



# **CANOE SLALOM ICF TECHNICAL DELIVERABLE AND OPERATIONAL REQUIREMENTS**

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*Version 2025-01*

# 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 (Level 1 - 2).

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 HOC.

ICF Competitions must at all times be conducted in accordance with the ICF Statutes and the ICF Canoe Slalom Competition 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 the 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.

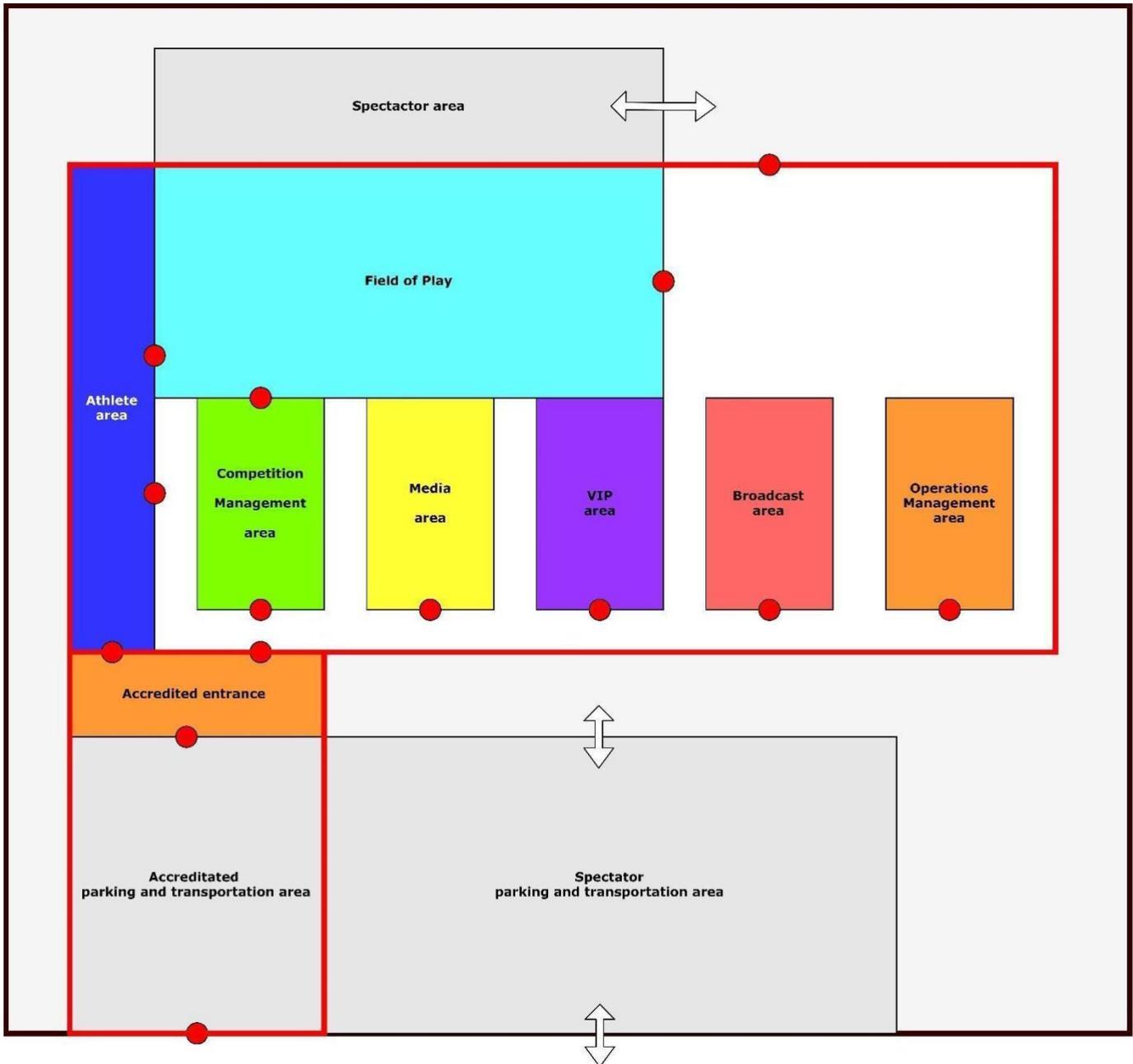
# Terminology

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<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 Organizing 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

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Title of the document	ICF Main contact
ICF Statutes	<a href="#">ICF EXECUTIVE OFFICE</a>
ICF Competition rule book	<a href="#">Thomas ROSSET</a>
ICF CSL Gate Homologation manual	
ICF Course setting guidelines	
ICF Doping Control Station guidelines	<a href="#">Michel ALARCON</a>
ICF CSL TVS guidelines	<a href="#">ICF TVS TEAM</a>
ICF Protocol guidelines	<a href="#">ICF EVENT TEAM</a>
ICF Accreditation and entry guidelines	
ICF Look and style guide	
ICF Branding at venues guideline	
ICF Advertising on equipment guideline	
ICF Partners at ICF competitions guideline	
Media Guidelines	<a href="#">ICF MEDIA TEAM</a>

