the event, the IVF will provide you with a list of officials that the IVF will provide.</p> <p>The host is encouraged to incorporate international officials and work alongside the IVF to identify areas such as finish line judging, manual timing, spotting starters, check in area, turn judging etc. where specific expertise can be utilized.</p>	<p>Please note that in recent IVF World Sprint events the following areas have required no less than the following numbers – (this should give you an idea of numbers required):</p> <ul style="list-style-type: none"> ● Race Director (1 Person – Approved by IVF) ● Registration and Paddler Check in – 8 people ● Boat Loading/unloading – 16 to 20 people ● Commentary and Race calling - 2 to 4 people ● Finish Tower officials – 4 people ● Race Manager programme application - 2 people ● Photo Finish – 2 people ● Finish Line back up judges – 6 to 8 people ● Results (posting of results and progressions) – 2 to 4 people ● On the water Start Boat – 1 Boat with minimum 3 people ; driver, starter, 2nd aligner. ● On the Water Officials/Safety – 3 boats with minimum 2 people ● Aligner Boat (or land/platform)- 1 Boat with minimum 2 people ● Translator – 1 Person (2 recommended)
<p>Officials Are your key on water and tower officials trained? What experience do they have? Do you require IVF support for providing officials in any key areas <i>Please note that: Associated costs of</i></p>	

IVF Officials or training should be covered by host.

Part 12: Hosting of guests and officials:

The Host has a responsibility to ensure:	IVF Officials The host must provide an area for IVF Officials to situate throughout the event The number of IVF Officials is approximately 12 Area Co-ordinators The Host acknowledges that they must provide an area for Area Coordinators to base themselves throughout the event – this area should be within close proximity to the Results /Tower area. Area coordinators should have access to Power and printing facilities. VIP's The Host must allocate an area for VIP individuals or groups that attend this event.
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Is there a Official Hotel where IVF Board, Officials or Race Officials are expected to stay?	.
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Part 13: Sponsorship

Outlines	
<p>The Event is known as the '2026 International Va'a Federation World Elite & Club Sprint Championships'</p> <p>Also '2026 International Va'a Federation World Club Sprint Championships'</p> <p>Also: '2022 International Va'a Federation World Elite Sprint Championships'</p> <p>Also 2022 IVF World Sprints</p>	
<p>The letters 'IVF' can be used to replace the Words 'International Va'a Federation'</p> <p>Date/year may be included at the beginning or end of event name.</p>	
<p>The IVF World Sprint Championship is owned by The international Va'a Federation.</p>	
<p>The Host – (2026) may seek Sponsors and partners for the event.</p>	<p>Preference: Sponsorship and commercial logos should appear secondary to the event name and IVF Logo. And should be referred to as <i>Supported by (Sponsor)</i> or <i>in partnership with (Sponsor)</i> or <i>Brought to you by (Sponsor)</i></p>
<p>No sponsorship should impact negatively on Member countries team sponsorship arrangements.</p>	
<p>Member Country Uniforms must be clean of all sponsors and branded names.</p>	<p>With the exception of small clothing manufacturer logo (Nike, Adidas etc)</p>
<p>The IVF and the host enter into a contract to ensure clear understanding of Sponsorship outlines and other event requirements.</p>	
<p>Sponsors logos can appear on merchandise but are not to appear on racing uniforms.</p>	
<p>Sponsors or potential sponsors should meet IVF ethical standards</p>	<p>Eg: No Tobacco or drug sponsorship</p>

Part 14: IVF Solidarity/Charity Programme Policy

- Moving forward the IVF will [formally invite and allow the IVF Member host of the IVF World Sprint Championships and/or IVF World Distance Championships (the "Host") to recognize a charitable organization (the "Charitable Organization") generally or in respect of a specific charitable project within their country.
Note: "Host" is the IVF Member Federation
- The Host may only provide, or announce to provide, any kind of support to a charitable or other organization in connection with any IVF event, subject to IVF's prior written consent. The granting of such written consent shall be at IVF's sole and unrestricted discretion.
- In order to obtain IVF's consent, the Host shall, in particular:
 - provide IVF with the registered charity number of the relevant Charitable Organization or, in case no registration number exists in the Host country, such other equivalent evidence demonstrating its recognition as charitable organization by the competent governmental body or public authority, in each case in form and substance satisfactory to IVF;
 - provide IVF with any other evidence, document or information as IVF may reasonably request in order to assess, in particular, (i) the charitable purpose of the Charitable Organization and (ii) the appropriate and orderly management of funds and collections in connection with intended project of the Charitable Organization to be supported by the IVF and the Host, and
 - provide IVF with satisfactory evidence demonstrating that at all times a clear and accurate allocation of funds to the Charitable Organization is ensured. In particular, funds relating solely to the IVF World Sprint Championships and/or IVF World Distance Championships must not be commingled with funds relating to charitable project of the Charitable Organization.
- The Host must sign a formal agreement with the Charitable Organization that confirms, among others, that 100% of the funds collected will benefit the charitable purpose of the Charitable Organization and provide a copy of such agreement (prior to signing) to the IVF.
- The Host may fund-raise on behalf of the Charitable Organization before, during and up to 30 days following the close of the IVF World Sprint Championships or the IVF World Distance Championships (as the case may be) they are hosting.
- The Host shall by no later than 60 days after the IVF World Sprint Championships or the IVF World Distance Championships (as the case may be) provide the IVF with a report detailing the funds contributed to the Charitable Organization in connection with such relevant IVF event.
- The International Va'a Federation reserves the right to withdraw the Solidarity Programme and cease all connection with the Charity if there are signs the organization is not properly conducting itself. It is at the IVF's Discretion to determine whether the organisation is conducted properly.

