



CANOE SPRINT & PARACANOE

ICF OPERATIONAL REQUIREMENTS

INTRODUCTION

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

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 Host Organising Committee (HOC).

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 Venue Manual.

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A. GENERAL DELIVERABLES

1. Competition Rules

The HOC should take all necessary steps to organise the competition in accordance with the ICF Competition Rules.

2. Construction

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

3. Course and Facilities

The HOC should set up and establish a course and the facilities in full compliance with the application made by it, the ICF Competition Rules, Canoe Sprint and Paracanoe Event Manual and any reasonable directives issued in writing by the ICF.

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

4. Contingency Planning

The HOC must develop contingency plans as appropriate for the venue. These plans must be communicated with all stakeholders including the ICF six (6) months in advance.

5. Participation Fee

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

A participation fee of maximum 25 Euros per day can be charged per athlete and team officials for the number of days they stay during the access period.

The fee must include at minimum the following services:

- Non-competition days:
 - Issue of accreditation card/pass;
 - Accreditation services;
 - Info desk;
 - Usage of the course during opening hours;
 - Security on the course;
 - Qualified lifeguard on the course during opening hours;
 - Ambulance and/or doctor at the course during opening hours;
 - Drinking water;

- Toilets;
 - Showers;
 - Electricity power;
 - Washing facilities for boats and equipment;
 - Boats storage facilities;
 - Boat measurements and control facilities;
 - Boats and equipment repair services;
 - Cars and trailers parking;
 - Transport to the OC hotels;
- Competition days:
 - All above;
 - Doping control;
 - Live streaming of the races;
 - Timing and results system;
 - Boat numbers distribution;
 - Results and information announcements;
 - Merchandising facilities;
 - Athletes recovery areas;

If lunch is provided during the access period and/or competition days, additional (maximum) 10 Euros per day can be added to the participation fee.

The Participation Fee should 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 four (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 (if applicable).

6. Obligation relating to government/Local Authority Assistance

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

7. Reports

The HOC should provide at least one (1) report every six (6) months within the 12 months before the World Cups (recommended three (3) and nine (9) months prior) and within the 24 months before the World Championships Period (recommended three (3), nine (9) and 21 months prior) as well as one (1) post competition report at latest one (1) month after the competition on the organisation of the competition to the ICF HQ, ICF Canoe Sprint Chairman and Paracanoe Chairman (if applicable). The template report will be provided by ICF.

The HOC must provide the ICF with sufficient information to enable the ICF Canoe Sprint and Paracanoe Chairs (if applicable) to report to the ICF Board of Directors at their last meeting

before the Competition Period. The HOC is obliged to continuously keep the ICF bodies and officials informed on the progress of the preparation and organisation.

8. Technical Visits

The ICF Technical Delegates (up to 3 people for Canoe Sprint and up to 4 people if Paracanoe is included) may visit the Venue once after submission of interest to bid and two (2) times prior to the Championships (if it's required); the HOC covers all the travel and accommodation costs for those visits, the HOC and the Host are encouraged to come to the ICF for advice at any time.

GENERAL ACTION

The HOC is required to:

- Communicate contingency planning with the ICF six (6) months before the Competition.
- Agreement with the ICF on services provided to the athletes at least six (6) months before the competitions.
- Provide timely progression report to the ICF (template provided by the ICF).
- Provide Final report to the ICF at latest one (1) month after the competition.

B. OPERATIVE DELIVERABLES

1. Accommodation

For National Federations

The HOC should make available information of rooms in minimum three (3) 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 should be agreed between the HOC and the ICF nine (9) months before the Championships (cannot be higher than the bidding documents). Accessible rooms should be available for Paracanoe athletes (if applicable).

HOCs should not fix the accommodation confirmation deadline earlier than three (3) months from the competition date.

Here is the minimum number of rooms required for different levels of ICF Competitions:

	World Cup	Junior/U23 World Championships	World Championships
Number of rooms	400	800	600
Number of accessible rooms	20	-	30

The HOC should offer full packages to teams, including:

- Accommodation fee: which includes accommodation, breakfast and dinner.
- Participation Fee: which includes, transport from the official hotels to the course, all services at the regatta course and lunch at the course (if applicable).

For ICF Family

The HOC should 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 & Paracanoe Committees	4	Three to Four star	single	5
ICF CSP and Paracanoe Chairs	2	Four star	single	9
ICF Technical Officials	22	Three to four star	twin	5
	3			7
ICF Staff	4 - 5	Three to Four star	single	5
	2			9

For ICF Broadcast Production Staff (World Cups)

If broadcast producer is appointed by the ICF, the HOC should 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	3	Four star	single	5
ICF CSP Committee	4	Three to Four star	single	6

ICF CSP Chairman	1	Four star	single	9
ICF Technical Officials	22	Three to four star	twin	6
	3			8
ICF Staff	4-5	Three to Four star	single	6
	1	Three to Four star	single	9

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	3	Four star	single	5
ICF CSP & Paracanoe Committee	4	Three to Four star	single	6
ICF CSP and Paracanoe Chairs	2	Four star	single	9
ICF Technical Officials	22	Three to four star	twin	6
	3			8
ICF Staff	4-5	Three to Four star	single	8
	2	Three to Four star	single	9

- All travel expenses, accommodation and board of the ICF Chief Official should be paid by the HOC. The HOC should 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 and ICF sponsors

The HOC should provide information regarding accommodation possibilities with its prices and payment conditions representatives of the media and ICF sponsors. The accommodation should be such as to cater for the differing needs of the various groups.

2. Transport

Share transportation plan with the ICF six (6) months before the competition.

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

The HOC should 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 a the shuttle service between the official hotels to the competition venue.

The HOC should provide transportation for:

	Airport Transport	Venue-Official hotels	Number
Athletes/teams	Paid Shuttle service	Shuttle service included in accommodation package	
Paracanoe athletes	Paid service Special transport for wheelchairs	Shuttle service included in accommodation package	for 25-35% of Paracanoe athletes (exact number should be confirmed with teams before arrival)
ICF President	Free transport	Private car, dedicated driver	1
ICF Secretary General	Free transport	Private car, dedicated driver	1
Chief Official and Chairman of CSP Committee	Free transport	Private car, dedicated driver	2

Chairman of PC Committee if applicable	Free transport	Private car, dedicated driver	1
ICF Jury (for World Championships)	Free transport	Dedicated car (for the group)	3
ITOs	Free transport	Dedicated Shuttle service	25
Paracanoe Classification Team (if applicable)	Free transport	Dedicated Shuttle service	The number is based on the expected number Paracanoe athletes' entries and will be confirmed four (4) months before the competition.
ICF HQ Staff	Free transport	Dedicated car (for the group)	4-6

The transport between the airport and the hotel, and between the hotel and the venue is ensured and should be planned ahead. The daily schedule of the shuttles between the hotels and the venue should be developed considering the competition schedule. There must be spare busses to take all waiting athletes, coaches, staff at pick hours.

3. Food Service

The organiser must prepare a food service plan to be approved by the ICF HQ no later than three (3) months before the competition. ["ICF Host Catering Guide"](#) (Appendix) should be followed as close as possible.

- 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 ICF accredited person:

- Food service is part of the accommodation package for ICF accredited persons.
- Packed lunch should be made available for officials who need this due to officiating duties.
- Refreshments such as hot and cold drinks and snacks supply should be available during working hours for officials.

For Teams

The HOC has two (2) options for lunch:

ICF Canoe Sprint

- Lunch can be offered as a part of participation fee (participation fee 35 Euros maximum)
- The HOC may choose to let the teams handle food themselves. (participation fee 25 Euros maximum)

Drinking water during the access period should be provided for competitors

4. Car Parking

The HOC should organise sufficient space for car parking for the participating teams free of charge (minimum two (2) cars/mini vans + one or two (1 or 2) trailers per team). Furthermore, car parking possibilities for ICF sponsors, suppliers and VIPs shall be guaranteed without any charge.

It is essential, to provide an easy traffic flow system between the car parks and the main roads. *(Please refer to Canoe Sprint and Paracanoe venue manual)*

5. Accreditation

The HOC should 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 Competition Period. *(refer to "[ICF Accreditation Guidelines](#)" – Appendix)*

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

6. Immigration VISA Application

The HOC must assist in processing immigration visa applications **for all participants** for the competition (not only for teams who booked the accommodation package through HOC).

7. ICF Working Areas

The HOC should provide good quality working areas to the ICF, to be available for the ICF starting minimum two (2) days before the Access Period:

Office	Table and chairs	Equipment
ICF president	5 to 6 persons	<ul style="list-style-type: none"> • 1 main table
ICF HQ (if possible separate office for Secretary General)	5 to 6 persons	<ul style="list-style-type: none"> • Chairs as required • Internet connection

ICF CSP Chair	5 to 6 persons	<ul style="list-style-type: none"> • TV screen • Refrigerator • Electricity • Light • Hot and Cold drinks • Snacks
ICF Paracanoe Chair (if applicable)	5 to 6 persons	
Jury (if applicable)	5 to 6 persons	

The HOC should appoint a volunteer, with good level of spoken English, at the ICF Office at all times during the competition. This volunteer should have a good understanding of all venue operations and the HOC structure and contacts.

On request, results and start lists to be provided to each office as soon as available.

8. Internet Access

The HOC should ensure the availability of wireless internet access in all spaces including but not limited to ICF office, Jury, accreditation office, Media Centre, VIP area and the athletes' area.

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

Dedicated network	Place	Type	Minimum number of simultaneous connections	Connection	
				Bandwidth down/up	Required connection
1	Teams Area	Wireless	1000		ADSL 100 Mb/s
	VIP Area	Wireless			
2	ICF President office		50	20/5 Mb/s	ADSL 20 Mb/s
	ICF HQ office				
3	ITO lounge		30		
4	Accreditation centre		50		

5	Classification area	Wired/Wireless	10		ADSL 20 Mb/s
6	TV Compound	Wired	5	10/10 Mb/s	SDSL 30 Mb/s
7	Streaming	Wired	2	15/20 Mb/s	SDSL 30 Mb/s
8	Press centre	Wireless	20 to 50	30/30 Mb/s to 50/50 Mbs	SDSL 50 Mb/s
		Wired	5 to 10		SDSL 50 Mb/s

Note: updated details for Bandwidth down/up and Required connection can be found at "ICF Event Media & Broadcasting guide" (Appendix ...)

The HOC should 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.

ICF continually reviews the latest communication technology and its integrity in transmitting crucial data to promote the sport of canoeing and to operate an efficient and reliable infrastructure at its competitions. Whilst wireless technologies continue to improve all the time, there are still concerns about the integrity of wireless technologies. The specifications set out above reflect the latest conclusions of these reviews.

Warning: Internet providers usually offer connection with so called aggregation (1:2, 1:5, 1:10, etc.). This means that the internet bandwidth is shared between their customers (1 bandwidth is shared between 2 or 5 or 10, etc customers).

For example, they offer 50 Mb/s with aggregation 1:5 which means the 50 Mb/s bandwidth is shared between 5 customers and if these customers all use internet, you will get 50/5 → 10 Mbit/s which is not enough.

It is really important to have the dedicated bandwidth for streaming and TV compound. So no aggregation is possible.

9. Health and Safety

The HOC should at its own cost ensure that the venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied throughout the Competition 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 competition to take place at the venue in accordance with the Host Agreement and this agreement (ICF Operational Requirements).

The HOC should provide all required emergency and medical services for the competition and during the access period, including:

- Medical Centre with appropriate level of medical services for all the competitors and a general medical service to all officials.
- A First Aid service and emergency care for all competitors, officials and spectators
- An on-water rescue service.
- A special arrangement to allow participants in the competition to have access to the nearest hospital.
- One person/doctor should be nominated by the HOC as the Medical Director for the competition, working closely with the ICF Doctor.

The HOC should 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 HOC shall inform the participants regarding that rule.

The HOC must have a basic "Competition insurance" for the duration of the access period.

10. Security

The HOC should provide appropriate security including traffic management, car park and infrastructure protection.

A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.

The HOC should provide fire and rescue arrangements throughout the competition period.

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

11. Signage

HOC should 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.

HOC must make available directional signage and map of the Venue at accommodation sites and at the venue. HOC must indicate with an access signage:

- Boards positioned at the entrance of the accreditation zones;
- Various signage for parking lots, Accreditation Centre, toilets, Ticket office, Concessions, Health Services, Paracanoe classification, Anti-doping and Information Centres.
- Athletes area and at the Field of Play signage as per Canoe Sprint and Paracanoe Venue Manual (Appendix).

12. Obligations relating to Environmental Protection and Sustainability

The HOC should, 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.

Please refer to the ["ICF Sustainability Event Toolkit"](#) (Appendix)

Waste separation

There must be a waste separation (general waste, paper, plastics) at the venue.

13. Obligations relating to the Venue

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

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

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

14. Public Facilities and Sanitary Installations

The HOC should 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 should be of respectable hygienic standards. Separate adequate sanitary installations for the following categories are required:

- Athletes;
- VIP/jury/Officials/HOC;

- Spectators.

OPERATIVE ACTION

The HOC is required to:

- Agreement with the ICF on Accommodation Price nine (9) months before the competition. (cannot be higher than the bidding documents)
- Agreement with the ICF on Accommodation for TV Crew six (6) months (where applicable).
- Share transportation plan with the ICF six (6) months before the competition.
- Food service plan to be approved by HQ no later than three (3) months before the competition.
- The number of Paracanoe Classification team will be confirmed four (4) months before the Competition (if applicable).
- Activation of online entry six (6) months prior to the competition.
- 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 competition.

C. ATHLETES AREA

1. Athletes Lounge and Teams (NF) Rest Area

Athletes Lounge

Athletes Lounge must be provided. There should be installed enough screens or TV monitors for CCTV for athletes.

Drinking water should be available.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Teams Rest Area

Team Rest Area must be provided as per bellow:

- Large teams: one (1) or more tents or sections per nation depending on the number of athletes in each team
- Smaller teams: two (2), three (3) and more nations per tent or section depending on the number of athletes in each team

Requirements:

- Covered floor
- Camp-beds or mattresses
- Comfortable chairs
- Disinfectant sprays and wipes
- Rubbish bins
- Air-conditioned or heated depending on the expected weather conditions.
- CCTV without sound
- Wi-Fi

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Tents owned by teams

Space must be available for tents owned by teams.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Bag drop Area

Lockers (with keys) or Bag drop room should 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.

2. Information Centre

The Information Centre must be open during the whole access period.

Officials at the Information Centre should be well prepared and informed. There must be multilingual service for at least French, Spanish and Russian languages.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Equipment:

- Mailbox for each team
- Copy machine
- Table and chairs,
- Telephone lines

3. Information Boards

Minimum two (2) Information boards must be available for Start lists and Results. The Traffic Rules for Racing and other important information must also be displayed during the regatta.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

4. Loudspeaker System

Good quality loudspeakers with separate volume control and good sound should be provided everywhere on the Athletes' outdoor Area.

5. Official Regatta Time Display

HOC should provide numerous big clocks (digital with characters, minimum height of 30cm) in front of the boat houses showing the official competition time.

6. Closed Circuit TV (CCTV)

For the competitors, trainers and coaches to follow the races, minimum of six (6) for World Cups and minimum of ten (10) for World Championships, big TV screen units (and/or a big screen) must be installed in athletes' area and / or boat sheds.

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.

7. Dressing room

Athletes changing room/s, showers and toilets must be available.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

8. Toilet and Shower Facilities

Toilets and showers should be cleaned and maintained on regular basis during the training and competition sessions (maximum intervals of two (2) hours).

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

9. Medical Services

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

Medical/First Aid Centre

It should be manned at all time during the regatta and during all scheduled training times.

Minimum requirements should be provided:

- Air-conditioning or heating (as appropriate)
- Two (2) wheelchairs

The equipment should include the basic requirements to provide primary care service.

- Resuscitation equipment, to include (for example) an AED (automatic electronic defibrillator), oxygen (nasal cannula and ambu bag), intubation device and intravenous replacement is required for treating a person who has been rescued from drowning or who has collapsed from exhaustion.
- Resuscitation trolleys
- Medications

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Ambulance Service

One (1) ambulance should be available at all times during official training and two during racing. One (1) ambulance should be parked at the finish tower area or boathouse areas with access to the pontoons. A parking space for an ambulance should always be kept free immediately outside the Medical Centre so that a patient could be taken there easily. The second ambulance must be located close to the Grandstand. 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 lifesavers on the water. The most suitable rescue launches are provided motorboats. In each launch there should be

at least two (2) qualified lifesavers. During training one (1) or two (2) launches will be needed to watch and patrol. During racing minimum five (5) boats should be on water patrol at the main canal (One (1) at 1000m, one (1) at 500m, one (1) at 200m, one (1) IRB and one (1) Jetski behind the finish line) and one or two at the warmup canal. The teams can operate a shift system throughout the long training and competition days.

Type, design and specification must be approved by ICF – Inflatable Rescue Boats (IRB) and minimum one (1) Rescue Jetski.

Equipment per IRB boat: based on the host country Life saving regulations.

Hospital

The HOC should 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 and Massage area

Separate rooms / areas should be made available for massage. The HOC should provide a communal area, this area should be provided with massage tables, benches, clothes hooks, disinfectant sprays and wipes, a plentiful supply of paper towels (by the roll) and also large plastic bins with strong disposable plastic bin bags for the disposal of waste. Rooms should be heated. There should be partitions or curtains to create separate areas for men and for women.

10. Boat Storage

Sufficient indoor and outdoor space and boat racks with required quality must be provided.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

A plan showing the layout of the boat racks and the allocation of each rack should be displayed in the Information centre.

- All competitors' areas must be clearly marked as non-smoking areas
- To serve the athletes, it is important to ensure the power and water supply for the teams at all places (boat storage, athletes' tents, athletes' lounge, etc...)
- Power and water supply for the teams at all boat storage places.

11. Boat Washing

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

12. Self-Boat Control and ID Control

Self-Boat Control

It is the Team's own responsibility to check the weight of their boats before racing. For this purpose, the weighing scale(s) should be available to the crews at least twenty four (24) hours before the first race of the competition for the test weighing of their boats.

Requirements

- 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.
- Gauged weights for calibrating the scales.
- Two trestles (or alternative) – one (1) trestle fixed on each scale to hold the boats during weighing
- Table, chairs
- Electrical Power points, Telephone line or radio communication

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

ID control area

Equipment in the ID control hut

- Electrical Power points
- Computer link to the Timing provider's results system (provided by the Timing provider)
- Diagrams (pictures) with uniforms of the participating countries
- Minimum of 30 sets of boat numbers 1-9
- Good quality duct tape for covering unauthorised advertising on boats
- Tables, chairs, allowing for providing minimum of four (4) working positions
- TV monitor (optional)
- At least one (1) large clock, clearly visible displaying official regatta time

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

13. Boat Hire

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

14. Boat Repair

A free boat and equipment repair service using ICF official Manufacturers/Suppliers must be available for Athletes for the whole access period. The arrangements for this service to be confirmed with ICF for each competition. The area must be supplied with power and Wi-Fi Internet. Only boat builders who are providing free of charge repair service to the teams would receive permission for access to the boathouse area.

15. Training Facilities

For the paid participation fee, the HOC should ensure on water training at least four (4) days before the competition (access period).

All services described in Operational Requirements and in the Canoe Sprint and Paracanoe Event Manual must be available during the Access Period.

16. GYM (Strength and Conditioning Facilities)

Well-equipped GYM must be available. Minimum equipment should be provided for upper body, lower body, core and stretching exercises.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

17. Dining Hall

Number of tables should be allocated to athletes with wheelchairs (if applicable), these tables should be marked with international wheelchair symbol.

Prepare the full plan for the dining hall as well as the meal menu three (3) months before the competition.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

18. Bike Rental

The HOC should arrange a bicycle rental service (minimum 50 bicycles).

19. Doping Control

Doping Control Station

Details regarding the doping control station are referred to the ["ICF Doping Control Station Guide"](#) (Appendix)

Testing

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

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

Anti-Doping Education: For all ICF competitions all athletes must complete the ICF Anti-doping Education Program called ALPHA 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.

20. ICF Development Programme

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

ICF DP training camp should take place before and/or after the ICF competitions. For World Championships (Junior, U23 and Senior) the total number of all participants should not exceed 60 people. The HOC should provide the accommodation and meals for free for up to 30 persons for the period of minimum 10 days (300 days) before, during and/or after the competition. For any additional person, maximum of 60 EUR will be charged per person, per day.

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

The HOC should provide coaches and staff support and the program, subject of agreement between ICF and HOC.

The HOC should 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 HOC must 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.

ATHLETE AREA ACTION

The Host Organising Committee is required to:

- Communicate rental plan and rental price for boats nine (9) months before the Competition.
- 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 three (3) months before the competition.

D. COMPETITION MANAGEMENT

1. Entries, Invitations and Bulletins

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

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

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

The HOC must produce a minimum of two (2) Bulletins; the first one including general information about the venue, accommodation and upcoming deadlines and should be sent nine (9) months before World Championships and six (6) months before World Cup. The second, would include more details such as Official Program, entries and accreditation and should be sent at least three (3) months before the competition. The HOC must submit the bulletins to the ICF for approval. Once approved, the Bulletin must be disseminated to the NFs and posted on the ICF website under the competition calendar (template for Bulletins are available and can be provided by the ICF HQ)

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

Classification for Paracanoe Competitions: Four (4) 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 estimation, classification teams are assigned to the competition.

2. ICF Events Competition Schedule

The ICF works together with the HOC to formulate and finalise the specific daily sporting program (Competition Program) for the Competition at least six (6) months prior to the World Championships and three (3) months prior to the World Cups. This program should be in accordance with International TV requirements and local needs.

Notwithstanding the agreement of such program, the ICF has the right to make such changes to it as it deems to be in the best interests of the competition. The final decision in relation to the sport program and Competition Schedule must lie with the ICF.

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 twelve (12) hours before the first race) typically they are two separate meetings, but they could be held together, a provisional Start List must be prepared and distributed to all Team Leaders at least five (5) hours prior to the Team Leaders meeting. There must be only one (1) version of the Start List.

The meeting room should be equipped as follow:

- The meeting room must be big enough to accommodate 100 - 120 Team Leaders/Coaches for World Cups and 140 – 160 people for World Championships
- 8-10 places on the main table
- Minimum two microphones
- Video projector and a screen (or few big TV monitors)
- VGA or HDMI cable to connect computer on the main table to the video projector/TV screens
- Separate TV screen for the leaders of the meeting as they sit opposite direction of the main screen

Same room if it is at the course can be used for:

- Coaches Meetings
- ITOs' Seminar
- Athletes' Meeting
- ICF Commissions Meetings
- Other Meetings
- Coaches Viewing

If the TL meeting is not at the Course, a meeting room/s at the course should be provided for the activities above.

4. Sport Presentation

The spectator experience must include at least:

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

Equipment at the Sport Presentation office

- Public address system should be provided for:
 - The spectator areas
 - The Boathouse area
- Loudspeakers

- The loudspeakers should be of a good quality and should have separate volume controls.
- The loudspeakers should be located throughout the venue but not in the Start Area and near Radio and TV Commentators Booths
- Quality equipment provided as a backup system
- Public Address System (PA) keyboard
- It should be possible for messages to be announced only in the boathouse area and messages announced only at spectators area
- In order for the commentators and the PA operator to be able to co-ordinate their functions, it is essential that the commentators' facilities and the PA keyboard are located in the same room
- TV monitor to show TV coverage of the races.
- A Media Information System (MIS) monitor (provided by the Timing Provider), linked to the timing/results system
- Intercom telephone system linked with the floor where the Judges and photo-finish are located
- A link to the microphones for the official ceremonies located near the presentation stage
- Cabled internet
- Network printer connected to the Timing System

The HOC should agree with the ICF details of the Sport Presentation at least six (6) months before the competition Period.

5. Celebration Pontoon

The HOC should plan and set up a celebration pontoon in front of the spectators' grandstand, the pontoon should be large enough to accommodate K4 boats.

- Minimum 6 volunteers should be provided during finals to carry athletes' boats to the boat control.
- One wireless microphone and a camera position should be planned and provided during the finals.

6. Results

HOC should provide to the ICF live feed results for the internet during the competition. Results must be available within one minute of the conclusion of each race.

Within 24 hours of the conclusion of the entire competition, the HOC should make available one pdf or zip file containing the complete results from the competition, including all

preliminary phases (heats, semi-finals). This should be on the results website and provided by email to sdp@canoeicf.com.

In the seven days following the conclusion of the competition, the HOC must provide a spreadsheet (xls, xlsx or csv) with the complete results from the competition including each athlete's ICF number. The format must be as specified to the results providers.

Results providers must maintain the capability to change results for a post competition disqualification (eg backdated doping ban) for up to five (5) 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 (4) 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.

7. Timekeeping, Results, Scoring and Data

The HOC must accept the ICF contracted timekeeping, scoring and photo finish services for the competition according to the terms and conditions at reasonable costs to the HOC.

In case the ICF did not contract any timekeeping, photo finish and result provider services nine (9) month before the competition, the HOC must select a provider from the list of ICF pre-approved providers at least six (6) months prior to the commencement of the competition.

The HOC should accept the ICF contracted electronic 'on screen' time and data service (TV graphics) for the competition according to the terms and conditions.

8. Sport information distribution

Based on the Sport information distribution guidelines, the HOC should ensure the distribution of the information for all stakeholders (NFs, media, VIP, TV, spectators, etc).

This service covers the production and distribution of Entry Lists, Start Lists, Results Lists, Official Communications, etc.

Minimum two copying centres should be organised:

a) For the Teams

It should be in operation when the venue is officially open but not less than 48 hours before the Team Leaders meeting.

Equipment:

- 3 high-speed copying machines (60-70 copies per minute), fitted with collators and staplers in the copying centre, and 1 small desktop copying machine
- A computer workstation with a laser printer (assuming that the result lists are transmitted via computer link to the copying centre).
- Tables for stacking and sorting the documents – recommended 4 to 6 tables 0.9m x 2.0m.
- Mailboxes/trays – 1 per team (as per the number of participating NFs)

b) For the Media and the Spectators

The copying centre for the Media and the spectators shall be organised near to or inside the Media Centre. It should be in operation minimum 24 hours before the first racing day. There must be minimum 20 m² of floor area.

Equipment:

- Minimum 2 high-speed copying machines, fitted with collators and staplers in the copying centre and 1 small desktop machine.
- A computer workstation with a laser printer (assuming that the result lists are transmitted via computer link to the copying centre).
- Trays for the Start/Results lists – (as per the number of registered media)
- Tables for stacking and sorting the documents – recommended 3 tables

c) In the ICF work area

- One (1) small wireless multifunctional copying machine (printer, copier, scanner)

d) At the Competition Committee level in the Finish tower

- One (1) small desktop copying machine for copying urgent information (Official Communications, urgent changes in the start/results lists, etc.

e) For the Organising Committee

- The HOC shall decide on the needs for copying machines for the organisation of the competition.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

9. Technical Officials

The Technical Officials required to run the competition 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

The list of ITOs for each competition should be approved by the ICF by end of March (latest) for the upcoming competition season.

The HOC should send information regarding arrival and departure date, accommodation and transport to all ITOs.

The HOC is responsible for providing uniforms to all ICF ITOs. Minimum uniform should contain:

- 2 t-shirts
- 1 long sleeves shirt
- 1 cap
- 1 rain jacket

HOC should provide a room for ITOs and NTOs which will be used for their daily summary meetings, rest area and luggage storage.

Equipment:

- Seats for up to 50 people
- Tables
- Lockers
- Projector and screen (or large TV screen with connection cables for laptop)

10. Communications at the course

Telephone Line

The HOC is responsible for the provision of all telecommunication facilities for major Canoe Sprint World competitions.

- a) Start area**
- b) Finish tower**
- c) General**

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

Telephone lists

Upon the arrival of the first ICF representatives, the following telephone lists should be provided:

- Of all telephone numbers on the Regatta organisation circuit
- Of all mobile telephone numbers of the key HOC officials
- The contact numbers of all Team Leaders. These should be collected by the HOC at the Information centre, at the Accreditation Centre or at the Team Leaders Meetings before the first racing day.

Radios (walkie - talkies)

A detailed plan of the radio requirements and their distribution should be prepared in advanced and agreed with ICF.

The number of radios depends upon the course (a natural lake or a course on an artificial channel), and the number of control points necessary to ensure the safe and smooth operation of the competition.

The TV trailers and equipment usually cause serious problems with the reception of radio signals and this has to be taken into consideration.

Minimum number of Radios (with at least three separate channels) must be provided for:

- ICF
- 30 radios shall be provided for Competition Committee;
- The Competition Manager from the Organising Committee also has to be on the Competition Committee channel;
- The radios must be available 48 hours before the first racing day;

- The Competition Committee radios must be capable of communication between the boathouse area, the Finish Tower and the area behind the start (up to 1500m distance);
- Medical and Rescue service – for each medical and rescue point. The radios should be distributed as follows:
 - Chief Medical Officer (1)
 - Medical Centre (1)
 - Rescue Boat Controller (1)
 - Rescue Boats (5)
 - First Aid Control (1)
 - Ambulances (2)
 - Organising Committee (1)
 - First Aid posts (1 for each post)

Requirements

- The radios must be very reliable.
- There must be at least three circuits/channels available.
- A fixed base station should provide the link between the 3 circuits, operated by experienced operators.
- Spare radios must be available for each of the three circuits in case of failure.
- All radios are to be provided by the HOC.
- The HOC should make arrangements for recharging radio batteries at the end of each day.

11. Medal Ceremony and Opening/Closing Ceremony

Medal Ceremony

The ICF is providing medals for World Championships and World Cups and the costs should be covered by the HOC.

If the Ceremony area is a considerable distance from the Paracanoe embarkation/debarkation pontoon, two golf carts must be provided to move the Paracanoe athletes to the ceremony area and back.

For more specifications please refer to the ["ICF Protocol Guidelines"](#) – (Appendix)

And Canoe Sprint and Paracanoe venue manual.

Opening and Closing Ceremony

The plans for Medals, Opening and Closing Ceremonies must be submitted for approval to the ICF three (3) months before the Competition. The HOC should organise an Opening and Closing Ceremony (mandatory for World Championships) according to the ICF Protocol Guidelines.

COMPETITION ACTION

The HOC is required to:

- Send out invitations to all National Federations nine (9) months before World Championships and six (6) months before World Cups, through the 1st Bulletin.
- Send out minimum two (2) information Bulletins to NFs.
- Finalise the competition schedule with the ICF six (6) months prior to the World Championships and three (3) months prior World Cups.
- Agreement with the ICF on details of the Sport Presentation at least six (6) months prior to the Competition.
- ICF approval on timekeeping, photo finish and result provider services six (6) months prior to the Competition.
- The plans for Opening, Closing and Medal Ceremonies will be submitted for approval to the ICF three (3) months prior to the competition.

E. FIELD OF PLAY

1. Competition Course

Location

GPS coordinates of the competition side should be provided.

The course should accommodate TV production company requirements with permanent or temporary infrastructure for TV broadcasting with parallel camera movement at least 80% from the race distances.

For more specifications of the Competition course please refer to Canoe Sprint and Paracanoe venue manual.

2. Water and Air quality

Water quality

Water quality reports based on Water quality tests, issued by licensed laboratory / operator, for the following periods to be submitted to ICF:

- At the time of the Bidding, it should be included in the bidding documents (two (2) years before the World Cups and four (4) years before World Championships)
- One (1) year prior **in** the month of the competition
- Two (2) months before the competition
- Three (3) weeks before the competition

A sample of a mixture of water collected from three different locations on the competition course should 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 six (6) and nine (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 six (6) and nine (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 should be cancelled, unless the ICF Medical Committee permits.

Vegetation

Action plan should be in place for reducing development of micro-organisms and the natural limitations / human control on growth of vegetation (reeds, weeds, etc.)

Wind direction and velocity

The course should offer fair and equal conditions in all lanes, with protection from the wind.

A map of the course and meteorological report are required. A meteorological report must be present with the bid document, 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.

Air quality

Air pollution should be within the limits accepted by the host Government.

