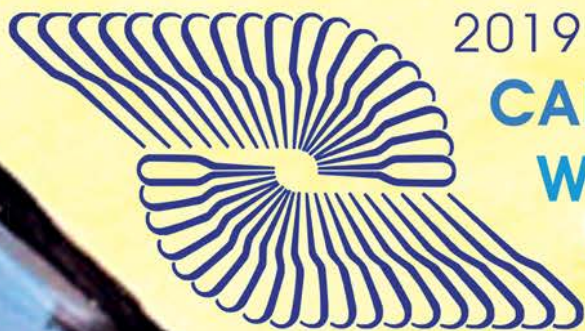


www.kanuduisburg.de

31. May - 02. June 2019

Regatta Course Duisburg



2019 ICF
**CANOE SPRINT
WORLD CUP**
DUISBURG

LAST INFO

TEAM LEADERS' GUIDE



WELCOME

On behalf of the Organizing Committee, we are proud to present this Team Leaders' Guide for the 2019 ICF Canoe Sprint World Cup Duisburg. I would like to thank International Canoe Federation and all our stakeholders and partners for their support in the planning stages ensuring a successful event.

The Organizing Committee aims to provide exceptional quality across all of our venues ensuring athletes are comfortable and prepared to compete to their best ability.

The competition venue, *Duisburg Regatta Course*, is equipped with a full range of sporting and support services, which will allow athletes to perform to their best ability throughout the competition. Our athlete's area provides a secure, comfortable sense of community for all paddlers.

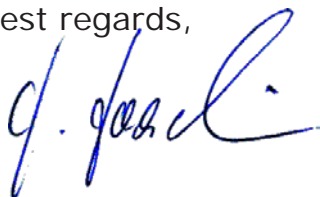
This guide contains important information on a number of subjects:

- Key dates and contact information
- Sport specific information including competition format & rules
- Guidance on competition procedures and event-specific info
- Details of all venue facilities and services
- Contact information and services available in and around Duisburg

We hope this guide will assist in your activities. Should you have any further questions, please contact our Information Points which are equipped with comprehensive Information resources.

Welcome to Canoe Duisburg 2019.

Best regards,



Jürgen Joachim

Chairman Organizing Committee

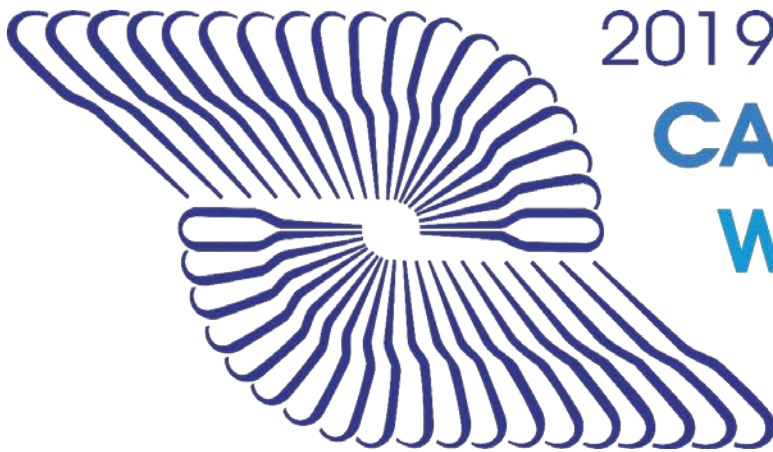
GENERAL INFORMATION

THE ORGANIZING COMMITTEE CANOE DUISBURG

WELCOMES THE WORLD IN 2019

*Duisburg Regatta Course is thrilled to be hosting
2019 ICF Canoe Sprint World Cup Duisburg.*

The regatta course, which is located in the south of the city
Duisburg, will meet and exceed all ICF Standards.



2019 ICF CANOE SPRINT WORLD CUP DUISBURG

Contact Organizing Committee

Phone 0049 (0) 20328358208

E-mail info@kanuduisburg.de

The 2019 ICF Canoe Sprint in the Social Media

www.kanuduisburg.de

www.canoeicf.com

www.facebook.com/icf.canoesprint.worldcup.duisburg

www.facebook.com/kanuduisburg

www.instagram.com/kanuduisburg

COMPETITION ESSENTIALS

Key Dates

- 27.05. (Monday)**
- First team arrives
 - Accreditation Centre opens
(daily 8.00 – 12.30h, 13.30h – last race)
 - Regatta Course opens
- 30.05. (Thursday)**
- Boat control begins *(Self control)*
 - **Team Leaders' Meeting 11.00h**
 - Officials' Meeting 12.30h *(after TL Meeting)*
 - Athletes Meeting 17.00h
- All these meetings will take place in the Regatta Course Restaurant.*
- 31.05. (Friday)**
- First day of Competition
- 02.06. (Sunday)**
- Last day of competition

Check-In / Check-Out

Please note the Check-In and Check-Out times of the hotels listed below. In the event of a late check out or luggage storage on the day of departure, please contact the reception of your hotel. They will be happy to assist you.

Check-In / Out Times

<u>HOTEL</u>	<u>CHECK-IN</u>	<u>CHECK-OUT</u>
Conti	from 14.00 h	until 12.00 h
Mercure	from 15.00 h	until 12.00 h
Wyndham	from 14.00 h	until 12.00 h
Plaza	from 15.00 h	until 12.00 h
Ferrotel	from 14.00 h	until 12.00 h
Intercity	from 14.00 h	until 11.00 h
Mirage	14.00 h - 15.00 h	until 12.00 h
Regent	from 14.00 h	until 12.00 h
B&B	from 14.00 h	until 12.00 h
Ibis budget	from 14.00 h	until 12.00 h

CANOE DUISBURG 2019

ARRIVAL POLICY

Arrival

On arrival at the airport, each Federation will be greeted by a Canoe Duisburg volunteer. The attaché will accompany the team to the shuttle bus.

Accreditation

Immediately upon arrival in Duisburg, you need to proceed to the accreditation centre of Canoe Duisburg. Should your Federation arrive outside of Accreditation Office Hours, you will be transported directly to your accommodation.

If your Federation has ANY outstanding fees owed to Canoe Duisburg, you will not be allowed to enter your accommodations until FULL PAYMENT HAS BEEN RECEIVED.

A member of Canoe Duisburg staff will be on site to receive your full payment. Following your payment, you will be allowed to enter your rooms. If you are unable to make full payment you will be returned to your airport of arrival.

Only the team leaders' need to proceed to the desk with the list of names of their team, while team members with missing ID Photos will have to have their photo taken for the accreditation card. The Team Leader will receive the Team Leaders' Info Bag with information concerning the competition.

On arrival of the first representative of each team at accreditation, we will ask for a mobile telephone no. for a team leader or member of team staff, to be able to contact the team leadership at any time during their stay.

Acceptable methods of payment: cash (Euro)

Opening Hours Accreditation Centre and Cash Desk

From 27.05. (Monday) until 02.06. (Sunday)

8.00 – 12.30h

13.30h – last race of the day

Meals

Breakfast will be served in all hotels from 6.00h.

Lunch and Dinner will be served in a big Catering Tent behind the Grandstand on the Triangle-Lawn.

Opening hours Catering Tent:

Opens on 27.05. for lunch and closes on 02.06. with dinner.

Lunch **11.00 – 14.00h** **Dinner** **17.00 – 20.00h**

Entry will be controlled. With personal accreditation you get access to the Catering tent. There is a barcode at the accreditation which needs to be scanned at the entrance.

Transportation

For transportation between the hotels and the regatta course we have installed two shuttle bus lines. Shuttle service schedule and routes are contained in your Team Leaders' Info Bag.

Important note!