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# ICF PROVIDERS

The ICF has several contracted providers to deliver competitions:

Provider	Service	Email contact	Concerned competition
 <small>[SPORT: INFORMATION: TECHNOLOGY]</small>	Timing and scoring TVS production	<a href="mailto:info@siwidata.com">info@siwidata.com</a>	World Cup All World Championships
	Two circles	hello@twocircles.com	World Cup
 <small>S T A R T S Y S T E M S</small>	Kayak Cross start system	<a href="mailto:info@settele-engineering.de">info@settele-engineering.de</a>	World Cup All World Championships

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## A. ATHLETES AND NATIONAL FEDERATIONS

### A1. FACILITIES REQUIREMENTS

#### A1.1 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).

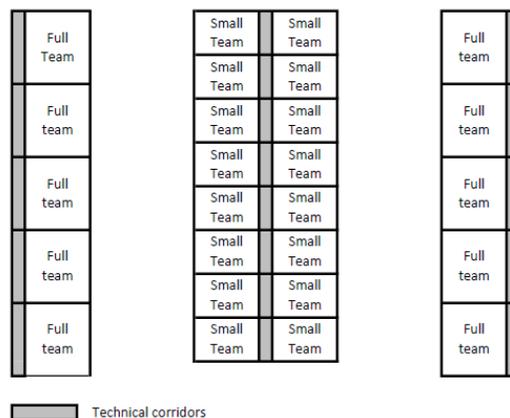
It is recommended to have the space floored but as a minimum it should be located on flat ground.

##### b. Requirement for one unit

Each area must be as follows:

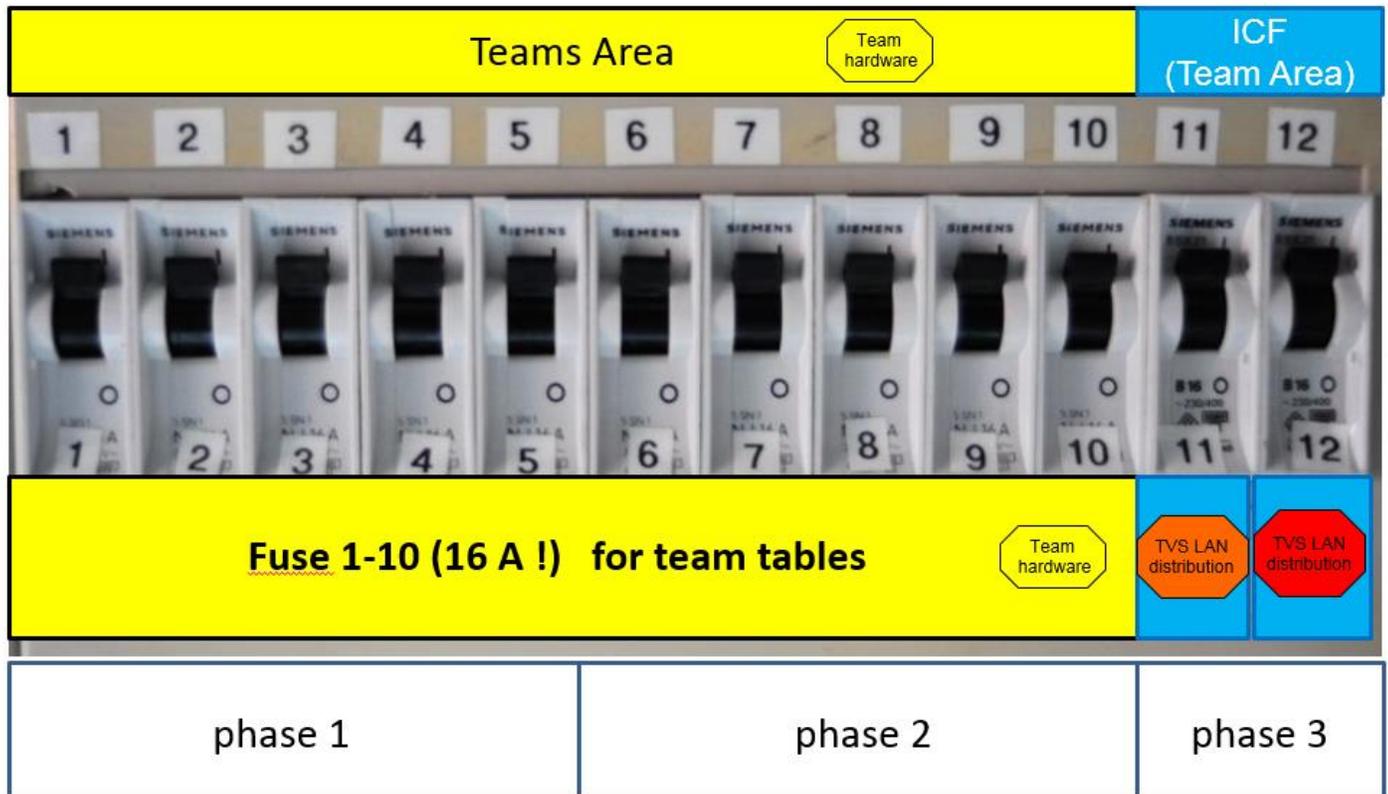
- Size:
  - Full team (12+ athletes): minimum 25 m<sup>2</sup> (e.g. tent 5m \* 5m)
  - Smaller team: minimum 9m<sup>2</sup> (e.g. tent 3m \* 3m or 3m\*5m)
- Equipment:
  - 1 table
  - 2 to 4 chairs / benches
  - Electrical sockets (1 to 2)

