



OCEAN RACING

ICF TECHNICAL DELIVERABLES

INTRODUCTION

This document contains information regarding minimum operational and technical requirements for bidding and hosting an ICF Ocean Racing Competition.

This document does not attempt to cover, in detail, all aspects of staging an event, however it contains certain elements that are common in all levels of ICF Ocean Racing Competitions and that must be fulfilled by the Organising Committee.

ICF Competitions must, at all time, be conducted in accordance with the ICF Statutes, ICF Ocean Racing Rules as well as the ICF Event Manual and Guidelines.

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A. GENERAL DELIVERABLES

GEN 1. Competition Rules

The OC will take all necessary steps to organise the Event in accordance to the ICF Ocean Racing Competition Rules.

GEN 2. Construction

The OC shall build, if not already available, any construction needed to host the Championships, including permanent, temporary or overlay constructions at the cost to the OC.

GEN 3. Course and Facilities

The OC will set up and establish a course and the facilities in full compliance with the application made by it, the ICF Competition Rules, Event Manual and any reasonable directives issued in writing by the ICF.

The OC shall, at its own cost, ensure all existing services, including, without limitation, Power, water, telephone, internet, office space, athlete and media facilities shall be made available to the ICF, its nominees, its Commercial Partners and Suppliers and the Host Broadcaster (if required) throughout the Championships Period.

GEN 4. Contingency Planning

The OC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders including the ICF 12 months in advance.

GEN 5. Participation Fee

A Participation fee can only be charged for athletes and team officials. It must be agreed with the ICF 1 year in advance.

A participation fee of maximum 30 Euros daily can be charged per each athlete and team officials for the access period.

The fee will include the following services:

- Accreditation
- Lunch at the venue
- Security
- Medical services
- Using the course for training; and
- Miscellaneous services (including but not limited to snacks, water, internet, etc.)

If the OC decides not to provide lunch at the venue, the participation fee cannot exceed 20 Euros per athlete per day during the access period the access period.

The Participation Fee will not be charged to ICF Officers (including ICF Jury, Technical Officials, ICF Sponsors and Suppliers, Board of Directors, ICF Headquarters Staff), ICF future World Championships organisers up to 4 people from each organising committee, NF Presidents and Secretary Generals as registered with the ICF, not part of the NF team management.

GEN 6. Obligation relating to government/Local Authority Assistance

The OC shall ensure that government; local authorities, state agencies and other official bodies are given an opportunity to assist in the preparation of the Championships.

GEN 7. Reports

The OC will provide one (1) report every six (6) months within the twelve (12) months before the World Cups and 24 months before the Championships Period on the organisation of the Championships to the ICF and ICF Canoe Ocean Racing Chair. The template report will be provided by ICF.

The OC must provide the ICF with sufficient information to enable the ICF Canoe Ocean Racing Chair to report to the ICF Board of Directors at their meeting one year before the Championships Period. The OC is obliged to continuously keep the ICF bodies and officials informed on the progress of the preparation and organisation.

The OC will provide a final report and media Press Releases to the ICF by the end of the season.

GEN 8. Technical Visits

The ICF Technical Delegate may visit the Venue prior to the Championships (if it's required); the OC will cover all the travel and accommodation costs for those visits, the OC is encouraged to come to the ICF for advice at any time.

GEN ACTION

The Organising Committee is required to:

- communicate contingency planning with the ICF 12 months before the Event.
- Agreement with the ICF on Participation Fee 12 months before the Event.
- Provide timely progression report to the ICF (template provided by the ICF).
- Provide Final report to the ICF after the event, by end of the competition season.

B. OPERATION DELIVERABLES

OPE 1. Accommodation

National Federations

World Championships: The OC shall make available information of rooms in 5 different accommodation categories (from Sport Centre or camping to 4-star-Hotels) to fit the different needs for participating persons in the Championships (or World Cup). Hotel and accommodation prices shall be agreed between the NOC and the ICF (12) twelve months before the Championships.

The OC shall offer accommodation packages to teams, the accommodation package includes:

- Accommodation fee which includes accommodation, breakfast, dinner and transport to the course.
- Participation Fee which includes lunch at the course and all services at the regatta course.

World Cups: where possible the OC shall offer the service above to NFs.

ICF Family

The OC will provide full board accommodation and meals (at the venue or at accommodation) for:

World Championships:

	Number	Hotel type	Room type	Number night
ICF President	1	Four star	single	4
ICF Secretary General	1	Four star	single	4
ICF COR Committee	4	Three to Four	single	5
ICF COR Chair	1	Four star	single	5
ICF Technical Officials		Three	twin	5
ICF Staff	3	Three to Four	single	5

World Cups:

	Number	Hotel type	Room type	Number night
ICF Staff	1	Three	single	5
ICF COR Chairman	1	Four	single	5
ICF Technical Officials	TBD	Three	twin	5

Media

The OC should provide information regarding accommodation possibilities with its prices and payment conditions representatives of the media. The accommodation shall be such as to cater for the differing needs of the various groups.

OPE 2. Transport

The OC will provide full transportation information to all National Teams – including information concerning plane/train/bus possibilities to the City, public transportation within the City and the transportation service provided by the Organising Committee from the airport to the accommodation and from there to the competition venue.

National Teams must be provided with a Competition Guide including information regarding the competition (e.g. transport, useful information, local attractions, maps of course, facilities programme, etc.).

The OC will provide car transportation for:

World Championships:

	Airport Transport	Venue-accommodation	Number
Athletes/teams	Paid Shuttle service	Shuttle service (part of accommodation package)	
ICF President and ICF Secretary General	Free transport	Private car, dedicated driver	1
Technical delegate	Free transport	Private car, dedicated driver	2
ICF Jury (for World Championships)	Free transport	Dedicated car (for the group)	5
ITOs	Free transport	Dedicated Shuttle service	TBD
ICF HQ Staff	Free transport	Dedicated car (for the group)	3

World Cup:

	Airport Transport	Venue-accommodation	Number
Athletes/teams	Paid Shuttle service	Shuttle service (part of accommodation package)	
ITOs and ICF Staff	Free transport	Dedicated Shuttle service	TBD

The transport between the airport and the hotel, and between the hotel and the venue is ensured and should be planned ahead.

OPE 3. Food Service

World Championships:

The organiser should prepare a food service plan to be approved by HQ no later than 1st April in the year of the event.

- Food service is part of the accommodation package for ICF accredited persons.
- It is recommended to have breakfast and dinner in the hotel while lunch should be arranged at the venue (or hotel in special circumstances with ICF agreement) for the Officials and ICF staff during the competition days.
- Packed lunch shall be made available for officials who need this due to officiating duties.
- Refreshments such as drinks and snacks supply shall be available during working hours for officials.

For Teams

The OC has options:

- This can be offered as a part of accreditation fee (30 Euros Maximum)
- The OC may choose to let the teams handle food themselves. (Accreditation Fee 20 Euros Maximum)

Drinking refreshments should be provided for competitors, subject to weather conditions.

OPE 4. Car Parking

The OC shall organise sufficient space for car parking for the participating teams. Furthermore, car parking possibilities for ICF sponsors, suppliers and VIPs shall be guaranteed without any charge.

OPE 5. Accreditation

The OC will comply with the ICF Accreditation Guidelines, which will be established by the ICF in order to allow appropriate access control to all stakeholders during the Event Period.(refer to ICF Accreditation Guidelines)

The ICF will provide an online accreditation system for all stakeholders that must be used by OC at least (6) six months prior to the Championship. Online entries will be part of an integrated system including accreditation, entries and result production. The OC will be responsible to produce all the outputs.

OPE 6. Immigration VISA Application

The OC will assist in processing Immigration visa applications for all participants for the Championships.

OPE 7. ICF Working Areas

The OC will provide good quality working areas to the ICF, to be available for the ICF starting two (2) days before the Championships Period:

For World Championships:

Office	Table and chairs	Equipment
ICF president	2 to 3 persons	1 main table Chairs as required Internet connection Electricity Light refreshments
ICF HQ (including the Secretary General and Staff)	5 to 6 persons	
Technical committee	5 to 6 persons	
Jury	5 to 6 persons	

For World Cups: OC does not need to provide working areas.

Results and Start lists to be provided to each office as soon as available.

OPE 8. Internet Access

The OC shall ensure the availability of wireless internet access in all office spaces including ICF office, Jury, accreditation office and Media Centre and the athletes area.

The requirements listed below are minimum standards for ICF Events delivery.

Press Centre (World Championships only)

- 30-cabled connections dedicated for high-speed use, these will prioritised for the photographers (20Mbps).
- WIFI that should be split to ensure a minimum of 50 concurrent connections (20 Mbps).
- These must be both locked for media use only, and should also have the possibility to change the password upon request to avoid non-media personnel usage.

Athletes area

- WIFI hotspot

TV streaming

- If live streaming is to be provided, it must be a dedicated line and a continuous robust connection with a minimum of 20 Mbps upload to allow for the multi-camoption to ensure HD quality.

OPE 9. Health and Safety

The OC shall at its own cost ensure the Venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied throughout the Championships Period. All relevant and necessary approvals, grants, consents, authorities, clearances and licenses must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licenses) to enable the Championships to take place at the Venue in accordance with this Agreement.

The OC will provide all required emergency and medical services for the Championships and during the access period.

The OC will advise participants that emergency medical services will cover only emergency cases and that all participants are responsible to arrange at their cost, their own medical insurance policy. The OC shall inform the participants regarding that rule.

Safety on the water during competitions

The OC shall provide and coordinate on water safety.

The safety cover shall be active during the competition days from one hour prior to the first race.

The OC shall provide a beach control marshal who will be responsible for ensuring the crew captains record their departure and return to the beach after training.

Training safety cover

The OC shall set up safety coverage for the scheduled training days This shall include boat signing in and out with beach control.

Traffic rules

The OC with ICF shall communicate clear competition and training traffic circulation rules to all athletes and coaches.

Such information shall be given during the Team Leaders meeting and in the official the communications given to athletes.

OPE 10. Security

The OC will provide appropriate security including traffic management, car parking and infrastructure protection.

A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.

The OC shall provide fire and rescue arrangements throughout the Championships period.

The OC shall use reasonable endeavours to ensure the safety and security of all persons attending the Venue throughout the Access Period.

The OC shall undertake adequate risk assessment, develop a safety plan and a water evacuation plan in the case of unsafe conditions. This should include evacuation of the competition area, safe landing zones, alternative racing courses and scheduling.

OPE 11. Signage

OC must establish a signage and orientation programme:

- Create a homogeneous image
- The signage should be in English and in the Host Country language
- Directional signage for spectators, visitors and locals
- Clearly showing the location of Medical Service

OC must make available directional signage and map of the Venue at accommodation sites and at the venue.

OC must indicate with an access signage:

- Boards positioned at the entrance of the accreditation zones.
- Various signage for parking lots, Accreditation Center, Ticket office, Concessions, Health Services, Anti-doping and Information.

OPE 12. Obligations relating to Environmental Protection

The OC shall, at its own cost, carry out its obligations and activities under this Agreement in a manner which embraces the concept of sustainable development and complies with applicable environmental legislation and serves to promote the protection of the environment.

OPE 13. Obligations relating to the Venue

The OC shall ensure the Venue is a Clean Venue forty-eight (48) hours before, until twenty-four (24) hours after the Championships including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions are not related to the Championships and agreed with the ICF.

The OC is responsible for the cleaning and reinstatement of the Venue at its own cost after the Championships have taken place.

The OC shall prevent the sale within the Venue of any unofficial merchandise or goods which are not authorised by ICF.

OPE 14. Public Facilities and Sanitary Installations

The OC will provide public facilities including toilets, waste control, information and help points (for both general admission spectators and VIPs) throughout the Access Period. All required sanitary installations at the competition Venue shall be of respectable hygienic standards. Separate adequate sanitary installations for the following categories are required:

- Athletes;
- VIP/jury/Officials/OC;
- Spectators.

OPE ACTION

The Organising Committee is required to:

- Agreement with the ICF on Accommodation Price 12 months before the Event.
- Share transportation plan with the ICF 6 months before the Event.
- Activation of online entry 6 months prior to the Event.
- A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.

C. ATHLETES AREA DELIVERABLES

ATH 1. Athletes Lounge

A covered place (protected from sun and inclement weather conditions) for relaxation with suitable seating and tables for athletes.

Water and Snacks (e.g. fruits, Muesli bars) shall be made available.

ATH 2. Information Centre

This is the communication point between the Team Managers, OC and the Competition Committee. It can be a permanent or temporary construction located near the boathouse area and easily accessible for the Team Managers. The Information Center is open during the whole access period.

Officials at the Information Center should be well prepared and informed.

Operation:

Distribution of all the Regatta information, bulletins, results etc.

Transport information and advice.

Accommodation information and advice.

Message handling service or collecting mail.

Tourist information.

ATH 3. Information Board

Easily Accessible Information boards near the boat house, showing the program of the day and the results and (option) digital self-service information panels.

ATH 4. Loudspeaker System

Good quality sound should be provided everywhere on the Athletes' Area.

ATH 5. Toilet and Shower Facilities

Toilets: An adequate number of toilets shall be available for athletes and teams.

Toilets should be cleaned and maintained on regular basis during the training and competition sessions.

ATH 6. Medical Services

The overall medical services are the responsibility of the OC. These should include:

- An appropriate level of medical services for all the competitors and officials.
- A First Aid service and emergency care for all competitors, officials and spectators. the first aid post shall be at the athletes' area with necessary equipment. Ideally this should be close to the boat house area. It should be manned at all time during the regatta and during all scheduled training times.

Ambulance Service

An ambulance service should be available during training sessions and during the race.

Life Saving and Rescue Service

During training and racing there should be a fully proficient team of life-savers on the water. The most suitable rescue launches are provided motor boats. In each launch there should be at least two qualified life-savers. During training and competition periods, two to three launches will be needed to watch and patrol. The teams can operate a shift system throughout the long training days.

Hospital

The OC shall make arrangements with a Hospital to ensure that full emergency services are available at all times during the training and competition periods. Discussions will include the ambulance service and any other special requirements dictated by geography and location e.g. the possibility of a helicopter service for a very remote regatta site.

ATH 7. Boat Storage

The OC shall ensure a covered space for Boat storage (boathouse) and boat racks.

ATH 8. Boat Hire

Boat Hiring Services shall be optional. Rental prices shall be approved by the ICF and communicated to the National Federations through the 1st Bulletin (9 months before the event).

ATH 9. Boat Repair

A free boat and equipment repair service using ICF official Manufacturers/Suppliers must be available for Athletes for the whole of the access period. The area must be supplied with power.

ATH 10. Training Facilities

The OC will ensure the free training directly before the start of the competitions for at least 5 days without any costs (access period).

All services describe in Technical Deliverables and in the Event Manual shall be available during the Access Period.

ATH 11. Doping Control

Doping Control Station

If ICF requires, the OC shall provide the facilities, equipment and personnel necessary to conduct doping controls in accordance with the ICF Anti-Doping Rules which are in compliance with the World Anti-Doping Code ("The Code") and make reference to the WADA International Standard for Testing in force at the time of the Event. (refer to the ICF Doping Control Station Guide)

ATH ACTION

The Organising Committee is required to:

- Communicate rental price for boats 9 months before the Event.

D. COMPETITION MANAGEMENT DELIVERABLES

COM 1. Entries, Invitations and Bulletins

The OC will send out invitations to all National Federations according to the ICF rules and competition entries procedure. All information required the ICF Competition Rules must be provided and relevant processes followed.

The OC **must** use the ICF online entry system (SDP) for athlete entries.

The ICF will only accept entries from ICF member Federations. Entries cannot be accepted directly to the OC.

