



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.

CONTENTS

| | |
|---|----|
| A. GENERAL DELIVERABLES | 6 |
| GEN 1. Competition Rules | 6 |
| GEN 2. Construction | 6 |
| GEN 3. Course and Facilities | 6 |
| GEN 4. Contingency Planning | 6 |
| GEN 5. Participation Fee | 6 |
| GEN 6. Obligation relating to government/Local Authority Assistance | 7 |
| GEN 7. Reports | 7 |
| GEN 8. Technical Visits | 7 |
| B. OPERATION DELIVERABLES | 8 |
| OPE 1. Accommodation | 8 |
| OPE 2. Transport | 10 |
| OPE 3. Food Service | 11 |
| OPE 4. Car Parking | 11 |
| OPE 5. Accreditation | 11 |
| OPE 6. Immigration VISA Application | 11 |
| OPE 7. ICF Working Areas | 12 |
| OPE 8. Internet Access | 12 |
| OPE 9. Health and Safety | 13 |
| OPE 10. Security | 13 |
| OPE 11. Signage | 13 |
| OPE 12. Obligations relating to Environmental Protection | 14 |
| OPE 13. Obligations relating to the Venue | 14 |
| OPE 14. Public Facilities and Sanitary Installations | 14 |
| C. ATHLETES AREA DELIVERABLES | 16 |
| ATH 1. Athletes Lounge | 16 |
| ATH 2. Information Centre | 16 |
| ATH 3. Information Board | 16 |
| ATH 4. Loudspeaker System | 16 |
| ATH 5. Official Regatta Time Display | 17 |
| ATH 6. Closed Circuit TV | 17 |

| | |
|---|----|
| ATH 7. Team’s Quarter/Dressing room..... | 17 |
| ATH 8. Toilet and Shower Facilities..... | 17 |
| ATH 9. Medical Services..... | 17 |
| ATH 10. Boat Storage..... | 19 |
| ATH 11. Boat Washing..... | 19 |
| ATH 12. Boat Hire..... | 19 |
| ATH 13. Boat Repair..... | 19 |
| ATH 14. Training Facilities..... | 19 |
| ATH 15. GYM (Strength and Conditioning Facilities)..... | 19 |
| ATH 16. Dining Hall..... | 19 |
| ATH 17. Bike Rental..... | 20 |
| ATH 18. Doping Control..... | 20 |
| ATH 19. ICF Development Programme..... | 21 |
| D. COMPETITION MANAGMENT DELIVERABLES..... | 23 |
| COM 1. Entries, Invitations and Bulletins..... | 23 |
| COM 2. ICF Events Competition Schedule..... | 23 |
| COM 3. Team Leaders Meeting..... | 24 |
| COM 4. Sport Presentation..... | 24 |
| COM 5. Results..... | 24 |
| COM 6. Timekeeping and Data..... | 25 |
| COM 7. Information on Athletes..... | 26 |
| COM 8. Technical Officials..... | 26 |
| COM 9. Medal Ceremony and Opening/Closing Ceremony..... | 26 |
| COM 10. Opening and Closing Ceremony..... | 27 |
| E. FIELD OF PLAY..... | 28 |
| FIE 1: Water and Air quality..... | 28 |
| FIE 2: Competition Course..... | 29 |
| FIE 3: On Water Set Up and Equipment..... | 29 |
| FIE 4: Technology..... | 35 |
| FIE 5: Competition Boats..... | 35 |
| F. MEDIA DELIVERABLES..... | 38 |
| MED 1. Press..... | 38 |
| MED 2. The Press Officer..... | 38 |
| MED 3. Media Strategic Plan..... | 38 |

ICF Canoe Sprint

| | |
|---|----|
| MED 4. Information System on Website | 39 |
| MED 5. Official Photographer | 39 |
| MED 6: Media Accreditation | 40 |
| MED 7: Mixed Zone..... | 40 |
| G. ICF FAMILY DELIVERABLES | 41 |
| VIP 1.VIP Facilities | 41 |
| VIP 2.VIP Program | 41 |
| H. SPECTATORS DELIVERABLES | 42 |
| SPEC 1. Promotion | 42 |
| SPEC 2. Grandstand..... | 42 |
| SPEC 3. Ticketing | 42 |
| SPEC 4. Spectator Services | 42 |
| | 43 |
| I. PARACANOE CLASSIFICATION | 44 |
| PARA 1. Requirements for the Classification team for Paracanoe athletes at Continental and World Championships..... | 44 |
| J. Annex | 47 |
| Annex 1. Catering Guideline for Organisers..... | 47 |

A. GENERAL DELIVERABLES

GEN 1. Competition Rules

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

GEN 2. Construction

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

GEN 3. Course and Facilities

The OC 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 OC 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 OC 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
- 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 the OC decides not to provide lunch at the venue, the participation fee cannot exceed 20 Euros per athlete per day during the access period.

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

GEN 7. Reports

The OC 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 as well as one post event report one month after the event on the organisation of the Championships to the ICF HQ, ICF Canoe Sprint Chairman and Paracanoe Chairman. The template report will be provided by ICF.

The OC 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 OC is obliged to continuously keep the ICF bodies and officials informed on the progress of the preparation and organisation.

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

GEN 8. Technical Visits

The ICF Technical Delegates (up to 3 person) visit the Venue two (2) times prior to the Championships (if it's required); the OC covers all the travel and accommodation costs for those visits, the OC 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. OPERATION DELIVERABLES

OPE 1. Accommodation

National Federations

The OC 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 NOC and the ICF (12) twelve months before the Championships. Accessible rooms should be available for Paracanoe athletes.

We recommend OCs to fix the accommodation confirmation deadline not before 3 months from the event date.

| | World Cup | Junior/U23 World Championships | World Championships |
|-----------------|-----------|--------------------------------|---------------------|
| Number of rooms | 400 | 800 | 600 |

The OC shall offer accommodation packages to teams, the accommodation package includes:

- Accommodation fee which includes accommodation, breakfast, dinner and transport to the course.
- Participation Fee which includes lunch at the course and all services at the regatta course.

ICF Family

The OC 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 |

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.

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 | 4 | Three to Four | single | 6 |
| ICF CSP Chairman | 1 | Four star | single | 6 |
| ICF Technical Officials | 25 | Three | twin | 6 |
| ICF Staff | 4 | Three to Four | single | 6 |

c. World Championships:

| | Number | Hotel type | Room type | Number night |
|------------------------------|--------|---------------|-----------|--------------|
| ICF President | 1 | Four star | single | 6 |
| 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 OC. The OC 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.

Media

The OC will provide information regarding accommodation possibilities with its prices and payment conditions representatives of the media. The accommodation shall be such as to cater for the differing needs of the various groups.

