



March 20, 2018

Bulletin 1: Updated Verison





2018 ICF CANOE POLO WORLD CHAMPIONSHIPS

Welcome to the 2018 ICF Canoe Polo World Championships

As the Host Organizing Committee (HOC) continues to work with the International Canoe Federation (ICF) and Canoe Kayak Canada (CKC) to deliver the 2018 Canoe Polo World Championships in Welland, we are pleased to share Bulletin 1: Updated Version with you, which contains key details and information updates for the Championships.

In this bulletin, we focus on providing deadlines and payment information for participation fees and airport transfers. We are also reiterating important information about event registration, Canadian VISA requirements, medical insurance and our cancellation policy. **All updated information will be found in orange.**

As the world championships are quickly approaching, we will continue to keep all information up to date and released in future bulletins.

We look forward to seeing you at the 2018 Canoe Polo World Championships in Welland.

Sincerely,

2018 ICF World Championships Host Organizing Committee

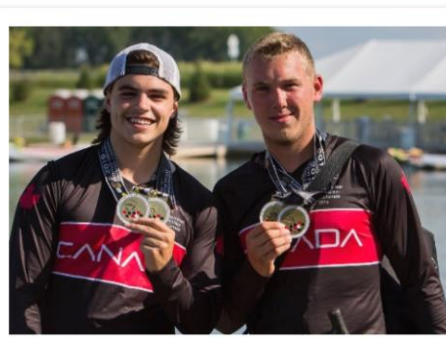


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Key Dates

March 16, 2018	Deadline for online registration through ICF SDP – numerical entries, excluding wildcards
March 23, 2018	Deadline for accommodation bookings (final payment, excluding wildcards)
March 31, 2018	Closing date for confirmation of wildcard entry submitted to ICF
April 15, 2018	Deadline to request VISA Invitation Letter
April 30, 2018	Deadline for wildcard accommodation bookings (full payment required by this date)
July 3, 2018	Closing of online registration on ICF SDP
	<u>Deadline for Participation Fee and Airport Transfer Fee (full payment by this date)</u>
July 27, 2018	Accreditation opens
	Venue opens for pre-training
July 29/30, 2018	Official training days, start of scrutineering
July 30, 2018	Scrutineering and training;
	Opening Ceremonies (Merritt Park Amphitheatre)
July 31, 2018	Start of 2018 ICF Canoe Polo World Championships*
August 4, 2018	Championship Finals and medal ceremonies for U21 events*
August 5, 2018	Championship Finals and medal ceremonies for Senior events*
	Closing Ceremonies & Celebration
August 6, 2018	Departure day

**Match schedule to be approved by ICF Canoe Polo Committee*



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Travel (Airport Locations)

The main arrival airport for the 2018 ICF Canoe Polo World Championships will be Pearson International Airport (YYZ), a large international hub with flights to most parts of the world. Pearson Airport is located 75 minutes from Welland.

Airport Shuttle

The Host Organizing Committee is pleased to offer Airport Transportation from Toronto Pearson Airport to official event accommodation sites on specified arrival and departure dates (see below). The round trip fees for this service:

Participant	\$70 CAD per person
Participant and Kayak	\$160 CAD per person

Airport transportation must be booked and paid in full by **July 3, 2018**. Please complete the registration form on page 8 and 9 of this bulletin, including the form of payment, and email the completed form to canoepolowelland2018@canalcorp.ca

Arrival and Departure Dates

From Airport to Venue:	Saturday July 28, 2018 Sunday July 29, 2018
From Venue to Airport:	Monday August 6, 2018

Limitations of service: **Airport transfer organized through the HOC will not be available from Buffalo International Airport (BIA) or Hamilton Airport (YHM)**

Canadian Visa Requirements

All visitors to Canada require a visa except citizens of countries where an exemption has been granted. Please visit the following website to obtain visa requirement information about your specific country:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada.html>

International participants should be advised that upon arrival to Canada they will be required to produce their travel Visa when proceeding through Canadian Customs. Canadian Visas are not available at the border or airport upon entry to Canada, they must be obtained before travel to Canada.

Visa Invitation Letter: Upon request to the HOC an official Letter of Invitation will be sent via email to each Team and or National Federation. To make this request, please email canoepolowelland2018@canalcorp.ca and specify your nation, the teams included in the request, along with any other information you would like us to specify on the invitation letter.

Please do not delay in beginning your Visa application!!!

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Participation Fees and Services

All participants of the 2018 ICF Canoe Polo World Championships (Athletes, Coaches, Team staff and Team Leaders) must pay a daily Participation Fee to access the World Championships Competition. Participation fees must be paid in full to validate issuance of event accreditation passes.