Part 15: Finance

Please provide a detailed budget for the event – The budget should include proposed income and expenditure

- A budget template is provided for you to use

Note: It is important to note here that if the host requires IVF staff/officials to operate any of the Race Office functions, expenses related to either all or a portion (determined by negotiation with IVF) of those expenses are to be covered by the host.

Note: It is 50/50 the hosts and IVF responsibility to ensure that a minimum of Three (3) ICF/IVF qualified Classifiers are present at the event to fulfil all aspects of Para Va'a classification. The Host is responsible for 50% OF the Classifiers Travel and Accommodation expenses.

Note: It is 50/50 the hosts and IVF responsibility to cover the airfare and accommodation of the IVF Medical official who will oversee anti-doping procedures.

All expenses associated with the running and staging of the World Sprints Championship are the sole responsibility of the Approved Hosts. The International Va'a Federation shares no liability in event costs.

Part 16: Successful Bid

The Successful bid host must:

- Organise for 2 IVF Board delegates to visit the race site no later than 6 months prior to the event. The IVF Board delegates shall then prepare a report to the Board and membership on the developments of the event.
- Notify the IVF Events and Technical Committee immediately if any changes are to take place that differ from the original Bid Document as approved.
- Any proposed changes to the original Bid must be approved by the IVF Executive before they can be confirmed.
- The successful bid Host agrees to meet all financial obligations.
- Must comply and adhere to all IVF Race rules.
- Must provide the IVF Events and Technical Committee with an event planning update, 12 months, 6 months and 3 months out from the event.

Part 17: Post Event

The host member must provide the IVF with an event report no later than 6 months after the event .

The report must contain the following:

- Summary overview of event
- Completed Survey of competitors
- Completed Finances (Showing Profit and Loss and relation to original Budget)
- An incident report – should any incidents take place
- Learnings and recommendations for future hosts

The IVF will provide a post event reporting form once the bid is successful.

Part 18 Legacy:

Please provide us with an idea of the legacy that will be left behind should this bid be successful. How will this event impact positively on the Va'a community in your area and the community at large.

Part 19 Race Rule Changes:

Any Race Rule Changes approved by the IVF Board up to one year prior to the delivery of the event, must be incorporated into the final event programme unless specific hardship can be claimed and dispensation from the IVF Board sought in complying with a rule update.

IVF responsibilities:

The International Va'a Federation will:

- Set Entry Fees
- Entry Deadlines
- Set up online entries for the event
- Collect Entry Fees for the event and distribute host % as agreed by both parties.
- Produce race schedule and Lane draw
- Collect fees for Scratches, Protests and Appeals - These remain with the IVF
- Contract with the identified WADA Affiliate for Anti-Doping test program
- Pay 50% of cost of agreed Anti-Doping tests to be performed during competition and related costs
- Pay 50% of cost of agreed Para Va'a Classification related costs
- Provide Race Manager System, race data and expertise in running the system.
- Split Event Entry fees with the Hosts Country 40/60 (40% to IVF) (Note current Entry fee is set as \$150US per person)

IVF will prepare and enter into a contract with the successful host that further outlines host and IVF responsibilities and obligations.

BID Document Checklist: (Please ensure you have completed and attached all parts of this bid before sending)

All Parts of this Bid Document are complete	
Completed budget is attached	
Map of race course attached	
Map of Venue attached	
2 letters of support from local community attached	
Communication plan attached	
Marketing and Sponsorship Plan attached	
Volunteer recruitment and Management Plan attached	
All other documents as requested	

Please email the completed Bid Documents to IVF Secretary : secretary@ivfiv.org

SIGNED on behalf of Host Country:
Name:
Date:

Office Use Only: Application Received:
Name:
Date: