

GUIDEBOOK TEAMLEADERS

World Cup Canoe Marathon Baerum, 31 May, 1-2 June 2019



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1.1. HONOUR COMMITTEE

Leader:

Geir Kvillum (President of Norwegian Canoe Federation)

Members:

Lisbeth Hammer Krogh (Mayor of Bærum Municipality)

Berit Inger Øen (Director of Culture, Bærum Municipality)

Svein Finnanger (Director of Technical Services Bærum Municipality)

Dag Leveen Stien (Sports Director, Bærum Municipality)

Tore Gulli (Leader of Bærum Rowing Club)

Nordis Vik Olausson (Leader of Akershus County Sports Council)

Øyvind Gladsøe (Leader of Bærum Sports Council)

Jørn Cronberg (Chairman ICF Marathon Committee)

1.2 ORGANIZING COMMITTEE

Leader:

Sverre Skogen (Norwegian Canoe Federation)

Members:

Geir Kvillum (Norwegian Canoe Federation)

Astrid Waaler Kaas (Norwegian Canoe Federation)

Marie Raeder Haakonsen (Norwegian Canoe Federation)

Knut Øvergaard (Asker Ski Club/Kayak)

Ingeborg Rasmussen (Strand Kayak Club)

Sven Nicolaysen (Bærum Kayak Club)

Jan Børge Usland (Oslo Kayak Club)

1.3 EXECUTIVE COMMITTEE

Executive Management

Birger Vik (CEO)

Katarina Liptakova (Assistant)

Area Coordinators

General Coordinator –

Birger Vik

Accreditations –

Katarina Liptakova

Lake Human Resources and Boats –

Sven Nicolaisen

Infrastructure and Logistics –

Bjørn Eirik Hanssen

Security and Rescue –

Helge Hafstad

Financial –

Birger Vik /Katarina Liptakova

Transport and Accommodation –

Bjørn Eirik Hanssen

Public Relations –

Tor Christian Bakken & Marie Raeder Haakonsen

Ceremonies –

Astrid Nydal Eide

Shore Human Resources –

Bjørn Eirik Hanssen

Event management system –

Harald Saksvik

Photography –

Christine Juell

Communication and Image –

Ole Christian Bergan

2. Participating nations

- | | | |
|-----|----------------|-----|
| 1) | AUSTRALIA | AUS |
| 2) | BELGIUM | BEL |
| 3) | CZECH REPUBLIC | CZE |
| 4) | DENMARK | DEN |
| 5) | SPAIN | ESP |
| 6) | FINLAND | FIN |
| 7) | FRANCE | FRA |
| 8) | GERMANY | GER |
| 9) | GREAT BRITAIN | GBR |
| 10) | HUNGARY | HUN |
| 11) | IRELAND | IRL |
| 12) | ITALY | ITA |
| 13) | NETHERLANDS | NED |
| 14) | NORWAY | NOR |
| 15) | PORTUGAL | POR |
| 16) | SOUTH AFRICA | RSA |
| 17) | SWEDEN | SWE |

3. Officials

Chief Official	Jorn Cronberg	ICF
Deputy Chief Official	Ruud Heijselaar	ICF
Safety Officer	Jose Sousa	ICF
Chief Course Umpire	Brian Chapman	GBR
Chief Portage	Marian-Dragos Sarbu	ROU
Course Umpires	Jan Bache-Wiig	NOR
	Peter Janza	HUN
	Michael Kugler	AUT
	Hana Kmetova	CZE
	Anne Müller	GER
	Michal Haviar	SVK
	Mathias Hamar	NTO
	Andrew Sheriff	NTO
	Einar Rasmusse	NTO
	Anita Graverholt	NTO
	Gunnarv Remøe	NTO
	Johan W Brekke	NTO
Starter	Stefan Schöche	GER
Finish Line Judge	Edwige Bakkaus	FRA
Chief Raft Marshal	Begoña Rodriguez	ICF
Boat scrutineer	Han Faas	NED
	Hege Blichfeldt Sheriff	NTO
	Rune Aaby	NTO
Sport Presentation	Stefan Gustafsson	ICF
Announcer English & Announcer Norwegian	Gunnar Berg & Sveinung Oftedal	NOR

4. COMPETITION INFORMATION

4.1 Opening ceremony:

Friday 31st May:

1600 at Kadettangen 15:45 1 athlete from each nation meets at the Meeting Point P
 15:55 The flag parade leaves Meeting Point (2 minutes' walk)
 16:00 Speech by Mayor Lisbeth Krog Hammer
 16:10 Rising of flags and the Norwegian national Anthem
 16:15 End of the Opening ceremony
 16:20 First start

4.2 Closing Ceremony:

Sunday 2nd of June:

16:30 at Kadettangen

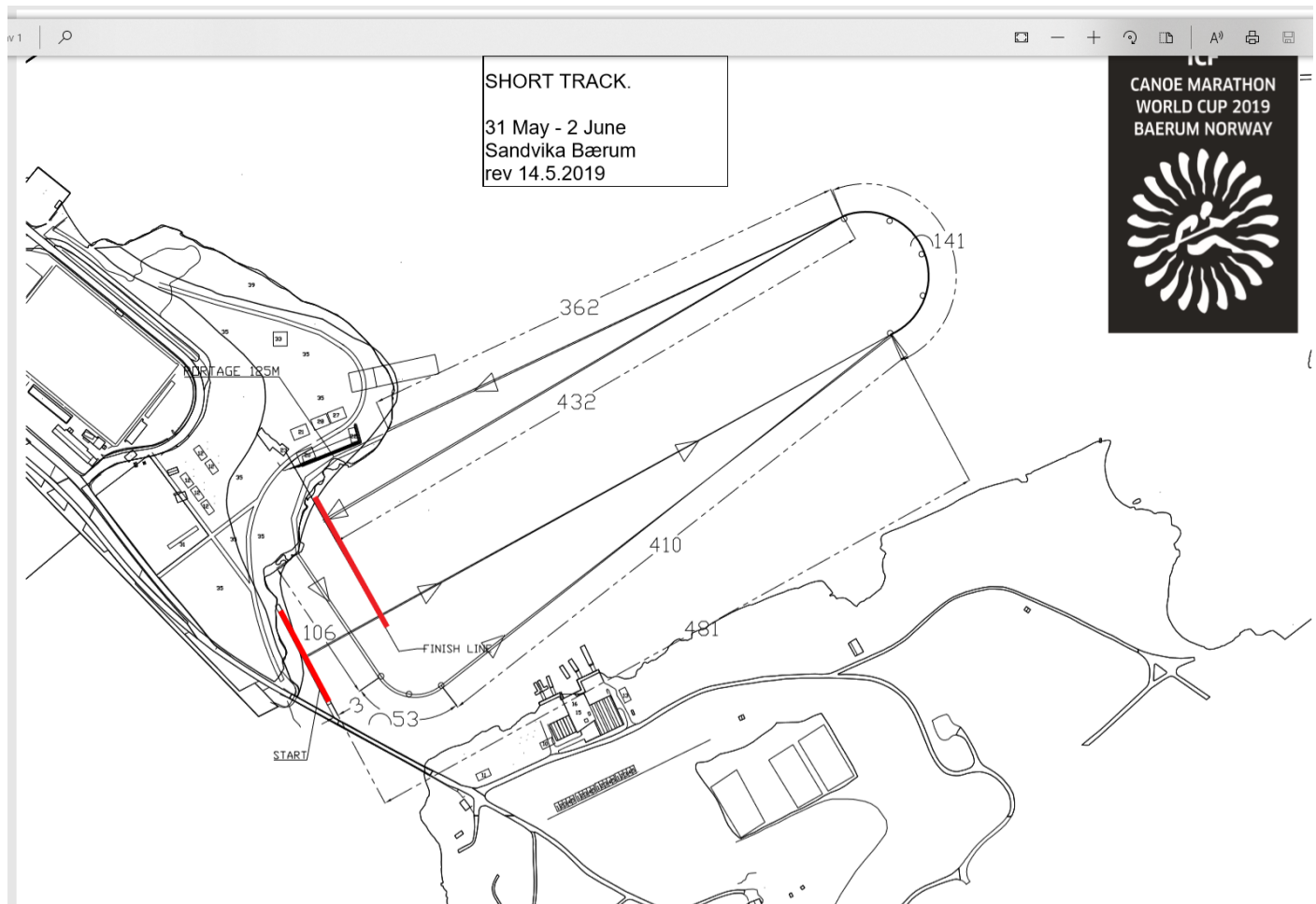
A short speech by the organizers and ICF after the last prize giving.

