



**ICF EVENT MANUAL
ICF CANOE SPRINT WORLD
CHAMPIONSHIPS**

TECHNICAL AND OPERATIONS GUIDELINES

January 2007

Introduction

ICF

THE ORGANIZATION OF CHAMPIONSHIPS (WORLD CHAMPIONSHIPS, WORLD CUPS AND OLIMPIC GAMES)

This document is intended to assist Federations and Organizing Committees who are interested in staging World Championships. It must be read in conjunction with the ICF Statutes and the Racing Rules.

The document does not attempt to cover in detail every aspect of staging a World Championship. The relationships between governments, federations, municipal authorities, sponsors etc. are so different around the World that it is not possible to recommend any one method of arranging the finances, sponsorships, administration, publicity, etc. However certain elements are common to all Championships and these are covered in some detail in this guide which deals essentially with running the regatta and with maintaining the highest possible standards for the competitors, for the team officials, for the press and for the spectators.

THE ALLOCATION OF CHAMPIONSHIPS

REGULATIONS FOR A WORLD CHAMPIONSHIP

ICF Board of Directors shall allot the organization of Championships at least four years in advance. The Organizing Committee shall propose the dates of the Championships at least two years in advance.

Each candidate federation for the organization of a World Championship must submit a detailed application form to the Secretary General of the ICF and the Chairman of the Racing Committee (Appendix I).

The Executive Committee may send to the site, at the cost of the candidate federation, a group of experts (a maximum of two persons) to examine the conditions under which the Championships could be held. The federation to which the Championships are allotted shall enter into a contract with the ICF to comply with its requirements.

ICF APPLICATION FORM

Once a federation has decided to become a candidate for holding a World Championship, they must send the Secretary General of the ICF enough copies of the detailed application form to present to all the members of the ICF Board of Directors. The purpose of this is to assemble the key information from all candidates so that the ICF Board of Directors can make a positive decision about the allocation of the Championship. The document will then form the basis of the contract between the successful candidate and the ICF

ICF INSPECTION

The delegation designated by the ICF will inspect the course, the facilities and the proposed accommodation several months before the appropriate Board meeting. It is important that they meet the key people who will be responsible for the organization of the event, particularly the person in charge of the course itself. The inspection and meetings can usually be carried out during one day.

ICF TECHNICAL REPORT

After each inspection the delegation will produce a report highlighting the advantages and disadvantages of the candidate's proposals. Attention will be drawn to any features which do not comply with the specified standards.

ORGANISATION AND CONTROL

THE ORGANISING COMMITTEE

Every federation will operate in its own way both in the period leading up to the allotment of a Championship and then afterwards. It will be necessary to form an Organizing Committee (O.C.) for the event itself. The differences will be due to many things – geography, government, personalities, etc. – and it is clear that there is no single, perfect method of organization.

However, the range of tasks, functions and responsibilities necessary for the staging of a top class Championship are formidable but generally similar. Two years is the minimum recommended time for an O.C. to be fully formed and at work.

THE ROLE OF THE ICF

World Championships are staged with close co-operation between the Organizing Committee, the National Federation and the International Federation (ICF). The ICF will play an overall supervisory role throughout the planning and preparation period. During the Championships the ICF will take complete control working through the Organizing Committee.

In the preparation period discussions will need to take place between ICF and the O.C. at the championships. Location and minutes of these meetings should be carefully recorded. The contract and these minutes will form the basis of the negotiations between the Organizing Committee and ICF. Care should be taken to define the timetable of decisions, particularly those with financial implications. Once decisions have been made and recorded, they must not be altered by either party without the agreement of the other side. Late or altered decisions can have serious implications. They can be avoided by proper planning and good communication.

There is a very real difference between a World Championship and an ordinary international regatta. It is very important that the Organizing Committee is aware of this and that every opportunity is taken for the ICF to offer advice and guidance based on the experiences of previous Championships. One of the most important members of an Organizing Committee must be a highly experienced person who is responsible for the Regatta course and all the technical installations. Once the Championship starts problems will inevitably occur and it is vital for the responsible person to be immediately available to deal with the problem.

*Document originally produced
by John Leukemans
and revised in 2006 by
Istvan Vaskuti and Frank Garner,
ICF Racing Committee*

ICF CHAMPIONSHIP MANUAL

INTRODUCTION

TABLE OF CONTENTS

- I. WATER FACILITIES
- II. BOAT STORAGE & REPAIR
- III. ATHLETES' QUARTERS & AREA
- IV. OFFICIAL INSTALLATIONS & FACILITIES
- V. PRESS CENTRE & FACILITIES

APPENDIX

- I. APPLICATION FOR A WORLD CHAMPIONSHIP
- II. GENERAL CLIMATOLOGICAL INFORMATION
- III. COMPETITION DOCUMENTS
- IV. INSTRUCTIONS FOR COURSE – UMPIRES, BOAT DRIVERS
- V. RACING DAY SCENARIO

TABLE OF CONTENTS

COMPETITION SITE

- 1.1 Natural or man-made water facilities
- 1.2 Location: Accessibility, distance from lodging and spectators
- 1.3 Race course classification
- 1.4 Quality and water conditions
 - 1.4.1 Meteorological conditions
 - 1.4.2 Wind directions & Velocity
 - 1.4.3 Sunlight direction
 - 1.4.4 Water and air quality (pollution)
 - 1.4.5 Shoreline formation, wave breaking
 - 1.4.6 On the water circulation flow
 - a. competitors
 - b. officials
 - c. safety
 - d. media
 - e. maintenance
 - f. Operation of the motorboats
- 1.5 Start machine
 - a. equipment
- 1.6 Course Marking
 - 1.6.1 Albano system
 - 1.6.2 On the water marking
 - 1.6.3 Marking on the shoreline
 - 1.6.4 Overhead marking
- 1.7 Docking installations
 - 1.7.1 Competitors
 - 1.7.2 Course umpire – boats
- 1.8 Training Arrangement
 - 1.8.1 General information
 - 1.8.2 Dates and times
 - 1.8.3 Coaching
 - 1.8.4 Coaches viewing

II. BOAT STORAGE & REPAIR

- 2.1 Location of boat storage
- 2.2 Quality of storage space
- 2.3 Indoor and outdoor storage
- 2.4 Space requirement
- 2.5 Types of boat storage racks
 - 2.5.1 Indoor
 - 2.5.2 Outdoor
- 2.6 Boat washing and maintenance facilities and equipment
- 2.7 Repair shop
 - 2.7.1 Area and quality of indoor space
 - 2.7.2 Tools, equipment and material
 - 2.7.3 Technical staff
- 2.8 Parking requirements for boat trailers, container, crates, transport and service vehicle

III. ATHLETES QUARTERS AND AREA

- 3.1 Location
- 3.2 Space requirements and quality standards
- 3.3 Dressing rooms
- 3.4 Toilet and shower facilities
- 3.5 Massage room
- 3.6 Room for quiet relaxation
- 3.7 Medical facilities
 - 3.7.1 Medical centre
 - 3.7.2 Anti Doping centre
 - 3.7.3 Physiotherapy service
 - 3.7.4 Ambulance service
 - 3.7.5 First Aid Posts
 - 3.7.6 Life saving and rescue service
 - 3.7.7 Hospital
- 3.8 Information systems
 - 3.8.1 Information desk
 - 3.8.2 Official regatta time display
 - 3.8.3 Loudspeaker system
 - 3.8.4 Close circuit T.V.
 - 3.8.5 Daily program
- 3.9 Security
- 3.10 General atmosphere of athlete quarters
- 3.11 Competitors grandstand

IV. OFFICIALS INSTALLATIONS & FACILITIES

- 4.1 Meeting rooms, equipment, furnishing and material requirements
 - 4.1.1 Main building
 - 4.1.2 Team leaders and officials
 - a. General team leaders meeting
 - b. Officials meeting
 - 4.1.3 Competition Committee
 - 4.1.4 Examination
- 4.2 The President and Secretary General's office
- 4.3 The Jury requirements
- 4.4 Competition Committee
- 4.5 The finish tower installations and equipment
 - 4.5.1 Finishing line judges
 - 4.5.2 Jury
 - 4.5.3 Announcer
 - 4.5.4 Computer and scoreboard operator/Regatta Secretary
 - 4.5.5 Competition Committee / Time-keeping / Photo sprint
 - 4.5.6 T.V. cameras + antennas
- 4.6 Competition Secretariat and Equipment
 - 4.6.1 Photocopy centre
 - 4.6.2 Regatta information and distribution centre
- 4.7 Starting line installations & facilities
 - 4.7.1 Starters and aligners platform
 - a. first level
 - b. roof
- 4.8 Course umpire motorboats and equipment
- 4.9 Boat control installation and equipment
 - 4.9.1 First control
 - 4.9.2 Second control
 - 4.9.3 Polyox, number and clothing control
 - 4.9.4 Final control of the regatta course installations
- 4.10 Television coverage

V. PRESS CENTRE AND FACILITIES

- 5.1 Accreditation
- 5.2 Home page of the World Championships
- 5.3 Press Kit
- 5.4 Working Places
 - 5.4.1 Hotel
 - 5.4.2 Course
 - 5.4.3 Grand Stand

- 5.4.4 Media Room
- 5.4.5 Room for Press, Conferences and Interviews
- 5.4.6 Photo zone
- 5.4.7 Relaxation Room
- 5.5 Press Releases
- 5.6 Interviews
- 5.7 ICF Inspection

VI. CEREMONIES INSTALLATIONS

- 6.1 Authority in protocol matters
- 6.2 Opening ceremony
- 6.3 Medal awarding ceremony requirements
- 6.4 Awards to the best National Federations of the World Championship
- 6.5 Awards of the best National Federations of the World Cup winners of the year
- 6.6 The closing ceremony
- 6.7 Social Events

VII. VIP AND GUESTS FACILITIES

- 7.1 Location of VIP area
- 7.2 Space, installation, equipment
- 7.3 Services for VIP

VIII. GENERAL SERVICES INSTALLATIONS

(for Athletes, Officials, Press, Organizing Committee)

- 8.1 Accommodation, transportation, food and refreshments
- 8.2 Parking requirements
- 8.3 Information installations
 - 8.3.1 Result Service
 - 8.3.2 General Public Facilities
 - 8.3.3 Commentary and public address
 - 8.3.4 Scoreboard
 - 8.3.5 Scenario for the scoreboard
 - a. Races
 - b. Medal awarding ceremony
 - c. T.V. Display Information
- 8.4 Accreditation

- 8.5 Communication / Connection
- 8.6 Security
- 8.7 Signs and directions
- 8.8 Sanitary installation

ICF CHAMPIONSHIPS MANUAL

I. WATER FACILITIES

COMPETITION SITE

1.1 Natural or man-made water facilities

1.2 Location

The course must be located as close as possible to the accommodation of all the participants (max. 30 min. by road). Accessible for both participants (Competitors, Jury, Officials, VIP's, Press, Public, etc.) and all kinds of transport needs (cars, buses, trailers, ambulance and helicopter if necessary). There should also be a good connection road to airport and railway station.

1.3 Race course classification:

„A” class course (Olympic venue requirement)

The course must satisfy the following measurements and characteristics:

- length 1.500m / 2.200m (straight)
- width 150m / 120m
- depth min. 2m (under all lanes)
- traffic area separated with a narrow island from the course with a passage to the starting area at 1000m and 500m
- The bordering shore must be built in a way where waves are absorbed.

Installation:

- Finishing tower, 4 levels, minimum 40 m² per level for the officials and technical staff
- Stand to accommodate minimum 5000 spectators (mobile stand is also possible)
- Television infrastructure necessary to produce high-level recording. The infrastructure by the shore and on the course allow the production of high-level shots (the race can be continuously followed on the complete race course area.)
- Press center for 150-200 persons
- Area suitable to house the right holding TV companies
- Broadcasting positions
- Covered and comfortable housing for minimum 800 competitors and 300 accompanying persons
- Boat storage for minimum 500 boats
- Competition managing software approved by ICF Technical Committee

- Starting machine equipment approved by ICF Technical Committee
- Photo finish machine approved by ICF Technical Committee

„B” class course

(Possible minimum requirement for World Championships and World Cups)

There is no traffic area, otherwise it satisfies the requirements of the ‘A’ class course

„C” class course

It differs in any requirement required from ‘A’ and ‘B’ class courses.

1.4 Quality and water conditions:

1.4.1 Meteorological conditions

A good meteorological report of the Regatta course environment over a long period is required (wind direction, velocity, sunrise and sunset, rainy days and rainfall in mm).

This report gives the Racing Committee ICF the opportunity to choose the best period of the season and the hours of the day to run the races.

See appendix General Climatological Information (Appendix II).

1.4.2 Wind directions & Velocity

The best wind direction is in the direction of the course, with the lowest velocity as possible.

1.4.3 Sunlight direction

Semi-transversal over the length of the course with the back of the finishing tower and start huts to the setting sun is preferred.

1.4.4 Water and air quality (pollution)

The water must have a good quality (at least of class 2, swimming water condition). The air must be pure and clean and not polluted by factories and roads in the vicinity.

1.4.5 Shoreline formation, wave breaking, shoreline distance

We recommend at least one straight bank along the lanes at a maximum of 50m. from the first lane. The banks are to be constructed in a soft slope 1/6, consisting nets with boulders and/or other special construction so that the waves roll out and not strike back.

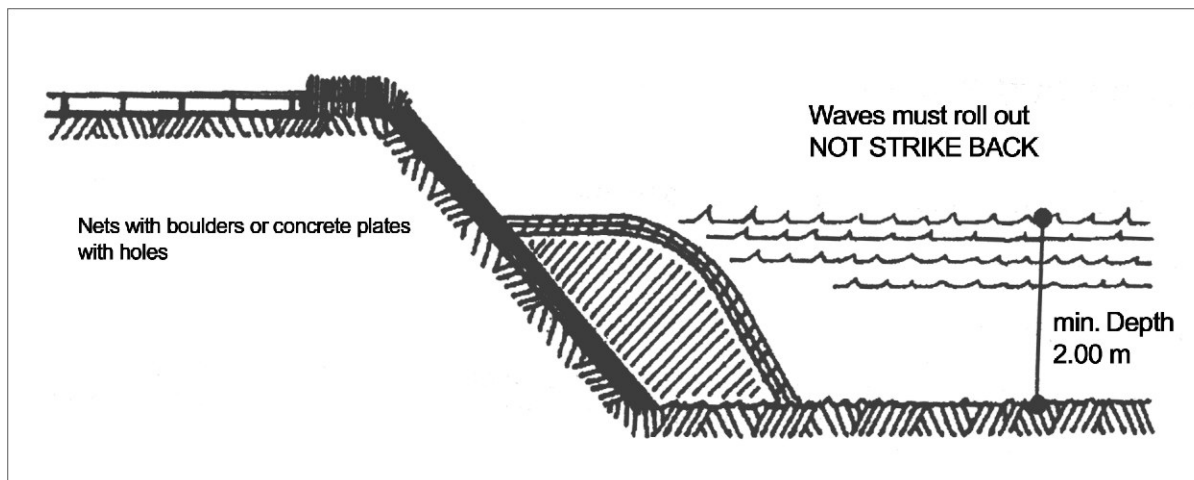


Fig. 1 Bank Construction

1.4.6 On the Water Circulation Flow

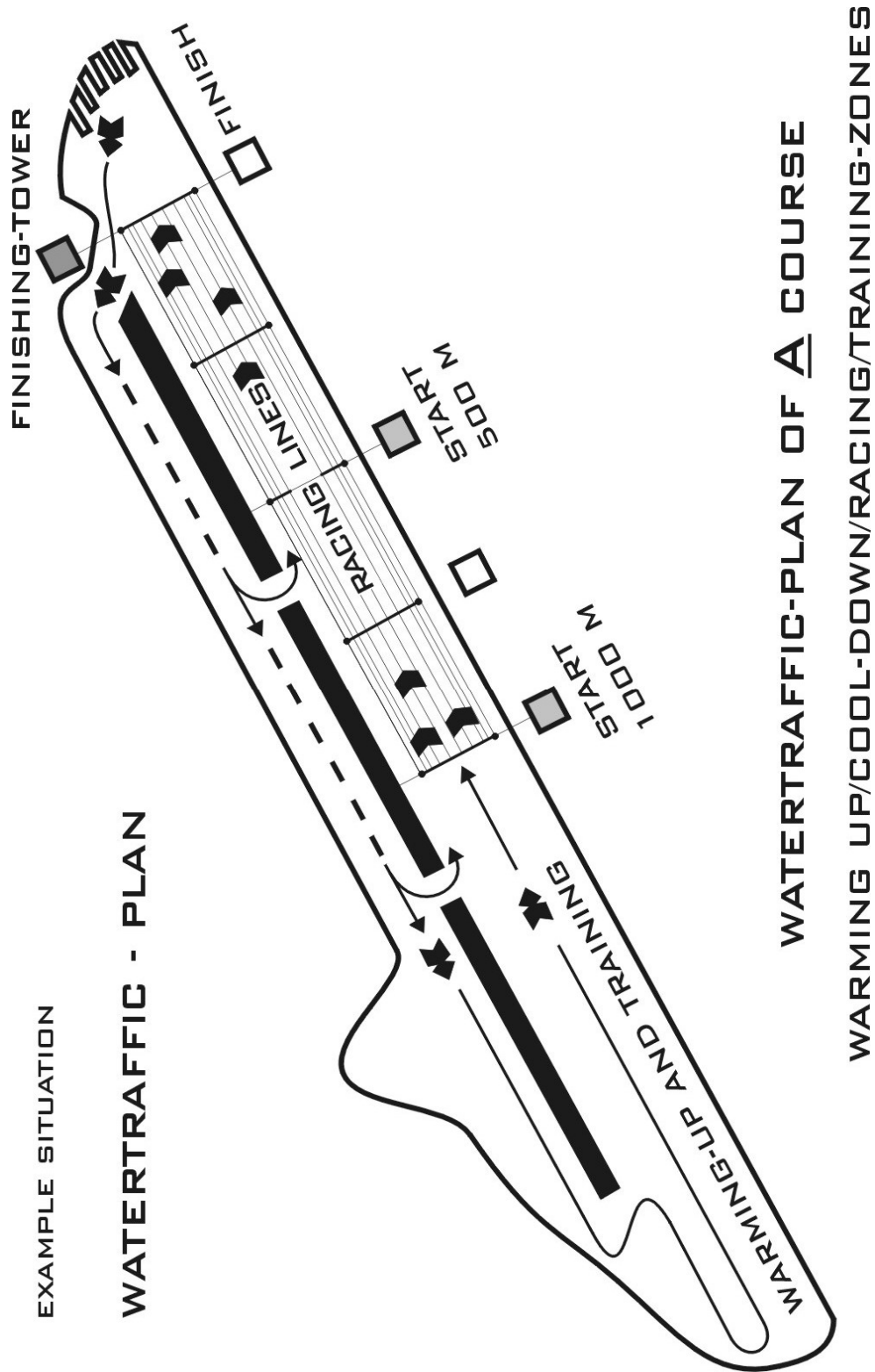


Fig. 2 Water Traffic Plan

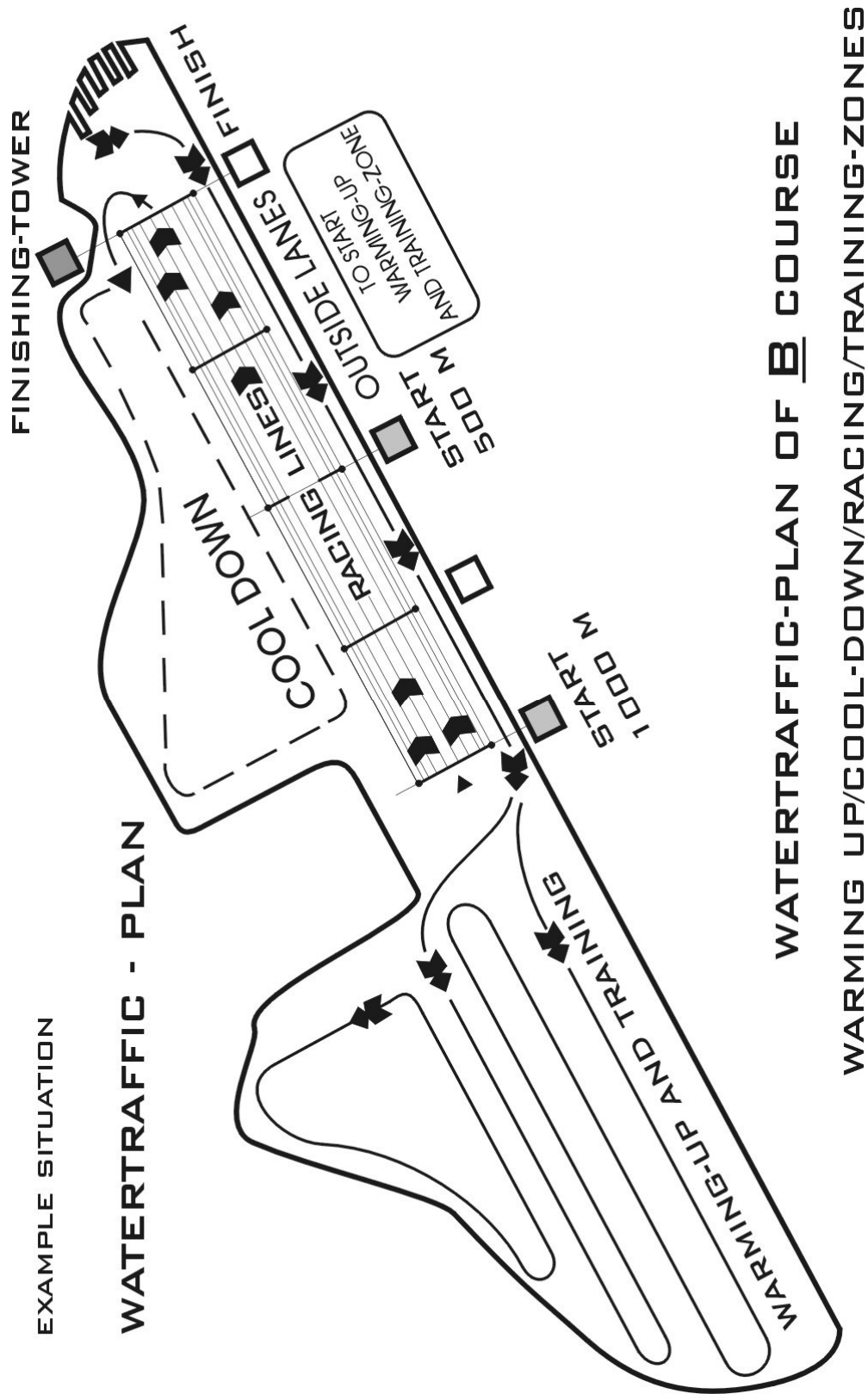


Fig. 3 Water Traffic Plan

Illustration of a good water traffic flow for training and competition.

“A” course

The competitors and motorboats can reach the race course or the starting area on the traffic area.

“B” course

A special lane (opposite the finish tower) is required to indicate the way to proceed to the starting and training area. Indicated by a special line with red buoys of 70cm about 20m away from the first lane.

Traffic of officials' catamarans on the course:

In duty:

1000m races go with the race in lane 2/3 and 7/8

The course umpire of lanes 6 to 9 also controls the situation between 5 and 6. Boats moving to the start area must proceed slowly without creating waves.

200m races

- 2 catamarans fixed anchored about 30 m after the finish line, facing the starting line between lane 3-4 and 6-7 (with the umpires there are motorboat drivers on the anchored catamarans as well)
- 2 catamarans fixed anchored about 30 m in front of the starting line, facing the finish line between lane 3-4 and 6-7 (with the umpires there are motorboat drivers on the anchored catamarans as well)

Stationing of aligner motorboats:

During the time of the races the motorboats will stay 25-30 m before the starting line.

Traffic and stationing of rescue motor boats:

- 3 boats at the finish area in accordance with the course features, ready to action, or these wait with engines running
- 2 boats will secure the races conforming to the course features, stationing on one place with engines running
- 1 boat will secure the water area used by the competitors preparing to go to the start
- 2 boats will secure the water area used by the competitors training and proceeding to the race or cooling down

Boats and equipment:

Catamarans for the officials

- 7 umpire boats: 6 in duty
 1 reserve

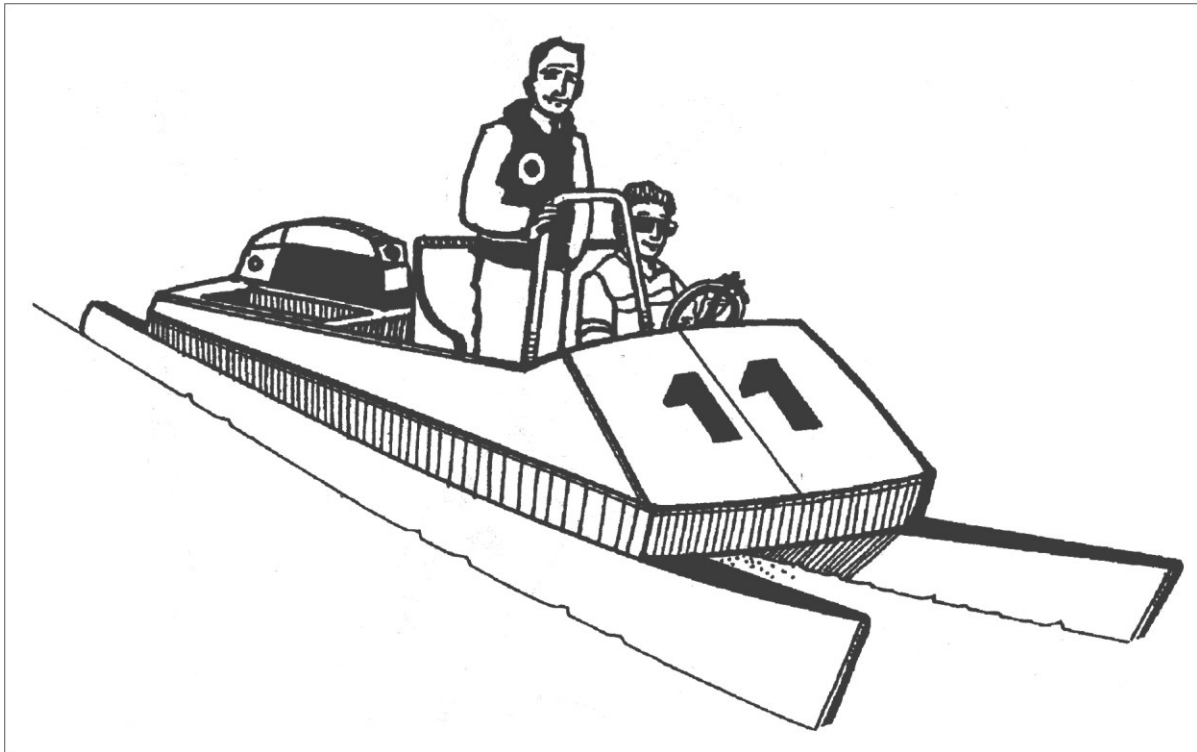


Fig. 4 Umpire catamaran

These should be catamarans with 2 seats and powered with a motor ± 20 HP. During a race, 2 boats are in duty and the others prepare for their duty.

Staff:

- 1 motorboat driver (with motorboat driving practice and basic English knowledge)
 - 1 course umpire
- (only the driver and the course-umpire are allowed to take place).

Aligner boat:

staff:

- 1 motorboat driver (with motorboat driving practice and basic English knowledge)
- 1 Aligner

(only the driver and the Aligner are allowed to take place).

c. Safety

- Four safety boats type Zodiac with powerful engines (fig. 4)
- Stationary at a position indicated by the Competition Committee.
- The boats must be equipped with radio connection, a life buoy and a life jacket.
- Each boat should be manned by at least two qualified life-savers.

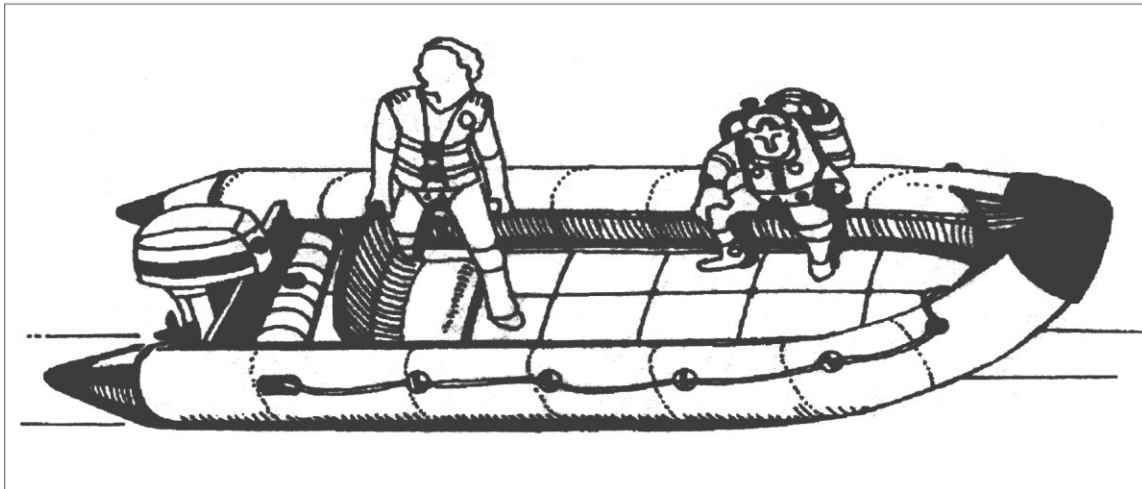


Fig. 5 Safety Boats

d. Media

Traffic:

- it can in no way influence the race (either the competitors or the officials)
- taking all this into consideration the possibly best service for the media should be strived for

e. Maintenance

One maintenance boat type catamaran or trimaran (fig. 6)

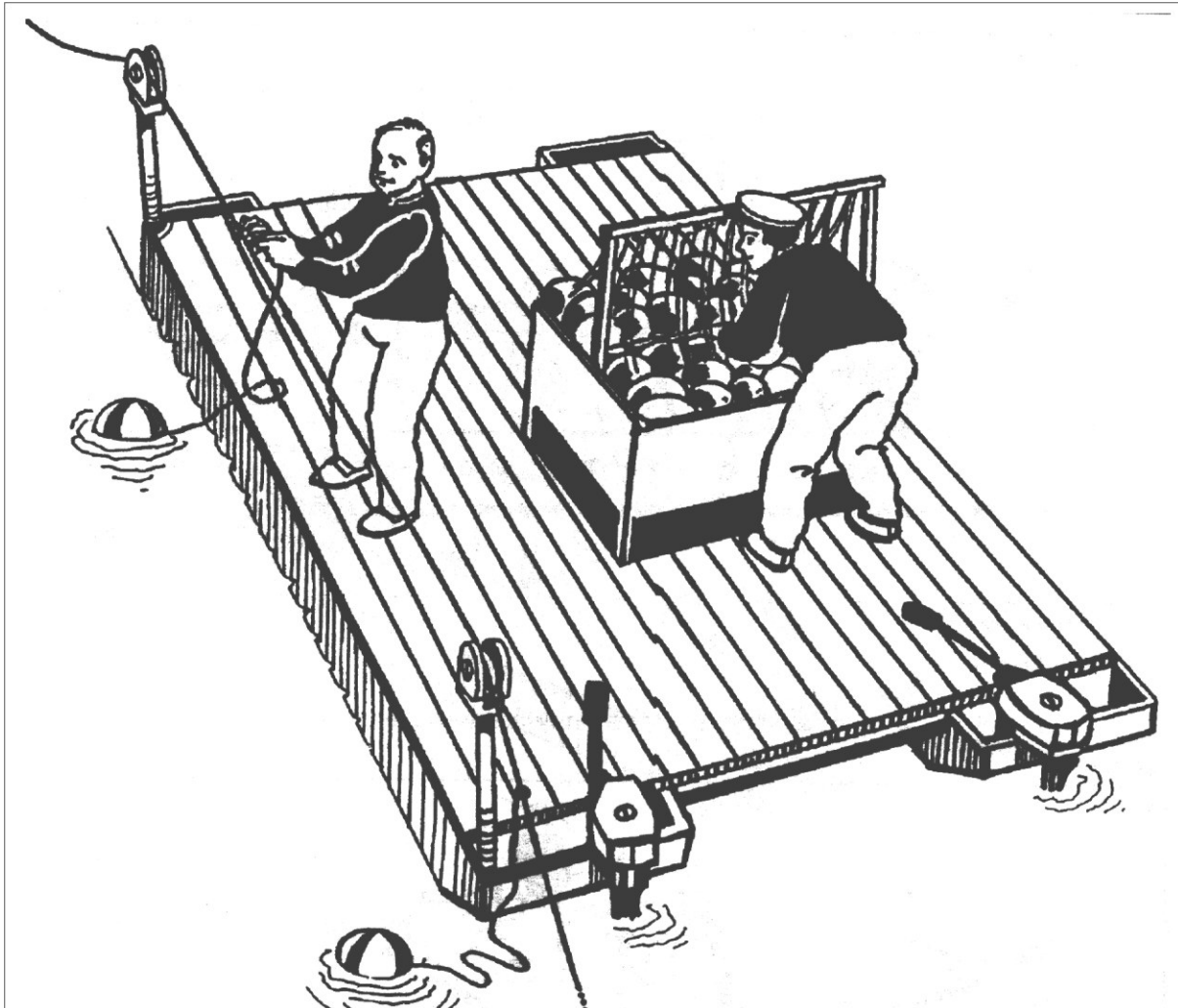


Fig. 6 Maintenance Boat

The boat operates only between the races, and it is equipped with a life buoy and a life jacket.

f) Operation of the motorboats:

- fuel storage:

- at a place suitable from fire protection point of view, not accessible for unauthorized persons

- oil storage :

- at a place suitable from fire protection point of view, not accessible for unauthorized persons

- spare parts:

- pulleys
- motor 2
- stifts
- screws
- wire cables
- remote controls

motor technician: 2 persons

- A responsible person of the organization in charge for all motorboat flow is required.
- Mechanics must be on site to deal with any problems with motors or equipment and adequate provision must be made for the regular fuelling of the launches. A special dock area for fuelling the launches must be created and it must comply with all the local regulations for storing fuel etc..
- The number of launches may vary with the nature and size of the water area but it is important that the mode of operation of each group of launches is carefully worked out and agreed with ICF well in advance. The launch drivers then need to be well trained in their duties and responsibilities. In particular the team of drivers for the Umpires' launches should be experienced in driving at International Regattas and at National Championships. They should understand what the Umpire is trying to do and should be quick to understand and to react – remember that there may well be a language barrier!

They should be trained to understand the traffic rules on the course and the particular movements they are allowed to execute, especially on the way back to the start!

1.5 Start Machine

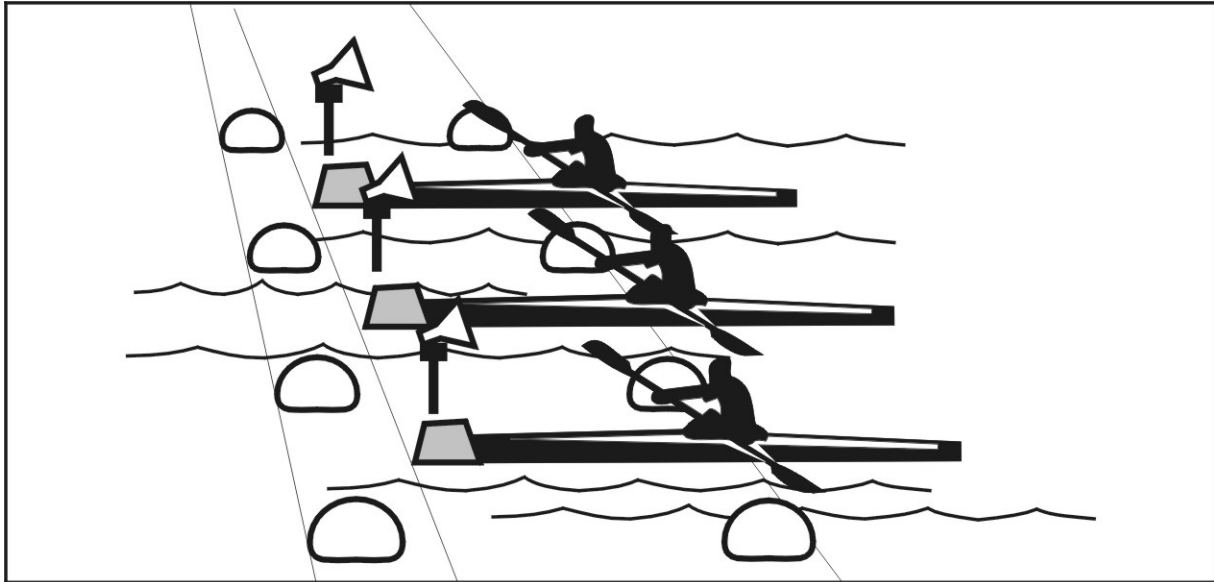


Fig. 7 Start machine

- An automatic start system from a Company recognized by the ICF is compulsory at the 1000m , 500m and 200m start positions

For bad weather conditions it would be helpful if the following installations would be available

- At the 1000m -500m – 200m point
- 1 large start platform of min. 81m movable front and backwards.

a. Equipment

Each start position must be equipped with:

- The number of the lane
- A powerful loudspeaker for the start command.
- Red flags 40 x 40cm or electric orange blinkers to indicate false start
- If installed the boats and the platform are to be well linked with the banks or other points so that they stay fixed and immovable in all circumstances and in each start position.

1.6 Course marking

1.6.1 Albano system

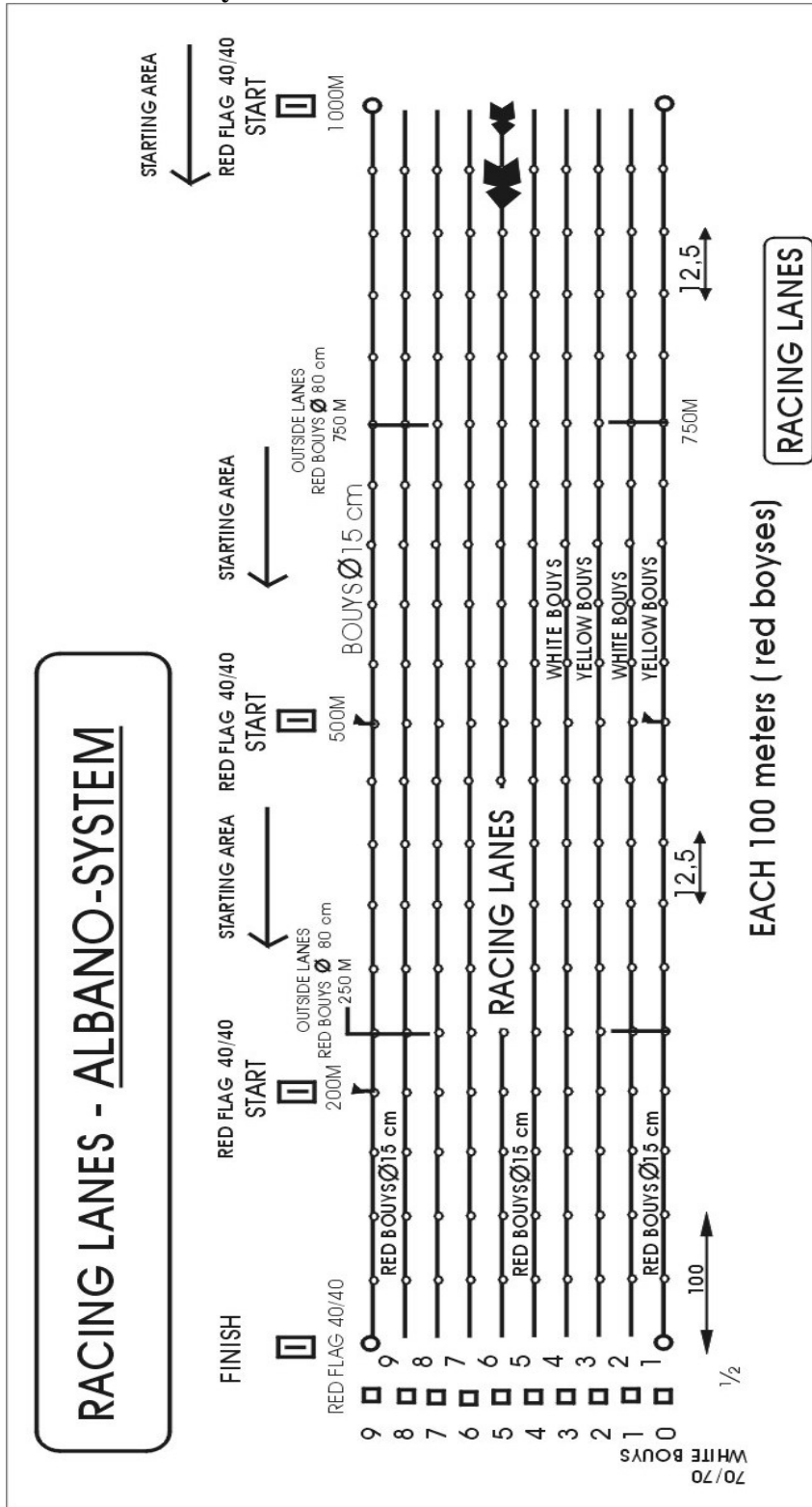


Fig. 8 Racing Lanes: Albano System

wires of 4 mm in the length of the course well fixed and straight equipped with unsinkable buoys of 15cm every 12.5m. Different color code for alternate lines (yellow/white) with red line of buoys in cross direction every 100 m. The buoys on the last 100 m are red on both sides.

1.6.2 On the water marking

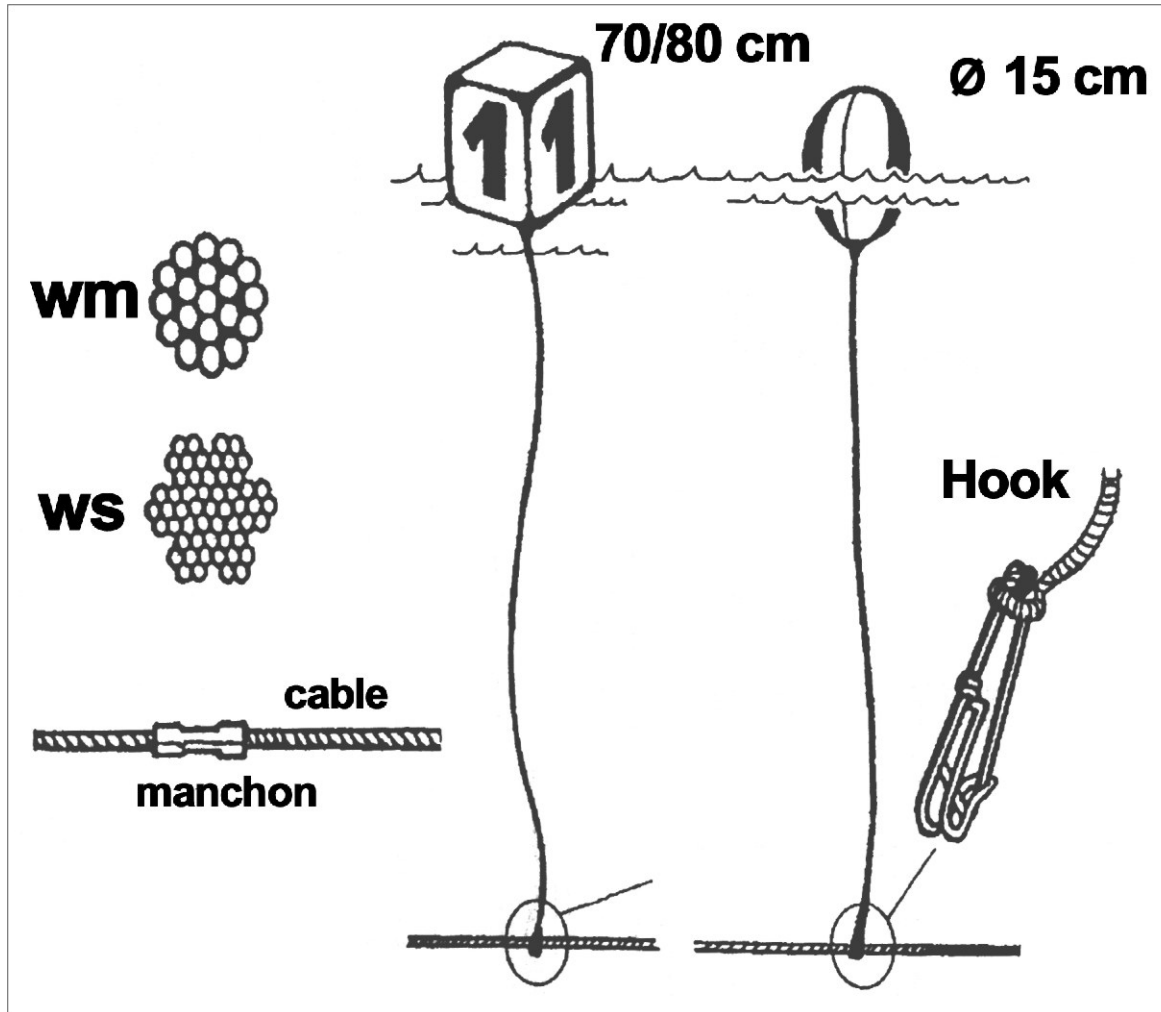


Fig. 9 On the Water Marking

- The last 100m of the lanes the color code of all the buoys must be in red
- The ends of the 1000m, 500m, 200m, 5000m start lines and the finish line shall be marked by two red flags 40 x 40cm
- 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 passes it and also clearly visible to him.

- The buoys should be fixed no closer than 1 meter and not further than 2 metres behind the finish line starting with 0 at the very left side (direction of the course) 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.
- 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 120°), similarly as at the finish line, the number is on the right side of the course.
- At the 750m and 250m big red buoys of 80cm on the outside of the lanes are signs for distance indication.

1.6.3 Marking on the shoreline

- On the banks distance indication by signs of 2m x 1m (white field with black numbers of 75cm high) at the 100m, 750m, 500m, 250m and 200m.
- At 100m before each starting position <Starting area tables are to be placed (white field with black letters of 60cm high)

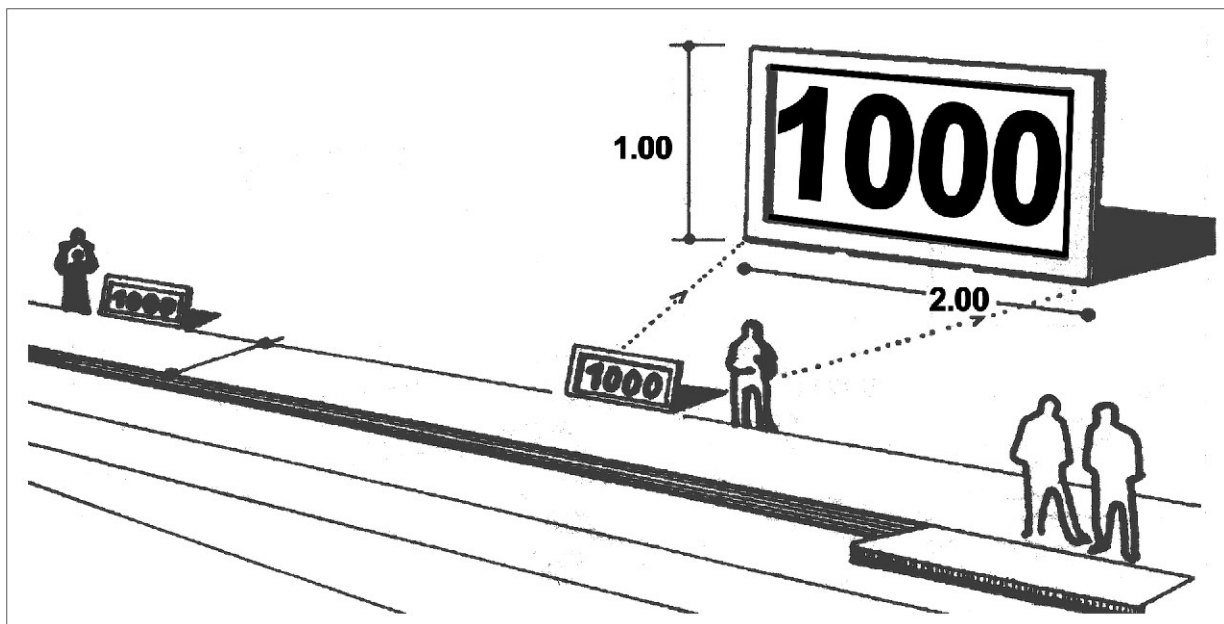


Fig. 10 Distance Indication

If the distance from the lanes to the bank is too wide, distance indication near the buoy line by red or yellow buoys of 80cm with black numbers as big as possible.

1.6.4 Overhead marking

- Overhead lanes indication at the 100m, 500m, 200m and finish line.
- Number plates of 1m x 0.60m with black numbers of 80cm in a yellow or white field.
- At least 4m above the water level.
- In the event the Overhead marking disturbs the TV coverage, it can be replaced with well visible numbering of the starting machine buoys (each buoy 120°), similarly as at the finish line, the number is on the right side of the course.
- In a 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.

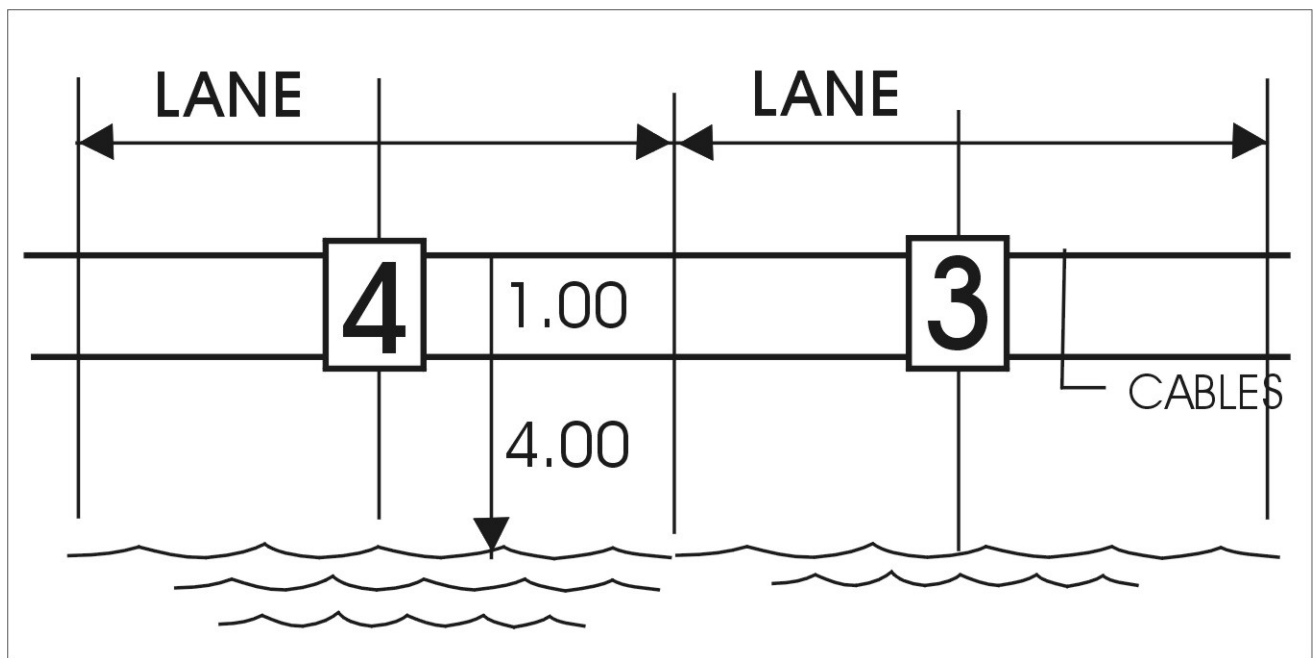


Fig. 11 Lanes Indication

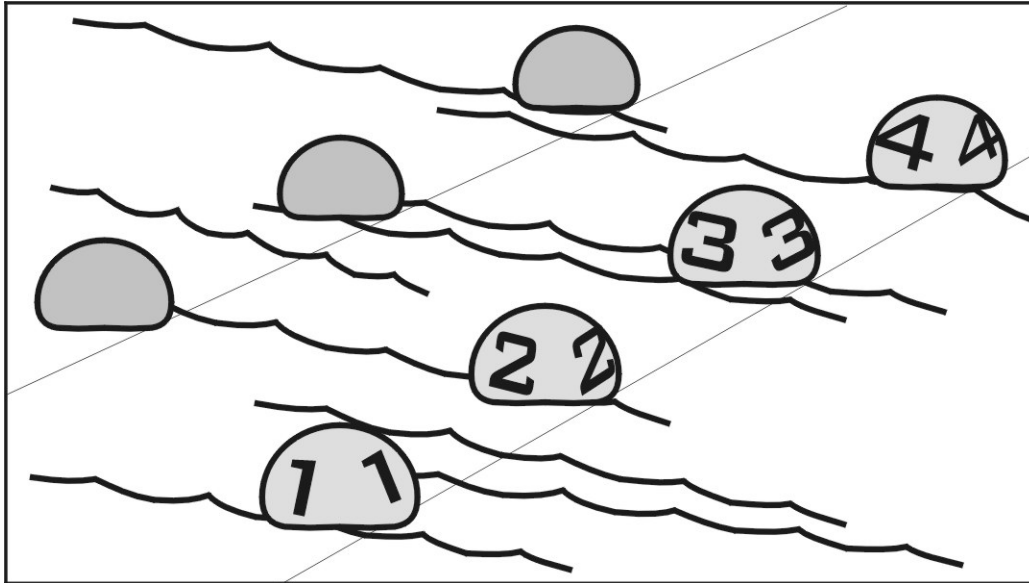


Fig. 12 Marks on the Starting Bouys

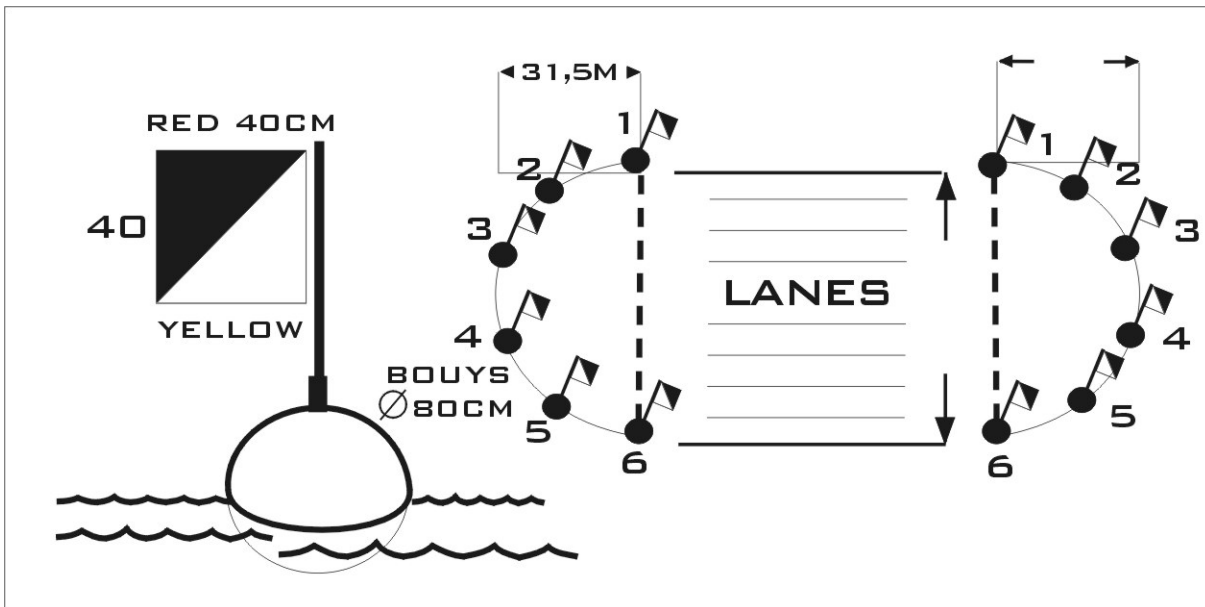


Fig. 13 Turn point Bouys

To indicate the start and finish line for starter and finish line judges. Opposite the starters at the 1000m, 500m, 200m and 5000m and finish line position and squarely facing them. A sign of 2.5m high and 1m in width with a fine black vertical line in a yellow field.

