



# **CANOE SLALOM ICF TECHNICAL DELIVERABLES**

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# INTRODUCTION

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This document specifically contains information for Host Organising Committees (HOC) on the minimum operational and technical requirements of an ICF Canoe Slalom competition.

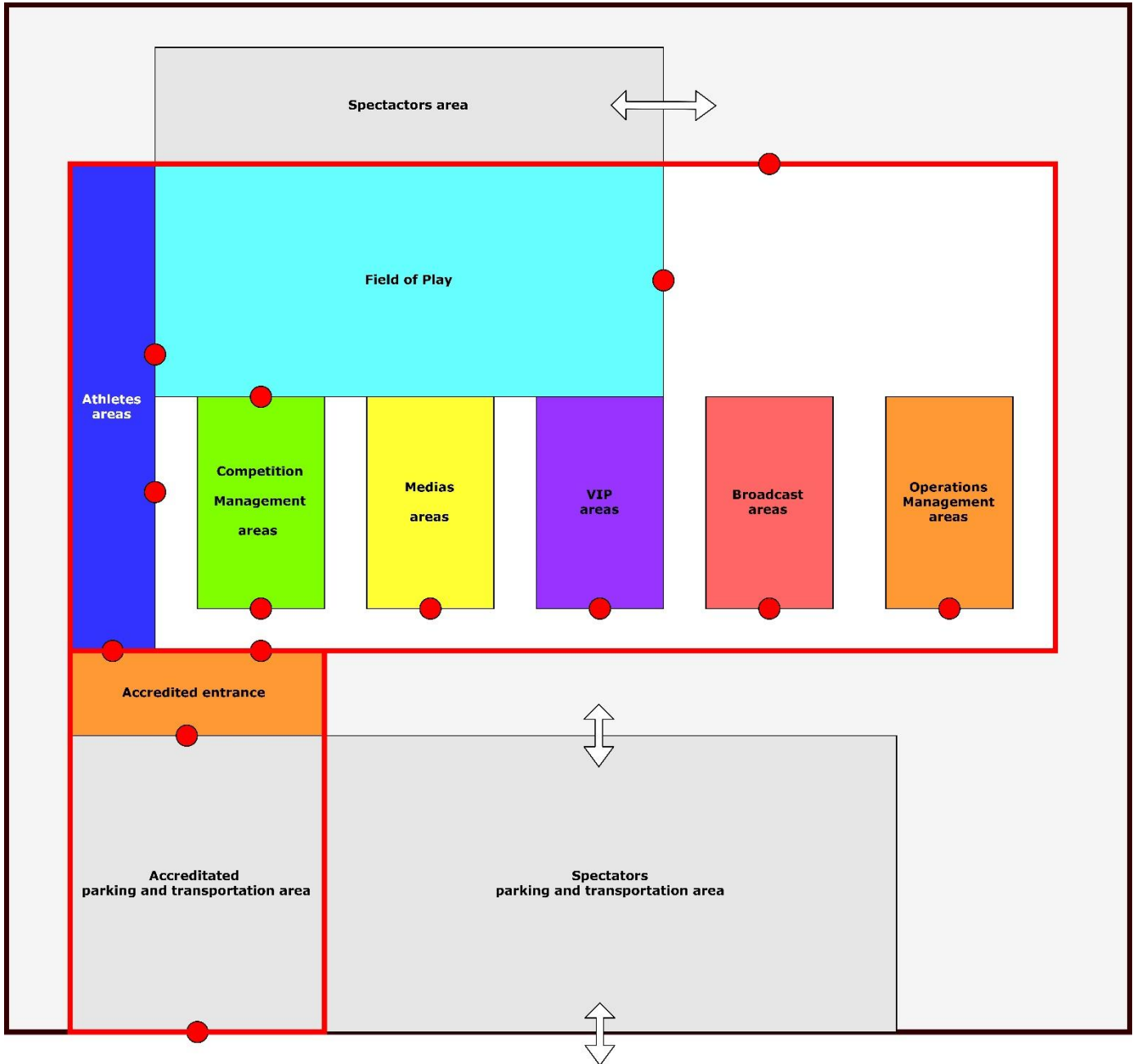
This document does not attempt to cover in detail every aspect of staging a championship, however certain elements are common to all competitions and these areas must be fulfilled by the Host Organising Committee.

