



CANOE SPRINT & PARACANOE

ICF TECHNICAL DELIVERABLES

INTRODUCTION

This document contains information regarding minimum operational and technical requirements for bidding and hosting an ICF Canoe Sprint and Paracanoe Event.

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

ICF Competitions must at all time be conducted in accordance with the ICF Statutes, ICF Canoe Sprint and/or Paracanoe Rules as well as the ICF Event Manual and Guidelines.

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A. GENERAL DELIVERABLES

GEN 1. Competition Rules

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

GEN 2. Construction

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

GEN 4. Contingency Planning

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

GEN 5. Participation Fee

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

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

The fee will include the following services:

- Accreditation
- Security
- Local Transportation (shuttle service between the venue and team hotels)
- Meal at the Venue (lunch)
- Medical services
- using the course for training; and
- Miscellaneous services (including but not limited to snacks, water, internet, etc.)

If a team decides not to use these two services: shuttle service and meal at the venue proposed under the participation fee, the participation fee will be fixed at 10 Euros per day per athlete.

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

GEN 6. Obligation relating to government/Local Authority Assistance

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

GEN 7. Reports

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

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

NF will provide to the ICF live feed results for the internet during the Championships.

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

GEN 8. Inspection Visits

The ICF Technical Delegate visits the Venue minimum two (2) times prior to the Championships; the NF covers all the travel and accommodation costs for those visits, the NF and the Host are encouraged to come to the ICF for advice at any time.

GEN ACTION

The Organising Committee is required to:

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

B. LOGISTIC DELIVERABLES

LOG 1. Accommodation

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

ICF Family

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

a. World Cup requirements:

	Number	Hotel type	Room type	Number night
ICF President	1	Four star	single	4
ICF Secretary General	1	Four star	single	4
ICF CSP Committee	4	Three to Four	single	5
ICF CSP and Paracanoe Chairs	2	Four star	single	5
ICF Technical Officials	25	Three	twin	5
ICF Staff	2	Three to Four	single	5
	1			4

For World Cup: ICF Broadcast Production Staff (if broadcast producer is appointed by the ICF): up to 23 staff up to 4 nights. If an agreement is established between the ICF and the NF no later than six (6) months before the World Cups Period, the ICF and the NF will share the accommodation costs (50/50) with a cap of 2000 EUR from the ICF.

b. Junior and U23 World Championships:

	Number	Hotel type	Room type	Number night
ICF President	1	Four star	single	5
ICF Secretary General	1	Four star	single	5
ICF Juries	5	Four star	single	5
ICF CSP Committee	5	Three to Four	single	6
ICF Technical Officials	25	Three	twin	6
ICF Staff	3	Three to Four	single	6
	1			5

c. World Championships:

	Number	Hotel type	Room type	Number night
ICF President	1	Four star	single	7
ICF Secretary General	1	Four star	single	7
ICF Juries	5	Four star	single	6
ICF CSP Committee	4	Three to Four	single	8
ICF CSP and Paracanoe Chairs	2	Four star	single	8
ICF Technical Officials	25	Three	twin	8
ICF Staff	4	Three to Four	single	8

- All travel expenses, accommodation and board of the ICF Technical Delegate/Chief Official will be paid by the HOC. The NF will provide full board accommodation in a three (3) to four (4) star Hotel and provide car transportation between the accommodation and the Venue free of charge.
- The NF will provide meals at the Venue for the Officials , Classification team and ICF staff during the competition days of the Championships free of charge (lunches and refreshments).

Teams and Media

The NF 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.

LOG 2. Transport

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

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

The NF will provide car transportation between the accommodation and the venue free of charge for:

	Airport Transport	Venue-accommodation	Number
Athletes/teams	Paid Shuttle service	Shuttle service-Included in accreditation fee	
ICF President	Free transport	Private car, dedicated driver	1
ICF Secretary General	Free transport	Private car, dedicated driver	1
Technical delegate and Chairman of CSP Committee	Free transport	Private car, dedicated driver	2
ICF Jury (for World Championships)	Free transport	Dedicated car (for the group)	5
ITOs	Free transport	Dedicated Shuttle service	25
Paracanoe Classification Team	Free transport	Dedicated Shuttle service	
ICF HQ Staff	Free transport	Dedicated car (for the group)	4

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

The number of Paracanoe Classification Team is based on the new Paracanoe athletes' entries and will be confirmed 4 months before the competition.

