



# **CANOE SLALOM ICF OPERATIONAL REQUIREMENTS**

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## INTRODUCTION

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This document specifically 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.

All necessary documents are available from the ICF website in the National Federation Area.

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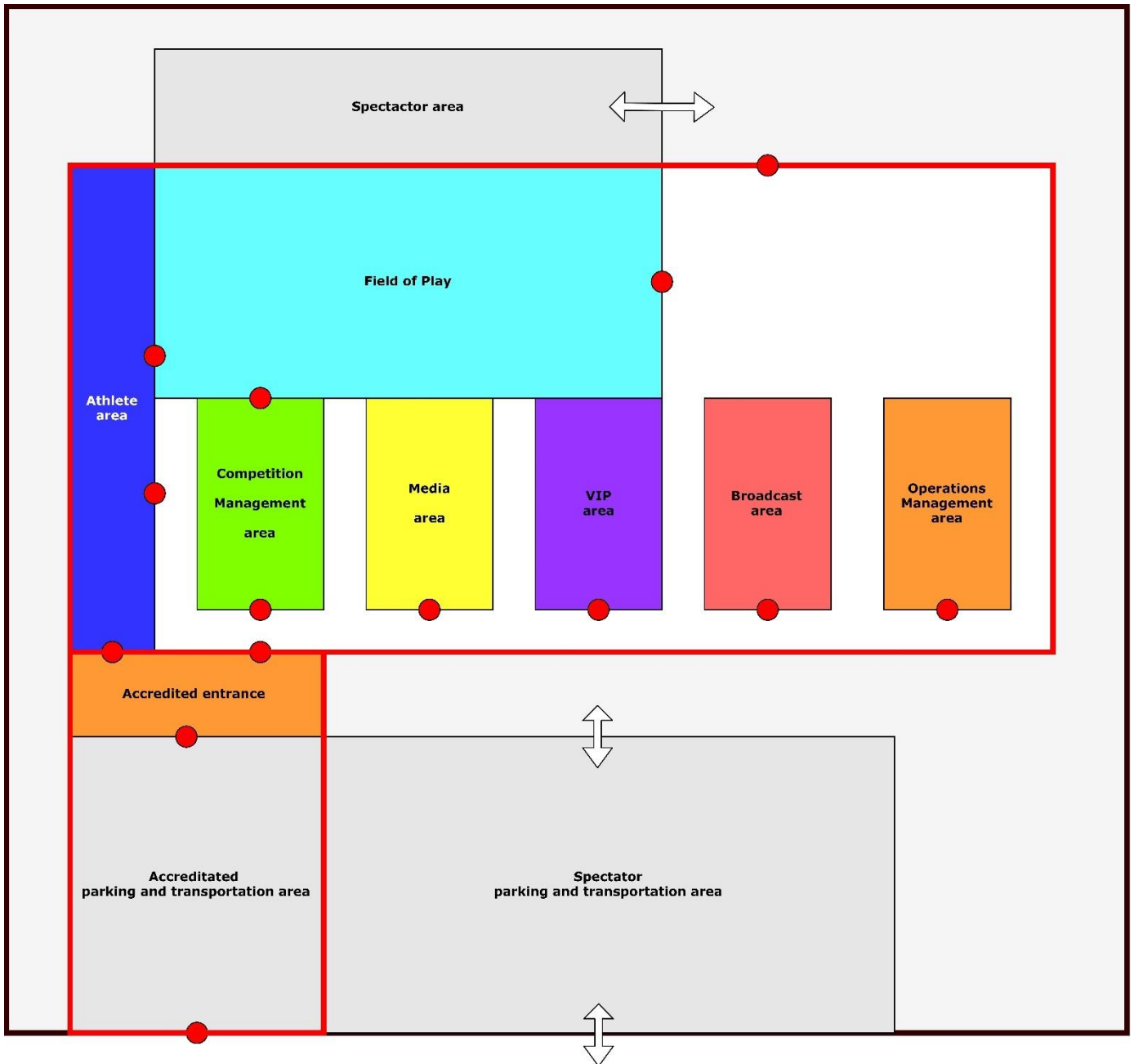
## Terminology

