

03.05.2021

**RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions
2022-2024**



REQUEST FOR OFFER

for

TIMING AND DATA SERVICES

for

ECA CANOE SPRINT and PARACANOE EUROPEAN CHAMPIONSHIPS

during the term 2022-2024

**RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions
2022-2024**

1 Purpose of this Request for Offer (RFO)

The purpose of this document is to provide basic information, detailed and technical requirements stipulated by the European Canoe Association (ECA) in order to appoint the official Timing and Data Service provider (TDSP) for certain ECA Canoe Sprint and Paracanoe competitions in the period 2022-2024.

Interested companies wishing to be considered for this appointment should construct their offer carefully as indicated in this document and in strict compliance of the ICF and ECA rules and confirm their interest in writing by September 15th, 2021 by submitting their final Offer to ECA.

The successful candidate company will have the exclusive right and obligation as per contract to provide the timing and data services at ECA Canoe Sprint and Paracanoe championships 2022-2024 named below.

2 Basic information about the racing format

Canoe Sprint & Paracanoe competitions are defined in the ICF Canoe Sprint Competition Rules.

3 Partners involved

3.1 European Canoe Association (ECA)

ECA is the governing body of the sport of Canoeing in Europe and has 45 member National Canoe Federations.

ECA is also a part of the International Canoe Federation and is responsible for staging of European canoe Championships as well as the Olympic and Paralympic Movements.

ECA follows ICF rules and regulations for the practice of the sport in all its forms, but also sets specific European rules for the sport.

The role of ECA (as it relates to the TDSP) is to ensure that the agreements made with the Organising Committees of ECA competitions include clear regulations on the requirements to be fulfilled by the Organising Committees, thus ensuring that Service Provider can provide the Services as agreed upon in the corresponding Service catalogues.

3.2 Organising Committees (OC)

Under the provisions of multiple Organisation Agreements, ECA has appointed and will appoint during the Term, an Organising Committee (OC) for each of number of competitions included in this tender.

The costs of the services provided by the TDSP are the responsibility of the relevant OC and are to be paid directly to TDSP.

The OC is required by ECA to organise the competition in strict compliance with the ICF and ECA rules, which include its Statutes, Competition rules, related Bye-laws and Organisation Regulations - as any of these may be updated from time to time.

RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions 2022-2024

3.3 Timing and Data Service Provider (TDSP)

Throughout the term of its appointment the TDSP shall provide:

- Entry process management,
- Accreditation Management,
- Draw for the ICF progression system,
- Start list production,
- Team leaders meeting management,
- Timing and data services,
- Results production,
- Progressions and new start lists production,
- Online results platform,
- Phone app,
- Protocol feed for TV graphics,
- Online portal for accommodation and travel info for Local Organising Committee to use (optional).

Any such timing and data services provided by TDSP shall be in full compliance with the latest technical standards and the technical requirements defined by ECA on behalf of itself, its television partners and TV Graphics partners.

3.4 TV Graphics Production Partners

ECA will inform and provide contact information to TDSP of each TV Graphics provider in advance to each competition (not later than 6 months).

TDSP must provide the data output protocol to the hired 3rd party TV graphics supplier in advance to the competition (not later than 4 months) and be ready to provide some adjustments if needed.

4 ECA Competitions

| | |
|------|---|
| 2022 | ECA Canoe Sprint Junior&U23 European Championships |
| 2023 | ECA Canoe Sprint Junior&U23 European Championships* |
| 2023 | ECA Canoe Sprint & Paracanoe European Championships** |
| 2024 | ECA Canoe Sprint & Paracanoe European Championships |
| 2024 | ECA Canoe Sprint Junior&U23 European Championships |

*possibly including paracanoe, pending European Games decision on Canoe Sprint

**pending European Games decision on Canoe Sprint

5 Competition descriptions

5.1 Canoe Sprint & Paracanoe European Championships

A competition held every year except in the year of the European Games (provided Canoe Sprint is confirmed in the program) usually taking place beginning of June (in 2022 this competition will be held within the multisport European Championships in August).

**RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions
2022-2024**

It is currently held over 4 days in 29 Canoe Sprint events raced over 200, 500,1000 and 5000m and 12 Paracanoe events raced over 200m only.
Competition days can operate for up to 12 hours per day.

5.2 Canoe Sprint Junior & Under 23 European Championships

A competition held every year usually taking place end of June or beginning of July.
It is currently held over 4 days in 18 Junior and 18 U23 events over 200, 500 and 1000m.
Competition days can operate for up to 12 hours per day.

6 The TDSP Services required by ECA

ECA and TDSP shall mutually agree upon the detailed Services to be provided for ECA Championships.

Any such Services and the requirements to be fulfilled by the individual Organising Committees shall be mutually agreed in writing for ECA Championships in a Service catalogue.

The approved Service catalogue shall become Annex to the appointment agreement and an integral part thereof.

Annex 2 attached to this RFO specifies a draft service catalogue including all Services which should be available from TDSP for any such Championships.

7 Rights that will be granted to TDSP by ECA

- i) Upon the appointment agreement TDSP will be granted the exclusive right to use the title "Official Canoe Sprint Data Service Provider" of the European Canoe Association (ECA). This title may be used worldwide in writing and in combination with ECA logo (either black/white or colored) during the entire duration of the resulting agreement.
- ii) ECA will support TDSP's business activities by mediating contact to ECA's appointed OC's and by making any such OC aware of the fact that TDSP is available to provide proposals for services, including but not limited to timing and data services

8 ECA's timing and data sponsorship rights, Intellectual Property Rights

- i) TDSP acknowledges and agrees that ECA has the sole and exclusive ownership and control of the data collected by TDSP or received from ECA and displayed by TDSP in connection with the competitions. Such data displaying is capable of a protection by a copyright, patent, trademark or other intellectual property protection; any such right and protection shall be the sole property of ECA. The protection and future licensing of such right(s) shall be under the sole responsibility of ECA.
- ii) TDSP acknowledges that the Results layout, content and presentation of the timing and data information are subject to prior consultation and the written approval of ECA and shall (or may) be updated by TDSP from time to time on a request by ECA without additional costs.
- iii) For each competition, TDSP shall ensure that the name and/or logo of ECA, logo of competition and ECA and/or local OC sponsors to be inserted as on-paper or PDF identification commensurate with the specifications (including design, frequency and location) and other information provided in respect of the same by ECA.

**RFO: Timing and Data Services for ECA Canoe Sprint and Paracanoe Competitions
2022-2024**

9 Insurance

The TDSP shall be responsible to procure and maintain throughout the term of an agreement with ECA, the following insurances:

- i) its own Employees and Workers liability insurance;
- ii) an electronic equipment insurance.

ECA shall include a provision in the individual Organisational agreements requesting the individual OC to procure and maintain theft insurance for equipment stored at the venue and a liability insurance explicitly covering any damage to TDSP caused by the OC.

10 Power Requirements and set-up etc.

All applicants should clearly state their detailed power-requirements and their proposed positions for the power supply at the Venue.

11 Human resources

All applicants should clearly state and list in detail all personnel on site required to provide the services.

12 Logistics provided by Organising Committee/ECA

- i) The OC will provide all on-site power and internet connections in accordance with the needs of the TDSP.
- ii) The OC will provide direct access to all start systems hardware for start signal impulse data.
- iii) The OC will provide all logistic requirements in respect of accessing the Start towers, Finish Tower and Intermediate timing huts.
- iv) The OC will ensure 24h security patrol for the entire TDSP equipment at the venue.

13 Deadlines for Tender-Bidding-Period

By September 1st, 2021

All tenderers must provide their Preliminary Bids

Between September 1st and September 15th, 2021

Tender Process clarifications, requests for additional information from ECA and/or Tenderers

By September 15th, 2021

All tenderers must provide their Final Bids to ECA

By October 3rd, 2021

ECA to evaluate Bids and select potential Final Candidate and discuss details if necessary

By October 15th, 2021

ECA to appoint TDSP. Appointment is subject to a contract.