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

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

# GENERIC VENUE LAYOUT

The following is a generic graphical representation of the layout of an ICF competition. The layout identifies all main operating areas. The basic concept can be applied for all ICF competitions.



All technical deliverables will be classified by using this representation.

The Following functional areas are defined:

| Athletes area          | Field of play                    | Competition management area | Operations management area |
|------------------------|----------------------------------|-----------------------------|----------------------------|
| Nation tents           | Gate Judge platforms             | OVR – On Venue Result       | Accreditation Centre       |
| Athletes lounge        | Equipment Control                | Enquiry desk                | ICF Office                 |
| Boat storage area      | Finish Judges station            | Official noticeboard        |                            |
| Boat repair area       | Mixed zone                       | Jury Room                   |                            |
| Results noticeboard    | Start area                       | Sports presentation station |                            |
| TVS area               | Course construction crew station |                             |                            |
| Doping Control station | Medal ceremonies podium          |                             |                            |
|                        | Video wall and scoreboard        |                             |                            |

| Medias Area  | Broadcast area | Spectators areas     | ICF Family areas     |
|--------------|----------------|----------------------|----------------------|
| Media Centre | TV/TVS OB van  | Catering             | VIP hospitality area |
|              |                | Results noticeboards | VIP lounge           |
|              |                | First aid            | VIP viewing area     |
|              |                | Trade zone           |                      |
|              |                |                      |                      |
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# CONTENTS

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|   |           |
|---|-----------|
| <b>A. General DELIVERABLES.....</b>   | <b>7</b>  |
| GEN 1. Competition Rules.....   | 7         |
| GEN 2. Construction .....   | 7         |
| GEN 3. Course and Facilities .....  | 7         |
| GEN 4. Participation fee .....  | 7         |
| GEN 5. Obligations relating to government/Local Authority Assistance .....                        | 8         |
| GEN 6. Contingency Planning.....  | 8         |
| GEN 7. Reports .....  | 8         |
| GEN 8. Technical visits.....  | 8         |
| <b>B. OPERATION deliverables.....</b>   | <b>9</b>  |
| OPE 1. Accommodation – ICF FAMILY .....   | 9         |
| OPE 2. Accommodation – ICF Broadcast Production Staff (World Cups) .....                          | 10        |
| OPE 3. Accommodation – Media .....  | 10        |
| OPE 4. Accommodation – National Federations.....  | 11        |
| OPE 5. Transportation .....   | 11        |
| OPE 6. Car parking .....  | 11        |
| OPE 7. Accreditation .....  | 12        |
| OPE 8. ICF Working Areas .....  | 12        |
| OPE 9. Internet Access.....   | 13        |
| OPE 10. Immigration VISA applications .....   | 13        |
| OPE 11. Health and Safety.....  | 14        |
| OPE 12. Security .....  | 14        |
| OPE 13. Signage .....   | 14        |
| OPE 14. Obligations relating to Environmental Protection.....                                     | 14        |
| OPE 15. Obligations relating to the Venue.....  | 15        |
| OPE 16. Public Facilities and Sanitary Installations.....   | 15        |
| <b>C. Athletes AREA DELIVERABLES .....</b>  | <b>16</b> |
| ATH 1. Athlete lounge .....   | 16        |
| ATH 2. Nations area.....  | 16        |
| ATH 3. Boat storage.....  | 16        |
| ATH 4. Boat Hire .....  | 16        |
| ATH 5. Boat repair.....   | 16        |
| ATH 6. SENIOR WORLD CHAMPIONSHIPS – Official Pre-championship Training Period<br>Facilities ..... | 17        |
| ATH 7. Official Training period.....  | 17        |
| ATH 8. Doping control program .....   | 17        |
| ATH 9. WORLD CHAMPIONSHIPS - ICF development program.....   | 19        |