Air quality reports issued by licensed laboratory / operator, for the following periods to be submitted to ICF:

- Together with the bid document when submitting the bid;
- One (1) year prior **in** the month of the competition;
- Two (2) months before the competition;
- Three (3) weeks before the competition (if there are any concerns on the two (2) months' report)

3. On Water Set Up and Equipment

a) Albano system

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

b) Start Systems

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

c) Course Marking

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

d) Marking on the shoreline

ICF requires that the HOC provide an updated certified survey of Start, Finish and intermediate lines, no later than one (1) month prior to a competition and should be available for inspection of the Technical Manager at the time of the competition.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

e) Start Towers

Equipment in the start tower

- Uninterrupted Electrical Power supply;
- One (1) large digital clock visible from the boats on the Start Line and from a minimum distance of 100 m - showing the official regatta time (hours and minutes) - synchronised with clocks in the Finish Tower and the Boathouse Area. Minimum height of the digits should be 30cm.
- Second large clock close to the starting area sign.
- Small clock for the Starter - placed in front of him/her - linked to the large clock(s) to show precise regatta time, digital format, and required to show hours, minutes and seconds;
- One Microphone for calling next race. The Microphone should be connected to the loudspeakers on the Start system, facing opposite the Finish line (or to large, good quality loudspeaker/s placed between the start tower and the end of the starting area);;
- Second microphone (must be "hands free") to line-up the race and to give the start:
 - With a "one-ear" headset (preferable) and "hands-free" microphone.
- Or
- Fixed on a flexible arm or an adjustable microphone stand.
- The Microphone is connected to the loudspeakers on the Start machine, which are facing perpendicular to the direction of the lanes;
- Start system control unit. The race must be started by operating just one button controlling:
 - The sound signal
 - The start of the timing system
 - The freezing of the video picture for the Judge at the Start

- The release of the automatic start mechanism (holding the bows of the boats).
- A video camera - fixed behind a vertical wire marking the start line.

Requirements of video camera:

- Fixed usually at the front upper part of the Start tower;
- Fixed on an absolutely firm structure and in a manner that does not allow any movement of the video picture under all conditions. (Placing the camera on a tripod is not acceptable!);
- Highest quality with sun filter;
- Must be provided with a cover providing protection against sun and rain;
- Provided with a "freeze frame" device which will freeze the picture at the instant the Starter presses the button to give the start signal.
- Vertical Wire – marking the start line, maximum one (1) mm thick and black colour. This wire has to be fixed absolutely firmly and taught;
- An entirely independent communication link between the Starter and the finish line;
- Elevated chair for the Starter to be provided so that if seated between races he can still see the whole warm up zone and the starting area;
- Elevated table for the starter – 110 cm height, 40 cm width, 120 cm length;
- Space below Starter's table for a megaphone;
- Bell;
- Table and two (2) or three (3) chairs;
- Telephone;
- Radios;
- Large megaphone for communication and also as reserve in case of electrical or speaker failure;

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

Intermediate timing positions

Equipment

- Vertical sight wire, black colour (one (1) mm diameter);
- Radio and telephone (or other "fixed line") communication to the timing officials in the Finish Tower to be provided by the Organising Committee;
- The timing system equipment to be provided by the Official Timing provider.;
- Uninterrupted Electrical Power supply;

- Tables, chairs;

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

f) Finish Tower

Equipment

Ground Floor: for Organisation / medal presentation/ reproduction/ etc.;

- Refrigerator with drinks.

1st Floor

Finish line Judges

- Movable three-four (3-4) level stair for four-five (4-5) persons;
- Table and chair for a Video screen;
- Video with zoom and screen;
- TV monitor for CCTV;
- Radio and/or fixed phone connection with Competition Committee;
- One (1) button with a beep for nine (9) lanes;
- Refrigerator with drinks;

2nd Floor

Competition Committee / Photo finish/Computer/ Score board

- Refrigerator with drinks.

Competition Committee three-four (3-4) persons

- Two (2) tables and chairs;
- Computer with internet;
- Wireless internet;
- Printer;
- Copy machine;
- TV monitor for CCTV;
- Connection with all the ITOs by Radio;
- Special fixed phone with the starters;
- Phone line with finish line judges, intermediate timers, medical centre, etc.;
- Special microphone for urgent matters (accident);
- White light. The white light shall be operated by the officials at the Finish. A white flag should still be provided as a back-up;

- Megaphone.

Photo finish two-three (2-3) persons

- Electronic time keeping system from a company recognised by the ICF with start and finish only one (1) switch.
- Two (2) photo finish cameras from the company recognised by the ICF;
- Operators for the photo finish + copy machine;
- The Judges at the finish and Timing officials should be able to use the lower part of the wire by sighting against the finish line marker on the far side of the course at all times during the regatta.

Computer program / Scoring, Timing and Results Providers three-four (3-4) persons

- Results and information system from a company recognised by the ICF
- Information about wind speed, wind direction, air and water temperature.
- Website
- Scoreboard one-two (1-2) persons

3rd Floor

Separate room

- Announcer/s;
- Table and chairs;
- Powerful sound control system linked with all the facilities (indoor/outdoor);
- Radio or fixed phone connection with Competition Committee;
- One-two (1-2) bilingual announcers;
- TV monitor for CCTV;
- Refrigerator with drinks.

Top Floor or Roof

- TV Camera's

For more Finish Tower specifications please refer to Canoe Sprint and Paracanoe venue manual.

g) Docking installation

For Competitors:

- Pontoons must be installed as near as possible to the boathouses and competitors side;

- The surface should not be slippery by any weather conditions and should not become too hot in hot conditions.

Presentation pontoon

Should be installed in front of the grand stand.

Photographers pontoon

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

For Pontoon/docks specifications please refer to Canoe Sprint and Paracanoe venue manual.

Service Boats and Equipment

It is vital for the smooth and safe operation of any major Canoe Sprint competitions that the appropriate motor boats are provided for each of the different functions during a regatta. The mode of operation of each group of motor boats must be carefully prepared and agreed with ICF well in advance.

Umpires' catamarans: seven (7) Umpire Catamarans: six (6) in duty and one (1) reserve. Numbered – marking the consecutive numbers of the umpire boats, placed at both sides of the boats and/or front of the boat, clearly visible from a distance of 120m-150m.

- Speed – 25 knots (47 km/h), capable of following a K4 in a race and of rapid acceleration
- Minimum two (2) seats – one (1) for the Empire and one (1) for the driver.
- Good manoeuvrability
- Making minimal wash
- A sloping table with a hinged clear perspex top to hold the Umpire's race program – protected from rain
- A bracket to hold the megaphone at waist height
- Two (2) vertical tubes for holding the flags

Aligners' motorboats: two (2) Catamarans or High-profile motorboats with two (2) seats.

