

# TEAMLEADERS GUIDEBOOK

## 2024 ICF Canoe Marathon World Cup

### Seniors and Juniors

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1<sup>th</sup> of June – 2<sup>nd</sup> of June, 2024

Brandenburg an der Havel, Germany



## Officials

|                                 |                   |     |
|---------------------------------|-------------------|-----|
| Chief Official*                 | Ruud Heijselaar   | ICF |
| Deputy Chief Official           | Stien Verlinden   | ICF |
| Safety Officer*                 | Anne Müller       | GER |
| Chief Course Umpire*            | Brian Chapman     | GBR |
| Starter                         | Kristo Sepp       | EST |
| Aligner                         | Mirko Meißner     | NTO |
| Chief Portage                   | Ines Müller       | GER |
| Penalty box                     |                   |     |
| Course Umpires                  | Eliska Bacarkova  | CZE |
|                                 | Anne Fjeldvig     | DEN |
|                                 | Borislav Chaushev | BUL |
|                                 | Anne Müller       | GER |
|                                 | Ivan Ferro Herbon | ESP |
|                                 | Marian Sarbu      | NTO |
|                                 | Marco Henke       | NTO |
|                                 | Stefan Schöche    | NTO |
|                                 | Steffen Bolze     | NTO |
|                                 | Rene Dannroth     | NTO |
|                                 | Silvia Oertel     | NTO |
|                                 | Claudia Ducale    | NTO |
|                                 | Yvonne Wachsmuth  | NTO |
|                                 | Harald Jaenchen   | NTO |
| Finish Line Judge               | Maris Pravains    | LAT |
|                                 | Ines Steinhäuser  | NTO |
| Chief Raft Marshal/Boat control | Delia Marayo      | ESP |
|                                 | Dirk Schumacher   | NTO |

\* Competition committee

**PROVISIONAL TIMESCHEDULE WORLD CUP BRANDENBURG.**

|                 |               |                        |   |                        | long laps | Portage                  | Short lap |
|-----------------|---------------|------------------------|---|------------------------|-----------|--------------------------|-----------|
|                 | 09:00 - 18:30 |                        | Accreditation open                            |                        |           |                          |           |
|                 | 19:00:00      | Teamleadersmeeting     | Main building venue                           |                        |           |                          |           |
| Saturday 1 June | 1             | 09:00:00               | Short distance                                | K1WS heat 1            |           |                          |           |
|                 | 2             | 09:25:00               | Short distance                                | K1WS heat 2            |           |                          |           |
|                 | 3             | 09:50:00               | Short distance                                | K1MS heat 1            |           |                          |           |
|                 | 4             | 10:15:00               | Short distance                                | K1MS heat 2            |           |                          |           |
|                 | 5             | 10:40:00               | Short distance                                | C1WJ                   | 0         | 2                        | 3         |
|                 | 6             | 10:40:00               | Short distance                                | C1WS                   | 0         | 2                        | 3         |
|                 | 7             | 11:10:00               | Short distance                                | C1MJ                   | 0         | 2                        | 3         |
|                 | 8             | 11:10:00               | Short distance                                | C1MS                   | 0         | 2                        | 3         |
|                 | 9             | 11:40:00               | Short distance                                | K1WJ                   | 0         | 2                        | 3         |
|                 | 10            | 12:10:00               | Short distance                                | K1MJ                   | 0         | 2                        | 3         |
|                 |               | 12:30 - 12:40          | AWARD CEREMONY RACE 5 - 10                    |                        |           |                          |           |
|                 | 11            | 13:00:00               | Short distance                                | K1WS FINAL             | 0         | 2                        | 3         |
|                 | 12            | 13:30:00               | Short distance                                | K1MS FINAL             | 0         | 2                        | 3         |
|                 |               | 14:00 - 14:15          | AWARD CEREMONY RACE 11 - 12                   |                        | 0         | 2                        | 3         |
|                 | 13            | 15:00:00               | RELAY   | K1WJ, K1WS, K1MJ, K1MS | 0         | 3                        | 4         |
|                 |               | 15:30:00               | AWARD CEREMONY RELAY                          |                        |           |                          |           |
|                 | 14            | 15:35:00               |   | Masters competition    |           |                          |           |
|                 | 19:00 - 19:45 | AWARD CEREMONY MASTERS |   |                        |           |                          |           |
|                 | 20:00:00      | Teamleadersdinner      | ??????  |                        |           |                          |           |
|                 |               |                        |   | long laps              | Portage   | + 1 additional Short lap |           |
| Sunday 2 June   | 15            | 08:30:00               | Long distance                                 | K1WJ                   | 5         | 4                        | 1         |
|                 | 16            | 08:35:00               | Long distance                                 | C1WS                   | 4         | 3                        | 1         |
|                 | 17            | 08:40:00               | Long distance                                 | C1WJ                   | 3         | 2                        | 1         |
|                 | 18            | 08:45:00               | Long distance                                 | C1MJ                   | 4         | 3                        | 1         |
|                 |               | 10:15 - 10:30          | Award ceremony race C1WJ, C1WS and K1WJ       |                        |           |                          |           |
|                 | 19            | 10:30:00               | Long distance                                 | K1MJ                   | 6         | 5                        | 1         |
|                 | 20            | 10:35:00               | Long distance                                 | K1WS                   | 7         | 6                        | 1         |
|                 | 21            | 10:40:00               | Long distance                                 | C1MS                   | 6         | 5                        | 1         |
|                 |               | 13:00 - 13:20          | Award ceremony race C1MJ, K1MJ, C1MS and K1WS |                        |           |                          |           |
|                 | 22            | 14:00:00               | Long distance                                 | K1MS                   | 8         | 7                        | 1         |
|                 |               | 16:15:00               | Award ceremony race K1MS and closing ceremony |                        |           |                          |           |