|   |           |
|---|-----------|
| <b>D. Competition Management deliverables</b> | <b>20</b> |
| COM 1. Entries, Invitations and Bulletins     | 20        |
| COM 2. ICF championship competition schedule  | 20        |
| COM 3. Team Leaders Meeting                   | 21        |
| COM 4. On Venue Communications                | 21        |
| COM 5. Forerunners                            | 21        |
| COM 6. Equipment Control                      | 22        |
| COM 7. Sport presentation                     | 22        |
| COM 8. On Venue Result room (OVR)             | 22        |
| COM 9. Timing and Scoring Management          | 23        |
| COM 10. Technical Video Services              | 23        |
| COM 11. Information on athletes               | 23        |
| COM 12. Technical Rehearsal                   | 23        |
| COM 13. Technical Officials                   | 24        |
| COM 14. Medal Ceremony                        | 24        |
| COM 15. Opening and Closing Ceremony          | 25        |
| COM 16. ICF Canoe Slalom Forms                | 25        |
| <b>E. Field of play deliverables</b>          | <b>26</b> |
| FOP 1. Flatwater Training Facilities          | 26        |
| FOP 2. Gate System                            | 26        |
| FOP 3. Start / Finish                         | 26        |
| <b>F. MEDIA deliverables</b>                  | <b>27</b> |
| MED 1. Media Centre                           | 27        |
| MED 2. Media accreditation                    | 27        |
| MED 3. Mixed zone                             | 27        |
| MED 4. Media Strategic Plan                   | 27        |
| MED 5. Information system on Website          | 28        |
| MED 6. Official Photographer                  | 28        |
| <b>G. VIP deliverables</b>                    | <b>29</b> |
| VIP 1. VIP Facilities                         | 29        |
| VIP 2. VIP Program                            | 29        |
| <b>H. SPECTATORS DELIVERABLES</b>             | <b>29</b> |
| SPEC 1. Promotion                             | 29        |
| SPEC 2. Ticketing program                     | 29        |
| SPEC 3. Spectators services                   | 29        |

## 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 Slalom Competition Rules and ICF Statutes. Should any rules change prior to the year of competition 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 championship, including permanent, temporary or overlay constructions at the cost to the NF.

### GEN 3. Course and Facilities

The venue and the course must meet international canoeing standards and have been homologated by ICF Technical Committee prior to bidding to host an ICF competition.

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 can only be charged for athletes and team officials. It must be agreed with the ICF (12) twelve months in advance.

The fee will include the following services:

- Accreditation
- Technical Video Service
- Security and Emergency Medical Services
- Official pre-competition training period and official training period
- Miscellaneous services (including but not limited to snacks, water, internet, etc.)

The participation fee is defined as follow for access period:

|                             | World Cup | Junior / U23 World Championships | Senior World Championships |
|-----------------------------|-----------|----------------------------------|----------------------------|
| <b>Amount per day</b>       | 15€       | 10€                              | 10€                        |
| <b>Maximum total amount</b> | 105€      | 110€                             | 130€                       |

The Participation Fee will not be charged to:

- ICF family (define in deliverable "OPE 1") and ICF sponsors
- 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

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## **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 championship.

## **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 three months prior to the Championships.

## **GEN 7. Reports**

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

The HOC must provide the ICF with sufficient information to enable the ICF Canoe Slalom Chair to report to the ICF Board of Directors at their meeting (6) six months before the Championship. 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 a final report as per ICF statutes (standing bylaws to the preparation and organisation ICF Events – reports) by the termination date.

## **GEN 8. Technical visits**

The ICF can visit the venue two (2) times prior to the Championships (if it's required). The HOC covers all the travel and accommodation costs for those visits. The HOC members are encouraged to come to the ICF for advice at any time.



