

Event Organisers' Bulletin



February 2018

Entries

The ICF's Sports Data Platform (SDP) must be used to collect entries and accreditation details for all World Cups and World Championships. All event organisers can obtain their own login for the system to be able to view and export the numerical and nominal entries for their event, prior to and after the closing date. Organisers who have hosted competitions in the past can use their same login details. For anyone who does not have access please email sdp@canoeicf.com with your username (if you have one), the required email address and the events you will manage this year which collect entries online.

Please ensure your advertised numerical and nominal entries closing dates are aligned with those in SDP. If you have any issues please notify sdp@canoeicf.com.

Please remind results providers that they should provide results at the end of the event with the **ICF number of all athletes**, as available in the entries export.

If you prefer to receive an export of your entries the day after the closing date rather than having your own login in to SDP, please notify sdp@canoeicf.com with the email address and the event(s).

Accreditation

Accreditation passes, if used for the event, can be printed directly from SDP. A customised background can be applied for the event to include the branding, event logos, sponsor logos etc. Once applied, the background will be printed along with the personal details of each person submitted for accreditation by the NF, ICF, and media outlets through an online form on the ICF website specific to each event. The Organising Committee can also submit their own staff and volunteers for accreditation. For more information including templates and user guide please contact sdp@canoeicf.com.

Website

If you would like to manage your own content on the ICF website for your event, please notify sdp@canoeicf.com with your username (if you already have one), your email address, and the event(s) which you will manage the website for (including future years if required). You will then be provided access to the pages and a user guide for the site.

ICF OFFICE

During the event and based on the Technical Deliverables document, the organiser should provide a furnished office room for the ICF staff with an efficient internet connection (WiFi or wires for 2 or 3 computers) as well as for the ICF media staff in the media area.

ICF FLAG



The ICF flag needs to be hoisted at the venue for Opening Ceremonies and at the Medal Ceremony Area.

ICF flags are available for purchase from the ICF HQ:

120 cm x 180 cm at 100 €

200 cm x 300 cm at 145 €

You can also borrow the flag for the period of the event and send it back to the ICF HQ

afterward.

Please send your request to catherine.wieser@canoeicf.com before the 31st of March.

ICF BRANDING

The overall look of the venues and the field of play gives a valuable image to the competition. By being branded and having a uniform standard from one event to the other, ICF Events will become easily identifiable.

Please make sure the ICF logo is displayed in the main places on the venue and is easily identifiable.



Organisers shall provide the layouts to the ICF for approval before final production (catherine.wieser@canoeicf.com).

	ICF logo is needed	ICF approval is needed
Venue entrance board	√	
Start and finish areas (CSP)	√	√
Start and finish position/gate/backdrop (CSL)	√	√
Extreme Slalom ramp	√	√
Bridges	√	√
ICF Banners (several along the water)	√	√
Current leader/Interview backdrop	√	√
Award podium backdrop	√	√
VIP Area	√	
Event Program and printed material	√	
Accreditation	√	√
Country code sticker	√	ICF template to be used
BIB (Canoe Slalom and Extreme Slalom)	√	√
Event logo		√

Please include the social media banner to your backdrops



PLEASE REFER TO THE ATTACHED [ICF BRANDING GUIDELINES](#). More information (logos and templates) is available on www.canoeicf.com/NF AREA/ MARKETING .

For any further information or support for designing your backdrops, please contact catherine.wieser@canoeicf.com

EVENT LOGO

ICF Event logo should consist of;

- official event title designation (year can be positioned in a different place if needed for graphic purposes)
- a graphic/design composed by the NFs or the Organiser
- the name of the place where the event takes place

Optional: exact dates and country

Please send the logo for approval to catherine.wieser@canoeicf.com

ICF SPONSORS & ICF MANUFACTURER PARTNERS

ICF Sponsors

If any contract is finalized before the 2018 Events start, the relevant National Federations will immediately be informed by the ICF in order to reach a mutually desirable agreement on advertising rights at Event.

ICF Official Manufacturer Partners

Please find the list and rights of ICF Official Manufacturers Partners at ICF Events:

	GOLD	SILVER	BRONZE	BRONZE
	 	 		
Access to Event	All ICF Events		CSP World Cup 1, Szeged (HUN) CSP World Cup 2, Duisburg (GER) Jr CSP World Champ, Plovdic (BUL) CSP World Champ, Montemor (POR) C. Marathon W.Ch, Prado Vila (POR)	CSP World Cup 1, Szeged (HUN) CSP World Cup 2, Duisburg (GER) WWC World Champ, Muota (SUI) Jr CSP World Champ, Plovdic, (BUL) CSP World Champ, Montemor (POR)
Free Accreditation	5 accreditations per day in Athlete's area (for services) The Partner will be given free of charge space to service equipment. The service space must be determined with the Partner well ahead the competition.		2 accreditations per day in Athlete's area (for services) The Partner will be given free of charge space to service equipment. The service space must be determined with the Partner well ahead the competition.	
VIP accreditation	3 VIP per day	-	-	-
Commercial space	Possibility for the Partner to rent a commercial space to the organizer for selling its products at the venue			
Logo	Organizer to print and display two banners with partner's logo in best exposure position. If not possible, the organizer must inform the ICF who will provide its own banners.		Organizer to print and display one banner with partner's logo in good exposure position. If not possible, the organizer must inform the ICF who will provide its own banners.	
	on Event website			
	on accreditation		-	-
	on printed material		-	-

- Partners logo must be placed on the event website and on the official event programme

The ICF will produce the accreditations for ICF Partners. The organisers will deliver them to the Partners at the events.

As a general rule;

- ICF official Partners have access on venues and should be accommodated for free on site
- ICF Official Partners will be given a free of charge space in the athlete's area for service equipment
- ICF Official Partners can rent a commercial space to the organizer for selling their product. The Partner will be charged by the organizer.
- Exclusive deals are forbidden for technical services and equipment as outlined in the ICF contract
- When possible, the Organizer should integrate Partners logos on banners. If not, the ICF will provide Partners banners that will be displayed on site in good exposure position.

For any questions, please contact catherine.wieser@canoeicf.com

EQUIPMENT STICKERS

After consultation and discussion with stakeholders involved in Canoe Sprint and Canoe Slalom, it has been agreed to follow a consistent standard for boat stickers at ICF Canoe Sprint and Canoe Slalom competitions (other disciplines are welcome too!). This clarification of space reinforces athletes' identification, sponsors' visibility and gives a homogeneous style.

Country code stickers and athlete name stickers must be applied on all boats by the athlete/NF. Templates are available on [www.canoeicf.com/NF area / Marketing /](http://www.canoeicf.com/NF_area/Marketing/) Style and Positioning of boat stickers for [Canoe Sprint](#) and [Canoe Slalom](#). Please pass the information in your communication to the teams as a reminder.

For any further information, please contact the ICF HQ at catherine.wieser@canoeicf.com.