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# **CANOE MARATHON**

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# **ICF TECHNICAL DELIVERABLES**

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# INTRODUCTION

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This document contains information regarding minimum operational and technical requirements for bidding and hosting an ICF Canoe Marathon Event and is aiming to standardise the operations of ICF events in order to ensure consistency and improve the exposure of the events worldwide.

This document does not attempt to cover in detail all aspects of staging an event however, it contains certain elements that are common in all levels of ICF Canoe Marathon Competitions and that must be fulfilled by the Organising Committee.

This document is bound to the Bidding Form and Host Agreement, by signing the Host Agreement NF, Host City and the Organising Committee accept and execute the Technical Deliverables for Canoe Marathon.

ICF Competitions must at all time be conducted in accordance with the ICF Statutes, ICF Canoe Marathon Rules as well as the ICF Event Manual and Guidelines.

The ICF will provide the organiser with manuals and guidelines for their preparations for the purpose of standardising operations:

CAM Course Concept and Competition Time Schedule Plan (is part of this document)

1. The checklist for organisers
2. CAM templates for Bulletins and Team Leaders Guide
3. CAM Boat Number requirement document
4. CAM Sport Presentation Manual
5. ICF Media Guide (update to come 2017)
6. ICF Accreditation guide
7. ICF Protocol guide
8. ICF Style guide
9. ICF Medical guide

All these documents are essential for the OC, and it is **important that those persons in charge of each of the sections are familiar with the respective documents.**

***Since allocation of ICF events is made up to 4 years ahead updates of requirements may occur. Organisers are required to meet such updates within reasonable limits.***

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## A. GENERAL DELIVERABLES

### GEN 1. Competition Rules

The OC will take all necessary steps to organise the Event in accordance to the ICF Competition Rules.

### GEN 2. Construction

The OC shall build, if not already available any construction needed to host the Championships, including permanent or temporary constructions at the cost to the OC.

### GEN 3. Course and Facilities (see course concept at section I)

The OC will set up and establish a course and the facilities in full compliance with the application made by it, the ICF Competition Rules, Event Manual and any reasonable directives issued in writing by the ICF.

Final technical description including diagram of the course layout proposal must be provided to Canoe Marathon Committee (CAM) for approval before 1 January in the year of the competition.

The venue site and facility plan should be provided to the CAM for approval before 1 January in the year of the competition.

The plan must also include the facilities required in the Sport Presentation Manual.

The OC shall, at its own cost, ensure that all existing services, including, without limitation, Power, water, telephone, internet, office space, athlete and media facilities shall be made available to the ICF, its nominees, its Commercial Partners and Suppliers and the Host Broadcaster (if required) throughout the Championships Period.

The OC must make sure that they comply with the safety check list and that the venue is ready before the arrival of the CAM technical delegate for the final venue approval, which is on the Monday before the competition.

### GEN 4. Contingency Planning

The OC must develop contingency plans as appropriate for the venue to present to CAM before 1 January in the year of the competition.

Crisis Management needs to be established. A steering group with representatives from OC, CAM, local authorities should be identified.

Contacts to health, security, media and other relevant authorities shall be identified.

## GEN 5. Participation Fee

A Participation fee can only be charged for athletes and team officials. It must be agreed with the ICF before the 15 August in the year before the Championships.

A participation fee of maximum 30 Euros daily can be charged per each athlete and team officials for the access period.

The fee will include the following services:

- Accreditation
- Security
- Local Transportation (shuttle service between the venue and team hotels)
- Meal at the Venue (lunch)
- Medical services
- using the course for training; and
- Miscellaneous services (including but not limited to snacks, water, internet, etc.)

If the OC decides not to provide lunch at the venue, the participation fee cannot exceed 20 Euros per athlete per day during the access period the access period.

The Participation Fee will not be charged to ICF Officers (including ICF Jury, Technical Officials, Paracanoe Classification Team, ICF Sponsors and Suppliers, Board of Directors, ICF Headquarters Staff), ICF future World Championships organisers up to 4 people from each organising committee, NF Presidents and Secretary Generals as registered with the ICF, not part of the NF team management. and to the Development Program participants.

## GEN 6. Obligation relating to government/Local Authority Assistance

The OC shall ensure that government; local authorities, state agencies and other official bodies assist in the preparation of the Championships.

## GEN 7. Communication

- The event is the responsibility of the National Federation. This can be delegated to the local organiser (OC).
- It is important to identify a steering group of accountable persons to check up on the countdown schedule during the preparation time for the event: NF – OC – CAM – ICF HQ.
- Communicating following the countdown schedule with check points defined i.e. once a month by means defined (Skype, email, meeting, ...)

## GEN 8. Reports

The NF will provide one (1) report every six (6) months within the twelve (12) months before the World Cups and 24 months before the Championships Period on the organisation of the Championships to the ICF and ICF Canoe Marathon Chair. The template report will be provided by ICF.

