

2025 ICF Canoe Slalom World Cup Ljubljana, Slovenia

Team Leaders Guide

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1. Introduction

The ICF is delighted to welcome you for this 2025 canoe slalom World Cup season.

In this Team Leader Guide, you will be able to find generic information that apply for the whole season. In addition, as soon as the World Cup organizer and ICF have settled all the details regarding this specific competition, an updated Team Leader Guide will be sent with all the generic and specific information.

If you have any questions, ICF topics or specific to the event, please contact the person in charge, referred in the following tab:

Role	Name	Contact details
CSL Committee Chair	Richard Fox	richard.fox@canoeicf.sport
CSL Committee members Event managers	Sue Natoli	sue.natoli@canoeicf.sport
	Alena Maskova	alena.maskova@canoeicf.sport
ICF staff Event Whitewater managers	Thomas Rosset	thomas.rosset@canoeicf.sport
	Manon Bocquet	manon.bocquet@canoeicf.sport
Competition Manager	Jakob Marušič	jakob.marusic@kajak-zveza.si

2. Competition officials

Role	Name
Jury Chair	TBC
Jury Member	TBC
Jury Member	TBC
Competition Manager	Jakob MARUŠIČ (HOC)
Chief Official	Alena MASKOVA (ICF)
Chief Judge	Renaat WIJCKMANS (ICF)
Technical Organiser	Peter GALE (HOC)
Course designer nominated by the ICF	Irati GOIKOETXEA (ICF)
Course designer nominated by the ICF	Kristina PETROVIC (HOC)

3. Canoe Slalom Rules and Rules Appendices

This competition will be run under the [ICF Canoe Slalom Rules](#) and [Appendices](#) and according to the specific information listed in this Team Leader Guide.

Any decision which could be voted during the Team Leader Meeting will be updated in the Team Leader Guide before the start of the competition.

4. Official communication channels

a. ICF Canoe Slalom events communication channels

Whatsapp group: [official link](#)



b. **!!** 2025 ICF Canoe Slalom World Cup, Ljubljana-Slovenia official communication channel



5. Pre-race requirements (checklist)

a. Anti-doping education program

All athletes, coaches, and support personnel must have completed the relevant anti-doping online course on the WADA Anti-Doping Education Learning platform (ADEL) corresponding to their role. The certificates showing completion should be sent by each National Federation to sue.natoli@canoeicf.sport. Previous certificates are still valid for this season. There is no need to repeat the program unless the person's role changes (e.g. athlete becoming coach).

Accreditations will not be issued until the certificates are marked off.

More information on [ICF website](#)

[Link](#) to access ADEL program

b. Entry list checking

Once the team leader arrives on the competition site, they must go to the accreditation office to check:

- the entry list per nation and notify any modifications
- the national anthem
- the national flag

c. Official training sessions requests

If any NF has a specific request concerning the official training sessions for a competition, these ones must be sent by email to the technical managers: [Thomas Rosset](#) and [Manon Bocquet](#) before the nominal entries' deadline (10 days minimum prior to the event). No requests will be considered after that deadline.

The ICF team will try to answer at their best to those requests when building the official training schedule. Do not consider that a request sent is officially stated.

d. Guidelines for advertising on equipment

i. Generic guidelines

For canoe slalom boats, ICF Nation and athlete's name stickers are mandatory. Further information can be found in the [ICF guidelines for advertising trademark identification on equipment](#) document.

For Kayak Cross boats, only the Nation Sticker will be required. It has to be placed freely in a suitable place in front of the cockpit. The actual location may vary depending on the model of the boat. The Nation sticker is the same dimensions as for the Canoe Slalom boats.

ii. **!! Specific guidelines for the 2025 ICF Canoe Slalom World Cup, Ljubljana-Slovenia**

The sticker of the sponsor of the competition must be placed under the country code sticker as follows:

Event	Type of sticker
MK1	Triglav
WK1	HSE
MC1	HSE
WC1	HSE

e. Athlete's headshot

The ICF TV will shoot a video (8s without sound) of athletes for sport presentation. Athletes, who have not yet had a video taken, (they have been advised of this directly) should attend this short shooting session (maximum 2 minutes) in dry competition gear. Any other athletes are welcome to update their video if they wish when the studio is open and not too busy.

