

# Event Organisers' Bulletin

## *April 2010*



Dear 2011 Organisers,

The season is just about to start... so here are a few reminders for you!

## 1. Gender Equity

A few weeks ago, at the Board of Directors' Meeting in Paris, France, the 29 members of the Board of Directors agreed (following a recommendation from the Women's Commission) that the ICF put every effort to have a 50/50 representation men-female by the year 2020. In following this recommendation, the ICF HQ will ensure that this occurs in all ICF Publications. The ICF asks that all NFs and Organisers do the same and adhere to this initiative. HQ has started by changing the cover page of the Organisers' Bulletin!

## 2. Medals

**ACTION:** Please send to [sylvie.michaud@canoeicf.com](mailto:sylvie.michaud@canoeicf.com) an eps and jpeg version of your logo. Please send us the version you would like to use (black or colour). All information about the medal programme is found in the February Bulletin.

Deadline to receive the logos at ICF HQ



JUNE – OCTOBER EVENTS: May 11, 2011

## 3. Protocol Manual

Attached to this email the Protocol Manual file.

## 4. Observer's Programme

For your information the ICF will be contacting the Organising Committees of future Events and coordinating as many Observers Programmes as possible in 2011. Please refer future Organisers to the ICF HQ if they contact you about the Observers' Programme.

## 5. Membership Fees

The ICF reminds all organisers of article 12 of the statutes that stipulates that NFs Membership fees that are unpaid may not take part in ICF Competitions and any other international competition until all outstanding fees have been paid. The ICF Headquarters will forward reminders to all NFs that have unpaid fees and will provide a list to organisers one week before the Event. Note that this will be managed by the HQ Staff and if possible in collaboration with your Accreditation Department. Accreditations should not be released until these fees have been paid.

In addition, the ICF HQ kindly asks that you forward the list of registered nations one week before your Event. For more information please contact [paula.gonzalez@canoeicf.com](mailto:paula.gonzalez@canoeicf.com)

## ICF STATUTES - ARTICLE 12 - LATE MEMBERSHIP FEE

National Federations whose Membership Fee and all other outstanding fees are unpaid by the latest 30 days prior to the Congress shall be able to attend the Congress but will not be eligible to vote or take part in discussions at the Congress or give a proxy vote to another National Federation.

**National Federations whose Membership Fees are unpaid may not take part in ICF Competitions and any other international competition until all outstanding fees have been paid.**

### 6. Manufacturers

Please find in Annex an official letter from the Secretary General concerning the Manufacturers at the ICF Events.

### 7. Access to ICF Website National Federation Area

Some key managers of Organising Committees have been contacting the ICF HQ to get manuals, templates, logos and anthems. All this material is available in the National Federation Area of the ICF Website. If you would like one of your key managers to have access to the NF Area please contact [Sylvie.michaud@canoeicf.com](mailto:Sylvie.michaud@canoeicf.com) to open an account.

### 8. ICF Flag

The look and image of the Championships are important as it is ICF's goal to increase the visibility of the sport on the world stage.

- The ICF flag as seen below needs to be hoisted at the venue for Opening Ceremonies
- And at the Medal Ceremony Area.



ICF flags are available for purchase from the HQ:  
(120 cm x 180 cm) at 100 €  
And  
(200 cm x 300 cm) at 145 €

Please contact [Sylvie.michaud@canoeicf.com](mailto:Sylvie.michaud@canoeicf.com) to get flags for your 2011 event.

### 9. Back Drop for Press Conference or Media Area

Reminder: A back drop including the ICF logo should be strategically placed in the Media Area or Press Conference Room.

## 10. Banners - ICF Exposure on the Field of Play

At all ICF events the ICF logo should be suitably placed in locations on the field of play where there will be good visibility of the brand. ICF will provide different banners to decorate your venue.