##### c. General layout



d. Electricity requirements

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



A1.2 Toilets

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

A minimum of 1 toilet for 50 people is required.

A1.3 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.

### **A1.4 Boat Storage**

The HOC shall ensure a space for boat storage and boat racks for a minimum of “X” boats during the access period. Ideally this area should be covered to provide protection from the sun.

	World Cup	Junior / U23 World Championships	Senior World Championships
Slalom boats	250	500	350
Kayak Cross boats	200	250	250

The HOC shall ensure boat racks for 10 boats are also located at the equipment control area.

### **A1.5 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 to the competition.

## **A2. OPERATION / SERVICE REQUIREMENTS**

### **A2.1 Official Pre-championship Training Period (Senior World Championships)**

In agreement with the ICF, the HOC will ensure 1 or 2 periods of 5 days of dedicated canoe slalom and kayak cross training in the year prior to the ICF World Championship. The HOC will provide the pre-booking system and ensure a relevant and fair schedule for the attendants across the training periods

The scheduling and the daily fee of the training period must be agreed with the ICF Technical Delegate.

Athletes must receive a minimum of a 1-hour session twice a day (CSL and /or CSLX) during each training period. Each training block should provide for 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.

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

### **A2.2 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	5	8

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

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.

### **A2.3 Doping Control Programme**

#### **a. In-competition testing**

The ICF requires a minimum number of tests to be performed during certain competitions. These tests consist on a number of Urine sample collected, and some specific analysis performed on it.

The minimum number of urine sample to collect for doping control for this discipline is found in the table below, it is recommended the HOC increase the number of in-competition tests conducted.

	World Cup	Junior / U23 World Championships	Senior World Championships

Number of tests	5	15	20
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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 International Testing Agency (ITA) manages the ICF Anti-Doping program, and communicates with the HOC at the beginning of the season with all necessary information for planning. At this moment, the ITA will confirm the urine samples to collect, the specific analysis to order, the dates and any necessary information that the HOC may require.

If any further follow-up analysis is required after the first analysis of the laboratory (such as necessary confirmation testing, specific substance analysis..) the HOC must bear the cost of it.

*b. [Responsibilities of the Organising Committee \(OC\)](#)*

The HOCs must comply with [the ICF In Competition Doping Controls guidelines](#)

*c. [Anti Doping Education Programme](#)*

The ICF may require 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.

**[A2.4 ICF Development Program \(All World Championships\)](#)**

The HOC must work in cooperation with the ICF Development program coordinator in supporting the Whitewater Development Program.

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

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

The program will be a total of 21 participants (16 athletes, 4 coaches, 1 coach coordinator) over 15 days (315 nights/breakfasts/lunches/dinners) total. 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.

### **A2.5 Immigration Visa Applications**

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

### **A2.6 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 respecting a maximum of 40€ per day of competition:

	World Cup 3 days	World Cup days 4 days	Junior / U23 World Championships 6 days	Senior World Championships 6 days
Maximum total amount	120€	160€	240€	240€

The Participation Fee will not be charged to:

- ICF family (defined in the section J of this document)
- Agreed ICF sponsors
- Official NF Presidents and Secretary Generals as registered by the ICF and who are not part of the NF team management.
- ICF development program Athletes and Coaches
- Observer program, up to 2 persons from each organising committee not part of the NF team management:
  - The 3 next Canoe Slalom World Championships (Senior, U18 and U23) HOC's

- The Olympic Games HOC's
- The World Cups HOC's Cup already allocated
- Potential future organizers approved by the ICF

### **A2.7 Accommodation information**

The HOC shall provide information of the defined number of rooms in 5 different accommodation categories (from Sport Center 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
Number of rooms	300	500	400

### **A2.8 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.

## **B. FIELD OF PLAY**

### **B1. FACILITIES REQUIREMENTS**

#### **B1.1 Competition Course (CSL & CSLX)**

The competition course must meet international canoeing standards and have been homologated by the ICF prior to any bid to host an ICF competition. (cf. ICF CSL Course Homologation manual)

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

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

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

#### **B1.2 The Gate Hanging system (CSL & CSLX)**

From 1st January 2021, the gate hanging system must meet the requirements of [the ICF Course setting guidelines](#).

#### **B1.3 Gates (CSL) and Buoys (CSLX)**

From 1st January 2021, all ICF World Cup and World Championships competitions will have to be organised with a homologated set of gates or buoys as listed in the [ICF CSL Homologated sport equipment list](#).