OPE 2. Transport

The OC 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 OC will provide car transportation for:

| | Airport Transport | Venue-accommodation | Number |
|--|----------------------|--|--------|
| Athletes/teams | Paid Shuttle service | Shuttle service-Included accommodation package | |
| 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.

OPE 3. Food Service

The organiser must prepare a food service plan to be approved by HQ no later than 1st April in the year of the event.

- Food service is part of the accommodation package for ICF accredited persons.
- It is recommended to have breakfast and dinner in the hotel while lunch should be arranged at the venue (or hotel in special circumstances with ICF agreement) for the Officials, Classification team and ICF staff during the competition days.
- Packed lunch shall be made available for officials who need this due to officiating duties.
- Refreshments such as drinks and snacks supply shall be available during working hours for officials.

For Teams

The OC has options:

- This can be offered as a part of accreditation fee (30 Euros Maximum)
- The OC may choose to let the teams handle food themselves. (Accreditation Fee 20 Euros Maximum)

Drinking refreshments should be provided for competitors, subject to weather conditions.

OPE 4. Car Parking

The OC 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 5. Accreditation

The OC 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. (refer to ICF Accreditation Guidelines)

The ICF will provide an online accreditation system for all stakeholders that must be used by OC 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 OC will be responsible to produce all the outputs.

OPE 6. Immigration VISA Application

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

OPE 7. ICF Working Areas

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

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

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

OPE 8. Internet Access

The OC 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.

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.

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

| Dedicated network | Place | Type | Maximum number of simultaneous connection | Connection | |
|-------------------|----------------------|----------------|---|------------|-----------|
| | | | | Technology | Bandwidth |
| 1 | Teams Area | Wireless | 600 | ADSL | 100 Mb/s |
| | VIP Area | Wireless | | | |
| 2 | ICF President office | | 25 | ADSL | 20 Mb/s |
| | ICF HQ office | | | | |
| | ITO lounge | | | | |
| | Accreditation center | | | | |
| 3 | Classification area | Wired/Wireless | 10 | ADSL | 20 Mb/s |
| 4 | TV Compound | Wired | 3 | SDSL | 5 Mb/s |

| | | | | | |
|---|--------------|----------|----|------|---------|
| 5 | Streaming | Wired | 4 | SDSL | 50 Mb/s |
| 6 | Press center | Wireless | 50 | SDSL | 2 Mb/s |
| | | Wired | 5 | SDSL | 50 Mb/s |

The OC 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 9. Health and Safety

The OC 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 OC will provide all required emergency and medical services for the Championships and during the access period.

The OC 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 OC shall inform the participants regarding that rule.

OPE 10. Security

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

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

OPE 11. Signage

OC 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

OC must make available directional signage and map of the Venue at accommodation sites and at the venue. OC 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, Paracanoe classification, Anti-doping and Information.

OPE 12. Obligations relating to Environmental Protection

The OC 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 13. Obligations relating to the Venue

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

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

OPE 14. Public Facilities and Sanitary Installations

The OC 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:

- 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.

- 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.

C. ATHLETES AREA DELIVERABLES

ATH 1. Athletes Lounge

A covered place (protected from sun and inclement weather conditions) for relaxation with suitable seating and tables and CCTV for athletes. The lounge should be accessible for wheelchairs.

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

ATH 2. Information Centre

This is the communication point between the Team Managers, OC and the Competition Committee. It can be a 30-60m² permanent or temporary construction located near the boathouse area and easily accessible for the Team Managers. The Information Center is open during the whole access period.

Officials at the Information Center should be well prepared and informed.

Equipment:

Mail boxes for each team.

Copy machine.

Table and chairs.

Operation:

Distribution of all the Regatta information, bulletins, results etc.

Transport information and advice.

Accommodation information and advice.

Message handling service or collecting mail.

Tourist information.

ATH 3. Information Board

Easily Accessible Information boards near the boat house, showing the program of the day and the results and (option) digital self-service information panels.

ATH 4. Loudspeaker System

Good quality sound should be provided everywhere on the Athletes' Area.

ATH 5. Official Regatta Time Display

OC should provide numerous big clocks (digital with characters, minimum height of 25cm) in front of the boat houses.

ATH 6. Closed Circuit TV

For the competitors, trainers and coaches to follow the races. Minimum of 6 big screen TV units shall be installed in athletes' area and / or boat sheds.

ATH 7. Team's Quarter/Dressing room

A covered place with suitable seating, a flat floor and dividers shall be made available for NFs in order to have privacy. To NFs with more than 15 competitors, a room shall be provided and countries with less than 15 competitors can share a space with another country.

Signage with name and flag of each country should be placed at entrance of each room.

Lockers (with key) or Bag drop room shall be available for athletes and team officials to drop off their bags and equipment. The area should be staffed during the opening hours of the course.

ATH 8. Toilet and Shower Facilities

Toilets: 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.

Showers: The total number for a major event - permanent and temporary - depends on the distance from the accommodation, the following approximately numbers should be assumed if the trip to the accommodation is more than 45 minutes:

shower with hot-water supply for every 20 - 25 persons should be provided.

If the distance is less than 45 minutes, minimum number of 10 showers (5 for men and 5 for women) should be provided.

Toilets and showers should be cleaned and maintained on regular basis during the training and competition sessions.

ATH 9. Medical Services

The overall medical services are the responsibility of the OC. These should include:

- An appropriate level of medical services for all the competitors and officials.
- A First Aid service and emergency care for all competitors, officials and spectators. the first aid post shall be at the athletes' area with necessary equipment. Ideally this should be close to the boat house area. It should be manned at all time during the regatta and during all scheduled training times. in Paracanoe events, the first aid post shall be equipped with wheelchair.
- The main medical facilities should be in or adjacent to the boathouse Area. They should be very accessible to the road system for ambulances and they should be on the ground floor.

Ambulance Service

One ambulance should be available at all times during official training and two during racing. They must have free and easy access down the length of the course and out to the public roads.

Life Saving and Rescue Service

During training and racing there should be a fully proficient team of life-savers on the water. The most suitable rescue launches are provided motor boats. In each launch there should be at least two qualified life-savers. During training and competition periods, two to three launches will be needed to watch and patrol. The teams can operate a shift system throughout the long training days.

Hospital

The OC shall make arrangements with a Hospital to ensure that full emergency services are available at all times during the training and competition periods. Discussions will include the ambulance service and any other special requirements dictated by geography and location e.g. the possibility of a helicopter service for a very remote regatta site.

Physiotherapy Service (not mandatory for World Cups)

this service is recommended to be available either in the Medical Centre or in the boat house area.

