



# **CANOE SLALOM ICF OPERATIONAL REQUIREMENTS**

*Version 2022-01 / Published on November 2021*

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## INTRODUCTION

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This document contains information for Host Organising Committees (HOC) on the minimum operational and technical requirements for an ICF Canoe Slalom competition.

This document does not attempt to cover in detail every aspect of staging a championship, however certain elements are common to all competitions and these areas must be fulfilled by the Host Organising Committee.

ICF Competitions must at all times be conducted in accordance with the ICF Statutes and the ICF Canoe Slalom Rules, as well as following ICF Manuals and Guidelines.

The HOC shall build any construction, not already available, needed to host the competition, including permanent, temporary or overlay constructions at the HOC's own cost.

The venue and the course must meet international canoeing standards and have been homologated by ICF Technical Committee prior to bidding to host an ICF competition.

The HOC shall, at its own cost, ensure that all existing services, including, without limitation, power, water, telephone, internet, office space, athlete and media facilities shall be made available to the ICF, its nominees, its commercial partners and suppliers and the host broadcaster (if required) throughout the competition period.

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

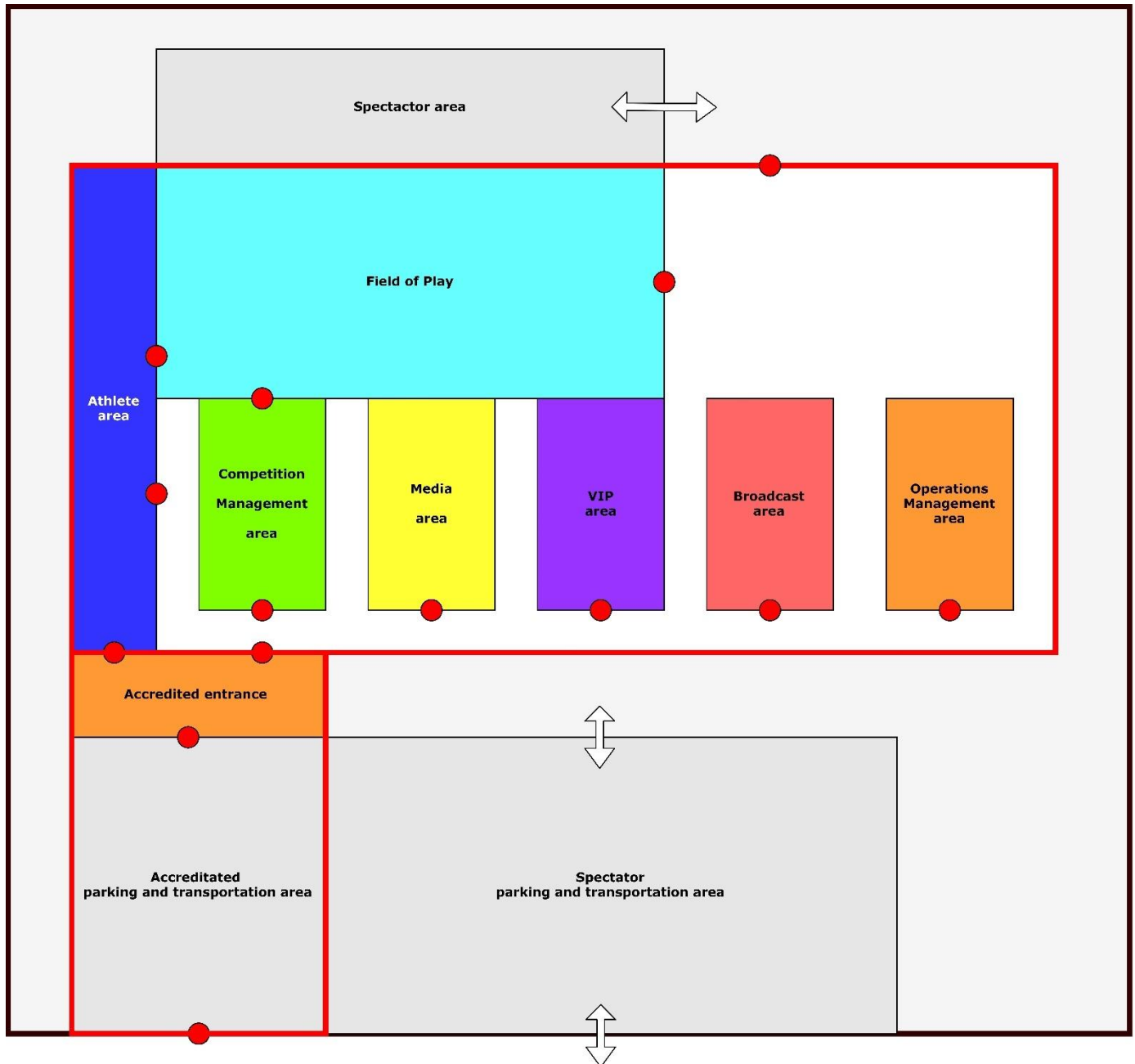
All necessary documents are available on the ICF website.

# Terminology

<b>championship period</b>	The period from the opening ceremony to the closing ceremony of the competition
<b>access period</b>	Period of access to the venue for the competing federations, including the free training period before the competition, the competition period and any post competition period for teams to remove their equipment
<b>HOC</b>	Host Organising Committee including the National Federation
<b>competition</b>	In this document: <ul style="list-style-type: none"><li>• World Championships</li><li>• World Cup</li></ul>

# GENERIC VENUE LAYOUT

The following is a generic graphical representation of the layout for an ICF competition. The layout identifies all main operating areas. This basic concept can be applied for all ICF competitions.





All operational requirements will be classified by using this representation.

## LINKED DOCUMENTS

Requirements ID	Title of the document	ICF Main contact
	ICF Competition rule book	Cyril NIVEL
	ICF Statutes	Cyril NIVEL
	ICF Accreditation guidelines	Narelle HENDERSON
	ICF Accreditation system user guide	
	ICF Entries system user guide	
	ICF Doping Control Station guideline	Michel ALARCON
	ICF Protocol guidelines	Hengameh AHADPOUR
	ICF CSL TVS guidelines	Hans-Peter WEISS
	ICF CSL Sport management forms guideline	Cyril NIVEL
	ICF CSL Sport documents distribution guideline	Cyril NIVEL
	ICF CSL Gate Homologation manual	Cyril NIVEL
	ICF Gate Hanging system guideline	Cyril NIVEL
	Extreme Canoe Slalom organisation guideline	Cyril NIVEL
	Media Guidelines	Ross SOLLY
	ICF Look and style guide	Catherine WIESER
	ICF Branding at venues guideline	Catherine WIESER
	ICF Advertising on equipment guideline	Catherine WIESER
	ICF Partners at ICF competitions guideline	Catherine WIESER

## ICF PROVIDERS

The ICF has several contracted providers to deliver competitions:

Provider	Service	Main contact	Concerned competition
 <b>siwidata</b> [ SPORT: INFORMATION: TECHNOLOGY ]	Timing and scoring TVS production	Andre CHRISTANELL <a href="mailto:andre.christanell@siwidata.com">andre.christanell@siwidata.com</a>	World Cup All World Championships
 <b>hit the roof</b>	TV production	Cédric ROGER <a href="mailto:cedric@htroffice.ch">cedric@htroffice.ch</a>	World Cup

# CONTENTS

<b>A. Athletes and national federations .....</b>	<b>11</b>
A1. Overview / principles .....	11
A2. Facilities requirements.....	11
A2.1 Nations' Area (Athletes' village) .....	11
A2.2 Toilets .....	12
A2.3 Athlete Lounge.....	12
A2.4 Boat Storage .....	13
A2.5 Boat Repair .....	13
A3. Operation / service requirements.....	13
A3.1 Official Pre-championship Training Period (Senior World Championships).....	13
A3.2 Official Training Period .....	14
A3.3 Doping Control Programme .....	14
A3.4 ICF Development Programme (All World Championships).....	16
A3.5 Immigration Visa Applications.....	16
A3.6 Participation Fee .....	17
A3.7 Accommodation information .....	18
A3.8 Transportation information.....	18
A4. Human Resources .....	18
<b>B. Field of Play .....</b>	<b>19</b>
B1. Overview / principles .....	19
B2. Facilities requirements.....	19
B2.1 Competition Course .....	19
B2.2 The Gate Hanging system .....	19
B2.3 Canoe Slalom Gates.....	19
B2.4 Extreme Canoe Slalom Gates .....	20
B2.5 Extreme Canoe Slalom Start Platform .....	20
B2.6 Extreme Canoe Slalom Equipment.....	20
B2.7 Training Facilities .....	20
B3. Operation / service requirements.....	20
B3.1 Course management.....	20
B3.2 Water safety rescue team .....	20
B3.3 TVS and timing / scoring equipment.....	21
B4. Human resources .....	21
B4.1 Course designer (for World Cup only) .....	21
B4.2 Field of play crew .....	21

<b>C. Competition .....</b>	<b>21</b>
C1. Overview / principles .....	21
C2. Facilities requirements .....	22
C2.1 Team Leaders meeting room .....	22
C2.2 Equipment Control.....	22
C2.3 On Venue Result Room (OVR) .....	23
C2.4 Video Board / Scoreboard.....	25
C2.5 Sport Information Office (SIO) .....	26
C2.6 International Technical Officials Room.....	27
C3. Operation / service requirements.....	27
C3.1 Information Bulletins .....	27
C3.2 Entries.....	28
C3.3 Competition Schedule .....	28
C3.4 Team Leaders meeting management .....	28
C3.5 Course tuning and demonstration .....	29
C3.6 On Venue Communications .....	29
C3.7 Timing and Scoring Management .....	29
C3.8 Technical Video Services (TVS).....	31
C3.9 Technical Rehearsal .....	32
C3.10 Sport Presentation .....	33
C3.11 Medal Ceremony.....	33
C3.12 Opening and Closing Ceremony.....	35
C3.13 ICF Canoe Slalom Sport Management Forms .....	35
C3.14 Sport Information Distribution .....	35
C4. Human resources .....	36
C4.1 OVR resources .....	36
C4.2 TVS resources.....	37
C4.3 Competition Management resources .....	38
C4.4 Technical Officials.....	38
<b>D. Venue.....</b>	<b>39</b>
D1. Overview / principles.....	39
D2. Facilities requirements.....	39
D2.1 Internet Access.....	39
D2.2 Power Requirements.....	41
D2.3 Sound System .....	41
D2.4 Signage.....	42
D2.5 Public Facilities and Sanitary Installations.....	42
D2.6 Car Parking .....	42



D3. Operation / service requirements .....	43
D3.1 Accreditation .....	43
D3.2 Contingency Planning.....	43
D3.3 Health and Safety .....	43
D3.4 Security.....	44
D3.5 Meteorological Information .....	44
D3.6 Obligations relating to environmental protection.....	44
D3.7 Obligations relating to the venue .....	45
D4. Human resources.....	45
<b>E. Media .....</b>	<b>46</b>
E1. Overview / principles .....	46
E2. Facilities requirements .....	46
E2.1 Media Centre .....	46
E2.2 Mixed Zone .....	46
E2.3 Celebration Area.....	47
E3. Operation / service requirements.....	47
E3.1 Media Accreditation.....	47
E3.2 Accommodation information .....	47
E3.3 Media Strategy Plan .....	47
E3.4 Information System on the Website.....	48
E4. Human resources .....	49
E4.1 Official Photographer.....	49
<b>F. Broadcasting.....</b>	<b>50</b>
F1. Overview / principles .....	50
F2. Facilities requirements .....	50
F3. Operation / service requirements.....	50
F3.1 Accommodation – ICF Broadcast Production Staff (World Cups).....	50
F4. Human resources .....	50
<b>G. Specators.....</b>	<b>51</b>
G1. Overview / principles.....	51
G2. Facilities requirements.....	51
G3. Operation / service requirements .....	51
G3.1 Promotion.....	51
G3.2 Ticketing Programme.....	51
G3.3 Spectators Services.....	51
G4. Human resources.....	51

<b>H. VIP.....</b>	<b>52</b>
H1. Overview / principles.....	52
H2. Facility requirements.....	52
<i>H2.1 VIP area .....</i>	<i>52</i>
H3. Operation / service requirements .....	52
<i>H3.1 Services .....</i>	<i>52</i>
<i>H3.2 ICF VIPs .....</i>	<i>52</i>
H4. Human resources.....	52
<b>I. Marketing &amp; branding .....</b>	<b>53</b>
I1. Overview / principles.....	53
I2. Key deliverables .....	53
<i>I2.1 Championships Logo.....</i>	<i>53</i>
<i>I2.2 Start Gate or Backdrop .....</i>	<i>53</i>
<i>I2.3 Canoe Slalom Bibs .....</i>	<i>53</i>
<i>I2.4 Extreme Canoe Slalom Bibs .....</i>	<i>54</i>
<i>I2.5 Extreme Canoe Slalom Start Platform.....</i>	<i>54</i>
<i>I2.6 Boat Stickers.....</i>	<i>54</i>
<i>I2.7 ITO's Uniform.....</i>	<i>55</i>
<i>I2.8 Backdrops (Sponsor Wall).....</i>	<i>55</i>
<i>I2.9 ICF and ICF Sponsors Banners at the Venue.....</i>	<i>55</i>
I3. Human resources.....	55
<b>J. ICF Family.....</b>	<b>56</b>
J1. Overview / principles.....	56
J2. Facilities requirements.....	56
<i>J2.1 ICF Working Areas .....</i>	<i>56</i>
J3. Operation / service requirements .....	57
<i>J3.1 Accommodation .....</i>	<i>57</i>
<i>J3.2 Transportation.....</i>	<i>59</i>
J4. Human resources .....	60
<b>K. ICF / HOC relationships .....</b>	<b>61</b>
K1. Reports.....	61
K2. Technical Visits.....	61

## A. ATHLETES AND NATIONAL FEDERATIONS

### A1. OVERVIEW / PRINCIPLES

### A2. FACILITIES REQUIREMENTS

#### A2.1 Nations' Area (Athletes' village)

##### a. Overview

A covered place for relaxation, or tents with suitable seating and tables must be provided for each National Federation (smaller nations may share spaces).

It is recommended to have the space floored but as a minimum it should be located on flat ground.

##### b. Requirement for one unit

Each area must be as follow:

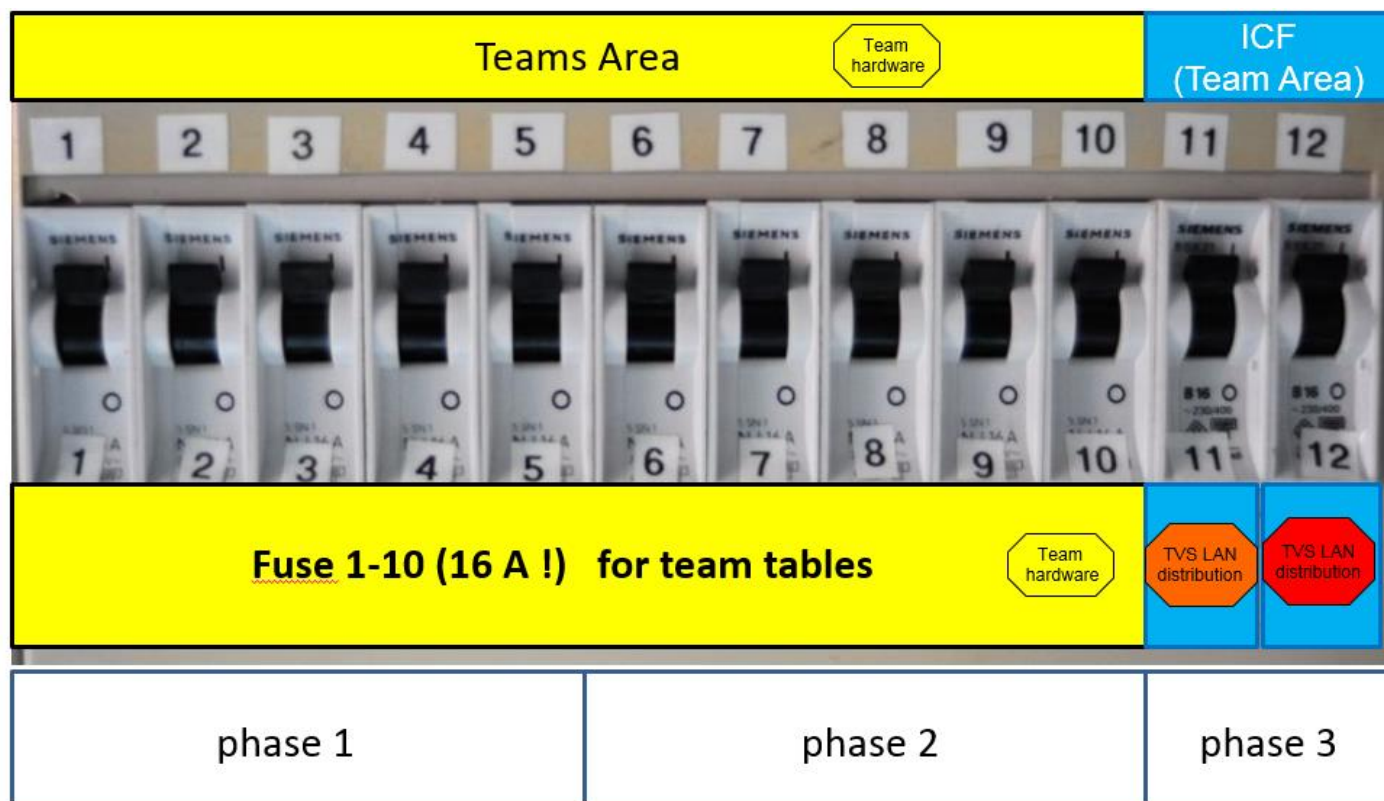
- Size:
  - Full team: minimum 25 m<sup>2</sup> (e.g. tent 5m \* 5m)
  - Smaller team: minimum 9m<sup>2</sup> (e.g. tent 3m \* 5m)
- Equipment:
  - 1 table
  - 2 to 4 chairs / benches
  - Electricity plugs (1 to 2)
- Capacity
  - 12 – 15 athletes.

##### c. General layout

**To be added later**

## d. Electricity requirements

- It is needed to have a minimum of 750W per tent.



## A2.2 Toilets

An adequate number of toilets must be dedicated to the athletes and team staff.

A minimum of 1 toilet for 50 people is requested.

## A2.3 Athlete Lounge

In this area athletes must be able to access to snacks (e.g. fruit, muesli bars) and water (e.g. fountain).

A covered place (protected from sun and inclement weather conditions), for relaxation, with suitable seating and tables and CCTV could be provided for athletes.

## **A2.4 Boat Storage**

The HOC shall ensure a space for boat storage and boat racks for a minimum of "X" boats during the access period.

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>X</b>	250	500	350

The HOC shall ensure boat racks for 15 boats are also located at the equipment control area and in the start area.

## **A2.5 Boat Repair**

A minimum area of 35 square meters is required which must be supplied with power.

This area should be located away from other services.

If they wish to attend, the ICF Official Manufacturers/Suppliers must have a free access to the area to provide this service.

Information about ICF official Manufacturers/Suppliers presence will be provided by the ICF prior the competition.

## **A3. OPERATION / SERVICE REQUIREMENTS**

### **A3.1 Official Pre-championship Training Period (Senior World Championships)**

The HOC will ensure 2 periods of 5 days free training in the year prior to the ICF World Championship. The ICF will provide the pre-booking system (SDP) to ensure a relevant schedule.

Athletes must receive a minimum of a 1-hour session twice a day during each training period. Each training block should provide for between 25 – 30 boats on the water at a time depending on the capacity of the venue.

Depending on the number of boats participating in the training period, the number of daily sessions could be reduced to one per day or with an adapted duration after approval by the ICF.

The scheduling of this must be agreed with the ICF Technical Delegate.

Boat storage, changing rooms and toilets must be available during these periods.

## **A3.2 Official Training Period**

The HOC will ensure a period of official training immediately before the start of the competition without any costs to the participants:

Training Period	World Cup	Junior / U23 World Championships	Senior World Championships
Minimum number of days	4	6	7

Athletes must receive a minimum of 1 hour per day during the official training, normally between the 8am and 7pm. Each training block should provide for between 25 – 30 boats depending on the capacity of the venue.

See “COM 1 Information Bulletins” for official training schedule requirements

The HOC must provide bibs during official training (training bibs) and a list of these numbers must be available for distribution to media, VIP, and others as required.

## **A3.3 Doping Control Programme**

### **a. Doping Control Station**

The HOC shall provide the facilities, equipment and personnel necessary to conduct doping controls in accordance with the ICF Anti-Doping Rules and the ICF Doping Control Station Guide, which are in compliance with the World Anti-Doping Code (“The Code”) and refer to the WADA International Standard for Testing in force at the time of the competition.

The control station should be in a permanent building or in a prefabricated, air-conditioned container.

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

## b. In-Competition Doping Tests

The HOC acknowledges that according to the ICF anti-doping rules, the ICF is the responsible results management authority for all tests conducted during the competition.

The HOC will pay all costs related to in-competition doping tests according to the ICF in-competition testing programme and all costs related to any follow up tests.

The minimum number of tests is found in the table below, it is recommended the HOC increase the number of in-competition doping tests conducted.

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>Number of tests</b>	5	15	20

## c. Potential Additional Cost

The HOC shall bear the costs for follow up testing and the cost for special analysis, as required by ICF, which are conducted on the mandatory samples taken during the competition.

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

## d. Procedure

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

The HOC shall ensure Doping Control Forms are sent at the end of the competition to the ICF Headquarters.

The HOC shall ensure laboratory analysis reports are forwarded to the ICF immediately after the completion of the analysis.

## e. Antidoping Education Programme

The ICF may want to have an on-site anti-doping education programme for the National Federations participating at the competition.

The HOC shall provide basic support and a relevant location to facilitate this initiative.

## **A3.4 ICF Development Programme (All World Championships)**

The HOC must work in cooperation with the ICF Development programme coordinator in supporting the whitewater development programme.

For training camps such as the Talent Identification Programme (TIP) World Camp, the HOC is responsible for;

- Accommodation expenses (walking distance from venue is preferred),
- Meals,
- Local transportation including airport shuttles, and
- Participation fees

The programme will be a total of 21 participants (16 athletes, 4 coaches, 1 coach coordinator). For any additional people, costs will be covered either by the ICF and/or the participant.

For clarity, the participants and / or their NF/ICF/ICF sponsors are responsible for the provision of canoeing equipment, coaches and support staff, and the travel expenses to the competition.

## **A3.5 Immigration Visa Applications**

The HOC will assist in processing immigration visa applications for all participants for the competition.



## A3.6 Participation Fee

A Participation fee can only be charged for athletes and team officials. It must be agreed with the ICF 12 months in advance.

The fee will include the following services:

- Accreditation
- Technical video service
- Security and emergency medical services
- Official pre-competition training period and official training period
- Miscellaneous services (including but not limited to snacks, water, etc.)

The participation fee is defined as follows for the access period:

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>Maximum total amount</b>	115€	120€	140€

The Participation Fee will not be charged to:

- ICF family (defined in the section J of this document) and ICF sponsors
- Official NF Presidents and Secretary Generals as registered with the ICF who are not part of the NF team management.
- ICF development programme Athletes and Coaches.
- The 3 next World Championships HOC's; up to 3 persons from each organising committee.
- The Olympic Games HOC's; up to 3 persons from each organising committee.
- The World Cups HOC's Cup already allocated; up to 2 persons from each organising committee.

## A3.7 Accommodation information

The HOC shall provide information of the defined number of rooms in 5 different accommodation categories (from Sport Centre to 4-star-Hotels) to fit the different needs for participating groups in the competition.

The ICF shall be informed of the hotel choices and accommodation prices 12 months before the competition.

These information shall be published in the information bulletin #1.

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>Number of rooms</b>	300	500	400

## A3.8 Transportation information

The HOC will provide full transportation information to all National Teams – including information concerning plane/train/bus transport to the city, public transportation within the city and any transportation service provided by the HOC from the airport to the accommodation and from there to the competition venue.

If requested by the teams, the HOC will plan for transportation services between the main airports, train stations and the accommodation for the participants. This will be provided at the team's own cost.

This information shall be published in the information bulletin #1.

## A4. HUMAN RESOURCES

*To be added later*

## B. FIELD OF PLAY

### B1. OVERVIEW / PRINCIPLES

*To be added later*

## B2. FACILITIES REQUIREMENTS

### B2.1 Competition Course

The competition course must meet international canoeing standards and have been homologated by the ICF prior to any bid to host an ICF competition.

The ICF Technical Delegate shall validate the start line and the finish line position on the day prior to the 1<sup>st</sup> day of the official training period.

The HOC shall mark these positions by a dedicated sign from the day prior the 1<sup>st</sup> day of the official training period.

The ICF and the HOC shall agree the water stabilised schedule to allow publication with the competition schedule version 2.

### B2.2 The Gate Hanging system

From 1<sup>st</sup> January 2021, the gate hanging system must meet the requirements of the ICF Gate Hanging system guidelines.

It is mandatory to set the competition gates with a double crossbars system except agreement with the ICF Chief official prior to the competition.

### B2.3 Canoe Slalom Gates

From 1<sup>st</sup> January 2021, all ICF World Cup and World Championships competitions will have to be organised with homologated gates as defined in the ICF CSL Gates Homologation Manual.

There must be an easily accessible and changeable regulation system which allows for the regulation of each pole individually.

## **B2.4 Extreme Canoe Slalom Gates**

All ICF World Cup and World Championships competitions will have to be organised with homologated extreme canoe slalom gates as defined in the ICF Extreme Canoe slalom Gates Homologation Manual.

The ICF can bring a set of extreme canoe slalom gates if needed.

## **B2.5 Extreme Canoe Slalom Start Platform**

The ICF and the HOC shall agree the position and the design of the extreme canoe slalom start platform based on the extreme canoe slalom organisation guidelines.

## **B2.6 Extreme Canoe Slalom Equipment**

For World Cups the HOC should provide 12 boats from the ICF list of registered Extreme Canoe Slalom boats and 6 spray skirts suitable for these boats.

For World Championships the HOC should provide 16 boats from the ICF list of registered Extreme Canoe Slalom boats and 8 spray skirts suitable for these boats.

## **B2.7 Training Facilities**

Depending on the venue layout, the HOC shall provide, a gate system located in a suitable area of flat or easy whitewater and make this available to all Athletes.