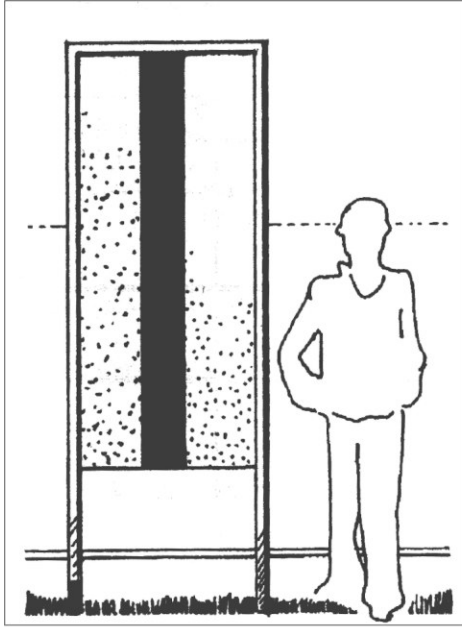


Fig. 14 Start/Finish Indications

On the bank or if the distance to the starter or finish line judges is too great on an immovable platform.

1.6.5 Direction tables

- On the pontoons for embarkation,
- Boat control
- Traffic lane, to the different start positions, the warm-up and training water surfaces
- On the traffic lane direction starting place

1.7 Docking installation

1.7.1 Competitors

5 pontoons of 20m length and 5m width, height 20cm max. above the water level

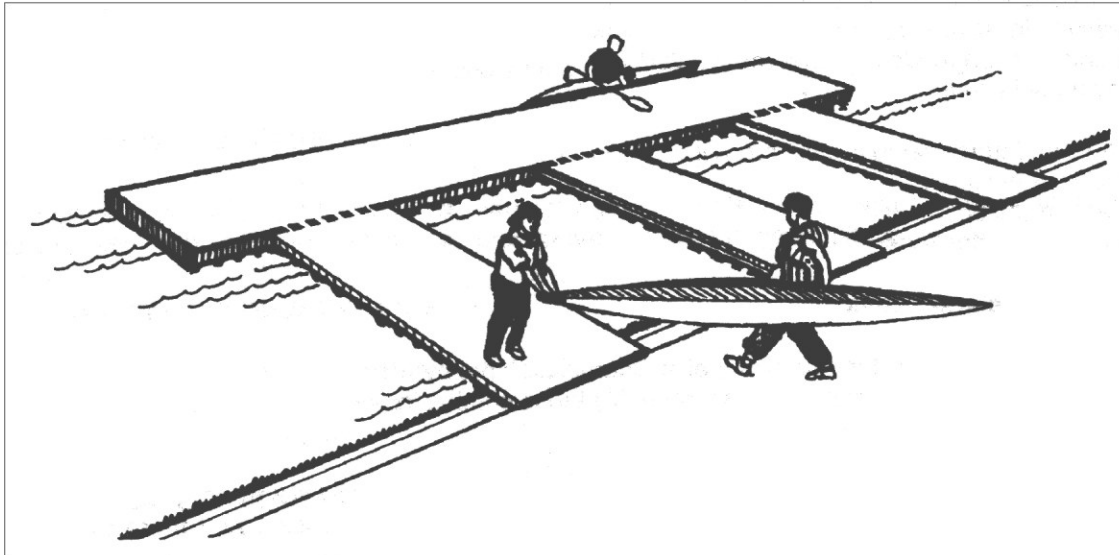


Fig. 15 Docking Installations

- 1 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

1.7.2 Course umpire boats

Out of duty: 1 pontoon or dock to dock in 7 boats

In duty: 1 or 2 pontoons 5m by 3m \pm 100m before the finish line, side of the finish tower

Docks or pontoons for:

8 safety boats

1 media boat

1 maintenance boat

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 antislip (to avoid accidents) and the sides are to be covered with wooden, rubber or foam strips (to avoid damage to the boats).

1.8 Training arrangements

- Each participant will be provided with training possibility both on the race course (out of the competition time), and on the shore (condition room) during the whole duration of the competition
- Two days before the competition minimum 3-hour official training period will be ensured morning and afternoon on the course, during which time no work can be performed on the race course, and the rescue motorboats will be present on water with complete staff!
- On the day before the start of the competition competitors will be provided with the possibility to test and practice with the starting machines used on the Olympic distances (500m and 1000m, each for one hour)

1.8.1 General Information

Clear rules and information for the conduct of crews training before the start of the regatta must be published in advance. They must cover training on the course as well as training at any other formal training location made available by the O.C.

They must include:

- Dates and times when the course will be open
- Facilities available
- Traffic rules on the water
- Any other restrictions

1.8.2 Dates and Times

The majority of teams tend to arrive at a Championship only 3 or 4 days before the start of racing. However there will be some countries, probably those coming long distances, who may want to arrive 7 to 10 days before the first race.

Depending upon the times specified in the program for racing to take place, there will be crews wishing to train early in the morning (i.e. 4 hours before the first race) and there will be crews wishing to train late in the day (i.e. 2 or 3 hours after the last race).

1.8.3 Coaching

Coaching by bicycle is the preferred option but even this requires a degree of thought and instruction with regard to traffic rules. Collisions between coaches traveling in the opposite direction have led to nasty injuries in the past. Many coaches will arrive at a Championship without their own bicycle. The O.C. should arrange for a bicycle rent service to be available (up to 50 bicycles)

1.8.4 Coaches viewing

Arrangements must be made by the O.C. to provide the coaches of the crews in every race with the best possible view of the race. If there is a roadway alongside the course then a special mini-bus should operate for every race for the specific purpose of carrying the coaches involved in the race. If there is no roadway then alternative viewing arrangements should be explored.

Preparation plan

Obtain the licenses, obtain the necessary documents:

- To observe the rules of water police, and to obtain the public licenses
- Prepare the document of the length of the course and all intermediate distances shall be measured by an independent qualified surveyor
- To draft a script, to consult the deadlines
-

II. BOAT STORAGE AND REPAIR

2.1 Location of boat storage

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

2.2 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 in stone, wood or canvas and on the ground floor.
- To serve the athletes it is important to ensure the power and water supply for the teams at all places.

2.3 Indoor and outdoor storage

The boats and the paddles can be stored on racks

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

2.4 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 500 boats

K1	200
K2	120
K4	50
C1	70
C2	45
C4	15

2.5 Types of boat storage racks

2.5.1 Indoor

In length and width changeable racks in iron or wood equipped with rubber or foam strips. Maximum three rows height. Strong enough constructed to carry all types of boats and changeable in length and width for all kinds of boats (5.2m – 6.5m – 9m – 11m).

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

2.5.2 Outdoor

Racks in iron or wood equipped with rubber or foam strips and rubber ties, roofed with metal, wood or canvas to protect the boats against any weather condition (sun, rain, wind). Strong enough constructed to carry all kinds of boats and changeable in length or standard for all different kind of boats (K1/C1 5.2m - K2/C2 6.5m – C4 9m – K4 11m).

The O.C. must take steps to ensure that the overall site security is of a high standard. The value and fragility of all equipment means that extensive damage could occur very quickly if vandals gain access to the boathouse area.

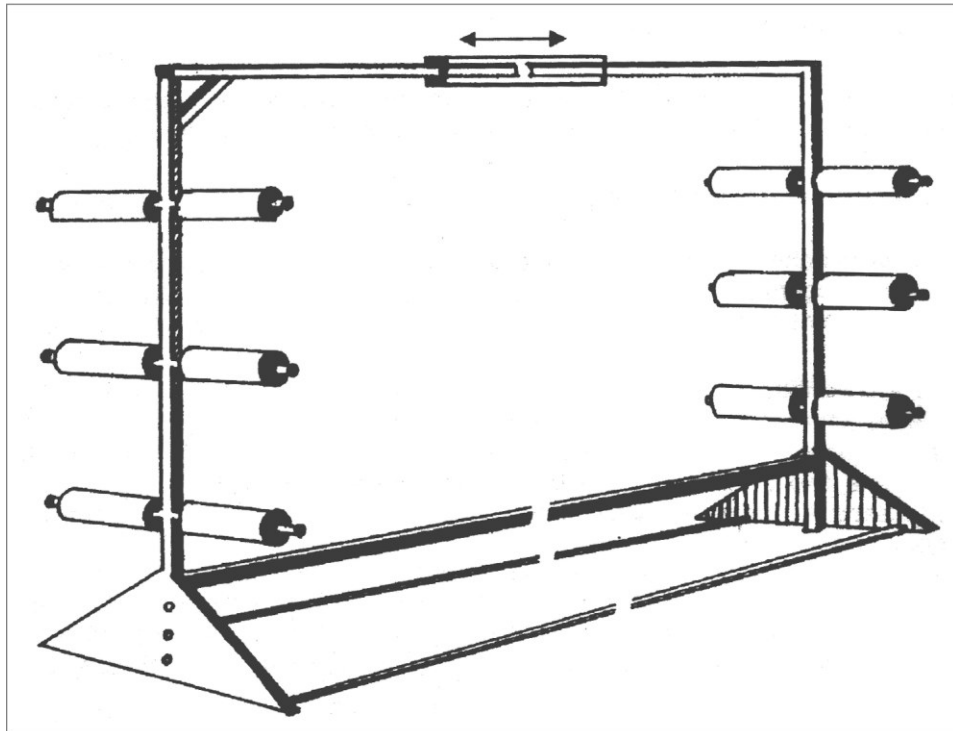


Fig. 16 Boat Racks

2.6 Boat washing and maintenance facilities and equipment

Situated in front of the boat storage. Plenty supply of fresh water (a fitting for each hangar). Trestles to carry the boats (8 a country).

2.7 Repair shop

2.7.1 Area and quality of indoor space

It is necessary to have a workshop for boat-repairing, with the following parameters: 5m by 15m. It is advisable to build this workshop at the place where boats are stored but it is also possible to pitch a large tent and place all the necessary tools and machines in it.

The boat-repairing workshop should be equipped with tools and machines for builders to do quick repairs and corrections. There are 2 main groups of materials for the boats – boats made of wood or

2.7.2 Tools, equipment and material

1. Hand-operated grinder (2-3 units)
2. Hand operated drilling machines/operating from network or from batteries (1-2units)

The necessary tools are as follows:

1. Hammers (of 150-300gr, 4-5 units)
2. All kinds of pliers
3. Screw drivers
4. Saw for metal and wood
5. Wimbles
6. Vice (100mm, 2-3 units)
7. A few sets of drills (2-10mm)
8. Brushes

The necessary materials are as follows:

1. Polyester and epoxy resins with hardeners (5 and 5kg)
2. Aerosol (aerosile)
3. Car lute
4. Acetone
5. Metal cable for the steering mechanism
6. Fiberglas 2sqm
7. Carbon and Kevlar carbon materials
8. Several mixing vessels
9. Winged-nuts for fixing the steering pedals and seats with metallic and with worth thread)
10. Sand-paper, polishing paper
11. Polishing pastes
12. Various kinds of lacquer (of synthetic resin base)
13. Knotless pine-wood

- It would be practical to have different accessories for the various kinds of boats and store them in the workshop or nearby (steering mechanisms, foot boards, etc.)
- One or two specialist with expertise in boat repair

2.7.3 Technical staff

It is necessary to provide an office in the boat house area manned at all times by officials of the O.C. This office should be in telephone and radio communication with all the other important operational points around the course and should also have a public address system which can broadcast messages into every part of the boat house area.

There should be at numerous large clocks in the boat house area, clearly visible to all the crews. This greatly assists the smooth and timely running of the Championship.

The boat house officials will be responsible for the allocation of boat racks, the movements of trailers, liaison with the boat repair companies and the general control of the entire boat house area. They will also act as a communication centre for the teams and for other officials.

2.8 Parking requirements for boat trailers, containers, transport and service vehicles

A good parking place of about \pm 100sqm with a solid surface, surrounded with a solid fence, a locked gate and if possible near the boat houses.

Separated in well indicated areas for

- boat trailers
- containers/crates
- transport and service vehicles

Good connection routes for the in and outgoing traffic from outside and linked with all the facilities inside the Regatta course.

One of the most important tasks of the boat house officials is to control the entry and movement of trailers. It is essential that trailers are unloaded as quickly as possible and then removed from the general boat racking area. Usually this means moving them to a separate site away from the course. Not surprisingly most teams are reluctant to be separated from their trailers and it needs a firm hand from the officials to ensure that the site does not become congested with trailers and particularly with the towing vehicles.

At the end of the Championships all teams are eager to load their boats and to get away as quickly as possible. The O.C. should give careful thought to this difficult and potentially contentious operation. There are very few sites that can allow all the towing vehicles and trailers to come back into the boathouse area during the last two days.

However, this is what the teams would like and this situation must be controlled as sympathetically as possible.

III. ATHLETES QUARTERS AND AREA

3.1 Location

If possible 2nd floor of the boat houses or in this vicinity. Good access to all course facilities.

3.2 Space requirements and quality standards

Building or construction in any solid material, protecting the athletes against every weather condition. Large enough to contain dressing rooms, toilets and showers, massage and physiotherapy rooms, first aid, doping and medical centre, rest area and information desk. All in good and clean condition, around the clock.

3.3 Dressing rooms

Separated space for men/women and for each country with more than 15 competitors equipped with enough key lockers. Countries with less than 15 can share a space with another country.

3.4 Toilet and shower facilities

Separated for men/women 1 toilet with flushing water for every 25 persons, 1 shower with warm and cold water supply for every 20 persons. Showers and particularly toilets should be inspected on regular basis throughout the day and staff should be available, full-time, to refill soap containers, change towels etc. This is an essential service and great demands are placed on the system on race days.

3.5 Massage rooms

Separate rooms/areas must be made available for massage. Although most teams would prefer their own private room it is only necessary for the O.C. to provide communal areas. This should be provided with massage tables and the rooms should be heated. It is recommended that the massage rooms are located well away from rest rooms or restaurants as massage oil has a strong and unpleasant smell.

Wash basins, soap and a good water supply are recommended as the oils used by the masseurs leave people with very greasy bodies. A plentiful supply of paper towels (by the roll) is also advisable together with large plastic bins for the collection of the resulting waste. There should be partitions or curtains to create separate areas for men and for women.

3.6 Rooms for quiet relaxation

Again these can be provided on a communal basis utilizing a large room or tent. Easy chairs, camp beds or even rubber weight-training mats would suffice to allow crews to lie down and rest prior to their race. The relaxation rooms should be located in as quiet and area as possible

without being too far away from the boats. Depending upon the climate it may well be necessary to provide heating to these rooms or areas. With modern materials available it is preferable that traditional canvas tents are only used as a last resort.

It is also very important where the team hotels are more than 45 minutes from the course and as a contingency for any periods of time when racing is delayed because of adverse weather conditions. In these circumstances it is better to provide a number of smaller units so that teams can pass their time at the course in their 'own place'.

3.7 Medical facilities

The safety and good health of the competitors is a prime responsibility of the Organizing Committee of any regatta. This must also be extended to provide a general medical service to all officials and spectators.

3.7.1 Medical Centre

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.

Doctors should be available at all times, either in the centre during set clinic hours, or on a "beeper" and within call for an emergency.

Details of the medical equipment which is required can normally be left to the appointed Medical Officer, but clearly the most important is that which is required for treating a person who has been rescued from drowning or who has collapsed from exhaustion.

3.7.2 Anti-Doping Centre

It would be usual to locate the anti-doping testing centre in the Medical Centre. Special rooms must be available to allow male and female competitors to wait separately and for them to use separate toilets. Plentiful supplies of orange juice, beer, mineral water and other liquids should be freely available.

Special late transportation for staff and competitors to their accommodation must be provided. Full details of the requirements and procedures for the doping control are to be found in the ICF Rules of Racing and in the ICF Racing by-laws.

The O.C. must make satisfactory arrangements for the analysis of samples taken from the competitors. This will involve the need for refrigerators, for transportation and for testing of the samples in I.O.C. accredited laboratories. Measures are to be taken to have the area guarded, no access is allowed for unauthorized persons.

All conditions will be created in full compliance with the rules defined by ICF and WADA. All arrangements must be approved by the ICF Medical Officer.

3.7.3 Physiotherapy service

Most teams attending a Championship do not have their own physiotherapist. It is important, therefore, for the O.C. to make this service 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 with serious problems

Note this does not include a massage service!

3.7.4 Ambulance Service

At least two ambulances should be easily available at all times during training and racing. They must have free and easy access down the length of the course and out on to the public roads.

3.7.5 First Aid Posts

A general first aid service should be available both in the boat house area and in the other major public areas. If the boat house area is a long way from the finish then there must be a separate First Aid/Medical post at the finish. This is always the most dangerous area for the competitors.

3.7.6. Life-saving and rescue service

Both during training and racing there should be a fully proficient team of life-savers on the water. The most suitable rescue launches are large inflated rubber dinghies with outboard motors. Each launch should be manned by at least two qualified life-savers. During training periods, two or even three launches will be needed to watch and to patrol. The teams can operate a shift system throughout the long training days.

During racing 8 rescue launches will be required.

- boats are placed at the finish in conformity with the course features, ready to action, or waiting with engine running
- boats secure the races in conformity with the course features, stationing on one place, ready to action, or engine running
- 1 boat will secure the water area used by the competitors preparing to go to the start
- boats will secure the water area used by competitors doing training, going to the competition or cooling down

It is recommended that the rescue teams carry out rehearsals of a competitor collapsing in a boat to ensure that they all understand the problems of working with racing boats. The rescue teams must be trained to be always ready to move at a moments notice but to move carefully when they are required to act. Once a rescue has been completed it is equally important that they move back into position with care and consideration for the crews who are in the following race.

3.7.7 Hospital

The O.C. will need to make arrangements with the nearest Hospital to ensure that full emergency services are available at all times during the course of the training period and of the Championship. 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.

3.8 Information system and close-circuit TV coverage for the competitors and coaches

- Easily accessible close Information boards
- TV units (6 sets with big screen)
- Wireless internet access
- Internet points (competition website, most important free correspondence programs)

3.8.1 Information desk

The O.C. should create a “help desk” or information point where team leaders can always make contact with representatives of the O.C. The “help desk” should be capable of dealing with the majority of questions and problems posed by the team leaders e.g. transportation, timetables, accommodation changes, advice on local shops or cinemas etc. It can act as the point for collecting mail, for distributing regatta information, results and bulletins. It can be the control point for locker keys as well as offering a message handling service.

Ideally the “help desk” should be staffed with a number of experienced persons, fluent in a wide range of languages. Many of the difficulties experienced during a Championships could be overcome by good communications. Spanish would be an extremely useful language to be spoken at the “help desk” in view of the increasing number of teams coming from South America.

Each Team Leader will be provided with information material issued by the Organizing Committee or Competition Committee. The competition program, protocol and other necessary documents will be provided depending on the team size.

Information board near the boat house, showing the program of the day and the results.

Boat numbers and personal numbers

- The size of the number plate shall be 18 x 20 cm, made of non-transparent material, marked with black numbers on a white background, indicating the lane. The numbers on the plate must measure 15cm in height and 25mm in thickness
- The personal numbers provided by the Organising Committee shall be placed on the back and if necessary on the front of the competitor. The title or main sponsors name may be shown on the front side with the personal numbers
- The adequate distribution and collection of the start number will be provided for.

3.8.2 Official regatta time display

Put numerous big clocks (analog 80cm or digital with characters of 20/25cm) in front of the boat houses or at the electronic scoreboard or finish tower as long as the clock is visible from the athletes quarters.

3.8.3 Loudspeaker system

Connected with the announcer. Good quality sound will be provided everywhere on the athletes' area and the spectator area. The competition's speaker's voice will be separated from the athlete's area, where only the official information announcement will be heard. Separate voice will be ensured to the boat control, which addresses exclusively the competitors arriving. Care should be paid so that the starting places are quiet and no external noise disturbs the starting circumstances.

3.8.4 Additionally a closed circuit T.V.

So that the competitors, trainers and coaches can follow the races.

3.8.5 Daily program

It is necessary for the O.C. to produce every day two versions of the racing program (morning and afternoon sessions).

After the team leaders meeting and each draw it should be expanded into a more detailed racing program which will include the names of every competitor in each race. The O.C. should plan a system whereby every person buying an official program for the Championship should be

entitled to a complimentary copy of each day full program bulletin. Distribution can be controlled by marking of each bulletin on a special page at the back of the program.

The names of the crews are to be correctly spelled and the correct order in the boat (front to back) is to be indicated. This is important as no appropriate information can be provided either for the spectators, or the media.

3.9 Security

The athlete quarters must be surrounded by a fence with well-secured gates, only accessible to persons in possession of a correct accreditation.

3.10 General atmosphere of athletes quarters

The athletes quarters must be positioned in a clean, quiet area near the boathouses, embarkation pontoons and finishing line.

Only accessible for persons who are involved in the competition or organization and in possession of a correct accreditation.

There should be a large area set aside for crews to obtain drinks and snacks and to sit at tables. The best location for this service is adjacent to the boat house area.

The arrangements should be simple, the service should be quick and the environment should be designed to create an easy, relaxed atmosphere. Prices should be low and opening times should be extended. Entry should only be allowed to accredited persons and every effort should be made to avoid queuing.

The scale of this facility will usually depend upon the existing, permanent arrangements (where available) or upon the proximity of the Regatta course to the crew accommodation. If the crews are unable to travel back to their rooms during the day then it will be necessary for the O.C. to provide a full restaurant service on the site, capable of serving main meals all day long.

Drinks should be in plentiful supply and should be free if possible. Tea/Coffee, available at 06:00 AM, will be appreciated by competitors and officials alike.

3.11 Competitors grandstand

A grandstand, preferably covered, should be provided for the exclusive use of all team members. The Grandstand should be located just before the finish line and should be capable of seating 500 competitors (full World Championship). The Grandstand could be located on the opposite side of the course to the main stand but this will depend upon the location of the boathouse area. Television monitors should be located in this Grandstand.

IV. OFFICIAL INSTALLATIONS AND FACILITIES

4.1 Meeting rooms, equipment, furnishing and material requirements

4.1.1 Main building

The Jury Room

- The Jury room for approximately 10/12 persons, in the vicinity of the finish tower or in the finish tower itself
- Equipped with a large table or several tables and chairs for 10 persons
- Linked by phone with all the facilities of the competition side
- Closed circuit T.V. link and video and internet access, link with the start and finish line video
- Beverages and snacks are to be provided
- Well secured by a guard, only accessible for the Jury members, Competition Committee members and invited persons.

4.1.2 Team Leaders and Officials

a. General team leaders meeting

- Room with space for \pm 100 persons provided with tables, chairs, program, information set, paper and pencil for each deputy
- Platform large enough for 5/7 persons (chairman of the meeting and the Competition Committee)
- Large table or several tables, chairs and loudspeakers sound system with two microphones
- Computers, computer projector and screen
 1. Have a second projector as a standby
 2. Have plenty of marker pens available
 3. IT technicians
- ICF forms for crew changes, protest and appeal
- Files
- Beverages during the meeting

b. Officials

- Meeting:
 - the same room and equipment as for the team leaders meeting
- Resting and cloakroom:
 - space for about 30 persons, equipped with:
 1. tables and chairs
 2. key lockers
 3. pigeon holes for all information (programs, results, invitations, etc.)

4. closed circuit T.V.
5. internet access
6. cool/warm beverages
7. only accessible for Regatta officials

4.1.3 Competition Committee

- Room with space for 15 persons provided with a table or desk and chairs
- Linked by phone with all the facilities of the competition site
- All ICF forms
- Beverages and snacks
- Only accessible for the Competition Committee and staff members and invited persons

4.1.4 Examination Room

- Room for 4/5 persons
- Phone linked with all the facilities of the competition site
- Large table or several tables with chairs for 4/5 persons
- Blackboard with chalk or paper board with big paper sheets and felt pencils

4.2 The President and Secretary General's Office

- Separate office with view of the competition course
- Equipped with desk and chairs
- Typewriter and/or computer (Desk-Top or portable)
- Phone linked with all the facilities of the competition site
- Closed circuit T.V.
- Cool and warm beverages and snacks
- Well secured and only accessible for the President or the Secretary General and their guests

4.3 The Jury requirements

- Lodging in a hotel of good standard and in single rooms
- Special car with drivers for:
 - the President
 - the Secretary General + 2 Vice Presidents
 - the other Jury members
- Special and separated well secured places at the regatta site on:
 - the grandstand
 - local restaurant
 - finish tower
 - meeting rooms and personal offices
- Bilingual hostess for the President and the Secretary General

- On every place, phone linked with all the facilities of the competitors site, closed circuit T.V. and all other information about the races.

4.4 Competition Committee

- Lodging in a hotel of good standard
- Special car with driver
- Bilingual hostess

4.5 The finish tower installations and equipment

- The finish tower has to be built as near as possible to the edge of the bank, just in line with the finish line and facing the sunrise direction.
- Constructed in any solid material 4 or 5 floors high with on each floor, enough windows to overlook the whole Regatta course from the start to the finish area.
- Provided with cooling and heating system, flushing toilets and water on each floor
 - If not on the scoreboard a clock of analog 80cm or digital with characters of 20/25cm) (To install outside)

FINISH TOWER

First Floor

4.5.1 Finish line Judges

- Room for 4/5 persons
- Three steps to the water direction
- Table and chairs
- Phone connection with Competition Committee
- Start video camera connection
- Loud speaker connection with start sound (time keeping by stopwatch)
- Electronic time keeping system with only 1 switch
- Arrival sound system
- Three stopwatches
- ICF forms for results
- Connected with closed circuit T.V.
- Cool and warm beverages and snacks

2nd Floor 4.5.2 Jury

- Room for 10 persons
- Large table or tables + comfortable chairs
- Phone connection with all facilities
- Connection with start and arrival video and closed circuit T.V.
- Cool and warm beverages and snacks
- Only accessible for Jury members and Competition Committee. Well secured.

3rd Floor

4.5.3 Announcer

- Room for 3/4 persons
- Tables and chairs
- A powerful sound control system linked with all the facilities (indoor/outdoor)
- Phone connection with the Competition Committee and the ceremony director
- 2/3 bilingual announcers

- Connected with closed circuit T.V.

3rd Floor

4.5.4 Competition Committee office

- Room for 3/4 persons
- Tables and chairs
- Computers / internet access
- Photo copy machine
- Phone connection with all facilities
- All ICF forms (Appendix II)

4th Floor

4.5.5 Competition Committee & Time

keeping/Photo finish/Computer and scoreboard operator system

- Room for 15 persons
- Tables and chairs
- Competition committee indicated by ICF
- Allowed:
 - 4 Competition Committee + Chief Finish Line Judge
 - 3 time keeping and photo finish
 - 3 P.C. operator
 - 2 Shuttle service
- Electronic time keeping system from a Company recognized by the ICF, linked with start and finish line (only one switch)
- 2 photo finish systems from a Company recognized by the ICF, angle of the camera to the middle of the lanes 8/10° between
- 15m to 18m above the water level Arrival video camera with instant replay + operator
- Computers and information system from a Company recognized by the ICF
- Photo reading and copy machine + operator
- Special phone connection with start, Jury, finish line judges, course umpires, boat control (second + polyox) and all other facilities
- Computer, start, arrival, video system and closed circuit T.V. linkage
- Red and white flag set
- Set of all ICF documents and forms and folders for documents
- Information about wind speed, wind direction, air and water temperature (recording + 1m above the water level)
- Cool and warm beverages and snacks
- Only accessible for Competition Committee and staff, time keeping and team leaders

5th Floor or Roof

4.5.6 T.V. cameras + antennas

4.6 Competition Secretariat and Equipment

Located in the main building or in the finish tower.