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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, this will include 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. The 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  |
|-----------------|--|-------------------|
| GEN 1           | ICF Competition rule book                      | Cyril NIVEL       |
|                 | ICF Statutes                                   | Cyril NIVEL       |
| OPE 7           | ICF Accreditation guidelines                   | Narelle HENDERSON |
|                 | ICF Accreditation system user guide            |                   |
|                 | ICF Entries system user guide                  |                   |
| ATH 7           | ICF Doping Control Station guideline           | Michel ALARCON    |
| COM 9           | ICF Protocol guidelines                        | Hengameh AHADPOUR |
| COM 10          | ICF CSL TVS guidelines                         | Hans-Peter WEISS  |
| COM 16          | ICF CSL Sport management forms guideline       | Cyril NIVEL       |
| COM 17          | ICF CSL Sport documents distribution guideline | Cyril NIVEL       |
| FOP 2           | ICF CSL Gates Homologation manual              | Cyril NIVEL       |
| FOP 3           | ICF Gates Hanging system guideline             | Cyril NIVEL       |
| FOP 4           | Extreme Canoe Slalom organisation guideline    | Cyril NIVEL       |
| MED 4           | Media Guidelines                               | Ross SOLLY        |
| ALL MAR         | 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  |

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## A. GENERAL REQUIREMENTS

### GEN 1. Competition Rules

The HOC will take all necessary steps to organise the competition in accordance with the applicable ICF Canoe Slalom Competition Rules and ICF Statutes.

### GEN 2. Construction

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.

### GEN 3. Course and Facilities

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.

### GEN 4. 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> | 105€      | 110€                             | 130€                       |



The Participation Fee will not be charged to:

- ICF family (defined in the requirement "OPE 1") 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.

## **GEN 5. Obligations Relating to Government/Local Authority**

### **Assistance**

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

## **GEN 6. 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.

## **GEN 7. 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.

## GEN 8. 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.

## B. OPERATION REQUIREMENTS

### OPE 1. Accommodation – ICF Family

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                        |                                  |              | 6                        |
|                                     | 2 to 3                   |                                  |              | 4                        |
| ICF Technical Officials             | 25                       | Two or three star or equivalent  | Twin room    | 4                        |
| ICF timing & scoring provider       | 4                        |                                  | Single room  | 6                        |

## **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.

### **OPE 2. 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.

### **OPE 3. Accommodation – Media & ICF sponsors**

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.

## OPE 4. Accommodation – National Federations

The HOC shall provide information of a 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                        |

## OPE 5. 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><br>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><br>According to schedule provided by each ITO | Dedicated shuttle service<br>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<br>ICF Secretary General | <b>Yes</b><br>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><br>According to schedule provided by each ITO | Dedicated shuttle service<br>Schedule provided by CSL Committee |
| ICF timing & scoring provider          | <b>Yes, upon request</b>                                 | <b>Yes, upon request</b>  |

## *c) National Federations*

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.

## **OPE 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.

## OPE 7. 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.

Online entries will be part of an integrated system including accreditation, entries and result production.

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

## OPE 8. 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<br>(ICF staff, ICF CSL Committee, and external providers) | 8 to 10 persons  | 1 main table<br>Chairs as required<br>Internet connection based on internet requirements<br>Electricity, light and refreshments<br>1 video projector |

### a) World Championships

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

## OPE 9. 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<br>30 Mb/s      |
| #2                | Timing & Scoring (OVR)           | Wired    | 1                                  | 10/5 Mb/s                      | SDSL<br>30 Mb/s      |
| #3                | TV Compound<br>OB VAN            | Wired    | 5                                  | 10/10 Mb/s                     | SDSL<br>30 Mb/s      |
| #4                | Press Centre                     | Wireless | 20 to 50                           | 30/30 Mb/s<br>To<br>50/50 Mb/s | SDSL<br>50 Mb/s      |
|                   |                                  | Wired    | 5 to 10                            |                                |                      |
| #5                | ICF Family rooms<br>(see OPE 8.) | Wireless | 15 to 20                           | 20/5 Mb/s                      | ADSL                 |
|                   | Accreditation<br>centre          | Wired    |                                    |                                |                      |

### b) Location of streaming internet point

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

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## *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) Warning*

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

For example, they offer 50 Mb/s with aggregation 1:5 which means the 50 Mb/s bandwidth is shared between 5 customers and if these customers all use internet, you will get  $50/5 \rightarrow 10$  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.