## B. OPERATION DELIVERABLES

### OPE 1. Accommodation – 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 Championship Period.

#### a) *World Cup requirements*

|                                     | 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  | 4                       |
| ICF Secretary General               | 1                        |                                  |              | 4                       |
| ICF CSL Committee Chair and members | 5                        |                                  |              | 6                       |
| ICF staff                           | 1                        |                                  |              | 6                       |
|                                     | 4                        |                                  |              | 4                       |
| ICF technical officials             | 25                       | two or three star or equivalent  | Twin room    | 4                       |
| ICF timing & scoring provider       | 5                        |                                  | Single room  | 4                       |

#### b) *Junior and U23 World Championships requirements*

|                                     | 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  | 7                       |
| ICF Secretary General               | 1                        |                                  |              | 7                       |
| ICF Jury                            | 5                        |                                  |              | 7                       |
| ICF CSL Committee Chair and members | 5                        |                                  |              | 9                       |
| ICF staff                           | 1                        |                                  |              | 9                       |
|                                     | 4                        | 7                                |              |                         |
| ICF technical officials             | 25                       | two or three star or equivalent  | Twin room    | 9                       |
| ICF timing & scoring provider       | 5                        |                                  | Single room  | 9                       |

## c) Senior World Championships requirements

|                                     | 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  | 7                       |
| ICF Secretary General               | 1                        |                                  |              | 7                       |
| ICF Jury                            | 5                        |                                  |              | 7                       |
| ICF CSL Committee Chair and members | 5                        |                                  |              | 9                       |
| ICF staff                           | 1                        |                                  |              | 9                       |
|                                     | 4                        |                                  |              | 7                       |
| ICF technical officials             | 25                       | two or three star or equivalent  | Twin room    | 9                       |
| ICF timing & scoring provider       | 5                        |                                  | Single room  | 9                       |

## d) Special services for ICF technical officials

The HOC must liaise with each ICF technical official and their respective HOC with all relevant information leading up to the competition.

The HOC must permit an ICF technical official 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 Championship Period.

## OPE 2. Accommodation – ICF Broadcast Production Staff (World Cups)

If broadcast producer is appointed by the ICF, the OC will cover the accommodation cost for up to 23 staff up to 5 nights. The accommodation should be arranged in single rooms.

## OPE 3. Accommodation – Media

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

## OPE 4. Accommodation – National Federations

The HOC shall make available information of a define number of rooms in 5 different accommodation categories (from Sport Centre to 4-star-Hotels) to fit the different needs for participating persons in the Championship. The ICF shall be informed of the hotel choices and accommodation prices twelve (12) months before the Championship Period.

|                        | World Cup | Junior / U23 World Championships | Senior World Championships |
|------------------------|-----------|----------------------------------|----------------------------|
| <b>Number of rooms</b> | 300       | 500                              | 400                        |

## OPE 5. 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 follow:

|                                     | Airport transfers                                     | Venue – accommodation   |
|-------------------------------------|---|---|
| ICF President                       | <b>Yes</b><br>According schedule provided by ICF      | Private car, dedicated driver                                   |
| ICF Secretary General               |   | Private car, dedicated driver                                   |
| ICF Jury                            |   | 3 or 4 private cars, shared drivers                             |
| ICF CSL Committee Chair and members |   |   |
| ICF staff                           |   |   |
| ICF technical officials             | <b>Yes</b><br>According schedule provided by each ITO | Dedicated shuttle service<br>Schedule provided by CSL Committee |
| ICF timing & scoring provider       | <b>NO</b>   | <b>NO</b>   |

### 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 Organising Committee from the airport to the accommodation and from there to the competition venue.

If requested by the teams, the Organisers will plan for a transportation services between the main airports, train stations for the participants. At the team own cost.

## OPE 6. Car parking

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

## OPE 7. Accreditation

The HOC 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 Championship Period.

The ICF will provide an online accreditation system (SDP) for all stakeholders that must be used by HOC at least six (6) months prior to the ICF championship. 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 (eg. Badge Production).

## OPE 8. 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 championship:

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

## OPE 9. Internet Access

The HOC shall ensure, at least, the availability of internet access in all following areas:

| Dedicated network | Space                | Kind              | Maximum number of simultaneous connection | Connection |           |
|-------------------|----------------------|-------------------|---|------------|-----------|
|                   |                      |                   |   | Technology | Bandwidth |
| # 1               | Nations area         | Wireless          | 600                                       | ADSL       | 100 Mb/s  |
|                   | VIP area             | Wireless          |   |            |           |
| # 2               | ICF President office | Wireless or wired | 25  | ADSL       | 20 Mb/s   |
|                   | ICF CSL office       | Wireless or wired |   |            |           |
|                   | ICF HQ office        | Wireless or wired |   |            |           |
|                   | ITO/referees Lounge  | Wireless          |   |            |           |
|                   | Accreditation center | Wired             |   |            |           |
| # 3               | OVR                  | Wired             | 5   | SDSL       | 5 Mb/s    |
|                   | TV Compound          | Wired             |   |            |           |
| # 4               | Streaming            | Wired             | 4   | SDSL       | 50 Mb/s   |
| # 5               | Press Centre         | Wireless          | 50  | SDSL       | 2 Mb/s    |
| # 6               |                      | Wired             | 5   | SDSL       | 50 Mb/s   |