Room for competition secretariat and photo copy personal \pm 8/10 persons

4.6.1 Photo copy centre

- It has data transfer connection with the Competition Committee. The results and other information immediately arrive after the end of the race. To make photo copies of the programs, results and all other documents of the competition and the organization
- Computers and printers
- 2 or 3 high quality photo copy machines \pm 60 copies a minute
- Copy paper \pm 250,000 sheets in 4 colors
 - White: Heats/programs, information and others 200,000
 - Yellow: Semi finals 15,000
 - Blue: Finals 15,000
- 4 tables to collect and bundle the results and the programs

4.6.2 Regatta information and distribution centre

- Located near the competitors area
- Large room with counter, accessible for everybody
- 2/3 bilingual persons
- Phone connection with all the facilities
- Computer terminal with printer – closed circuit T.V.
- Pigeon holes for each participating country or at the help desk (access only for persons with a correct accreditation)
- Distribution of the programs, results and all other documents of the competition to all the different well indicated locations. Jury, Competition Committee, VIP officials, team leaders, competitors headquarters, press (press normally has its own distribution centre)

4.7 Starting Line Installations and Facilities

4.7.1 Starters platform and aligners

Two level buildings in any solid material on the bank or in the water (immovable) as near as possible to the 1st lane and just in line with it. Enough windows to overlook the whole warm-up and start area. Well secured. Spare sets of boat numbers. The smooth operation of the start area is critical. Inevitably this area is very closely scrutinized by the ICF in the first few days of a Championship.

If possible facing the sunrise direction.

Aligners.

Positioned behind the start line in small boat(s). Their task is to assure the bow of boats are fully engaged into the automatic starting system.

Aligners motorboats and equipment

- Two motorboat powered by
- A motor of \pm 15hp
- Red and white flag
- Rain clothing for the Aligners
- A set of boat numbers 1-9 in each boat
- Walkie-talkie connected with the Starters
- A capable driver (only the driver and the course umpire are allowed to be in the boat)
- A special pontoon \pm 100m before the finish line tower (same side)
- A life buoy and a life jacket

- A warning system (flag or special sound system) to warn the starter when the boats are in the right start position.
- Cool and warm beverages.

First Level

- Starters: 2/3m above the water level. Room for 2/3 persons
- Equipped with:
 - a powerful sound system (loudspeaker on the roof in the direction of the warming up area) to direct the competitors to the start position.
 - A powerful sound system linked with all start positions (each start position has to be equipped with a loudspeaker)
 - Phone connection with the Competition Committee
 - Video camera with instant replay for false start
 - Cable connection with the electronic time keeping system by start ~~gun~~ or start button
 - Start sound connection with the finish line judges (microphone – loudspeaker)
 - Table and chairs
 - ICF forms for starters
 - Cool and warm beverages
 - Toilet in the very near vicinity

Roof

- Room for T.V. camera and personnel
- A clock analog 80cm or digital with characters of 40 cm (regatta time)
- A powerful loudspeaker (warming up direction)

4.8 Course Umpires Motorboats and Equipment

- Seven catamarans (six in duty – one reserve) powered by
- A motor of ± 20 hp
- Red and white flag
- Numbered from 1 to 6
- Rain clothing for the umpires
- A set of boat numbers 1-9 in each boat
- Walkie-talkie connected with the Competition Committee
- A capable driver (only the driver and the course umpire are allowed to be in the boat)
- ICF forms (course umpires report – turning point report)
- A special pontoon ± 100 m before the finish line tower (same side)
- A life buoy and a life jacket

4.9 Boat Control Installation and Equipment

4.9.1 1st control

- Hangar or tent (15mx10m)– well secured
- Two electronic weight scales
- Gauges to measure width and length of the boats, K1/C1 – K2/C2 – C4 – K4
- Lead ± 130 kg in pieces or 50gr – 100gr – 250gr – 500gr
- Special numbered stickers
- ICF forms (boat control)
- Special microscope (surface material control)
- Exact weights for calibration the scales 2x1kg, 1x5kg and 3x10kg
- Cool and warm beverages
- 6/8 co-operators

4.9.2 2nd control

- Well secured tent or place covered against wind and rain as near as possible to the finish line (finish tower side)
- Electronic weight scales
- Special microscope (see 1st control)
- A set of numbers from 1 to 9 (white background and 70cm high black numbers) high and from 10 to 50 only for long distance races (to show the competitors called to the 2nd boat control)
- Bucket, sponges and towels
- Phone or walkie-talkie connection with the Competition Committee
- Beverages cool and warm
- 6/8 co-operators

4.9.3 Polyox, number and clothing control

- At the embarkation pontoon (well secured)
- List with the description of the team uniforms
- Bucket, sponges and towels
- Special microscope (see 1st control)
- Small tent for three persons with table, chairs, umbrella and rain clothing for the umpire
- Phone or walkie-talkie connection with the Competition Committee
- Warm and cool beverages
- Access to the boat control areas, only for the boat control umpires, the co-operators, the team leaders or coaches
- The access to all boat control facilities is restricted to the staff members, the ICF officials, the team leaders and/or the coaches

4.9.4 Final control of the regatta course installations

At least two days before the first day of racing, the installations and equipment should be inspected and tested by members of the:

Competition Committee:

- the course
- the start installations
- start area communications
- video at start and arrival
- the finish installations
- timing and photo finish
- the scoreboard
- the boathouse area
- the crew facilities
- umpires launches
- safety launches
- arrangements for weighing boats
- boat repair facilities
- technical administration facilities

Medical:

- medical centre
- anti-doping control arrangements
- first aid and ambulances
- physiotherapy services

Public relations and Mass Media:

- commentary system
- press centre

All the equipment should be tested live, ideally under simulated race conditions.

4.1.10 Television coverage

It is needless to emphasize how imperative any TV coverage is for any canoe-kayak event. In order to maintain a certain level of quality it is necessary to sum up the basic technical requirements that are vital to deepen the knowledge of competition organisers to ensure this quality.

In the flatwater canoe-kayak sport the most important camera is still the one that follows the competitors along, parallel to the race-course giving information to the viewer about the standings. It can be and has been done in several ways.

Putting the cameraman in a motorboat or catamaran should be avoided not just because of the camera shake but also because of the tight schedule that eliminates the possibility of the motorboat (catamaran) to get back to position for the next run without waking ripples or waves, not to mention the difficulty of following a race where there are a hundred meters between the first athlete who travels on one of the middle lanes and the last one who is way behind on lane nine. In a situation like this it becomes unavoidable either to follow the leading competitor(s) or providing equal terms to all the athletes in the race because the waves awoken by the motorboat will surely reach the last one.

Once accepted that this following-camera should not be positioned on anything moving on water there are still several options. The most obvious and cheapest solution is to place the camera on a car (pick-up truck) that can follow the race all the way assuming that the road by the course is paved and even. (All the way does not mean the whole length from the 1000m start line to the finish line more like from 40m after the start to 40m before the finish because the first and last 40 meters could be covered nicely by other cameras.) Even with the smoothest road it is obligatory to use a stabilized camera system on the car to avoid shakes.

Advantages of car-cameras:

- relatively cheap
- easy and quick setup
- does not require specially skilled technicians and operators

Disadvantages of car-cameras:

- assumes a paved and even road along the regatta course

- in most cases too distant from the action
- substantially influences other organisational issues (crowd-control, unwanted objects between the camera and the race etc.)
- proper framing is difficult to show banners and the athletes alike

Another option is to use a camera that run on tracks. It is the most expensive solution hence should not be considered as a whole in itself only as a supplement and complete with another system. Currently there are no companies with 920 meters of these kinds of tracks at their disposal so it is strongly advised to plan well ahead and do a market research at least half a year before the planned event. The tracks should be laid with the utmost precision to avoid bumps on the track especially at the joints. The tracks can be laid on the ground or on a structure elevated from the ground that serves as a foundation for the tracks. This latter solution is the most expensive for obvious reasons but gives better results because somewhat improves the otherwise poor angle of the camera that is positioned too low on the ground. The camera lens should be a stabilized one so the camera can zoom in without shakes.

Advantages of track-cameras:

- nice pictures with a good sense of speed
- can be taken close to the action
- easy to frame athletes and banners in the same shot

Disadvantages of track-cameras:

- expensive
- time-consuming setup especially if a foundation is necessary
- requires specially skilled technicians and operators
- in most cases the camera angle is too low
- protection of the track and camera from the crowds and falling objects is needed
- slightly influences other organisational issues

The third possibility is to use a camera the runs on a cable in the air. It has many advantages but covering the whole 920-meter length with one unit is out of the question. It can be done but the size of the trusses on both ends would be enormous and the sag in the middle would also be too

big not to mention that the system would not be steady enough in case of strong winds. An ideal span is about 500-600 meters long. Before deciding to use a cable-cam it is essential to examine the position of the cables very carefully to make sure that nothing gets in their (and the camera's) way. For instance no company would ever run their cables below a high voltage cable or cross other cables from above or from below. The camera systems they can use for runs this long are not stabilized so zooming in real tight can not be expected from them but that is not required from the parallel camera. Stabilized cameras are much heavier so cannot be attached to cables spanning 500 meters. Setting up a cable-camera system can be simplified by utilizing a building on one end (or two on both ends) to replace the truss(es). Of course it should be examined first if the appointed building can bear the load of a cable pulling it from one side with considerable strength but it's worth it because it can cut the costs remarkably. Otherwise level end even platforms with anchoring points around them are required on both ends to erect the trusses.

Advantages of cable-cameras:

- nice pictures with relatively good sense of speed
- can be taken close to the action
- easy to frame athletes and banners in the same shot
- easy to adopt to local extremes
- quickly adjustable lens-height
- can be used for different shots as well not just for “in-competition” images

Disadvantages of cable-cameras:

- time-consuming setup
- requires specially skilled technicians and operators
- protection of the trusses is needed
- slightly influences other organisational issues

An important question regarding all parallel following-cameras is choosing the correct height of the lens that provides the best results. The ideal height is between 2 and 5 meters above water level in general and the lower the better. (Of course it is dependent on the distance of the camera and the athletes and the kind of lens attached to the camera.) Going too low is an issue with track-cameras where the final image will not be suitable to determine the standings as the boats

on lanes closer to the camera are overlapping the ones that are on lanes further away from the lens especially in the case of a tight competition hence spoiling the overall experience of the viewer. The other extreme is going too high with the cable-camera that will have the aerial shot feel to it where faceless boats are rushing down the race-course.

Besides the parallel moving-camera(s) there are other basic cameras around the regatta course that are stationary.

The cameras at the start lines can be used best if are not positioned straight on the line but 12,5 meters ahead on an elevated (1-2m) platform in line with the first perpendicular buoy-line. In this set-up the viewer does not lose its sense of the straightness of the line-up but get much more precise information about who's first at the very beginning. This way the starting camera can be used for twice as much time because it's not just panning to one side as the boats shove off but starts its panning from one side as the boats approach and pans all the way to the other side as the boats are out of the picture. The starting camera also plays an elemental role at the introduction of athletes.

Another camera is placed right on shore about 30 meters from the start so it can pick close-ups. It's best if it's a slow-motion camera so pictures of starting competitors can be shown on the replay. This camera is used simultaneously with the starting camera at introducing the athletes.

There are two cameras in the finish tower. One is a mini camera positioned right on the finish-line, the other is a regular camera that pans as the competitors approach the finish line. These two (but the panning camera by all means) must be positioned high enough so that virtual captioning (flags, country codes virtually projected on the water) is readable even on the farthest lanes.

There must be stationary cameras at the split-time points right on the 750m; 500m and 250m lines that pan as the competitors approach but stop panning as they get in line with the given line.

Two cameras with extreme zoom lenses (at least x70) must be positioned behind the finish line within 50 meters to front the middle lane. These are the cameras that do the close-ups from the

front. One of these must be a super slow-motion camera with 75f/s frame rate capability for high quality replays.

Another stationary camera must be positioned somehow elevated from the ground opposite to the medal ceremony podium showing. This is used for close-ups and wider shots as well. A handheld camera is also at play here getting more intimate shots of the presentation of the medals and during the national anthems.

A handheld camera must also be in use at the second boat control pontoon where the competitors arrive. This is the one that shows the panting, cheering, sweating athletes right after the competition. (This camera can be used in the mix-zone after the race is over.) A crane camera must be positioned in the proximity of this same pontoon with an arm at least 6 meters long. This can provide interesting views with its smooth and relatively free movements about the athletes getting out of their boats and of the whole competitors' area.

The so-called beauty-cam is also a stationary mini-camera (like the one on the finish line) is positioned on high and shows the entire regatta course. It is usually used for the first and final shots of the whole broadcast or sometimes when nothing particular happens on the course.

And finally a few words about the images that sell. It has become clear in the last decade that new inventions are needed to take the viewer closer to the action so he/she can feel him/herself involved, more like drawn into the picture. Lenses that create razor sharp, quality images are a must and the same goes to high-level slow-motion cameras. These are the tools to show the effort, joy, disappointment, pleasure and pain. That's important but not all. In order to take the viewer closer not just to the emotions but to the battle as well there must be moving cameras that are capable of getting close to the athletes without influencing their performance and are able to show compelling images. One answer to this challenge can be a camera that runs on cable above the athletes head on an optional course. It can be lowered to around 2,5 meters above the water's surface and can travel at the speed five times faster than that of a men's K4 resulting in never-before-seen pictures. Conceiving the trajectory of a camera like this must be done with particular foresight because all the cables must be out of the way of other cameras' view but it's definitely

worth the effort because with proper marketing these new approaches are going to be able to sell the flatwater canoe-kayak sport.

Last but not least there must be a few words about radio frequencies. When considering the usage of all sorts of moving cameras (handheld as well) that communicate via radio waves it is extremely crucial to match the frequencies used by different cameras beforehand to avoid unwanted interference that can result in the picture breaking up and loss of control over moving cameras.

V. PRESS CENTRE & FACILITIES

One of the very important aspects of WORLD CHAMPIONSHIPS is necessity to have a good working and efficient MEDIA CENTRE. It is very important that PRESS, RADIO and TELEVISION have a good organized MEDIA CENTRE at their disposal. The PRESS, RADIO and TELEVISION is very important for the IMAGE of CANOE and KAYAK SPORT in the world. Therefore keep in contact from the beginning of your media work with the ICF Media/PR Committee Chairman for advice and collaboration.

WORLD CHAMPIONSHIPS REQUIREMENTS:

5.1 Accreditation

All demands for accreditation must be sent to the PRESS OFFICER of the Organization Committee.

- written press
- photographs
- radio & T.V. commentators
- camera personnel
- technicians
- local personnel

Accreditation and Payment for lodging to be made at a designated Hotel (eventually a Hotel only for MEDIA people). Control of the PRESS accreditation card of the concerned person. Color of accreditation card should be YELLOW and must indicate one of the following identifications:

- Press
- Radio
- Television
- Photography
- Staff

The card must be attached by a small cord to hang around the neck. Not a clip. All the accreditation entries must be collected at the organization desk in order to prepare the CARDS in advance.

5.2 Home page of the World Championships

- It can be available already one year before the start of the World Championships
- It contains all WCH-relevant information, observing the deadlines
- It is updated on regular basis.
- All information is immediately available during the competition.

5.3 Press kit

Content:

- Program book
- List of the participating Countries with the names of the participants
- List of the Delegation leaders or Coaches
- Information about the Regatta Course with map
- Tourist information of the REGION
- Invitations for Press reception and Press dinner
- Time schedule for transportation from Hotel to Regatta course and back
- List of telephone numbers of the Organization Officers and Rooms
- Gifts

5.4 Working places

5.4.1 Hotel

Telephones and Tele faxes easily available

5.4.2 Course

Media room with:

- telephones (20 minimum)
- stop contacts
- telephone contacts for laptops/ wireless internet access
- tables (25 minimum)
- chairs (50 minimum)
- T.V. monitors (2 to 4 in the press working room)
- copy machines (2 minimum)
- paper and pens
- mail boxes with the names of the concerned people (very important)
- staff personnel (2) and eventually hostesses (2) speaking different languages

5.3.3 Grandstand

Places provided for:

- radio (20 minimum)
- written press (50 minimum)
- T.V. (15 minimum)
- T.V. monitors
- information monitors
- wireless internet access
- stop contacts

- facilities for modems
- telephones (on demand)
- staff for distribution of the results (2 persons)

Control of the persons at the entrance provide assistance to the journalists if there are problems. Arrange for 1 or 2 people from the staff for this.

5.4.4 Media room

Presence and Control. Arrange for 1 or 2 people to check the room before the Regatta to see if everything is in order.

1 person must stay there until the last journalist leaves.

Control of the material before closing the room

5.4.5 Room for press conferences and interviews

Arrange for 1 person to control the room and see if everything is in order before the conference or interview will take place.

Prepare places for at least 50 persons, with a stand in the front to enable personalities of the Organization Committee or from the International Federation to speak to the audience. Do not forget microphones and loudspeakers and a WHITE BOARD for written explanations in certain circumstances.

This room can also eventually be used for the Team Leaders meeting.

Mixed Zone

Area close to the athletes' area, but separated from it with accreditation point of view, where the media people can meet the competitors directly after the competition or the award ceremony.

5.4.6 Photo zone

In front of award stand a photo zone must be designated. Access only for accredited photographers and T.V. people wearing a special vest with a number.

Eventually arrange a podium from about 1m high to have a good view on the Medal awarding ceremony.

Photo zone also to be provided at the start behind the start officials.

5.4.7 Relaxation room for media people

A room must be available for media people to give them the opportunity to relax and to meet other media people.

This room should contain:

- couches
- small low tables
- ashtrays
- a bar serving drinks with tickets for free drinks
- a bar serving drinks with tickets to purchase

At least 2 monitors to follow the races. A briefing is to be expected every morning in the relaxation room in order to communicate the program of the day and other important news for the media people, and to take notice of requests coming from the media people.

5.5 Press releases

This is very important for the media people and must be put in the boxes at the media room:

- Always on paper of the organization, with the logo on it
- Typed by a person of the press staff
- Results after each competition
- Special information about the regatta given by the organization
- Plan every day for newspapers of the day in agreement with the newspaper printers and the organization
- Copies of the articles in A4 format with the date and the name of the newspaper
- Listings of the participants always available with biography
- Listings made by the computer on demand of the journalist

5.6 Interviews

Journalists must contact the responsible person of the press room if he wants to interview an athlete. The responsible person of the press room must see if the room is in order. He must contact the athlete through the delegation leader or the coach. He must fix the time of the interviews following the instructions of the delegation leader or the coach.

5.7 ICF Inspection

The media installation (media centre, T.V. installations) must be inspected at latest four (4) working days prior to the first day of the World Championships by the ICF Media Officer (or his assistants) together with the local Press Officer in charge.

(See also the ICF Media manual available at the ICF Secretary in Madrid or by the ICF Media Committee Chairman).

VI. CEREMONIES

6.1 AUTHORITY IN PROTOCOL MATTERS

The ICF Executive Committee decides on all matters of protocol arising before and during events and competitions under ICF responsibility. The decision of the Executive Committee is to be considered final.

General Provisions

The National Federation organising World Championships shall submit the following material to the ICF Secretary General for approval minimum 6 months before the first day of the Championships:

All the detailed proposals for organisation and programme of the:

Opening Ceremony

Medal-giving Ceremony

Closing Ceremony

Programme for any receptions in detail

The ICF Secretary General will confirm the acceptance of the suggested programme or the requested changes in written form and send it to the National Federation minimum 3 months before the first day of the Championships:

Only the ICF Executive Committee can approve a deviation from these provisions.

6.2 OPENING CEREMONY

The Opening Ceremony must take place on the day prior to the first race of the World Championships / Games (or in the first day of the competition in the case that there is just formal opening would be held without or short entertainment - FOR NON OLYMPIC DISCIPLINES.)

At the Senior and Junior World Championships the Opening Ceremony may have two parts as a formal part and an entertainment part.

General

- The Opening Ceremony begins with the march of the athletes who represent the participating National Federations. The number of representatives can be various from one athlete to the all members of a team. The Org. Comm. may request the number of marching athletes per national federations. One of them shall carry the national flag

- If the ceremony is taking place in a public area in city /town all athletes could be asked to march to the ceremony place but the march should not longer than 10 minutes.

The Organising Committee provides one person on behalf of the organisation or one member from each team to carry a board with the name of the National Federation.

As far as possible, the athletes should be able to be seated during the opening ceremony, except those who have been selected to represent their National Federations for the opening parade. Where possible the athletes who have been selected to represent their Federation in the opening parade when it has

been limited to two persons should stand behind the speakers facing the audience.

The athletes who represent their National Federation during the openings parade must be offered a seat in the same stand as the others directly after the completion of the formal part of the Opening Ceremony.

The OC shall prepare an alternative programme of opening in the case of bad weather!

Formal section

The formal part of the Opening Ceremony consists of a maximum of three (3) speeches, each no longer than five (5) minutes. If a speech is to be translated, the total duration, including the translation, should not exceed eight minutes. If a scoreboard is available the translation of the speech may be written on it; then it will be not necessary to do it orally.

The following persons in the following order normally give speeches.

- 1) The Mayor or Head of the City/Town where the event is held.
- 2) The President of the Organising Federation.
- 3) The President of the International Canoe Federation.

The ICF President will hold the third speech, or where necessary, his representative nominated by the President.

At the end of his speech the ICF President will declare the Championships open. The short version of the ICF Anthem will then be played while the ICF flag is raised. This is followed by the national anthem of the organising country played while the national flag is raised. No other national or regional anthem is to be played at the opening ceremony.

The Entertainment Section

After the formal part of the Openings Ceremony a programme of entertainment can be presented. This programme should not exceed 45 minutes.

The programme of the Opening Ceremony shall be presented to the ICF Secretary General minimum six months before the date of the Opening Ceremony of the Championships.

6.3 MEDAL AWARDING CEREMONY REQUIREMENTS

Podium and flag arrangements

- Podium for the first three places (space enough in the width for all the competitors in each event.)
- The winner's part of the podium should be slightly higher than the silver position which should be slightly higher than the bronze position
- 3 Flagpoles for the medal winner's national flags in addition to two flagpoles nearby for host country and the ICF's flag. The flagpoles (approx 4-5 meter long) should be placed obliquely beside the platform (right or left depends on the sun) and between the grand stand and the platform without disturbing the view of the course
- Podium in front of the grand stand on the bank or on a pontoon in a place where it can be reached by short marching from the gathering area.
- Looking at the front of the podium the winner stands in the middle, the

silver medal to the left side and the bronze medal to the right side

- The construction of the flag attachments to the poles/cable must allow the quick changes of the flags
- 3 persons to raise the flags
- PA system for the music and for announcer

Assembly area and parade route for medal awarding

- Assembly area in close proximity with a good route leading directly to the medal presentation area
- A good and well conducted script

Equipment and material

- National anthems and flags of each participating country
- A good powerful loudspeaker system with a capable announcer (two or three languages)
- A capable master of ceremonies
- Where necessary a special service to collect the uniforms of all competitors when necessary for them to put on before and remove after the ceremony when they are taking part in finals after the ceremony
- A good connection between announcer and Master of Ceremonies is required (Walkie-Talkie, cellular phones, etc)

Storage and preparation area of medals, flags, flowers etc....

- A room or suitable place near the assembly area with enough space for storage and for the people involved in the ceremony.

Dressing rooms

- Permanent or temporarily erected to use for dressing and make up for the ceremony
- Separate areas for men and women (adequate space for up to 12 persons in each area)

General

The ceremonies will be held at the time mentioned in the programme of the World Championships.

The ceremonies shall be well prepared to keep its schedule and allow continuous and relatively quick medal presentations one after each other without any delay.

If the presentation is to be held in blocks all the athletes who will receive medals in that block as well as all medal presenters shall gather in the gathering area at the time before the first ceremonies scheduled. An area in the grand stand -or nearby- might be reserved for the athletes and a part of first row or another close area for the presenters.

Medals will be given to the bronze medallist(s) first then to the silver medallist(s) before to the gold medallist(s).

A good and well-planned security service for the whole ceremony area is required.

The Organising Committee shall appoint a Protocol Commission and one of its members will be the co-ordinator for the Medal Awarding Ceremony.

This person can be called **Master of Ceremonies (MC)**, who will be smartly dressed and coordinates the preparation of the medal presentations with the

following responsibilities:

- To control that all the athletes and presenters involved in the ceremony are present at an indicated place in due time. It is the MC's responsibility to ensure that everyone involved is there on time. It's practical to use as many 'catchers' (as we call them) as the number of individuals scheduled to show up as one person for a C4 or K4 is certainly not enough.
- To keep the scheduled time of the ceremony,
- To instruct the athletes taking their positions at the place in proper order,
- To check the proper clothing of the medallists as it is required,
- To ensure that the athletes are standing in the right place as the Gold medallist(s) take the centre position and the Silver medal on the left (as viewed from the Grandstand) when they arrive to the Stand,
- To continue monitoring the athletes for any sign of distress,
- To check the Medal Presenters and Carriers are in position,
- To give the sign to the Announcer when the ceremony should start.
- That the security service is present.
- Control the position of the photographers to not disturb the medal presentations or block the view of the podium.

The Medal/flower Presenters

Only two people may be involved in the medal presentation; one who presents the medals and other flowers or mascot or both.

Normally members of the ICF Executive and Board members will present the medals.

Exceptions:

- The ICF President may appoint any other respectable person(s) in addition to the ICF Board member(s) for medal presentation. (E.g. ICF Honorary member, Technical Delegate, member of ICF Technical Committee, VIP person, Sponsor and famous athlete etc.)
- The ICF President or leading member of the ICF can authorise a high ranked VIP who is attending the Championships to present a medal if he/she so wishes. In this case the originally named person for the particular presentation will be informed and need to accept the replacement
- If the host NF wish to give the honour to a local VIP, Sponsor, or famous athlete to present medal(s) in the Championships this shall be agreed with the ICF President or his delegate. (Obviously the intention of local VIPs/sponsor presenting medals at the ceremony has much to do with the success of the team of the host nation so it's quite hard to decide who's going to win one particular race hence who intends to present at what medal ceremony)

The accompanying person of the medal presenter normally is the President of the Gold Medallist National Federation or his delegate; however he/she can authorise another representative of the National Federation or country to accompany the ICF medal presenter.

Scenario

The parade starts from the assembly area – which should be close to the podium – to the medal presentation area while the public address plays suitable music.

The procession enters the medal presentation area from the left and the order is as follows:

- The Master of ceremonies or another appointed person for this job
- The persons carrying the medals/and flowers
- The Bronze medal winner wearing their official or sports uniforms and shoes
- The Gold medal winner wearing their official or sports uniforms and shoes.
- The Silver medal winner wearing their official or sports uniforms and shoes (The order of the medallist is opposite if they approach the podium from right to left)
- The ICF Medal Presenter accompanied by the President or his deputy of the winning country.
- Athletes must wear their official Team Uniform and they must wear shoes or slippers – bear foot is not allowed. Athletes may wear sunglasses and hats but these must be removed as the medals are presented and must not be replaced until after the National Anthem of the gold medal winner is played. (See also 3.11 Dress Code.)

The ceremony starts with an announcement on the public address:

Announcer:

“Ladies and gentlemen, the medal awarding ceremony of the (i.e.) kayak single 1000m men is taking place”

- The group move into the presentation area with marching music produced by the P.A.
 - The persons with the medals and/or flowers and the athletes pass behind the podium, the athletes stop at their indicated places and the girls/boys with the medals and/or flowers continue in front and to the right side of the podium facing the Medal Presenters.
 - The two presenters stop just in front and to the left side of the podium on the opposite side to the persons with the medals.
 - The flag carriers start to march to the flagpoles at the same time to the presentation group but from a position nearer to the presentation area. They go directly to the poles and stop behind those. Then they fix the winner’s national flags to the structure immediately.
 - Once in all parties in position a short fanfare opens the ceremony.
- The ceremony starts with an announcement on the public address.

Example for the announcer:

Announcer:

(must be placed on the position where he/she can see the ceremony area clearly)

“Ladies and gentlemen Medal awarding ceremony for Men kayak Single 1000m event”

“The medals will be presented by (name and position) accompanied by (name and position).”

