

# 2019 CANOE SLALOM ICF TEAM LEADERS GUIDE

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## Introduction

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The goal of this document is to combine all common information applicable to all 2019 ICF Canoe Slalom World Cups, 2019 ICF Junior and under 23 Canoe Slalom World Championships, 2019 ICF Senior Canoe Slalom World Championships and the Test event, Tokyo 2019.

At each competition, a dedicated Team Leaders meeting agenda will be produced and reviewed during the team leaders meeting. This document will contain specific information for each competition.

## 1. GENERAL INFORMATION

### 1.1. Key ICF Officials

	<b>Chief Official</b>	<b>Chief Judge</b>	<b>Assistant Chief Judge</b>	<b>Course Designer(s)</b> <i>nominated by CSLC</i>
<b>WORLD CUP 1</b> <b>London, GBR</b>	Jean-Michel PRONO	Alena MASKOVA	Christoph KIRSTEN	Mark DELANEY Dan GODDARD
<b>WORLD CUP 2</b> <b>Bratislava, SVK</b>	Jean-Michel PRONO	Andrew GRUDZINSKI	Alena MASKOVA	Meritxell RODRIGUEZ Pierpaolo FERRAZZI
<b>WORLD CUP 3</b> <b>Ljubljana, SLO</b>	Jean-Michel PRONO	Frank TROMPETER	Alena MASKOVA	Dan GODDARD Mike DRUCE
<b>JUN/U23 WORLDS</b> <b>Krakow, POL</b>	Jean-Michel PRONO	Alena MASKOVA	Sue NATOLI	Meritxell RODRIGUEZ Mike DRUCE
<b>WORLD CUP 4</b> <b>Markkleeberg, GER</b>	Sue NATOLI	Kellie BAILEY	Colin WOODGATE	Dan GODDARD
<b>WORLD CUP FINAL</b> <b>CSLX WORLDS</b> <b>Prague, CZE</b>	Sue NATOLI	Jean-Michel PRONO	Lenka KUTA	Marianne AGULHON Mark DELANEY
<b>WORLDS</b> <b>La Seu d'Urgell, ESP</b>	Jean-Michel PRONO	Sue NATOLI	Alena MASKOVA	Marianne AGULHON Mark DELANEY
<b>NHK CUP</b> <b>Tokyo, JPN</b>	Jean-Michel PRONO	Sue NATOLI	Alena MASKOVA	Mark DELANEY
<b>Test EVENT</b> <b>Tokyo, JPN</b>	Jean-Michel PRONO	Sue NATOLI	Alena MASKOVA	Marianne AGULHON Mark DELANEY

## 1.2. Key contacts at ICF Headquarters

ICF Secretary General	Simon TOULSON	<a href="mailto:simon.toulson@canoeicf.com">simon.toulson@canoeicf.com</a>
ICF Canoe Slalom and Whitewater Technical Manager	Cyril NIVEL	<a href="mailto:cyril.nivel@canoeicf.com">cyril.nivel@canoeicf.com</a>
ICF online entries system - SDP	Narelle HENDERSON	<a href="mailto:sdp@canoeicf.com">sdp@canoeicf.com</a>
ICF Anti-doping coordinator (TUE, whereabouts...)	Michel ALARCON	<a href="mailto:michel.alarcon@canoeicf.com">michel.alarcon@canoeicf.com</a>
Media Manager	Ross SOLLY	<a href="mailto:ross.solly@canoeicf.com">ross.solly@canoeicf.com</a>
	Adam COLLINS	<a href="mailto:adam.collins@canoeicf.com">adam.collins@canoeicf.com</a>

## 1.3. ICF Competition Websites

- <https://www.canoeicf.com/canoe-slalom-competitions-results-and-rankings>
- This page will allow you to find all ICF websites for each competition and all key information needed.
- The ICF will take care of the “team info” and “schedule” section for easy communication with National Federations.