4.3 PROVISIONAL START TIMES – FINAL TIMESCHEDULE AFTER TEAMLEADERSMEETING

Date	Time	Activity	Dist. km	Short laps	Portages
Friday May 31	10:00	Team leaders meeting			
	16:00	Opening Ceremony at Kadettangen			
	16:20	Seniors K1 men juniors heat 1	3,4	3	2
	16:45	Seniors K1 men juniors heat 2	3,4	3	2
	17:10	Seniors men K1 heat 1	3,4	3	2
	17:35	Seniors men K1 heat 2	3,4	3	2
Saturday June 1	09:30	Junior women K1 final	3,4	3	2
	09:55	Junior men K1 final	3,4	3	2
	10:20	Award ceremony JWK1		3	2
	10:25	Seniors men C1 final	3,4	3	2
	10:50	Award ceremony JMK1			
	10:55	Seniors women K1 final	3,4	3	2
	11:20	Award ceremony SMC1			
	11:25	Seniors men K1 final	3,4	3	2
	11:50	Award ceremony SWK1			
	12:00	Award ceremony SMK1			
	14:00	Start Children's races			
	14:30	Start youth races			
	15:00	Master competition			

Date	Time	Activity	Distance km	Long laps	Short last lap	Portages
Sunday June 2	09:00	Juniors men K1	22,6	6	1	5
	09:05	Juniors women K1	19	5	1	4
	11:00	Seniors women K1	26,2	7	1	6
	11:05	Seniors men C1	26,2	7	1	6
	11:10 11:20	Award ceremony JWK1 and JMK1				
	14:00	Seniors men K1	29,8	8	1	7
	14:05- 14:20	Award ceremony SWK1 and SMC1				
	16:20 16:30	Award ceremony SMK1 Closing ceremony				

4.4 Course map short distance



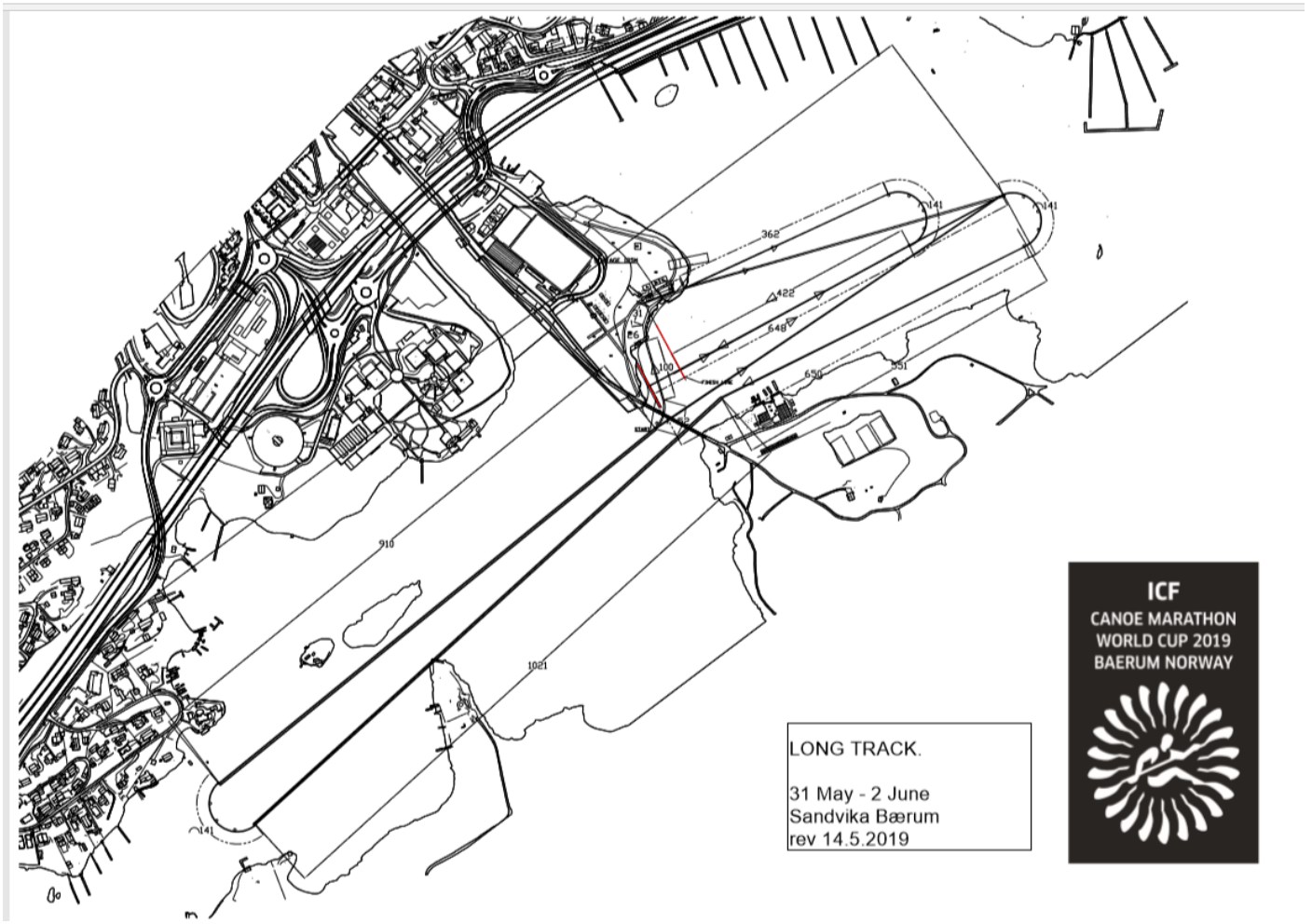
Course details short distance (anti-clockwise turn)