“Bronze medallist is: name(s) and country” (no time should be announced)

Directly after the announcement: (A version)

- The Bronze medal winner(s) steps up on the podium and the medal carriers of the Bronze medal and the medal presenter step forward to the podium and present the medal then shake hands with the athlete(s). When the medal was given to the athlete(s) the presenter steps back for his/her place. (No flower will be presented that time!)

The announcer:

“Silver medallist is: name(s) and country” no time should be announced)

Directly after the announcement:

- The Silver medal winner(s) steps up on the podium and the medal carriers of the Silver medal and the medal presenter step forward to the podium and present the medal then shake hands with the athlete(s). When the medal was given to the athlete(s) the presenter steps back for his/her place. (No flower will be presented that time!)

The announcer:

“Gold medallist and World Champion is: name(s) and country (no time should be announced)

Directly after the announcement:

- The Gold medal winner(s) steps up on the podium and the medal carriers of the Gold medal and the medal presenter step forward to the podium and present the medal then shake hands with the athlete(s). When the medal was given to the athlete(s) the presenter steps back for his/her place. (No flower will be presented that time!)

- After the Gold medal was presented the flower carriers and the flower presenter steps to the podium and present the flowers to the Bronze – Silver – Gold medallist(s) one after each other and shake hands with the athlete(s). When the flowers were given to all athletes on the podium the flower presenter steps back for his/her place..

- At the end of the medal and flower presentation the presenting party step to the side of the podium and facing to the flagpoles when the announcer says immediately:

Announcer:

“Please rise for the National anthem of (name of the winning country) “

- The three National flags are raised very slowly (viewing from the left side of the grand stand) Silver-Gold-Bronze while playing the National anthem of the winning country. (The playing time of anthem can be cut shorter if its necessary regarding the time frame)

- The whole delegation should face the rising flags. (The flag of the winning country should be higher than the silver, which should be slightly higher than the bronze.

- The winning countries flag should reach the top of the flagpole before the silver, which is followed by the bronze.

Announcer: (when the flags on the top of the poles and the anthem finished he/she says :)

” Ladies and Gentlemen, the (Year) World Champions”

- At this time the flag carriers lower the flags on the poles and dismantling them from the holder and quickly march away.

(This time is allowed for photographers to make some photos on the winners on the podium for a short time.)

- All crews step off the Victory platform and all persons involved in the ceremony march back in the same order to the assembly area

Announcer:

(Who is watching the presentation area and the thumbs up sign or voice message of the Master of Ceremony) will announce the next medal presentation:

Example:

“Ladies and gentlemen Medal awarding ceremony for women kayak single 1000m event”

From this announcement the same scenario will be repeated as it was doing at the first presentation till the last medal awarding in the schedule.

If there is a scoreboard available:

- The scoreboard shows the event, country, the name and the time of the winner the country name and the time of the silver and bronze medallists.

This information may remain on the scoreboard till the ceremony is over. If there is TV recording reply available the scoreboard may shows picture of the event

The whole ceremony may last maximum 6 to 8 minutes!

In addition to the medal presentation described in the previous part the medal winner athletes may do a “lap of honour” in front of the grand stand at the end of the presentation section. In this marching only the medallists can take part lead by the Master of Ceremony while playing appropriate music.

Other requirements

Medal distribution in the case of tie race:

a) If there is a tie for the 1st places two gold medals will be given but no silver. Both flags of the winners must be raised in the same time and both national anthems must be played.

b) If there is a tie for the 2nd place two silver medals will be given but no bronze.

c) If there is a tie for the 3rd place two bronze medals will be given.

The President of the ICF, or if he/she is not present the highest-ranking member of the Executive Committee at the Championships shall present the medals to the medal winners of the first and last events of the Championships.

The ICF Secretary General or his deputy shall give a list of the names and positions who will present medals to the Organising Committee of the World Championships at the latest one day prior to the specific awards ceremony.

This list must be with the agreement of the ICF President or his deputy. The ICF shall also inform the OC if there is any changes in due time.

The OC shall acknowledge the list then confirm the date/time of their presentation in turn handing it to the ICF Secretary General or if he is not present to another Executive Member not later then beginning of the first day of the awards ceremony.

The OC shall prepare and check if the National flags and National anthems are correct with the Team Leaders of the participating national Federations.

They may request the participating National Federations to bring or send their national anthems in CD to the World Championships.

These Team Leaders shall sign that the Anthems and Flags are correct.

The **Chief of Protocol** shall deal with all the protocol matters before and during the World Championships.

The OC shall invite the ICF's representative for the rehearsal of the Medal Ceremony and accept his/her instruction for the proper procedure of the medal presentation written in this manual.

The dress code of the ICF Medal Presenters:

The ICF Medal Presenters shall wear their official ICF uniform suit – unless the ICF President instructs differently.

The dress code of the medal winner's athletes

Athletes who will receive medals shall be present at the place where the Medal Party assemble in due time in their national uniform.

Athletes should wear their dry National tracksuits or uniform complete with shoes.

Athletes may wear sunglasses and hats but the hat must be removed as the medals are presented and must not be replaced until after the National Anthem of the gold medal winner is played.

No sports accessories can be taken on to the podium at the medal presentation.

The dress code of the Presidents or his delegate of the medal winners NF's

The accompanying person (flower presenter) and the medal presenter shall be dressed formally.

Advertisements at the Medal Awarding Ceremony area

Advertisement in the area of the medal ceremony is allowed but need to be regulated and controlled by the ICF representative before the first day of the competition. The highest ranking Member of the Executive Committee present during the World Championships will have the final decision about this subject.

Some guidelines:

- The advertising shall fulfil the ICF rules and regulations:
- The size of the advertising boards must correspondence with the requirements in the EBU contract.
- No advertising can disturb the judging system and view of the competition
- The advertising of the ICF's sponsor(s) has the priority to be placed in the most favourable location of the venue/race course

6.3 AWARDS TO THE BEST NATIONAL FEDERATIONS OF THE WORLD CHAMPIONSHIPS

As soon as the National Anthem of the last medal ceremony is over the awards of the “Best National Federations” will be given.

Announcer:

“Victory ceremony of the ICF for best National Federations”

-“The best National Federation for canoe category is (name)”

The Presidents or his deputy of the National Federations who will receive these awards will be assembled and lined up in front of the ICF President prior the presentation.

(The Chief official of the Championships shall provide the list of the “Best Nations” to the ICF Secretary General as soon as it possible. The S.G. makes arrangement to inform the Presidents of the “Best Nations” for the awarding.)

The President of the announced NF steps to the ICF President who presents the award.

This procedure is repeating for the other categories as:

“The best National Federation for men kayak category is (name)”

“The best National Federation for canoe category is (name)”

“The best National Federation for women kayak category is (name)”

“The best National Federation for all the categories is (name)”

As soon as the award was given for the “Best National Federation” for all the categories the involved Presidents/deputies leave the area.

6.5 AWARDS TO THE BEST NATIONAL FEDERATIONS OF THE WORLD CUP WINNERS OF THE YEAR

In case the World Cup Winners are awarded during the World Championships, the procedure is following:

The awards for the winners of the World Cup of the year will be the next event after the ceremony of the Best National Federation.

All the winners will line up behind the podium in rows separated to the categories. They shall wear their national uniform as for the medal winners on the podium.

(The Chief Official of the World Championships shall provide the list of the

World Cup rankings to the ICF Secretary General as soon as possible. The S.G. makes arrangement to inform the athletes/ national federation who will be awarded.)

Announcer:

“Ladies and gentlemen awarding ceremony of the ICF World Cups winners of (the year)”

I

“Medal awarding ceremony for kayak men single category:”

“The third place goes to (country and name and total points)”

The named athletes step on to the podium

“The second ranked is (country and name and total points)” The named athletes step on to the podium.

“The winner of the World Cup 20xx is (country and name and total points)”

The named athletes step on to the podium.

After all the ranked athletes are in the podium the carrier of the awards followed by the ICF President accompanied with the Chairman of the Racing Committee step to the podium and present the awards to the winners – starting with the third place.

The athletes received the awards leave the podium and step back to the line behind the podium.

The described procedure will be repeated for the men canoe and finally for the women kayak categories. (Or further if there more categories would be awarded)

If there is a scoreboard is available:

The scoreboard shows the category, country, the name and the points of the winners. This information may remain on the scoreboard till the ceremony is over. After all World Cup’s winners awarded athletes remain behind the podium.

6.6 THE CLOSING CEREMONY

The Closing Ceremony normally will take place immediately after the World Cup Awarding ceremony

The ICF President, the Mayor or Head of the Town where the event is held, the two Presidents of the National Federation of the present and the next World Championships, the two Chairmen of the present and next Organising Committee of the World Championships and some members (max 5-6) of the present Organising Committee will take up their positions – behind the microphone stand in one line next to each other in front of the podium. The ICF President stands in the middle, on his right side the recent Chairman of the OC and his left side the next, for the Closing Ceremony.

(A microphone fixed on a stand, should be placed in the middle of the Stage after the last presentation takes place.)

I

The following persons in the following order normally give speeches.

1) The Mayor or Head of the Town where the event is held.

- 2) The President of the Organising Federation.
- 3) The President of the International Canoe Federation.

Announcer:

“Ladies and Gentlemen, we now begin the Closing Ceremony of the World Championships. May I call on ----- (The Mayor or Head of the Town) - ----- to make a speech to us.”

The speech of the Mayor etc.

Announcer:

“Ladies and Gentlemen, may I now call on the President of the Canoe Federation to say a few words.”

The President of the Organising Federation makes his/her speech.

Announcer:

“Ladies and Gentlemen, may I now call on the President of the International canoe Federation to say a few words and officially close the World Championships.”

The ICF President who is the last to speak, moves to the microphone immediately and starts his speech in it for instance to congratulate and thank the OC etc.

The ICF President then declares the Championships closed.

Then the ICF anthem is played the ICF flag is lowered, folded and brought to the Chairman of the present Organisation Committee.

The commentator announces that “the ICF Flag will now be passed from the President (name) of the National Federation (name) organised the present World Championships to the President of the ICF who will pass it to the President (name) of the host of the next World Championships (name).”

The Chairman of the recent OC passes the flag to the President of the host NF who handle it over to the ICF President. The ICF President then passed the flag to the President of the NF of the next World Championships. That President will hand it over to the Chairman of the Organization Committee of the next World Championships.

The National Anthem of the host country is played and the National flag is lowered.

All the persons involved in the Closing Ceremony leave the Victory Stage.

No other awards may take place, no other speeches are allowed and no one, other than those named above, will go onto the stage & ceremony area.

6.7 SOCIAL EVENTS

General

All the social events in connection with World Championship are to be included in the contract between the ICF and organizing National Federations.

The extent of the social programme depends upon the organisation Committee after considering a number of factors:

- Costs
- Number of persons
- Number of functions
- The time available during a World Championships

ICF does not require many functions to be held, however, it is appreciated that Sponsors, Governments, Local Municipalities, National Federations etc support some of the functions.

As a guide the following events should form the basis of the social programme:

- The evening of the Team managers meeting a simple reception for the ICF, and the International Race Officials approx: 30-40 persons
- A reception for ICF approx 20 persons (Executive and Board members) or only for the Executive members as appropriate
- A reception for ICF, Team Leaders, and Int. Officials approx 100 persons
- An ICF Press Reception after a press conference
- The Organisation of Farewell Party for the athletes is not recommended.

The organiser may organise this kind of party on their own responsibility

- If a party is held it is suggested that:

- o The OC should offer soft drinks only.
- o Food should be provided.
- o There should be plenty of suitable dancing music.
- o Special attention should be paid to the security of the party.

It is essential that all the social events are carefully planned, a list of invitations is prepared and an efficient system carried out.

LAYOUT OF MEDAL PRESENTATION

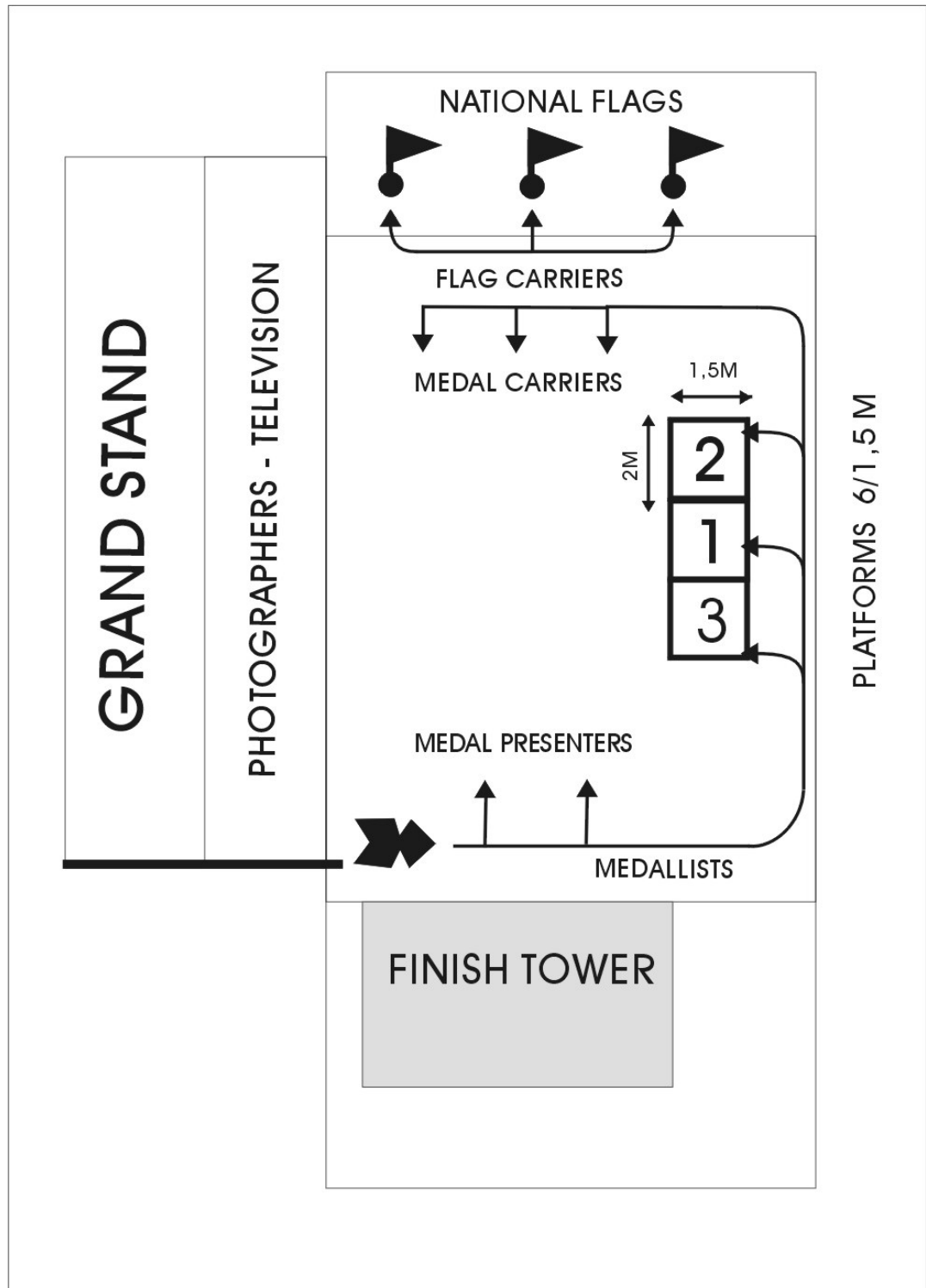


Fig. 17 Medal Presentation Area

VII. VIP AND GUESTS

7.1 Location VIP area

- Special accreditation
- Special and well secured room on the grandstand in front or as near as possible to the finish line

7.2 Space, installation, equipment

- Special place in the main building
- Special place in the restaurant
- Special place in the grandstand
- All these places must be well indicated and well secured
- Equipped with phone, close circuit T.V. and all information of the races

7.3 Services for VIP

- Host or Hostess- pleasant and bilingual
- Refreshments, snacks

VIII. GENERAL SERVICE INSTALLATIONS

8.1 Accommodation, Transportation, Food and Refreshments

The key parameters by which a Championship is judged by the competitors (and by most other people) are:

- Good and fair racing
- Good food for sport activity
- Good accommodation
- Good traveling arrangements

Every city and every Organizing Committee will have their own ideas and their own problems with regard to these matters. The following recommendations may not all be possible but every effort should be made to achieve most of them:

- A wide variety of international foods, choice of both hot and cold menus, fresh fruit and fresh vegetables, sufficient quantity for 90kg competitors, low fat food for 60kg competitors, plenty of carbohydrates for all competitors
- Unlimited quantities of drink, milk, water, juices, tea, coffee
- Flexible meal arrangements capable of providing food at almost any time between 04:00 hours and 22:00 hours
- Separate beds for every competitor, normally 2 persons per room, but some single rooms if possible
- Extra long beds for tall competitors
- Sufficient toilets, baths and showers to minimize queuing
- Quiet surroundings to allow competitors to sleep around 9:00 P.M.
- Good drying facilities for every team (in wet conditions there could be 2 complete sets of wet uniforms per person)
- Minimum traveling time between accommodation centre and the Regatta course. Less than 20 minutes is ideal while 20 to 40 minutes is acceptable. A journey of over 40 minutes, and certainly on over 60 minutes can become very tedious and is most unwelcome to the crews (a high standard of comfort is then required). Even for short journeys the drivers of competitor's buses should be asked not to smoke. A long journey time will prompt the need for very good facilities at the regatta venue.
- A very reliable transport system for the competitors and official. Whether it be a public or a special private transportation system the key factors are that the buses should run on time and that there should be sufficient spaces available to cope with all of the demands at any time during the day. The ideal is a regular shuttle bus service running through the day, but with additional buses to cover the peak periods which occur both during the morning and the afternoon. A published timetable should be available.
- Jury: 3 cars with driver
1 for the President

- 1 for the Secretary General, 1st and 2nd Vice President
- 1 for the other members
- Competition Committee
 - 1 car with driver
- Officials
 - 1 bus, good schedule required

Note: Most of the officials are to be present at least 1 hour before the races at the regatta course and to remain there until 30 minutes after the last race
 The starting times are to be agreed upon, as boat control starts earlier and the officials will finish later in case of an appeal.

- Press: good information about transportation means to the city and surroundings
- Finally, consideration must be given to ensure that there is adequate accommodation available for visiting spectators and that, if necessary, the local public transport system is supplemented by special arrangements

8.2 Parking requirements

Parking requirements for:

- | | |
|--|----------------------|
| - boat trailers with access to the boat houses | 40 places |
| - buses and cars of the delegations | 5 buses/30 cars/vans |
| - VIP's, Jury, Officials | 30 cars |
| - T.V. and Press | 5 trucks /30 cars |
| - public | 1000 cars |
| - service cars | 10 cars |

Situated on the right place, separated for the different kind of use and well secured

8.3 Information installations

8.3.1 Results Service

There are a number of aspects to the provision of a good information service at a Championship. The best systems will link the scoreboard and the display information on the television screens with the computer which is programmed to produce results sheets from each race, summary statistics, daily racing programs and any other information relevant to the smooth running of the Championships.

The two main groups who will be seeking a paper copy of the results after each race are the Press and the coaches.

The coaches often do not receive as good a results service as either the Press or the VIP's. This is unfortunate as it may well lead to great frustration and imitation for the coaches who are

desperately keen to obtain copies of the results of their own crews and of their rivals as soon as possible after each event.

The results service to the coaches is best operated by the use of notice boards and by providing sufficient copies of each result to the team managers by way of the Information Desk or the individual lockers.

“Sufficient” means at least 3 copies of each result to each team. The notice boards should be strategically placed in the boat house area, the crew restaurant or rest area and near to the Competitors Grandstand.

A modern results service system includes links to a sufficient number of printers located around the site at strategic points:

e.g. Finish Tower
Press Centre
Main Copying Area
Boathouse
VIP Grandstand

In association with suitably sized copying and collating equipment these linked printers allow a very fast and efficient distribution of result sheets around the entire site.

The requirement for a fast results service is one of the major administrative burdens on any O.C. and the scale of the operation is nearly always underestimated at the beginning of the Championship. In addition to the hardware there is a need for competent operators, for numerous runners and for a copying machine repairman on 24 hour standby. Results sheets should include the following information in addition to the actual timings:

- The best time ever achieved in the event
- Names of Starter, Judge at Start, Course Umpires, Chief Official
- Wind speed and direction (showing direction relative to course direction, ideally using a small diagram)
- Temperature (air and water)

8.3.2 General Public Facilities

To run a top class World Championship the O.C. will need to provide a number of basic facilities for the spectators and for all the various participants.

These include:

- Special entrance for the public
- Information concerning the races by electronic scoreboard
- Grandstand - permanent or temporally created for about 5000 persons
- Seating capacity on the banks for another 5000 persons
- Banking – cash exchange, cheque services, etc.

- Post office – stamps, postal service, letters, postcards
- Telephones – sufficient numbers, centrally located, capable of being operated by coins and by phone cards
- Car Hire – a representative on site
- Newsagent – newspapers, periodicals, books, travel guides, maps
- Information – a general “help desk”
- Souvenirs – sales points at various locations around the site
 - N.B.** This must include for sales points for ICF souvenirs, to be agreed between ICF and the O.C.
- Medical – access to the Medical Centre for any serious problem and to First Aid centres for more routine matters
- Food and Drink – restaurant and cafeterias should be provided as well as locations serving drinks (both hot and cold as well as alcoholic and non-alcoholic)
- Sanitary – adequate toilet and washing facilities should be provided, usually in temporary, portable units. The most important thing is to provide these units in sufficient numbers and to locate them all around every section of the site.

8.3.3 Commentary and public address

A public address system should be installed at the finish end of the course to cover all the Grandstands and spectator areas, the boat house area and the competitors’ changing rooms. It can also be extended to the administrative areas but, if so, it must be possible to switch the sound off when not required.

The public address system should be controlled from the Commentary Box in the Finish Tower. The system should include facilities for playing recorded music and should be linked to the microphones used for relaying Ceremonial speeches from the platform in front of the main Grandstand. The system should allow the operator to link both the race starter and the mobile commentary teams into the public address circuits.

In the boat house and in the competitors changing rooms the boat house controller should have the facility to cut out the Public Address commentary and to relay his own instructions to the crews.

The Chief Commentator (in the Tower) will make all the usual announcements, linking the races and feeding in the running commentary from the mobile team. He will describe the finish, announce the race results and confirm the qualifiers for the next rounds. He will also deal with all public and general announcements.

The main language for the commentary should be the local language of the country. However the progress of the races should be given at regular intervals in English and in one other language as appropriate. It is the responsibility of the O.C. to engage suitable commentators.

8.3.4 Scoreboard

At a World Championship the races are traditionally at least 10 5 minutes apart. This allows each race to be followed individually, with the scoreboard recording the split times for 750m, 500m, and 250m. The intermediate times can be shown on the scoreboard immediately as they are available. However the system must be controlled so that the final official race result is not displayed until the result has been officially cleared by the Competition Committee.

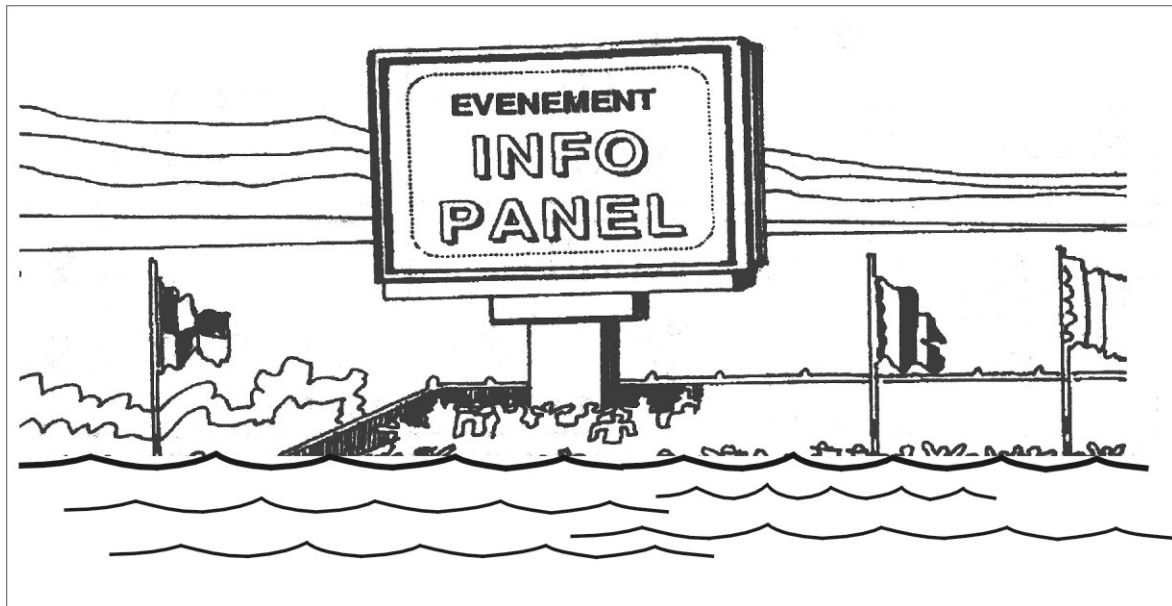


Fig. 18 Score and Information Panel

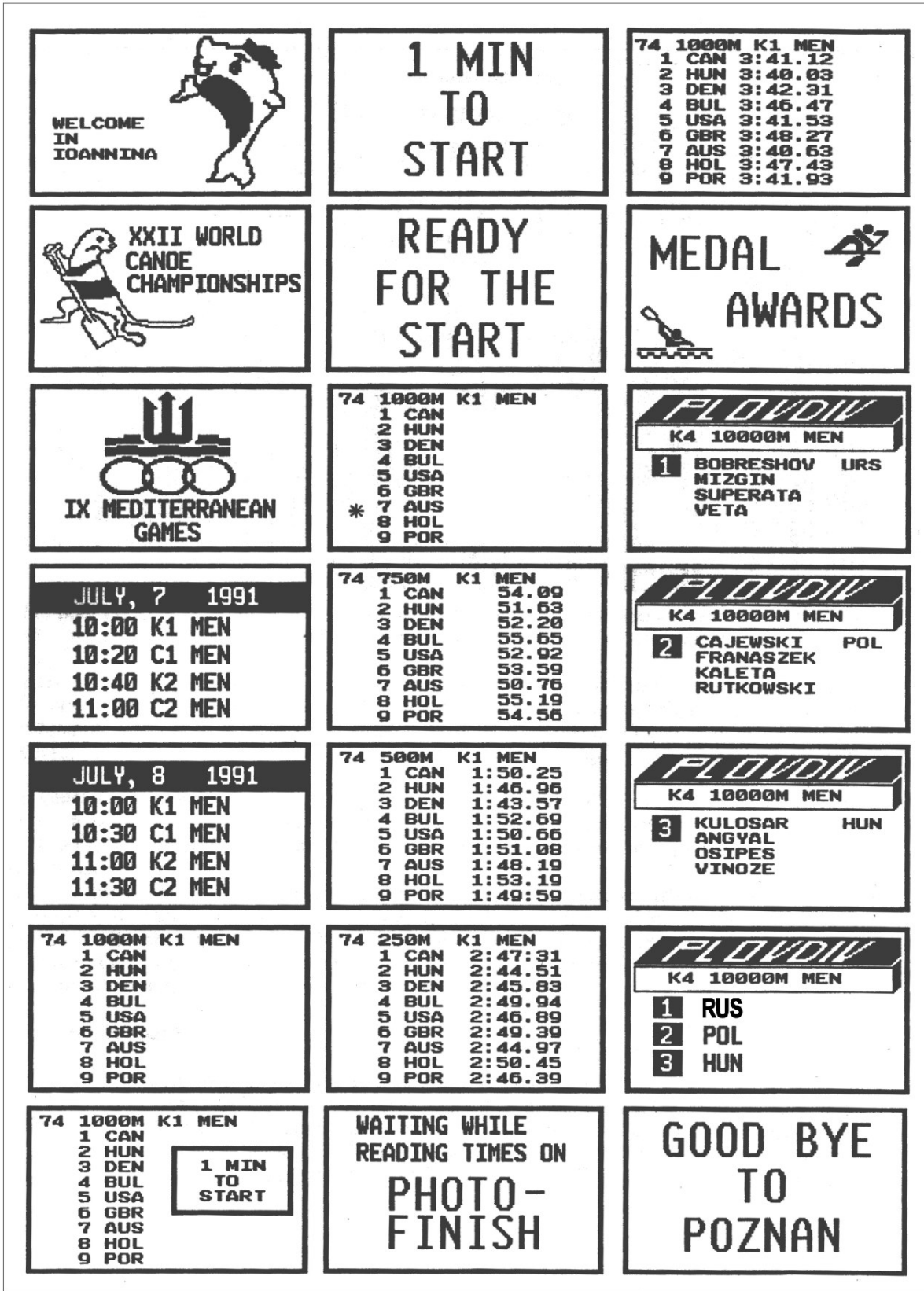


Fig. 19 Information Panel Displays

8.3.5 Scenario for the scoreboard

(See Fig. 16 and 17)

a. Races

- Showing regatta time or/and running time
- 1st day program
- 2nd start order of each event
NR event 1000m K1 Men
NR lane name of competitor(s) or country
- 3rd false start indication (by blinking asterisk before the NR of lane)
- 4th intermediate time (750m, 500m, 250m)
- 5th correct ranking or photo finish and waiting while reading times on photo finish
- 6th full official result

b. Medal Awarding Ceremony

- 1st event – K4 1000m men
- 2nd awarding by (Mr. XXX – President of the ICF accompanied by Mr. X)
- 3rd the names or countries of the three first place finishers (Appendix IV) (name after name)

c. T.V. Display Information

The same rules and guidelines as for the scoreboard must cover the display of results information on T.V. screens. Television is “instant” media and they will want to show the final time for each crew as it crosses the line. This needs to be controlled and delayed until the results has been verified by the ICF

8.4 Accreditation

One of the most important issues facing an Organizing Committee is the security of the Championship site and the control of access. This requires considerable thought and planning during the months leading up to the Championships. It requires a system of passes to allow certain groups of people access to certain parts of the site but not access to other areas. The entire control system MUST be well designed, the accreditation of every single person must be organized to take place as quickly and as easily as possible and, finally, the system must be properly controlled during the Championships.