## 1.4. Key meetings at ICF competition

	<b>Team Leaders Meeting</b>	<b>Coaches &amp; Team Leaders Forum</b>	<b>Athletes Forum</b>
<b>WORLD CUP 1</b> London, GBR	Wednesday 12 June 18.30 – 19.30		Date and location to be confirmed later
<b>WORLD CUP 2</b> Bratislava, SVK	Wednesday 19 June 19.00 – 20.00	Saturday 22 June 17.00 – 19.00 "Road to Tokyo"	
<b>WORLD CUP 3</b> Ljubljana, SLO	<b>Tuesday 25 June</b> 18.30 – 19.30		
<b>JUN/U23 WORLDS</b> Krakow, POL	<b>Saturday 13 July</b> Time to be confirmed		
<b>WORLD CUP 4</b> Markkleeberg, GER	Wednesday 28 August 18.30 – 19.30		
<b>WORLD CUP FINAL CSLX WORLDS</b> Prague, CZE	Wednesday 4 September 18.30 – 19.30		
<b>WORLDS</b> La Seu d'Urgell, ESP	Monday 23 September 18.00 – 19.00	Tuesday 17 September 11.00 – 17.00 "Rules evolution for 2021"	
<b>NHK CUP</b> Tokyo, JPN	Wednesday 16 October 16.30 – 17.15		
<b>Test EVENT</b> Tokyo, JPN	Wednesday 23 October 16.30 – 17.00		

## 1.5. WhatsApp groups for the 2019 season

	WhatsApp Group link
<b>WORLD CUP 1</b> London, GBR	<a href="http://bit.ly/2019ICFWC1-LEEVALLEY">http://bit.ly/2019ICFWC1-LEEVALLEY</a>
<b>WORLD CUP 2</b> Bratislava, SVK	<a href="http://bit.ly/2019ICFWC2-BRATISLAVA">http://bit.ly/2019ICFWC2-BRATISLAVA</a>
<b>WORLD CUP 3</b> Ljubljana, SLO	<a href="http://bit.ly/2019ICFWC3-TACEN">http://bit.ly/2019ICFWC3-TACEN</a>
<b>JUN/U23 WORLDS</b> Krakow, POL	<a href="http://bit.ly/2019ICFWCH-KRAKOW">http://bit.ly/2019ICFWCH-KRAKOW</a>
<b>WORLD CUP 4</b> Markkleeberg, GER	<a href="http://bit.ly/2019ICFWC4-MARKKLEEBERG">http://bit.ly/2019ICFWC4-MARKKLEEBERG</a>
<b>WORLD CUP FINAL CSLX WORLDS</b> Prague, CZE	<a href="http://bit.ly/2019ICFWC5-PRAGUE">http://bit.ly/2019ICFWC5-PRAGUE</a>
<b>WORLDS</b> La Seu d'Urgell, ESP	<a href="http://bit.ly/2019ICFWCH-SEO">http://bit.ly/2019ICFWCH-SEO</a>
<b>NHK CUP</b> Tokyo, JPN	<a href="http://bit.ly/2019ICF-TOKYO">http://bit.ly/2019ICF-TOKYO</a>
<b>Test EVENT</b> Tokyo, JPN	

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## 1.6. Key documents for a Team Leader

### **2019 / 2020 Rule book**

- [https://www.canoeicf.com/sites/default/files/rules\\_canoe\\_slalom\\_2019.pdf](https://www.canoeicf.com/sites/default/files/rules_canoe_slalom_2019.pdf)
- All applicable rules for 2019 season
- The ICF will provide each Team Leader with one rule book at the first ICF competition they attend (1 per National Federation).

### **2019 competition handbook**

- [https://www.canoeicf.com/sites/default/files/csl\\_2019\\_competition\\_handbook.pdf](https://www.canoeicf.com/sites/default/files/csl_2019_competition_handbook.pdf)
- All the important information for the 2019 season
- Competition calendar, ranking competition information, progression system, nation ranking, World Cup point allocation...