details short distance	Distance	Total	
Start pontoon -Turning point 1	480m	480m	
Turning point 1	141m	621m	
Turning point 1- Portage	362m	983m	
Portage	100m	1083m	
Portage – Turning point 2	106m	1189m	
Turning point 2	53m	1242m	End 1. lap
Lap 2	1172m	2414m	End 2. lap
Turning point 2 – end of TP1	551m	2965m	
End of TP1 – Finish	432m	3997m	End of 3 rd lap

Length portage =100m Feeding area=40m

There will be a portage after the first lap, total 3 laps and 2 portages for all short distance races

4.5 Course map long distance (Clockwise turn)



details normal distance	Distance	Total	
LONG LAPS			
Start pontoon -Turning point 1	648m	648m	
Turning point 1	141m	789m	
Turning point 2- Turning point 2	1572m	2361m	
Turning point 2	141m	2502m	
Turning point 2- Portage	1062m	3568m	End long laps
LAST SHORT LAPS			
Portage – Turning point 3	362m		
Turning point 3	141m	503m	
Turning point 3 – Finish	422m	925m	End of short lap

There will be no portage after the first lap, first portage is after appr. 7,2 km

The final course details will be confirmed at the team leaders meeting which will take place at the clubhouse, upper floor, at the competitor's area.