For the first event of the season, a specific planning will be shared and organized over the official training schedule.

f. Technical Video Service

A TVS feed download solution will be available for all events and demonstration runs.

ICF TVS manager: **Hans Peter WEISS**

a) !! Cloud solution

The TVS cloud solution is now the only way to access the TVS files. Each NF must register on the [2025 Canoe Slalom TVS management form](#) to indicate which person from the team will get access to the Dropbox folder for downloading the videos (one person per nation). Teams who do not register through that form could not receive the link and they will not be able to access the TVS feed.

- To connect to the dropbox folder, simply click on the link receive by email.
- NF TVS manager can visualize directly the videos on the Dropbox webiste. All the files of a run (full run and gate line cameras) are available between 60 and 90 sec after the athlete cross the finish line.
- To download the files locally on your computer, or to visualize the files online no Dropbox subscription is needed. The payment is necessary only if you want to store more than 2Gb of files on a Dropbox account.

As mentioned at the beginning of the season, no dedicated internet connection will be provided by the HOC. If the NF wants to secure a fast internet access locally, they have to manage their own internet access solution (4g/5G Sim card, Starlink...).

b) !! Backup solution

In case of issues using the TVS cloud solution, a backup option is available at the enquiry desk. There, the TVS managers under the supervision of the ICF TVS manager, will be able to plug their own device via a RJ45 wire and download the files needed. Keep in mind that this backup solution is limited. Access will be granted for a short period of time and the priority will be given to NF having athletes accessing to the next competition phase on that day.

For any question or assistance regarding TVS, please contact: tvsl@canoeicf.com.

6. Venue information

a. !! Course information

Name of the course	TACEN KAYAK CENTER
Competition course length	250 m
Competition course drop	5,5 m
Competition course flow	15 m ³ /s
Water regulation on course	Automatic gate

b. !! Venue layout

A venue map is attached in Appendix 1.

c. !! NF areas

- The NF area is in the garden, with the entrance from the road near the start.

- No extra tents can be installed in the NF area
- NF parking is located on the grass area above the Boathouse. Parking is only permitted with a valid parking card, which will be distributed through the Sport Info Office.
- The NF area is accessible from Monday 25th of August to Sunday 31st of August from 7:00 am to 7:00 pm

Power distribution

Be aware that the power in each NF area is limited to 200 W.

- Please make sure that your electrical equipment is reliable and do not create any shortcuts or overload on the main network during the competition.

Wireless routers

Wireless routers may be used if they are NOT within the following frequency:

- 5785 GHz, band width +/- 20 MHz
- 5825 GHz, band width +/- 20 MHz
- At no time should any wireless router system be connected to the computer which is connected to the TVS LAN cable
- All devices, including any wireless routers, must be named with National Federation code and device number e.g. AUS1, AUS2, AUS3 – unnamed devices will be removed from the system.
- Any team found to be using a device affecting the competition will have power removed to their compete system.

d. !! Green box studio

- Location: the first floor of the wooden tower near the bridge
- Timing: open on Wednesday 27.08.25 from 9:00 to 13:00

e. !! Equipment control

- Equipment Control is located under the tent, next to the exit on the right side of the course.
- Self-checking is open: Thursday 28th August from 9.00 to 16.30.
- Equipment control will be open each competition day 1h before the 1st boat starts.
- In Canoe and Kayak event and in Kayak Cross Individual: post competition control and random checking.
- In Kayak Cross, during elimination phases: pre-competition.

f. !! Doping control

- Location: room behind the boathouse at the clubhouse above the start.
- Athletes will be notified for Doping Control in the finish area.
- Passports or ID are required for Athletes selected for doping control.

g. !! Enquiry/Protest desk

- Location: in front of the OVR.

h. !! Medal ceremonies

- Location: award area in the middle of the course. See map in Appendix 1.
- Schedule: see competition schedule, after each session of final.
- Uniform drop out: the first floor of the wooden tower near the bridge
- Athletes involved in the Finals for both Canoe and Kayak events should bring their national uniform to the medal ceremony preparation area. There will be boxes there to place the uniform in. There is only a short time between the end of the competition and the medal ceremonies.
- Athletes involved in the finals of Kayak Cross Individual and Kayak Cross events will wear their competition gear on the podium.