## **OPE 10. Immigration Visa Applications**

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



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## **OPE 11. 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.

## **OPE 12. Security**

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

A security plan, crisis plan, evacuation plan and contingency 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.

## **OPE 13. Water safety rescue team**

At least during the competition period, the HOC must ensure the on water safety of the participating athletes.

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

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## **OPE 14. 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.

## **OPE 15. 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 environmental friendly practices.

## **OPE 16. 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.

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## OPE 17. 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 the 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 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.

## OPE 18. 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 rral and medal presentation rehearsal.

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## **OPE 19. 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

## **OPE 20. Meteorological Information**

The HOC must provide the best local website for online weather information relevant to the competition venue that is actual 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.

## C. ATHLETES AREA REQUIREMENTS

### ATH 1. Nations Area

A covered place for relaxation, or tents with suitable seating and tables must be provided for Athletes. It is recommended to have the space floored but as a minimum it should be located on flat ground. The HOC will provide:

- Each nation with a dedicated enclosed space (smaller nations may share spaces);
- An adequate number of toilets; a minimum of 1 toilet for 50 persons;
- Water (fountain, ...);
- Electricity plugs in each space
- Chairs and tables
- Snacks (e.g. fruit, muesli bars).

### ATH 2. Athlete Lounge (optional)

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

### ATH 3. 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.

### ATH 4. 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.

## **ATH 5. 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.

## **ATH 6. 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:

| <b>Training Period</b>        | <b>World Cup</b> | <b>Junior / U23 World Championships</b> | <b>Senior World Championships</b> |
|-------------------------------|------------------|---|-----------------------------------|
| <b>Minimum number of days</b> | 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.

## ATH 7. 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.

|                        | <b>World Cup</b> | <b>Junior / U23 World Championships</b> | <b>Senior World Championships</b> |
|------------------------|------------------|---|-----------------------------------|
| <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.

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## *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.

## **ATH 8. 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/their NF/ICF/ICF sponsors are responsible for the provision of canoeing equipment, coaches and support staff, and the travel expenses to the competition.



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## D. COMPETITION MANAGEMENT REQUIREMENTS

### COM 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 HOC 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.

### COM 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.

## COM 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 at least 3 versions of the competition schedule:

- Version 1: Provisional schedule with figures based on statistics from previous years
- Version 2: Provisional schedule with figures based on official nominal entries
- Version 3: Official schedule after Team Leaders meeting

## COM 4. Team Leaders Meeting

### *a) The 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 for all teams:

|                  | World Cup | Junior / U23 World Championships | Senior World Championships |
|------------------|-----------|----------------------------------|----------------------------|
| Number of places | 60        | 90                               | 110                        |

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## *b) Contents and running of the meeting*

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.

### **COM 5. Demonstration & Forerunners**

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.

### **COM 6. On Venue Communications**

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

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

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## COM 7. 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 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.

## COM 8. Video Board / Scoreboard

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.

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## COM 9. 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.

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## COM 10. On Venue Result Room (OVR)

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

The HOC must provide an OVR as follows:

- An area of 70 m<sup>2</sup> minimum (in one room or two adjacent and linked spaces)
- Tables and chairs for 10 to 11 working places
- Air-conditioned and lockable, located near either Start or Finish
- The OVR's security must be guaranteed, with keys provided to the timing provider
- 24-hour supply of 6 KW / 220 V (to run and recharge the batteries of timing equipment)

The OVR must have power backup procedures and facilities, for example fuel-driven power generators.

## COM 11. Timing and Scoring Management

The HOC shall use the ICF contracted timekeeping, scoring services (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:

- Electronic timing, start clock, pre-start clock
- Software to manage competitions according ICF rules
- A wireless network infrastructure for a local information network (coaches...)
- Info screen (CIS) for announcer and press room
- Devices for penalty data entry on the sectors
- Audio backup system for penalty data entry
- Time display in the finish area and one on the course
- TV graphics (Fill+Key in HD/SDI) in ICF layout
- Live internet results and streaming to ICF website
- TVS switching

HOC must provide three people to operate the switching service, and sufficient staff for the audio backup system for penalty entry on the sectors. Two people are needed in the OVR and one person in each judging sector, usually eight people.

