



Canoe Polo

ICF TECHNICAL DELIVERABLES

INTRODUCTION

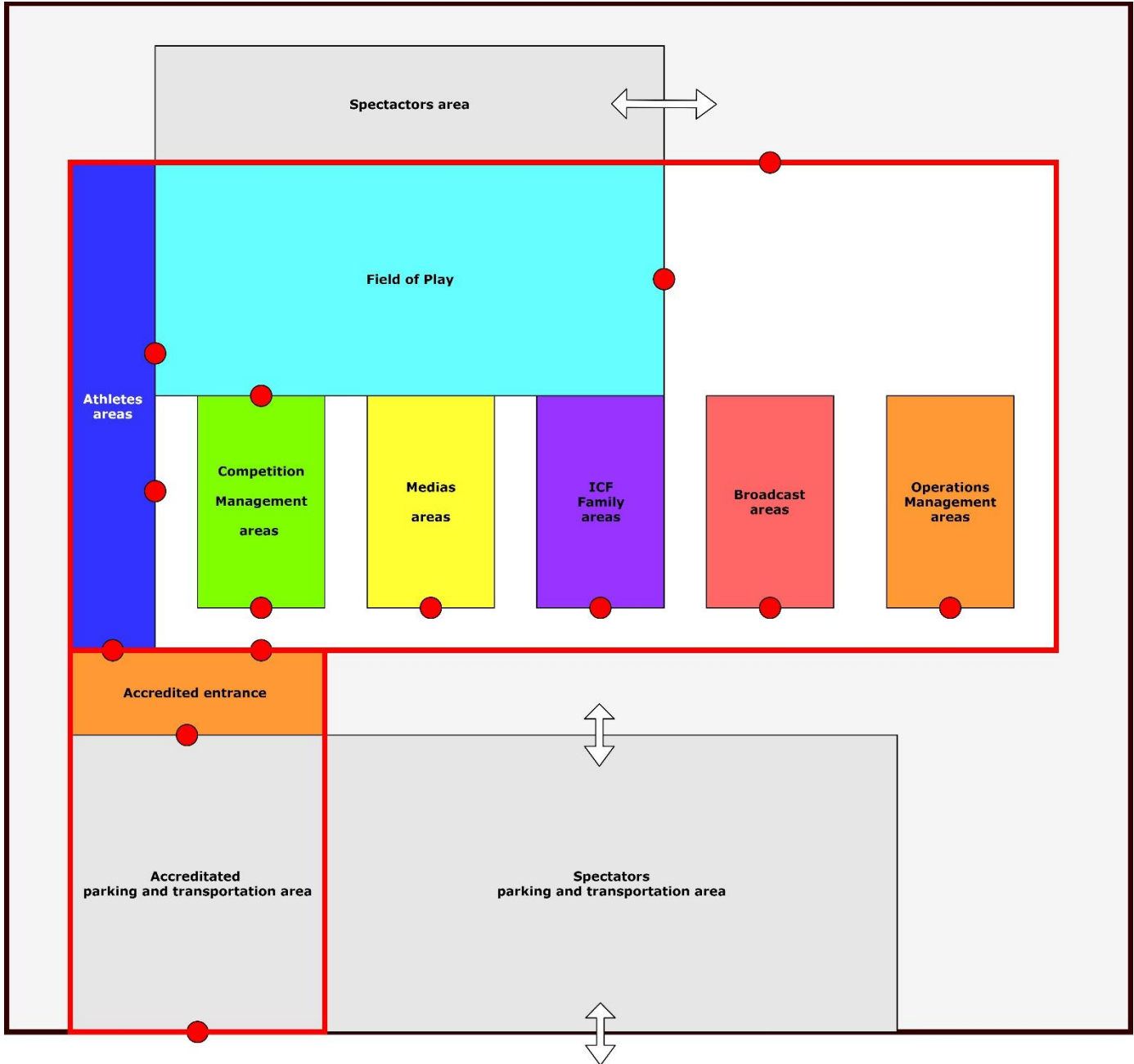
This document specifically contains information for Host Organising Committees (HOC) on the minimum operational and technical requirements of a bid for any ICF Canoe Polo Competition. This document do not attempt to cover in detail every aspect of staging an event, however certain elements are common to all competitions and these areas must be fulfilled by the Host Organising Committee.

ICF Competitions must at all times be conducted in accordance with the ICF statutes and the ICF Canoe Polo Rules, as well as following ICF Manuals and Guidelines.

All documents necessary are available from ICF website in the National Federation Area.

VENUE LAYOUT

The general layout of a competition venue respects the following diagram:



All technical deliverables will be classified by using this diagram.
The presentation of the venue must be suitable for a world standard event.

The operational spaces are defined:

Athletes area	Field of play	Competition management area	Operations management area
Nations area	Pitch 1 to 5	OVR – On Venue Result	Accreditation Centre
Athletes lounge	Warm-up area 1 to 10	Sports presentation station	Jury Room
toilets	Medal ceremonies area	ITO / referees lounge	ICF Office
Boat storage area			
Boat repair area			
Doping Control station			

Medias Area	Broadcast area	Spectators areas	ICF Family areas
Media Centre	TV compound	Catering	VIP hospitality area
Mixed zone		Results noticeboards	VIP lounge
		First aid	VIP viewing area
		Trade zone	Car park

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A. GENERAL DELIVERABLES

GEN 1. Competition rules

The HOC will take all necessary steps to organise the Championships in accordance to the ICF applicable Canoe Polo Competition Rules and ICF Statutes. Should any rules change prior to 2018 variation to this agreement may only be by mutual agreement between the HOC and the ICF.

GEN 2. Construction

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

GEN 3. Course and facilities

The HOC 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 HOC shall, at its own cost, ensure that 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. Participation fee

A Participation fee of a maximum of 10 Euros/per person per day for the whole access period may be charged for athletes and team officials and must be agreed with the ICF twelve (12) months in advance.

The Participation Fee will not be charged to:

- ICF family (define in requirement "LOG 1") and ICF sponsors (define in requirement "LOG 2").
- Official NF President and Secretary General as registered with the ICF, not part of the NF team management.
- ICF development Program Athletes and Coaches.
- Future World Championships organisers with up to 4 persons from each organising committee

The fee will include the following services:

- Accreditation
- Local Shuttle Transportation between the Official Hotels and the venue
- Security
- Medical services
- Using the venue for training; and
- Miscellaneous services (including but not limited to snacks, internet, etc.)

GEN 5. Obligations relating to government/Local Authority Assistance

The HOC shall ensure that government, local authorities, state agencies and other official bodies assist in the preparation of the Championships.

GEN 6. Contingency Planning

The HOC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders including the ICF.

GEN 7. Reports

The HOC will provide one (1) report every six (6) months within the twenty-four (24) months before the Event Period on the organization of the Event to the ICF Secretary General, the ICF Canoe Polo chair. The template report will be provided by ICF.

The HOC must provide the ICF with sufficient information to enable the ICF Canoe Slalom and Wildwater Canoeing Chairs to report to the ICF Board of Directors at their meeting (6) six months before the Event. The HOC is obliged to continuously keep the ICF bodies and officials informed on the progress of the preparation and organisation.

The HOC will provide to the ICF live feed results for the Internet during the Event.

At a minimum the HOC will provide all results electronically within one (1) hour of completion of the ICF Events to the ICF Headquarters.

The HOC will provide a final report as per ICF statutes (standing bylaws to the preparation and organisation ICF Events – reports) by the termination date.

The ICF can visit regularly the Venue prior to the Event; the HOC is encouraged to come to the ICF for advice at any time.

B. OPERATION DELIVERABLES

OPE 1. Accommodation

a) *ICF Family*

The HOC will provide full board accommodation and meals (at the venue or at accommodation) for ICF Family as below.

All mentioned figures could be subject to negotiations between the ICF and the HOC no later than six (6) months before the ICF Event Period.

	Maximum number of person	Kind of hotel	Kind of room	Maximum number of night
ICF President	1	three or four star or equivalent	Single room	6
ICF Secretary General	1			6
ICF Jury	3			6
ICF CAP Committee Chair and members (or appointed substitute)	5	two or three star or equivalent	Twin room	10
ICF technical officials / referees	28			7
	8 (self-funded)			
ICF staff	1		Single room	10
	3	6		

Special services for ICF technical officials:

- The HOC must liaise with each ICF technical official / referee and their respective NF with all relevant information leading up to the competition.
- The HOC must permit an ICF technical official / referee to book a single room by paying the additional cost. This cost must agree between the ICF and the HOC no later than six (6) months before the ICF Event Period.

b) *National Federations*

The HOC will provide information regarding accommodation possibilities with its prices and payment conditions for athletes and team officials. The accommodation shall be such as to cater for the differing needs of the various participating teams.

The HOC shall make available up to 700 beds in 5 different accommodation categories (from camping to good quality-Hotels) to fit the different needs for participating persons in the Championships. Designated Hotels and camping facilities together with their prices shall be agreed between the HOC and the ICF (12) twelve months before the event.