# **B3. OPERATION / SERVICE REQUIREMENTS**

## **B3.1 Course management**

The HOC shall provide course maps allowing the course designers to prepare the course design following the ICF competition rules.

The HOC will provide a gate regulation board following the ICF guideline.

## **B3.2 Water safety rescue team**

During the official training period and the championship period the HOC must ensure the on water safety of the participating athletes.

The plan for the water safety crew must be provided to the ICF one month prior the competition and approved by the chief judge.

## **B3.3 TVS and timing / scoring equipment**

### **a. TVS requirements**

The ICF timing / scoring provider will need to set on the bank:

- 4 operated cameras
- 2 remote cameras (Start and finish)
- 8 gate line cameras

The HOC must provide five (5) power sockets (maximum 2000W) along the course on each bank, location to be agreed between ICF and HOC allowing to reach each point of course with a 50m cable drum.

### **b. Timing and scoring equipment**

To be done

## **B4. HUMAN RESOURCES**

### **B4.1 Course designer (for World Cup only)**

For World Cup competitions the HOC shall provide an experienced local course designer available to work with the ICF nominated course designer/s.

### **B4.2 Field of play crew**

The HOC shall provide a crew of experienced people to set-up all courses in accordance with the schedule agreed with the ICF.

The HOC shall provide at least 2 people every day to regulate the gates with the gate regulation board, following the schedule agreed with the Chief Judge.

## **C. COMPETITION**

### **C1. OVERVIEW / PRINCIPLES**

To be added later

## C2. FACILITIES REQUIREMENTS

### C2.1 Team Leaders meeting room

The Team Leader meeting room should be equipped as follows:

- Setup in 'conference' format with 8 places at the main table
- Video projector and screen with VGA or HDMI cable to connect a computer on the main table to the video projector
- If appropriate, public address and microphone facilities.
- The body of the room must have sufficient seating to accommodate two people per National Federation:

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>Number of places</b>	60	90	110

### C2.2 Equipment Control

HOC must set up a measuring station (6m by 4m) that must include:

- For boats:
  - Calibrated scales to check the minimum weight. These scales will be tested using the approved ICF buoyancy jacket cage
  - Frame to measure the boat length, adjustable for each type of boat (K1/C1, C2)
  - Width callipers for K1/C1, C2;
  - Template to measure radius of the bow, stern and fins.
- A facility to check the uplift of the buoyancy jackets with a tub of water large enough to completely submerge the jacket. The ICF buoyancy jacket cage will be used to do the checks.

The station must be set up at least two (2) full days prior to the competition period to allow for self-check by the Athletes.

Pre competition HOC staff must manage equipment control and may give advice in the use of the equipment.

During the competition the ICF Technical Officials, supported the HOC staff, will carry out random checking of equipment

## C2.3 On Venue Result Room (OVR)

The OVR handles the functions of timing, scoring and judging.

### a. Overview and layout

The HOC must provide an OVR of 70 m<sup>2</sup> minimum (in one room or two adjacent and linked spaces).

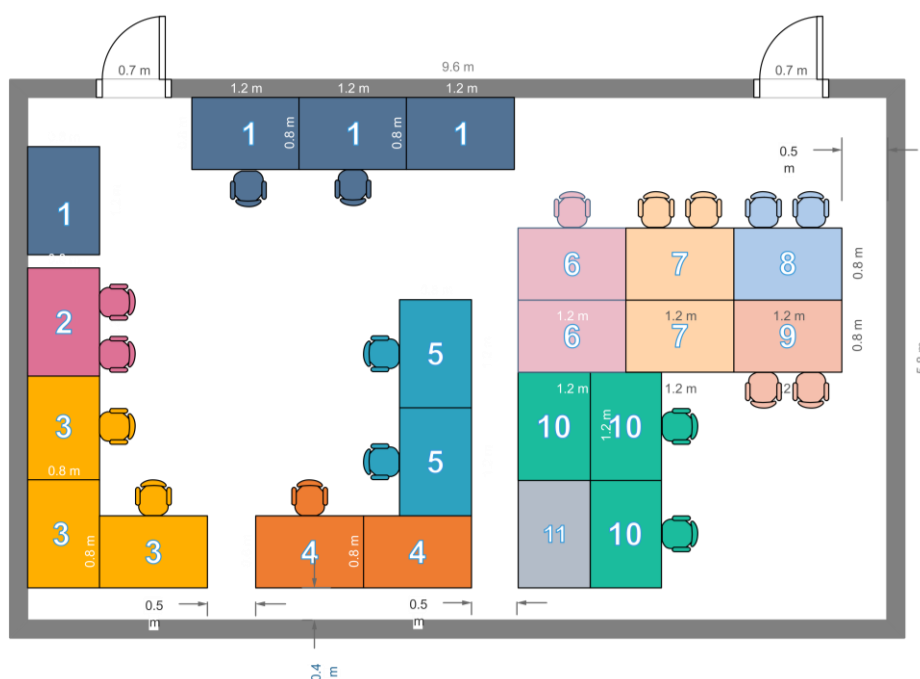
The OVR must be equipped with air-conditioned and must be lockable. The keys must be provided to the timing provider.

The OVR should be located near either start or finish. The final location must be agreed with the ICF.

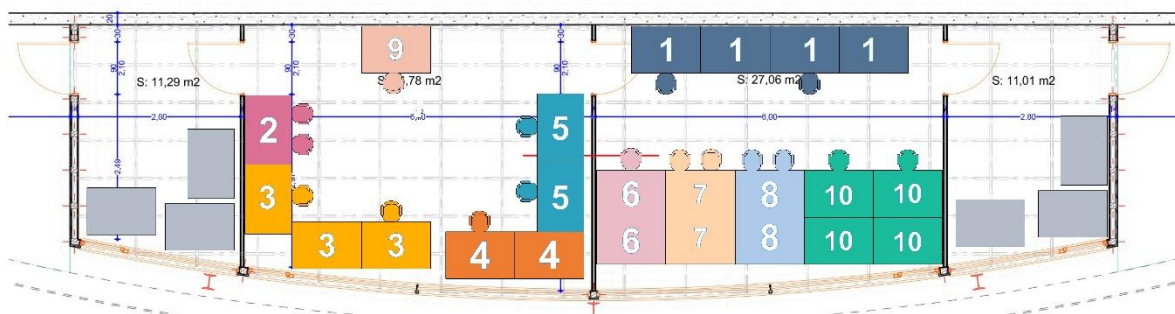
The OVR's security must be guaranteed from the arrival date of the timing provider until the end of the competition.

The OVR layout must be agreed with the ICF and close to the following examples:

- Example with "Cabins":



- Example with an existing facility:



- Each OVR must have 2 cable passageways: diameter – 10 cm

## b. Equipment to be provided

All the requested equipment listed must be provided the day before the arrival of the ICF timing and scoring Provider.

### • **Workspace arrangement**

LEGEND	FUNCTION	TABLES (1,2m * 0.8m)	CHAIRS
1	Work & storage	4	2
2	Back-up scorer operation	1	2
3	Timing & Scoring operation	3	2
4	TV graphic operation	2	1
5	TVS production feed A & B	2	2
6	SloMo operation with hardware equipments	2	1
7	Chief Judge and Assistant Chief Judge operation	2	2
8	Chief Scoring and Gate Line operation	1 to 2	2
9	ICF working area	1	2
10	Video Judges operation	4	2
11	TV production hardware	1	-
<b>TOTAL</b>		<b>22 to 23</b>	<b>18</b>

### • **Other equipment**



EQUIPMENT	DETAILS	QUANTITY
PC/TV monitor	<ul style="list-style-type: none"><li>• 32-40 Inch</li><li>• HDMI</li><li>• Resolution <math>\geq 1920 \times 1200</math></li><li>• remote with new battery</li></ul>	2

## c. Electricity

- 24-hour supply of 6 KW / 220 V (to run and recharge the batteries of timing equipment)
- 2 circuits ideally coming from 2 different phases, 16A each, 2 power sockets per circuits clearly identified with Human protection.
- White power
- Unbreakable power: black network, set by siwidata
- If working with temporary container, mandatory to have an earth connection. OVR needs to be close to the power source to avoid drop of power.
- The OVR must have power backup procedures and facilities, for example fuel-driven power generators.

## C2.4 Video Board / Scoreboard

### a. Basic requirements

The HOC must provide at least one video board to display the TVS or TV coverage feed to the spectators (minimum recommended size: 5 x 4 meters).

A second video board is recommended to ensure a display of the scoreboard results. This scoreboard may also be used for sport presentation before and after the competition.

### b. Service provided by the ICF timing / scoring provider

The ICF provider delivers a feed via optic fibre and a stage box up to the pickup point for the videowall company.