#### **B1.4 Kayak Cross Start Area**

The ICF and the HOC shall agree the position and the design of the Kayak Cross slalom start area based on [the ICF Course setting guidelines](#).

#### **B1.5 Kayak Cross automatic start mechanism**

From 1st January 2023, for World Cups and World Championships the HOC should set an homologated automatic start mechanism on the Kayak Cross start ramp. That system must generate a fair start between the 4 paddlers (alignment and synchronous timing of release).

All security checks and use of the system rely on the responsibility of the HOC.

### **B1.6 Kayak Cross Equipment**

For World Cups and World Championships the HOC should provide 8 boats from the [ICF list of registered Kayak Cross Slalom boats](#).

### **B1.7 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 during the official training and competition periods.

## **B2. OPERATION / SERVICE REQUIREMENTS**

### **B2.1 Course management**

- The HOC shall provide course maps allowing the course designers to prepare the course design following the ICF competition rules. The course map must show on the different water features (not only the obstacles) of the course. The course map must be transmitted to the ICF technical delegate in a pdf format two (2) months prior the competition.
- The HOC will provide 2 gate regulation boards which fulfil the ICF sketches.

### **B2.2 Water safety 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 technical delegate. This plan must ensure the number of rescuers and spare allocated for the competition, mentioning their certification or expertise. Finally the HOC must provide the location of the crews and their time table during the competition.

### **B2.3 TVS and timing / scoring equipment**

#### **a. Timing and scoring equipment**

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

- Double electronic timing for start and finish with photocells

- The smartpush penalty acquisition and processing system
- Headset/backup system to transmit the gate penalties
- Start clocks and finish line display for competitors
- Manual split timing for 2 intermediate positions

*b. TVS requirements*

The ICF TVS provider will need to set on the bank:

- 4 to 5 operated cameras
- 2 remote cameras (Start and Finish)
- 8 gate line cameras

The HOC must provide minimum five (5) power sockets (minimum 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.

### **B3. HUMAN RESOURCES**

#### **B3.1 Course designer**

2 course designers (preferentially one male and one female) are officiating on each ICF Level1 and 2 competitions. The course designers are considered as ITO's and must be free of any coaching duties during the competition period. Their presence is necessary minimum 36 hours before the start and during the entire program of the competition. Depending on the schedule their duties may start early on the day of competition.

#### **a. World Championships**

For World Championships competitions, both course designers are nominated by the ICF.

#### **b. World Cup**

For World Cup competitions the HOC must provide an experienced local course designer available to work with the ICF nominated course designer/s. If the HOC can't provide that person, the ICF will nominate a second course designer who must be considered as well as an ITO during the whole competition.

### **B3.2 Field of play and course setting crew**

The HOC shall provide a crew of experienced people to set-up all courses in accordance with the schedule agreed with the ICF and the requirements listed in the [ICF CSL Course setting requirement](#) documentation.

The HOC shall provide at least 6 people every competition day, 2 hours prior to the competition start, to regulate the gates with the gate regulation board, following the schedule agreed with the Chief Judge.

## **C. COMPETITION**

### **C1. FACILITIES REQUIREMENTS**

#### **C1.1 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 HDMI or USB-C 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:

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

#### **C1.2 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 aid cage](#).
  - Frame to measure the boat length, adjustable for each type of boat (K1/C1)

- Width callipers for K1/C1;
- [ICF Equipment Gauge](#) to measure radius of the bow, stern, fins, and paddles
- A facility to check the uplift of the buoyancy aid with a tub of water large enough to completely submerge the jacket. The [ICF buoyancy aid 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 measuring equipment.

During the competition the ICF Technical Officials, supported by the HOC staff, will carry out equipment checks. During the Canoe and Kayak event and the Kaya Cross Time trial the equipment check will be done after the run. During the Kayak Cross elimination phases the equipment check is mandatory before each run, prior the athletes reach the start platform.

### **C1.3 On Venue Result Room (OVR)**

The OVR handles the functions of timing, scoring, TVS production 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).