### Banner Tool Box

As mentioned during the Organiser's Workshop, the ICF will now bring to the Events its *Banners and Flags Tool Box*. The Banners and Flags Tool Box will include:

#### World Cups

Description	Number on site	Size
ICF Official Partner Banners	2	1.5 m x 75 cm
ICF Official Banners	2	2.5 m x 75 cm
ICF Banner Flags (Outdoor)	2	80 cm x 2 m

#### World Championships

Description	Number on Site	Size
ICF Official Partners Banners	4	1.5 m x 75 cm
ICF Official Banner	4	1.5 m x 75 cm
ICF Banner Flags (Outdoor)	2	80 cm x 2 m
ICF Roll Up Banners (Indoor)	2	1 m x 2 m
ICF Giant Banner	1	6 m x 4 m

**Note:** Ms. Catherine Wieser, Marketing Manager will be contacting you to confirm any requirements regarding the ICF Partners.

## 11. Overview of Awards

### ❖ ICF Medals (World Championships and World Cup)

To help save on the shipping cost, ICF staff will hand deliver the medals. There are a few events that will only be attended by Board Members and Chairs so for these events, the medals will be shipped by courier. The list of staff attending the events will be available in the May 2011 Bulletin. Please contact Sylvie Michaud if you have any questions.

### ❖ ICF Best National Federation Trophies (World Championships)

For World Championships (Except Canoe Freestyle), the ICF presents during Closing Ceremonies, plates to recognise the Best National Federation. Please ensure that you include the presentation of these trophies into your scenario. Again these trophies will be delivered by the staff. Please contact Sylvie Michaud if you have any questions.

### ❖ ICF Honorary Award (World Championships)

During the Closing Ceremony the ICF President presents a token of appreciation to the Host Organiser, Host National Federation and to the City. Please ensure that you include these presentations into your Closing Ceremony Presentation. Again these plates will be delivered by the staff. Please contact Sylvie Michaud if you have any questions.

## ❖ ICF Cups (World Cups)

Organisers should organise a World Cup Presentation in collaboration with the HQ and Technical Committees at the following finals

- Wildwater Canoeing - Bovec (SLO)
- Canoe Slalom – Prague (CZE)
- Canoe Marathon – Singapore (SIN)

Note: For Canoe Sprint, the World Championships are included in the calculation of the World Cup Rankings. Please note that the World Cups will not be presented to the athletes at Closing Ceremony at the World Championships in Szeged (HUN). More details to follow.

## 12. Validating Country Information

A reminder to all organisers that according to section 1.3 of the ICF Protocol Manual, the National Federation/Organising Committee need to check the correct names of the participating nations, the abbreviations of the countries, the flags and national anthems of the National Federations by checking the official list provided by the ICF Organising Committee (based on the current IOC list).

Organisers can find the official ICF Members on the ICF Website at

<http://www.canoeicf.com/icf/AboutICF/Structure-of-the-ICF/National-Federations.html>

*The Organising Committee shall make all the verifications with the NF Team Leaders.*

## 13. National Anthems

National Anthems can be found starting May 3, 2011 in the National Federation Area under Event Tool Box together with the ICF March, ICF Anthem and Logos.

## 14. ICF Medal Standing

ICF Medal Standing will be available during the ICF Events. Based on comments from team leaders and media members, this information is of great interest. The information if not generated directly by the result system will be tallied by ICF Staff attending the Event.

Following the IOC guidelines, ICF will base this informational medal standing the highest number of gold medals, followed by silver and then bronze. If there is a tie, the countries will be placed in alphabetical order.

Rank	CODE	NF	Gold	Silver	Bronze	Total
1	ABC	Country	2		1	3
2	GHI	Country	1		1	2
3	DEF	Country		2	1	3

## 14. The President, Secretary General and Staff at 2011 Events

In the May Organisers' Bulletin, the ICF HQ will provide to each Organiser a list indicating if the President and Secretary General will attend an event. In addition, we will include a list of the staff that will be present at each event.

## 15. Jury List

Below is the list of the Jury Members who were assigned as Juries for the 8 ICF World Championships of 2011. The ICF Staff will coordinate with you the logistics and accommodation and ensure that all juries' accreditation is complete and that their arrival and departure information is provided to you in a timely manner.