Paracanoe: special transport for a number of Paracanoe athletes, we recommend a variation in percentage of 25-35%. The VL1 & KL1's typically need wheelchairs and a few KL2/VL2's.

LOG 3. Car Parking

The NF 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.

LOG ACTION

The Organising Committee is required to:

- Agreement with the ICF on Accommodation Price 12 months before the Event.
- Agreement with the ICF on Accommodation for TV Crew 6 months before the Event.
- Share transportation plan with the ICF 6 months before the Event.
- The number of Paracanoe Classification team will be confirmed 4 months before the Event.

C. OPERATION DELIVERABLES

OPE 1. Accreditation

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

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

OPE 2. ICF Working Areas

The NF will provide good quality working areas to the ICF, to be available for the ICF starting three (3) days before the World Championships Period:

- 1 office for the ICF President equipped with chairs and tables, electricity, light, telephone, CCTV, internet connection and refreshments;
- 1 office for the ICF Secretary General and ICF Staff equipped with chairs and tables, electricity, light, internet connection, printer, telephone and refreshments;
- 1 office space for the Jury with internet connection, CCTV, table with chairs for up to 5 persons. Electricity, light and refreshments;
- 1 office space for ICF Staff with internet connection, table and chairs for up to 4 persons;
- 1 office for the Chair of Canoe Sprint and Paracanoe Committee with internet connection, printer, CCTV, table with chairs for up to 4 persons and refreshments.

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

OPE 3. Internet Access

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

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

The TV/Internet streaming must be a dedicated line and a continuous robust connection.

Live results must also be available in the Mix Zone and Press Centre on an easily visible monitor, as well as the live stream or the TV feed to allow journalists and competitors the opportunity to analysis the runs to enable them to formulate questions and report throughout the event.

Press Centre

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

Mixed Zone

- Wifi that should be split to ensure a minimum of 50 concurrent connections (10 Mbps).
- Athletes area / WIFI hotspot

TV streaming

- Dedicated line with a minimum of 20 Mbps upload to allow for the multi-cam option during the heats and semifinals plus to ensure HD quality.

Classification Area

- Wifi or cabled connection (20 Mbps).

OPE 4. Immigration VISA Application

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

OPE 5. Health and Safety

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

The NF will provide all required emergency and medical services for the Championships.

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

OPE 6. Security

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

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

OPE 7. Signage

NF must establish a signage and orientation programme:

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

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

NF must indicate with an access signage:

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

OPE 8. Obligations relating to Environmental Protection

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

OPE 9. Obligations relating to the Venue

The NF shall ensure the Venue is a Clean Venue forty-eight (48) hours before, until twenty-four (24) hours after the Championships including removal/covering of, without limitation, all

existing signage, advertising or sponsorship material and concessions are not related to the Championships and agreed with the ICF.

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

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

OPE 10. Public Facilities and Sanitary Installations

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

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

OPE ACTION

The Organising Committee is required to:

- Activation of online entry 6 months prior to the Event.
- A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.
- ensure the Venue is a Clean Venue forty-eight (48) hours before, until twenty-four (24) hours after the.

D.ATHLETES AREA DELIVERABLES

ATH 1. Athletes Area

A covered place (protected from sun and inclement weather conditions) for relaxation with suitable seating and tables and CCTV, as well as a flat floor with dividers for NFs in order to have privacy shall be made available.

An adequate number of toilets shall be available; this means 1 toilet for 25 – 30 persons.

Paracanoe: accessible toilets should be provided, according to the IPC rules the number should be 1 toilet for 15 persons.

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

ATH 2. First Aid Post

There shall be a first aid post at the athletes area with necessary equipment.