The main aims should be to have regulations which are easy to understand and which make the minimum restrictions consistent with an efficient Championships.

Much of this may depend on the layout of the regatta site but once the plan for access and security has been developed by the Organizing Committee it must be fully discussed and agreed with the ICF representatives well in advance of the Championships.

The location of the accreditation centre needs careful consideration.

For the competitors and team officials the best location is at the competition course. It should also be remembered that some people do not arrive until nearer the Finals and there should be an arrangement whereby they can be accredited outside the security zone.

The accreditation will be organized so that the necessary details will be collected from the teams in advance. If this is successful, the cards can be produced in such case in advance.

The biggest traffic is expected two days before the start of the competition and longer waiting time can be expected in such periods, therefore everything should be prepared for each team, so that the waiting time can be cut to the very minimum possible. In such period place for about 100 persons should be provided as long as they are ready with the accreditation. It is important to make the waiting as comfortable after the long journey as possible; therefore the accreditation centre will be furnished with chairs, tables, soft drinks and information material.

It is necessary to have interpreters available in English, Spanish, Russian and other, frequently used languages as well.

Cards:

Good quality Photo
Color Code

Jury, Competition Committee, Medical Staff	Red 20/30
Officials	Green 30/40
Team leaders (2 a country)	White + red spot 80/90
Competitors, Coaches, Trainers	White 800/1000
Press	Yellow 100
VIP's, Guests	Blue 50/ 100
Staff	Optional 200

This latter classification does underline to an O.C. that they are dealing with a number of separate groups during a Championships, each with different demands and requirements and problems.

8.5 Communication/connection

Competition Committee

By phone:

- starter
- Jury
- Announcer
- Doping control
- Security

By phone or walkie-talkie:

- Competition Manager
- Finish line judges
- Polyox control
- 2nd boat control
- Security
- Course umpires
- Responsible person for the motor boat flow

Inter local T.V. system

Link with start video (with sound) and arrival video

Document transport system

Jury

By phone:

- Competition Committee
- Security
- All other facilities

Linking with:

- inter local T.V. system
- start and arrival video

Finish line – judges

By phone or walkie-talkie:

- Competition Committee

Linking with

- start video with sound
- arrival video with instant replay
- inter local T.V. system

Starter

By phone or walkie-talkie:

- Competition Committee
- Special connection between aligner and starter
- Start video with instant replay
- Loud speaker system to each start position
- Loud speaker system to ask the competitors to their start position
- Loud speaker system to ask the competitors to stop after a false start
- Start button or sign linked with the time keeping

Aligner

By walkie-talkie:

- special connection between aligner and starter

2nd boat control and polyox control

Special loud speakers system (direction cool down zone) to call the competitors to the 2nd boat control

By phone or walkie-talkie with the Competition Committee

Announcer

By loudspeaker system with the competitors, team leaders, public and all other people involved in the competition

By phone with the Competition Committee

By walkie-talkie with the master of ceremonies

Doping control/Medical Centre

By phone/walkie-talkie

- Competition Committee
- Jury
- Security
- All medical facilities in and outdoor
- Transport system (ambulance)

Linking with:

- inter local T.V. system

Motor boat flow controller

By walkie-talkie with the Competition Committee and all the motorboats

8.6 Security

Well organized security with a around the clock control central linked by phone and radio connection with the local police services 2/3 persons.

Special teams with a responsible person for each, permanent in connection with the control centre by walkie-talkie for:

- competitors area	3/4 persons during the races
- start area	1 person during the races
- boat control 2 nd	1 person during the races
- ceremony area	2 persons during the final races
- press area	2 persons during the races
- Jury	1 person during the races
- VIP's	1 person during the races
- Grandstand	5 persons during the races
- boat area in-outdoor	2 persons day and night
- trailer and car park	2 persons day and night
- finish tower	2 1 persons day and night

Competitor area – boat area – boat control 2nd and polyox – ceremony area – start area – trailer – and car park surrounded by a fence with one or two well secured gates.

For Jury and VIP's in each facility a well indicated and well secured area.

8.7 Signs and direction

On the roads: a general road plan to indicate the regatta course and a detail plan of the close surrounding area is required. Signs of a good size and a clear direction indication to the regatta course, this on the main roads and the principal intersections of the highways and all the roads leading to the Regatta course.

On the Regatta course:

- Outdoor: at the main entrance a large general plan with indication of all the facilities. At the competitors area a large plan of the course, with all the lanes, the start and finish line, the turning points, the warming-up and cool-down sections and the way to go to start and training side. Signs to indicate each facility separately.
- Indoor: In the main building a general plan of all the services of the building. Signs leading to all inside services. All the indications have to be in the language of the organizing country and English.

8.8 Sanitary installations

Separate for athletes/team leaders/coaches (at the competitors area)

- 1 toilet, 1 urinal, 1 wash table with mirror for every 25 persons. 1 shower with warm and cool water supply around the clock, clean, for every 20 persons

Jury (near the Jury room)

- 2 toilets + 1 urinal + 2 wash tables with mirror

VIP's (near the VIP lounge)

- 2 toilets + 1 urinal + 2 wash tables with mirror

Officials (near the officials location)

- 2 toilets + urinal = 2 wash tables with mirror every 2nd floor

Finish tower (in the building)

- 1 toilet + 1 urinal + 2 wash tables with mirror every 2nd floor

Ceremony (in the vicinity of the ceremony place)

- 2 toilets + 1 urinal + wash tables with mirror

Press (at the press centre)

- 4 toilets + 2 urinals + wash tables with mirror

Organizing Committee (spread out over the regatta course)

- 1 toilet + 1 urinal + wash tables with mirror for every 25 persons involved in the organization

Public (spread over the public area of the regatta course)

- 20/25 toilets + 20/25 urinals + wash tables with mirror

The sanitary installations must be:

- separated for men/women
- provided with flushing water, paper and for women a special bucket
- showers with warm and cool water supply
- clean around the clock

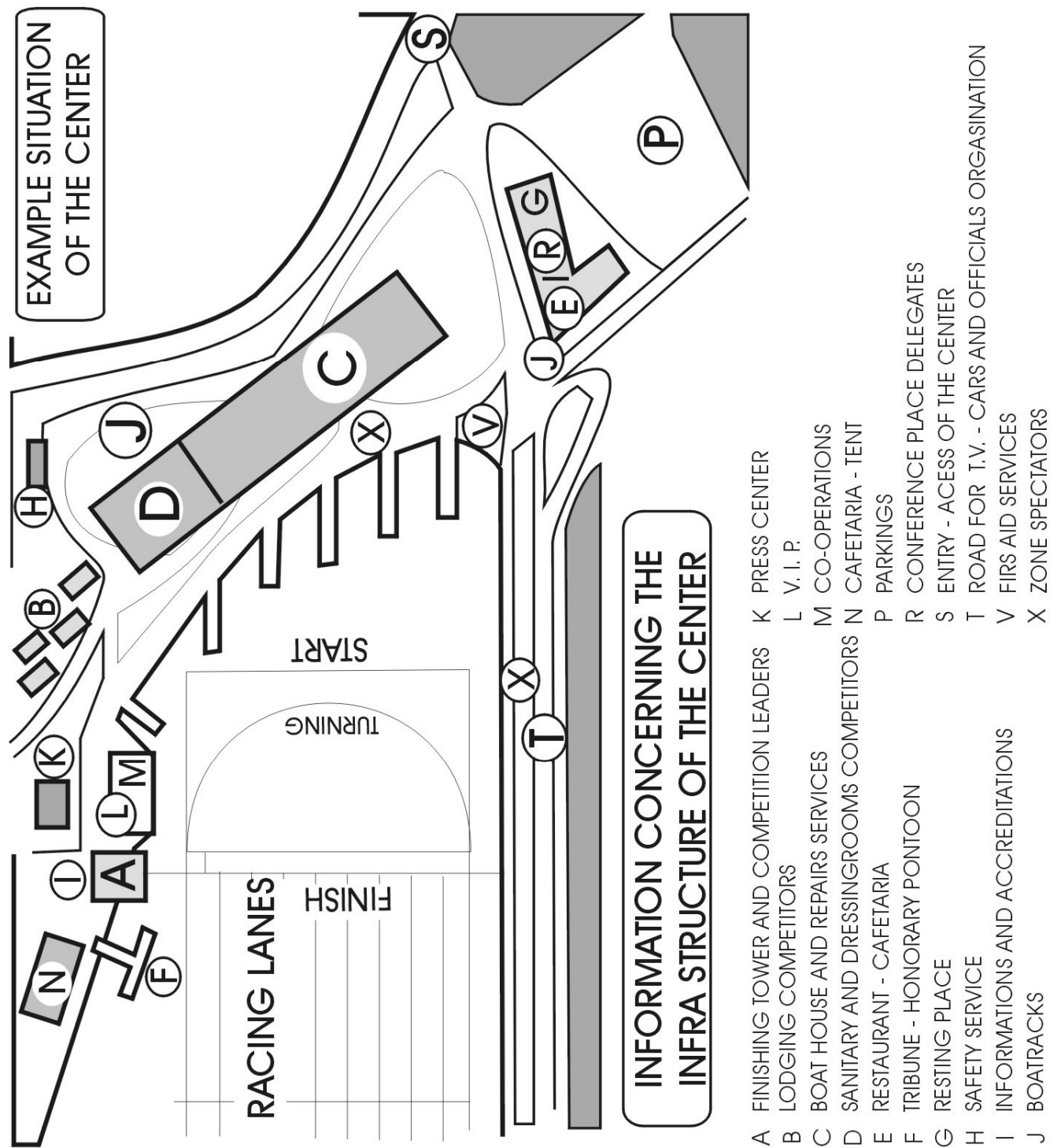


Fig. 20 Example Situation

APPENDIX I

APPLICATION FOR A WORLD CHAMPIONSHIP

Application for a World Championship

A federation that wishes to organize a World Championship has to send an official application form to the Secretary General of the ICF and to the Chairman of the Racing Committee at least 5 years before the event with the following information:

- Federation (name – address President – Secretary General – Telephone – Fax)
- Country
- City and population
- Time zone relative to G.M.T. and altitude above sea level
- Map of the town and/or surrounding area showing the location of the proposed accommodation (hotels, colleges) and of the local Hospital facilities.
- Map showing the location of the regatta course, any alternative training venue, and the surrounding area as well as the town. (1/500000)
- Venue and location of the competition
- Date (year – month – days) proposed dates
- Address of the Organizer signed by the President and the Secretary General of the requesting Federation

With a report concerning:

- The general plan of the Regatta course with pictures
- The Course
 - Measurements (length – width – depth)
 - Quality of the water and air
 - Water conditions (no current allowed)
 - Natural or artificial
 - If appropriate, details of an alternative stretch of water available for training
 - Course marking (buoying system)
 - Start and Finish installations
 - Finish tower – plan + description
 - Main building plan + description
 - Time keeping system
 - Boat storage and control plan + description
 - Motor boat parking
 - Competitors area and quarters – plan + description
 - Sanitary installation
 - Security service (on the shore and in the water)
 - General Climatological Information

- Medical/First Aid and Anti Doping facilities and Hospital
 - Information system (Jury, Officials, Competitors, Press, Public)
 - Ceremony (Opening, Closing and Medal award ceremony)
 - Grandstand (Jury, Officials, Competitors, Press, Public, VIP's)
 - Detail of any previous major events
(Championships – International – National Reg.)
- Accommodation and food
 - Price (full pension) per person and per day in- Euro for:
Range of prices appropriate to each type of accommodation
Competitors/Team leaders
Coaches/Officials and Guests/Press
 - Organization fee per person and per day for countries who like to arrange their own accommodation
 - Hotel quotation for: Jury/Officials/Guests/Competitors/Team leaders/Coaches/Press
 - Transport
 - Proposed transport arrangements, describing any particular problems which will be encountered and including any special arrangements or discounts that the O.C. can offer to the participants
 - General transport arrival/departure
 - Boats and boat trailers (intercontinental travel)
 - Team transport to town
 - Transportation of athletes – Jury, Officials and Press between accommodation and the course and/or training site
 - Accreditation
 - Social Program
 - Press and Media
 - Special problems
 - Visas or other restriction
 - Health issues e.g. mosquitoes, high altitude...
 - Any other

Contract arrangements:

The National Federation and the proposed Organizing Committee must make a clear statement that they are prepared to enter into a contract with the ICF to provide all the facilities required together with the appropriate organizational structure to stage a successful Championships. The statement must describe the organization/body which is responsible for operating and

maintaining the course and the surrounding lands and must define the contractual relationship between the National Federation and that body.

The contract will have as parties the ICF, the National Federation and the Organizing Committee and will incorporate inter alia the information given in this application.

Presentation to the ICF Board of Directors 4 years before the event date with the same information given to the ICF

If accepted by the ICF Board of Directors

Presentation by report on the Progress of Preparations, to the ICF Board of Directors and the Racing Committee, year after year starting 2 years prior to the races.

No later than 12 months before the Championships the following information should be provided to the ICF

- Organization Committee (Organization chart)
- Detailed plan of the regatta course showing the location of all buildings and structures, both permanent and temporary, and defining their use during a championships
- Plan of any separate training site including boating installations, boat rack (size and number) and course marking
- Detailed description of the regatta course and its installations
- Depth, length, width, number of lanes, slopes of banks and direction of course in relation to the direction of the prevailing wind
- Start installations, start pontoons, finish tower, timing huts, albino system of buoys
- Pontoons at boathouse, launch docking facilities
- Detailed description of boathouse area
- Permanent boathouse capacity, temporary boat racking arrangements
- Accommodation for boat control, weighing scales and gauges
- Detailed description of the facilities for competitors
- Changing rooms, showers, toilets, massage rooms, rest area
- Restaurant, “social” area, (if the regatta course is more than ½ hour from the competitors accommodation then extra arrangements must be made to deal with meals, rest areas, etc. for each Federation)
- Team leaders Information Centre
- Competitor’s covered grandstand (location and seating capacity)
- Arrangements for coaches (roads, bikes, launches, etc.) during training and racing
- Detailed description of the facilities for the management of the event
- Team leaders meeting room, Jury room, office for ICF President, office for ICF Secretary General, room for the Officials
- Offices for the Organizing Committee, Bureau for Accreditation, printing and copying rooms
- Detailed description of technical equipment, like starting machine, photo finish and IT system

- Timing system, results board, computer links
- IT systems of the organization and conduct
- Closed circuit television, radio system, public address system
- Detailed description of medical services
- General medical centre at course, specialist physiotherapy service, ambulances, first aid service
- Local Hospital and emergency arrangements
- Doping control service including the name and location of the I.O.C. approved testing laboratory
- Rescue services on the water
- Detailed description of the facilities for spectators
- Grandstands, (location and capacity), VIP areas, viewing arrangements, sanitary facilities
- Restaurants, food and drink arrangements, banking services, information centre
- Detailed description of the arrangements for the media
- Communications centre equipped for latest technology
- Transport service between press hotel and press centre
- Number of T.V. monitors on tribune and in press centre
- Seating capacity of the press box
- Results service
- Information service
- Working space near communications centre if press box is small
- Arrangements with television
- Host broadcaster
- Catamaran, tower cranes, road mounted cameras, fixed viewing points
- Location of monitors around course
- Description of general arrangements for
- Car parking for officials, competitors, press, spectators, boat trailers
- Security of boats and equipment, the course area
- Facilities for sponsor advertising and sponsor hospitality
- Timing program
- Proposed dates of the Championships (week, month, year)
- Proposed time table of each day's racing
- How long will the course be available for use during the period before the start of the Championships?
- Details of proposed accommodation for:
 - Female and male athletes as well as their team personnel
 - Officials
 - Members of the Jury
 - Press and other media
 - Spectators
- Details should include reference to the location, accessibility, all parking spaces, rooms (number of beds per room, number of extra long beds available), drying facilities for athletes as well as to food, special diets and drinks

- All prices should be quoted in Euro at the time of application. Information should also be provided as to the rate of inflation in the country during the 5 years prior to the application
- Details of proposed transport arrangements
- General Transport Arrival – Departure
- Boats and boat trailers (intercontinental travel)
- Team transport to town
- Transportation of athletes, officials and press between accommodation and the course and/or training site
- Proposed venues for
- Congress (including installation for simultaneous translation)
- Meeting for ICF Management
- Draw and discussions regarding the championships – a large meeting hall seating up to 100 is required
- Meetings of the Board of Management

After the allocation by the ICF Board of Directors

Information:

To mail to all affiliated federations, and a copy to the President, the Secretary General and the Chairman of the Racing Committee.

Three bulletins

1st bulletin... November/December (Prior to the year of the races)

2nd bulletin... April / May

3rd bulletin... June/July

Final general information (by arrival)

With following information:

1st Bulletin - November/December

- General information concerning the country, the city, the surroundings, and the course
- Detailed plan of the course showing all the facilities
- Plans and situation in the World, country, city and the very close surrounding area
- Climatological Information
- Summary of dates and times (ICF form 1)
- Information of Hotels and camping
- Prices for lodging and food (Range of prices appropriate to each type of accommodation)
- Organization fee for the countries who like to arrange their own accommodation
- Boats available for hire – hiring cost
- The office of the Organizing Committee Address, Telephone, Fax, Telex

- Additional: - Preliminary Entry form (ICF form 2)
- Entry of boat for loan (ICF form 3)

2nd Bulletin –April / May

- Summary of dates and times
- Timetable of the races
- Arrival
- Reception
- Accreditation
- Transport services
- Accommodation
- Food
- Beverages
- Hotels and Camping
- Training facilities
- Medical facilities
- Prices
- Additional: - Numerical Entry form (ICF form 4A + B)
Nominal Entry form (ICF form 5A + B + C + D and 6)

3rd Bulletin - June/July

- Organizing Committee, Officials, Participating Countries
- Correct timetable (starting time for each race, semi-final and final)
- Boat storage and boat control and numbers
- Security
- Result and timing system
- Doping control – Medical care
- Entries and drawing lots
- Opening and closing ceremonies
- Transport services (airport, railway station to the course for Jury, Officials, Teams)
- Press Service
- Plan of the Course with indication of all the facilities
- A list of the numerical entries per country and per discipline
- Accommodation, Accreditation for Jury, Officials, Guests, Competitors, Team Leaders, Coaches
- Press
- Food and beverages

Final General Information (by Arrival and by e-mail 6-8 days prior to the competition)

- Accreditation – Team information
- Program of the events
- Meeting (Team Leaders, Officials, Medical symposium)
- Accommodation and food facilities
- Financial services
- Team transportation (course to airport, railway station)
- Boat storage and repair, boat and body numbers
- Boat control, 1st with schedule, 2nd and polyox control
- Course layout
- Waterflow plan (Training, Competition, Motorboat)
- Start procedure
- Protest appeal
- ICF Officials services
- Medical care, Doping control, First Aid
- Detail plan about opening, closing and medal awarding ceremonies
- Social program
- Transport services (Accommodation to the course and back with schedule) for Jury, Officials, Competitors, Team Leaders, Coaches
- Parking
- Press service
- A list of all responsible persons of the organization with their phone number

Additional: - A set of ICF forms for Crew Change, Protest and Appeal
- Final program with
- Correct time table (starting time for each race, semi final and final)
- Names and citizenship of the competitors in each race (heats or direct final)

ICF Statutes – January 2007

STANDING BYELAWS TO THE PREPARATION AND ORGANISATION OF WORLD CHAMPIONSHIPS

I – APPLICATION

1. Application will be made electronically. Two types of application will be available:

a) First Time Applicant – the venue with no World Cup or World Championships events in the last 5 years. Prior to making an application for the organisation of World Championships, the National Federation is obliged to arrange for a Technical Delegate of the ICF, i.e., the Chair of the appropriate ICF Standing Committee or deputy to inspect the proposed venue and the facilities described in the application. The report of this delegate shall be submitted, together with the application, to the Secretary General for submission to the

Executive Committee for their decision.

b) ICF Certification Applicant – the venue with World Cup or World Championships events in the last 5 years.

Both forms are containing questions, which will allow or not allow electronic application.

Application deadline: before 1 January five (5) years before the year of the planned event.

2. A National Federation applying for World Championships shall submit a bidding file in electronic format plus one paper copy to the Secretary General before 1 January four (4) years before the year of the planned event.

The bidding file shall contain the following details:

a) Proposed date – in accordance with the Skeleton Calendar, with the possibility of alterations in justified cases

b) Provisional Competition Schedule

c) Provisional Budget (according to the ICF template)

d) Plans and illustrations of the course (with the checkmarks of all the facilities)

e) Public transportation (the means of transportation; the nearest airport, railway or bus station – distance from the course)

f) Accommodation (number of the hotels with the distance from the course, the capacity, the maximum prices, clear definition of categories, price difference in percentage between categories)

g) Transportation (between the hotels and the course out and during the competition)

ICF Statutes – January 2007

3

h) Marketing plan (how the Organiser will advertise and promote the Event, national and international promotion)

i) TV/Media requirements (list of possible broadcasters, description of TV Coverage, number and position of cameras)

j) Motivation and Legacy: why the Organiser wants to organise the event and how will this affect canoeing sport in his city, region or country

k) Description of Innovations which Organiser wishes to introduce at the Championships

l) ICF Letter of Agreement signed by the Organiser (which includes National Federation's consent to adhere to all ICF Event Organisation Manuals)

m) Guarantee letters (City Council, NOC or State Government etc. – anything that proves the higher

instance support of the Event)

n) Applicants for World Championships Senior Olympic Disciplines: Copy of the bank transfer of €15.000 as a guarantee, which will be given back to the NF in case the application is refused or after the event is successfully finished.

II - PRESENTATION TO THE BOARD OF DIRECTORS

The minimum requirement for applicants is to submit a written presentation to the Board of Directors. Audio-visual presentations of no more than 10 minutes may be used to supplement this written presentation if the applicant feels it is necessary.

III ALLOCATION

a) All applicants must have signed their part of a Letter of Agreement with the ICF before the Board awards the Championships.

b) The Board of Directors will allocate an Event only four (4) years in advance. Allocations will be decided only for one year (for example – in the year 2007, only events for 2011 will be decided).

IV – PREPARATION

1. The Agreement between the ICF and the Organiser must be signed within 30 days after the allocation of the World Championships.

2. Prior to the championships, the organising National Federation shall, at a date fixed by the Standing Committee ICF Statutes – January 2007

4

concerned, make a report on the progress of the preparations for the championships and arrange that the Technical Delegate of the ICF is given an opportunity to check at least once the progress of the preparations at the venue. The cost of the Delegate's travel and accommodation shall be borne by the organising National Federation.

3. The organising National Federation is responsible for accommodation with full board for the Members of the Jury and the Chief Official.

4. Each National Federation shall be provided with two (2) identity cards for access to the areas of the Competition Committee and the Jury. Only persons in possession of such an identity card are allowed to speak on behalf of their National Federation. These persons are to be named at the team leaders meeting.

V – REPORT

The Organising Committee is obligated to forward after the Championships to the ICF the final report containing the following:

1. Paper results

2. Electronic results in PDF and excel format
 3. Set of entry forms, bulletins, tickets
 4. Athletes biographies in electronic format (compatible to the ICF database)
 5. The list and contact details of all media accredited persons
 6. Minimum of 20 high resolution photographs (pictures of winners; minimum 15cm x 15cm in 200 dpi; with the name of the photographer and caption for each photo) – ELECTRONIC FORMAT
 7. An article in English about the Event (including data about participating countries, number of entries, presentation of the venue, atmosphere, results, testimonies from the athletes, coaches, public...)
 8. A Transfer of Knowledge proposal – what do you recommend to the next organisers, what was good from your side, what would you like to offer to the ICF to use regarding different items (on-line entries software, VIP protocol).
- In addition to the final report, the ICF Technical Delegates shall also prepare a report on the execution of the championships.

VI. OTHER CANOEING EVENTS

All other Regional and World Games, which incorporate canoeing events within their programme, must comply with the ICF Competition Rules.

ICF Statutes – January 2007

5

Eventual changes in the Competition Rules are subject to the agreement of the ICF Executive Committee in consultation with the Chair of the appropriate ICF Standing Committee.

Continental Associations may have different Competition Rules, subject to the agreement of the ICF Executive Committee in consultation with the Chair of the appropriate ICF Standing Committee.

When a Continental Championships is allocated a Continental Olympic Qualification Event then the competition must conform to the same requirements as an ICF Competition.

APPENDIX II

GENERAL CLIMATOLOGICAL INFORMATION

General climatological information

It is always very difficult to get a useful image from bare statistics. Dynamic climatology helps us to get a good insight in the frequency and intensity of the weather phenomena and systems. This is why this method was chosen to put the facts in a realistic context.

In general

The Benelux summer is characterized by what is called “the European monsoon”, which is not really true. The mechanism consists in the periodical (over) heating of the continent, interrupted by invasions of cool sea air.

These maritime invasions from the west or the north-west are instable and cool during the summer.

Schematic presentation

Statistically, the warmest period of the summer takes place more than a month after the sun has reached its highest position. Due to the influence of the sea this period varies from year to year. Statistically, the beginning of August is “clearly” the warmest period of the year. The first 10 days of July are rather warm. Still, there is a subtle difference: the last five days of July and the first five days of August are the most advantageous periods.

Both warmth peaks are separated by the “5th European Monsoon wave”. This interruption is statistically situated around July 30th. It is probably the most regular (89% frequency) of all maritime invasions.

After a gradual “recovery” of the summer, the sixth maritime interruption takes place in the period of 05 to 06 August. This wave has the same characteristics as the previous one. It occurs almost as frequently (83%) but is more spreaded.

After this, a period of nice weather starts frequently. The beginning of this period is difficult to situate, and although the astronomically defined “hot days” occur between 07/17 and 08/18, this period of heat is specifically called “the dog days” in popular speech. After the storms which often indicate the beginning of the 5th and 6th maritime invasions, the weather seldom stays bad.

