



INTERNATIONAL CASTING SPORT FEDERATION

ICSF's

Bid book

for hosting

A World- or a Continental
Championships

or an International tournament.

INDEX

PAGE

The aims of the bid book	4
Who can apply for the tournament, and who will approve it?	4
Chapter 1: Needs before applying for the bid	
• How to start the organising of the tournament	5
• Demands to the fields of an International tournament	5
• Demands of the accommodations during a tournament	6
• People needed to arrange the tournament.	6
• Equipment needed to arrange the tournament	6
• Sponsors for the tournament	7
• Information to the local and national media.	7
• Last evaluation to be sure.	7
• Send out an invitation to the ICSF President	7
Chapter 2: The Bid	
• Addressing the Bid	8
• Time schedule for the Bid	8
• Information concerning the tournament	8
• The costs	8
• Sponsors with contact persons and amount of financial support	8
• Media contact persons	9
• Signing the Bid	9
Chapter 3: The time in-between	
• When ICSF receives the Bid	10
• Who takes the decision?	10
• After decision taken	10
Chapter 4: After been given sanction	
• Confirming procedure	11
• Invitation to tournament	11
• Invitation to Judges	11
• Planning courses in front of the tournament	11
• Insurance	12
• Accommodations	12
• Preparing the equipment for the courts	12
• Secretariat	12
• Speaker system and person to run it	13
• First aid	13
• Opening ceremony	13
• Dress codes for the International Judges, National Judges and other persons involved	14
• Oath for Judges and participants	14
• Banquet	14
• Price giving ceremony	14
• Planning activities during the tournament and after	15

Chapter 5: The Tournament

- Tournament rules 16
- The Bid in original 16
- The meetings 16

The forms

- Apply form 17
- Material list 18
- Checklist 21

The aims of the bid book

The aims of the bid book are to secure the highest quality of the World- or Continental Championships or an International Tournament, and arrangement done in the spirit of ICSF. To be sure that the athletes, the spectators and the media together with the sponsors at all time will see the best of casting. One of the aims is to see that the Organisers are fit to arrange a World- or Continental Championships or an International Tournament, and that they have the facilities and people needed for the big arrangement. Secure that they are financially fit to manage the cost of the arrangement.

Who can apply for the tournament, and who will approve it?



It is only a National Federation with a valid membership of ICSF, who can apply for a World- or Continental Championships or an International Tournament. There is no possibility for one person or a local federation to apply for these arrangements.

When a National Federation applies for a World- or Continental Championships or an International Tournament, they have to send the form to the Headquarters of ICSF. The specified form is in the back of this book. The bid have to be sent at least 4 - four

years in advance for a World- or Continental Championships, and at least 1 – one year in advance for an International Tournament.

ICSF Executive Board makes for the World- and Continental Championship its recommendations to be put on the agenda at the next General Assembly.

ICSF Executive Board makes the decision concerning the International Tournaments.

Chapter 1. Needs before applying for the Bid.

How to start the organising of the tournament.



When a National Federation supported by all the board members, wants to organise a World- or Continental Championships or an International Tournament, they have to check which possibilities they have concerning accommodations, the casting field, the group of people needed in the local area, etc,

First of all it is recommended to put down the organising committee. Put each and everyone in charge for the main issues like sponsors, media, the casting field, the Hotels and accommodations, etc.

It is very important to make arrangements with the hotel(s), the community, the sponsors, the media, etc, as soon as possible. There is a checklist in this book recommended to use, for securing the quality of the arrangement.

When the accommodations are going to be pre-booked, make sure that the prices of the rooms, the meals and the closing banquet are as low as possible. Make also sure that you have an agreement of the pre-booking for the casting field, the possibility to have our requested grass quality and that the time for when they have to cut the grass in front of the tournament also are set. Make sure they collect the grass so we don't have lots of cut grass all around.

Demands to the fields of an International tournament



All the courts have to be in a very high quality concerning both the qualities of the grass, the level of the area and the court equipment.