On June, 2nd the Rhein-Ruhr Marathon with more than 6000 participants will take place in Duisburg. Due to road closures on Duisburg's city area, there may be changes and impairments in shuttle traffic on this day, which are not yet binding when the last info is written. We therefore ask you to follow the current instructions, which we enclose with the documents handed over to the Team Leader at the accreditation office on the day of arrival.

Lost Tag Policy

Canoe Duisburg 2019 accredited individuals who have lost their accreditation tag may obtain a replacement tag from the Accreditation Desk.

Only under the following conditions can a new accreditation tag be issued:

- The individual's name is already in the accreditation database
- The lost accreditation tag is immediately reported in person to the Accreditation Desk
- The individual provides assurance that their tag has been lost and that every effort was made to find it
- The individual has photo identification to obtain a replacement accreditation tag

Lost Body Number Policy

Athletes who have lost their body number may obtain a replacement at the Competition Office inside the *Regattahouse*.

Only under the following conditions a new body number can be issued:

- The individual's name is already in the accreditation database
- The individual has photo identification to obtain a replacement body number

Internet

Wireless internet service will be available. Internet hotspots are scattered in the competitors' area where you can browse the website of the competition or send emails via your own email provider.

The name of the network is ...

"Regatta Guest"

... is needed to have access on it.

and no password

Rent a Bicycle

In the Sportpark Duisburg there are two possibilities to rent bicycles within a radius of 500m to the regatta course.

www.revierrad.de

Detailed information you will find here: www.metropolradruhr.de/de/duisburg/

Information Point

At the regatta course you will find two Information Points. One located at the entrance by the "Regattahaus" and another one at the athletes' area in the "BLZ".

Each team will receive information from the hostesses at the Accreditation Centre upon arrival. During the competition the staff at the Competition Information Booth at BLZ will provide information not just about start lists and results but about the event in general.

The Information Points provide a variety of services to the teams, as follows:

- General sport information
- Draw/ start lists, advancement, results and other key competition information, including schedule updates where required
- Assistance with the communication of key information
- Information on transport services
- Lost and found

Boat Storage, Boat Rental, Boat Repair

Covered boat racks are provided according to the allocation either in the boat storage building, under the lockers in the athletes' area. You are requested to take your trailers to the designated trailer parking area at "Parking Area P3" near the Soccer Stadium after unloading the boats until 22.00h on the day of your trailer's arrival.

Trailers will have to be transported by teams accompanied by a volunteer.

Boat rental is in the responsibility of *Nelo*, *Plastex* and *Vajda*. Please contact them.

Boat repair service will be available where competitors can professional assistance.

Paddle manufacturer *Braća-Sport* and *Jantex* can also be found on the Venue.

Media affairs

In order to achieve the best media exposure we aim to provide good working conditions for the media representatives. The press stand will be next to the VIP area on the grand stand. The press room is located in Room 7 within the regatta building.

Opening hours: one hour before the first until one hour after the last race. We invite you to support the journalists in the best ways possible. Journalist can be recognised by the accreditation badge which shows the colour yellow or black.

Areas for photographers will be designated i.e. at the head of the regatta course, next to the area for award ceremonies.

Please note:

The ICF will provide an own TV production. Camera teams will not only film the races but also produce clips with interviews.

The races will be streamed on the ICF webpage (English commentary) as well as on the webpage:

www.kanuduisburg.de

www.canoeicf.com

Drones for TV Production

The ICF will be experimenting with the TV Production using drones. The drones may pass in front of the boats and could be in front of the boats during the race at a suitable height. The drones will not be overhead of the boats so that the safety of the athletes is ensured.

The drones being used have been tested extensively. It could greatly enhance the view of our sport. We look forward to the feedback on this development from athletes.

Another thing we are experimenting with is a drone-camera flying really close to the athletes once they crossed the finish line.