The optional feeds are:

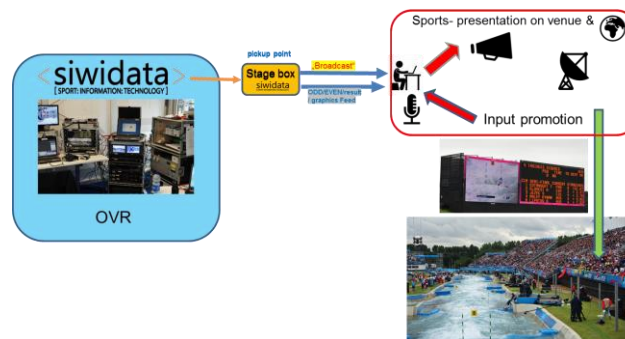
- One mixed ODD / EVEN / Results Graphics feed.
- ODD and EVEN feed separated
- The Broadcast feed.

Feed description: HD-SDI 108i50, RG59/RG60

HDMI, or other formats: the conversion must be done by the videowall company.

There is a lot of parameters e.g. cabling, staffing, hardware, interface. In case of questions (e.g. positioning the stage box, signal information) please contact the Canoeing SIWIDATA coordinator.

### c. Layout



### **C2.5 Sport Information Office (SIO)**

The SIO is the communication point between the Team Leaders, HOC and the ICF.

It is recommended to be a minimum 15 m<sup>2</sup> of enclosed space centrally located.

The SIO is to be open during the whole access period from 1 hour before the competition / training to 1 hour after the end of the competition / training.

The staff at the SIO should be well prepared, fluent English speakers and informed about all the key items of the competition.

**Equipment needed:**

- Mail boxes for each team
- Copy machines
- Computer and internet connection for the SIO manager

### Operation:

- Distribution of all the competition information according to CSL sport information distribution guidelines.
- Team arrival procedure, bib distribution, etc.
- Information about transport, accommodation, local activities, etc.

## **C2.6 International Technical Officials Room**

A dedicated meeting room / lounge for 40 people (ITO's and NTO's) should be equipped with chairs (minimum 40) and tables and refreshments. Ideally this will have video projector/screen available for ITO meetings

This room needs to be available from the first ITO meeting until the end of the competition.

## **C3. OPERATION / SERVICE REQUIREMENTS**

### **C3.1 Information Bulletins**

#### **a. 1<sup>st</sup> Bulletin**

Based on the ICF template, The HOC will prepare the 1<sup>st</sup> bulletin by the end of December in the year prior to the competition.

The HOC must submit all bulletins to the ICF for approval.

Once approved, the bulletin must be disseminated to the NFs and posted on the ICF competition website.

#### **b. ITOs Bulletin**

Based on the ICF template, the HOC will prepare an ITOs bulletin at least 4 months prior to the competition.

The HOC must submit the bulletin to the ICF for approval.

Once approved, the bulletin must be disseminated to the nominated ITOs, their NFs and posted on the ICF competition website.

#### **c. Official Training Schedule**

Based on the ICF template and the final nominal entries, the ICF will prepare the official training schedule 24h after the closing of the nominal entries. The schedule must be disseminated to the NFs and posted on the ICF competition website.

#### **d. Team Leaders Meeting Agenda**

Based on the ICF template, the HOC will support the ICF to finalise the Team Leaders meeting agenda at least 24h before the 1<sup>st</sup> day of the official training.

Once approved, the document must be disseminated to the NFs and posted on the ICF competition website.

## **C3.2 Entries**

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

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

## **C3.3 Competition Schedule**

The ICF will formulate and finalise the specific daily competition schedule at least nine (9) months prior to the competition.

This competition schedule will be in accordance with the international TV requirements and local needs.

Notwithstanding the agreement of such schedule, the ICF shall have the right to make such changes to it as it deems to be in the best interests of the competition/sport.

Should such changes result in a material adverse effect on the financial or other obligations of the NF, it shall so inform the ICF and demonstrate such material adverse effects.

The ICF shall then negotiate with the HOC in order to address such material adverse effects in a mutually satisfactory manner.

However, the final decision in relation to the competition schedule shall lie with the ICF.

The ICF will produce 3 versions of the competition schedule:

- Version 1: Provisional schedule with figures based on statistics from previous years (9 months prior to the competition)
- Version 2: Provisional schedule with figures based on official nominal entries
- Version 3: Official schedule after Team Leaders meeting

## **C3.4 Team Leaders meeting management**

The Team Leaders meeting will be run by the ICF Chief Official and will:

- Be held at least two (2) days prior to the start of competition;
- Follow the ICF Team Leaders Meeting Agenda template.

A provisional start list must be distributed to all competing NFs electronically at least (4) four hours prior to the Team Leader meeting.

A copy of the provisional start list, the Team Leader meeting agenda and any other information requested by the ICF should be distributed at the start of the Team Leaders meeting by the HOC.

### **C3.5 Course tuning and demonstration**

The HOC must source suitably skilled people to act as demonstration/forerunners. If the HOC is not able to provide suitable people, the HOC has to inform the ICF in due time to find a solution.

There must be no more than two boats per event as demonstration/forerunners and in the canoe event the left and right side must be represented.

Forerunners should compete a minimum of 15 minutes prior to the commencement of each session. Forerunners must be only two boats from each event that is competing in that following session.

The full timing and scoring systems must operate during foreruns including TVS and results publishing and distribution as a test of these processes.

### **C3.6 On Venue Communications**

The HOC shall provide radios on separate dedicated channels as follows:

- 8 radios for "Sport"
- 2 radios for "TVS management"

### **C3.7 Timing and Scoring Management**

The HOC must use the ICF contracted timing / scoring provider (SIWIDATA) for the competition according to the terms and conditions of the SIWIDATA service agreement and pay the costs to the ICF.

This service includes:

- **Timing & scoring:**
  - Double electronic timing for start and finish with photocells
  - Manual split timing for 2 intermediate positions

- The smart push penalty acquisition and processing system
- A headset/backup system to transmit the gate penalties
- Timing devices for manual backup timing
- Control screens for video judges/head judges and penalty controllers
- Installation of start clocks and finish line display for competitors
- **Results:**
  - Production of printed reports required (provisional start lists, start lists, results, analytic results) according ICF rules and requirements.
  - Integration of 3rd party (HOC) supplied video/led walls as public scoreboards
  - Provision of a live timing results web application widget for integration into the ICF website/social media channels
  - Install a wireless network infrastructure (if not already OC supplied) to allow accredited people to access live info on site
  - Provide info screens to the public announcers
  - Import entries and export results in ODF format to the ICF entries/database systems
  - Provide commentator information screens for TV/Radio commentators
  - Provide 2 (main/backup) broadcast quality HD-SDI graphics channels with timing and results graphics

## C3.8 Technical Video Services (TVS)

The HOC must use the ICF contracted TVS provider (SIWIDATA) for the competition according to the terms and conditions of the SIWIDATA service agreement and pay the costs to the ICF.

This service includes:

- Installation of a "gate line" camera system for 6 to 8 positions along the course
- Provide infrastructure for "switching" (video mixer, preview monitor, control unit) TVS Even and TVS Odd Channels.
- Outputs are made available as HD-SDI and HDMI for further distribution
- High quality encoding of TVS streams for a local repository for the teams
- provision of a 12 channel live instant replay system
- TVS cameras system installation (4 operated, 2 fixed cameras)

### a. Presentation

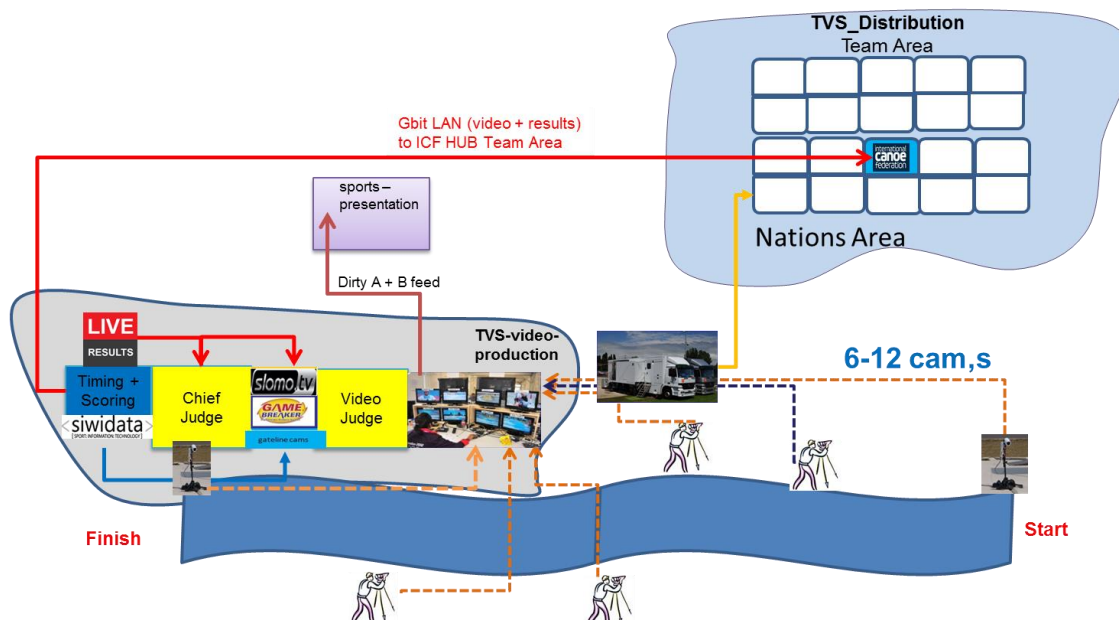
TVS delivers the central video signal for all ICF competitions.