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14 Conditions of this RFO Process Legal Provisions

Each interested company, when responding to this Request for Offer, unconditionally accepts the terms and conditions stated in this document, which does not constitute an offer to enter into any negotiation.

All costs relating to responding to this Request for Offer document by any interested company shall be the responsibility of that company alone and no claim shall be made against ECA for any reimbursement.

Furthermore, ECA shall be under no obligation to appoint a company if it considers that no proposal received meets its expectations.

The decision as to which company shall be appointed (if any) shall be by ECA alone and such decision shall be final.

The successful company will be required to sign an agreement which will govern the appointment. That agreement will contain detailed terms and conditions, including a list of the services to be provided, nature of the relationship, confidentiality, copyright ownership, reporting, warranties, conflict of interest and other customary and appropriate provisions.

A contractual relationship will only be formed upon the signature of an agreement between ECA and the company selected to provide the services.

ECA reserves the right not necessarily to accept the lowest or any offer.

All conflicts connected with this tender shall be governed and construed in accordance with the Laws of England for which the Courts of England shall have sole and exclusive jurisdiction.

15 Appendices

1. Competition Calendar 2022 – 2024 (as currently known)
<https://www.canoe-europe.org/documents#calendar>
2. Service catalogue
<https://www.canoe-europe.org/documents#sprint>
3. Obligations of ECA/The Competition Organiser
<https://www.canoe-europe.org/documents#sprint>
4. Compilation of start/result sheets and/or other default layouts
<https://www.canoe-europe.org/documents#sprint>

16 Please submit your offer to:

European Canoe Association
Kneza Mislava 11, Zagreb
HR-10000, Croatia
Email: ecaofficezagreb@gmail.com

**ECA Canoe Sprint
Obligations of the Competition Organiser in relation to TDSP**

Obligations of the Competition Organiser

All facilities

The Competition Organiser must prepare the Start Tower, the Intermediate Timing Huts, the Finish Tower and all other facilities necessary to be ready on the date as requested by the Timing and Data Service Provider to start the installation of their equipment.

The OC shall provide the following:

1. Board and lodging:

- Reservation and payment of accommodation (single-bed rooms, shower, toilet) and full board for the TDSP technicians shall be provided during the competition, beginning from the first day of the installation of the equipment until the day after the venue shutdown.
- The accommodation of the TDSP service team should be in close proximity to the regatta course in a hotel of international standard, together with the ECA Officials in the ECA Hotel.

2. Volunteers

The number of volunteers and services expected to be provided to be agreed in advance. The number of volunteers and the daily working hours, during the installation day(s) as well as at the day of the venue shutdown (beginning approximately one hour after the last race) shall be agreed in advance. There should also be support for transportation of equipment along the course by truck and boat provided.

Note: These same persons must be allocated to the same positions during the preliminary tests and throughout the entire competition.

3. Miscellaneous

- All relevant facilities e.g. Finish Tower, Start towers, Intermediate Timing Huts, for the period from the first installation day until the venue shutdown must be available to TDSP according to their needs and schedule.
- If the Start, or Intermediate-time-keeping points are floating on the water, and if they can only be reached by boat, the OC shall provide a boat to TDSP from the first installation day until the venue shutdown.
- TDSP's staff members must be provided with accreditations allowing them access to all locations where TDSP technology and the ECA officials are allocated. Additionally, TDSP will need passage permissions to the Finish Tower and the Start area for up to 2 cars during the entire period before and during the competition.