Please cooperate with us trying to create a new view to present our beautiful sport to the world. Please help us educating the athletes that trying to reach the drone with a paddle is not as much fun to the pilot as it may seem at first. Don't worry: the drone will never fly close to anyone on the actual race course, only beyond the finish line.

COMPETITION FORMAT

Division System / Progression Format

Please see page 69 of the 2019 Canoe Sprint Competition Rules for Progression formats & protocol. (available at www.canoeicf.com)

Official Publications

- Last Information
- Preliminary Program
- Heats
- Semi-finals
- Finals

Competition Rules

The Canoe Sprint competition will be held in accordance with the relevant edition of the following document that is in force at the time of the 2019 Canoe Sprint Duisburg:

- ICF Canoe Sprint Competition Rules 2019
(available at www.canoeicf.com)

Protests

All protests should be made in writing, submitted to the competition committee in the finish tower, and must be accompanied by a **fee of 75 €**. The fee will be refunded if the protest is upheld. For details on how to lodge a protest, please refer to the ICF Canoe Sprint Competition Rules, sections 11.2

Clothing and Equipment

Clothing and equipment used by athletes and other participants in the Canoe competitions must comply with the following document:

- ICF Canoe Sprint Competition Rules 2019
(available at www.canoeicf.com)

Rule 13.9.2.c - Uniform and uniformity:

- The athletes must wear an appropriate official clothing with easy identification of the nation they represent. Every athlete must compete in the team uniform mentioned in the nominal entries or at accreditation at the latest
- In a crew boat there must be uniformity among all athletes including clothing sleeve length, hats, headbands and spray deck covers

Anti-Doping

The *Nationale Anti-Doping Agentur* (NADA) will be conducting random doping tests on athletes' throughout the competition on behalf of the ICF and the World Anti-Doping Agency (WADA).

Please be aware that your athletes have their ID card available at the venue.

Medical Services and Facilities

Medical services will be provided at athletes' area for minor emergency medical treatment of team members and technical officials. Specialists will be on call for major emergencies and there is a large hospital within close proximity. Emergency Medical Services (EMS) will be on site during competition days. All medical personnel will be available during the competition time and also during the training session from Monday to Thursday 09.00 - 16.00h.

COMPETITION PROCEDURES

PRE-COMPETITION PROCEDURES

Official Training sessions

It is absolutely forbidden to use motor boats during the official training, coaches, however, are permitted to follow the competitors by bike on the service path along the course. The course is open for training 27.05. - 30.05. (Monday to Thursday) from 8.00 - 19.00h. The OC provides lifeguard service during the training sessions.

27.05. – 30.05. (Monday - Thursday)

09.00 – 12.00h and 14.00 – 16.00h

30.05. (Thursday)

15.00 – 16.30h

>>> Test starts on 200m <<<

Crew Changes

All crew changes must be submitted on the appropriate form. The Official Crew Change form you can get at the competition office where you can submit your filled in form and sign your name and time of submission.

Deadlines for Crew Changes

Canoe Sprint World Cup **29.05. (Wednesday) 18.00h**

After that time you will have to contact the Chief Official **Frank Garner** directly.

Rule 5.1.5. - The composition of a crew, which has qualified for semi-finals or for the final, must not be changed.

Rule 1.6.1.f - In extraordinary circumstances, an application can be made to the Technical Chair for the acceptance of late nominal entries from National Federations. It is the Technical Chair's discretion to accept or decline a late entry.

Late entries will incur a fee of 20 euros per athlete.

Rule 9.5.2 - Notification of alterations of the entries must be given in written form to the Chief Official at least one (1h) hour before the first race of the morning or afternoon session.

Team Leaders' Meetings

Date: 30.05. (Thursday)
Time: 11.00h
Location: Regatta Course Restaurant (Grandstand)

All Team Leaders are expected to attend for final changes and instructions.

Body Numbers

While on the water during competition, athletes must wear body numbers. Missing or lost numbers can be replaced upon request at the Competition Office at the venue.