7. Competition information

All the information concerning the competition are available and updated online on the dedicated ICF event Team Info webpage: [2025 ICF Canoe Slalom World Cup Tacen](#).

a. !! Official training schedule

- Canoe and kayak training sessions start on Monday till Thursday.
- A Kayak Cross training session will be organized on Wednesday, Thursday and Saturday.
- Exact timings and updates are available on the online [official training schedule](#).

b. !! Competition schedule

- The course is closed following the end of official training (Thursday 28.08.2025 at 18:00) until the end of the competition – except for the Kayak Cross training session on Saturday 30th from 16:45 to 19:00.
- The competition schedule version 3 will be posted on the dedicated [ICF event Team Info webpage](#) on Thursday 28.08.2025 by 10:00 and spread on the WhatsApp Group.
- Note that during the Canoe and Kayak Finals, start intervals have been reduced (from 3 min to 2 min 30 sec) and the number of breaks has increased (2 breaks of 2 min per final, after the 4th and the 8th athletes on the final start list)

c. !! Demonstration runs

i. !! Demonstrators / Forerunners

The list of forerunners is available in Appendix 2.

ii. **!! CSL World Cup Tacen – Friday 29th August**

CSL COURSE CONSTRUCTION					
08:30:00	09:15:00	CSL - Course construction and tuning			00:45:00
09:15:00	10:00:00	CSL - Course tuning			00:45:00
10:00:00	10:05:00	Course review with technical manager			00:05:00
10:05:00	10:10:00	Course approval			00:05:00
		Interval			00:10:00
10:20:00	10:36:00	Full length demo run rehearsal	8	00:02:00	00:16:00

d. **!! Course map distribution**

The Kayak Cross course map will be available on **Monday 25.08.2025** on the [Team Info](#) webpage.

The canoe and kayak slalom course map will be posted on **Thursday 28.08.2025 at 18:00** and spread on the WhatsApp Group.

e. **Course approval**

i. **Generic rules**

The ICF wants to remind you that the course designers are:

- Selected from a pool of people skilled enough and proposed by the NF,
- Are ITOs, which means independent from any NF during the competition.

Any pressure or kind of harassment towards the course designers, as for any ITOs, may lead to sanctions.

i. **!! 2025 ICF Canoe Slalom World Cup, Ljubljana-Slovenia course approval information**

National federations feedback about the course designs can be reported to the ICF Technical manager, to be integrated into the Course Approval process.

ICF technical manager in charge: **Thomas Rosset**

Feedback will be accepted from only one representant per federation on **Friday 29.08.2025 from 10:00 to 10:05** at the bridge river right at the middle of the course.

f. **!! Bib distribution**

The full list of the bibs per event is available at Appendix 3.

- CSL Competition bibs will be available **from the Sport Info Office from 2:00pm on Thursday 28.08.2025.**
- The accreditation fee must be fully paid to receive competition bibs.
- **A bib deposit of 100 Euro is required on collection of the bibs. It can be paid by cash only.**

- CSL Competition bibs must be returned to the Sport Information Office following the competition for the return of the deposit.
- For **Kayak Cross Individual**, bibs will be picked up at the **Race office** from **16:00** on **Saturday**.
- For **Elimination** phases the **numbered and coloured bibs** will be distributed **individually** at the start area.

8. Canoe & Kayak events

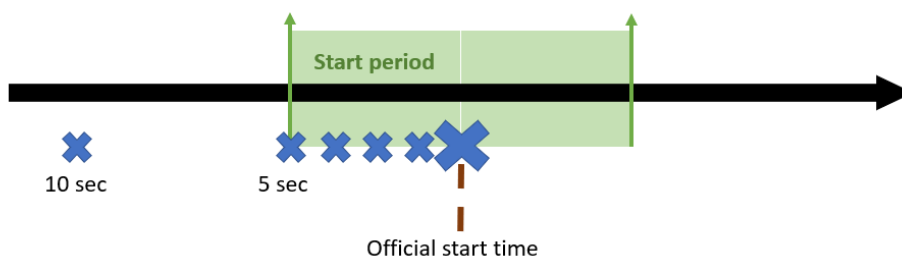
a. **!! Pre-start procedure**

There will be a clock, facing into the warm-up area above the start showing race time and the next athletes to start.