**ECA Canoe Sprint
Obligations of the Competition Organiser in relation to TDSP**

4. Technical Requirements

Start Towers

- Lockable - the room for the Timing equipment should be closed in order to avoid possible damage due to bad weather conditions.
- Power supply (120/220V, 16A, separately fused) - due to TDSP needs
- Starter's Control box for start signal to finish tower, connected to the start system.
- A Start impulse contact and connection in the Finish Tower to TDSP
- An entirely independent communication link between the Starter and the finish line;
- Start line video camera at each starting position (1000, 500 and 200m) with sound and slow motion and a "freeze frame" device which will freeze the picture at the instant the Starter presses the button to give the start signal; highest quality with sun filter; must be provided with a cover providing protection against sun and rain. Supporting hardware and software for immediate video analysis by the starter included.
- At each starting position/tower (1000, 500 and 200m) one (1) large digital clock visible from the boats on the Start Line and from a minimum distance of 100 m - showing the official regatta time (hours and minutes) - synchronised with the clocks in the Finish Tower and the Boathouse Area. Minimum height of the digits should be 30cm.
- Desk for the installation of the Starter' Control box.

Intermediate Timing Points

- Lockable - the room for the Timing equipment should be closed in order to avoid possible damage due to bad weather conditions.
- Power supply (120/220V, 16A, separately fused) - due to TDSP needs
- Table and chairs for three people.

Finish Tower

- Cabling - the requirements to be confirmed by the TDSP
- Lockable - the room for the Timing equipment has to be closed in order to avoid possible damage due to bad weather conditions.
- Power supply (120/220V, 16A, separately fused) - Due to TDSP needs
- Installation of a High Speed Internet
- Operation space for results, timing and Photo-finish camera equipment.
- Fixing device for 2 Photo-finish cameras
NB: The fixing device must be shock-absorbent and wind shielded
- Removable wire, marking the Finish line, fixed in front of the Photo-finish camera at Competition Committee/Photo-finish level exactly in line with the horizontal finish line. Maximum 2 mm thick and black colour. It must be vertical and fixed absolutely firmly and tight, positioned between the photo-finish video cameras and the horizontal finish line. The second wire at the Finish Line judges level remains all the time, fixed behind the Photo-finish camera.
- The Timing cables must be brought from outside the finish tower and connected to the timing system
- A Cable Conduit for the cables connecting the equipment on the roof of the finish tower brought outside at the ground level.

**ECA Canoe Sprint
Obligations of the Competition Organiser in relation to TDSP**

5. Timing and Data Cable Specifications for Organisers Timing Cables

The TDSP to confirm the requirements for the Timing cables.

Network Connections

- Network Connection between Timing Level Room and Backup Timing room.
- Network Connection Timing Level Room and ID Control
- Network Connection Timing Level Room and 2nd boat control
- Network Connection Timing Level Room and all start positions
- Network connection to Copy Center, ECA Office and the Press Center
- High speed Internet Connection free-of-charge, installed at the Timing level in the Finish Tower

NB: for the exclusive use of the Timing and Data service team from their arrival day until the last racing day.

Power Cables

Power Supply in the Start Towers and in the Finish Tower (120/220V 16 A)

Power Supply in all Intermediate Timing huts (120/220V 16 A)

Power Supply at ID and 2nd boat control (120/220V 16 A)

Radio connections

- between Timing Level Room and all Start Positions
- between Timing Level Room and Intermediate Timing positions coordinator

ECA Canoe Sprint Service Catalogue

Service Catalogue

1 Timing and Result Service Provision

Equipment

The specifications must be approved by ECA.
Any changes in the specifications must be agreed with ECA in advance.

1.1. At the Start

- At each starting position/tower (1000, 500 and 200m) one (1) small clock for the Starter - placed in front of him/her - linked to the large clock(s) to show precise official regatta time, digital format, and required to show hours, minutes and seconds;

1.2. Intermediate Timing

- At each Intermediate timing point - human independent intermediate times measurement (750m, 500m and 250m).