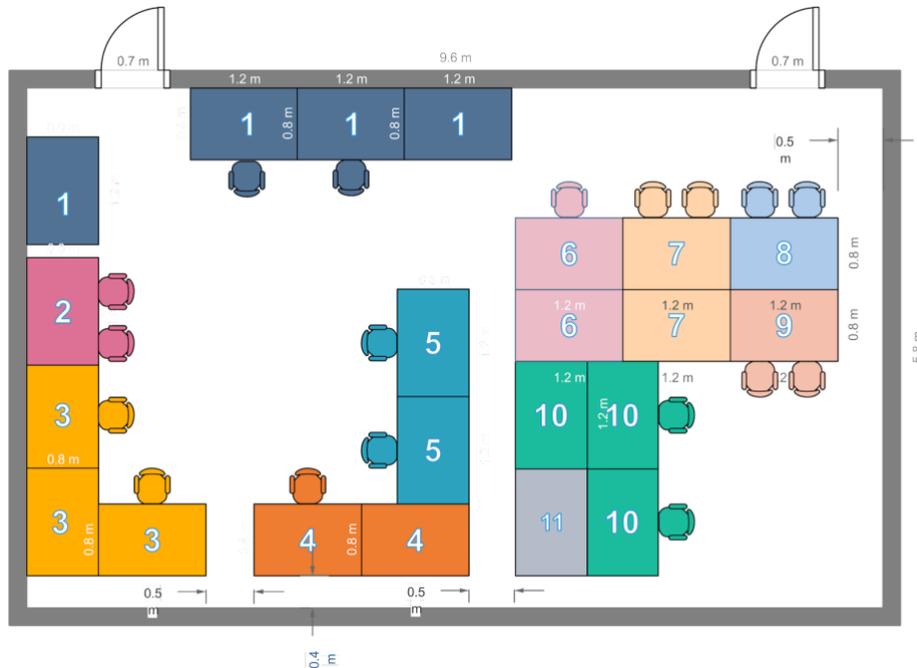
The OVR must be equipped with air-conditioned and must be lockable. The keys must be provided to the timing provider.

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

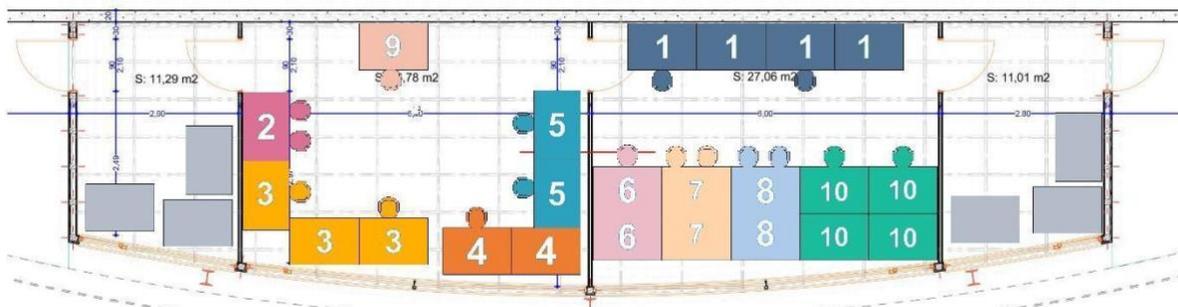
The OVR's security must be guaranteed from the arrival date of the timing provider until the end of the competition.

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 and installed the day before the arrival of the ICF timing and scoring Provider.

- **Workspace arrangement**

LEGEN D	FUNCTION	TABLES (1,2m * 0.8m)	CHAIR S
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 equipment	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**

<b>EQUIPMENT</b>	<b>DETAILS</b>	<b>QUANTITY</b>
PC/TV monitor	<ul style="list-style-type: none"> <li>• 32-40 Inch</li> <li>• HDMI</li> <li>• Resolution ≥1920x1200</li> <li>• remote with new battery</li> </ul>	2
Big screen	<ul style="list-style-type: none"> <li>• size of the screen</li> <li>• HDMI</li> <li>• 4k resolution</li> <li>• Support?</li> </ul>	1

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 circuit clearly identified with human protection.
- White sockets
- Unbreakable power: black sockets, set by Siwidata
- If working with a temporary container, it is 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.

## C1.4 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).

To display the scoreboard results at the same time as the video feed, a second video board is requested. 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:

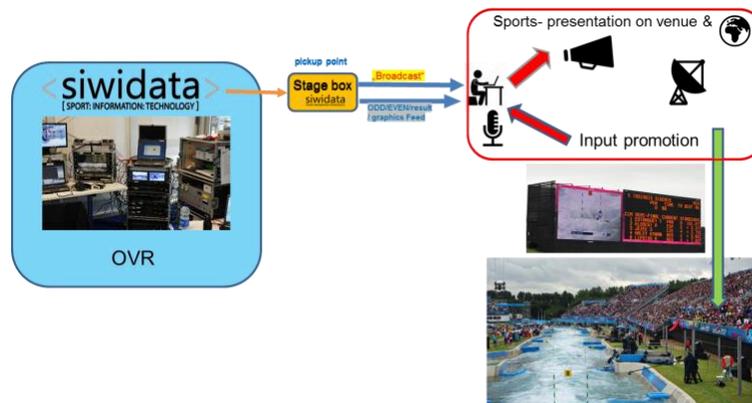
- Scoreboard
- One mixed ODD / EVEN / Results Graphics feed.
- ODD and EVEN feed separated
- The Broadcast feed.

Feed description: HD-SDI 108i50, RG59/RG60Forother formats (e.g. HDMI) the conversion must be done by the videowall company.

There are a lot of parameters to handle before to achieve a good video feeds set up. 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



**C1.5 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:**

- 1 copy machine
- 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.

**C1.6 International Technical Officials Room**

A dedicated meeting room for 30 people (ITO's and NTO's) should be equipped with chairs (minimum 30) 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.