The HOC shall ensure the following quality of service:

- A trouble-shooting service on a 24/7 basis during all competition period (including Saturday and Sunday)
- A guaranteed upload / download rate (not a "up to" data rate)
- No filesharing blocking
- No reduction of the data rate or speed after reaching a limit.
- No automatic shutdowns (e.g. each 1h).
- A single daily shutdown late in the evening for products based on IP allocation.

## OPE 10. Immigration VISA applications

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

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## OPE 11. Health and Safety

The HOC 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 Championship 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 championship to take place at the Venue in accordance with this Agreement.

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

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 12. 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 Championship Period.

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

## OPE 13. Signage

The HOC must establish a Signage and orientation programme:

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

The HOC must make available directional signage and Map of the Venue at accommodation sites and at the venue.

The HOC must indicate with an access signage:

- Boards positioned at the entrance of the accreditation zones
- Various Signs for parking lots
- Accreditation Centre
- Ticket Office
- Concessions
- Health Services
- Doping Control

## OPE 14. 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 complies with applicable environmental legislation and serves to promote the protection of the environment.

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## **OPE 15. Obligations relating to the Venue**

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

The HOC is responsible for the cleaning and reinstatement of the Venue at its own cost after the championship has taken place.

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

## **OPE 16. 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 AREA DELIVERABLES

### ATH 1. Athlete lounge

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

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

### ATH 2. Nations area

A covered place for relaxation or tents with suitable seating and tables, as well as a flat floor where organisers provide:

- Each nation with a dedicated enclosed space;
- An adequate number of Toilets; this means 1 toilet for 50 persons;
- Water and snacks (e.g. fruits, Muesli bars);
- Wireless Internet Access;
- Electricity plugs in each space
- Chairs and tables

### ATH 3. Boat storage

The HOC shall ensure a covered space for boat storage and boat racks for a minimum of "X" boats during the access period.

|   | World Cup | Junior / U23 World Championships | Senior World Championships |
|---|-----------|----------------------------------|----------------------------|
| X | 250       | 500                              | 350                        |

The HOC shall ensure boat racks for 15 boats to be located at the equipment control area and in the start area.

### ATH 4. Boat Hire

Boat rental services shall be optional. Rental prices shall be approved by the ICF and promoted through the Information bulletin 1.

### ATH 5. Boat repair

A free boat and equipment repair service must be available for Athletes and Manufacturers for the whole of the access period. The minimum area required for this is 35 square meters and this area must be supplied with power.

ICF official Manufacturers/Suppliers must have a free access to this area to provide this service.



## ATH 6. SENIOR WORLD CHAMPIONSHIPS – Official Pre-championship Training Period Facilities

The HOC will ensure 2 periods of 5 days free training in year prior to the ICF championship. The HOC shall organise a pre-booking system to ensure a relevant schedule.

Athletes must receive a minimum of 1 hour per day during each training block. The numbers of boats per training slot should be between 25 – 30 boats.

The scheduling of this must be agreed with the ICF Technical Delegate.

Boat storage, changing rooms and toilets will be available during these periods.

## ATH 7. Official Training period

The HOC will ensure the free training directly before the start of the competitions for at least following number of days without any costs:

|                | World Cup | Junior / U23 World Championships | Senior World Championships |
|----------------|-----------|----------------------------------|----------------------------|
| Number of days | 4         | 7                                | 7                          |

Athletes must receive a minimum of 1 hour per day during the Official training, normally between the times of from 8am to 9pm. The numbers of boats per training block should be between 25 – 30 boats.

A draft Official Training Schedule must be approved by the ICF and published by the HOC not less than 10 days prior to the commencement of training.