OPE 2. Transportation

a) ICF Family

The HOC will provide free of charge transportation from and to the airport to the accommodation and to the competition Venue for all members of ICF Family (as define in requirements "OPE 1". The ICF and the HOC will agree on the arrival and departure dates.

b) National Federations

The HOC 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 HOC from the airport to the accommodation and from there to the competition venue.

The HOC will publish a fee for transportation between the main airports, train stations and venue for the participants on arrival and departure for the Championships.

OPE 3. Car parking

The HOC 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 4. Accreditation

The HOC will comply with the **ICF Accreditation Guidelines**, which has been established by the ICF in order to allow appropriate access control to all stakeholders during the Event Period.

The ICF will provide an online accreditation system (SDP) for all stakeholders that must be used by HOC at least (6) months prior to the Event period. Online entries will be part of an integrated system including accreditation, entries and result production. Through their Accreditation Centre, the HOC will be responsible to produce all the outputs (e.g. Badge Production).

OPE 5. ICF Working Areas

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

- 1 office for the ICF President equipped with chairs (minimum 5) and tables, CCTV if available, internet connection and refreshments;
- 1 office for the ICF HQ (including the Secretary General and Staff) equipped with chairs (minimum 5) and tables, CCTV if available, internet connection **with at least 2Mo/sec upload speed as available**, refreshments, electricity and light. Results and start lists to be provided as soon as available.
- 1 office for the ICF CAP committee equipped with chairs (minimum 5) and tables, CCTV if available, **internet connection with at least 2Mo/sec upload as available**, refreshments, electricity and light. Results and start lists to be provided as soon as available.
- 1 office space for the Jury with internet connection, CCTV, table with chairs for up to 5 persons. Electricity, light and refreshments

OPE 6. Internet Access

The HOC shall ensure the availability of wireless internet access in all office spaces including ICF office, Jury, accreditation office and Media Centre and the athlete's area.

There needs to be a supply of a minimum of 10 megabits wireless internet access provided for the following users:

- Teams including Athletes
- Spectators
- VIP

Hard wired internet access should be provided for the On Venue Results room.

The following areas should have their own dedicated internet service which may be hard wired or wireless:

- Media
- ICF staff
- Competition Management

OPE 7. Immigration VISA applications

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

OPE 8. Health and Safety

The HOC shall at its own cost ensure that 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 Event Period. All relevant and necessary approvals, grants, consents, authorities, clearances and licences must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licences) to enable the Event to take place at the Venue in accordance with this Agreement.

The HOC will provide all required emergency and medical services for the Event.

The HOC 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.

OPE 9. Security

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

The HOC shall ensure the safety and security of all persons attending the Venue throughout the Access Period.

OPE 10. Obligations relating to Environmental Protection

The HOC 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 that complies with applicable environmental legislation and serves to promote the protection of the environment.

OPE 11. Obligations relating to the Venue

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

The HOC is responsible for the cleaning and reinstatement of the Venue at its own costs after the Event have taken place.

The HOC should use its reasonable endeavors to prevent the sale within the Venue of any unofficial merchandise or goods which are not authorised by ICF.

OPE 12. Public Facilities and Sanitary Installations

The HOC 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 and Spectators.

C. ATHLETES DELIVERABLES

ATH 1. Nations Area

A covered place for relaxation with suitable seating and tables, as well as a flat floor with dividers for National Federations in order to have privacy shall be made available.

An adequate number of Toilets should be available; this means 1 toilet for 50 persons.

Water and Snacks shall be made available.

Internet Access shall be made available.

ATH 2. Boat storage

The HOC shall ensure a covered space for Boat storage (boathouse) and boat racks. A minimum of **600 boats** spaces shall be available.

ATH 3. Boat Hire

It shall be up to the HOC to decide whether or not to provide the boat hire service.

ATH 4. Boat repair

Free boat repair service during the Championships Period using ICF official Manufacturers/Suppliers shall be provided **if required**.

ATH 5. Doping-Control Agreement

The ICF Doping Control at Cane Polo Event is at the discretion of the ICF Medical and Anti-doping Chair. In that case the ICF will bear the cost of the testing.

The HOC acknowledges that according to the ICF Anti-Doping Rules the ICF is the responsible Results Management Authority of all tests conducted during the Event.

If required by the ICF, the HOC 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.

The ICF will pay all costs related to in-competition doping tests according to the ICF In-competition Testing Programme at the time.

The HOC may increase the number of in-competition doping tests conducted at their own cost.

ATH 6. Development programme

In the frame of the ICF Development Programme, from the wildcard invites made by the ICF Canoe Polo Committee, the HOC will welcome 20 athletes and coaches, who will be provided with free accreditation, airport transfer, full-board accommodation during the access period, and if required coaching support and equipment rental.