Boat Numbers

The start numbers can be collected one hour before the competition at the designated place in the athletes' area. The team leader must leave a deposit (Euro 50) upon collecting the start numbers for the first time. The deposit will be refunded at the end of the competition when the team leader has returned all the start numbers.

Boat Control

Self-checking of Boat Weight

Teams may check boat weights before racing at the weighing facility located left handed of the boat storage hall number 1.

ID Control

ID Control is located directly at the embarkation dock. Each athlete must progress through this control point before embarking onto the water for their race. ICF officials will check each athlete's identity (accreditation), body number, boat number and crew uniformity (clothing). They will also check for any forbidden performance enhancing foreign substances on the surface of the boat or forbidden devices on the boat, and will ensure that athletes' equipment and clothing complies with the ICF standards.

Call to Race

All athletes must be within 100m of the start line within five minutes of the start of their scheduled event.

Starting Method

Automatic Starting Machine, IMAS Sportsystems

Circulation Rules

Before the race:

To access the regatta course it is **obligatory** to use the access marked by "Embark". At this point the ID Control will be realized.

To go to the start it is **obligatory to use the parallel canal** at the other side. Please pay attention to use **always** the right side.

POST COMPETITION PROCEDURES

Leaving the course

Athlete should leave the course via the indicated disembarkation dock, except when they are called to the post-race boat control. If the athlete will continue paddling it is necessary to use the parallel canal at the other side.

Post-race Boat Control

Post-race boat control will be in operation for all heats, semi-finals and finals during the competition. After each race, some athletes will be called for boat control. They must disembark on to the designated dock, where their boat will be taken through boat control. Athletes will be called to boat control by lane number. These numbers will be displayed on a board at boat control, and will also be called out by an announcement system. There will be water for athletes who are called into post-race boat control.

Anti-Doping Control

Athletes selected for anti-doping control will be notified in person at Boat Control, and escorted to the Anti-Doping Room by an anti-doping chaperone as soon as practically possible after they have finished competing. Athletes may delay reporting to the Anti-Doping Room in order to perform a warm-down however they must remain within sight of the chaperone.

Results Distribution

Printed results will be available for collection by the NFs from the mail boxes located at the Information Point (BLZ) at the competition venue **only**.

Results will be posted on the notice boards at the Information Point located at the venue. Video Walls at the venue will display the results of the races immediately following its completion.

Medal Ceremonies Protocol

All medal ceremonies will occur on the Medal Ceremonies Dock located in front of the spectator seating area. Athletes who take part in a Medal Ceremony must adhere to the ICF regulations governing both dress and conduct.