All services describe in this document concerning athletes have to be available during this period.

Athletes must wear bibs during official training (training bibs) and a list of these numbers must be available for distribution if required.

## ATH 8. Doping control program

### a) Doping control station

The HOC shall provide the facilities, equipment and personnel necessary to conduct doping controls in accordance with the ICF Anti-Doping Rules and the ICF Doping Control Station Guide which are in compliance with the World Anti-Doping Code (“The Code”) and refer to the WADA International Standard for Testing in force at the time of the Championship.

The control station should be in a permanent building in the boathouse area or in a prefabricated, air-conditioned container, located in the boathouse area and if possible close to the “In” pontoons.

A sign outside of the Anti-Doping Control Centre should clearly identify the Anti-Doping Centre. Details regarding the doping control station requirements are referred to the ICF Doping Control Guide.

## ***b) In-competition doping tests***

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

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

The minimum number of tests is found in the table below, the OC is recommended to increase the number of in-competition doping tests conducted.

|                       | <b>World Cup</b> | <b>Junior / U23 World Championships</b> | <b>Senior World Championships</b> |
|-----------------------|------------------|---|-----------------------------------|
| <b>Number of test</b> | 5                | 15                                      | 20                                |

## ***c) Potential additional cost***

The HOC shall bear the costs for follow up testing.

The HOC shall also bear the cost for special analysis, as required by ICF, which are conducted on the mandatory samples taken during the championship.

The special analysis will be performed on target tests and will be communicated to the HOC/doping control officer prior to the championship by the ICF. The special analysis will be determined in accordance with the Technical Document for Sport Specific Analysis (TDSSA) produced by WADA.

## ***d) Procedure***

The HOC shall send doping control samples for analysis to WADA-accredited laboratories only. The HOC shall ensure Doping Control Forms are sent at the end of the championship to the ICF Headquarters.

The HOC shall ensure Laboratory Analysis Reports are forwarded to the ICF immediately after the completion of the analysis.

## ***e) JUNIOR AND U23 WORLD CHAMPIONSHIPS – Anti-doping education program***

All athletes must complete the ICF Anti-doping Education program called “Pure Paddling Performance” to be eligible to compete. Athletes can complete through the ICF Website.

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## **ATH 9. WORLD CHAMPIONSHIPS - ICF development program**

The HOC has to work in cooperation with ICF Development commission to support the whitewater development programme in the frame of preparation training camps including the competition period called TIP World camp (Talent Identification Programme)

The HOC is committed to support expenses for accommodation (walking distance from venue is preferred), meals, local transportation as airport shuttles, participation fees for a total of 21 participants (16 athletes, 4 coaches, 1 coach coordinator). For any additional person, costs will be covered either by the ICF and/or participant.

Canoeing equipment will be provided by participants and/or ICF Sponsors, free of charge. A support could be asked to HOC in case of missing equipment.

ICF is providing coaches and staff support.

ICF is bearing the travel expenses to the competition for coaches and staff supports

Invited paddlers/NF will support travel expenses to the competition.

The HOC will assist in processing visa applications.

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## D. COMPETITION MANAGEMENT DELIVERABLES

### COM 1. Entries, Invitations and Bulletins

#### *a) Invitations*

The HOC 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.

#### *b) Bulletins*

The HOC 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 HOC 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)

#### *c) Entries*

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

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

Within 24 hours of the conclusion of the team leaders' meeting, the HOC 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.

### COM 2. ICF championship competition schedule

The ICF shall work together with the HOC to formulate and finalise the specific daily competition schedule at least nine (9) months prior to the ICF championship. This competition schedule should be in accordance with the international TV requirements and local needs.

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 championship. Should such changes result in a material adverse effect on the financial or other obligations of the NF, it shall so inform the ICF and demonstrate such material adverse effects. The ICF shall then negotiate with the HOC in order to address such material adverse effects in a mutually satisfactory manner. However, the final decision in relation to the competition schedule shall lie with the ICF.

## COM 3. Team Leaders Meeting

The Team Leaders meeting must:

- Be held two (2) days prior to competition;
- Follow the ICF Team Leaders Meeting Agenda template.