b. Start

i. Generic rules

- At all times, the athletes must follow the Starter's instruction, or they may be disqualified for the run.
- At the start, there will be a countdown clock showing the time to start.
- There will be an acoustic signal (10 seconds before start, and then from 5 seconds before start - 4 shorts, 1 long - start).
- Athletes may start 5 seconds either side of their official start time which is signified by the long beep on the start clock.



ii. **!! Specific rules**



- The starting boat must be **alongside the pontoon facing upstream in front of the partners' panel.**
- The beam line is **at the dropping line of the first drop**
- Athletes may move to the start position once the previous Athlete has broken the beam but must be at the start position 15 seconds before their start.

c. Finish

i. Generic rules

- During the finals, the leading, the second and third athlete must proceed to the "Kiss and Cry" area located after equipment control where TV will interview them.
- Athletes must not leave the finish zone until dismissed by the Equipment Control Official once they are no longer needed for the ceremonies, anti-doping or equipment control.
- They then proceed via the mixed zone back to the Media area.
- Athletes should wear their competition bib in the mixed zone for identification purposes.

ii. !! Specific rules



- The finish beam will be marked by two Finish markers on each banks
- All athletes must exit via the stairs located on the right side at the bottom of the course to pass through equipment control, kiss and cry and the mixed zone.
- Returning from the finish line to the athlete village is only via the flat water channel. Passage with boats through the venue is not permitted.

9. Kayak Cross events

a. Pre-start procedure

i. Generic rules

- Athletes need to be at the pre-start area prior to their start to prepare their boats (and equipment control during the Elimination phase), and receive any final instructions (coloured bibs distribution, choosing their start lane).
- Volunteers will be there to help your Athlete if needed on the ramp.

ii. !! Specific rules

- The path to the pre-start area and the startramp is by the bridge at the top of the course, or by crossing downstream from the course.
- **It's FORBIDDEN to run down the first drop during a kayak cross training session or during the competition**



b. Start procedure

i. Generic rules

- An automatic start machine will be used for all phases.
- At all times the athletes should follow the starters instructions.
- The start time for Kayak Cross Individual will be triggered by photocell.
- At the start, a Pre-Start Official will inform your Athlete if they have progressed.
- The start position is with both hands on the paddle and along the side of the kayak. The paddle must be parallel to the plane of the platform. The front hand has to be placed over middle of the boat on one side and touching the boat or the spraydeck



- The start orders will be the following ones:
 - 1) "In position" => the athletes must place their paddle in the start position
 - 2) "Ready" => the athletes wait in steady position; no movement is allowed following the "Ready" command
 - 3) The platform will tilt to indicate the start. The starter will not say "Go".

ii. !! Specific rules**➤ !! Kayak Cross Individual**

- Athletes must start from **lane 2** on the platform for the Individuals (**second lane from the upstream**)
- The start interval is **60 seconds**; athletes should **get in their boat directly on the startgate**. There will be **volunteers to assist them if needed**.

➤ !! Elimination phases

- Athletes should be **settled in the start position on the ramp 90 seconds before their start time**. There will be **volunteers to assist them if needed**.
- They should then listen to the sports presentation where they will be introduced to spectators.

c. Finish**i. Generic rules**

- The finish time for Kayak Cross Individual will be triggered by photocell.
- During the Elimination phase a photo finish system will be deployed.

ii. !! Specific rules

- The Finish line will be **the same as Canoe and Kayak event** and is indicated on the course map.

d. Rules reminder**○ Kayak Roll**

To be correctly performed in Kayak Cross competition, a kayak roll must meet the following criteria:

- The roll must be 360 degrees
- At some point under the barrier the boat needs to be rolled 180 degrees

10. ICF topics**a. Athletes' commission**

Athletes' commission chair: Bridgitte HARTLEY (RSA)

- Voting: Athletes will cast their votes during the World Championships in Penrith
- Election: Two Slalom athletes (1 male and 1 female)
- Candidates: Noemie Fox (AUS), Amalie Hilgertova (CZE) and Michal Martikan (SVK) – CVs and videos can be seen [here](#).
- Terms of office: 2025-2029

b. 2025 ICF World Championship Penrith

- 1- **Boat transportation**: via air with Destination Travel, see @Jill.Bassett@Paddle.org.au

- 2- **Application for course designer during the official training period:** ICF is searching for 5 coaches interested in designing the course designs set during the official training days of the World Championships (20th to 25th of September). One coach designated per day, providing a course map and helping to set his course on the day prior the use, and fine tune before the session.
Local volunteers will be in charge of setting up the course.
Remaining gates (out of the course map) will be set either by the nominated coach or by the volunteers.