A small team of physiotherapist working with 3 beds can provide an effective service to the competitors.

Massage Service (not mandatory)

Separate rooms / areas shall be made available for massage. Although most teams would prefer their own private room it is only necessary for the OC to provide communal areas. This should be provided with massage tables and the rooms should be heated. There should be partitions or curtains to create separate areas for men and for women.

ATH 10. Boat Storage

The OC shall ensure a covered space for Boat storage (boathouse) and boat racks. A minimum of (800 boats) spaces shall be available for the whole of the access period. (more information can be found in Field of Play section)

ATH 11. Boat Washing

There should be taps, hoses and buckets for water for the washing of the boats in at least at two points in the boathouse areas, the ground drainage in these areas has to be considered accordingly.

ATH 12. 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 13. 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 14. Training Facilities

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

All services describe in Technical Deliverables and in the Event Manual shall be available during the Access Period.

ATH 15. GYM (Strength and Conditioning Facilities)

Well-equipped GYM (Strength and conditioning facilities), including kayak and canoe paddle machines should available and operate during the whole duration of the competition;

ATH 16. Dining Hall

A covered area, large enough to accommodate athletes and coaches should be provided with full catering service for serving lunch meals. if there is a short distance between the course and accommodations, Lunch can be provided in the team hotels, in this case, on demand on-

site catering must be provided. The dining hall should be accessible for wheelchairs, based on the number of wheelchair users, number of tables should be allocated to athletes with wheelchairs, these tables should be marked with international wheelchair symbol).

ATH 17. Bike Rental

The O.C. should arrange a bicycle rent service (up to 50 bicycles).

ATH 18. Doping Control

Doping Control Station

The OC 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 make reference to the WADA International Standard for Testing in force at the time of the Event.

- 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
- In Paracanoe events, the station and doping control toilets shall be accessible for wheelchairs.

Details regarding the doping control station requirements are referred to the ICF Doping Control Guide.

Testing

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.

| | World Championships | World Championships Junior and U23 | World Cup |
|--------------|--|------------------------------------|-------------------------------------|
| Canoe Sprint | 30 | 20 | 10 |
| Paracanoe | 10 (if separated from CSP World Championships) | N/A | 2 (if separated from CSP World Cup) |

Potential additional cost

The OC shall bear the costs for follow up testing as well as the cost for special analysis, as required by ICF, which are conducted on the mandatory samples taken during the Event. The special analysis will be performed on target tests and will be communicated to the OC/doping control officer prior to the event by the ICF. The special analysis will be determined in accordance with the Technical Document for Sport Specific Analysis (TDSSA) produced by WADA.

Procedure

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

Anti-Doping 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 19. ICF Development Programme

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

The NOC 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 NOC will assist in processing visa applications.

The ICF's support to the ICF Development Program

The ICF may 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.
- Communicate the full plan of dining hall as well as the meal menu 3 months before the competition.

D. COMPETITION MANAGEMENT DELIVERABLES

COM 1. Entries, Invitations and Bulletins

The OC 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 OC **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 OC.

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

The OC 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 OC 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 OC 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) typically they are two separate meetings, but they could be held together, 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 for 150 people for World Championships and 120 for World Cups;
- 8 places on the main table;
- Minimum two microphones;
- Video projector and screen;
- VGA or HDMI cable to connect computer on the main table to the video projector.

COM 4. Sport Presentation

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

COM 5. Results

OC will provide to the ICF live feed results for the internet during the Championships. Results must be available within one minute of the conclusion of each race.

Within 24 hours of the conclusion of the entire competition, the OC will make available one pdf or zip file containing the complete results from the event, including all preliminary rounds. This can either be on the results website or provided by email to sdp@canoeicf.com.

In the seven days following the conclusion of the competition, the OC must provide a spreadsheet (xls, xlsx or csv) with the complete results from the event including each athlete's ICF number. The preferred format and minimum requirements are outlined below:

- Gender (M/W/X)
- Category (Junior/U21/U23/senior)
- Event (eg K1, C1x3)
- Distance (if applicable)
- Phase (heat, semifinal, final)
- Unit (eg 1 or 2 for heats, A or B for finals). If not specified include 1 for heats and semifinal and A for final)
- Start date (DD/MM/YYYY)
- Start time (HH:MM:SS)
- NF (three letter IOC code)
- Bib or boat number (if applicable)
- Race number
- Starting lane (if applicable)
- Rank
- Penalties (if applicable)
- Result (eg time, score, or invalid results mark eg DNS, DNF, DSQ)
- Difference (time behind leader, if applicable)
- ICF ID of athlete
- Athlete first name
- Athlete last name
- Athlete DOB (where possible)

For pre-approved results providers, the results can be uploaded directly into SDP via an ODF file. This process must have been tested prior to the event, and must be completed within seven days of the conclusion of the competition.

Results providers must maintain the capability to change results for a post event disqualification (eg backdated doping ban) for up to five years, update it on their website if still published, and provide the ICF with a copy of the modified results. This should be completed within four weeks of receiving the notification of the disqualification.

Results providers have access to athlete and team personnel records for the purposes of entries, accreditation and results only. These records must not be used for any other purpose without prior approval, and should only be retained as required (eg results) following the competition.

COM 6. Timekeeping and Data

The OC 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 OC.

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

The OC 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 OC shall provide all information on athletes acquired including athletes' biographies, photographs and other information obtained through the competition. The OC 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 organisation of a medal ceremony must be in accordance with the ICF Protocol Guidelines.

a) During the official training period

The OC 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 OC 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 OC 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 OC 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.

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

The podium for ceremonies shall be accessible 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 10. Opening and Closing Ceremony

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

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, photo finish and result provider 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.

E. FIELD OF PLAY

FIE 1: Water and Air quality

Water quality tests to be submitted to ICF

- At the time when the OC announces the venue (if this takes place at least 15 months before the first competition date)
- One year prior in the month of the event
- Two months before the competition
- 3 weeks before the competition

A sample of a mixture of water collected from three different locations on the competition course will be analysed and the result will determine if the competition can take place. The competition will be allowed if the following values are below the level of tolerance in the different types of water.

a) Sea and Transition waters:

- PH between 6 and 9
- Enterococci not more than 100 per 100 ml (ufc/100ml)
- E. Coli not more than 250 per 100 ml (ufc/100ml)
- The competition is cancelled in presence of Red Tide Algal bloom.

b) Inland waters

- PH between 6 and 9
- Enterococci: not more than 200 per 100 ml(ufc/100ml)
- E. Coli not more than 500 per 100 ml(ufc/100ml)
- The presence of Blue-Green Algal blooms/scum (cyanobacteria) with more than 100.000 cells/ml

If the water quality test shows values out of the tolerance limits as indicated above, the competition will be cancelled, unless the ICF Medical Committee permits.