Client	Usage
ICF Technical Officials (Chief Judges, Video Judges)	Video Adjudication
National Federations	Sport analysis
Spectators	Sport presentation – Video wall
	Streaming & Video On Demand (VOD)

## b. Overview



## c. Layout



## C3.9 Technical Rehearsal

The HOC must run a technical rehearsal based on the ICF scheduling. During this time at least the following functions must be manned and tested:

- Timing and scoring
- Scoreboard/video wall
- Audio back up system for penalty entry
- Forerunners
- Switching of TVS signals

This should be done during the full length demonstration runs.



## **C3.10 Sport Presentation**

The Public Announcers have a key role in the sport presentation programme.

They should be experienced announcers with a good knowledge of canoe slalom and fluent English speakers.

All announcements during the competition as well as any other announcements outside the competition should be made in English and the local language.

The HOC should provide two commentators (one local language speaker and one English speaker) to ensure a high-quality atmosphere.

The HOC may find only one commentator able to speak both languages.

The sports presentation service must operate in the same manner for all days of the competition.

The ICF encourages the HOC to be innovative by adding extra services for final phases such as:

- DJ to providing exciting atmosphere
- Flash interviews with athletes in the finish area (connected to the video board and sound system)
- Flash interviews of spectators
- Fan zone animation
- Other ideas as proposed by the HOC

The HOC shall discuss with the ICF the details of the sport presentation at least 3 months before the competition.

## **C3.11 Medal Ceremony**

The organisation of a medal ceremony must be in accordance with the ICF Protocol Guidelines and a suitable backdrop must be installed.

### **a. During the Official Training Period**

Using the official list provided by ICF, based on the current IOC list, the HOC will check the correct names and the abbreviations of the countries of the National Federations entered.

The HOC will request the Team Leaders of the participating nations to check the national anthem of that nation and approve the flag.

The flags of the participating nations must be flown at the venue. In addition, the ICF flag must be displayed on the main flagpole during the competition.

## *b. Rehearsal*

The HOC must organise (with the ICF representative) a rehearsal of the medal ceremony prior the first ceremonies, to test and approve the procedures. All people involved in the ceremony must be present to the rehearsal (e.g. sound system manager, speaker, flag holders, medals holders).

All aspects of the protocol must be defined in advance, to enable the rehearsal to be a test of process and duration.

## *c. During the Medal Ceremony*

The HOC needs to prepare the script for the speaker prior to each medal ceremony.

The ICF will inform the HOC well in advance who will present medals.

During the ceremonies, the HOC should ensure easy communication (radio for instance) between the master of ceremonies, the assistants looking for athletes, the announcer and the sound system coordinator, the nation's area and any other key person involved in the ceremony.

Assistants must also be positioned in the nations area ready to contact the Team Leaders in case Athletes are missing or in case the athlete's official uniform is missing.

## **C3.12 Opening and Closing Ceremony**

The HOC will organise an opening ceremony according to the ICF Protocol Guidelines.

World Cup	Junior / U23 World Championships	Senior World Championships
Not mandatory	mandatory at least one day before the start of the competition.	

For World Championships, a closing ceremony must be run according to the ICF Protocol Guidelines.

## **C3.13 ICF Canoe Slalom Sport Management Forms**

Before the competition the HOC must prepare all the ICF canoe slalom sport management forms according to the dedicated guidelines.

These must be available in sufficient numbers to be used during the entire competition, including the technical rehearsal.

## **C3.14 Sport Information Distribution**

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

**C4. HUMAN RESOURCES****C4.1 OVR resources**

LEGEND	FUNCTION	ICF	TIMING SCORING PROVIDER	HOC	
				NTO	Sport Volunteer
1	Work & storage	-	0 to 2	-	-
2	Back-up scorer operation	-	-		2 to 3
3	Timing & Scoring operation	-	1	-	-
4	TV graphic operation	-	1	-	-
5	TVS production feed A & B	-	-	-	3
6	SloMo operation	1	-	-	-
7	Chief Judge and Assistant Chief Judge operation	2	-	-	1
8	Chief Scoring and Gate Line operation	2	-	-	-
9	ICF working area	0 to 2	-	-	-
10	Video Judges operation	2	-	-	-
<b>TOTAL</b>		<b>7 to 9</b>	<b>2 to 3</b>	<b>-</b>	<b>5 to 7</b>
		<b>13 to 20 persons</b>			

## C4.2 TVS resources

### a. Overview

The TVS video production involves several stakeholders:

- Technical Volunteers from the HOC and the ICF
- Professional companies
- National Federations as our main customer

### b. ICF resources

For each competition the ICF will support the HOC to anticipate all needs around TVS:

	<b>Person</b>	<b>E-mail address</b>	<b>Skype</b>
Main contact	Hans-Peter WEISS	<a href="mailto:hape.weiss@t-online.de">hape.weiss@t-online.de</a>	hans-peter.weiss
Alternate contact	Mark Abbott	<a href="mailto:markabbott787@gmail.com">markabbott787@gmail.com</a>	<a href="mailto:markabbott787@gmail.com">markabbott787@gmail.com</a>

### c. HOC requirements

<b>Function</b>	<b>Number of people</b>	<b>Qualification</b>
HOC TVS coordinator	1	Sport volunteer
TVS – switcher	3	Sport volunteer
TVS – Camera crew	5	Sport volunteer

The name, the contact details and the experience of each nominated persons must be provided to the ICF TVS coordinator at least 2 months prior the competition.

### d. Job description

#### **HOC TVS coordinator**

- Co-ordinate the TVS-HOC staff
- Provide hardware in time
- Assist TVS coordinator
- Risk management
- Arrange that all HOC contractor companies participate in time to the technical meetings
- English speaker

## TVS – switcher and TVS – Camera crew

- Background as canoe slalom paddler or very familiar with canoe slalom
- English speaker

### C4.3 Competition Management resources

Function	Number of people	Qualification
Back-up scorer	2	Sport volunteer
Split timer	2	Sport volunteer
Finish back up timer	1	NTO
Judges scribe (PDA)	6	NTO
Equipment Control	2	Sport volunteer
Enquiry desk	1 to 2	NTO
Results runner	1 to 2	Volunteer
Course construction crew	6	Sport volunteer

All these people need to be available from 1 hour before the competition rehearsal until the end of the competition.

### C4.4 Technical Officials

The number of Technical Officials required to run a competition is defined in the ICF competition rules.

Some of these will be designated International Technical Officials (ITO's) and some National Technical Officials (NTO's).

The ICF will publish the nominated ICF Technical Officials by the end of December the year prior to the competition.

The HOC is responsible for providing at least 2 tee shirts to all ICF Technical Officials.

## D. VENUE

### D1. OVERVIEW / PRINCIPLES

### D2. FACILITIES REQUIREMENTS

#### D2.1 Internet Access

##### a. Global Needs

The HOC shall ensure, at a minimum, the availability of internet access in all the following areas:

Dedicated network	Location	Kind	Number of simultaneous connections	Required connection	
				Bandwidth down/up	Suggested technology
#1	Streaming	Wired	1 or 2	15/20 Mb/s	SDSL 30 Mb/s
#2	Timing & Scoring (OVR)	Wired	1	10/5 Mb/s	SDSL 30 Mb/s
#3	TV Compound OB VAN	Wired	5	10/10 Mb/s	SDSL 30 Mb/s
#4	Press Centre	Wireless	20 to 50	30/30 Mb/s To 50/50 Mb/s	SDSL 50 Mb/s
		Wired	5 to 10		
#5	ICF Family rooms	Wireless	15 to 20	20/5 Mb/s	ADSL
	Accreditation centre	Wired			

## b. Location of streaming internet point

	World Cup	Junior / U23 World Championships	Senior World Championships
Location	OB VAN	OVR or OB VAN (to be defined with the HOC)	OB VAN

## c. Quality of the Service

The HOC shall ensure the following quality of service:

- A trouble-shooting service on a 24/7 basis during all of the competition period including Saturday and Sunday
- A guaranteed upload / download rate (not a "up to" data rate)
- No filesharing blocking
- No reduction of the data rate or speed after reaching a limit.
- A single daily shutdown late in the evening for products based on IP allocation. No automatic shutdowns (e.g. each 1h).

## d. Aggregation

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

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

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

## e. Service for Athletes and Other Stakeholders

Depending on the local capacity, the HOC may provide wireless internet connection for Athletes and VIPs without interfering with the previous dedicated networks.



## **D2.2 Power Requirements**

The HOC must provide all power required in each area for the organisation and the broadcast of the competition.