## **Ceremonies**

Opening Ceremony will take a part in front of the Grand Stand, at 18:00 at Friday 31th May.

### **Medal Ceremony**

The confirmed schedule for the medal ceremony will be announced after team leaders meeting

The presentation will be on the stage, in front of the Grand Stand. **All competitors who receive medals have to be present 15 minutes before the scheduled time.**

The procedure will be as follows:

All competitors who are to receive medals should assemble at the medal presentation area.

The order of the awards will be as follows:

The medal winners will be led to the podium

Behind them will be three volunteers 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.**



## **COURSE SHORT DISTANCE**

For short distance after each lap portage (total 2 portages)

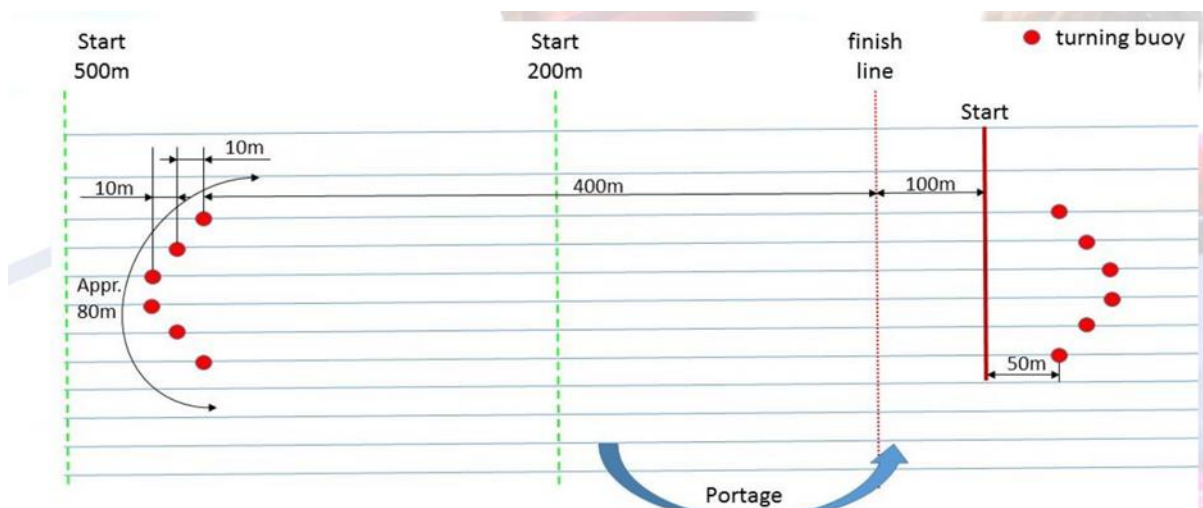
Each lap appr. 1,2km, total distance 3,4km