## **C2. OPERATION / SERVICE REQUIREMENTS**

### **C2.1 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 by the ICF and posted on the ICF competition website.

#### *b. ITOs Bulletin*

Based on the ICF template, the HOC will prepare an ITOs bulletin at least 3 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 by the HOC and posted on the ICF competition website.

#### *c. Official Training Schedule*

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

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

Based on the ICF template (available soon), the HOC will support the ICF to finalise the Team Leaders meeting agenda at least 24h before the Team Leader Meeting.

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

### **C2.2 Entries**

All Federations must use the [ICF online entry system \(SDP\)](#) for athlete entries. Entries cannot be accepted directly to the HOC.

The HOC is required to confirm with each federations their entries, flag and anthem prior to the production of the provisional start list.

### **C2.3 Competition Schedule**

The ICF will produce the detailed 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 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

### **C2.4 Team Leaders meeting management**

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

- Be held at least 36 hours prior to the start of competition;
- Follow the ICF Team Leaders Meeting Agenda template.

A provisional start list, the Team Leader meeting agenda and any other information requested by the ICF should be distributed to all competing NFs electronically at least (4) four hours prior to the Team Leader meeting.

### **C2.5 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 must inform the ICF in due time to find a solution.

There must be two boats per event as demonstration/forerunners and in the canoe event the left and right side must be represented.

Forerunners must be two (2) boats from each event that is competing in the following session.

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

### **C2.6 On Venue Communications**

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

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

### **C2.7 Timing and Scoring Management**

The HOC must use the ICF contracted timing / scoring provider (SIWIDATA) and pay the costs to the ICF. The HOC is responsible to install the brackets which hold the start and finish photocells

The Siwidata service includes:

- **Timing & scoring:**
  - Double electronic timing for start and finish with photocells
  - Manual split timing for 3 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

### **C2.8 Technical Video Services (TVS)**

The HOC must use the ICF contracted TVS provider (SIWIDATA) and pay the costs to the ICF.

This service includes:

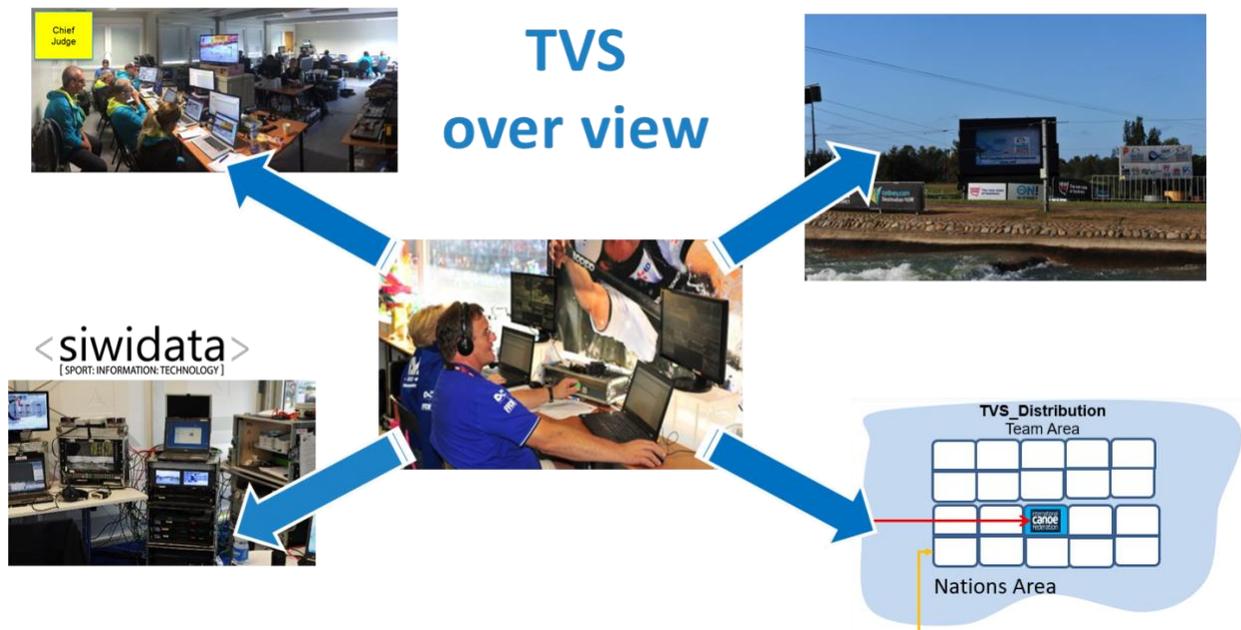
- Installation of a "gate line" camera system for 6 to 8 positions along the course
- Provide infrastructure for "switching" (video mixer, preview monitor, control unit) TVS Even and TVS Odd Channels.
- Outputs are made available as HD-SDI for further distribution
- High quality encoding of TVS streams for a local repository for the teams
- Provision of a 12 channel live instant replay system and a backup system for the World Championships
- TVS cameras system installation (4 to 5 operated, 2 fixed cameras + backup cameras)