The global power installation must respect security regulations to ensure the safety of people and the safety of the equipment.

The HOC must provide:

- For the OVR and the TVS room, an alternative stand-by energy source (fuel-driven power generator or an alternative phase from the rest of the venue), allowing the competition to be continued in case of a power outage.
- For the TV compound, an alternative stand-by energy source (fuel-driven power generator or an alternative phase from the rest of the venue), allowing the broadcast of the competition to be continued in case of a power outage.

The global power scheme shall be provided to the ICF two months prior the competition.

## **D2.3 Sound System**

The quality of the public announcement and audio system shall enable sharp and clear sound reproduction above the noise of the crowd for both public announcement and entertainment music.

Loudspeakers shall be positioned in such a way as to give uniform sound reproduction throughout the venue with no distortion or “echo” effects.

The volume shall be reduced on the start area during the canoe slalom competition (full power for extreme canoe slalom).

A basic sound system must be available from the 1<sup>st</sup> day of official training for safety reason (e.g. evacuation of the venue).

The final sound system must be available for the technical rehearsal and medal presentation rehearsal.

## **D2.4 Signage**

To create a homogeneous image the HOC must establish a signage and orientation programme:

- Signage must be in English and in the host country language,
- Signage must include directional signage for spectators and all visitors
- The location of medical services and doping control must be clearly marked
- Restricted areas must be marked, with the access requirements.

The HOC must make available directional signage and a map of the venue at accommodation sites (if applicable) and at the venue.

The HOC's access signage must be according to the ICF requirements and any local specification.

## **D2.5 Public Facilities and Sanitary Installations**

The HOC will provide public facilities including toilets, waste control, information and help points (for both general admission spectators and VIPs) throughout the access period.

All required sanitary installations at the competition venue should be of suitable hygienic standard.

Separate adequate sanitary installations for the following categories are required:

- Athletes,
- VIP / Jury / Technical Officials/ HOC/ ICF Family
- Spectators

## **D2.6 Car Parking**

The HOC shall organise sufficient car parking space for the participating National Federations, ICF Family, sponsors, suppliers and VIPs. Car parking for ICF Family, sponsors, suppliers and VIPs must be without charge.

## D3. OPERATION / SERVICE REQUIREMENTS

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### D3.1 Accreditation

The HOC will comply with the ICF Accreditation Guidelines to allow appropriate access control to all stakeholders during the competition.

The HOC must use the ICF's online accreditation system (SDP) for all stakeholders.

For accreditation all stakeholders must use the ICF's online integrated system (SDP). SDP also supports entries and results management.

Through their accreditation centre, the HOC will be responsible for the production of all the required outputs (eg. badge production).

### D3.2 Contingency Planning

The HOC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders, including the ICF, 9 months prior to the competition.

### D3.3 Health and Safety

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

The HOC will provide all required emergency and medical services for the competition.

The HOC will advise participants that emergency medical services will cover only emergency cases and that all participants are responsible to arrange at their cost, their own medical insurance policy.

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## **D3.4 Security**

The HOC will provide appropriate security including traffic management, car parking and infrastructure protection during the access period.

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

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

The HOC shall use reasonable endeavours to ensure the safety and security of all persons attending the venue throughout the access period.

## **D3.5 Meteorological Information**

The HOC must provide the best local website for online weather information relevant to the competition venue that is accurate and constantly updated.

This website should show the general weather, minimum and maximum temperatures (Celsius), wind direction, wind velocities (m/s), electrical storms and high winds.

## **D3.6 Obligations relating to environmental protection**

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

Without limitation the HOC must consider issues like resource use (paper, packaging etc), water quality and energy usage.

The ICF will provide tool kits to support the HOC in implementing environmentally friendly practices.

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## **D3.7 Obligations relating to the venue**

The HOC shall ensure the venue is a clean venue 24 hours before the competition period including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions that are not related to the competition or as agreed with the ICF.

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

The HOC shall prevent the sale within the venue of any unofficial merchandise or goods that are not authorised by ICF.

## **D4. HUMAN RESOURCES**

## E. MEDIA

### E1. OVERVIEW / PRINCIPLES

### E2. FACILITIES REQUIREMENTS

#### E2.1 Media Centre

A media centre must be organised containing sufficient working places for journalists and photographers, including high speed laptop connections (LAN), internet provision as specified in section D2.1 for sending e-mails and photographs, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

#### E2.2 Mixed Zone

The mixed zone offers the media a dedicated place to talk to the athletes immediately following the competition. The HOC Media Manager is responsible for the mixed zone in close collaboration with the ICF Media Manager, ICF TV team and the host broadcaster (if available).

In planning for the mixed zone, the HOC should ensure that:

- It is strategically placed at the athletes' exit from the competition course;
- It is in a quiet area so that the audio can be easily recorded;

The HOC needs to set up media stations in the order of ICF TV, Host TV, other TV, then radio and finally the written press.

HOC's staff members need to be trained to manage the flow of Athletes through the zone and ensure that only the necessary accredited people are in the zone.

There must be a suitable backdrop to the mixed zone (E.g. sponsor board, field of play, crowd).

The backdrop and sponsors board must be positioned for optimal TV coverage and visibility.

## **E2.3 Celebration Area**

The HOC shall provide a celebration area near the finish and equipment control area. This area is activated for final phases.

The HOC shall ensure that the area is equipped with:

- A tent – 3m per 3m with a table, electricity and drinks for the Athletes
- A backdrop with a minimum width 3m and a minimum height of 2m
- Sealed bottles of water for the athletes

## **E3. OPERATION / SERVICE REQUIREMENTS**

### **E3.1 Media Accreditation**

A media application form is placed on the ICF website which allows media personnel to apply and have their names placed directly into SDP. These applications are subject to approval by the HOC and the ICF Media Manager.

### **E3.2 Accommodation information**

The HOC will provide information regarding available accommodation with prices and payment conditions for representatives of the media. The accommodation categories shall cater for the differing needs of the various participating groups.

### **E3.3 Media Strategy Plan**

The HOC must provide to the ICF a media strategy plan including how the competition will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the competition.

## **E3.4 Information System on the Website**

The ICF has developed a portal for the ICF World Cups and World Championships which will be the official website used for all such competitions. There are no restrictions on the content the HOC places on the webpages.

The HOC is responsible for population of relevant local information within this portal and ensuring that all organisational information, team information, bulletins and relevant details of the competition are provided and kept up to date. The HOC are also responsible for the translation of the site text into local language.

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

It is important for our sport, in the eyes of the IOC and potential sponsors, that we are able to attract as many visitors to our websites as possible.

There will also be a permanent link to your competition provided on the home page of the ICF website once the portal is established. The following URL(s) should be used for promotional material: [www.canoeicf.com](http://www.canoeicf.com) or [www.canoeicf.com/](http://www.canoeicf.com/)...

The ICF will update the following website tabs: "team info", "competition schedule" "start list and results" and "live result".

The competition must be hosted through the official channels: [www.canoeicf.com](http://www.canoeicf.com) and [www.youtube.com/planetcanoe](http://www.youtube.com/planetcanoe)



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## E4. HUMAN RESOURCES

### E4.1 Official Photographer

#### a. ICF Photographer

Should the ICF appoint an official photographer and release the HOC from providing pictures, this person must have complete access to the venue and all photographic positions on the course and throughout the venue.

In this case the ICF will manage his accommodation and transportation. The HOC shall manage his accreditation, lunch and airport transfer if needed.

#### b. HOC Photographer

If the ICF doesn't appoint a photographer, the HOC will provide the ICF with a minimum of 100 high resolution professional electronic photographs (technical characteristics of the photos according to the ICF Statutes – Standing Bylaws to the preparation and organisation of World Event) from the competition (action photos, including final races and medal winners, spectator shots, atmosphere shots) at no cost to the ICF. The ICF has full unrestricted rights to the use of these photos.

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## F. BROADCASTING

### F1. OVERVIEW / PRINCIPLES

### F2. FACILITIES REQUIREMENTS

### F3. OPERATION / SERVICE REQUIREMENTS

#### **F3.1 Accommodation – ICF Broadcast Production Staff (World Cups)**

If a broadcast producer is appointed by the ICF, the HOC will cover the accommodation costs for up to 23 staff for up to 5 nights (2- or 3-star hotel). The accommodation should be arranged in single rooms.

### F4. HUMAN RESOURCES

## G. SPECATORS

### G1. OVERVIEW / PRINCIPLES

### G2. FACILITIES REQUIREMENTS

### G3. OPERATION / SERVICE REQUIREMENTS

#### G3.1 Promotion

The HOC must provide proof to the ICF that they are actively promoting the ICF competition.

The ICF is keen to increase the percentage of young people amongst the audience.

Therefore, the HOC should encourage young people to come to the competition (e.g. inviting school groups).

All promotional activities must be in line with the overall ICF promotional and branding strategy and therefore promotional activities must be approved by the ICF.

#### G3.2 Ticketing Programme

The HOC can establish a ticketing program that shall be sent to the ICF for approval.