## **COURSE LONG DISTANCE**

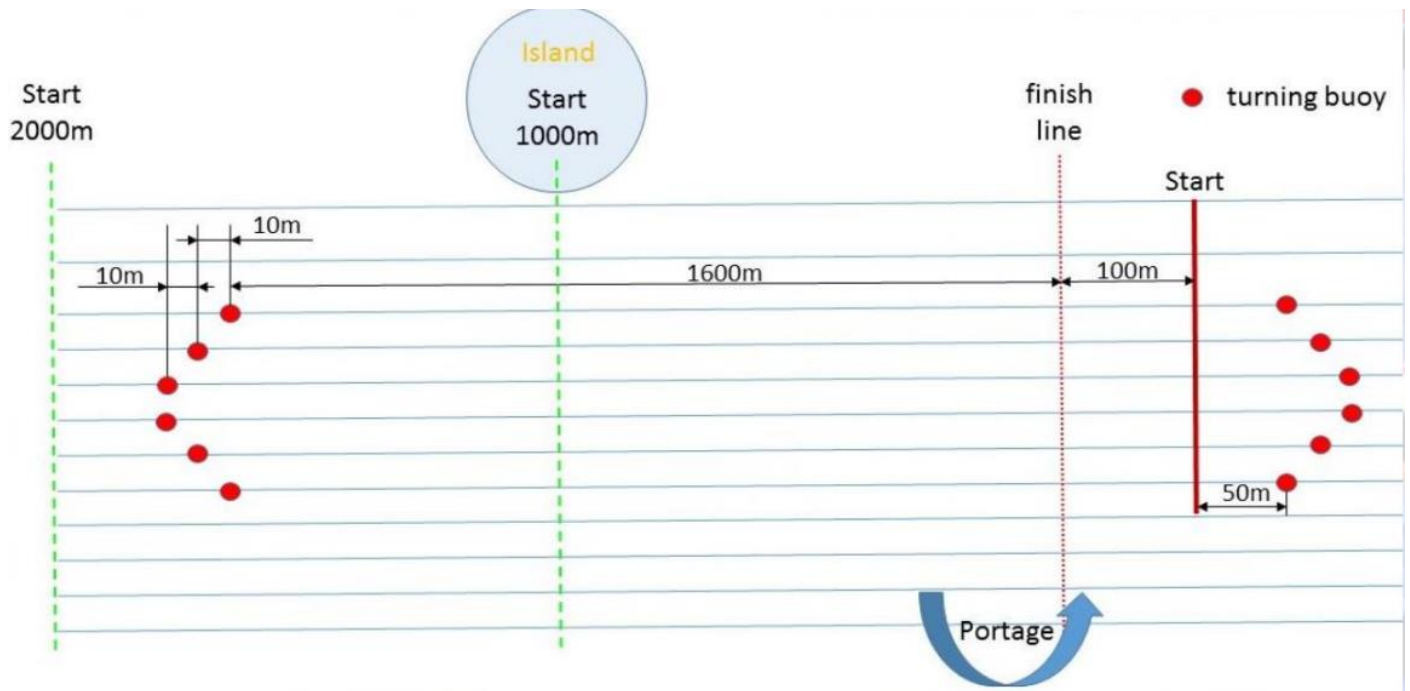
In long distance first lap no portage, first portage after 7,2 km

| <b>NUMBER OF LAPS</b> | <b>Junior</b> | <b>Senior</b> |
|-----------------------|---------------|---------------|
| Women Canoe           | 3 (11,4 km)   | 4 (15,4 km)   |
| Women kayak           | 5 (19 km)     | 7 (26,2 km)   |
| Men Canoe             | 4 (15,4 km)   | 6 (22,6 km)   |
| Men kayak             | 6 (22,6 km)   | 8 (29,8 km)   |