The cool instable weather is almost always superseded by sunny periods which slowly take over. The last maritime invasion of the summer is often very cool. It brings on the first really cool nights in the Benelux, although it doesn't mean the end of the sunny days. The frequency lies at

67% and is situated between August 20th and 25th with a peak day around the 23rd, dates during which we propose to hold the World Championship.

Sun

Sunrise and sunset

The official summer time must be taken into account; it differs two hours from the world time. The suntime with the sun in the west at 9.00, in the south at 12.00 and in the east at 18.00 differs 1 hour from the official time. The midday sun stands approximately 50 degrees above the horizon, and the sun shadows moves at a speed of 15 degrees per hour. Twilight lasts about 35 minutes.

Sunshine

It can be said that August is a rather sunny month. There is an average of 188 hours and 12 minutes of sunshine. In spite of the frequent cumulus clouds there are still many sunny periods.

Date	Sunrise (GMT)	Sunset (GMT)
14 Aug.	04.28 hr	19.07 hr
15 Aug.	04.28	19.07
16 Aug.	04.31	19.01
17 Aug.	04.33	18.59
18 Aug.	04.34	18.57
19 Aug.	04.36	18.55
20 Aug.	04.37	18.53
21 Aug.	04.39	18.51
22 Aug.	04.41	18.49

Precipitation

Precipitation figures

The characteristics of the rainfall are more important, such as frequency, duration and intensity. These parameters do not tend to show average numbers. Since the spreading of the rainfall cannot be rendered systematically by the classic average readings and their additional standard deviation, they have to be described by using a “statistic trick”. This is called fractiles. They are fractions (in %) which are not exceeded by the additional value.

Fractile 10 (FR10) means that only 10% will remain below the additional value

Fractile 50 is the median (MED), since as many cases lie above as below it

Fractile 90 (FR90) means that 90% remains below the additional value

The readings are valid exactly for the centre of the country and comprise the data from 1901 to 1986. In August there is a 75mm average rainfall. The short storms account for much of this precipitation.

Date	Average	Min (years)	FR50	FR90	Max (mm year)
14 Aug.	2.5 mm/day	0 mm (2)	0.4 mm	8.8 mm	17.4 mm (1962)
15 Aug.	1.5 mm/day	0 mm (2)	0.1 mm	5.5 mm	13.0 mm (1953)
16 Aug.	2.1 mm/day	0 mm (2)	0.2 mm	9.6 mm	16.5 mm (1961)
17 Aug.	2.1 mm/day	0 mm (2)	0.1 mm	6.4 mm	27.0 mm (1962)
18 Aug.	2.6 mm/day	0 mm (2)	0.2 mm	7.7 mm	25.9 mm (1935)
19 Aug.	2.4 mm/day	0 mm (2)	0.1 mm	8.8 mm	32.4 mm (1925)
20 Aug.	2.9 mm/day	0 mm (2)	0.2 mm	9.0 mm	38.0 mm (1952)
21 Aug.	2.6 mm/day	0 mm (2)	0.4 mm	9.1 mm	20.5 mm (1909)
22 Aug.	2.2 mm/day	0 mm (2)	0.2 mm	7.1 mm	20.8 mm (1904)

The interpretation is rather simple. From the period from 1901 until 1986 can be concluded that on August 18th there is an average of 2.6 mm of rainfall. Two years have 0 mm rain. In 50% of the years there is an average rainfall of 0.2 mm.

In 90% of the cases (in spite of rain showers) precipitation is not higher than 7.7 mm and the highest amount of rain fell on August 1818, 1935, 25.9mm. The other day readings are to be interpreted in the same way.

Possible precipitation figures

If we take the absolute chances of rainfall during August as a basis, it must be said that completely dry months are rare (2.3% but that the possibility of a day without considerable rainfall (max. 0.1mm) is still rather great (50%)). On the other hand, great downpours with more than 30mm/day are even rarer (less than 1%).

More than 30mm/day falls in up to 1% of the cases
 More than 20mm/day falls in up to 4% of the cases
 More than 10mm/day falls in up to 11% of the cases
 More than 6mm/day falls in up to 10% of the cases
 More than 4mm/day falls in up to 28% of the cases
 More than 2mm/day falls in up to 45% of the cases
 More than 1mm/day falls in up to 60% of the cases
 More than 0.1mm/day falls in up to 79% of the cases

Temperature

The course of the temperature

The course of the temperature in August is very variable and is connected with the circulatory direction. In order to avoid endless charts we chose to define the normal values, the limiting values per circulatory direction and the absolute values. To show the daily course, you will also find a statistical course of the daily course during cloudless weather. Starting from this curve, it is possible to “extrapolate” a maximum temperature with any temperature at any time of the day. In August prevail the following values as start of minimum temperatures, whom one can calculate into maximum temperatures by means of the following diagram.

Circulatory direction	Pressure pattern	Minimum temperature
Polar continental (NE)	Anti-cyclonic	12.3 degrees Celsius
Polar air (n)	Anti-cyclonic	8.1 degrees Celsius
Polar maritime (NW)	Cyclonic	10.9 degrees Celsius
Polar maritime (NW)	Anti-cyclonic	8.4 degrees Celsius
Maritime (W)	Cyclonic	14.4 degrees Celsius
Maritime (W)	Anti-cyclonic	12.5 degrees Celsius
Maritime tropical (SW)	Anti-cyclonic	16.9 degrees Celsius
Maritime tropical (SW)	Cyclonic	16.4 degrees Celsius
Continental tropical (S/SW)	Anti-cyclonic	20.9 degrees Celsius
Continental Russia (SE/E)	Anti-cyclonic	16.0degrees Celsius

AVERAGES AND ABSOLUTE VALUES (since 1921)				
MAXIMA (afternoon)				
Date	Average	Stand dev.	Highest value	Lowest value
14 Aug.	21.6 d	3.5	29.5 d (1947)	15.4 d (1931)
15 Aug.	21.9 d	3.5	32.3 d (1947)	15.1 d (1937)
16 Aug.	21.5 d	3.7	34.3 d (1947)	14.0 d (1957)
17 Aug.	21.5 d	3.4	32.6 d (1947)	17.9 d (1962)
18 Aug.	21.9 d	3.8	33.0 d (1947)	15.7 d (1986)
19 Aug.	21.6 d	4.4	35.1 d (1932)	14.2 d (1964)
20 Aug.	21.5 d	4.1	32.8 d (1932)	14.7 d (1972)
21 Aug.	21.3 d	3.8	29.2 d (1950)	14.6 d (1963)
22 Aug.	20.7 d	3.8	30.4 d (1944)	14.6 d (1963)

MINIMA (early morning)				
Date	Average	Stand dev.	Highest value	Lowest value
14 Aug.	13.5 d	2.1	18.0 d (1979)	8.9 d (1939)
15 Aug.	13.6 d	2.3	18.4 d (1974)	9.0 d (1970)
16 Aug.	12.8 d	3.0	19.2 d (1932)	7.4 d (1922)
17 Aug.	12.9 d	2.7	19.4 d (1947)	8.3 d (1950)

18 Aug.	12.9 d	2.6	18.6 d (1943)	8.8 d (1928)
19 Aug.	13.2 d	2.5	21.6 d (1932)	6.8 d (1949)
20 Aug.	13.2 d	3.0	21.8 d (1932)	7.3 d (1972)
21 Aug.	13.3 d	2.7	21.0 d (1943)	9.4 d (1924)
22 Aug.	13.0 d	2.5	18.0 d (1950)	8.3 d (1964)

Wind

Wind Speed

It needs to be said that the average wind speed is still measured in knots (1852 m/he – 0.51 m/sec) at 10 m altitude. This measuring method drastically reduces the restraining effect of the friction. Long water surfaces tend to canalize the wind, which increases the “Fetch” or free course. Thermal can enforce this effect, so that the winds tend to be stronger than over land. It is agreed upon, that both effects compensate each other only partially, and that the canalizing effect is almost always bigger. The instability if the wind increases considerably when thermal start (07.00 to 9.00 hrs. GMT). It is at its maximum when cumulus clouds are formed. After 10.00 to 12.00 hrs. the instability decreases and gradually disappears after the maximum temperature has been reached (14.00 to 16.00 hrs. GMT)

From the observations we can also conclude that the wind direction is always determined by the circulatory direction and that no considerable daily course can be observed which delate from the chart shown above.

The average maximum wind in August is 25 knots. However, this is not entirely realistic, because squalls with thunder showers can even reach 65 or 70 knots in extreme and very rare cases, as in the rest of Europe.

It is useless to present extreme values since the wind fields depends on the shifting of the storm, and except for a general SW to NE direction there is no steady course. When a storm threatens to come up, the organizers have to follow the forecast for aviation who can follow these phenomena faster and better than the RMI can do on radio.

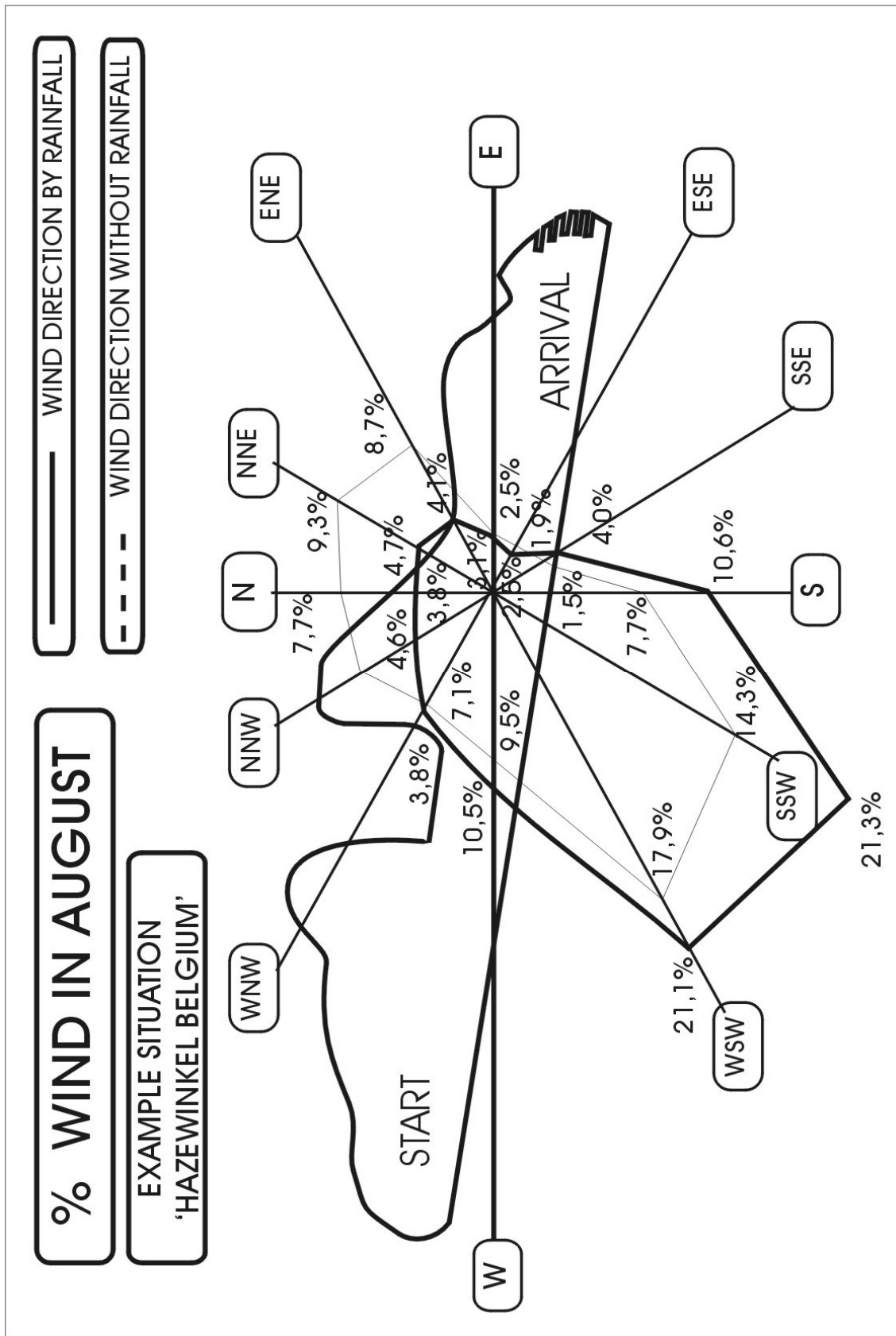


Fig. 21 Example Situation "Hazewinkel Belgium" Wind in August

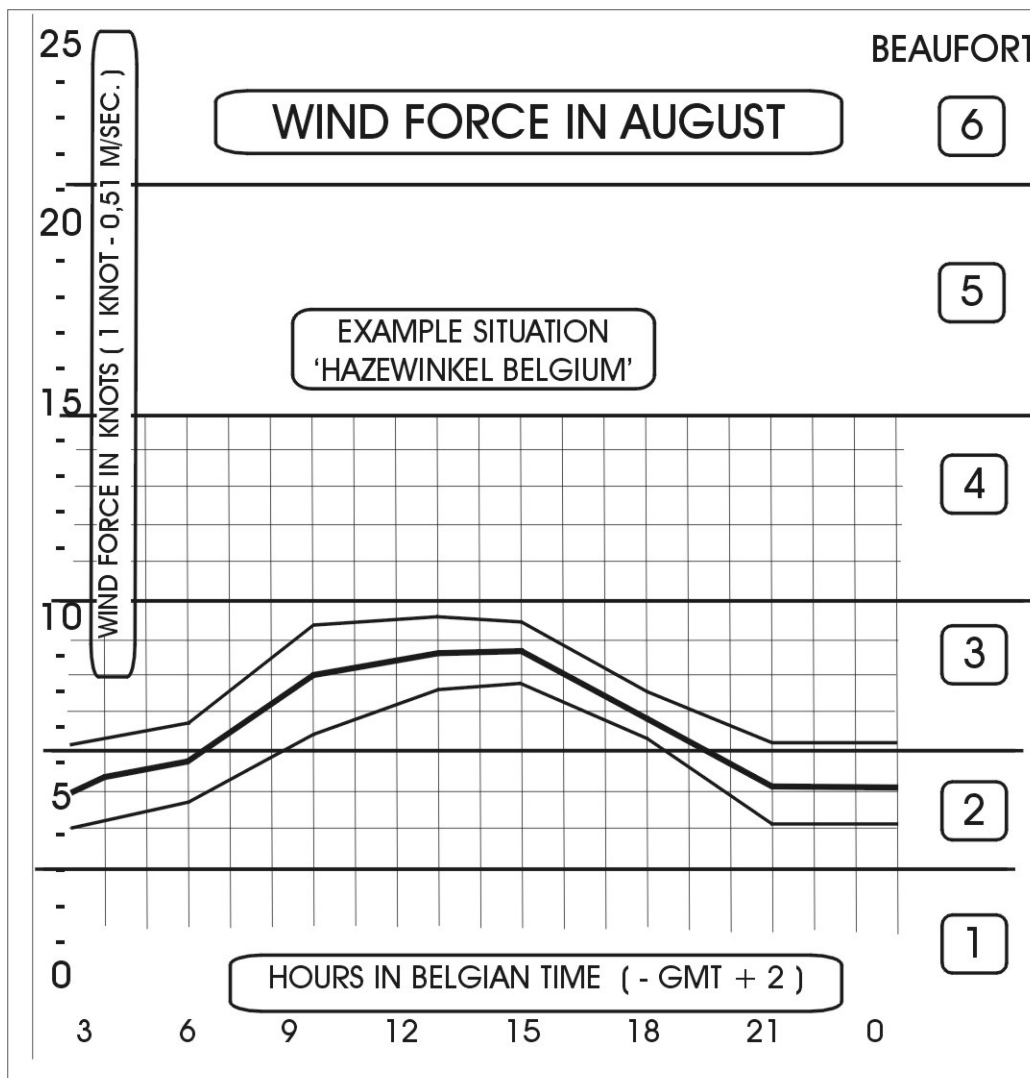


Fig. 22 Example Situation “Hazewinkel Belgium” Wind-Force in August

APPENDIX III

COMPETITION DOCUMENTS

Country / Federation
 Pays / Fédération
 Land / Verbandes



1

COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

TIME - TABLE
TABLEAU DES DATES ET DES TEMPS
ZEITPLAN

COUNTRY - PAYS - LAND :

Date-Date-Datum _____

Hotel reservation Réservation d'Hebergement Quartierbestellung	
Teams and officials Forms will be sent to the federations. Les formulaires des Equipes et Officiels seront envoyés aux Fédérations. Manschaften und Offizielle Formblätter werden den Verbänden zugeschickt.	
Numerical entry (closing date) Engagement numérique (date des clôtures) Zahlenmässiger Meldeschluss	
Nominal entries (closing date) Engagement nominatif (date des clôtures) Namentlicher Meldeschluss	
Opening Ceremony Cérémonie d'ouverture Eröffnungsfeier	
Non stop training	
Competitions Compétitions Wettkämpfe	
Closing Ceremony Cérémonie de clôture Abschlussfeier	

Country / Federation
 Pays / Fédération
 Land / Verbandes



2



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

PRELIMINARY ENTRY FORM
 FORMULAIRE D'INSCRIPTION PRELIMINAIRE
 VORLAUFIGES ANMELDUNGSFORMULAR

To be received by the _____ not later than _____
 Doit parvenir à la _____ au plus tard le _____
 Muss spätestens eingehen beim _____ bis zum _____

NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

- * Our Federation intends to participate in the _____ with the following preliminary number of team members:
- * Notre Fédération a l'intention de participer _____ avec l'équipe préliminaire au suivante:
- * Unser Verband beabsichtigt an der _____ mit folgender vorläufiger Anzahl von Mannschaftsmitgliedern teilzunehmen:

	MEN - HOMMES MANNER	WOMEN - FEMMES FRAUEN
COMPETITORS - ATHLETES - AKTIVE		
TEAMLEADER - CHEF D'EQUIPE - MANNSCHAFTSLEITER		
OFFICIALS - OFFICIELS - OFFIZIELLE		
COACHES - ENTRAINEURS - TRAINER		

TEAMTRANSPORT - TRANSPORT DE L'EQUIPE - MANNSCHAFTSTRANSPORT

Day of arrival - Jour d'arrivée - Tag der Ankunft	
By plane - Avion - Flugzeug	N°
Time of arrival - Heure d'arrivée - Ankunftszeit	
By train - Chemin de fer - Eisenbahn	N°
By bus / Car - Autocar / auto - Bus / wagen	

TRANSPORT OF BOATS - TRANSPORT DES BATEAUX - BOOTSTRANSPORT

Day of arrival - Jour d'arrivée - Tag der Ankunft	
Boats trailer number - Remorques des bateaux nombre - Bootsanhänger anzahl	

DEPARTURE - VOYAGE DE RETOUR - RUCKREISE

Day of DEPARTURE - Date de départ - Tag der Abfahrt	
---	--

Date - Datum - Datum

Signature - Signature - Unterschrift

Country / Federation
Pays / Fédération
Land / Verbandes



3



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

**ENTRY OF BOATS FOR LOAN
INSCRIPTION BATEAUX A PRETER
ANMELDUNG LEIHBOOTE**

● NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

COUNTRY - PAYS - LAND:

	NUMBER	TYPE
K 1		
K 2		
K 4		
C 1		
C 2		
C 4		

Date - Datum - Datum

Signature - Signature - Unterschrift

Country / Federation
 Pays / Fédération
 Land / Verbandes



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

NUMERICAL ENTRY FORM
 FORMULAIRE D'INSCRIPTION NUMERIQUE
 ZAHLENMASSIGE MELDUNG

To be received by the _____ not later than _____
 Doit parvenir à la _____ au plus tard le _____
 Muss spätestens eingehen beim _____ bis zum _____

NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

COUNTRY - PAYS - LAND

WOMEN - FEMMES - DAMEN

1000m

K1	K2	K4

500m

K1	K2	K4

200m

K1	K2	K4

1000m MEN - HOMMES - HERREN

K1	K2	K4	C1	C2	C4

500m MEN - HOMMES - HERREN

K1	K2	K4	C1	C2	C4

200m MEN - HOMMES - HERREN

K1	K2	K4	C1	C2	C4

Country / Federation
 Pays / Fédération
 Land / Verbandes



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

NUMERICAL ENTRY
 ENGAGEMENT NUMERIQUE
 ZAHLENMAESSIGE MELDUNG

COUNTRY - PAYS - LAND :

	Men - Hommes Männer	Women - Femmes Frauen	Total
Competitors - Athlètes - Aktive			
Teamleader - Chef d'équipe - Mannschaftsleiter			
Coaches - Entraîneurs - Trainer			
Physicians - Médecins - Ärzte - Masseurs - Masseure			
Judges - Arbitres- Kampfrichter			
President - Président - Präsident			
Secretary General - Secrétaire Générale - Generalsekretär			
Secretary General - Secrétaire Générale - Generalsekretär			
Other persons-Autres personnes - Andere Personen			
TOTAL			

Date - Datum - Datum

Signature - Signature - Unterschrift

Country / Federation
 Pays / Fédération
 Land / Verbandes



5

A



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

NOMINAL ENTRY FORM
 FORMULAIRE D'INSCRIPTION NOMINATIF
 NAMENTLICHE MELDUNG

To be received by the _____ not later than _____
 Doit parvenir à la _____ au plus tard le _____
 Muss spätestens eingehen beim _____ bis zum _____

NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

COUNTRY - PAYS - LAND

Sportwear Vêtements de Competition wettkampfkleidung	Sportshirt Maillots de sport Sporthemd	Sportshort Short Sporthose

COMPETITORS - ATHLETE - AKTIVE

1000M WOMEN - FEMMES - DAMEN

500M WOMEN - FEMMES - DAMEN

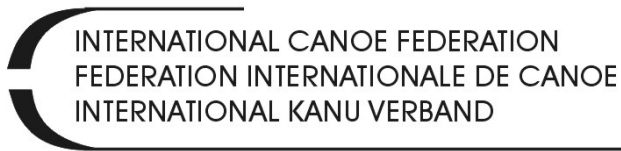
Name - Nom - Name		Name - Nom - Name	
K1		K1	
K2	1	K2	1
	2		2
K4	1	K4	1
	2		2
	3		3
	4		4

200M WOMEN - FEMMES - DAMEN

K1		K4	1
K2	1		2
	2		3
			4

SUBSTITUTE - REMPLACANT - ERSATZ

Country / Federation
 Pays / Fédération
 Land / Verbandes



5

B



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

NOMINAL ENTRY FORM
 FORMULAIRE D'INSCRIPTION NOMINATIF
 NAMENTLICHE MELDUNG

To be received by the _____ not later than _____
 Doit parvenir à la _____ au plus tard le _____
 Muss spätestens eingehen beim _____ bis zum _____

NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

COUNTRY - PAYS - LAND _____

Sportwear Vêtements de Competition wettkampfkleidung	Sportshirt Mailots de sport Sporthemd	Sportshort Short Sporthose

COMPETITORS - ATHLETE - AKTIVE

1000M MEN - HOMMES - HERREN

500M MEN - HOMMES - HERREN

Name - Nom - Name		Name - Nom - Name	
K1			
K2	1		1
	2		2
K4	1		1
	2		2
	3		3
	4		4
C2	1		1
	2		2
C4	1		1
	2		2
	3		3
	4		4

Country / Federation
 Pays / Fédération
 Land / Verbandes



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

NOMINAL ENTRY FORM
 FORMULAIRE D'INSCRIPTION NOMINATIF
 NAMENTLICHE MELDUNG

200M MEN - HOMMES - HERREN

Name - Nom - Name		Name - Nom - Name	
K1		C1	
K2	1	C2	1
	2		2
K4	1	C4	1
	2		2
	3		3
	4		4

SUBSTITUTE - REMPLACANT - ERSATZ

K MEN - HOMMES - HERREN

C MEN - HOMMES - HERREN

OFFICIALS - OFFICIELS - OFFIZIELLE

Name - Nom - Name	Function - Fonction - Funktion

Date - Datum - Datum

Signature - Signature - Unterschrift

- INTERNATIONAL CANOE FEDERATION
- FEDERATION INTERNATIONALE DE CANOE
- INTERNATIONAL KANU VERBAND

5



D

COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

COMPETITORS - ATHLETES - SPORTLER

Men - Hommes - Männer

Women - Femmes - Frauen

Name - Nom - Name

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Name - Nom - Name

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Country / Federation
Pays / Fédération
Land / Verbandes



6



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

TRAVEL INFO FINAL

● NAME OF THE FEDERATION - NOM DE LA FEDERATION - NAME DES VERBANDES

COUNTRY - PAYS - LAND: _____

● TRANSPORT OF THE TEAM - TRANSPORT DE L'EQUIPE - MANNSCHAFTSTRANSPORT

Day of arrival - Jour d'arrivée - Tag des Anreise : _____

By plane - Avion - Flugzeug : _____ NR _____

Time of arrival - Heure d'arrivée - Ankuffzeit: _____

By train - Chemin de fer - Eisenbahn : _____ NR _____

By bus - Car - Bus : _____

● TRANSPORT OF BOATS - TRANSPORT DES BATEAUX - BOOTSTRANSPORT

Day of arrival - Jour d'arrivée - Tag des Anreise :

Boat trailer number - Remorques bateaux nombre - Bootsanhänger Anzahl :

● DEPARTURE - VOYAGE DE RETOUR - RUCKREISE

Day of departure - Date de départ - Tag der abfahrt: _____

● Date - Datum - Datum

Signature - Signature - Unterschrift

FINAL HOTEL RESERVATION			Double _____
Hereby we definitely order for	: PERSONS _____	Rooms	Single _____
Nous engageons à réserver pour	: PERSONNES _____	Chambres	Double _____
Hiermit bestelle(n) wir für	: PERSONEN _____	Zimmers	Simple _____
			Doppelt _____
			Einzel _____

NOTE : This entry form must be received by the Organizing Committee until _____ the latest.

NOTE : Le présent formulaire d'inscription doit parvenir au Comité d'Organisation le _____ au plus tard.

VERMERK : Diese Anmeldeformular muss spätestens bis zum _____ beim Organisations Komitee eingehen.



BOAT CONTROL

START NO	DATE	TIME	EVENT	NO	HEAT	SEMI-FIN	FINAL

NATION	COMPET NO	WEIGHT	OTHER

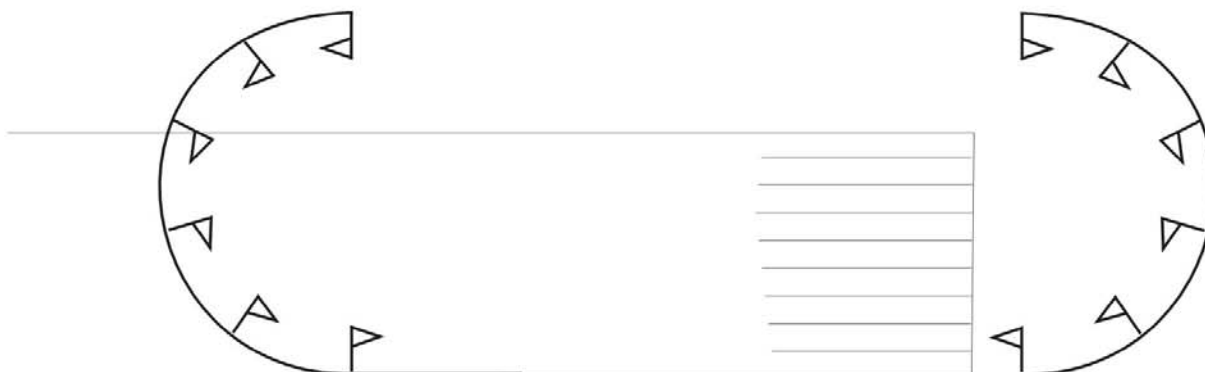
REPORT : _____

 SIGNATURE
 BOAT CONTROL OFFICIAL



TURNING POINT UMPIRE'S REPORT

START NO	DATE	TIME	EVENT	FINAL



REPORT : _____

 SIGNATURE
 TURNING POINT UMPIRE



STARTER'S REPORT

RACE No	DATE	TIME	EVENT	HEAT	SEMI - FINAL	FINAL

	1	2	3	4	5	6	7	8	9
WARNED									
DISQUALIFIED									

REPORT : _____

STARTER	
---------	--

SIGNATURE OF THE STARTER	
--------------------------	--

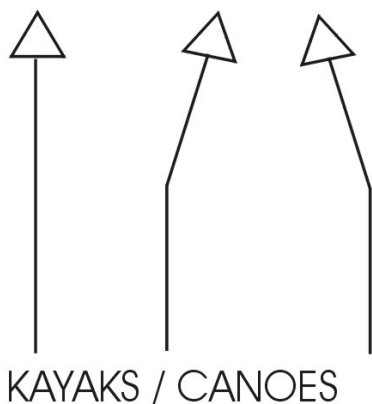


COURSE UMPIRE'S REPORT

RACE No	DATE	TIME	EVENT	No	HEAT	SEMI - FINAL	FINAL

FINISH

INDICATE THE DIRECTION
 OF TRAVEL



STARTERS (DELETE MISSING LANES)

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

REPORT : _____

COURSE UMPIRE	
------------------	--

SIGNATURE OF THE COURSE UMPIRE	
-----------------------------------	--



DISQUALIFICATION

RACE No	DATE	TIME	EVENT	No	HEAT	SEMI - FINAL	FINAL

NATION	COMPETITOR(S)	LANE

I HAVE TO INFORM YOU THAT THE COMPETITION COMMITTEE HAS DECIDED TO DISQUALIFY THE ABOVE-MENTIONED COMPETITOR(S) BECAUSE . . .