Air quality

A meteorological report, issued by a licensed laboratory/operator/meteorological bureau, of the Regatta course environment over a long period (3 months) is required. For example – if the bid is for World Championships during August, the report should state an average data over the months July, August, and September for last 5 years. The report should include data for wind direction, wind velocity, air temperature and humidity, sunrise and sunset times and direction, rainy days and rainfall in mm. The report should present an average data over every 24h period during those months.

Wind direction and velocity

The best wind direction is in the direction of the course, with the lowest velocity as possible. A map of the course and meteorological report are required.

FIE 2: Competition Course

Location

The course should be accessible for Participants (Competitors, Jury, Officials, VIP's, Press, etc.) and Public with all kinds of transport (cars, buses, trailers, ambulance and helicopter if necessary). GPS coordinates of the competition side should be provided.

Race Course

The course must satisfy the following measurements and characteristics:

- Length – minimum 1.500m (straight);
- Width - minimum 120m;
- Depth - min. 2m (under all lanes);
- Traffic area may be separated with a narrow island from the course with 2 passages to the starting area at 650m for the 500m and 200m races and at 1150m for the 1000m races;
- The bordering shore **must** be built in a way where waves are absorbed.

Installation:

- Boat storage for minimum 800 boats;
- Finishing tower - 3 levels (not including the ground level), minimum 40 m² per level for the officials and technical staff;
- Start huts (tower) at the 200m, 500m and 1000m;
- Loudspeakers for starter's instruction to the athletes;
- Loudspeaker for the warm up area;
- Stand - to accommodate minimum 5000 spectators (mobile stand is also possible);
- Press center - for 150-200 persons;
- Television infrastructure – good enough to produce high-level recording. The infrastructure at the shore and/or on the water should allow the production of high-level shots and the possibilities for continuously follow the races during the whole length of the distance;
- Area suitable to house the TV right holders;
- Broadcasting positions;
- Competition managing software approved by ICF Technical Committee; (Licensed)
- Starting machine equipment approved by ICF Technical Committee; (licenced)

FIE 3: On Water Set Up and Equipment

a) Albano system

Metal or steel Wires of 3-4 mm in the length of the course well fixed and straight equipped with unsinkable buoys of 15cm maximum of every 12.5m.

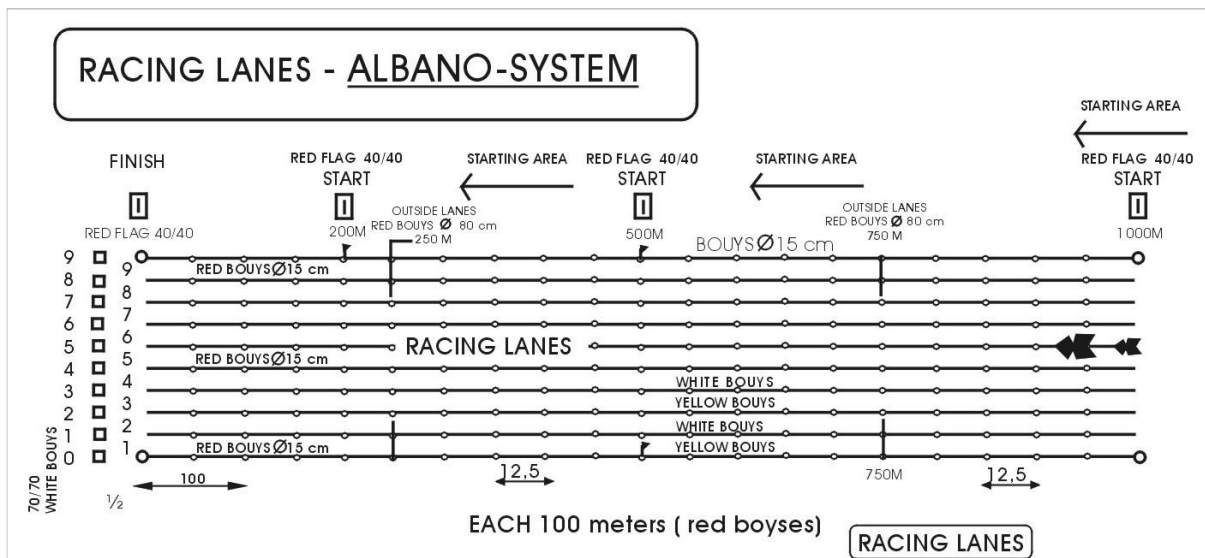
b) Course Marking

Start and finish lines

The ends of the 1000m, 500m, 200m, 5000m start lines and the finish line shall be marked by two red flags 40 x 40cm

Indication buoys at 750m and 250m

At the 750m and 250m big red buoys of 80cm on the outside of the lanes are signs for distance



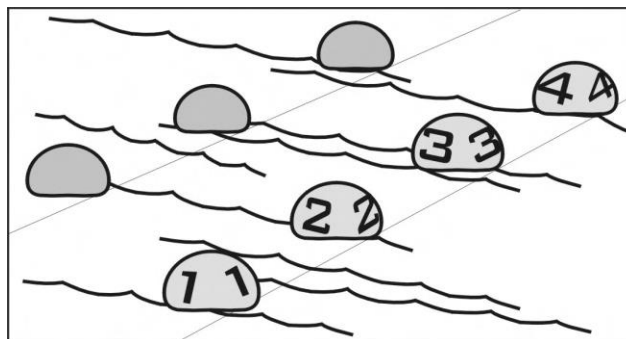
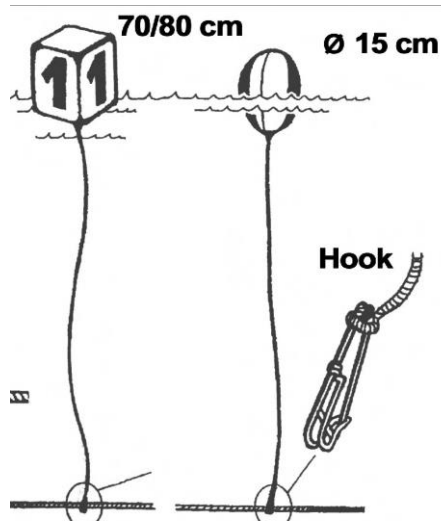
indication.

Lanes numbering

The last buoys must be marked from No 1 to 9 . The numbering goes from the left to the right with the number placed on the buoy in such a way as to be clearly visible from the finish tower. The numbered buoy is to be on the corresponding competitor's right-hand side as he/she passes it and also clearly visible to him/her.