For the coaches interested, please send an email to : thomas.rosset@canoeicf.sport before the 5th of September 2025.

- 3- **Entry check:** check and update your entries as soon as possible
4- **Visa demand** – All application need to be processed soon. [Info about VISA](#)

c. ICF Survey: Shape the future of our sport

The ICF has launched a new survey to gather valuable insights and help grow the global paddle sport community. [Fill out and share the survey](#) with all your friends who are passionate about canoeing.

d. 2026 ICF Ranking calendar

Applications are open through SDP until 1st of September 2025

e. Prevention of Harassment and Abuse in Sport (PHAS)

i. ICF policy and statement

Prevention of Harassment and Abuse in Sport (PHAS) Policy aims to protect the physical and psychological integrity of the athletes and any other person related to the paddling family.

The ICF strongly condemns harassment and abuse in all forms at any time and is committed to preventing this conduct by acting diligently to avoid its occurrence, and inappropriate situations that may give rise to their happening.

ii. The policy will be applied during ICF competitions

Suspected harassment and abuse must be immediately reported. The **report form** is available on the ICF website and will be treated with impartiality and confidentiality.

Local regulations must be followed in all cases.

iii. ICF PHAS officer during this competition

Please report any occurrence to the ICF PHAS officer on site: Thomas Rosset –

Thomas.rosset@canoeicf.sport

iv. Reference and tools

Prevention of Harassment and Abuse in Sport (PHAS) Policy

https://www.canoeicf.com/sites/default/files/icf_safeguarding_phas_policy.pdf

ICF Safeguarding PHAS Report

https://www.canoeicf.com/sites/default/files/icf_safeguarding_phas_report_form.pdf

11. Appendices

Appendix 1 – Venue Map

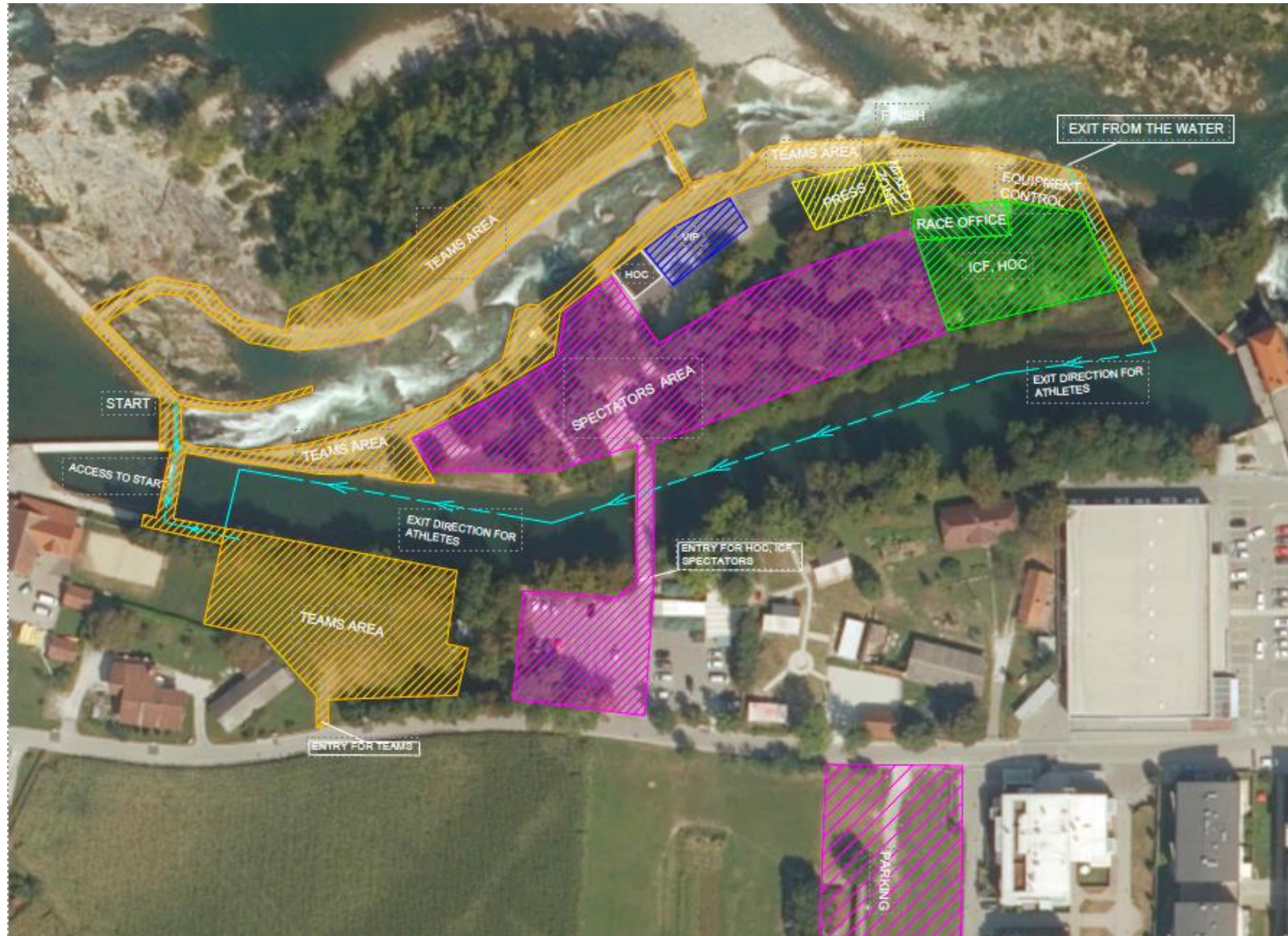
Appendix 2 – Demonstrators / Forerunners