#### G3.3 Spectators Services

The HOC shall ensure the following services to spectators:

- Food & beverages
- Transportation
- Information desk and
- Merchandising if available.

Food, beverages and merchandising are all chargeable at delivery.

### G4. HUMAN RESOURCES

## H.VIP

### H1. OVERVIEW / PRINCIPLES

For ICF World Cup competitions the delivery of VIP facilities and programme is optional. The HOC needs to inform the ICF by the 1<sup>st</sup> February of the year of the competition of any VIP facilities to be provided

For ICF World Championships the delivery of VIP services is mandatory as follow.

### H2. FACILITY REQUIREMENTS

#### H2.1 VIP area

The VIP area must consist of a sport viewing area of the course and an indoor hospitality area in close proximity or with the view of a large screen. Start lists and result service must be provided for VIPs.

The size of the VIP area and the services produced must be approved by ICF twelve (12) months before the World Championships.

### H3. OPERATION / SERVICE REQUIREMENTS

#### H3.1 Services

The HOC will provide catering for VIPs, which include ICF sponsors, hospitality packages, suppliers and the ICF Family.

Within the VIP area a dedicated seating area for ICF sponsors must be provided.

#### H3.2 ICF VIPs

The number of ICF VIPs (Clause 5.2 Maximum of 20) will be decided by the ICF nine (9) months before the World Championships.

### H4. HUMAN RESOURCES

## I. MARKETING & BRANDING

### I1. OVERVIEW / PRINCIPLES

The HOC shall follow the "ICF Look and Style Guide", "ICF Branding Guideline", "ICF advertising on equipment guideline" and "ICF Partners at ICF competitions guideline" to create all the graphic charter and look of the competition (e.g. banners, logo, bibs).

### I2. KEY DELIVERABLES

#### I2.1 Championships Logo

The HOC shall produce a competition logo. This logo must be submitted to ICF for approval by the 15<sup>th</sup> January in the year of the competition

#### I2.2 Start Gate or Backdrop

The HOC is responsible for production of a start gate or start backdrop.

The design for this must be submitted to the ICF for approval at least 1 month prior to the competition start:

- If the start position is between two blocks and with slight water flow a start gate should be designed and provided.
- In all other cases a start backdrop should be designed and provided

#### I2.3 Canoe Slalom Bibs

The HOC shall get ICF approval for competition bib designs at least 2 months prior to the competition. The HOC must provide the following sets of bibs:

##### a. Individual events:

- 5 sets of bibs (one per event) with a different colour code or design for each set
- Each set to be numbered from "1" to the maximum number agreed with the ICF.

For all World Championships, the athletes must have the option of retaining their individual event bib.

## b. Team events:

- 1 set of bibs numbered "1A" to the maximum number agreed with the ICF e.g. "10A"
- 1 set of bibs numbered "1B" to the maximum number agreed with the ICF e.g. "10B"
- 1 set of bibs numbered "1C" to the maximum number agreed with the ICF e.g. "10C"

If the HOC wants to use some existing sets of bibs this must be agreed with the ICF at least 4 months prior to the competition.

## **I2.4 Extreme Canoe Slalom Bibs**

The HOC shall get approval for competition bib designs at least 2 months prior to the competition.

The HOC must provide the following sets of bibs:

- Time trials: 2 sets of bibs numbered from "1" to the maximum number agreed with the ICF. These bibs can be existing bibs.
- Final phases: 2 sets of bibs from "1" to "32"

If the HOC wants to use some existing sets of bibs this must be agreed with the ICF at least 4 months prior to the competition.

## **I2.5 Extreme Canoe Slalom Start Platform**

At least 1 month prior the competition the HOC shall produce and validate with the ICF the layout of the covering and the backdrop of the extreme canoe slalom start platform.

## **I2.6 Boat Stickers**

### a. NOC and Athlete Name Sticker

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

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

## b. HOC Space

The HOC can optionally provide all athletes with a sticker to be placed below the country sticker. The size and the allowed contents for this sticker is defined in the "ICF Advertising on Equipment Guideline".

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

## **12.7 ITO's Uniform**

The HOC shall provide to each nominated ITO a minimum of 2 tee-shirts or polo-shirts.

At least 2 months prior the competition the HOC shall validate quantity and size with the ICF.

## **12.8 Backdrops (Sponsor Wall)**

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

At least 1 month prior the competition the HOC shall validate the size and the design of all backdrops with the ICF.

## **12.9 ICF and ICF Sponsors Banners at the Venue**

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

### Other Items

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

## **13. HUMAN RESOURCES**

## J. ICF FAMILY

### J1. OVERVIEW / PRINCIPLES

### J2. FACILITIES REQUIREMENTS

#### J2.1 ICF Working Areas

The HOC will provide good quality working areas to the ICF, to be available 2 days before the competition as follows:

##### a. World Cup

Office	Table and chairs	Equipment
ICF Office (ICF staff, ICF CSL Technical Committee, and external providers)	8 to 10 persons	1 main table Chairs as required Internet connection based on internet requirements Electricity, light and refreshments 1 video projector

##### b. World Championships

Office	Table and chairs	Equipment
ICF President ICF Secretary General	2 to 3 persons	1 main table Chairs as required Internet connection Electricity, light and refreshments 1 video projector shared with all offices
ICF Office (ICF staff & ICF CSL Technical Committee)	6 to 9 persons	
Jury / meeting room	3 to 4 persons	



## J3. OPERATION / SERVICE REQUIREMENTS

### J3.1 Accommodation

The HOC will provide full board accommodation and meals, at the venue or at the accommodation, for ICF Family as listed below.

Any variation to this table may be reviewed and changes agreed provided it is finalised three months before the competition.

The ICF family hotel may need to operate early breakfast and late dinner depending of the competition schedule.

#### a. World Cup Requirements

	Maximum number of people	Kind of hotel	Kind of room	Maximum number of nights
ICF President	1	Three or four star or equivalent	Single room	4
ICF Secretary General	1			4
ICF CSL Committee Chair and members	3			6
ICF staff	1			7
	2 to 3			4
ICF Technical Officials	25	Two or three star or equivalent	Twin room	4
ICF timing & scoring provider	4 to 5		Single room	7

## *b. World Championships Requirements*

	Maximum number of people	Kind of hotel	Kind of room	Maximum number of nights
ICF President	1	Three or four star or equivalent	Single room	7
ICF Secretary General	1			7
ICF Jury	3			7
ICF CSL Committee Chair and members	5			9
ICF staff	1			9
	4			7
ICF Technical Officials	25	Two or three star or equivalent	Twin room	9
ICF Timing & Scoring provider	5		Single room	9

## *c. Special Services for ICF Technical Officials*

The HOC must liaise with each ICF Technical Official and their respective National Federation with all relevant information leading up to the competition.

The HOC must permit an ICF Technical Official to book a single room by paying the additional cost. This cost must be agreed between the ICF and the HOC no later than 6 months before the competition.

## 13.2 Transportation

### a. ICF Family – World Championships

The HOC will provide free of charge all airport and competition venue transfers for all members of ICF Family as follows:

	Airport transfers	Venue – accommodation
ICF President	<b>Yes</b> According to schedule provided by ICF	Private car, dedicated driver
ICF Secretary General		Private car, dedicated driver
ICF Jury		3 private cars, shared drivers
ICF CSL Committee members		
ICF staff		
ICF Technical Officials	<b>Yes</b> According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by CSL Committee
ICF timing & scoring provider	<b>Yes, upon request</b>	<b>Yes, upon request</b>

### b. ICF Family – World Cups

The HOC will provide free of charge all airport and competition venue transfers for all members of ICF Family as follows:

	Airport transfers	Venue – accommodation
ICF President ICF Secretary General	<b>Yes</b> According to schedule provided by ICF	Private car, dedicated driver
ICF CSL Committee members		1 to 2 cars, shared driver
ICF staff		
ICF Technical Officials	<b>Yes</b> According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by CSL Committee
ICF timing & scoring provider	<b>Yes, upon request</b>	<b>Yes, upon request</b>

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## J4. HUMAN RESOURCES

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## K. ICF / HOC RELATIONSHIPS

### K1. REPORTS

The HOC will provide 1 report every 6 months within the 24 months before the start of the competition on the organisation to the ICF Secretary General, and the ICF Canoe Slalom Chair. A report template will be provided by the ICF.

The HOC must provide the ICF with sufficient information to enable the ICF Canoe Slalom Chair to report to the ICF Board of Directors at their meeting 6 months before the competition. The HOC is obliged to regularly keep the ICF bodies and officials informed on the progress of the preparation and organisation.

The HOC will provide a final report as per ICF statutes (standing bylaws to the preparation and organisation ICF Events – reports) by the end of the year of the competition.

### K2. TECHNICAL VISITS

The HOC will cover all travel and accommodation costs for up to 2 inspection visits by up to 2 ICF representatives prior to the competition

The HOC is encouraged to seek advice from the ICF at any time.