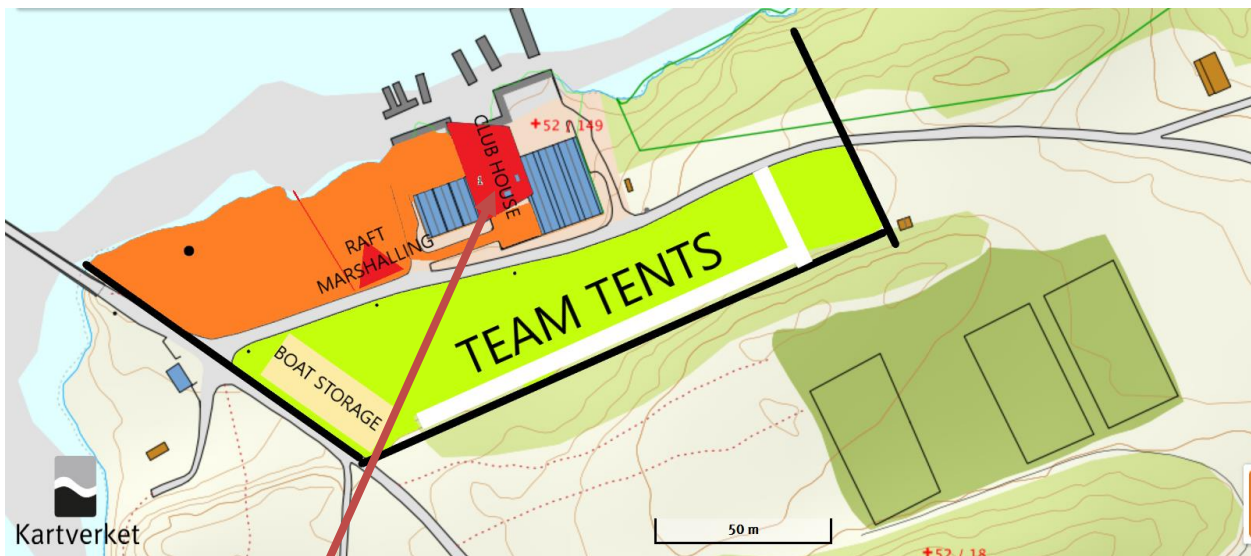
4.6 Site map/Venue



4.7 Accreditation areas



4.8 KALVØYA WITH ATHLETES' AREA – BOAT STORAGE – RAFT MARSHALLING – LUNCH IN CLUB HOUSE



Ground floor: Area for doping control
First floor: Area for officials and administration,
Second Floor: Team leaders meeting + lunch

4.9 Provisional start-list (see website) - team leaders get two copies at the accreditation

4.10 Paddlers and their personal ID (see website) – see above

Team leaders meeting will be on Friday 31 May 10:00 at the Clubhouse (second floor)

5. Agenda Team Leaders meeting

- | | |
|--|----------------------------------|
| 1. Welcome by Jorn Cronberg, Chairman ICF Canoe Marathon Committee | |
| 2. Introduction of the main officials for the World Cup | Jorn Cronberg |
| 3. Roll Call of the nation's | Begoña Rodriguez |
| 4. Information of location of specific events, World CUP | Organizers |
| 5. Course details | Brian Chapman |
| 6. Confirmation of entries | Begoña Rodriguez/Ruud Heijselaar |
| 7. Other matters | Jorn Cronberg |

Only the Team Manager and Senior coach (need accreditation card) for each Nation will be eligible to attend the team leaders meeting.

Final start list (heats and Sunday races) will be published 2 hour after the finish of the team leaders meeting.

Numbers of next days races will be issued each day from 16:00 and will be handed over to you by deposit of 5 euro.

Final start list for the Saturday races will be published from Friday 18:00. You (team leader) will receive boat numbers and new start list finals Saturday from the Information Desk.

6. Short distances Information

Each small lap is 1,2 km. **Notice that the time schedule is provisional and that changes can occur.**

- Entered 3 or less boats no race
- Less than 21 boats, direct final,
- More than 20 boats;
 - 2 heats, best 6 of each heat and additional 8 best time (of both heats) to the final
 - 20 boats in the final
- Final 20 boats
- Penalties
 - Penalties will be added to the racing time.

Penalty officials are not on duty during the short distance marathon

7. Accreditation

Accreditation for the World Cup will be included within the package for each team for all their team members and officials. For teams coming to Oslo Airport will get their accreditation cards at the information desk if they can show a document that accommodation and accreditation is paid. If there are any discrepancies or items missing would you please refer to the accreditation desk which will be situated at the Regatta Course.

The desk will be open for long periods in both the morning and afternoon from May 30, precise times may be obtained from the notice, which will be displayed at the desk.

Opening Hours		
	Thursday May 30	9:30 – 18:00
	Friday May 31	9:30 – 17:00
	Saturday 1. June	9:30 – 12:00
	Sunday 2. June	9:30 - 12:00
Lunch Times	Every day	12:00 – 14:00

Whilst it is the organizer's objective to keep restrictions down to a minimum it is inevitable that there must be some area, which will require restricted access.

The Boat shed areas will be open to those with a value accreditation card.

One car each nation will be allowed to park in the parking area at Kadettangen. This car must have an parking card.

All other vehicles without passes will have to use the main car park, see the map point 4.6.

Team notices, changes to the program and any information that is necessary to give to team managers will be available from a series of letter places, which will be situated in the Information desk

The Boat shed areas will be open to those with a value accreditation card.

8. Dissemination of information

Notices, signposting the various area will be prominently displayed.

9. Portage – Special access

Only a maximum of two officials per team, as previously indicated will be allowed to feed paddlers and these must be in possession of an accreditation card.

If only one boat is in the race only 1 helper is allowed to give support

None of the helpers are allowed to enter the non-feeding area. There will be a corridor for helpers who have to go to the helper's area, no other crosses at other place is allowed.

With competitors running at high speed, with canoes on their shoulders, with restricted vision it is important for safety that the marshal's instructions are obeyed.

Boat measuring

All dis-embarkment after the finish must be at the boat shed, and the first 4 boats will be inspected near the portage.