The OC must provide the ICF with sufficient information to enable the ICF Canoe Marathon Chair to report to the ICF Board of Directors about the preparations. The OC is obliged to continuously keep the ICF bodies and officials informed on the progress of the preparation and organisation.

The OC will provide a final report and media Press Releases to the ICF by the end of the season.

### GEN 9. Inspection Visits

The ICF Technical Delegate visits the Venue minimum two (2) times prior to the Championships; the NF covers all the travel and accommodation costs for those visits, the NF and the Host are encouraged to come to the ICF for advice at any time.

The ICF can visit regularly the Venue prior to the Championships; the NF is encouraged to come to the ICF for advice at any time.

#### ACTIONS

##### The OC is required to:

- Provide CAM with an **organisation structure** which shows the leader of the organisation and the responsible key persons for the various areas with whom we can communicate directly no later than 1 January in the year before the event.
- provide proposal for a **participation fee** only for athletes and team officials to CAM for approval no later than 15 August in the year before the event.
- Provide a technical description incl. diagram of the **course layout** proposal to CAM for approval before 1 January in the year of the competition.
- Provide a detailed **venue site plan** shown in a map to CAM for approval before 1 January in the year of the competition.
- Provide a **contingency plan** to CAM for approval before 1 January in the year of the competition. This plan should include the identification of a crisis management steering group.
- prepare an **accreditation- and access plan** to be approved by CAM no later than 1 April in the year of the event.



- prepare an accreditation- and access plan to be approved by CAM no later than 1<sup>st</sup> April in the year of the event.
- provide a participation fee only for athletes and team officials to CAM for approval no later than 1<sup>st</sup> September in the year before the event.

## B. LOGISTIC DELIVERABLES

### LOG 1. Accommodation

The OC shall make available information of rooms in 5 different accommodation categories (from Sport Centre or camping to 4-star-Hotels) to fit the different needs for participating persons in the Championships (or World Cup). Accommodation should not be more than 30 minutes driving from the venue. Hotel and accommodation prices shall be agreed between the NF and the ICF (12) before 15 August in the year before the Championships so that the information can be included in the 1<sup>st</sup> Bulletin.

- Advice concerning camping place may be of interest for Masters.
- Hotel and camping arrangements to be agreed with teams before their arrival. Hotels should be aware of dietary requirements of athletes.
- Hotels should be aware of times for meals. For example, early breakfast.

Before 1 September the year before the competition the organiser must prepare and send an accommodation plan to CAM for approval.

### ICF Family

The NF will provide full board accommodation and meals (at the venue or at accommodation) for:

#### a. World Cup requirements:

|                         | Number | Hotel type    | Room type | Number night |
|-------------------------|--------|---------------|-----------|--------------|
| ICF President           | 1      | Four star     | single    | 3            |
| ICF Secretary General   | 1      | Four star     | single    | 3            |
| ICF CAM Committee       | 5      | Three to Four | single    | 5            |
| ICF Technical Officials | 18     | Three         | twin      | 4            |
| ICF Staff               | 2      | Three to Four | single    | 4            |

#### b. World Championships:

|                         | Number | Hotel type    | Room type | Number night |
|-------------------------|--------|---------------|-----------|--------------|
| ICF President           | 1      | Four star     | single    | 5            |
| ICF Secretary General   | 1      | Four star     | single    | 5            |
| ICF Juries              | 5      | Four star     | single    | 5            |
| ICF CAM Committee       | 7      | Three to Four | single    | 7            |
| ICF Technical Officials | 18     | Three         | twin      | 6            |
| ICF Staff               | 4      | Three to Four | single    | 6            |

All travel expenses, accommodation and board of the Chief Official will be paid by the OC. The NOC will provide full board accommodation in a three (3) to four (4) star Hotel and provide car transportation between the accommodation and the Venue free of charge.

## Teams and Media

The NF will provide information regarding accommodation possibilities with its prices and payment conditions for athletes, team officials and representatives of the media. The accommodation shall be such as to cater for the differing needs of the various participating teams.

## LOG 2. Transport

The OC must prepare a plan for transportation to be approved by CAM no later than 1<sup>st</sup> April in the year of the event.

The NF will provide full transportation information to all National Teams – including information concerning plane/train/bus possibilities to the City, public transportation within the City and the transportation service provided by the Organising Committee from the airport to the accommodation and from there to the competition venue.

National Teams must be provided with a Team Leaders’ Guide including information regarding the competition (e.g. transport, useful information, local attractions, maps of course, facilities programme, etc.).

The NF will provide car transportation between the accommodation and the venue free of charge for:

|   | Airport Transport | Venue-accommodation                    | Number            |
|---|-------------------|--|-------------------|
| Athletes and Teams                      | Paid Service      | Paid Service (subject to CAM approval) |                   |
| ICF President and ICF Secretary General | Free transport    | Private car, dedicated driver          | 2                 |
| Competition Committee/CAM               | Free transport    | Private car, dedicated driver          | Car for 6 persons |
| ICF Jury (for World Championships)      | Free transport    | Dedicated car (for the group)          | 5                 |
| ITOs                                    | Free transport    | Dedicated Shuttle service              | 18                |
| ICF HQ Staff                            | Free transport    | Dedicated car (for the group)          | 4                 |

The transport between the airport and the hotel, and between the hotel and the venue is ensured and should be planned ahead.