_____ Signature
 Chief Official on behalf of
 the comp. committee

RECEIVED

--	--

 DATE TIME

_____ Signature Team leader



PROTEST

A protest made during the competition must be addressed to the Competition Committee and handed over to the Chief Official not later than 20 minutes after publication of the results.
 Protest fee : 25 Euro - or an equal amount in another currency.

START No	DATE	TIME	EVENT	No	HEAT	SEMI - FINAL	FINAL

NATION	COMPETITOR(S)	No	LANE

Reason for protest : _____

RECEIVED

--	--

DATE TIME

 SIGNATURE Team leader

 SIGNATURE Comp. Committee

DECISION OF THE COMPETITION COMMITTEE

THE COMPETITION COMMITTEE HAS APPROVED YOUR PROTEST _____

THE COMPETITION COMMITTEE HAS REJECTED YOUR PROTEST BECAUSE . . .

Signature Chief official of
 the Comp. Comm. _____



APPEAL

An appeal against a decision of the Competition Committee must be addressed to the Chairman of the Jury in writing and must be accompanied by a fee of 25 Euro - or equal amount in other currency.

The appeal must be handed over to the Chairman of the Jury not later than 20 minutes after the team leader has been informed of the decision.

Appeal : _____

RECEIVED

--	--

DATE TIME

SIGNATURE Team leader

SIGNATURE Jury

DECISION OF THE JURY

THE JURY HAS DECIDED TO APPROVE YOUR APPEAL _____

THE JURY HAS DECIDED TO REJECT YOUR APPEAL BECAUSE . . .

THE DECISION OF THE JURY IS FINAL

SIGNATURE
Chairman of the Jury



CREW CHANGE

COUNTRY	
---------	--

START No	DATE	TIME	EVENT	No	HEAT

COMPETITOR

No	NAME

REPLACED BY . . .

No	NAME

ONLY THOSE SUBSTITUTES NAMED IN THE ENTRY ARE ALLOWED TO REPLACE THE NOMINATED COMPETITORS NOTIFICATIONS OF SUCH ALTERNATIONS MUST BE GIVEN IN WRITTEN FORM TO THE CHIEF AT LEAST ONE HOUR BEFORE THE FIRST RACE OF THE MORNING OR AFTERNOON SESSION.

RECEIVED	DATE	TIME

SIGNATURE OF THE TEAM LEADER	
------------------------------	--

SIGNATURE OF THE CHIEF OFFICIAL	
---------------------------------	--



FINISH REPORT

EVENT NR. _____

	TIME
1	
2	
3	
4	
5	
6	
7	
8	
9	

EVENT NR. _____

	LANE NR
1	
2	
3	
4	
5	
6	
7	
8	
9	

Signature
 Chief finish line judge





COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

— RECEIPT —

— I HAVE RECEIVED 25 Euro - (Twenty five Euro)
(or equal) amount in _____

AS A PROTEST/APPEAL FEE

FROM : _____

DATE : _____ TIME : _____

SIGNATURE : _____

THE FEE WILL BE REFUNDED IF THE PROTEST/APPEAL IS ACCEPTED.

— RECEIPT —

— I HAVE RECEIVED 25 Euro - (Twenty five Euro)
(or equal) amount in _____

AS A PROTEST/APPEAL FEE

FROM : _____

DATE : _____ TIME : _____

SIGNATURE : _____

THE FEE WILL BE REFUNDED IF THE PROTEST/APPEAL IS ACCEPTED.



PRESENTATION OF MEDALS

- **EVENT** _____ **DATE AND TIME** _____
- **THE MEDALS WILL BE PRESENTED BY** _____
PRESIDENT)
VICE-PRESIDENT) **OF THE ICF** _____
GENERAL SECRETARY)
_____)
- **ACCOMPANIED BY** _____
PRESIDENT)
GENERAL SECRETARY) **OF THE** _____ **(winner Federation)**
_____)

- **FIRST :** **AND WORLD CHAMPION** _____

_____/_____
_____/_____ **NATION :** _____

- **SECOND :** _____

_____/_____
_____/_____ **NATION :** _____

- **THIRD :** _____

_____/_____
_____/_____ **NATION :** _____



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

Organizing Committee
 Comité d'Organisation
 Organisationskomitee

DOPING I

SUMMONS FOR DOPING CONTROL * INVITATION AU CONTROLE DE DOPAGE * AUFFORDERUNG ZUR DOPINGKONTROLL

NAME - NOM - NAME	FIRST NAME - PRÉNOM - VORNAME
EVENT - EPREUVE - RENNEN	DATE - DATE - DATUM

- You have been selected for anti-doping control. Therefore, you are kindly requested to look in the doping control room not later than 60 minutes after receiving this note. You may be accompanied by your team doctor or an official delegate of your federation. A refusal will be considered equivalent to the taking of prohibited substances.
- Vous avez été désigné(e) pour subir un test antidopage. En conséquence, nous vous prions de vous rendre au poste de contrôle de dopage endéans les 60 minutes au plus tard après avoir reçu cette invitation. Vous pouvez être accompagné(e) de votre médecin ou d'un représentant de votre fédération. Le refus de se soumettre à ce contrôle sera considéré comme un test positif.
- Sie wurden zur Anti-Doping Kontrolle ausgelost. Wir bitten Sie, sich innerhalb 60 Minuten nach Erhalt dieser Aufforderung in der Doping-Kontrollstation an zu melden. Sie können in Begleitung, vom Mannschaftsarzt oder offizieller Begleiter Ihres Verbandes, erscheinen. Eine Weigerung wird der Einnahme verbotener Substanzen gleichgesetzt.

Delegate for the anti-doping control _____
 Délégué pour le contrôle antidopage _____
 Beaufragter für die Anti-Doping Kontrolle _____

DOPING I

- I acknowledge receipt of the invitation to look in for the anti-doping control
- Je confirme avoir reçu l'invitation pour le contrôle antidopage.
- Ich bestätige, die an mich ergangene Aufforderung zur Anti-Doping Kontrolle erhalten zu haben.

 Athlete's signature
 Signature de l'athlète
 Unterschrift des Sportlers

 Time of notification
 Heure de l'avis
 Zeit



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

Organizing Committee
 Comité d'Organisation
 Organisationskomitee

DOPING II

RECORD OF DOPING CONTROL * PROCES-VERBAL DU CONTROLE DE DOPAGE * PROTOKOLL DER DOPINGKONTROLL

NAME - NOM - NAME		FIRST NAME - PRÉNOM - VORNAME	
Start number Numéro de départ - Startnummer	Country - Pays - Nation	DATE - DATE - DATUM	
Race number - Epreuve numéro Rennen Nummer	Boat class - Classe de bateau Bootsklasse	Seat number - Siège numéro Sitz Nummer	
Time of arrival at the testing station Heure d'arrivée au centre de contrôle Uhrzeit beim Eintreffen in der Kontrollstation		Time of sampling Heure de prélèvement Uhrzeit der Kontrolle	
Code number of the urine sample Numéro de code des flacons d'urine Codenummer der Urineprobe		PH - value Valeur pH PH - Wert	
Medication taken during the last 3 days Médicaments absorbés pendant les 3 derniers jours Eingenommene Medikamente während der letzten 3 Tage			

DOPING II

- All the above activities were carried out in accordance with the ICF Doping by-laws.
- Toutes les opérations ci-dessus ont été effectuées selon les prescriptions du règlement antidopage de la ICF.
- Alle Vorgänge wurden gemäss ICF Dopingreglement durchgeführt.

 Athlete's signature
 Signature de l'athlète
 Unterschrift des Sportlers

 Signature accompanying person
 Signature accompagnateur
 Unterschrift Begleiter

 Signature Doping official
 Signature Officiel du Contrôle de dopage
 Unterschrift Doping Offizieller



COMPETITION DOCUMENTS - DOCUMENTS DE COMPETITION - WETTKAMPF URKUNDEN

Organizing Committee
 Comité d'Organisation
 Organisationskomitee

DOPING III

DOPING CONTROL **CONTROLE DE DOPAGE** **DOPINGKONTROLLE**
 DECLARATION OF DRUG ABSORPTION DÉCLARATION DES MÉDICAMENTS ABSORBÉS ANGABE ÜBER MEDIKAMENTENEINNAHME

- Competition - Vettkampf :

- Laboratory-Laboratoire-Laboratorium :

- Urine samples-Echantillons d'urine-Urineproben :

Bottles nrs ▼ Flacons n°s ▼ Flaschen Nr	pH	Drugs taken during the last 48 hours prior to the control (vitamins included) Médicaments absorbés dans les 48 heures avant le contrôle (vitamines et produits complémentaires inclus) Medikamenteneinnahme in den letzten 48 Stunden (inkl. Vitamine und Zusatzpräparate)

Comments
 Remarques _____
 Bemerkungen _____

DOPING III

Date - Date - Datum

Doping Official's signature
 Signature de la personne chargée du contrôle de dopage
 Unterschrift des Doping Offiziellen

APPENDIX IV

INSTRUCTIONS FOR COURSE

UMPIRES, BOAT DRIVERS

MEETING

Every day 30 minutes before the first race at a well indicated place.

BE SURE that your boat is equipped with:

- Enough petrol for a day service + spare tank
- Red and white flag
- Rain clothing for the umpires
- Walkie talkies
- ICF forms, course umpires report and turning point report
- Numbers 1- 9
- Your boat number
- A life-buoy and life jacket

GENERAL INSTRUCTIONS

- Every race has to be followed by two umpire boats
- Only the driver and the course umpire are allowed to take place
- In accordance with the schedule be in time at the starting area (that is 15 minutes at the latest before the race you are signed up for)
- Avoid crossing the lanes and the finish line
- When you go to the starting area and a race starts, **STOP THE BOAT**
- Follow the instructions of the umpire correctly
- Don't move the boat when you are not on duty

SHORT DISTANCE SERVICE

- Going with the race follow in lane 2/3 and 7/8. In case of doubt the course umpire of lanes 6 to 9 must also control the situation between lanes 5 and 6
- Keep enough distance and follow strictly the instructions of the course umpire
- Stop the boat about 50m before the finish line
- When the umpire shows a white flag get out of the lanes. Return slowly, avoiding the lanes, to the starting area or the special pontoon
- When the umpire shows a red flag, go to the area indicated by the Competition Committee and wait for further instructions
- Stop the boat when a race is in progress

LONG DISTANCE SERVICE

- At each turning point a motorboat with a turning point umpire will be stationed.
- Two or more boats will follow each race.
- Before the start, post the boats outside of the lanes on each side of the course +- 20m before the start line and be ready for action.
- After the start of the race strictly follow the orders of the course umpire.
- In case of a false start, and on order of the course umpire go ahead with the race

OUT OF DUTY

- Avoid the lanes and go back to the motor boat dock or pontoon.
- When you are moving into the direction of the course, stay far enough away from the lanes, drive very slowly and stop the boat when a race is in progress.

APPENDIX V

RACING DAYS SCENARIO

SUNDAY

10:00 – 24:00h

- Arrival and reception of the teams and the officials at the airport or railway station
- accreditation of the teams and the officials (hotel, meals, accreditation card, transport, final information, and back numbers)
- final installation of the 1st boat control

15:00h

- briefing of the co-operators of the boat and weigh control

MONDAY

00:00 – 24:00h

- arrival and reception of the teams and the officials at the airport or railway station
- accreditation of the teams and the officials (hotel, meals, accreditation card, transport, final information, back numbers)

MORNIJNG

08:00h

- start 1st bus hotel accommodation.... Regatta course (competitors)

10:00h

- briefing of the administration/reproduction and technical co-operators
- start last morning bus hotel accommodation ... Regatta course

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

11:00h

- start 1st bus morning bus Regatta course ...hotel accommodation

12:00h

- start lunch at the hotel accommodation or Regatta course

12:30h

- start last morning bus Regatta course ... hotel accommodation

14:00h

- Closing of the lunch at the hotel accommodation or Regatta course

AFTERNOON

- 14:00h
- start 1st afternoon bus hotel accommodation ... Regatta course
- 14:15h
- start bus officials hotel-accommodation ... Regatta course
- 14:45h
- ready for action crew 1st boat control
- 15:00h
- start 1st boat control
- 16:00h
- start last afternoon bus hotel-accommodation ... Regatta course
- 17:00h
- start 1st evening bus Regatta course ... hotel-accommodation
- 18:00h
- closing of the afternoon session 1st boat control
- start dinner hotel-accommodation
- 18:15h
- start evening bus officials Regatta course ... hotel-accommodation
- 18:30h
- last evening bus Regatta course ... hotel-accommodation
- 20:00h
- closing of the dinner at the hotel-accommodation

TUESDAY

00:00 – 24:00h

- arrival and reception of the teams and the officials at the airport or railway station
- accreditation of the teams and the officials (hotel, meals, accreditation card, transport, final information, back numbers)

FINAL CONTROL OF

- buoying of all the lanes
- start installation (automatic start system, platform or boats) 200m, 500m, 1000m, 5000m
- numbers start platform or boats
- loud speakers system 200m, 500m, 100m, 5000m
- lining start call
- start video with instant replay
- distance indication 200m, 500m, 1000m, 5000m
- start and finish line indication
- red flags at the 200m, 500m, 1000m and finish line
- white numbered buoys after the finish line

- numbers on the embarkation and disembarkation pontoons
- arrival signal
- overhead lanes indication
- arrival video with instant replay
- connection by loud speaker/starter/ post raceboat control/judges
- time keeping installation (one button) photosprint
- intermediary time installation 750m, 500m, 250m

MORNING

- 08:00h
- start 1st bus hotel-accommodation ... Regatta course
- 09:15h
- start 1st bus officials hotel-accommodation ... Regatta course
- 09:45h
- ready for action crew 1st boat control
- 10:00h
- start 1st boat control
- start last morning bus hotel-accommodation ... Regatta course
- briefing co-operators arrival 2nd boat control
- 10:30h
- briefing announcer/video
- 10:45h
- briefing navets
- 11:00h
- briefing drivers, course umpire boats, reserve boats, media boats

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

- 11:00h
- start 1st bus Regatta course ... hotel-accommodation
- 11:30h
- briefing boat number co-operator
- 12:00h
- briefing Intermediate time co-operators
- closing of the morning session of the 1st boat control
- start lunch at the hotel-accommodation or Regatta course
- 12:15h
- start bus officials Regatta course Hotel-accommodation
- 12:45h
- start last morning bus Regatta course ... hotel-accommodation
- 14:00h
- closing of the lunch at the hotel-accommodation or Regatta course

AFTERNOON

- 14:00h
- start 1st afternoon bus hotel-accommodation ... Regatta course
- 14:15h
- start bus officials hotel-accommodation ... Regatta course
- 14:45h
- ready for action crew 1st boat control
- 15:00h
- start 1st boat control
- 15:15h
- start last afternoon bus hotel-accommodation ... Regatta course
- 17:00h
- start 1st evening bus Regatta course ... hotel-accommodation
- 18:00h
- closing of the afternoon session 1st boat control
- start dinner hotel-accommodation
- 18:15h
- start bus officials Regatta course ... hotel-accommodation
- 18:45h
- start last evening bus Regatta course ... hotel-accommodation
- 20:00h
- closing of the dinner at the hotel-accommodation

WEDNESDAY

00:00 – 18:00h

- arrival and reception of the teams and the officials at the airport or the railway station
- accreditation of the teams and the officials (hotel, meals, accreditation card, transport, final information, back numbers)

MORNING

- 08:00h
- start 1st bus hotel-accommodation ... Regatta course
- 08:15h
- start bus officials hotel-accommodation ... Regatta course
- 08:45h
- ready for action crew 1st boat control
- 09:00h
- start 1st boat control
- final test good working automatic start system, pontoons, platform or boats 200m, 500m, 1000m

09:30h

- aligners, co-operators, sound installation

10:30h

- start last morning bus hotel-accommodation ... Regatta course
- test of the start system on 1000m,
- general test, starters, aligners, time keepers, intermediate time, finish line judges, photo finish, video, announcer, computer, screenboard, secretariat, reproduction and all co-operators direct involved in the races

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

11:00h

- start 1st morning bus Regatta course ... hotel-accommodation
- start lunch at the hotel-accommodation or regatta course
- closing morning session of the 1st boat control

11:15h

- start bus officials Regatta course ... hotel-accommodation
- start last morning bus Regatta course ... hotel-accommodation

13:00h

- closing of the lunch at the hotel-accommodation or Regatta course

IF THE TEAM LEADERS MEETING AND THE MEETING FOR THE OFFICIALS ARE GOING ON AT THE REGATTA COURSE

AFTERNOON

13:00h

- start busses hotel-accommodation ... Regatta course

13:15h

- start bus officials hotel-accommodation ... Regatta course

13:45h

- ready for action crew 1st boat control

14:00h

- start last session of 1st boat control
- Team Leaders meeting

15:00h

- meeting for the officials

15:30h

- definitive closing of the 1st boat control

16:00h

- test of the start system on 500m,

IF THE OPENING CEREMONY IS NOT GOING ON AT THE REGATTA COURSE

- 16:00h
- start busses Regatta course ... hotel-accommodation
 - start bus officials Regatta course ... hotel-accommodation
 - preparation of the 1st day program
 - distribution to the Jury, officials, team leaders, admin. And technical co-operators
- 17:00h
- start busses hotel-accommodation ... to the ceremony area
- 18:00h
- opening ceremony
- 19:00h
- start busses Ceremony area ... hotel-accommodation
 - start dinner hotel-accommodation
- 21:00h
- closing of the dinner at the hotel-accommodation

THURSDAY 1ST DAY OF THE RACES

Heats 1000m Men – Women

MORNING

- 07:00h
- start 1st morning bus hotel-accommodation ... Regatta course
- 07:30h
- start bus officials hotel-accommodation ... Regatta course
- 08:30h
- automatic start system installed and active
 - boat number co-operators, polyox control pontoon 1
- 08:45h
- ready for action: Starters, aligners, finish line judges, boat holders, jury, Competition Committee, 2nd boat control, drivers umpires boats, rescue boats, secretariat, reproduction, announcer, time keeping (finish intermediate) photo finish, scoreboard, admin. And technical crew
- 08:50h
- intermediate time keeping 750m, 500m and 250m
 - rescue boats stand by on the place indicated by the Competition Committee
- 09:00
- first start of the morning session
- 10:00h
- start last morning bus hotel-accommodation ... Regatta course

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

- 11:30h
 - start 1st morning bus Regatta course ... hotel-accommodation
- 12:00h
 - start lunch at the hotel-accommodation or regatta course
- 12:30h
 - last morning race
- 13:00h
 - preparation of the morning program 2nd day
 - distribution to the jury, officials, team leaders, admin. And technical co-operators
- 13:15h
 - start last morning bus Regatta course ... hotel-accommodation
 - start bus officials Regatta course ... hotel-accommodation
- 14:00h
 - closing of the lunch

AFTERNOON

Heats 500m Men – Women

- 14:00h
 - start 1st afternoon bus hotel-accommodation ... Regatta course
- 14:30h
 - start bus officials hotel-accommodation ... Regatta course
- 15:00h
 - automatic start system installed and active
 - boat number co-operators, polyox control pontoon 1-1
- 15:15h
 - ready for action (see morning 08:45h)
- 15:20h
 - intermediate time keeping 250m
 - rescue boats stand by on the place indicated by the Competition Committee
- 15:30h
 - 1st start of the afternoon session
 - Start last afternoon bus hotel-accommodation ... Regatta course
- 17:30h
 - start 1st afternoon bus Regatta course ... hotel-accommodation
- 17:55h
 - last start of the afternoon session
- 18:00h
 - start of the dinner hotel-accommodation
 - start last afternoon bus Regatta course ... hotel-accommodation
 - start bus officials Regatta course ... hotel-accommodation

19:00h

- preparation of the afternoon program of the 2nd day
- distribution to the jury, officials, team leaders, admin. And technical co-operators

20:00h

- closing of the dinner

FRIDAY 2ND DAY OF THE RACES

Semi-Finals 1000m Men – Women

MORNING

07:00h

- start 1st morning bus hotel-accommodation ... Regatta course

08:00h

- start bus officials hotel-accommodation ... Regatta course

08:30h

- automatic start system 1000m installed and active
- boat number co-operators – polyox control pontoon 1

08:45h

- ready for action starters, aligners, finish line judges, jury, Competition Committee, 2nd boat control, boat holders, drivers umpire boats, rescue boats, secretariat, reproduction, navets, time keeping (finish intermediate), photo finish, scoreboard, admin. and technical crew

08:50h

- intermediate time keeping 750m, 500m, 250m
- rescue boats stand by on the place indicated by the Competition Committee

09:00h

- first start of the morning session

10:00h

start last morning bus hotel-accommodation ... Regatta course

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

11:40h

- start 1st morning bus Regatta course ... hotel-accommodation

12:20h

- last morning race

12:00h

- start lunch at the hotel-accommodation or regatta course

12:30h

- preparation of the morning program of the 3rd day
- distribution to the jury, officials, team leaders, admin. and technical co-operators
- start last morning bus Regatta course ... hotel-accommodation
- start bus officials Regatta course ... hotel accommodation

14:00h

- closing of the lunch

AFTERNOON

Semi – Finals 500m Men – Women

14:00h

- start 1st afternoon bus hotel-accommodation ... Regatta course

14:30h

- start bus officials hotel-accommodation ... Regatta course

15:00h

- automatic start system 500m installed and active
- start platform, pontoon or boats 500m K4 stand
- boat number co-operators – polyox control pontoon 1

15:15h

- ready for action (see morning 08:45h)

15:20h

- rescue boats stand by on the place indicated by the Competition Committee

15:30h

- 1st start of the afternoon session
- Start last afternoon bus hotel-accommodation ... Regatta course

18:50h

- last start of the afternoon session

19:00h

- start of the dinner hotel-accommodation
- preparation of the morning program of the 4th day
- distribution to the jury, officials, team leaders, admin. and technical co-operators

19:30h

- start last afternoon bus Regatta course ... hotel-accommodation
- start bus officials Regatta course ... hotel-accommodation

20:00h

- closing of the dinner

SATURDAY 3rd DAY OF THE RACES

MORNING**Finals 1000m Men – Women**

- 07:00h - start 1st morning bus hotel-accommodation ... Regatta course
- 08:00h - start bus officials hotel-accommodation ... Regatta course
- 08:30h
 - automatic start system 1000m installed and active
 - boat number co-operators – polyox pontoon 1
- 08:45h
 - ready for action: starters, aligners, finish line judges, jury, Competition Committee, 2nd boat control, boat holders, drivers umpire boats, rescue boats, secretariat, reproduction, navets, time keeping (finish intermediate), photo finish, screen board, admin. and technical crew
- 08:50h
 - intermediate time keeping 750m, 500m and 250m
 - rescue boats stand by on the place indicated by the Competition Committee
- 09:00h
 - first start of the morning session
- 11:20h - finish the Finals and start of the medal award and ceremony
- 12:00h - finish the ceremonies

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

- 11:30h
 - start 1st morning bus Regatta course ... hotel-accommodation
- 12:00h
 - start lunch at the hotel-accommodation or regatta course
- 12:05h
 - start last morning bus Regatta course ... hotel-accommodation
 - start bus officials Regatta course ... hotel-accommodation
- 14:00h
 - closing of the lunch

AFTERNOON

Heats **200m Men – Women**

Semi-finals **200m Men – Women**

- 14:00h
- start 1st afternoon bus hotel-accommodation ... Regatta course
- 14:30h
- start bus officials hotel-accommodation ... Regatta course
- 15:00h
- automatic start system 200m installed and active
 - boat numbers co-operators polyox control pontoon 1
- 15:15h
- ready for action (see morning 08:45h)
- 15:20h
- rescue boats stand by on the place indicated by the Competition Committee
- 15:30h
- 1st start of the afternoon session
 - Start last afternoon bus hotel-accommodation ... Regatta course
- 17:30h
- preparation of the start lists for the SF 200m
 - distribution to the jury, officials, team leaders, admin. and technical co-operators
 - start 1st afternoon bus Regatta course ... hotel-accommodation
 - start of the dinner in the hotel-accommodation
- 19:20h
- last start of the afternoon session
- 20:00h
- start last afternoon bus Regatta course ... hotel-accommodation
 - start bus officials Regatta course ... hotel-accommodation
 - preparation of the afternoon program of the 4th day
 - distribution to the jury, officials, team leaders, admin. and technical co-operators
- 21:00h
- closing of the dinner

SUNDAY 4TH DAY OF THE RACES

MORNING**FINAL 500M Men – Women**

- 07:00h - start 1st morning bus hotel-accommodation ... Regatta course
- 08:00h - start bus officials hotel-accommodation ... Regatta course
- 08:30h - automatic start system 500m installed and active
- boat number co-operators – polyox control pontoon 1
- 08:45h - ready for action starters, aligners, finish line judges, jury, Competition Committee, 2nd boat control, boat holders, drivers umpire boats, rescue boats, secretariat, reproduction, announcer, time keeping (finish intermediate), photo finish, screen board, admin. and technical and ceremony crew
- 08:50h - intermediate time keeping 250m
- rescue boats stand by on the place indicated by the Competition Committee
- 09:00h - first start of the morning session
- 11:10h - finish the Finals and start of the medal award and ceremony
- 12:50h - finish the ceremonies
- 11:20h - last start of the morning session
- 11:30h - medal awarding and ceremony K2 500m Women
- 11:35h - start of the 1st morning bus Regatta course ... hotel-accommodation
- 11:40h - medal awarding and ceremony C4 500m Men
- 11:50h - medal awarding and ceremony K4 500m Men

IF THE LUNCH ISN'T SERVED AT THE REGATTA COURSE

- 12:00h - start lunch at hotel-accommodation or regatta course
- start bus officials Regatta course ... hotel-accommodation

12:30h - start last morning bus Regatta course ... hotel-accommodation

13:00h - closing of the lunch

AFTERNOON

Final 200m Men – Women

13:00h - start 1st afternoon bus hotel-accommodation ... Regatta course

13:00h - start bus officials hotel-accommodation ... Regatta course

14:30h - automatic start system 200m installed and active
- boat numbers co-operators polyox control pontoon 1

14:45h - ready for action (see morning 08:45h)

14:50h - rescue boats stand by on the place indicated by the Competition Committee

15:00h - 1st start of the afternoon session
- Start last afternoon bus hotel-accommodation ... Regatta course

17:05h- finish the Finals and start of the medal award and ceremony

18:00h - finish the ceremonies

18:30h - start bus officials Regatta course ... hotel-accommodation

19:00h - start last afternoon bus Regatta course ... hotel-accommodation

20:00h - closing of the dinner

MONDAY - TUESDAY

00:00 – 24:00h

- departure teams hotel-accommodation to airport or railway station