Weighting of boats before the race will be possible in the boatshed.

10. Boat numbering

The boats will be numbered with vertical plastic numbers provided by the organizers and these will be fixed on to the back of the boat (K-boats) by the means of a plastic slot, which must be screwed, to the deck of the boat.

In races where there are heats (short distance) on Friday, the boat number and start list will be issued for the finals at Saturday morning

Team Managers will ensure that all boats are equipped with suitable number slots.

Boat repairs or assistance with boat problems will be provided by the officials and they should consult the main repair official who will be available in the boats shed area.

The organization provide each nation with 2 nation stickers for each boat in the race which you have to stick on your boat, if possible both at the front- side of the boat.

11. Athletes 'uniform

We wish to emphasise the requirements for athletes' uniforms in competitions, and we wish to make it clear that **paddlers will not be allowed to the start unless the requirements are followed** in this respect for the World Cup in Baerum.

It is compulsory for ALL paddlers racing in ICF events to wear their national costume so the spectators and media can understand their position in the race.

The requirement is limited to the paddlers' top.

All members of the team MUST wear the SAME design of top with the same colour and country identification (logo or country name/abbreviation).

The design of the national top must be sent by the national federations entering for the World Cup to the event organisers together with the nominal entries.

The design information must be in the form of a drawing or photo with colours clearly showing the exact design

12. Start Procedure

All classes start positions have been completed by random draw and you will find the draw positions on the website May 25 and upon arrival at the Info office. Also, at the notice boards at several places.

The draw positions are numbered from the left facing in the direction of the course.

Boats will line up in a numerical order and there will be one official to hold each competitors boat.

Launching on to the water will only be from the indicated rafts and this will be a controlled area, the officials will check each person's boat on to the water. The boat must be in an undamaged state. Paddlers will only be allowed onto the water with their correct boat and also be correctly attired in their National dress.

Warm up area for first session of races will be in front of the start pontoon, for all other races in that session is the warming up area behind the bridge.

The starter will call the paddlers to the start line.

Please ensure that paddlers approach their starting point as quickly as possible in order that the starts may commence on time.

ALL BOATS RACING HAVE TO BE ON THE WATER WELL BEFORE THEIR START TIME THE STARTER WILL NOT WAIT FOR LATE PADDLERS.

The starter commands will be clearly heard by all the competitors through loud speakers placed at several points along the starting pontoon.

All his commands will be in English and the start command will be READY - GO

13. Finish

The timing and race results will be dealt with at the finish tower and access to this area will only be available to the Competition Committee and main event officials.

Video finish equipment is installed and will be used where applicable.

The finish line is between two red buoys with flags. After the finish all competitors have to disembark at the same place where they enter before their race (see map) and the first 4 have to be weighed near the portage.

14. Course details

THERE WILL BE A BIG MAP AT THE NOTICE BOARDS AT THE INFORMATION OFFICE

Map of the course will also be found at the website and the handbook

Disembarkation and embarkation is on a sandy beach, near start line

The running distance of the portage is on sand, and is about 100 metres, feeding area appr. 40 metres

It is very important to know that there is NO PORTAGE AFTER THE FIRST LAP in long distance.

IN SHORT DISTANCE EACH LAP IS A PORTAGE, NO FEEDING AT SHORT DISTANCE RACES.

15. Finish area

Paddlers should clear the finish area as soon as possible and must not, under any circumstances, cross the finish line twice. All disembarkation (except the first 4 finishing boats) must be at the same point you entered the water. A marshal will indicate when it is safe to pass across the course in front of the timing area so that they not interfere with boats entering/leaving the water at the portage.

16. Portage restrictions

For the short distance, each lap a portage, feeding is not allowed in short distance.

Normal distance (After the first lap there is no portage), first portage after appr. 7,2 km.

Due to the high number of paddlers, the marshals who are in control of the portage area, will be strict and will only allow you into the feeding area if you are supporting your paddler.

Only a maximum of two officials per team, will be allowed to feed paddlers and these must be in possession of accreditation card and be dressed in their official team tracksuit or vest.

Jackets with national abbreviations will be issued at the entrance of the portage.

Marshals will be instructed to ask other team (club) officials to stay behind the barriers.

None of the helpers are allowed to enter the non-feeding area, even not support (verbal) paddlers at the barrier between the non-feeding and feeding area.