Paracanoe: in Paracanoe events, the first aid post shall be equipped with wheelchair.

ATH 3. Boat Storage

The NF shall ensure a covered space for Boat storage (boathouse) and boat racks. A minimum of (600 boats) spaces shall be available for the whole of the access period.

ATH 4. Boat Hire

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

ATH 5. Boat Repair

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

ATH 6. Boats, paddles and safety equipment entered in competition

The NF shall recognise and enforce the ICF certification rules and licenses. The NF shall therefore make sure all boats entered in the competition are ICF registered and shall fulfil all necessary requirements according to ICF Rules.

ATH 7. Training Facilities

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

Boat storage, Athlete's area and all services describe in Technical Deliverables and in the Event Manual will be available during the Access Period.

ATH 8. Doping Control Program

The NF 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 NF 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 NF will pay all costs related to in-competition doping tests according to the ICF In-competition Testing Programme at the time. In agreement with the ICF, the NF may increase the number of in-competition doping tests conducted.

The number of In-competition Testing must be in accordance with the ICF In-competition Testing Programme, the minimum number of tests is found in the table below:

	World Championships	World Championships Junior and U23	World Cup
Canoe Sprint	30	20	8
Paracanoe	10 (if not with CSP World Championships)	N/A	2

The NF shall also bear the costs for follow up testing and additional testing (such as IRMS analysis), as required by WADA, which are conducted on the samples taken during the Event.

The NF shall send doping control samples for analysis to WADA-accredited laboratories only.

The NF shall ensure Doping Control Forms and Laboratory Analysis Reports are forwarded to the ICF immediately after the completion of the analysis.

Paracanoe accessibility: accessible washroom for a wheelchair should be provided for testing Paracanoe athletes.

Prohibited Substances on the TDSSA

ICF keeps its right to ask the organiser for special analysis which are not a part of standard urine analysis.

The Prohibited Substances within the scope of the TDSSA are normally not part of a routine standard urine analysis and require specialised analysis methods. Information and guidance on those Prohibited Substances is provided within the TDSSA Testing Guides. The special analysis will be performed on target tests and will be communicated to the organiser/doping control officer prior to the event.

From the Prohibited List, the Prohibited Substances that are within the current scope of the TDSSA are:

- Erythropoiesis Stimulating Agents (ESAs). Section S2.1.1
- Growth Hormone (GH). Section S2.5
- Growth Hormone Releasing Factors (GHRFs) including Growth Hormone Releasing
- Hormone (GHRH) and its analogues, Growth Hormone Secretagogues (GHS) and Growth Hormone Peptides (GHRPs). Section S2.5

Doping Control Education: (Applicable for Junior and U23 World Championships and Paracanoe Events)

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. The Organisers must collaborate with the ICF and provide logistical support to implement the Program at the venue.

ATH 9. ICF Development

Only for World Championships Agreement unless agreed with World Cup organisers to support the ICF Development Program.

Total number of all participants will not exceed 60 people. The NF will provide the accommodation and meals for free for up to 30 persons for the period of minimum 10 days

(before and during the competition). For any additional person, 60 EUR will be charged per day and per person.

Canoeing equipment will be provided by ICF Sponsors free of charge.

The NF will provide coaches and staff support and the program subject of agreement between ICF and NF.

The NF will be responsible for the transportation of the athletes/coaches from airport to the Venue and back as well as the transportation between the accommodation and the Venue free of charge. The NF will assist in processing visa applications.

The ICF's support to the ICF Development Program

The ICF will financially support the participation of the Development Programs participants in terms of costs of travel (from their country of origin to the Airport) and logistics, including individual correspondence and cooperation with each Development Program National Federation.

ATH ACTION

The Organising Committee is required to:

- Communicate rental price for boats 9 months before the Event.
- Put in contact the doping control service provider and the ICF to finalise test distribution plan.

E. COMPETITION MANAGEMENT DELIVERABLES

COM 1. Entries, Invitations and Bulletins

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

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

The ICF will accept only entries from ICF member Federations through SDP.