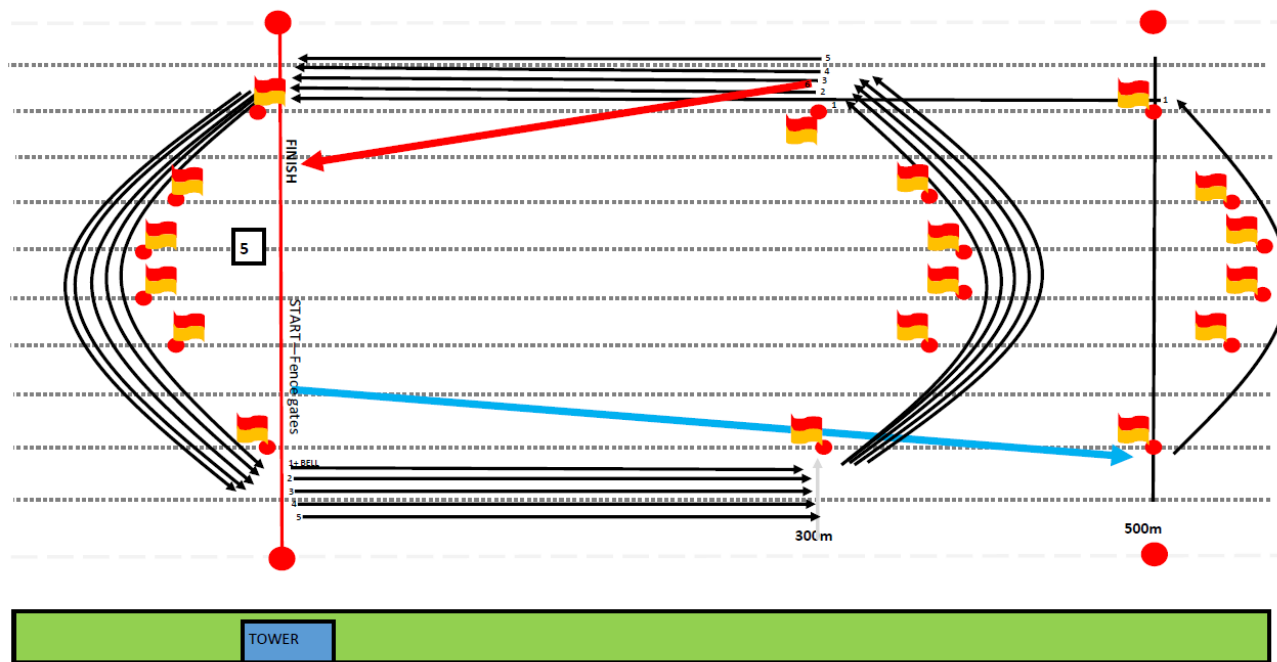
In case of television coverage of an event, the lane numbering may be in the opposite direction from right to left, so that the list of competitors and their lanes shown on the television screen match the appearance of the races to be televised. In this case, according the differing order necessary the well visible numbering of the starting machine buoys (each buoy 120o), similarly as at the finish line, the numbering starts from the right side of the course.

The Lanes numbers' buoys should be fixed no closer than 1 meter and not further than 2 meters behind the finish line starting with 0. They should be 10 big white numbered buoys of 70/80cm or 70/70 numbered on the four sides with black numbers of 60cm. These buoys are not hollow ones, but filled with foam, when if eventually hit they keep the floating ability.



World Championship 5000m Course

| | | |
|----------|-----------------|-------|
| DISTANCE | 2 x 500m (long) | 1000m |
| | 11X 91m | 1000m |
| | 10X 300m | 3000m |
| TOTAL | | 5000m |



c) Marking on the shoreline

Start Area Indication

At 100m before each starting position, **START AREA** tables should be placed (white field with black letters of 60cm high).

Direction tables

- On the pontoons for embarkation / disembarkation;
- Traffic lane, to the different start positions;
- Warm-up and training water area;
- Boat control.

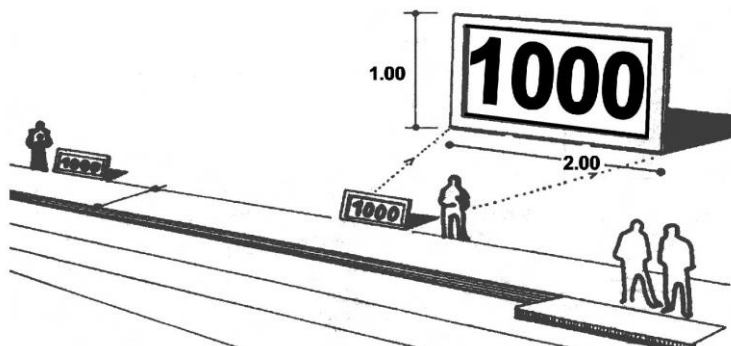
Start / Finish indication

To indicate the start and finish line for starter and finish line judges opposite them should be installed signs. They should be placed facing square to the 1000m, 500m, 200m and 5000m starters and finish line judges. Install them on the bank or if the distance to the starter or finish line judges is too great on an immovable platform. The signs should be 2.50m high and 1.00m wide vertical half yellow or white and second half -black.

Distance indication

On the banks distance indication by signs of 2m x 1m (white field with black numbers of 75cm high) at the **1000m, 750m, 500m, 250m and 200m** (fig. 16).

If the distance from the lanes to the bank is too wide, distance indication should be placed near the buoyed course at buoys of 80/80cm with black numbers as big as possible.



d) Start System

- For 200m, 500m and 1000m

A licensed automatic start system by the ICF is compulsory at the 1000m, 500m and 200m start positions.

- For Long-Distance races

For Long-distance races is needed a movable pontoon of minimum 81m long and 2m wide or Long-distance start machine.

e) Equipment of Start System

Each start system must be equipped with:

- The number of the lanes;
- A powerful loudspeaker for the start command on each automatic start line;

- Electric orange blinkers to indicate false start;
- The system should be anchored or attached to stay fixed and immovable in all circumstances.

f) Docking installation

For Competitors: 5 (five) pontoons of minimum 20m length and 5m width, height maximum 15cm above the water level, the pontoon should be easily accessible for wheelchair users:

- 1 – 2 for embarkation Polyox control / competition;
- 1 for disembarkation for second boat control;
- 3 for embarkation and disembarkation for training;
- Numbered from 1 to 5 signs of 50 x 50cm black numbers in a white field;
- Equipped with traffic marks;
- pontoons must be installed as near as possible to the boathouses and competitors side.
- Pontoon material should keep the dock cool in hot temperature.