Within 24 hours of the conclusion of the team leaders' meeting, the OC must provide a list of all changes made to entries, including withdrawals, additions and replacements. If any new or replacement athlete has not competed internationally before (ie does not have a profile in SDP), a copy of the passport must be provided.

The OC must produce a minimum of (2) two Bulletins; the first one including general information about the venue, accommodation and upcoming deadlines and should be sent 9 months before the event. The second would include more details such as Official Program, entries and accreditation and should be sent at least 3 months before the event. The OC must submit the bulletins to the ICF for approval. Once approved, the Bulletin must be disseminated to the NFs and posted on the ICF website under the event calendar (template for Bulletins are available and can be provided by the ICF HQ)

COM 2. ICF Events Competition Schedule

The ICF shall work together with the OC to formulate and finalise the specific daily sporting program (Event Program) for the Championships at least six (6) months prior to the Championships. This program should be in accordance with International TV requirements and local needs, as well as the need to accommodate the racing window period.

Notwithstanding the agreement of such program, the ICF shall have the right to make such changes to it as it deems to be in the best interests of the Championships. The final decision in relation to the sport program and Event Schedule shall lie with the ICF.

COM 3. Race Management

The OC shall set up the necessary logistics in order to carry out the following operations:

- Results copying (at least two photocopying machines);
- Distribution of results the press, officials and the public;

- Rapid posting of start list, results and official communication on competitor notice boards;

COM 4. Team Leaders Meeting

The Team Leaders meeting must be held at least 5 hours before the competition, a provisional Start List must be distributed at least six (6) hours prior to the Team Leaders meeting.

The following information shall be posted or distributed to team leaders at least 5 hours before the beginning of the competition:

- Detailed information on the course(s) and their markings;
- Starting time(s) and procedures;
- Starting line;
- Finishing line;
- Competitor's racing number;
- Obligatory safety equipment requirements;
- Transport arrangements for boats and competitor, if being provided by the organisers.

COM 5. Sport Presentation

For World Championships: The OC shall provide a suitable Sport Presentation. The spectator experience shall include at least:

- Starting lists, split times and results lists;
- Live coverage on a video board including playback facility;
- Score board;
- Top quality and suitable audio system;
- Commentary in the host language and in English; and
- Spectator entertainment package.

For World Cups: When possible, OC may provide the above services

The OC shall agree with the ICF details of the Sport Presentation at least 6 months before the Championships Period.

COM 6. Results

Within 24 hours of the conclusion of the entire competition, the OC will make available one pdf or zip file containing the complete results from the event, including all preliminary rounds. This can either be on the results website or provided by email to sdp@canoeicf.com.

In the seven days following the conclusion of the competition, the OC must provide a spreadsheet (xls, xlsx or csv) with the complete results from the event including each athlete's ICF number. The preferred format and minimum requirements are outlined below:

- Gender (M/W/X)
- Category (Junior/U21/U23/senior)
- Event (eg K1, C1x3)
- Distance (if applicable)
- Phase (heat, semifinal, final)
- Start date (DD/MM/YYYY)
- Start time (HH:MM:SS)
- NF (three letter IOC code)
- Bib or boat number (if applicable)
- Race number
- Rank
- Penalties (if applicable)
- Result (eg time, score, or invalid results mark eg DNS, DNF, DSQ)
- Difference (time behind leader, if applicable)
- ICF ID of athlete
- Athlete first name
- Athlete last name
- Athlete DOB (where possible)

For pre-approved results providers, the results can be uploaded directly into SDP via an ODF file. This process must have been tested prior to the event, and must be completed within seven days of the conclusion of the competition.

COM 7. Timekeeping and Data

For World Championships: The OC shall accept the ICF contracted timekeeping, scoring and photo finish services for the Championships according to the terms and conditions at reasonable costs to the OC.

In case the ICF did not contract any timekeeping and result provider services nine months before the Championships, the OC will provide the software through one of the ICF recognised timekeeping and result providers and it has to be approved by the ICF six months prior to the commencement of the Championships.

The OC shall accept the ICF contracted electronic 'on screen' time and data service (TV graphics) for the Championships according to the terms and conditions.