Safety motorboats

- six or seven (6-7) safety boats type IRB and one (1) Jet ski with powerful engines (fig. 10). During competition periods five (5) boats should be on water patrol at main canal (one (1) at 1000m, one (1) at 500m, one (1) at 200m, one (1) IRB and one (1) Jetski behind the finish line) and one (1) or two (2) at the warm up canal.

- The boats must be equipped with radio connection, a life buoy and life jackets;
- Each boat should be manned by at least two qualified lifesavers.

Organising committee boats

Work boats are used for:

- The installation of the “Albano” system of buoys (usually a pontoon type).
- The installation and maintenance of the Start system
- For placing/removing of the “Swimming lines” / waves absorbers.
- Servicing the Start area during racing in case there is no land or pontoon access to the Start Tower or the start installations.
- For the transportation of Officials, Television staff, equipment and Photographers in case there is not a road access to the required area.

Facilities for motorboats

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

4. Technology

Photo-finish

Once the exact location of the cameras has been calibrated and checked and their position fixed, the section of the wire marking the finish line and in front of the camera should be removed (this is so that the picture taken by the camera does not have to “look through” the wire).

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Scoreboard and big screen: The scoreboards and/or big screens must be linked directly to the timing system. They are to be operated by the Timing provider.

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Time keeping ,result and scoring data: refer to COMPEITION MANAGEMENT point 6.

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:

- Telephone lines
 - All telephone lines must be installed and in operation minimum four (4) days before the first racing day;

- Cable telephone lines interconnecting the Start Tower, Intermediate Timing Positions, each level of the Finish Tower, Medical Centre and the Competition Management to be provided by the HOC.
- Mobile phones
 - The Organising Committee should provide 20 compatible sim cards;
 - The sim cards shall be available to make local calls and data only;
 - The sim cards must be available upon of the arrival of the first ICF representatives.
- Radio (walkie-talkies)
 - A detailed plan of the radio requirements and their distribution should be prepared in advanced and agreed with ICF;
 - The number of radios depends upon the course (a natural lake or a course on an artificial channel), and the number of control points necessary to ensure the safe and smooth operation of the competition;
 - The TV trailers and equipment usually cause serious problems with the reception of radio signals and this has to be taken into consideration;
 - 25 radios (with at least three (3) separate channels) must be provided to competition committee;
 - The radios must be available 48 hours before the first racing day;
 - The ICF radios must be capable of communication between the boathouse area, the Finish Tower and the area behind the start (up to 1500m distance).
- Internet – more details at OPERATIVE DELIVERABLES section point 8.

Equipment for Commentators: There should be minimum two (2) commentators, one (1) should be English speaking and the other should commentate in the 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.

Music and DJ equipment for sport presentation: HOC should provide music for the duration of the competition, a DJ or an experienced volunteer should be in charge of playing the music in close collaboration with the commentators.

Please check the authorisation and copy right to play music at the venue with your local law.

5. Boats weighting and boat control areas

Boat weighing and boat control installation

1st control (self-control)

Two (2) calibrated and certified scales

2nd control: It should be equipped with:

- A set of large size numbers from one (1) to nine (9);
- Bucket, sponges and towels;
- Bottled water;
- Boat racks;
- Microphone and speakers to be able to call the athlete after the race.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

F. MARKETING AND BRANDING

The HOC should follow the ["ICF Look and Style Guide"](#) and ["Branding at Venues Guidelines"](#) to create all the graphic charter and look of the competition (e.g. banners, logo, bibs).

1. Championships Logo

The HOC should produce a competition logo. This logo must be submitted to ICF for approval by the 15th January in the year of the competition

2. Boat Stickers

a) HOC Space

The HOC can optionally provide all athletes with a sticker to be placed below the NOC sticker. The size and the allowed contents for this sticker is defined in the "ICF Branding at Venues Guidelines".

The design and the content of this sticker has to be approved by the ICF at least one (1) month prior to the competition.

b) NOC and Athlete Name Sticker

The participating National Federations must provide to their athletes the "athlete name sticker" and the "NOC code" stickers.

The HOC can propose an optional paid service to all National Federations to produce these stickers according to the ICF guidelines.

4. Backdrops (Sponsor Wall)

The HOC should produce at least a backdrop for the mixed zone, the kiss and cry area and the medal awards podium.

At least one (1) month prior the competition the HOC should validate the size and the design of all backdrops with the ICF.

5. ICF and ICF Sponsors Banners at the Venue

At least two (2) months prior to the competition the HOC and the ICF should agree the size, the quantity and the location of ICF banners and ICF sponsors banners to display.

6. Other Items

The HOC must get approval from the ICF of the design of all other items that carry the ICF logo.

G. MEDIA

1. Press

The HOC should provide all facilities required by the ICF. Representatives of the media should apply for media accreditation by the accreditation deadline, using the link which is supplied on the www.canoeicf.com event page.

A media centre must be organised containing sufficient working places for journalists and photographers, including speed laptop connections (LAN), internet sufficient for sending photographs, videos and e-mails, sufficient TV-monitors in the working room of the media centre.

It would be useful to have a volunteer situated in the media area to deal with any media questions. The ICF media team will be responsible for servicing the needs of the broadcast media commentating on site.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual and "[Event Media & Broadcasting Guide](#)" (Appendix)

Press Centre – equipment requirements:

- The HOC should 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 results distribution
- Trays 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

2. The Press Officer (PO)

The PO is appointed by the HOC and is responsible for the media operations of the competition. He/she should work in liaison with the ICF Media team. The PO should be appointed by the HOC at least 12 months in advance of the competition, he/she should be on site from the morning of one (1) day before the first day of racing, to ensure that the press area is set up and ready.

3. Media strategic plan

The HOC should provide to the ICF a *media strategic plan* including how the competition will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the Competition, at least one (1) month before the competition.

4. Information system on website

The ICF has developed a competition website for the ICF competitions which will be the official website used for this competition. The HOC and national federation are responsible to populate relevant local information on this page and ensure that all organisational, team information, bulletins and relevant details to the competition are provided and kept updated.

The content on the website must be in English. With the option for the translation of the site text into local language by the HOC.

The competition website should be established nine (9) months before the competition.

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

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

There will also be a permanent link to your competition on the competition calendar on the ICF website once the website is established and the following URL should be used for promotional material: www.canoeicf.com

At least seven (7) days before the competition the HOC 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 Competition must be hosted through the official channels:

- www.canoeicf.com
- www.Youtube.com/planetcanoe

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. HOC Photographer

If there is no photographer appointed by the ICF, the HOC 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 ICF competition) from the competition (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.

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 HOC and the ICF Media Manager.