For service boats (course umpires / aligners / safety / maintenance / media):

Out of duty:

- 1 pontoon or dock to dock for all the catamarans;

In duty:

- 1 or 2 pontoons 5m by 3m + 100m before the finish line, side of the finish tower;

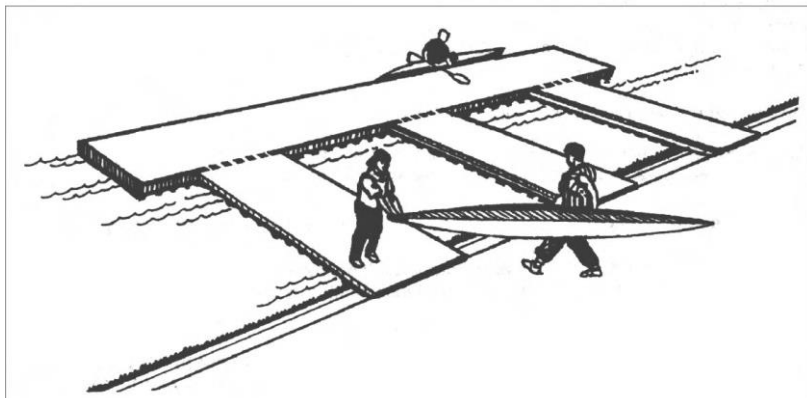
Docks or pontoons for:

- 8 safety boats (specific for paracanoe);
- 1 media boat;
- 1 maintenance boat;

Additional pontoons:

- In front of each starting tower;
- Rescue motorboat ports;

The dimensions of these pontoons or docks depends on the size of the boats. All pontoons are to be floating and can be constructed in any material, gangway is to be coated with anti-slip (to avoid accidents) and the sides are to be covered with wooden, rubber or foam strips (to avoid damage to the boats). pontoons - to be covered with carpet.

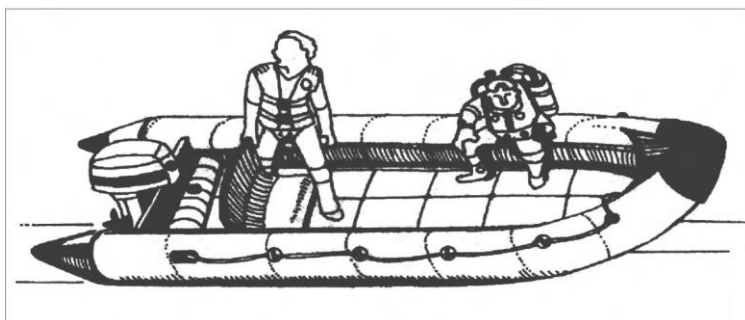


g) Service Boats and Equipment

Umpires' catamarans: 7 (seven) Umpire Catamarans: 6 in duty and 1 reserve.
Aligners' motor boats: 2 (two) Catamarans or High profile motorboats with 2 seats.

h) Safety motor boats

- 4 (four) safety boats type Zodiac with powerful engines (fig. 10);
- The boats must be equipped with radio connection, a life buoy and life jackets;
- Each boat should be manned by at least two qualified life-savers.



FIE 4: Technology

Photo-finish: The photo-finish of all races should be recorded and should be available for presentation to the Jury if requested.

Scoreboard and big screen: scoreboards should be placed opposite side from the grandstand and at the end of course on the bank.

Communication at the course:

An IT technician shall be available during all the opening times of the venue to make sure the following services work properly:

- Radio (walkie-talkies)
- Internet

Time keeping and data: refer to COM 6

Equipment for Commentators: There should be minimum 2 commentators, one shall be English speaking and the other shall commentate in local language. They should be based at the tower and have a good view of the course and the finish line:

- Microphones
- CCTV
- Loudspeakers (loudspeakers should be placed at the athlete's village as well as the grandstand)
- Chairs and table
- Start and result lists

FIE 5: Competition Boats

a) Boat Storage

Location of boat storage

As near as possible to the embarkation and disembarkation pontoons. Enough and good connection roads / paths to the pontoons, athletes' quarters and all the other facilities provided.

Quality of storage space

- The storage must be erected in such a material that the boats are protected against all weather conditions and robbery. Build on ground level in stone, wood or canvas;
- To serve the athletes it is important to ensure the power and water supply for the teams at all places.

Indoor and outdoor storage

The boats and the paddles can be stored on racks:

- Indoors: in hangars or tents;
- Outdoors: on yards or gravel.

Space requirement

Designated and separate storage place for each country:

- Indoors: one, two or three countries in each hangar section or tent;
- Outdoors: separate racks for each country.

To provide room for about 800 boats:

- K1 400 pcs
- K2 150 pcs
- K4 50 pcs
- C1 150 pcs
- C2 50 pcs
- C4 15 pcs

Types of boat storage racks

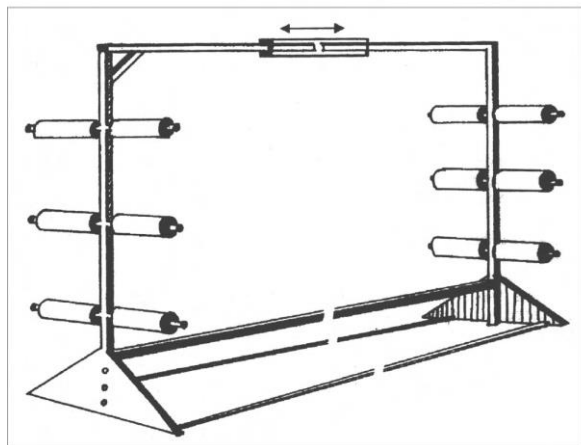
Indoor

Racks in iron or wood equipped with rubber or foam strips (fig. 17). Maximum three rows height. Strong enough constructed to carry all types of boats (K1/C1 5.2m - K2/C2 6.5m - C4 9m - K4 11m).

In each section (hangar or tent) about 28/30 boats and 100 paddles.

Outdoor

Racks in iron or wood equipped with rubber or foam strips (fig. 17) and rubber ties, roofed with metal, wood or canvas to protect the boats against any weather condition (sun, rain, wind). Maximum three rows height. Strong enough constructed to carry all types of boats (K1/C1 5.2m - K2/C2 6.5m - C4 9m - K4 11m).



b) Boat washing

Situated in front of the boat storage. Plenty supply of fresh water (a fitting for each hangar).

c) Repair shop and maintenance facilities

A simple repair shop from the OC is enough. During the competition, the canoe/kayak and paddle manufacturers are always there.

d) Boat weighing and boat control installation

1st control (self-control): Two electronic weight scales should be provided to teams for self boat control, the scales should read in increments of 0.1kg, the scales must be placed on a concrete ground. Posters showing the weight limits for each boat type should be placed near scales. Sand and/or led as well as plastic bags should be provided at the weighing area.