### **Updated equipment list**

- Helmet and Buoyancy Jacket (no change for 2019 season):

[https://www.canoeicf.com/sites/default/files/icf\\_csl\\_equipment\\_register\\_may\\_2017.pdf](https://www.canoeicf.com/sites/default/files/icf_csl_equipment_register_may_2017.pdf)

- Extreme Canoe Slalom Boat list (updated May 2019):

[https://www.canoeicf.com/sites/default/files/icf\\_extreme\\_canoe\\_slalom\\_registered\\_boat\\_list\\_may\\_2019.pdf](https://www.canoeicf.com/sites/default/files/icf_extreme_canoe_slalom_registered_boat_list_may_2019.pdf)

### **Entry Policy for the Elimination Competition (NHK Cup) and the Test Event**

[https://www.canoeicf.com/sites/default/files/appendix1\\_2019\\_testevent-entry\\_policy\\_v2.pdf](https://www.canoeicf.com/sites/default/files/appendix1_2019_testevent-entry_policy_v2.pdf)

### **Canoe Slalom – Tokyo 2020 Olympic Games Qualification System**

[https://www.canoeicf.com/sites/default/files/final\\_2018-03-16\\_tokyo\\_2020\\_qualification\\_system\\_canoe\\_slalom\\_eng.pdf](https://www.canoeicf.com/sites/default/files/final_2018-03-16_tokyo_2020_qualification_system_canoe_slalom_eng.pdf)

## 2. Entry process

### 2.1. Numerical entries

- No numerical entries are requested for ICF World Cup competitions.
- Numerical entries **must be made** for all World Championships and 2019 NHK Cup / Test events (*ICF rule 13.5*).
- Key deadlines:

	Numerical Entries Deadline
<b>JUN/U23 WORLDS</b> Krakow, POL	01 June 2019
<b>CSLX WORLDS</b> Prague, CZE	23 July 2019
<b>WORLDS</b> La Seu d'Urgell, ESP	11 August 2019
<b>NHK CUP</b> Tokyo, JPN	15 August 2019
<b>Test EVENT</b> Tokyo, JPN	<i>Only for National Federations having received a confirmation from the ICF for the allocation of quota places for the 2019 NHK Cup.</i>

- All numerical entries must be made by the National Federation using the ICF's online entries system (SDP): <https://icf.msl.es/icf/icf.jsp>
- ICF Headquarters support: [sdp@canoeicf.com](mailto:sdp@canoeicf.com)



## 2.2. Numerical entries & official training period in La Seu d'Urgell

- All National Federations must register their numerical entries for the official training periods of the World championships at La Seu d'Urgell through the ICF's online entries system (SDP): <https://icf.msl.es/icf/icf.jsp>.

	Date	Deadline
Period 1	4 to 9 June 2019	30 May 2019
Period 2	12 to 16 September 2019	11 August 2019

- Be sure to have the following search criteria:

Search Competitions

Name:  Competition Type: OFFICIAL TRAINING Discipline: CANOE SLALOM Year: 2019

Competition with open numerical period for entries  Competition with open period for entries

Search

Competitions found

Name	Discipline	Country	Event Locati...	Numerical	Start Date	End Date	N...	Nominal	Start Date	End Date	Nominal
2019 1ST TR...	CANOE SL...	SPAIN	LA SEU D'U...	●	01/01/2019	30/05/2019	●	●			●
2019 2ND TR...	CANOE SL...	SPAIN	LA SEU D'U...	●	01/01/2019	12/08/2019	●	●			●

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- ICF Headquarters support: [sdp@canoeicf.com](mailto:sdp@canoeicf.com)

## 2.3. Nominal entries and accreditation requests

- The nominal entries and accreditation requests deadline is **10 days** prior the competition (see each deadline on SDP) (*ICF rule 1.6.1.e*).
- Late entries are subject to acceptance by the ICF Canoe Slalom Chair.
- A late entries fee (20€ per athlete) will be charged by the ICF for all entries requested after the deadline and accepted by the ICF Canoe Slalom Chair (*ICF rule 1.6.1.f*).
- All nominal entries and accreditation requests must be made by the National Federation using the ICF's online entries system (SDP): <https://icf.msl.es/icf/icf.jsp>
- ICF Headquarters support: [sdp@canoeicf.com](mailto:sdp@canoeicf.com)