COM 8. Information on Athletes

The OC shall provide all information on athletes acquired including athletes' biographies, photographs and other information obtained through the competition. The OC shall be responsible and assure that the ICF is legally allowed to use this data.

COM 9. Craft and Personal Numbers

The OC should provide craft numbers, these numbers should be placed on both sides of the craft and should be at least 10cm high and printed in an easily read typeface. The markings should be in a contrasting colour to that of the craft or be printed on a contrasting background.

COM 10. Technical Officials

The Technical Officials required to run an event are:

- Race Director
- Technical Director
- Competition Secretary
- Starter(s)
- Aligner
- Course Umpire
- Finishing Line Judge(s)
- Timekeeper(s)
- Boat Scrutineer
- Safety Officer
- Announcer
- Press Official

The list of ITOs for each event is approved by the ICF by end of March for the upcoming competition season.

COM 11. Medal Ceremony and Opening/Closing Ceremony

The organisation of a medal ceremony must be in accordance with the ICF Protocol Guidelines.

a) During the official training period

The OC will check the correct names of the participating nations, the abbreviations of the countries used for the Event of the National Federations by checking the official list provided by ICF based on the current IOC list.

The OC will request the team leaders of the participating nations to check the national anthem of that nation and approve the flag.

The flags of the participating nations must be flown at the Venue. In addition, the ICF flag must be displayed on the main flagpole during the Event.

For World Championships:

b) Rehearsal

The HOC should organise (with ICF representative) a rehearsal of the Medal Ceremony a day prior the first ceremonies, to approve the procedures set in place.

Timing must be respected. Therefore, all aspects of the protocol must be well settled in advanced.

c) During Medal ceremony

The medal ceremony area can be designed like a stage where all teams and spectators can gather and watch the ceremony. This stage could be used for other entertaining activities before, during and after the competition schedule.

The OC should ensure an easy communication (talkie walkie for instance) between the master of ceremonies, the assistants looking for athletes, the announcer, the nations area and any key person involved in the ceremony.

The plans for Ceremonies will be submitted for approval to the ICF three (3) months before the Event. The OC will organise an Opening and Closing Ceremony (mandatory for World Championships) according to the ICF Protocol Guidelines.

COM 12. Opening and Closing Ceremony

The HOC will organise an Opening and Closing Ceremony according to the ICF Protocol Guidelines.

COM ACTION

The Organising Committee is required to:

- Send out invitations to all National Federations 9 months before through the 1st Bulletin.
- Send out 2 information Bulletins to NFs.
- Finalise the competition schedule with the ICF 6 months prior to the Event.
- agreement with the ICF on details of the Sport Presentation at 6 months prior to the Event.
- ICF approval on timekeeping and result provider services 6 months prior to the Event.
- The plans for Opening, Closing and Medal Ceremonies will be submitted for approval to the ICF three (3) months before the Event.

E. FIELD OF PLAY

FIE 1. Competition Area

The competition area shall include:

- The start beach area and finish beach finish area;
- A warm-up area that differs to the race course;
- The race course(s), turning points and markers.

An accurate map of the all race courses shall be made available to the athletes, the jury and all officials. It shall include:

- The location of the start and finish lines;
- All the turning markers at Turning;
- All the additional local features on the course (including buoys, beacons, etc.);
- All navigational hazards, notices, routes and 'no go' zones;
- Times and heights of tides.

FIE 2: Competition Course

Location

Courses may be held on any open water or the open sea, in a variety of formats and conditions but predominantly with downwind conditions. Courses should be selected to test the seamanship and ability of the competitors to use the water conditions to their advantage. There should be a contingency solution in a calm area in the event of extreme weather conditions.

Length of the Race Course

There will be no limit of the length of course for local club level or national championships. The recommended distance for Ocean Racing World Cups should be a minimum of 10 km and a maximum of 35 km. For World Championships event the distance shall be minimum 20 km and a maximum of 35km.

Start line

The start line shall be clearly marked, with the marks described to the competitors in the race instructions.