A provisional start list must be distributed at least (4) four hours prior to the Team Leader meeting

The team leader meeting room should be equipped as follow:

- Setup as in conference organization
- 8 places on the mains table, chairs and microphone
- Video projector and screen
- VGA or HDMI cable to connect computer from the video projector to the main table
- Number of place needed:

|                 | World Cup | Junior / U23 World Championships | Senior World Championships |
|-----------------|-----------|----------------------------------|----------------------------|
| Number of place | 60        | 90                               | 110                        |

## COM 4. On Venue Communications

Radio communication network must be provided for the following group:

- Chief Judge
- Assistant Chief Judge
- Chief Official
- Chief of Scoring
- Start Judge
- Finish Judge
- Equipment Control
- Technical Organiser

## COM 5. Forerunners

The HOC must source suitably skilled people to act as Forerunners.

There must be no more than two boats per event as forerunners and in the Canoe event the left and right side must be represented.

Forerunners should compete a minimum of 15 minutes prior to the commencement of each session. Forerunners must be only two boats from each event that is competing in that following session.

The full timing and scoring systems must operate during foreruns including TVS and results publishing and distribution as a test of these processes.

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## COM 6. Equipment Control

HOC must set up a measuring station (6m per 4m) which would include:

- For boats
  - Calibrated scales to check the minimum weight
  - frame to measure the length which is adjustable for each type of boat (K1/C1,C2)
  - Width callipers for K1, C1, C2
  - Template to measure radius of the boat nose
- A facility to check the buoyancy of the Buoyancy Jackets with a tub of water large enough to completely submerge the jacket

The station must be set up at least three (3) days prior to the competition period to allow self-check by the Athletes.

The ICF conduct random checking of equipment throughout the competition.

## COM 7. Sport presentation

The HOC 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 (Size: 5 x 4 meters);
- Score board with a minimum of 4 lines
- Top quality and suitable audio system that provides equal quality sound throughout the venue.
- Commentary in the host language and in English; and
- Spectator entertainment package.

The sports presentation service must operate in the same manner for all days of the competition.

The HOC shall agree with the ICF details of "sport presentation" at least (6) six months before the Championship Period.

## COM 8. On Venue Result room (OVR)

The HOC must provide an OVR room handles the functions of timing, scoring and judging.

The OVR must respect following specifications:

- An area of 70 m<sup>2</sup> minimum will be needed (in one room or two adjacent and linked spaces);
- tables and chairs for 10 to 11 working places;
- area cooled and lockable in the proximity of either Start or Finish;
- security guaranteed;
- 24-hour supply of 6 KW / 220 V (to run and recharge the batteries of timing equipment)

The HOC has to propose some backup/failover procedures and means as for example Fuel-driven power generators.

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## COM 9. Timing and Scoring Management

The HOC shall accept the ICF contracted timekeeping, scoring services (SIWIDATA) for the championship according to the terms and conditions at reasonable costs to the NF.

This service includes:

- Electronic timing, Start Clock, Pre-Start Clock
- Software to manage competitions according ICF rules
- A wireless network infrastructure for a local information network (coaches...)
- Info Screen (CIS) for announcer and press room
- Devices for Penalty Data Entry on the sectors
- Audio Backup System for Penalty Data Entry
- Time Display in the finish area and one on the course
- TV Graphics (Fill+Key in HD/SDI) in ICF Layout
- Live Internet Results and streaming to ICF Website
- TVS Switching

## COM 10. Technical Video Services

The HOC must:

- Provide one dedicated person for the period of the competition to assist the ICF TVS coordinator.
- Provide space and a suitable power supply as per the TVS guidelines available <http://www.canoeicf.com/icf/Aboutoursport/Canoe-Slalom/Event-Management/Event-Requirements.html>

## COM 11. Information on athletes

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

The HOC shall collaborate with the ICF to upgrade and collect athlete's biographies. Biographies should be used as part of the media strategy and support the promotion of the championship.

## COM 12. Technical Rehearsal

The HOC must run a technical rehearsal. During this time the following functions must be tested:

- Timing and Scoring
- All Technical Official roles
- Publishing of results to the:
  - Official notice board
  - Scoreboard/video wall
- Back up scorers (radio and paper checks)
- Runners

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## COM 13. Technical Officials

The Technical Officials required to run a championship are:

- Jury (5)
- Technical Delegate /Chief Official (1)
- Chief Judge (2)
- Assistant Chief Judge (1)
- Chief of Scoring (1)
- Course Designer (2)
- Video Judge (2)
- Equipment Controller (1)
- Start Judge (1)
- Finish Judge (1)
- Gate Judges (15)

Some of these will be designated International Technical Officials (ITO's) and some National Technical Officials (NTO's).

The HOC is responsible for providing a uniform to all ICF technical officials.

## COM 14. Medal Ceremony

The organisation 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 championship 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 championship.

### *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 15. Opening and Closing Ceremony

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

|                       | World Cup     | Junior / U23 World Championships  | Senior World Championships |
|-----------------------|---------------|---|----------------------------|
| <b>Number of days</b> | Not mandatory | mandatory<br>The day before the 1 <sup>st</sup> day of competition, at least during the official training period. |                            |

## COM 16. ICF Canoe Slalom Forms

The HOC must use the official ICF forms available from the ICF website at <http://canoeicf.com/icf/Aboutoursport/Canoe-Slalom/Event-Management-Tools.html> for Canoe Slalom.

## E. FIELD OF PLAY DELIVERABLES

### FOP 1. Flatwater Training Facilities

Depending of the venue layout, the HOC shall provide, a gate system located in a suitable area of flatwater and make this available to all Athletes.

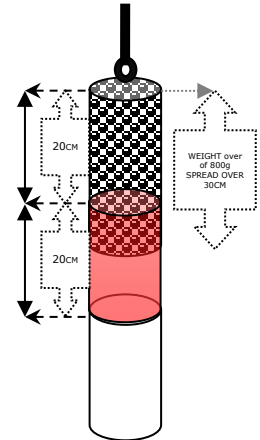
### FOP 2. Gate System

Gates must be constructed to conform to the requirements as described in the ICF Canoe Slalom Rule 27. The top 30cm of the gate pole should be internally weighted as per the diagram, to reduce the pendulum effect.

There must be an easily accessible and changeable regulation system which allows for the regulation of each pole individually.

### FOP 3. Start / Finish

See documents at <http://canoeicf.com/icf/Aboutoursport/Canoe-Slalom/Event-Management-Tools/Event-Requirements.html> for Canoe Slalom.



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## 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 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 HOC and the ICF Media Manager.

### MED 3. Mixed zone

The Mixed Zone offers the media a dedicated place to talk to the athletes immediately following the competition. The HOC 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 HOC 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 HOC 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 Backdrop and Sponsors Board are positioned for optimal TV coverage and visibility.

### MED 4. Media Strategic Plan

The HOC must provide to the ICF a Media Strategy Plan including how the championship will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the championship.

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## MED 5. Information system on Website

The ICF has developed a portal for the ICF World Cups and World Championships which will be the official website used for this championship. There are no restrictions on what content you place on the webpage.

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 championship 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 championship.

To explain, it is important for our sport, in the eyes of the IOC and potential sponsors, that we are able to attract as many visitors to our websites as possible.

There will also be a permanent link to your championship provided on the home page of the ICF website once the portal is established and the following URL(s) should be used for promotional material: [www.canoeicf.com](http://www.canoeicf.com) or [www.canoeicf.com/...](http://www.canoeicf.com/)

The championship must be hosted through the official channels:

- [canoeicf.com](http://canoeicf.com)
- [www.youtube.com/planetcanoe](http://www.youtube.com/planetcanoe)

## MED 6. 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) HOC 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 championship (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.

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## **G. VIP 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 Championship 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 Championship Period.

## **H. SPECTATORS DELIVERABLES**

### **SPEC 1. Promotion**

The organisers must provide proof to the ICF that they are actively promoting the ICF championship. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the HOC should encourage youngsters to come to the championship (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. Ticketing program**

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

### **SPEC 3. Spectators services**

The HOC shall ensure the following services to the spectators at:

- Food & beverages;
- Transportation;
- Information desk; and
- Merchandising if available.