Cost

\$365 (CAD) per participant

Duration

Participation fee entitles each participant to the services listed below for a total of eight (8) days:

July 29-30, two (2) official training days

July 31-August 5, six (6) competition days

Services

- Accreditation
- Daily Lunch at Venue
- Use of Flatwater Centre
- Use of venue and pitches
- Drinking Water at Venue
- Boat Racking
- On-site Security
- On-site Medical Services
- Free venue WIFI
- Attendance at Opening Ceremonies
- Transportation to/from Opening Ceremonies from Official Accommodations
- Access to local shuttle/transportation to shopping areas



**Participation fee does not include offsite meals, accommodations, or accommodation shuttle*



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Payment Process

Payment is to be made in full for the participant fee and airport transfer by **July 3, 2018**.

Here is the Key information to assist in completing payment for participation fee and airport transfer:

- Please make all payments to the City of Welland, care of Canoe Polo 2018
- Acceptable forms of payment include Mastercard, VISA, American Express and Money Order
- Money Orders are to be mailed to:
City of Welland
Attn: Canoe Polo
145 Lincoln Street, Welland, Ontario, Canada, L3B 6E1

Checklist:

- Please complete the Registration Form with services being utilized (included on last two pages of Bulletin), indicating payment method
- Email completed Registration Form to canoepolowelland2018@canalcorp.ca
- If paying by money order, send to address above

Event Registration

The 2018 World Championships is a 'closed' event, meaning all participating teams for the event must be invited by the ICF Canoe Polo Committee based on the completed qualification process for the event.

All invited teams are then required to complete the online registration process for all athletes, coaches, and support staff through the ICF registration portal known as SDP. **Closing date for online registration and full payment is July 3, 2018.**

Please register at: <https://icf.msl.es/icf/main.jsp>

Cancellation Policy

In the event a booking is cancelled, a charge will be made equivalent to any loss suffered by Canoe Polo Welland. The amount of any cancellation fee will be calculated according to notice given after the following dates:

May 11, 2018	30% of total costs
June 6, 2018	50% of total costs
June 29, 2018	100% of total costs



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Medical Insurance

Canoe Polo Welland 2018 asks that all participants of the World Championship take out a medical insurance policy in their respective country. All costs above the regular first aid and ambulance services are to be covered by this medical insurance policy.

Canoe Polo Welland 2018 will not cover any expenses in connection with hospital, dental or other medical treatment.

Participant Checklist

To ensure teams are clear on the steps required to confirm registration in the 2018 World Championships the HOC presents this simple checklist to use in conjunction with the key dates found on page 5:

- ☐ Become familiar with key dates (p. 3)
- ☐ Launch Visa application process (p. 4)
- ☐ Register your team through SDP portal (p. 6)
- ☐ Complete and email in Registration Form (p. 8)

Contact

If you have any questions about the information contained in this bulletin, please email the HOC: canoepolowelland2018@canalcorp.ca and we will be happy to reply to you within 48 hours.





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CANOE POLO 2018 PAYMENT DETAILS

PARTICIPANT INFORMATION

Federation:	Contact:
Men's Open Team (# of participants):	Women's Open Team (# of participants):
Men's U21 Team (# of participants):	Women's U21 Team (# of participants):

Federation Address and Phone Number:

FLIGHT INFORMATION

Will all participants be arriving and departing at the same time?

Arrival Date:	Departure Date:
Flight Number:	Flight Number:
Flight Time:	Fight Time:

ACCOMMODATION LOCATIONS

Niagara College – Welland	Brock University – St. Catharines
Canada's Best Value Inn - Welland	

PARTICIPATION FEE

One Time Participation Fee of **\$365.00 CAD per participant**
This Participation Fee is per participant covering July 29 - August 5.
This is a mandatory fee that includes daily accreditation lunch at venue.

TRANSFERS/PARTICIPANT (OPTIONAL)

Airport Transfer – Athletes Only \$70 CAD <i>Return Transportation from Airport to Official Accommodations</i> Please indicate how many participants will require this service	Airport Transfer – Athlete & Boat \$160 CAD <i>Return Transportation from Airport to Official Accommodations , ATHLETE & BOAT</i> Please indicate how many participants will require this service
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PAYMENT OPTIONS

Total of all Service Fees (participant and transportation):

Payment Method (please select from options below):

AMEX

MasterCard

VISA

Money Order (CAD)

Name on Credit Card:

Credit Card Number:

Expiration Date:

Card Security Code:

Signature:

Money Order Payable to
"City of Welland" *attention* Canoe Polo,
145 Lincoln Street
Welland, Ontario, Canada
L3B 6E1

Please email this completed form back to
canoepolowelland2018@canalcorp.ca

OFFICE USE ONLY



**CANOE KAYAK
CANADA**

It's Who We Are.
C'est Notre Nature.





**2018 ICF CANOE POLO
WORLD CHAMPIONSHIPS**