Important Note: Please forward to [Sylvie.michaud@canoeicf.com](mailto:Sylvie.michaud@canoeicf.com) and [jose.perurena@canoeicf.com](mailto:jose.perurena@canoeicf.com) the name of the member of your NF that will be nominated to represent your federation.

2011 Events	Dates	Role/Title	Jury - Names
<b>2011 ICF Wildwater Canoeing (Sprint) World Championships - Augsburg, GER</b>	11-13 June	President	Luciano Buonfiglio (ITA)
		Member	Committee Member (tbc)
		(GER) NF	Jens Perlwitz (GER)
<b>2011 ICF Canoe Freestyle World Championships - Plattling, GER</b>	20-26 June	President	Joao Tomasini (BRA)
		Member	Lluis Rabaneda (ESP)
		(GER) NF	Jens Perlwitz (GER)
<b>2011 ICF Dragon Boat Club Crew World Championships - CAN</b>	22-24 July	President	Joao Tomasini (BRA)
		Member	Committee Member (tbc)
		(CAN) NF	John Edwards (CAN)
<b>2011 ICF Junior Wildwater Canoeing World Championships - Opava, CZE</b>	25-31 July	President	Jens Perlwitz (GER)
		Member	Committee Member (tbc)
		(CZE) NF	<b>CZE NF</b>
<b>2011 ICF Junior Canoe Sprint World Championships - Brandenburg, GER</b>	28-31 July	President	Istvan Vaskuti (HUN)
		Member	Victor Ruiz (PUR)
		Member	KH Chua (SIN)
		Member	Irina Siraeva (RUS)
		(GER) NF	<b>GER NF</b>
<b>2011 ICF Canoe Sprint World Championships - Szeged, HUN</b>	17-21 August	President	Luciano Buonfiglio (ITA)
		Member	Joao Tomasini (BRA)
		Member	Albert Woods (GBR)
		Member	Maree Burnett (NZL)
(HUN) NF	<b>HUN NF</b>		
<b>2011 ICF Canoe Slalom World Championships - Bratislava, SVK</b>	6-11 September	President	Richard Fox (AUS)
		Member	Joao Tomasini (BRA)
		Member	Luciano Buonfiglio (ITA)
		(SVK) NF	<b>SVK NF</b>
<b>2011 ICF Canoe Marathon World Championships - Singapore, SIN</b>	21-23 October	President	Istvan Vaskuti (HUN)
		Member	Helen Brownlee (AUS)
		Member	Greg Smale (GBR)
		Member	Jean Michel Prono (FRA)
		(SIN) NF	Mr. KH Chua (SIN)



Avenue de Rhodanie, 54  
1007, Lausanne  
Switzerland  
telephone: +41 21 612 02 90  
facsimile: +41 21 612 02 91  
[www.canoeicf.com](http://www.canoeicf.com)

Lausanne, 29 April 2011

Dear Event Organisers,

The 2011 season is fast approaching and the ICF Headquarters would like to reiterate key points with regards to the role of Manufacturers and Suppliers at the ICF Events as occurred in previous years.

Companies associated with the competition play a vital role in all of the ICF Events and should be well looked after. As a general rule, Manufacturers recognised by the ICF that come on site with the intention of selling their product, can be charged a fee for the rental of the commercial space.

On the other hand, Manufacturers providing a service to the athletes should be accommodated for free on site with the ability to access and meet the athletes to service their equipment. In addition, exclusive deals are forbidden for technical services and equipment as outlined in the ICF Contract.

The ICF has now started to cement official partnerships contracts with Manufacturers. Each Organiser will be informed individually about the exposure and advertising that they will require on site during the competitions (e.g. banners, logo on Event programme). In the near future, only equipment produced by Manufacturers from ICF Partnership Programme will be used in ICF competitions.

Please contact us should you have further questions.

Best regards,

Yours Sincerely,

A handwritten signature in black ink that reads "Simon Toulson".

Simon Toulson  
Secretary General