The size of the courts area has to be at least big enough to hold 6 courts (200 x 200 metres) in distance events during World- and Continental Championships. The courts have to be at least big enough to hold 3 courts (150 x 150 metres) in distance events in World Games and International tournaments.

It is very important that you take in consider the possibility of turning the courts if the wind direction turns. That's why you need the big area.

The quality of the grass have to be good without couch grass or similar, and at a maximum of 3 – 5 cm high.

The area must be in a plain level. Recommended places are:

Football fields where there are more than two connected to each other. Fields connected to golf courts. Fields connected to airports, if the grass quality is good enough and cut. Park fields where the grass is regularly cut.

Demands to the accommodations during an International tournament



The accommodations during the tournament or an arrangement have to be in the quality of at least a 3 star hotel. There have to be arrangements for breakfast, lunch and dinner. There are also needs for a room for the closing banquet, and a “check in” room for the tournament.

There is a benefit to have all the participants in the same hotel or in two hotels close by each other. It is important that all rooms have bath and toilet. Check also if the hotel can serve food for vegetarians.

People needed to arrange the tournament.

It is also important that you have the people needed to arrange the tournament. First you have to put up the organising committee, which very often are the same people as the board of the national federation. Appoint the chairman of the committee. The committee members will often have the responsibility of their own tasks. (Accommodations, courts, media, etc.)

There have to be sent out a request, to all national helpers needed, whether they can support you or not. Get an agreement with people within the different tasks like:

Secretariat and kiosk, Judges – mostly national, but may be one or two International from your own country, Courts builders, Transport and Guards, Tent builders - and if needed participants for the opening- and closing ceremony.

Equipment needed to arrange the tournament



The person, who got the responsibility of the courts equipment, has to put up an inventory and see if all equipment needed is at hand. If not, you have to invest or borrow. Remember that if you have to borrow any equipment, all of it has to be of the same kind and colour.

Sponsors for the tournament

It is important to take contact with the actual sponsors for the tournament as early as possible. Normally it's easiest to contact the fishing equipment dealers, but you must also think about the Hotel used, the community, Transport Company, flight companies, rental cars, etc. There are several possibilities you have to check out. You may arrange a cheaper flight ticket for all the participants, who will benefit you when you send out the invitation and more people will come. Think about all possibilities.

Information to the local and national media.



Remember to contact the media to present your plans for the tournament, and the people in the organising committee. Remember also to present national or local casters who have a good chance to win an event or combination.

Last evaluation to be sure.

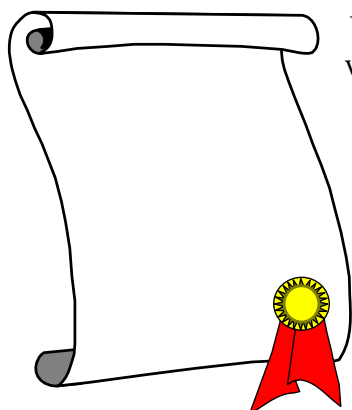
When all the preparations are done, you have to go through all of it and decide if you still want to and manage to arrange the tournament. There are always some difficulties, which have to be solved, and a lack of people can be the reason for not arranging any tournament.

Send an invitation to the ICSF President.

When all the preparations are done, you must send an invitation to the President of the ICSF. The President will come on a visit and inspect the casting fields and the accommodations.

Chapter 2: The Bid

Addressing the Bid



When applying for a tournament you have to send the Bid in written, and address it to the Headquarters of the ICSF.

Time schedule for the Bid

The Bid should be sent at least 4 - four years in advance for a World- or Continental Championships and at least 1 – one year in advance for other International Tournaments. Dates for the tournament must be clearly stated.

Information concerning the tournament

Together with the Bid, there must be brochures and information of the Hotel(s) and the Casting Fields included. Travel information and cost, information of the local transportation and a proposal for the program, have to be included.

The costs

All the costs must be specified like the accommodations, the banquet, local travel costs, starting fees, extra nights, guests, etc.