a. Presentation

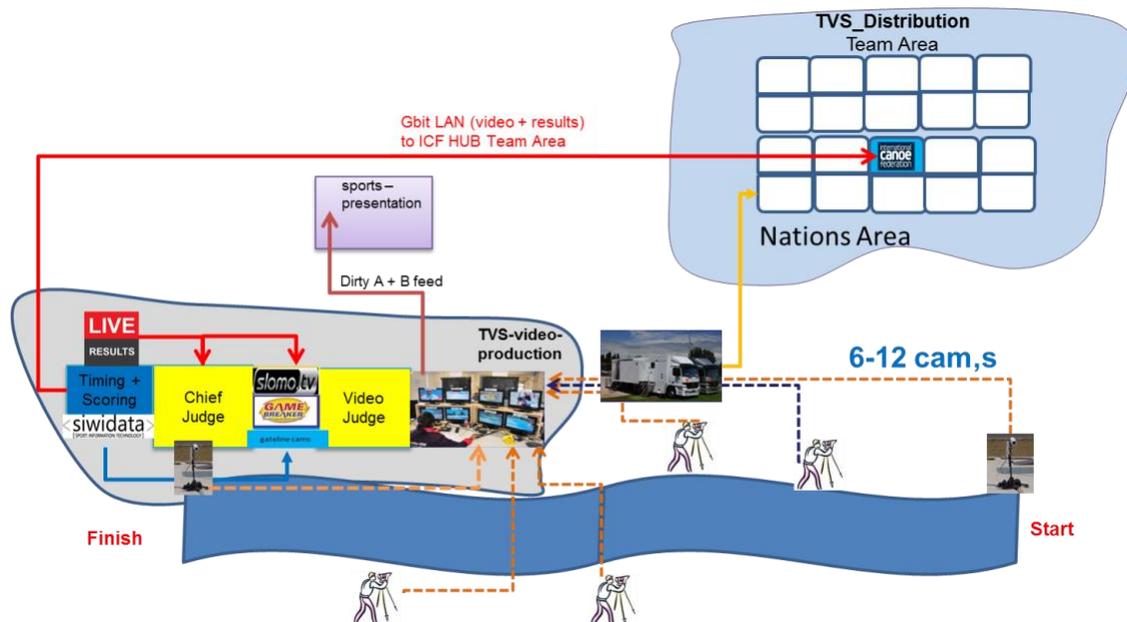
TVS delivers the central video signal for all ICF competitions.

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

b. Overview



c. Layout



**C2.9 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 demonstration runs.

A technical rehearsal for Kayak Cross must be done including the Start ramp and the Roll Zone and Barrier.

**C2.10 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.

### **C2.11 Medal Ceremony, opening and closing**

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

Opening and closing ceremonies:

World Cup	Junior / U23 World Championships	Senior World Championships
Not mandatory	<ul style="list-style-type: none"> <li>- Opening: mandatory at least one day before the start of the competition</li> <li>- Closing: after the last podium</li> </ul>	

The organisation of the ceremonies and protocols must be in accordance with the [ICF Protocol Guidelines](#).

### **C2.12 ICF Canoe Slalom Sport Management Forms**

Before the competition the HOC, in agreement with the Chief Judge must ensure all the ICF canoe slalom sport management forms are available Sport Information Distribution

The HOC shall ensure the distribution of the information for all stakeholders (NFs, media, VIP, TV, spectators, etc)

### C3. HUMAN RESOURCES

#### C3.1 OVR resources

LEGEND	FUNCTION	ICF	TIMING SCORING PROVIDER	HOC	
				NTO	Sport Volunteer
1	Timing & Scoring Workstation	-	2 to 3	-	-
2	Back-up scorer operation	-	-		2
3	Timing & Scoring operation	-	1	-	-
4	TV graphic operation	-	1	-	-
5	TVS coordinator				1
6	TVS production feed A & B	-	-	-	2
7	SloMo operation	1	-	-	-
8	Chief Judge and Assistant Chief Judge	2	-	-	
9	Chief Scoring and Gate Line operator	2	-	-	-
10	ICF working area	0 to 2	-	-	-
11	Video Judges	2	-	-	-
12	TV liaison	0 to 1			
<b>TOTAL</b>		<b>7 to 10</b>	<b>4 to 5</b>	<b>-</b>	<b>5</b>
		<b>15 to 20persons</b>			

## C3.2 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.

The HOC must contact the [ICF-TV S managers](#) at least 2 months prior the competition to revise the technical needs and the TVS set up on site.