D. COMPETITION MANAGEMENT DELIVERABLES

COM 1. Entries, Invitations and Bulletins

The ICF will send out invitations to all National Federations according to the ICF Canoe Polo Rules – Appendix Canoe Polo Qualification World Championships – revised March 2017. All information required from the ICF Competition Rules must be provided and relevant processes followed.

The HOC must use the ICF online entry system which is part of the ICF integrated system including accreditation, entries and result production.

The HOC will accept only entries from ICF member Federations.

COM 2. ICF tournament Schedule

The ICF will collaborate with the HOC to formulate and finalise the specific daily tournament schedule for the event at least (6) six months prior to the Championships.

Notwithstanding the agreement of such schedule, the ICF shall have the right to make such changes to it as it deems to be in the best interests of the event. The final decision in relation to the tournament schedule shall lie with the ICF.

COM 3. Sport presentation

The HOC shall provide a suitable presentation to provide experience to the spectators.

The spectator experience shall include at least:

- Live coverage on a video board including playback facility;
- Score board and shot clock as per rule;
- Top quality and suitable audio system;
- Commentary in the host language and in English; and
- Spectator entertainment package (e.g. music between games, sound blast when goals are scored, etc.).

COM 4. Games & Data management

The HOC shall accept the ICF contracted Games and Data Management services for the Event according to the terms and conditions at reasonable costs to the HOC.

In case the ICF did not contract any Games and Data Management services twelve (12) months before the Event the HOC will provide the software to be approved by the ICF six (6) months prior to the commencement of the Event.

COM 5. Information on athletes

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

The HOC shall collect athlete's biographies and forward them to the ICF. Biographies should be used as part of the media strategy and support the promotion of the Event.

COM 6. International Technical Officials and referees Lounge

1 rest area with storage for personal possessions for the **thirty seven** (37) Referees. The room should be equipped with chairs (minimum **20**) and tables, internet connection and refreshments.

Internet connection with at least 2Mo/sec upload speed.

COM 7. Medal Ceremony

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

a) During the official training period

The HOC 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 HOC 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.

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

During the ceremonies, the HOC 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.

Some assistants must also be positioned in the nations area ready to contact the team leaders in case athletes are missing or in case athlete's official uniforms are missing.

COM 8. Opening and Closing Ceremony

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

The opening ceremony will be organise the day before the 1st day of competition or at least during the official training period.

E. FIELD OF PLAY DELIVERABLES

FOP 1. Training Facilities

Competition course and warm up area will be open during the Access Period.

Boat storage, Athlete's area and all services describe in this document will be available during the Access Period.

F. MEDIA DELIVERABLES

MED 1. Media centre

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, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

MED 2. Media Strategic Plan

The HOC must 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.

MED 3. Information system on Website

The ICF has developed a portal for your event and this will be the only and official website used for this event. The HOC is 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 HOC are also responsible for the translation of the site text into local language.

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

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

- canoeicf.com
- canoeicf.com/.....

MED 4. Official Photographer

a) ICF Photographer

Should the ICF appoint an official photographer and release the HOC of providing pictures, this person must have complete access to Venue and all photographic positions on the course and throughout the Venue.

b) NF Photographer

If the ICF doesn't appoint a photographer, the HOC will provide the ICF with a minimum of 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.

G. ICF FAMILY DELIVERABLES

VIP 1. VIP Facilities

The VIP area must consist of a sport viewing area of the course and an indoor hospitality area in close proximity or with the view to a large screen. Start lists and result service must be provided for VIP. Catering according to VIP standards have 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 must be approved by ICF twelve (12) months before the Event Period.

VIP 2. VIP Program

The HOC will provide catering for VIPs, which include ICF Sponsors, Hospitality packages, Suppliers and the ICF Family. The number of VIPs (Clause 5.2 Maximum of 20) will be decided by the ICF nine (9) months before the Event Period.

H. SPECTATORS DELIVERABLES

SPEC 1. Promotion

The HOC must provide proof to the ICF that they are actively promoting the Event. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the HOC should encourage youngsters to come to the Event (e.g. inviting school groups). 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.

SPEC 2. Event Programme

The HOC shall provide a suitable Event Programme including at least:

- Introduction to the discipline
- List of Officials/Referees
- Details of Jury Members
- Results from last Championships
- List of Participating Nations by category
- Competition Game Schedule

The HOC shall agree with the ICF details of the Event Programme at least (6) six months before the Event Period.

SPEC 3. Ticketing program

The HOC shall establish a ticketing program which shall be sent to the ICF for approval.

SPEC 4. Spectators services

The HOC shall ensure the following services to the spectators:

- Food & beverages (at cost);
- Transportation (at cost);
- Information desk; and
- Merchandising if available (at cost).