1.3. Finish Tower

- Digital Photo Finish Camera, 1/1000p/sec, with direct transmission to the time measuring system (two cameras – official and back up)
- Computers to operate photo finish camera. Backup can be done and operated with MARITIME solution system owned by ECA.
- Printer for print out of official results, progression start lists to Competition Committee and/or photo finish pictures (individual cases)
- Start lists and results data transmission to the scoreboard and TV signal provider.
- One (1) small clock to show precise official regatta time, digital format, and required to show hours, minutes and seconds; synchronised with the clock(s) on each starting position.
- Photo finish pictures to be sent to the database and shared with Host broadcaster and TV graphics 3rd party.
- Timing terminal, time impulse button (complete timing back up with timing terminal, time impulse buttons).
- Finish signal horn connected to the timing impulse button.
- Network spooler protocol for print outs at different locations outside the Finish Tower.
- Headset connection between start, intermediate timing points and Chief Official

1.4. ID control

- ID control software using Accreditation cards (to provide race number, lane number, athlete name, country, photo, and picture of the participating country uniform), updated in real time.
- Computer and bar code scanner as well as ID control software using Accreditation cards (to provide race number, lane number, athlete name, country, photo, and picture with uniform of the participating country), updated in real time.

ECA Canoe Sprint Service Catalogue

1.5. Data and Result services

- Race Management software according to the current ICF and ECA rules
- List printing (all lists are in accordance with the current ICF/ECA rules). See the enclosed example Lists.
 - Entries by Event
 - Entry List by Event
 - Number of Entries by Country
 - Entry List by Country
 - Start List by Event (with Names)
 - Start List Summary
 - Results List by Race
 - Daily Results Summary
 - Results Summary by Event
 - Medal Standings
 - Final Ranking
 - Photo finish pictures

1.6. Team Leaders meeting

- Computer and software solution to make the rollcall of all the events, race by race, according to ECA default layout (See attachment) with real time updates and changes, automatically applied online.

2 Data output for Television 'On Screen' Graphics

2.1. Provision of data output for Television 'On Screen' Graphics

- Start & Results Lists (as designed and presented by ECA).
- Start Signal
- Intermediate times per lane
- Photo Finish picture
- Weather data (using own TDSP equipment)
- Event Statistics
- World best times
- European and World Champions
- Running Time

Data output protocol will be agreed between TDSP and ECA Television Graphics company in advance to the competition.

2.2. Provision of a graphics feed for a video screen

- Provision of one graphics system to produce the video signal for scoreboard.

ECA Canoe Sprint Service Catalogue

Timing Services

Race and event management

- Import of nominal entries and accreditation to TDSP software.
- Creation of start list according to the nominal entries and respective ranking, in accordance with ECA Canoe Sprint TD guidelines using ICF ID numbers of each athlete from SDP database.
- Supervision of the nominal entries and accreditation data coming from ICF SDP in regards to ECA rules.
- Creation of provisional timetable of events, according with ECA Canoe Sprint TD guidelines
- Production of the official documents: country list, BIB assignment, competitors list, preliminary timetable and startlist
- Team leaders' meeting management
- Updates of the start list and other official race management documents after Team leaders' meeting
- ID control management and supervision including real time info for ITO's, who will operate the software; pre-competition education to be included. Must be updated in real time and with possibility for live feed to the finish tower.
- Complete timing and results system, including photofinish being operated by the ITO's nominated by ECA.
- Supervision of the backup photofinish solution, with ECA Maritime.
- 2nd boat control race lanes arrival order data protocol to display direct from the photo finish software
- Production of the official results documents including intermediate time data, according to the listing already identified
- Provision of the online results platform providing timetable (with filters for better navigation), up-to-date start lists, official results, photo finish images, other documents required
- Production of final results in one PDF or ZIP file containing the complete results from the competition (all preliminary and final phases – heats, semi-finals, finals); and spreadsheet (xls, xlsx or csv) with the complete results from the competition including each athlete's ICF number.

3 Phone app

(For android and iOS)

- News, important documents, up-to-date start lists and live results per each event
- Results archive

Not included at all performances and to be supported by Local OC:

- Staff traveling costs
- Equipment transportation costs (competitions more distance as 800 km)
- Hotel accommodation on a full board basis