The start line should be long enough to allow all competitors to line up alongside each other. When this is not possible, seeded paddlers should be allowed places in the front row, ensuring equal representation from all federations present.

The start signal audible to all racers, may be a blast of a whistle or horn, a shot from a start gun or a shouted word "go".

a) Beach Start

The starter will call the competitors to the water's edge. Competitors will line up, in an order determined by the draw holding their craft, in ankle to thigh deep water as instructed by the starter or his assistants. When all competitors are aligned and the sea conditions are favourable, the start signal shall be given.

b) Le Mans Start

The boats are lined up on the shore in an order determined by the draw.

c) Stationary Water Start

The competitors shall position themselves so that the bows of the competing craft are behind the start line. The boats must be stationary and may be held at the stern if required.

d) Rolling Water Start

Where strong wind or currents render a stationary start difficult, a rolling start may be used, the boats being allowed to drift or paddle slowly towards the start line with a view to crossing on the signal. The start line may be fixed or be between two boats that are moving, usually upwind.

e) Interval Start

Where a simultaneous start is impracticable or undesirable, an interval beach start, stationary water start or rolling water start (either in groups or individually) may be used. The order can be determined by a draw or by seeding. A list of competitors with their starting times shall be displayed on a notice board and / or issued to the team leaders at least one (1) hour before the start of competition.

Finish line

The finish line will be between two marks described in the race instructions, either afloat, on the shore or both. A competitor or team is deemed to have finished when the bow of their craft crosses the finish line, or the upper body of the athlete if the finish line is on shore.

If two or more boats cross the finish line at the same time, they will be awarded a tie.

Installation

- Detailed information on the course(s) and their markings;
- Starting time(s) and procedures;
- Starting line;
- Finishing line;
- Loudspeakers for starter's instruction to the athletes;
- Loudspeaker for the warm up area;
- Competitor's racing number;
- Obligatory safety equipment requirements;
- Transport arrangements for boats and competitor, if being provided by the organisers.

FIE 3: On Water Set Up and Equipment

Race Markers

Race markers (start line, finishing line and other course markers) will be explained in the race instructions. It is advised that markers are easily visible and recognisable (dimensions, form, colour).

Motor boats

- Race officials boat: These should be in accordance with the host country's maritime safety regulations, equipped with communication means . The race umpires boats should be able to follow the race and should be able to handle extremely tough sea conditions. The race officials boats will accompany the head of the race, monitor the course during the race and stop the race should it be necessary.
- Turning point officials boats: shall be located at all major turning points. The number shall be dependent on the course design. These boats should be located clear of the racing route course and should under no circumstances hide the course markers from the view of the competitors.
- Safety boats: These boats should be prepared to make a rapid and effective rescue operation in the competition area. They should be equipped with the appropriate safety equipment and communication means, in accordance with the regulations of the host country.

For World Championships:

Boats for the media and race commentary

A minimum of two boats shall be provided for race commentary personnel, with the capacity in each boat to hold one "English" and one "host" language commentator. These boats may also carry the other members of the media.

At least one boat should be made available for photographers and television crews.

These boats should be in perfect working order and fuel shall be provided by the Organising Committee to enable uninterrupted operation.

Communication at the course:

An IT technician shall be available during all the opening times of the venue to make sure the following services work properly:

- Radio (walkie-talkies)
- Internet

Time keeping and data: refer to COM section

F. MEDIA DELIVERABLES

MED 1. Press

The OC will provide all facilities reasonably required by the ICF. In particular, a media centre must be organised containing sufficient working places for journalists and photographers, including speed laptop connections (LAN), internet possibilities for sending e-mails with minimum speed of 20mbps of upload.

MED 2. The Press Officer

The PO is appointed by the OC and is responsible for the media operations of the event. He/she should work in liaison with the ICF Communications team. The PO should be appointed by the Organising Committee at least 12 months in advance of the event, he/she should be on site from the morning of one day before the first day of racing, to ensure that the press area is set up and ready.

MED 3. Media Strategic Plan

The OC shall provide to the ICF a Media Strategy Plan including how the Event will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the Event, at least 6 month before the Event.