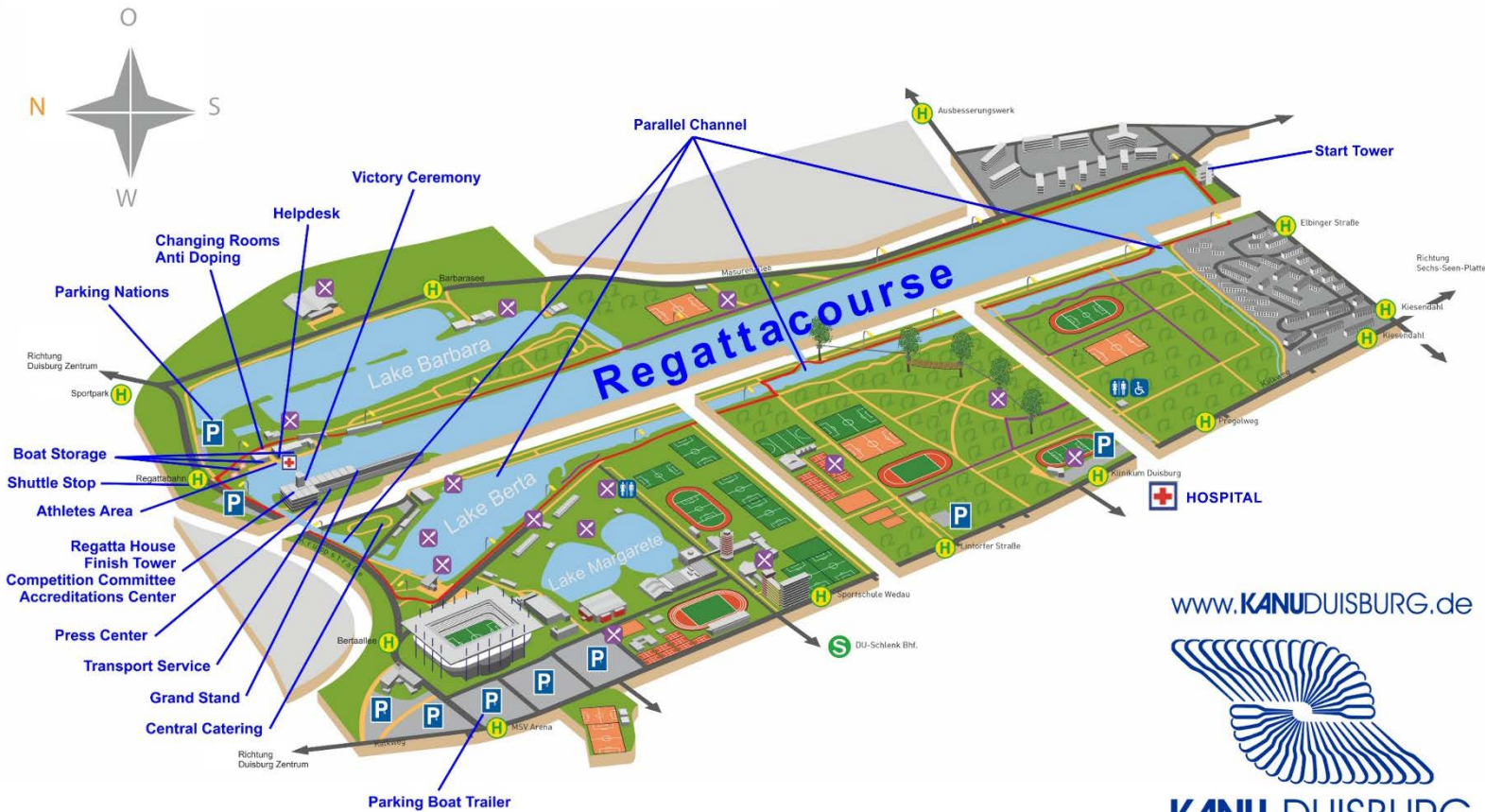
All athletes and the team leader of the winning nations are kindly requested to report to the Finish Tower 10 minutes prior the latest for the officially scheduled victory ceremony. Victory ceremonies will start at their officially scheduled time sharp.

All Athletes will be required to wear their full NF tracksuit throughout their Medal Ceremony. It is the responsibility of each athlete/coach to ensure that the athlete has their full tracksuit with them (including appropriate footwear) and that it is ready to wear at the venue in time for the start of the Medal Ceremony.

If any athlete has been notified for anti- doping control, he/she will be escorted by an anti-doping chaperone and will then be chaperoned to the Anti-Doping Room.

COMPETITION VENUE

SPORTPARK DUISBURG



www.KANUDUISBURG.de



Venue Facilities & Services

Regatta Course Duisburg´s state of the art facilities for the 2019 ICF Canoe Sprint World Cup is available for official training and competition between 27.05. – 02.06.2019.



The facilities and services, as follows:

Changing Rooms & Showers

Changing rooms and showers are located on the first floor of boat storage halls 1-6. Teams must leave the facilities in a tidy condition after use.

Lost & Found

All reports of lost items should be directed to the Information Points. This is also the location to which all found items should be delivered.

Water Station

There will be various water stations at the athletes' area.