- Canoe & Kayak events
- Kayak Cross

Appendix 3 – Bibs design allocation

- Forerunners
- CSL Individual events
- Kayak Cross Individual
- Kayak Cross elimination Phases

a. !! Appendix 1 - Venue Map



b. !! Appendix 2 – Demonstrators / Forerunners

i. Canoe and Kayak events

Remark: For Canoe, left-sided, right-sided and switcher paddlers are needed.

➤ Demonstration

- *Course tuning*
- *Full course rehearsal*

Bib	Event	Name	Bib	Event	Name
1	WK1	Sara Belingar	5	WK1	Lea Senica
2	MK1	Domen Bregar	6	MK1	Tadej Tilinger
3	WC1	Lea Senica	7	WC1	Ema Lampič
4	MC1	Juš Javornik	8	MC1	Matej Trojanšek

➤ Forerunners

- *Full course forerunners*

Bib	Event	Name	Bib	Event	Name
1	WK1	Sara Belingar	5	WK1	Lea Senica
2	MK1	Domen Bregar	6	MK1	Tadej Tilinger
3	WC1	Lea Senica	7	WC1	Ema Lampič
4	MC1	Juš Javornik	8	MC1	Matej Trojanšek

ii. Kayak Cross events

➤ Rehearsal (2 races)

- *2 races, two sets of 4 athletes (men, women)*
- *Full course rehearsal*

Bib	Name	Name
Red	Marko Petek	
Green	Rene Jeklin	
Blue	Maj Pajk	
Yellow	Jernej Kramer	

➤ Kayak Cross Individual – Forerunners

- *Full course rehearsal*

Bib	Name
9	Marko Petek
10	Rene Jeklin
11	Maj Pajk
12	Jernej Kramer

➤ Kayak Cross– Forerunners

- *Full course rehearsal*

Bib	Name
Red	Marko Petek
Green	Rene Jeklin
Blue	Maj Pajk
Yellow	Jernej Kramer

c. !! Appendix 3 – Bib design allocation

Deposit: 100€

i. Forerunners

Red bibs with black numbers 1 – 12

ii. CSL Individual events

MK1	WC1	WK1	MC1
			
POMGRAD	I FEEL SLOVENIA	ELES	ADRIA COMBI

iii. Kayak Cross Individual

MEN – I FEEL SLOVENIA	WOMEN – ELEKTRO LJUBLJANA
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iv. Kayak Cross elimination phase

Red (highest ranked)	Green (2 nd highest ranked)	Blue (3 rd highest ranked)	Yellow (4 th highest ranked)
			