With competitors running at high speed, with canoes on their shoulders, with restricted vision it is important for safety that the marshal's instructions are obeyed.

Helpers should not stop suddenly after helping their paddler as there may well be another boat coming behind them and the paddler of this second boat may not see you. Go to the end of the feeding lane and return to the beginning by the third lane provided.

17. Medical attentions

There will be a first aid tent stationed at the racing area and because of the radio link with all sections of the course medical assistance can be readily summoned at short notice. Ambulance is stationed at hospital a 3 minutes' drive from the venue.

18. Meal times

Breakfast and dinner will be at the accommodations, so times can vary. Please check at the place you are staying for these meal times.

Dinner and Breakfast at the accommodation.

Lunch: At the venue from Thursday May 31 till Sunday June 2

Meals and refreshments for the spectators will be provided by at least one kiosk and existing restaurants in the venue area.

Meal times at the Team Accommodation are as set out below and will be confirmed by your liaison officer at the accommodation.

Breakfast - Thon Hotel from 6.30 / At the Emma Guesthouse the guests can make their own breakfast at the kitchen (the staff fill up the refrigerators in the evening). Please let the staff know if there is something you are missing.

Lunch - 11.30 -14.00 (CLUB HOUSE – UPPER FLOOR) for all who have paid full accreditation.

Dinner - Hotels from 1800 to 2000

19. Accommodation

Liaison officers will be on duty from 9:30 to 16:00 at the Info & race office area to help you with the accommodations.

20. Transport schedule

Transport will be arranged by train from the airport to the railway station Sandvika. The accreditation will help you with the tickets to and from the airport.

There will be no transport arranged by car to and from Airport.

Between Thon Hotel Oslofjord and venue there will be no organised car transport.

A transport to/from Emma's will be set up after wishes from the teams.

20. Account Payments

Please note that all payment for accommodation and accreditation must be paid before the team's arrival date.

21. Boat storage

Boats storage will be available at the Event venue on boat trailers and there will be 24-hour surveillance to ensure security.

22. Lounge Athletes Area

There will be room in 1st floor t the club house only for paddlers who want to rest, open from Thursday May 31 till June 2.

23. Medal Ceremony

For the medal ceremony see time schedule. The presentation will be done at the portage. **All competitors who receive medals have to be present 15 minutes before schedule time**

The procedure will be as follows:

All competitors who are to receive medals should assemble at the medal presentation tent close to the finishing tower.

Behind them will be three ladies with the medals on cushions then the team leader of the winning national country and the head of delegation.

The event will be announced and the athletes and officials will march on to the prize giving area.

The medals will be presented by authorities accompanied by the head of the delegation of the gold medal winners.

PLEASE ENSURE THAT ALL PADDLERS RECEIVING MEDALS HAVE FULL NATIONAL TRACK SUITS, NO HATS AND NO SUNGLASSES.

24. PRESS FACILITIES

Press should be accredited and will not have access to the athlete's area. Photographers without vests are not allowed to be at the course at all.

25. TRAINING FACILITIES

The Event venue will be available for all competitors for training in the days (see above schedule) before the event and there will be free access to the course. **NO TRAINING ON THE COURSE DURING RACES (ALSO NO TRAINING DURING MASTER COMPETITION SATURDAY AFTERNOON)**

There is an area that can be used for training. More information at Team leaders meeting. Access to and from this area is only permitted from raft marshal area.

26. SAFETY

There will be motorboats with safety umpires covering all the parts of the course and these will be in radio link with the organisers in case of any problems.

27. Doping control

This will be in accordance with ICF regulations and any clarification of the procedure will be given at the team leaders meeting.

A random selection of at least one paddler from each of the first four places will be required to attend doping control and will be accompanied by a team official and an event organising official.

Competitors must bring their passport with them. Please therefore ensure that all paddlers have their passports at the finish area to ensure that there is no delay.

The control will take place in an area set aside for this by accredited ICF officials in the centre.

Notice will be given to the team manager if a competitor is required to attend doping control

28. ALPHA Certification

International Canoe Federation congress has endorsed a proposal to extend compulsory anti-doping education courses to all senior, U23 and junior international athletes across all canoeing disciplines. It is important federations and teams understand that these education courses are compulsory for all international athletes and need to be completed **before they compete in an international competition.**

This course gives athletes information about the dangers of doping and the importance of anti-doping controls and promotes positive attitudes to avoiding doping.

