



ICF SUSTAINABILITY EVENT TOOL KIT

About ICF Sustainability Program

ICF recognises the responsibility of sport and follows the Olympic movement's agenda 21 recommendations that establishes a clear and systematic framework on 3 pillars: social, economic and environment.

ICF wants to raise awareness and create a sustainable event format, to reduce environmental impact, protect the natural environment and show responsible behaviour in social and economic sectors at its events. ICF Events take place on natural sites. They can have direct impact on pollution and waste.

Who is this toolkit for?

Organisers of ICF Events or canoe clubs.

How to use this toolkit?

- This document gives concrete guidance to ICF event organisers in getting started with sustainability. This guide consists in a list of actions that must be taken at ICF Events.
- There is a checkbox for each initiative. This enables the organiser to make its self-assessment and it can be used as discussion base during meetings with the ICF.
- *When the organiser is in a difficult position to take an action, it must liaise with the ICF's contact for sustainability. ICF will support all organisers of its events in their sustainability endeavours through education and guidance.
- In order to get concrete examples of initiatives that have been taken during ICF Events, please refer to the reports available on the <https://www.canoeicf.com/sustainability> or contact the ICF.

Firsts actions to take:

- o Check the environmental rules in force in your country/region.
- o Select one person in the Organising Committee who will be in charge of the initiatives related to sustainability and the reference contact with the ICF.

Actions list

1. Avoid plastic and packaging

<p><i>Avoid plastic bottle at the venue</i></p> <p>Place refill stations or make free potable water taps/fountains available for athletes and spectators.</p> <p>Use reusable bottles (recycled or recyclable even better) instead of plastic bottles – idea : agree with sponsor to pay the bottles in counter part of having its logo on the reusable bottle you will provide.</p>	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
<p><i>Avoid disposable plastic cups at event</i></p> <p>Use or ask the local food and drink suppliers to use recycled cups or reusable cups with deposit instead. Design re-usable cups to allow usage at future events too. In VIP area, you can also use glass glasses.</p>	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
<p><i>Avoid disposable plastic products (cutlery, plates, glasses etc.)</i></p> <p>Use reusable dishes and glasses instead: for instance ceramic plates, metal cutlery and glass glasses.</p>	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
<p><i>Avoid products with unnecessary wrapping and packaging. Avoid pods (sugar, salt, sauces, coffee capsules, etc.)</i></p> <p>Opt for large formats for food and drinks.</p>	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
<p><i>Avoid plastic packaging for food and prepacked food</i></p> <p>Serve lunches on plate instead</p>	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

2. Reduce waste and recycle (food and others)

Check the national and local rules of waste management in force in your country

Food waste

Inform the public with signposts and announcements about the best environmental procedures to follow (container location, best practices,...) and about selective waste collection points. Make sure these points/bins sets for separation of plastic, paper and organic waste are in easily accessible areas throughout the venue and in athletes' tents, and understandable in English.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Check if a sufficient number of waste bins for separation of plastic, paper and organic waste are provided at the venue.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Reward environmentally friendly behaviours of athletes	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Check beforehand, the proper management of waste by cleaning companies (that the separation of waste is respected and transferring to the correct destination) or check the declaration of environmental responsibility of the company.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Prevent& reduce food waste Carefully plan, optimize and serve the right amount of food (serve in bulk)	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
If any food leftover, distribute it to charities	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

Paper waste

Do not print races results Make online results available instead and print on demand only. Put one copy visible for all on a board somewhere	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
In case of printed material, use recycled or eco certified paper for printing (chlorine-free or recycled) and use double-sided option in black and white	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Restrict distribution of hard copies of promotional flyers and brochures	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

Equipment

Re-use equipment such as signage and banners from one event to the other	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Avoid additional infrastructure – preferably use existing buildings	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

3. Local and social responsibility

Local food Choose products from local/regional production and organic products or those with eco certification (for catering and for food truck at the venue)	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Attract more spectators by organising side events that may grip their attention and promote the sport	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Encourage the involvement of schools	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Organise partnerships with other local sport clubs and invite each other to events	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Give an opportunity to all communities to take part in the organisation of the event e.g., people with disabilities, underprivilege nations, etc	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Promote "clean sport" at the venue and in the media (anti-doping)	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

4. Reduce usage of electricity and water

Organise signage to encourage staff, athletes and visitors to disconnect unnecessary lighting, electronic equipment and air conditioning in areas after use.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Activate opportunities of using energy sources for (parts of) the event	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Recommend less water usage in restrooms and in showers	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

5. Mobility: Plan transportation effectively to reduce emissions

Encourage the public to walk, cycle or use public transport to reach the race areas	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Agree with the City, for free public transport for spectators to the venue	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Agree with the City to make bicycle stations (and bicycles) available at the venue and into town (when accessible from the venue) – to encourage athletes, spectators and staff to use bicycles.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Optimise the efficiency of trips between venue and airport	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Use shuttle (electric when possible) busses for athletes and officials from airport and hotels to the venue	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
When shuttles are not possible, choose cleaner vehicles (electric, hybrid) petrol instead of diesel to carry out the mobility of people in the organisation.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Reduce travel distances between venue and hotel: book hotels close to the venue to reduce transport cost and pollution	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Calculate event Co2 emissions and compensate it preferably via an international label	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

6. Communication

Make a communication plan for public environmental awareness	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Inform and train staff and key event stakeholders on sustainability efforts	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:

7. Others

Cleaning – the event must be cleared of all rubbish during and after the event. Determine a person in charge of removing trash and ensuring it is trashed appropriately.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Signage to promote responsible drinking and non-smoking	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Services: priorities areas and services (hotels, restaurants, catering, etc) that have eco certificates or have an environmental policy	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Merchandising: opt for local products (traditional) or eco certified value-added products.	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments:
Purchase responsible clothing for volunteers	<input type="checkbox"/>	Completed
	<input type="checkbox"/>	Mostly
	<input type="checkbox"/>	Not Applicable*
		Comments: