



**2019**

**PDBA USA REGIONAL  
CHAMPIONSHIP/ CCWC  
Qualifiers**

**Request for Proposal  
Site Preparation Manual**

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## 1. Introduction

The Pacific Dragon Boat Association (PDBA) is soliciting bids for the 2019 Pacific Dragon Boat Association Regional Championship / CCWC Qualifiers. The purpose of this document is to present the Request for Proposal (RFP) site requirements to potential bidders.

### 1.1 Deadlines and Important Dates

**July 8, 2018:** RFP available on website and sent through email to all Pacific Dragon Boat Association member clubs.

**September 1, 2018:** All proposals must be received no later than September 1, 2018. Email completed proposals to [competition@pdbausa.org](mailto:competition@pdbausa.org)

**September 1-30, 2018:** Site visits and/or fact-finding visits will occur between September 1, 2018 and September 30, 2018, if necessary.

**November 1, 2018:** All proposers will be notified of the selected site and back up venues for the PDBA Regional Championship no later than November 1, 2018.

- A. An agreement will be signed by the selected site and the PDBA Board.
- B. The selected organization is required to make status reports every two months on the planning process for the PDBA Championship. These reports shall be submitted to the PDBA Board via email on a mutually agreed upon schedule based on the proposed date of the race.
- C. After the event, the proposer will submit a final event report, which will be due to the PDBA board no later than two weeks following the race and will include:
  1. An evaluation of key aspects of the race.
  2. Suggestions that would be helpful to future race organizers.
  3. Suggestions for PDBA involvement in implementation.

### 1.2 Proposal Format

Emphasis should be placed on completeness and clarity of content. Pages should be numbered consecutively. Include a table of contents delineating the specifications and any appendices of the proposal.

### 1.3 Rights Reserved

The PDBA reserves the right to reject any and all PDBA proposals. All proposals and related materials submitted will become the property of the PDBA. 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 and organizations participating in the RFP process will be notified of acceptance/rejection by November 1, 2018. The PDBA Board reserves the right not to disclose detailed reasons for non-selection.

### 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 PDBA Board.

### 1.6 The Technical Race

The primary focus of the PDBA Regional Championship is a well-planned, fair competition. All other aspects of the event are considered a “bonus” after the minimum technical requirements are met.

## 1.7 The Right to Move or Cancel the Event

The PDBA Board reserves the right to move or cancel the event if proposal deficiencies are not corrected or event preparation is insufficient to guarantee a successful event. Fair competition shall take precedence over all other location benefits.

## 1.8 Venue Preference

A successful PDBA Regional Championship requires an infrastructure and staff with event experience. To this end, the PDBA prefers to combine the PDBA Regional Championship 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 PDBA Regional Championship are required to be a member of the Pacific Dragon Boat Association. Regional fees may be submitted with the proposal for the PDBA Regional Championship, if not previously submitted. Include in your proposal any support you are requesting from the Pacific Dragon Boat Association.

# 2. PDBA Race Proposal Specifics

**Your proposal must address all items listed in 2.1 and 2.2, succinctly and completely.**

Proposals submitted will be evaluated as a total package. Major deficiencies in any one area will be considered as grounds for disqualification of the entire proposal. Emphasis will be given to the minimal requirements (Hosting Organization, Accommodations, Venue, Fair Competition, and Safety). The exact weighting of individual requirements has not yet been determined. Preference will be given to existing events with seasoned staff.

## 2.1 Hosting Organizational Profile

### 2.1.1 Basic Description

Provide a brief description of the hosting organization, the length of time it has been in existence, and clear rationale as to why the PDBA Regional Championship should be held in your area.

- A. Organizing Committee Structure: Provide details of the race organizing committee structure, organization plan and the key positions (include the names, addresses and phone numbers of these key people).
- B. Previous Experience: List and discuss any previous experience that this group has in organizing dragon boat races (include both festival races and competitive races).
- C. Rules and regulations to be compliant with IDBF competition rules and regulations.

### 2.1.2 Business Plan

Provide an estimated budget and business plan for the proposed event and the estimated **registration fees for teams competing in the Regional Championship.**

### 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.

### 2.1.4 Representation

List the names and addresses of any PDBA Board member representatives (if any) who are associated with this organization.

## 2.2 Race Site Selection Specifications

### 2.2.1 Schedule / Timeline

- A. Provide your preferred date for the PDBA Regional Championship.
- B. List any alternate dates for the event.
- C. Show a preliminary timeline of the events that will occur leading up to the race.
- D. Provide the plan to upgrade the site for compliance with the race site specifications listed here, if compliance is not yet met. Your plan should include a list of milestones to eliminate these deficiencies along with a time table.

### 2.2.2 Local Support

- A. Show a clear indication of the commitment to make this event happen.
- B. List any local support and explain how it will ensure a successful event.
- C. Optional: Provide evidence that local personnel are involved with your bid to host the PDBA Regional Championship such as Service Clubs, Local Event Organizers, the Convention Bureau, Tourism Office, Chamber of Commerce, etc.

### 2.2.3 Location / Accommodations

- A. Provide the location of the nearest major airport.
- B. Provide the distances from the airport to the local hotels.
- C. List the number of local hotels within 30 minutes of the race site and provide a map of the area.
- D. Describe the numbers and proximity of local restaurants.

### 2.2.4 Venue

- A. Race Course and Site Requirements.
  1. Submit an aerial view of the race course, showing major structures, lengths and water depths. See also the paragraph on Site / Facilities, following.
- B. Provide clear descriptions of the plan to ensure equal racing lanes for all competing teams.
  1. A race course length of 500 meters with four lanes, each at least 9 meters in width is desired.
  2. The minimum water depth of two meters (three meters is preferred) over the entire length and width of the race course. If this is not possible, how will a fair competition be ensured?
  3. The water depth for all race lanes should be the same depth +/- .03 meter (one foot). If this is not possible, how will a fair competition be ensured?
  4. The race course should be in non-tidal waters. If this is not possible, how will a fair competition be ensured?
- C. Address any race site issues (such as potential to flood out or tidal concerns). Describe your plan for dealing with any "unforeseen" site changes.
- D. If private property is going to be used, the property owners need to ensure in writing that permission to use facilities/locations is guaranteed.
- E. Discuss any safety issues, site safety concerns, and/or water hazards at the planned venue.
- F. Describe the required computerized timing system, the starting system (floating or held start, mechanism for signaling start, position of starting officials at the start), and any constraints on the race format (i.e., limit on the number of heats).
- G. Provide an option for teams to rent tents or request a hosting team.
- H. Include a copy of the proposed race grid.

### 2.2.5 Site / Facilities

Provide a map of the race course and the site, showing the following:

- A. Race course
- B. Course control location with clear visibility of course
- C. Finish line judging area
- D. Starting area
- E. Docks where loading would occur
- F. Marshaling Area
- G. Parking areas
- H. Toilets
- I. Public address system
- J. Refreshment area
- K. Race viewing area
- L. First Aid station

### 2.2.6 Officiating / Staffing

Submit a plan for how the race will be officiated, specifically covering at least the following:

- A. Include the requirement that there be a marshaling race official who can oversee the cross-checking of racers to rosters.
- B. The PDBA requires a certified USDBF race official to be the chief race official for the event. PDBA will pay travel costs for USDBF race official if needed.
- C. The dock marshal and race announcer must be separate people.

### 2.2.7 Public Relations / Media [Optional]

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

### 2.2.8 Equipment

- A. Discuss the number of dragon boats and other equipment needed for the PDBA Regional Championship and who will provide them.
- B. Describe how the dragon boats are matched in terms of weight, shape, and condition, in order to provide a fair race.

### 2.2.9 Safety

- 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 will be 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 race and how that is to be achieved.

### 2.2.10 Weather Plan

- A. Discuss any weather issues (flooding, lightning, or high winds) with the planned site.
- B. What is the average temperature and precipitation during the month in which the event is planned? How frequent are storms during this time? For example, how many weather incidents have there been over the past five years that would adversely impact the event.
- C. Discuss how prone is the site to other adverse weather conditions during the proposed dates and any contingency plans.
- D. Ensure and describe plans to implement any buffer that is included for inclement weather conditions or other mishap.

### 2.2.11 Piggy Back Festival Information

If the competition would be held as part of another festival, please list the following about the other festival, and describe any special arrangements that would need to be made to accommodate both races.

- A. Number of teams in the other festival.
- B. Dates and times of the other festival.
- C. Expected spectators at the other festival.

### 2.2.12 Backup Provisions

Should your proposal be chosen as the first runner up, would you wish to be considered as the backup site for the PDBA Regional Championship? If so, please provide a time line for the latest date that a decision would have to be made to hold the PDBA Regional Championship at your proposed venue.

## 3. Support of New PDBA Attestation Forms Including Implementation

The PDBA, in support of fair competition and following the IDBF Club Crew regulations 4.3 and 4.3.1, is implementing attestation forms where the team managers, coaches, and captains of teams attest that their teams are following these rules.

### 3.1 Attestation Forms

#### 3.1.1 Forms to be Supplied by PDBA USA

The PDBA is creating attestation forms that the provider will need to present to the team manager or coach or captain of each individually registered team.

#### 3.1.2 Signed Forms

Each team manager, coach, or captain will need to sign an attestation form for verification of the team roster where they certify and affirm that the following is true:

- A. That the names of the individuals listed on the roster submitted to PDBA USA for the PDBA USA Championship are members of the club and team identified on the form.
- B. That the individuals who identified themselves as the individuals on the roster submitted to PDBA USA are, in fact, the named individuals.

#### 3.1.3 Ramifications

The team manager, coach, and captain will need to understand and acknowledge that knowingly misleading the PDBA USA regarding the information attested to on the form, may result in the named team's immediate disqualification from the PDBA USA Championship.