## **SHORT DISTANCE COURSE**

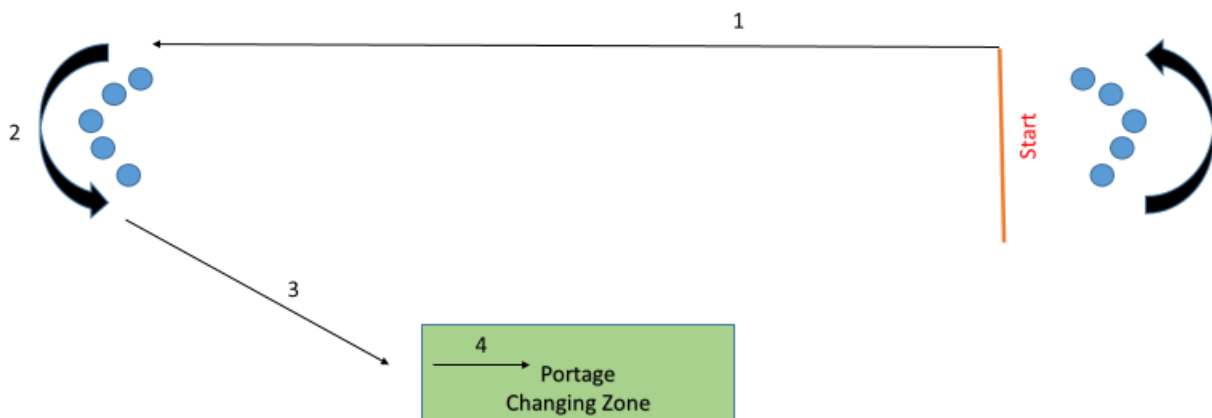


### LONG DISTANCE COURSE



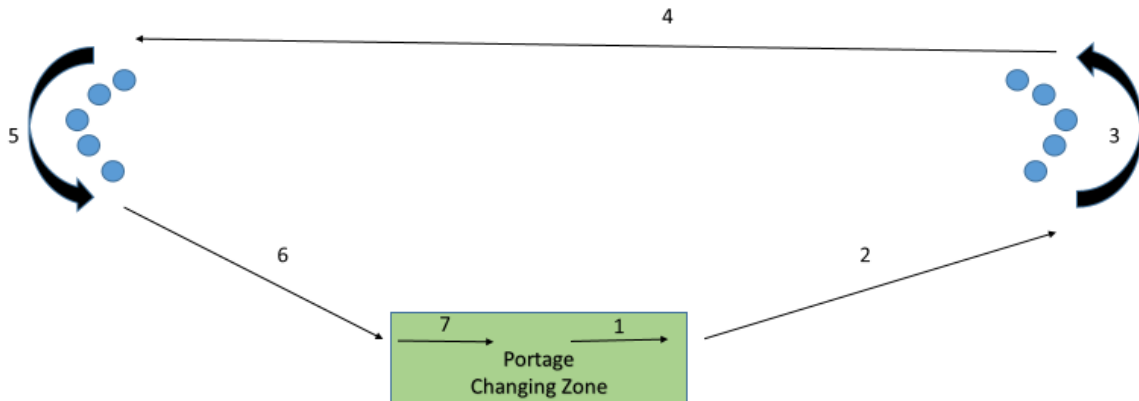
### RELAY RACES

1st lap, 1st athlete



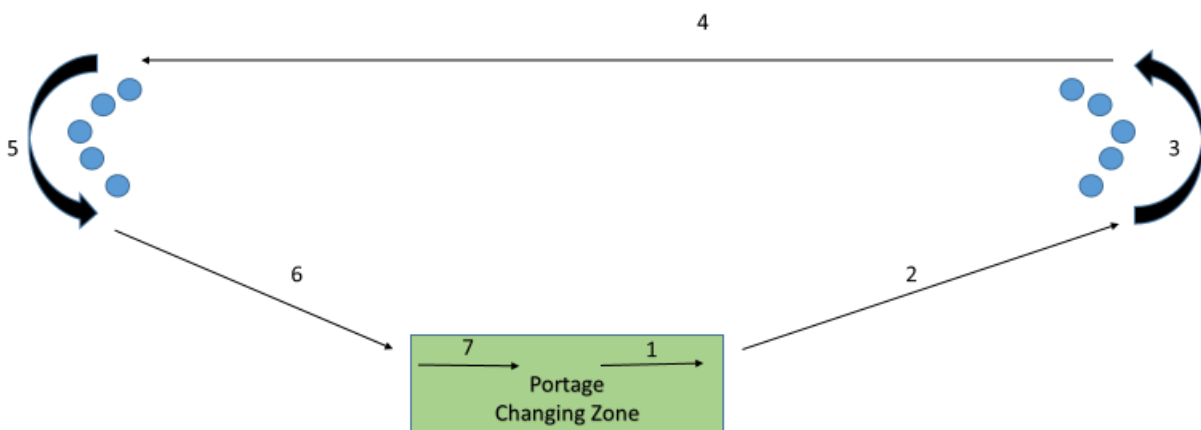
1st lap, appr. 700 meter

2nd lap, 2nd athlete

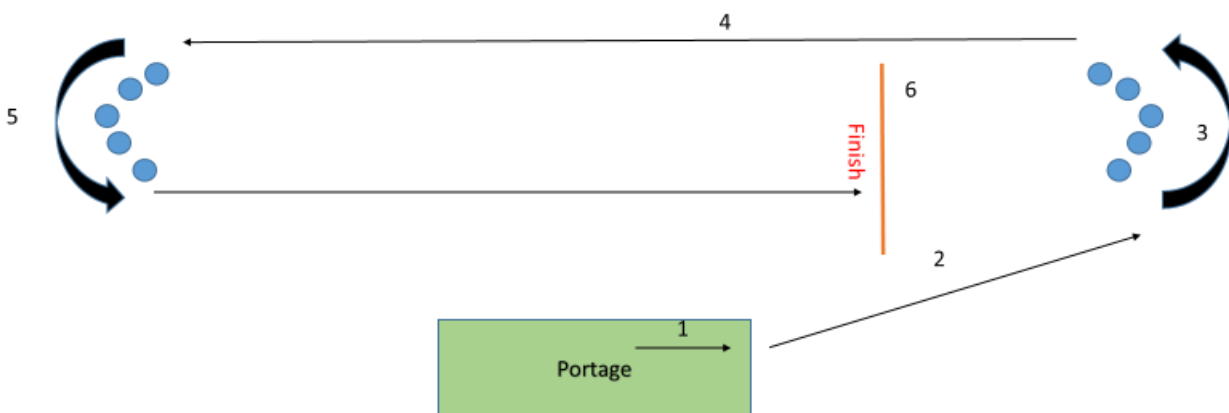


2nd lap, appr.  
1200 meter

3rd lap, 3rd athlete



4th lap, 4th athlete



4rd lap, appr.  
1200 meter



## Participating nations

|    |            |    |            |
|----|------------|----|------------|
| 1  | <b>AUS</b> | 12 | <b>IND</b> |
| 2  | <b>AUT</b> | 13 | <b>IRL</b> |
| 3  | <b>BEL</b> | 14 | <b>NED</b> |
| 4  | <b>CZE</b> | 15 | <b>NOR</b> |
| 5  | <b>DEN</b> | 16 | <b>NZL</b> |
| 6  | <b>ESP</b> | 17 | <b>POL</b> |
| 7  | <b>EST</b> | 18 | <b>POR</b> |
| 8  | <b>FRA</b> | 19 | <b>SUI</b> |
| 9  | <b>GBR</b> | 20 | <b>SWE</b> |
| 10 | <b>GER</b> | 21 | <b>UKR</b> |
| 11 | <b>HUN</b> |    |            |