2nd control: the second boat control must be in the close distance from the finish line and the ceremony area, it should be equipped with:

- Tent or covered place
- Scales (same as 1st boat control)
- A set of numbers from 1 to 9 (for long distance)
- Bucket, sponges and towels
- Beverage and water
- Boat racks
- Microphone and speakers to be able to call the athlete after the race

F. MEDIA DELIVERABLES

MED 1. Press

The OC 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 20mbps of upload, especially a fast results service and sufficient TV-monitors in the working room of the media centre. A separate staff member should be responsible for servicing the needs of the broadcast Media commentating on site.

Recommended size for the press center could be 400m² for World Championships and 300m² for World Cup events. The number of work stations for World Championships should be between 100 to 120 and for World Cups 60 to 90.

Press Centre – equipment requirements:

- The OC 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.
- Start list and result distribution.
- 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. The Press Officer

The PO is appointed by the OC and is responsible for the media operations of the event. He/she should work in liaison with the ICF Communications team. The PO should be appointed by the Organising Committee at least 12 months in advance of the event, he/she should be on site from the morning of one day before the first day of racing, to ensure that the press area is set up and ready.

MED 3. Media Strategic Plan

The OC 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 4. 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 OC 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

At least seven days before the competition the OC must provide the website address of the results page to the ICF. The website must be secured with SSL (ie have a URL starting with https://).

Live Streaming

The Event must be hosted through the official channels:

- canoeicf.com
- Youtube.com/planetcanoe

MED 5. 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. OC Photographer

If there is no photographer appointed by the ICF, the OC 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 6: 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 OC and the ICF Media Manager.

MED 7: Mixed Zone

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

MED ACTION

The Organising Committee is required to:

- Provide to the ICF the Media Strategy Plan 6 months before the Event.
- Establish Event Website 9 months before the Event.
- Backdrop to be approved by the ICF 3 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 OC 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 OC.

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 OC 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. Grandstand

The grandstands are positioned close to the Finish line with clear sight-lines of the course, the scoreboard(s) and the big screen videoboard from all the seats

OC shall provide three free seats per National Federation plus the option additional tickets to be purchased. The grand stand (at least a part of it) should be wheelchair accessible.

The grandstands are provided for the following groups:

- General Spectators
- Media
- The VIP and Sponsors
- National Federations and Teams seating - approximately 300-500 seats.
- ICF Family

SPEC 3. Ticketing

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

SPEC 4. Spectator Services

The OC shall ensure the following services to the spectators:

- Food & beverages (at cost);
- The official Championship Programme;
- Venue Map;
- Transportation (at cost);
- Information desk; and
- Merchandising if available (at cost);
- Parking;
- Sanitary services;
- First aid and ambulance.

SPEC ACTION

The Organising Committee is required to:

- Approval of Ticketing program 6 months before the Event.

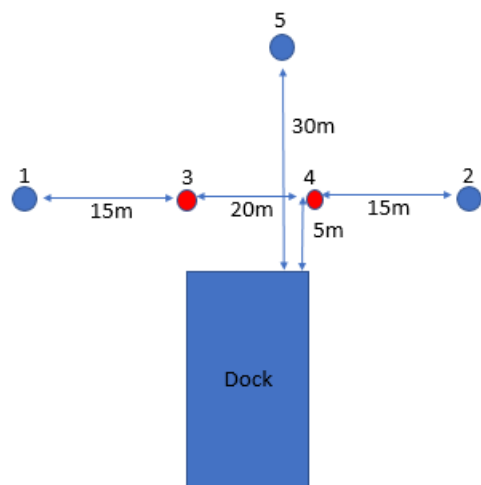
I. PARACANOE CLASSIFICATION

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. There need to be as many physiotherapy tables as there are classifier teams.
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. 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.
14. Storage racks for Paracanoe K1s and V1s near the On-water testing docks.
15. Hand washing facilities or hand sanitizer, paper or antibacterial wipes to clean the couches, and a waste basket to dispose of paper towels.
16. Bottled water for the athletes to drink during classification.
17. Coffee break items for classification team (eg. Coffee, tea, cookies, fruit.)
18. 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.
19. A board or easel (with clear plastic cover) to display classification schedules, practice schedules for those borrowing boats, and race schedules.
20. Two motor launches for on-water assessments. (Drivers should be provided.)
21. One (1) safety boat with lifeguards during the classification period.

Buoy layout required for On-Water Classification



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.

J. ANNEX

Annex 1. Catering Guideline for Organisers

INTRODUCTION

The following are guidelines for the nutritional requirements when catering for athletes competing at ICF sanctioned events. Catering for athletes is very different to catering for tourists, conference / meeting attendees or other functions. The athletes have trained very hard to compete at these events and they are here to physically perform at their highest level. They rely heavily on good quality, safe food to support this performance.

It is important to understand that these athletes are competing at various times of the day, and generally in several races over a day. As such, this meal may be their primary recovery from a recent race, and /or their preparation for the next race. Some athletes compete in very explosive, short duration events while others compete in longer distance events. The athletes are from a wide spectrum of ages, body size and shape, and ethnicity, hence there is no 'one size fits all'. For lunch they will generally prefer fairly 'light' meals that help them perform well – they do not require a gourmet meal, strongly flavored dishes or heavy food. Since some athletes may prefer a cold meal to a hot one, a variety of salad items, cold meats and cheese, and breads should be provided in addition to the hot dishes. It's also necessary that there is sufficient food available of all options throughout the entire meal service period as athletes will come in from racing at different times.

As a quick summary of the primary recommendations:

- The caterer must provide evidence to the ICF of their country-specific certifications for safe food handling and storage. It is essential that all requirements for the safe provision of food are met.
- It is strongly recommended that hot foods be served buffet-style in bain maries rather than pre-plated. This allows athletes to self-select the amount of food they wish to eat.
- Meals should be based on good quality (preferably wholegrain) carbohydrate sources including bread, breakfast cereal, oats, grains, pasta, rice, noodles, potato / yams / sweet potato, and fruit.
- A variety of fresh vegetables (cooked and raw) and salad ingredients should be served at all meals.
- Moderate serves of lean protein-rich foods (120-180g cooked weight per athlete) should be provided per serve. This includes lean red meat (beef, veal, lamb), pork, skinless chicken/turkey breast, eggs, fish, legumes and dairy products. Fish is generally not a popular choice especially if it has bones.
- All meals and snacks should be based on lower fat preparation styles and food choices (unless specified). This includes:

- low fat cuts of meat (minimal marbling, fat trimmed), skinless chicken breasts, no processed meats (salami, sausages)

 - cooking methods that require minimal amounts of fat
 - the option of low fat dairy milk and yoghurt as well as full fat
 - Where possible the variety of meals provided should reflect the cultural differences of the athletes, rather than being specific to the host nation's food culture. This includes Asian, South American, and Middle Eastern.