The NF 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 NF 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)

For events with Paracanoe discipline, Paracanoe information needs to be included in OC Bulletins issued by the organisers.

Classification for Paracanoe Competitions: Four months prior to the competition, the Paracanoe Chair and the Host estimate level of athletes participation in the competition and how many athletes will require classification. From this estimate, classification teams are assigned to the competition.

COM 2. ICF Events Competition Schedule

The ICF shall work together with the NF to formulate and finalise the specific daily sporting program (Event Program) for the Championships at least six (6) months prior to the Championships. This program should be in accordance with International TV requirements and local needs.

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

COM 3. Team Leaders Meeting

The Team Leaders meeting for Canoe Sprint and Paracanoe must be held one day before the competition (CSP Competition Rules: at least 12 hours before the first race), a provisional Start List must be distributed at least six (6) hours prior to the Team Leaders meeting.

The meeting room should be equipped as follow:

- Set up in conference room format
- 8 places on the main table
- Video projector and screen
- VGA or HDMI cable to connect computer on the main table to the video projector.

COM 4. Sport Presentation

The NF shall provide a suitable Sport Presentation. The spectator experience shall include at least:

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

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

COM 5. Results

NF will provide to the ICF live feed results for the internet during the Championships.

At a minimum the NF will provide all results electronically within completion of the Championships/ World Cup to the ICF Headquarters.

COM 6. Timekeeping and Data

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

In case the ICF did not contract any timekeeping, scoring and photo finish services nine month before the Championships the NF will provide the software to be approved by the ICF six months prior to the commencement of the Championships.

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

COM 7. Information on Athletes

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

COM 8. Technical Officials

The Technical Officials required to run an event are:

- Chief Judge 1
- Competition Manager 1
- Deputy Chief Judge 1
- Starters 3
- Aligners 2
- Course Umpires 6
- Finishing Line Judges 4
- Boat Controllers 6
- Medical Officer 1
- Media Officer 1

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

The Host Organising Committee is responsible for providing uniforms to all ICF Technical Officials.

COM 9. Medal Ceremony and Opening/Closing Ceremony

The NF will organise a prize giving victory ceremony to be held in accordance with the **ICF Protocol Guidelines**. The Organising Committee shall invite the ICF staff for the 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.

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

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

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

The organising committee will request the team leaders (or head coach) of the participating nations to check the national anthem of that nation and approve the flag on the day prior to the Opening Ceremony.

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.

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

Paracanoe: the host shall provide accessible podium for wheelchairs. If the Ceremony area is a considerable distance from the Paracanoe embarkation/debarkation pontoon, two golf carts shall be provided to move the Paracanoe athletes to the ceremony area.

COM ACTION

The Organising Committee is required to:

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

F. MEDIA DELIVERABLES

MED 1. Press

The NF will provide all facilities reasonably required by the ICF. Representatives of the media will apply for media accreditation by the accreditation deadline. In particular, a media centre must be organised containing sufficient working places for journalists and photographers, including speed laptop connections (LAN), internet possibilities for sending e-mails with minimum speed of 20m/ps of upload, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

Press Centre – equipment requirements:

- The LOC will provide a stable high-speed internet connection and router / switch with enough ports for the expected number of media
- Black and white laser printing facility
- A high-speed photocopier with sufficient paper supplies and extra stationery
- Notice board for contact details, results and other news
- Pigeon holes for press releases, course and athlete information and quotes
- Extra stationery, pens and pencils
- All printed media information
- Refreshments and food for entire day
- Monitor broadcasting big screen or live TV/internet feed.

MED 2. Media Strategic Plan

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

MED 3. Information System on Website

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

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

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

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

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

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

www.canoeicf.com

Website and social media

The Event must be hosted through the official channels:

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

MED 4. Official Photographer

a. ICF Photographer

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

b. NF Photographer

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

MED ACTION

The Organising Committee is required to:

- Provide to the ICF the Media Strategy Plan 6 months before the Event.
- Send out 2 information Bulletins to NFs.
- Establish Event Website 9 months before the Event.