MED 4. Information System on Website

The ICF has developed a portal for the ICF Events which will be the official website used for this event. There are no restrictions on what content organisers place on the webpage. The Local Organisers and National Federation are responsible to populate relevant local information within this portal and ensure that all organisational, team information, bulletins and relevant details to the event are provided and kept updated.

The OC are also responsible for the translation of the site text into local language.

The event website should be established 9 months before the event.

The ICF will provide athlete profiles, results service, and previews and onsite reporting (English) for the event.

We would like to attract as many visitors to the Event websites as possible.

There will also be a permanent link to your event provided on the home page of the ICF website once the portal is established and the following URL should be used for promotional material: www.canoeicf.com

At least seven days before the competition the OC must provide the website address of the results page to the ICF. The website must be secured with SSL (ie have a URL starting with https://).

Live Streaming

If live streaming has been negotiated, it must be hosted through the official channels:

- canoeicf.com
- [Youtube.com/planetcanoe](https://youtube.com/planetcanoe)

MED 5. Official Photographer

a. ICF Photographer

Should the ICF appoint an official photographer, this person must have complete access to the Venue and all photographic positions on the course and throughout the Venue. A boat must be made available if requested.

b. OC Photographer

If there is no photographer appointed by the ICF, the OC will provide the ICF with a kit of minimum 100 high resolution professional electronic photographs (technical characteristics of the photos according to the ICF Statutes – Standing Bylaws to the preparation and organisation of World Event) from the Event (action photos, including final races and medal winners, spectator shots, atmosphere shots) at no cost to the ICF. The ICF has full exclusive rights to use the photos as it sees fits.

MED 6: Media Accreditation

A media application form is placed on the ICF website which allows media personnel to apply and have their names placed directly into SDP. These applications are subject to approval by the OC and the ICF Media Manager.

MED 7: Mixed Zone

The Mixed Zone offers the media a dedicated place to talk to the athletes immediately following the competition. The OC Media Manager is responsible for the Mixed Zone in close collaboration with the ICF Media Manager, ICF TV team and the Host Broadcaster (if available).

In planning for the Mixed Zone, the OC should ensure that:

- It is strategically placed at the athletes' exit of the field of play;
- It is in a quiet area in order that the audio can be recorded easily;

The OC needs to first set up the TV crew, then radio and finally the written press. Staff members need to be trained to manage the flow of athletes through the zone and ensure that only the accredited people necessary are in the zone. There must be a suitable backdrop to the Mixed Zone (Eg. Sponsor Board, Field of Play, Crowd).

The ICF Backdrop and Sponsors Board are positioned for optimal TV coverage and visibility.

MED ACTION

The Organising Committee is required to:

- Provide to the ICF the Media Strategy Plan 6 months before the Event.
- Establish Event Website 9 months before the Event.
- Backdrop to be approved by the ICF 3 months before the Event.

G. ICF FAMILY DELIVERABLES (FOR WORLD CHAMPIONSHIPS)

VIP 1. VIP Facilities

The VIP area must consist of a sport viewing area of the course and an indoor hospitality area located near the finish line with the view to a large screen. Start lists and result service must be provided for VIP. Catering according to VIP standards has to be provided. Within the VIP area a dedicated seating area for ICF sponsors must be provided. The size of the VIP area and the services produced will be agreed by ICF twelve (12) months before the Championships Period.

VIP 2. VIP Program

The OC will provide Transport and catering for VIPs, which include ICF Sponsors, Hospitality packages, Suppliers and the ICF Family. The number of VIPs will be informed by the ICF six (6) months before the Championships Period to the OC.

VIP ACTION

The Organising Committee is required to:

- Agreement with the ICF on VIP area and services 12 months before the Event.

H.SPECTATORS DELIVERABLES

SPEC 1. Promotion

The organisers must provide proof to the ICF that they are actively promoting the Championships. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the OC should encourage youngsters to come to the Championships (e.g. inviting school groups, paddling club members, etc). All promotional activities must be in line with the overall ICF promotional and branding strategy and therefore promotional activities must be approved by the ICF.