 - The menu should change each day over the period of the competition.

 - It is a REQUIREMENT that foods suitable for special dietary needs be provided (i.e. gluten free, vegetarian, lactose free, halal) and all **key allergens identified in clear labelling** (nuts, lactose, gluten, shellfish, fish). It is suggested that high allergen foods are served separately, with no potential for cross contamination in their preparation or serving.
- It is a REQUIREMENT that all dishes are labelled so that athletes can clearly identify the key components of the meals (e.g. type of protein, key ingredients, presence of spice).

 - It is a REQUIREMENT that hand sanitizer be provided at entry point to the dining area with signage instructing athletes to use it.

SPECIFIC RECOMMENDATIONS

COOKING AND PREPARATION METHODS:

- All foods should be cooked with styles that require minimal addition of fat/oil: grilling, baking, steaming, boiling, stir fry with minimal added oil. Specifically avoid deep frying, and meals made with cream.
- Gravy and/or sauces can be served with the food because they add flavor and moistness. Sauces based on cream/butter should be avoided. Tomato based sauces are usually the best choice. In addition, "white" sauces can be made with a low-fat milk base. Where possible, sauces should be served 'on the side' so athletes can choose to use them or not.
- Cream should be replaced with low fat yoghurt/crème fraiche or custard made with low fat milk
- Dressings should be served separately to salads where possible, and should include balsamic vinegar as an option.
- Minimal salt and spices should be used in cooking – these should be provided as condiments for athletes to add according to taste.

PORTIONS:

It is strongly recommended that there is the ability to provide a variety of serving sizes to meet the athletes needs rather than one size for everyone. The athlete should be allowed to specify how much food they want.

Protein: Minimum 120g cooked weight per person, ideally allow 150-180g especially for males and / or larger athletes.

Carbohydrate: Minimum 1 cup (cooked) per person, ideally allow 1.5-2 cups

SERVING METHODS:

It is STRONGLY recommended that all food be served as self-serve, buffet style.

- Athletes will expect to eat as soon as they sit down, to provide speedy access to foods and drinks to meet their recovery nutrition goals and to reduce the duration of meal periods.
- Covered bain-maries, heater boxes and refrigerated shelves or serving trays should be used to keep foods at an appropriate temperature. Alternatively, open-style heaters and trays on ice can be used as long as the food is prevented from drying out.
- All components of the meal should be available at the same time (including desserts) to allow athletes to plan their total meal. Self-service will allow athletes to use their own portion control and cater for the variability in food needs between individuals.
- The order in which foods are presented can help the athlete to fill their plates with appropriate contributions from various choices. Providing vegetables / salads and carbohydrate dishes at the beginning of the buffet ensures that athletes don't overload on the protein rich "main dishes" at the expense of other foods.

- If meals are individually plated, there should be both a source of carbohydrate (minimum 1 cup cooked per plate) and a source of protein (variation in portions from 120-180g cooked weight per plate)
 - Breads, rolls, salad and / or hot vegetables should be provided at each table or at a self-serve salad bar that includes cold meats, hard boiled eggs and cheese.
 - Individual plates of vegetarian, lactose free and gluten-free meals / items must be available by request and athletes told that this is available.
- Fruit salad, whole fresh fruit or pre-cut fruit platters provide an appropriate dessert.

Lunch / Dinner

Since the meal provision is covering several days, the menu of hot dishes should change each day to allow for more variety.

Minimum of 2 hot dishes served buffet-style, with the carbohydrate-rich choice (rice/pasta/noodles/potato) served separately to the protein component wherever possible. One of these dishes (both a protein and a carbohydrate-rich option) should be a very plain option – i.e. served without sauces / gravy. For example, roast or grilled meat / chicken / fish, with plain rice, pasta or potato as a side dish.

Plus either a soup or a dessert.

Plus bread / rolls, low fat yoghurt, and fruit always available.

Plus condiments (hot / chilli sauce, salad dressings, butter / margarine, salt, pepper etc)

- There must be a white meat (poultry, pork or fish) and a red meat (beef, veal or lamb). A vegetarian dish with a suitable protein component (legumes, eggs or tofu) should also be served albeit in smaller quantities.
- Each dish must have a carbohydrate-rich ("starch") base or accompaniment – pasta, rice, potato / sweet potato, noodles, quinoa or cous cous. There should be 2 different starch options each meal, one of which must be gluten-free. No oil added before serving.
- If the meat /chicken is not a 'wet' dish, please serve with a sauce or gravy on the side.
- At least 2 different types of vegetables should be served (no butter or oil added).
- Salads should also be provided with oil/ vinegar and dressings on the side (can be pre-mixed or with each salad item served individually).
- Pizzas may be a suitable option if prepared with lean meats, vegetables and a reduced amount of cheese.
- Creamy sauces and bases for dishes (risotto and curries) should be replaced with a non fat/skim milk base.
- Desserts and fruit choices should be served without cream. Gelati, icecream or custard are suitable.
- Drink choices: tea, coffee, hot chocolate, juice and water to be available.

Examples of dishes that are or aren't suitable to provide:

| SUITABLE | NOT SUITABLE |
|---|---|
| Baked potato, potato wedges, mashed potato, boiled potato, | French fries, potato chips |
| Pasta with Bolognese, napoli / tomato based or pesto-based sauces, lasagna | Pasta alfredo, carbonara and creamy sauces, macaroni cheese, spätzle |
| Baked, roast, grilled or pan fried veal / steak / chicken / fish. | Schnitzel, deep fried chicken, battered and deep fried fish, sausages / bratwurst, carp, fish with head still attached or bones |
| Stir fries, stews or casseroles with fat skimmed off, mild curries, shepherds pie, tacos or burritos | Highly spicy foods |
| Rice (white or brown), quinoa, cous cous, tacos, tortilla wraps | Risotto made with cream |
| Broths, soups with vegetables, chicken noodle soup, minestrone | Cream based soups |
| Lightly cooked vegetables (at least 2 different types) plus salad ingredients (leafy greens, tomato, cucumber, grated carrot, beetroot for example). Premade salads with dressing on the side or low fat dressing | Heavily dressed salads with full fat dressings, deep fried vegetables, over-cooked vegetables |
| Sliced cheese, lean cold cut meats, canned tuna, cold hard boiled eggs (all for making sandwiches) | Salami, pastrami |
| Fruit strudels, custard, fresh fruit, canned fruit in juice | Tirimasu, cream, cakes with heavy cream |