After consulting ICF/HQ, we decided that for this first event all paddlers who compete in this World Cup need an ALPHA certification before end of the event otherwise we have to delete the paddler from the list of results.

29. LOCAL INFORMATION

Details of local information and entertainment will be available from the information desk in the main administrative area. See also the notice boards at the regatta course.

All changes on Friday, Saturday and Sunday will produce at the notice board. See also website www.wmc2020.or at Facebook <https://ICF Canoe Marathon Championships 2020>.

30. LATEST INFORMATION

You can find the latest news (also start lists) on website

31. RULES (New RULEBOOK 2019)

12.8 Paddling on the course

12.8.1 - Athlete must not wash riding an athlete in another class.

12.8.2 - Wash riding on an athlete in another class is a violation of the racing rules and will be subject to a penalty. If an athlete is observed to be wash riding the athlete will receive a first warning and a time penalty of 30 seconds. If the athlete receives a second warning or has gained major advantage, then he/she will be disqualified (DSQ) from the race.

12.8.3 - Athletes who have been lapped will end their race at the most suitable time and location and as soon as possible after the race leader has passed the last portage. The normal location for ending a lapped paddlers race will be at the portage. They will be recorded in the place they are at that point in the race.

10.12.1 DISQUALIFICATIONS AND PENALTIES

Any athlete who attempts to compete in a race by any other than honourable means or who breaks the racing rules, or who disregards the honourable nature of the racing rules will be penalised or disqualified for the duration of the race concerned.

10.12.2 - Should an athlete have failed to follow the correct course of the race (for example missed a turning buoy) the athlete has broken the racing rules will be subject to a penalty:

10.12.2.a If the Race Umpire believes the athlete has gained a small advantage on other athletes: Time penalty of 15 seconds will be given;

10.12.2.b If the athlete has gained a major advantage a disqualification (DSQ) will be imposed;

10.12.2.c Should a buoy be missed as a result of a collision in group racing during a turn this will be investigated and the boat that caused the collision will be disqualified (DSQ), see article 10.12.3. The athlete who missed the buoy due to collision will not be penalized.

10.12.3 - Collision or damage:

10.12.3.a Any athlete who is considered by a Course Umpire or Race Official to have been responsible for a collision, or who damages the canoe or kayak or paddle of another athlete or unnecessarily deviates from the direct racing line or deliberately blocks the path of an athlete may be penalized or disqualified;

10.12.3.b A collision will be considered to be an event where an athlete's boat or paddle touches another athlete's boat or paddle in a way that disadvantages another athlete;

10.12.3.c If it is considered that other paddlers have only had some minor disadvantage compare to other athletes as a result of the incident the responsible athlete will get a time penalty of 30 seconds;

10.12.3.d If it is considered that the incident has given other paddlers a major unfair disadvantage the penalty will be disqualification (DSQ).

10.12.6 - Handling of penalties:

10.12.6.a Time penalties as decided by the Chief Course Umpire are not subject to appeal;

10.12.6.b Time penalties must be executed in a designated area at the portage and supervised by a Race Official or will be added to the athletes finishing time if a time penalty stop is not used in the competition;

10.12.6.c Disqualifications are decided by the Competition Committee and are subject to an appeal.

10.12.7 - All penalties or disqualifications must be confirmed by the Competition Committee in writing immediately, giving the reasons. The Team Leader of the athlete/team must acknowledge the receipt on the notice copy with the exact time, which marks the start of the protest time.

10.12.8 - If an athlete is observed by an International Official to throw a drink bag into the water, they will receive a 30 second penalty. The decision is to be confirmed by the Chief Course Umpire and cannot be the subject of an appeal

Implementation

Competitors must not dispose of their drink bags or small plastic energy syrup packets while on the water or on the portage pontoons and ramps. Drink bags and small plastic energy syrup packets must be discarded only on the portage anywhere between the pontoons/ramps.

PENALTIES

- Penalties that are incurred during the race will be imposed at the portage in the penalty box
- **A yellow flag** will be displayed in the beginning of the portage area when a penalty has been imposed

There will be **a notice board** at the beginning of the portage indicating which boat number has been given a penalty and the length of the penalty. It is the paddlers responsibility to check the penalty board.

The penalised competitor will be required to stop in the penalty box for the designated period at that portage. The penalty box will be at the end of the portage on the right-hand side. A timing clock is at the penalty box indicating the penalty time.