## 2.4. Nominal entries and accreditation requests for 2019 NHK Cup and the Test Event

- For all National Federations having received a confirmation from the ICF for the allocation of quota places for the 2019 NHK Cup:
  - The nominal entries and accreditation requests **must be done** by **the 8 October 2019** for the 2019 NHK Cup.
  - After the 2019 NHK Cup, each National Federation will be able to confirm their nominal entries for the Test Event by 21 October (17.00) to the Canoe Slalom Technical Chair on venue.
- For all National Federations with an accepted quota place for 2020 Olympic Games in an event after 2019 Canoe Slalom World Championships (La Seu d'Urgell, ESP):
  - Please refer to the Test Event entry policy ([link](#)) for more details.
  - If a National federation participates only at the Test Event, the nominal entries and accreditation requests **must be done** by **the 8 October 2019** for the Test Event.
- All nominal entries and accreditation requests must be made by the National Federation using the ICF's online entries system (SDP): <https://icf.msl.es/icf/icf.jsp>
- An accreditation will be valid for the 2019 NHK Cup and Test Event. The access control policy could be amended between the two competitions.
- ICF Headquarters support: [sdp@canoeicf.com](mailto:sdp@canoeicf.com)



## *Process and score*

A score of 80% or higher is required for ALPHA certification, though athletes with insufficient scores are able to repeat the program. Those who have completed the programme in previous years do not need to redo it.

Please use the same spelling as the ICF for the athlete name when creating an account, as the completion of the course will be recorded. When using this platform, it is not necessary to send the diploma after the completion.

Some languages are still under development for the platform. Russian should be available by end of April.

Until then, it is possible to use the educational material of the National anti-doping agencies for the following languages:

- Russian: <http://rusada.ru/education/online-training/>
- Chinese: [cleanmedal.chinada.cn](http://cleanmedal.chinada.cn)

In that case, the National Federation would need to collect the diploma of each athlete and send them to following mail address: [Michel.alarcon@canoeicf.com](mailto:Michel.alarcon@canoeicf.com)

## *Other information*

Other education materials are available on this platform for Coaches, Parents or Physicians.

Please visit the ICF page on anti-doping education to learn more:

<https://www.canoeicf.com/anti-doping-education>

## *Check if your athletes have already done it*

The National Federations have the possibility to check which athletes have already completed the course, through the ICF database.

For that, please follow the instruction in this [manual](#) available on the following page of the ICF website: <https://www.canoeicf.com/sport-data-platform-online-entries> - SDP user guide for National Federations to view anti-doping information (March 2019)

Please be aware that the ICF database is not updated automatically after the completion of the course, so it might take several days before it is recorded in the ICF database.

## 4. ITOs Administration fee for 2019 World Championships

### 4.1. ITO's fee for 2019 season

For the 2019 season the ITO's fee (*ICF rule 13.7.5*) is defined as follow:

	ITO's fee
<b>JUN/U23 WORLDS</b> Krakow, POL	70€ per athlete
<b>WORLDS</b> La Seu d'Urgell, ESP	70€ per athlete

### 4.2. Payment process

- The invoice will be prepared based on the Nominal Entries and send to the NF contact and the team leader contact registered in SDP.
- The payment can be made by bank transfer to the ICF or by cash (in Euros) at the venue to an ICF representative.
- The payment will be requested at the latest during the team leader meeting (at least a proof of bank transfer will be requested).

## 5. Athlete's Name sticker and Country Code sticker

It is the responsibility of each National Federation to produce and apply on each boat the following stickers (*ICF rule 3.9*):

- Athlete's Name:

[https://www.canoeicf.com/sites/default/files/csl\\_athlete\\_sticker.zip](https://www.canoeicf.com/sites/default/files/csl_athlete_sticker.zip)

- Country Code:

[https://www.canoeicf.com/sites/default/files/country\\_code\\_sticker\\_2017\\_7.zip](https://www.canoeicf.com/sites/default/files/country_code_sticker_2017_7.zip)

- You will find all information in this document:

[https://www.canoeicf.com/sites/default/files/icf\\_advertising\\_on\\_csl\\_equipment\\_guidelines\\_2.pdf](https://www.canoeicf.com/sites/default/files/icf_advertising_on_csl_equipment_guidelines_2.pdf)

*(clarification from 2018 version, no major change)*

## 6. Pre-competition activities at the venue

### 6.1. Entry list verification

- Entry list by event and entries list by National federation will be published on the competition website on Friday, the week prior the competition.
- From the start of the official training until 10:00 on the day of the team leaders meeting, each team leader must check and sign their entries list at the race office.
- All changes or withdrawals have to be done on this entry list and signed by the team leader.
- At the team leaders meeting, the HOC will provide a provisional start list taking into account the notified changes.
- The official start list will be published (ICF competition website in live results section) and distributed (2 copies per NF in Nation boxes) by 10.00 the day following the Team Leaders meeting.