We all know that there is a wish to earn some money on the arrangements, but try not to. It is always expensive when you combine the travelling costs and the accommodations. A lot of countries do not have the money to participate if the costs are too high. Do not look at only the accommodation cost, as we all know that the travelling costs very often are the most expensive part of the participation.

A good advice is to put up a budget for the whole tournament, and see if there are any other incomes which can bring the cost as low as possible.

Sponsors with contact persons and amount of financial support

There must be a list of all the sponsors with contact names and their financial support. It is also important to remember the sponsors given “only” gifts. You need several things, which can be given as gifts, such as T-shirts, jackets, soft drinks, food, etc.

Media contact persons

There must be a list of all the local and national media with contact names. It is important to know whom to contact when things are closing up. Take contact at an early stage.

Signing the Bid

The Bid must be signed and fully supported by the national federation together with a declaration to follow any upcoming proposals from the ICSF.

Chapter 3: The time in-between

When ICSF receives the Bid

When ICSF receives a bid, they will reply with a confirming letter. The Executive Board of ICSF will evaluate the bid, and the President of ICSF will express his opinion based upon his visit on the casting field and overnight stay at the Hotel.

During the evaluation phase every applicant could expect further questions and requests for eventually clarifications from ICSF.

Who takes the decision?

ICSF Executive Board makes the recommendations for World- and Continental Championships to be put into agenda at the next General Assembly.

ICSF Executive Board makes the decision for International Tournaments.

After decision taken

After each decision, either by the General Assembly or by the Executive Board of ICSF, the accepted organiser will receive: Name of the Chief Judge, recommendations for the International Judges and the names forming the Jury.

ICSF Executive Board will recommend the starting fee for World- and Continental Championships.

Chapter 4: After been given sanction

Confirming procedure

After been given sanction you have to confirm all local bookings, such as Hotels, casting fields, transport, etc.

Send out a confirming letter to all national helpers, such as judges, secretariat, kiosk people, courts builders, etc.

Inform the media that you have got the tournament.

Invitation to tournament

Now it's time to write and send out the first invitation to the members of ICSF.

Remember the brochures of the casting field and the area around.

Make and send an invitation to the Chairman of the county council, and all other official people needed. It is also wise to send out a note to all the newspapers and other local media telling that you have got the tournament.

Invitation to Judges

Make an invitation to the Chief Judge, to all International Judges and the members of the Jury. It is important to send this out as soon as possible. This to secure that the people wanted have the possibility to have the vacation needed to come to the arrangement. Some people have to apply for the days of, and needs may be several weeks to arrange this. They also may need the Official invitation when they apply for the days of. The list of International Judges is to be put up by ICSF's appointed Chief Judge. Normally the organising country will be allowed to have two – 2 International Judges from their own country. The rest shall be foreign.

Planning courses in front of the tournament



It is also important to make plans for a Judges course and a Courts Builders course in front of the tournament. This makes the Judges to judge equally, and the courts will be made in the best and easiest way. It is always important to save time when rebuilding the courts if necessary. This is also one of the few times to educate International Judges. A lot of people meet, and some of them want to have the education. The arrangement will benefit by this. Education stands for high quality of the tournament.

Insurance

Make sure you have a proper insurance for the tournament. You never know when something goes in the wrong direction. It can be very expensive to pay for some damage done during the tournament. A broken plug in a eye, or some other accident.

Accommodations

Time for confirming the Hotel reservations. Make sure the prices are the same as offered at the first time. Make sure they have the capacity to book all casters with trainers and family, the Judges and the possible foreign helpers. There is always a benefit to have some spare rooms. Also make sure they have non-smokers rooms. If the Hotel is preparing for the meals, make sure they have the capacity to do so. Check if they have any spare solutions if something goes wrong.

Preparing the equipment for the courts

All equipment has to be controlled. If necessary you have to buy some new, or borrow from another country. If you have the possibility to borrow, be sure the equipment is of the same quality as the one you already have. Or else you may borrow everything.