### c. HOC requirements

Function	Number of people	Qualification
HOC TVS coordinator	1	Sport volunteer
TVS – switcher	2	Sport volunteer
TVS – Camera crew	4 to 5 (+2 spare)	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

### **C3.3 Competition Management resources**

<b>Function</b>	<b>Number of people</b>	<b>Qualification</b>
Back-up scorer	2	Sport volunteer
Split timer	3	Sport volunteer
Finish back up timer	1	NTO
Judges scribe (PDA)	6	NTO
Equipment Control	2	Sport volunteer
Enquiry desk	1 (+1 spare)	NTO
Results runners	2 for CSLX	Volunteer
Kayak Cross bibs return runners	2	Volunteer
Course construction crew	8 minimum	Sport volunteer

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

### **C3.4 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.

## D. VENUE

### D1. FACILITIES REQUIREMENTS

#### D1.1 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	15/50 Mb/s	SDSL 30 Mb/s
#2	Timing & Scoring (OVR)	Wired	1	50/50 Mb/s	SDSL 50 Mb/s
#3	TV Prod Compound	Wired	5	300/300 Mb/s	SDSL 300 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	TV Prod Compound	OVR	TV Prod Compound or OVR (TBC)

*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.

### **D1.2 Power Requirements**

The HOC must provide all power required in each area for the organization 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.

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

### **D1.3 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 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 but it must be full power for Kayak Cross.

The sound system must be available from the 1<sup>st</sup> day of competition.

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

### **D1.4 Signage**

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

- 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.

### **D1.5 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

### **D1.6 Car Parking**

The HOC shall organise sufficient car parking space for the participating National Federations, ICF Family, sponsors, suppliers and VIPs.

## **D2. OPERATION / SERVICE REQUIREMENTS**

### **D2.1 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.

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

## **D2.2 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.

## **D2.3 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.

## **D2.4 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.

The HOC is responsible for the security of the venue 24 hours a day during the access period, it includes overnight surveillance and prevention of unauthorised entry and theft of equipment.

## **D2.5 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.

## **D2.6 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.

### **D2.7 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.

## E. MEDIA

### E1. FACILITIES REQUIREMENTS

#### E1.1 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.

#### E1.2 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;
- Cannot be accessed by the public

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.

### **E1.3 Celebration Area – Kiss and Cry**

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 following the [ICF Branding at venues guideline](#), with a minimum width 3m and a minimum height of 2m Backdrop should highlight event sponsors.
- Sealed bottles of water for the athletes
- No access for the public

## **E2. OPERATION / SERVICE REQUIREMENTS**

### **E2.1 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. As a rule, ICF media will assess international media, HOC will assess local media.

Care should be taken on the number of photographers who are accredited. Space restrictions mean priority should be given to ICF and HOC photographers and traditional media ahead of freelance photographers.

### **E2.2 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.

### **E2.3 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.

## **E2.4 Information 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 provision 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)

## **E3. HUMAN RESOURCES**

### **E3.1 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 the accommodation and transportation. The HOC shall manage the 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.

## **F. BROADCASTING**

### **F1. OPERATION / SERVICE REQUIREMENTS**

If a broadcast producer is appointed by the ICF for the event, the HOC must follow the [ICF Canoe slalom TV production requirements](#).

## **G. SPECTATORS**

### **G1. OPERATION / SERVICE REQUIREMENTS**

#### **G1.1 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.

#### **G1.2 Ticketing Programme**

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

#### **G1.3 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.

## **H.VIP**

### **H1. OVERVIEW / PRINCIPLES**

For ICF World Cup competitions the delivery of VIP facilities and program 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.

## I. MARKETING & BRANDING

### I1. OVERVIEW / PRINCIPLES

The HOC shall follow the:

- [ICF Look and Style Guide](#)
- [ICF Branding Guideline](#)
- [ICF advertising on equipment guideline](#)
- [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. The event logo must be provided in a colour, black only, and white only versions, all in JPG and EPS/Ai formats.

#### **I2.2 Start Backdrop**

The HOC is responsible for production of a start backdrop.

The design for this must be submitted to the ICF for approval at least 2 month prior to the competition start.

#### **I2.3 Bibs for Canoe and Kayak event**

Canoe and kayak events competition bib design must respect the following [ICF CSL Bib template](#). 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 Bibs for Kayak Cross**

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.
- Final phases: 2 sets of bibs from "1" to "32" + 6 sets of 4 colored bibs respecting the [ICF kayak Cross colored bibs template](#).

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 Kayak Cross Start Platform**

At least 3 months prior the competition the HOC shall produce and validate with the ICF the layout of the covering and the backdrop of the kayak cross 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. (cf. [link](#))

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 must be approved by the ICF at least 1 month prior to the competition.

**I2.7 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.

**I2.8 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.

**I2.9 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.

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

## J. ICF FAMILY

### J1. FACILITIES REQUIREMENTS

#### J1.1 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	

## J2. OPERATION / SERVICE REQUIREMENTS

### J2.1 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
ICF Startgate technician (optional)	1		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
ICF Startgate technician (optional)	1		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.

## J2.2 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:

	<b>Airport transfers</b>	<b>Venue – accommodation</b>
ICF President	<p style="text-align: center;"><b>Yes</b> According to schedule provided by ICF</p>	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	<p style="text-align: center;"><b>Yes</b> According to schedule provided by each ITO</p>	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:

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

## **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.