## Team leaders meeting

**Meeting will be on Friday May 31<sup>th</sup> 19:00 (see map)**

- |  |                               |
|--|-------------------------------|
| 1. Welcome by the Organizing Team                        | Uwe Steinhäuser               |
| 2. Introduction of main officials for the World Cup      | Ruud Heijselaar               |
| 3. Roll Call of the nation's                             | Stien Verlinden               |
| 4. Information of location of specific events, World Cup | Organizer                     |
| 5. Course details  | Brian Chapman                 |
| 6. Details Relay competition                             | Stien Verlinden/Brian Chapman |
| 7. Confirmation of entries                               | Stien Verlinden               |
| 8. Other matters   | Ruud Heijselaar/HOC           |

**Only the Team Manager of each Nation and his assistant will be eligible to attend the team leaders meeting.**

**FINAL STARTLIST WILL BE PUBLISHED AFTER TEAM LEADERS MEETING AND AT THE ICF WEBSITE**

**A 10 EURO DEPOSIT IS REQUIRED FOR EACH BOAT NUMBER. WE MUST ALSO USE THE BOAT NUMBERS ON SUNDAY, SO ALL BOAT NUMBERS FROM SATURDAY'S RACES MUST BE TURNED IN TO THE ACCREDITATION OFFICE BY 7 P.M.**

## **VENUEPLAN/FINAL COURSE AT TEAMLEADERSMEETING**

### **PORTAGE IS ON PONTOONS**

### **DISEMBARKMENT BOTH SIDES OF THE PONTOON**

### **EMBARKMENT BOTH SIDES OF THE PONTOON**

## **SPECIAL RULE PORTAGE**

### **Boat and equipment control before the race**

- Raft and boat control for all paddlers is located at the boatshed. (see map)
- First boat control is a self-check.
- The Boat shed area will be open to those with a valid accreditation card.

## **PORTAGE**

- The portage helpers' lane will be adapted so that team helpers are able to pass each other.
- The feeding lane shall be 4 metres wide and about 50 metre long.
- The team helpers must respect the distance between each other during feeding.
- The non-feeding lane shall be appr. 4 metres wide.
- The penalty box should be 3 metres wide and 10 metres long. Paddlers stay at the right side of the boat.

## **Pontoons for embarkation and disembarkation**

- Only athletes will be allowed on the pontoons.

## **Boat control after the race**

- There will be a boat control for the first 4 boats after each race.
- Boats will arrive at designated areas, one after the other.
- The athlete will take the boat to boat-control.

## **Accreditation**

Accreditation for the World Cup is included in the package for each team for all their team members and officials. Should there be any discrepancies or missing items, please contact the accreditation desk located in the accreditation office near the portage.

**The desk will be open for long periods in both the morning and afternoon from May 31 precise times may be obtained from the notice, which will be displayed at the desk.**

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

The Boat shed area will be open to those with a valid accreditation card.

Team notices, changes to the program and any information that is necessary to give to team managers will be available from team pigeon holes, which will be situated in the Information Point.

## **Dissemination of information**

Notices, signposting the various areas will be prominently displayed

## **Start Procedure**

All classes start positions have been completed by random draw and you will find the draw positions on the website 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.

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 must also be correctly attired in their National dress.

Warm up area for all races in that session is near the portage entrance area and behind the start pontoon.

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

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.

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

## **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 only between two red buoys.**

After the finish, all competitors have to disembark at the same place where they enter before their race (see map) and the first 4 boats have to be weighed.