For the distance events you have to have one laser measurer in each court. It is also wise to at least one in spare. Be sure you also have spare batteries.

At page no. 18 there are a list of the equipment needed for one court in each event. The decision concerning how many courts you need, is to be taken when you know how many participants who will join.

Secretariat

Make sure there is a person in charge of the secretariat. The person has to know how to operate a secretariat during the tournament. Also know what kind of equipment is needed. It is also important that the person know how to delegate the different issues who have to be done. It is not possible for one person to do everything by him- or herself all the time.

Issues for the secretariat:

- Check ins
- Receiving the payment for starting fees, accommodations, etc.
- Giving out the start numbers and “bags”.(Programs, starting lists, information’s, etc).
- Startbooks and start lists
- Giving out the equipment to the International Judges, like stop watches, pencils, micrometers, check boxes, etc.
- Results, both the running result, the final results, running the big screen, giving the results to the media, etc.
- Flag ceremony during price giving
- Control of the medals

Speaker system and person to run it



Speaker system:

It is very important to have a good speaker system. You need to have a clear and understandable sound. The speakers have to be placed all around the sports ground to be sure everyone can hear what the announcer says.

The person to run the speaker system:

It is also very important that the person, whom runs the system, knows the system very well. This person also has to know casting sport very well. There have to be information about the

athletes, where they come from, what kind of medals they have got in which tournament, their age, etc. It is also important that this person knows at least English. The local language is of course necessary, as we need to inform the people from the local area, who visit our sport ground. It is also good if the person can speak German language as well.

First aid



It is important that the organiser have a first aid system during the tournament. You never know what kind of help people will need during the tournament. Sometimes it depends on the weather, strong sun over a long time, cold weather, etc.

Normally it is wise to contact either Red Cross or another helping organisation. This depends of in which country the tournament is arranged.

Opening ceremony

There is always nice to have an Opening Ceremony. You are then able to merchandise the tournament for the local people. The sponsors will see that this is a serious sport. The athletes will see that their flag will represent their nations. The opening speaks done by the Mayor, the President of ICSF, the President of the local Fishing/Casting club, etc. You always feel welcomed after joining an opening ceremony. The organiser will also give an impression of very good preparations in front of the tournament.

Dress codes for the International Judges, the National Judges and other person involved

All persons involved should have a dress code given from the organiser. In this way it is easier to recognise the different persons out in the courts.

Oath for Judges and participants

The Oath for the Casters.

In the name of ALL the Casters, I promise that we shall participate in these in Casting Sport, respecting and obeying the rules governing the Championships, all in the name of the true spirit of Sportsmanship, for the glory of sport and for the honour of our Teams.

The Oath for the Judges

In the name of ALL the International Judges, the National Judges and the Officials, I promise that we shall officiate in these in Casting Sport, with complete impartiality, respecting and obeying the rules governing the Championships, all in the name of the true spirit of Sportsmanship.

Banquet

The Banquet is very often the high light of the tournament. The last price giving ceremony, giving away the medals to the teams and the combinations. A nice dinner, music and dance. Some speeches, giving away gifts and so on. The last nice happening, and a farewell at the end.

Price giving ceremony



There are not only one price giving ceremony.

Normally you have one after each competition day, giving out the medals for the events done that day.

This will find place out in the sport ground.

Therefore it is important to have at least three flag pools close by the sport ground. You need the people to give out the medals, such as the President of ICSF, the Mayor, some sponsors, etc. You also need some people the raise the flags. It is important to train this people to act correct, and see what they are doing.

We have all seen a lot of misses.

It is also important to check which country is capable to get the medals, because from some countries you will need three flags.

There shall also be a price giving ceremony during the banquet. This will be the price for the combinations and the teams. In the banquet you also need some equipment for flag raising.

Planning activities during the tournament and after.