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

VIP 2. VIP Program

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

VIP ACTION

The Organising Committee is required to:

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

H. SPECTATORS DELIVERABLES

SPEC 1. Promotion

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

SPEC 2. Ticketing

The NF shall establish a ticketing programme which shall be sent to the ICF for approval 6 months before the Event.

SPEC 3. Spectator Services

Furthermore, the NF shall ensure the following services to the spectators:

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

SPEC ACTION

The Organising Committee is required to:

- Approval of Ticketing program 6 months before the Event.

I. PARACANOE CLASSIFICATION

PARA 1. Requirements for the Classification team for Paracanoe athletes at Continental and World Championships

1. In the list which follows, organisers need to take note that the classification period always precedes the competition. Depending upon the number of athletes being classified, the classification period will be from three to five days in advance of the competition. This is also important for the organisers to have hotel accommodation available for the classification period as well as the competition period.
2. Scheduling of classifications is done through the ICF. A link shall be provided on the competition website. The website shall also provide a link to documents and forms on the ICF Paracanoe website. It is best to have a Paracanoe section of the competition website.
3. Large level access room or tent that can be screened off into private spaces to enable at minimum two (2) athletes to be assessed at the same time, and has room to accommodate a couple of ergo machines. 4m x 4m Minimum dimension for each screened off assessment area. Additional space is required as a collection area for athletes waiting for classification. A floor for tents is required.
NOTE: There may be a need for more than two (2) private classification areas depending upon the number of athletes requiring classification. Organising Committees need to consult with the ICF Paracanoe Classification team in order to determine the required final number.
4. The classification area needs to be located close to transportation services and on-site food services to minimise distances for travel on the competition site by paracanoe athletes.
5. Accessible washroom immediately close by the classification area.
6. Signage for spaces indicating "*Paracanoe Athlete Classification*"
7. A minimum of two (2) physiotherapist tables. One needs to be adjustable in height to aid the safe transfers from wheelchairs.
8. Tables and chairs (Min. 10) to enable classifiers and athletes to complete paperwork, and to accommodate translators. One table and two chairs in each private classification area. One table and 4 chairs for Paracanoe Secretary, Head of Classification and Paracanoe Committee Chair.
9. Sufficient electrical power for computers and printer at each table.

10. A printer (colour would be a bonus) and paper to make copies of paperwork and certification.
11. Satisfactory lighting.
12. Access to heat or air conditioning depending on weather conditions. (NOTE: Many of the more severely disabled athletes are unable to regulate their own temperature).
13. A K1 ergo for technical assessment of athletes. Preferably a Kayak Pro, as this has the adapted seat attachment.
14. A seated V1 ergo for assessment of the athletes doing V1, again preferably with an adapted seat attachment.
15. Close proximity to easily accessible landing stages (docks) to facilitate on water assessment of athletes. These landing stages shall only be used for Classification during the classification period.
16. Storage racks for Paracanoe K1s and V1s near the On-water testing docks.
17. Hand washing facilities or hand sanitizer, paper or antibacterial wipes to clean the couches, and a waste basket to dispose of paper towels.
18. Bottled water for the athletes to drink during classification.
19. Coffee break items for classification team (eg. Coffee, tea, cookies, fruit.)
20. A waiting area for athletes who arrive early for classification. The waiting area must be distinct and separate from the classification areas & Classification Secretary area.
21. A board or easel (with clear plastic cover) to display classification schedules, practice schedules for those borrowing boats, and race schedules.
22. Two motor launches for on-water assessments. (Drivers should be provided.)
23. One (1) safety boat with lifeguards during the classification period.
24. High quality WIFI or cabled internet service - this is critical during the classification period in order for teams to communicate with the Paracanoe Secretary during the classification period (OPE 3).

If possible, it would be useful to have space available undercover, where Paracanoe athletes from different countries could get together to socialise, as many of the athletes are not included with their country's able-bodied counterparts and therefore have no "home" to go to. This is very apparent at all World Championships when athletes tend to congregate at the Classification tent. This makes it difficult to maintain privacy for those athletes that are still being classified.