### 6.2. Video of each athlete for TV sport presentation

For the 2019 season, the ICF is planning to shoot a short video (8s without sound) of each athlete to be used during final phases.

To implement this, a video studio will be installed before each ICF World Cup (location to be confirmed):

- Each Thursday from 9.00 to 18.00
- Each Friday from 10.00 to 18.00 (emergency process for athlete selected in semi final).

The ICF requests to all athletes to attend this short shooting session (maximum 1 minute) with the national uniform on Thursday after their training session or before the demonstration run.

The ICF photographer will also be available to take new head shots of each athlete.

## 6.3. Passport check (for all World Championships)

### *Senior World Championships – La Seu d’Urgell*

At the 2019 ICF canoe slalom world championships, all athletes must prove their age and nationality and therefore eligibility to earn a quota place at the Olympic Games for their NOC (*ICF rule 1.5.6 and Olympic Charter*).

Prior to competing, each Team Leader must present for all athletes a passport or a registered national ID card which shows a photo, nationality and includes a machine-readable zone as shown in section 2.D.

Any athlete who does not present piece of identity with photo identification and a date of birth to prove age eligibility will not be eligible to compete at the world championships.

Any athlete whose piece of identity does not meet the required standard, or does not show the nationality which corresponds with their sporting nationality, will still be allowed to compete but will not be eligible to earn a quota place for their NOC.

Name spelling, date of birth and nationality will be checked, and once approved these fields will be marked as “validated” in SDP, and cannot be changed by the NOC.

This process will be conducted by an ICF representative from Saturday 21 September until Monday 23 September (until 12.00 am).

- ICF contact Person: [narelle.henderson@canoeicf.com](mailto:narelle.henderson@canoeicf.com)

### *Juniors and U23 World Championships / Extreme Canoe Slalom World Championships*

Passport checking at Junior and U23 World Championships and Extreme Canoe Slalom World Championships (*ICF rule 1.4.6*).

For all athletes without a validated passport in SDP, each team leader must send an electronic copy to Sue Natoli ([suenatoli@gmail.com](mailto:suenatoli@gmail.com)) prior the nominal entries deadline.

### *Other ICF competitions (World Cup or ICF ranking competitions)*

Passport checking and validation may also occur at other competitions throughout the year.

## 7. In-competition information

### 7.1. Results management

- SIWIDATA will compile the results using Canoe 123.
- Results will be posted on the official noticeboard at the enquiry desk
- Any result listed with "\*" against the competitor's name indicates the score is under review and is pending.
- **New for the 2019 season:** When a boat crosses the finish line, if the boat has a "\*" and / or penalty missing, the final scoreboard will blink and no rank will be assigned until the score has been reviewed.
- The list of Athletes scores "under review" is available at the enquiry desk.
- Live results will be available on the competition website in the section "Live Results"

### 7.2. Start Interval

	Competition Phase	Start Interval
<b>Canoe Slalom</b>	Qualification Heats	60 seconds
	Semi-final	120 seconds
	Final	180 seconds
<b>Extreme Canoe Slalom</b>	Time trials	45 seconds
	Final phases	4.5 minutes

### 7.3. Water Safety and rescue

The water rescue service will be located along the course as required. Please follow their instructions at all times.



## 7.4. Technical Video Service

### TVS area

- There will be a standard TVS system with 2 lines of **digital HD PAL** video feed at the format **HD 1080 50i (PAL)**
- This will be available through HD-SDI connection. There will also be 2 TV screens with the technical video feed (even, odd).
- Access to TVS tent will be limited to teams' technical staff responsible for capturing video and one Athlete at a time (please, no athletes in wet clothing).
- The organisers will provide only one power socket (Euro standard) per nation, so please bring your own power strip if you need more sockets.
- Technical support – ICF TVS COORDINATOR:
  - Hans-Peter WEISS "HAPE": [hape.weiss@t-online.de](mailto:hape.weiss@t-online.de)
  - Mark ABBOTT: [markabbott787@gmail.com](mailto:markabbott787@gmail.com)

### Download solution

- Teams will be able to download from SIWIDATA "webserver" instead of capturing it themselves.
- On this webserver, full-runs file, start lists, gate line cams and results will be available.
- For the download solution, all teams have to provide a LAN cable (min. Cat 5, and 8-10m long) with a nation label (e.g. SVK or Slovakia) on each plug.

### Capturing solution

- For self-capturing solution teams have to provide 2 BNC cables (RG 59 or 60) minimum 4m long.
- Each BNC cable needs to have a nation label (e.g. SVK or Slovakia).

### Restricted use of TVS feed

- The TVS feed is available for internal use only.
- **Teams and Athletes must not share this feed on any platform including social media.**
- Anyone wishing to share some footage of themselves, is asked to share the official live TV footage available on [www.canoeicf.com](http://www.canoeicf.com) page and must not share TVS footage.

## 8. Post-competition information

### 8.1. Enquiry, Protest and Appeal to the Jury

- For enquiry, please refer to the ICF rule 11.1
- For protest, please refer to the ICF rule 11.2
- For appeal to the Jury, please refer to the ICF rule 11.3

### 8.2. Doping control – passport or ID card needed

- Athletes chosen will require their passport or ID card for identification purposes.

### 8.3. Awards Ceremony

- Athletes must wear national team uniform for the medal ceremony and may be accompanied by their Team Leader.
- Team leaders are required to ensure medallists are present at the meeting place 10 minutes prior to the commencement of the ceremony.
- During the medal ceremony all the athletes are not allowed to wear sunglasses and head cover (e.g. cap, head band) from the start of the march to the end of the National anthems. They can wear these items once the anthem is finished.

## 9. Media: coverage, operation & opportunity

We are endeavouring to improve our media coverage and our reach during events. We are asking for your help to ensure we have all our bases covered.

### 9.1. National Federation Media Manager

If your National Federation has a media manager, please ask him/her to liaise with the ICF media manager (Ross SOLLY – [ross.solly@canoeicf.com](mailto:ross.solly@canoeicf.com)). This will allow optimal cross coverage by ICF and your National Federation.

### 9.2. TV News feed at ICF World Cup and ICF World Championships

- For these competitions, the ICF will be able to provide dedicated video for your national TV channel and internet media sites in case of medals (e.g. interview in your home language, video footage for news, medals ceremony view).
- Please ask your media manager to liaise with the ICF media manager (Ross SOLLY – [ross.solly@canoeicf.com](mailto:ross.solly@canoeicf.com)) prior the competition to anticipate it. He will be able to send you links, which you are encouraged to pass on to your media contacts.

## 9.3. TV coverage

### *ICF World Cup competitions and Extreme Canoe Slalom World Championships*

- For all ICF World Cup competitions EUROSPORT will show all finals sessions live without exclusivity.
- If your national TV are interested to show finals phases (slalom and extreme canoe slalom), please ask your TV Channel to liaise with the ICF rights manager [steven@broadreachmedia.tv](mailto:steven@broadreachmedia.tv). They will be able to obtain the feed after paying the technical fee.

### *ICF Junior and U23 World Championships – Krakow (POL)*

- An international TV feed will be available for all finals sessions (slalom and extreme canoe slalom) provided by the local organiser.
- If your national TV is interested, please ask them to liaise directly with the host broadcaster:

Videokadr Company

Mr. Jacek Niewadzi

[videokadr@wp.pl](mailto:videokadr@wp.pl)

cell phone: +48 601 956 102

### *ICF World Championships – La Seu d’Urgell (ESP)*

- An international TV feed will be available for all semi finals and finals sessions and the TV rights are managed by EBU (European Broadcast Union).
- If your National TV is interested, please ask them to liaise directly with Simon TOULSON ([simon.toulson@canoeicf.com](mailto:simon.toulson@canoeicf.com)).