Activating people during the tournament can be a wise way to keep the people around sport ground in a much longer time. Small shops selling fishing equipment, small sponsor tents showing what they offer in the market, small competitions in which people can try some of our events, etc. The main thing is to keep most people a longer time as audience. Then you may effect their curiosity for our sport. Perhaps some of these people will be the new recruits.

Chapter 5: The Tournament

Tournament rules

The tournament is to be organised according to the official tournament rules of ICSF. Remember to check the latest edition of the rules.

The Bid in original

There are no possibilities to change the original Bid and/or the agreements done with ICSF concerning the tournament.

Meetings

Team Captains meeting.

There have to be a Team Captain meeting the day in front of the start. Here we go through the program. Checking the start list for changes. Announcing the Teams. Giving out the necessary information, which have not already been given. Giving information about transport, meals, etc.

Judges meeting

The Judges meeting is to be held every morning before start of competition. This is to secure that all judges have the same information, and do the same job. It is important to give some rules to follow, to secure a non partial judging. It can also be wise to go through the possible new rules or changes from the latest rules book given out by the ICSF.

The forms

Apply form

Material list

Event no. 1: Fly accuracy.

To build a court you need the following equipment:

- 1 platform 1,5m x 1,2m x 0,5m
- 5 discs Ø 60 cm
- 1 measure meter of at least 30 m (plastic preferred)
- 20 wooden edges for adjusting the discs
- 1 bucket or can for water

Event no. 2: Fly distance single handed.

For every court you need the following equipment:

- 1 platform 1,5m x 1,2m x 0,5m
- 1 measure meter of at least 50 m
- 1 measure meter of at least 100 m
- 2 sector lines at 120 m
- 3 marker sticks including record markers
- 1 lazer measurer
- 1 set meter marks 50m - 60m - 70m
- 1 set marker flags for records

Necessary equipment, but only one set for every second court.

- 1 wind measurer
- 1 wind adviser
- 1 grass trimmer

Event no. 3: Spinning target Arenberg

For every court you need the following equipment.

- 1 target clothe
- 1 centre target
- 5 starting boards
- 1 measure meter of at least 20 m
- 1 set metal nits/plugs 12 pcs.

Event no. 4: Spinning accuracy skish

For every court you need the following equipment.

- 5 Yellow discs measuring 0,76 m in diameter with a max. thickness of 10 m m, with backmost edge 17 cm and foremost edge 5 cm above the ground
- 5 Starting boards
- 1 measuremeter of at least 50 m

Event no. 5: Spinning distance single handed,

For every court you need the following equipment:

- 1 starting board 1,5m x 0,1m
- 1 measure meter of at least 50 m
- 1 measure meter of at least 100 m
- 2 sector lines at 120 m
- 1 set marker sticks including record markers
- 1 lazer measurer
- 1 set meter marks 60m – 70m – 80m - 90m - 100m - 110m
- 1 set marker flags for records
- 1 marker for running lane

Necessary equipment, but only one set for every second court.

- 1 wind measurer
- 1 wind adviser
- 1 grass trimmer

Event no. 6: Fly distance double-handed

For every court you need the following equipment:

- 1 platform 1,5m x 1,2m x 0,5m
- 1 measure meter of at least 50 m
- 1 measure meter of at least 100 m
- 2 sector lines at 120 m
- 3 marker sticks including record markers
- 1 lazer measurer
- 1 set meter marks 50m - 60m - 70m
- 1 set marker flags for records

Necessary equipment, but only one set for every second court.

- 1 wind measurer
- 1 wind adviser
- 1 grass trimmer

Event no. 7: Spinning distance double handed and

For every court you need the following equipment:

- 1 starting board 1,5m x 0,1m
- 1 measure meter of at least 50 m
- 1 measure meter of at least 100 m
- 2 sector lines at 120 m
- 1 set marker sticks including record markers
- 1 lazer measurer
- 1 set meter marks 60m – 70m – 80m - 90m - 100m - 110m
- 1 set marker flags for records
- 1 marker for running lane

Necessary equipment, but only one set for every second court.

- 1 wind measurer
- 1 wind adviser
- 1 grass trimmer

Event no. 8: Multiplier accuracy skish

For every court you need the following equipment.

- 6 Yellow discs measuring 0,76 m in diameter with a max. thickness of 10 m m, with backmost edge 17 cm and foremost edge 5 cm above the ground
- 6 Starting boards
- 2 measuremeter of at least 50 m

Event no. 9: Multiplier distance double handed

For every court you need the following equipment:

- 1 starting board 1,5m x 0,1m
- 1 measure meter of at least 50 m
- 1 measure meter of at least 100 m
- 2 sector lines at 120 m
- 1 set marker sticks including record markers
- 1 lazer measurer
- 1 set meter marks 60m – 70m – 80m - 90m - 100m - 110m
- 1 set marker flags for records
- 1 marker for running lane

Necessary equipment, but only one set for every second court.

- 1 wind measurer
- 1 wind adviser
- 1 grass trimmer

Checklist

Organizational handbooks overview for Word Championships/Continental Championships				
Action	Responsible		Due date	Remarks
Allocation of responsibilities to organize a Tournament	X	International Federation	X	Organizer
Invitation from IF to all Federations to bid.		X		4 years
Bids* from National Federations to IF			X	3 years
Evaluation of bids	X			
Presenting the winner	X			GA 3 years ahead
<i>After allotment of the organizer</i>				
Reservation Accommodations			X	
Reservation Sport ground(s) including scoreboards			X	
Reservation Closing dinner			X	
Booking of Sport Ground (s)facilities			X	
Booking spot for Victory Ceremonies				
Booking Lunches at Sport Ground(s)			X	
Booking of interpreters			X	
Make contacts with sponsors	X		X	
Invitation Media observers	X		X	
Invitation Guests of Honor	X		X	
Invitation VIP's and Sponsors				
Appoint Media Manager			X	
Decision Chief Referee	X			
Decision Jury	X			
Decision Head of Organization	X			
Decision organizational committee			X	
Invitation all Qualified Federations 1st			X	
Invitation International Referees			X	
Invitation National Referees			X	
Invitation all Court builders			X	
Invitation all Administrative helpers			X	
Preparing the Tournament Program			X	
Writing the greetings in the program	X		X	
Invitation all Qualified Federations 2 nd			X	
Including in 2 nd Invitation the Program			X	
Including in 2 nd Invitation travel schedules			X	
Preparing Mementoes and other Tokens			X	
Preparing the tools for the speaker			X	
Teaching how to use the Scoreboards			X	
Purchasing all uniforms for referees			X	
Preparing a booklet for all International referees and the Jury. Including list of			X	

names for all International and National Referees and Helpers, the Tournament Rules and paper and pencils.					
Run a Technical course for National Helpers		X			
<i>Upon receiving information of participation from Federations</i>					
Booking of local transportation		X			
Checking all previous bookings		X			
Checking all Court Equipments		X			
Checking all Administrative Programs		X			
Preparing all National Anthems		X			
Prepare that all national flags are present		X			
Preparing Trophies and Medals		X			
Appoint VIP and Honorary guests assistance	X	X			
Appoint Media assistance					
Invite to a Press conference					
<i>Day before first day of the tournament</i>					
Build all facilities such as Tents, WC's at Sport Ground		X			
Mow the Lawn at the fields		X			
Put up all promotional signs from sponsors		X			
Run a VIP and Sponsors Pro-AM	X	X			
Run a Press conference	X	X			
Run a team captains meeting	X				
<i>During tournament days</i>					
Constantly letting the speaker speak					
Show results at the Scoreboards		X			
Hand out lists of results after each event		X			
Run a kiosk for purchasing of snacks and drinks, no alcoholic drinks.		X			
Give a proper presentation of Medals after each day		X			
Update Internet site(s) regularly	X	X			

*)

BIDS from National Federations have to apply to the Constitution, the International Tournament Rules and the Handbook for Organizers.

=