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## COM 12. Technical Video Services

The HOC must:

- Provide one dedicated person for the period of the competition to assist the ICF TVS coordinator.
- Provide space and a suitable power supply as per the ICF TVS guidelines.

## COM 13. Athlete Biographical Photos

The HOC shall provide all biographical photos if requested by the ICF. This can be discussed between the ICF and the HOC before the competition.

## COM 14. 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

## COM 15. 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.

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## COM 16. 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 involve 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.



## COM 17. 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<br>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.

## COM 18. 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.

## COM 19. Sport Information Office (SIO)

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

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 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.

## COM 20. 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)

## COM 21. 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 1<sup>st</sup> ITO meeting until the end of the competition.

## COM 22. Key Human Resources Needed for Competition Management

| Function                 | Number of people | Qualification   |
|--------------------------|------------------|-----------------|
| TVS – switcher           | 3                | Sport volunteer |
| TVS assistant            | 1                | Sport volunteer |
| Back-up scorer           | 2                | Sport volunteer |
| Split timer              | 2                | Sport volunteer |
| Finish back up timer     | 1                | NTO             |
| Judges scribe            | 6                | NTO             |
| Equipment Control        | 2                | Sport volunteer |
| Enquiry desk             | 2                | NTO             |
| Results runner           | 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.

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## E. FIELD OF PLAY REQUIREMENTS

### FOP 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.

### FOP 2. The Gate Hanging system

From 1<sup>st</sup> January 2021, the gate hanging system has to be set up as required by the ICF Gates Hanging system guidelines.

### FOP 3. Canoe Slalom Gates

Gates must be constructed to conform to the requirements as described in the CSL Gates Homologation Manual.

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

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.

### FOP 4. Extreme Canoe Slalom Gates

The ICF will bring a set of extreme canoe slalom gates to each championship. The HOC shall use these gates.

### FOP 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.

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

For World Cups the HOC should provide 16 boats from the ICF list of registered Extreme Canoe Slalom boats and 10 spray skirts suitable for these boats.

For both World Championships the HOC should provide 24 boats from the ICF list of registered Extreme Canoe Slalom boats and 16 spray skirts suitable for these boats.

## **FOP 7. Course Design & Course Construction**

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

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

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.

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

## **FOP 8. Training Facilities**

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

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## F. MEDIA REQUIREMENTS

### MED 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 OPE 9 for sending e-mails, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

### MED 2. 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.

### MED 3. 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.

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## **MED 4. Kiss and Cry Area**

The HOC shall provide a kiss and cry area near the finish and equipment control area. This area is activated for semi final and 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

## **MED 5. 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.

## **MED 6. 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 items: “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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## MED 7. 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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## G. VIP REQUIREMENTS

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 1 and VIP 2 is mandatory as follow.

### **VIP 1. VIP Facilities**

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. Catering according to VIP standards has to be provided. Within the VIP area a dedicated seating area for ICF sponsors must be provided. The size of the VIP area and the services produced must be approved by ICF twelve (12) months before the World Championships.

### **VIP 2. VIP Program**

The HOC will provide catering for VIPs, which include ICF sponsors, hospitality packages, suppliers and the ICF Family. The number of ICF VIPs (Clause 5.2 Maximum of 20) will be decided by the ICF nine (9) months before the World Championships.



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## H. SPECTATOR REQUIREMENTS

### SPEC 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.

### SPEC 2. Ticketing Programme

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

### SPEC 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.

## I. MARKETING AND BRANDING REQUIREMENTS

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).

### MAR 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

### MAR 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

### MAR 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:

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.

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.

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

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## MAR 4. Extreme Canoe Slalom Bibs

The HOC shall get approval for 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: 5 sets of bibs numbered from 1 to 4

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.

## MAR 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.

## MAR 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 NOC 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.

## MAR 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.

## **MAR 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.

## **MAR 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.

## **MAR 10. Other Items**

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