## **COURSE DETAILS**

**THERE WILL BE A BIG MAP AT THE NOTICE BOARDS AT THE INFORMATION OFFICE AND SEVERAL OTHER PLACES.**

Disembarkation and embarkation are on pontoons, at the competitors area, appr. 100 metres from start line

The running distance of the portage is on concrete, and is about 80 metres, feeding area appr. 35 metres

**It is very important that there will be A PORTAGE AFTER THE FIRST LAP IN SHORT DISTANCE (first portage is after appr. 800m) ALL TURNS ANTI-CLOCKWISE**

**NO PORTAGE AFTER THE FIRST LAP IN LONG DISTANCE (first portage is after appr. 7,2 km)**

## **FINISH AREA**

Paddlers should clear the finish area as soon as possible and must not, under any circumstances, cross the finish line twice. There will be a boat control for the first 4 boats of each race. For others the disembarkation must be at the same point you entered the water using the lane between the pink buoys and the bank. A marshal will indicate when it is safe to pass across the course in front of the timing place as to not interfere with boats who are still on the course.

## **Portage – Special access**

Only a maximum of **TWO** helpers per team, will be allowed to feed paddlers and these must be in possession of an accreditation card. Helpers only allowed to support in races where their paddlers compete.

Nation vests will be given to each helper.

### **If one boat 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 access 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.

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.

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

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.

## **MEDICAL ATTENTION**

There will be an ambulance 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.

Also, a medical centre will be placed next to team's area.

## **MEAL TIMES**

Lunch will be possible at the venue, for all teams who paid accreditation or booked accommodation with the organizing committee.

**Given the fact that sustainability is important to the ICF and the organization, we ask everyone to bring their own drinking cup to Brandenburg an der Havel. Water Stations will be provided in the athlete's area and opposite the main building. So you can use your own cup for drinks.**

Teams that did not book accommodation with the OC can book lunch in advance,

Lunch is set to be served at Friday, Saturday and Sunday from 11:00 to 14:00

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

## **TRANSPORT SCHEDULE**

Teams will be picked up (if ordered in advance) at the airport and taken to respective hotels subject to flight details already reported to the OC on additional cost. The bus schedule what will be implemented from June 2 to 4 and will be published this week and sent to the countries that have booked accommodation with the organization.

## **ACCOUNT PAYMENTS**

Please note that all payment for accreditation will be invoiced and should be paid by bank transfer or can be also made in cash at the accreditation center.

## **BOAT STORAGE**

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

## **PRESS FACILITIES**

The press area allocated close to the finish area (private room) will provide communication facilities. Press should be accredited and will not have access to the athletes' area.

## **LIVESTREAMING**

There will be livestreaming during race days. For the exact link, we will inform you at team leaders meeting.

## **TRAINING FACILITIES**

The days before the event, the lake will be free for anyone who wants to train here.

The portage and course will be ready for training starting June 2.

## **SAFETY**

There will be two 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.

## **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 officials in the centre.

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

## **ADEL Certification**

International Canoe Federation congress has endorsed a proposal to extend compulsory anti-doping education courses to all senior, U23 and junior international athletes and team staff 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.

For anyone who did the course earlier, it will be not necessary to do the education again.

**All paddlers who compete in this World Cup need an ALPHA certification.**

## **LOCAL INFORMATION**

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

All changes on Saturday and Sunday races will produce at the notice board. See also website or at Facebook

## **RULES OF COMPETITION**

**All athletes and team officials are expected to be familiar with the requirements of the Canoe Marathon Competition Rules which are available on the ICF website. The rules also specify the penalties that will be applied if any rules are broken.**

### **RULES 2024**

#### **The team leader will:**

9.2.1.b Be the main contact with the Chief Official and the HOC throughout the competition

9.2.1.c Submit any changes or comments in relation to the competition

9.2.1.c Arrange to submit the protest or appeal as stipulated if necessary.

### **10.12 DISQUALIFICATIONS AND PENALTIES**

10.12.1 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 and 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).

### **10.12.5 - Handling of penalties:**

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

10.12.5.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;

10.12.5.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.

10.12.6 - 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 or added to the competitors time if not possible to be taken during the competition.
- In short distance the penalty will be add at the racing time.
- **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.