It is the responsibility of the HOC to check the credentials of all local media applying for accreditation, while the ICF will handle applications from international media. Only recognised media should be accredited – no family members or hobby photographers.

7. Mixed Zone

The HOC media manager is responsible for the Mixed Zone in close collaboration with the ICF media manager, ICF TV team and the Host Broadcaster (if available).

In planning for the Mixed Zone, the HOC should ensure that:

- The HOC needs to first set up the TV crew, then radio and finally the written press
- Staff members need to be trained to manage the flow of athletes through the zone and ensure that only the accredited people necessary are in the zone
- There must be a suitable backdrop to the mixed zone (Eg. Sponsor Board, Field of Play, Crowd)
- The ICF backdrop and sponsors board are positioned for optimal TV coverage and visibility

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

MEDIA ACTION

The Host Organising Committee is required to:

- Collaborate with the ICF to establish the Competition Website nine (9) months before the Competitions.
- Backdrop to be approved by the ICF three (3) months before the Competitions
- Provide to the ICF the Media Strategy Plan one (1) month before the Competitions.

H. ICF VIP DELIVERABLES

1. VIP Facilities

The size of the VIP area and the services produced will be agreed by ICF three (3) months before the Competition Period.

Catering according to VIP standards has to be provided.

A notice board with Start lists and result service must be provided at the VIP area...

The number of ICF Family VIPs will be informed by the ICF three (3) months before the Competition Period to the HOC.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

2. Area Plan details to be agreed with the ICF

- VIP place/VIP stand at the course
- VIP room plan
- Size of the VIP room
- Capacity
- Number of HOC VIPs
- Number of VIP given per nation
- VIP entry fee for non-accredited people (if there is any)
- VIP upgrade fee for accredited people (if there is any)
- VIP access (accreditation, wrist band and etc)
- VIP services (meals, drinks, programme, etc...)
- VIP car park
- Levels of VIP

VIP ACTION

The Host Organising Committee is required to:

- Agreement with the ICF on VIP area and services three (3) months before the Competitions.

I. SPECTATORS DELIVERABLES

1. Promotion

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

2. Grandstand

The grandstands are provided for the following groups:

- General Spectators
- Media
- The VIP and Sponsors
- National Federations and Teams

HOC should provide three (3) free seats per National Federation (approximately 200 to 300 seats) plus the option to purchase additional tickets. The grandstand (at least a part of it) should be wheelchair accessible.

Capacity

The following number for the expected spectators is recommended:

- Olympic Games: 14,000 – 20,000
- Canoe Sprint World Championships and Paralympic Games: 4,000 – 12,000
- Canoe Sprint World Cups: 3,000 – 5,000

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

3. Ticketing

The HOC may establish a ticketing programme which should be sent to the ICF for approval six (6) months before the Competition.

4. Spectator Services

The HOC should ensure the following services to the spectators:

- Food & beverages (at cost);
- The official Championship Programme;

- Information desk;
- Venue Map;
- Transportation (at cost);
- Merchandising if available (at cost);

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

The ICF Merchandiser

- ICF will communicate the HOC three (3) months before the competitions to inform if there is any ICF's Merchandising for the specified competition/year.
- The locations of the ICF Merchandiser's stands have to be agreed with ICF in advance.

Banking

A currency exchange and cash service is recommended to be organised at the venue.

Requirements

- The service should be organised in an area that is easily accessible for both – accredited and non- accredited people.
- The opening times of the banking booth should follow the official working times in the host country.

Parking area

- At the venue, large parking areas should be provided for:
- Shuttle buses
- Team buses and cars
- Media
- VIP and sponsors
- Boat trailers
- Public vehicles

For specifications please refer to Canoe Sprint and Paracanoe venue manual.

Sanitary Services

This is a very important service and has a critical impact on the overall impression of the competition.

Location

At the back of the Grandstands and generally all around the site.

Operation

- Professional cleaning staff should be available at all times the venue is open to spectators.
- Regular refill of toilet paper, soap and paper towels.
- To be cleaned and maintained on very regular basis – minimum every two hours.
- The necessary “Health Permits” or “Certificates of Cleanliness” must be prominently displayed.

For more specifications please refer to Canoe Sprint and Paracanoe venue manual.

First aid and ambulance for spectators

Location

- A First Aid Post should be located near the Main Grandstands for spectators. The first aid provisions for the spectators should follow the local government regulations.

Operation

- Operates on racing days.
- Provides a general First Aid service to spectators.

Note: First aid for teams and officials will be provided through the medical services facilities and the Medical Centre.

For other specifications please refer to Canoe Sprint and Paracanoe venue manual.

SPECTATORS ACTION

The HOC is required to:

- Approval of Ticketing program six (6) months before the Event.

J. PARACANOE CLASSIFICATION

Requirements for the Classification team for Paracanoe athletes at World Cups 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 (3) to five (5) days in advance of the competition.
2. Scheduling of classifications is done through the ICF. A link shall be provided on the competition website. The website should 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. HOC need to consult with the ICF Paracanoe Classification team in order to determine the required final number.
4. Signage for spaces indicating "*Paracanoe Athlete Classification*"
5. A minimum of two (2) physiotherapist tables. One (1) 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.
6. Tables and chairs (Min. 10) to enable classifiers and athletes to complete paperwork, and to accommodate translators. One (1) table and two (2) chairs in each private classification area. One (1) table and four (4) chairs for Paracanoe Secretary, Head of Classification and Paracanoe Committee Chair.
7. Sufficient electrical power for computers and printer at each table.
8. A printer (colour would be a bonus) and paper to make copies of paperwork and certification.
9. Satisfactory lighting.
10. Storage racks for Paracanoe K1s and V1s near the On-water testing pontoons.

11. Hand washing facilities or hand sanitizer, paper or antibacterial wipes to clean the couches, and a waste basket to dispose of paper towels.
12. Bottled water for the athletes to drink during classification.
13. Coffee break items for classification team (eg. Coffee, tea, cookies, fruit).
14. A board or easel (with clear plastic cover) to display classification schedules, practice schedules for those borrowing boats, and race schedules.
15. Two (2) motorboats for on-water assessments. (Drivers should be provided.)
16. One (1) safety boat with lifeguards during the classification period.

APPENDIX

- 1) ["ICF Host Catering Guide"](#)
- 2) ["ICF Accreditation Guidelines"](#)
- 3) ["ICF Sustainability Event Toolkit"](#)
- 4) ["ICF Doping Control Station Guide"](#)
- 5) ["ICF Protocol Guidelines"](#)
- 6) ["ICF Look and Style Guide"](#)
- 7) ["Branding at Venues Guidelines"](#)
- 8) ["Event Media & Broadcasting Guide"](#)