## LOG 3. Food Service

The organiser must prepare a food service plan to be approved by CAM no later than 1<sup>st</sup> April in the year of the event.

- Food service is part of the accommodation package for ICF accredited persons.
- It is recommended to have breakfast and dinner in the hotel while lunch should be arranged at the venue during competition days. Any such lunch facility at the venue should be positioned near the competition officials working area.
- Packed lunch shall be made available for officials who need this due to officiating duties.
- Refreshments such as drinks and snacks supply shall be available during working hours for officials.

### For Teams

The OC has options for handling this:

- This can be offered as a part of accreditation fee (30 Euros Maximum)
- The OC may choose to let the teams handle food themselves. (Accreditation Fee 20 Euros Maximum)

Drinking refreshments should be provided for competitors.

## LOG 4. Car Parking

The NF shall organise sufficient space for secured car parking for the participating teams. Furthermore, car parking possibilities for ICF sponsors, suppliers and VIPs shall be guaranteed without any charge.

### **ACTION**

#### **The OC is required to:**

- prepare a plan for transportation and parking to be approved by CAM no later than 1<sup>st</sup> April in the year of the event.
- prepare and send an accommodation plan to CAM for approval before 15 August in the year before the competition.
- prepare a food service plan to be approved by CAM no later than 1<sup>st</sup> April in the year of the event.

## C. OPERATION DELIVERABLES

### OPE 1. Accreditation

The NF will comply with the ICF Accreditation Guidelines, which will be established by the ICF in order to allow appropriate access control to all stakeholders during the Event Period.

The ICF will provide an online accreditation system for all stakeholders that must be used by NF at least (6) six months prior to the Championship. Online entries will be part of an integrated system including accreditation, entries and result production. CAM will handle the entries, and The OC will be responsible to produce all the outputs.

### OPE 2. Immigration VISA Application

The NF will assist in processing Immigration visa applications for all participants for the Championships.

### OPE 3. ICF Working Areas

The NF will provide good quality working areas to the ICF, to be available for the ICF starting three (3) days before the Word Championships Period:

1. Working/meeting room for the Competition Committee/CAM (8 persons). It must be a closed cabin or building at the start/finish, min. 20m<sup>2</sup> (min. 3m wide). It must be equipped with:
  - Table and chairs for 8 persons
  - electric power supply and power outlet for 8 devices,
  - a dedicated Wi-Fi for Competition Committee only (separate log in)
  - printer/copy-scanner machine
  - A screen (min. 30 inch) showing the live streaming production must be placed in this room for Competition Committee use.
  - Refreshments
2. 1 office for the ICF President equipped with chairs and tables, electricity, light, , CCTV, internet connection and refreshments; (World Championships)
3. 1 office for the ICF Secretary General and ICF Staff equipped with chairs and tables, electricity, light, internet connection, printer, and refreshments; (World Championships)
4. 1 office space for the Jury with internet connection, CCTV, table with chairs for up to 6 persons. Electricity, light and refreshments; (World Championships)
5. A relax and storage room for ITOs..

These rooms must be close together and in a central place for the competition.

- Loudspeaker position and volume must not interfere with communication. The positions and operation must be approved by the Competition Committee at the start of each day.
- Toilet facilities must be available for competition officials at the central working facilities.

Results and Start lists to be provided to each office as soon as available.

### **OPE 4. Internet Access**

The NF shall ensure the availability of wireless internet access in all office spaces including ICF office, Jury, accreditation office and Media Centre and the athletes area.

The requirements listed below are minimum standards for ICF Events delivery.

Live results must be available in the Mix Zone and Press Centre on an easily visible monitor, as well as the live stream or the TV feed to allow journalists and competitors the opportunity to analysis the runs to enable them to formulate questions and report throughout the event.

#### Press Centre

- 20-cabled connections dedicated for high-speed use, these will prioritised for the photographers (20Mbps).
- Wifi that should be split to ensure a minimum of 40 concurrent connections (20 Mbps).
- These must be both locked for media use only, and should also have the possibility to change the password upon request to avoid non-media personnel usage.

#### Mixed Zone

- Wifi that should be split to ensure a minimum of 30 concurrent connections (10 Mbps).
- Athletes area / WIFI hotspot

#### TV streaming

- Dedicated line with a minimum of 1 Mbps upload to allow for the multi-cam option during the heats and semifinals plus to ensure HD quality.

### **OPE 5. Health and Safety**

The NF shall at its own cost ensure that the Venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied throughout the Championships Period. All

relevant and necessary approvals, grants, consents, authorities, clearances and licences must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licences) to enable the Championships to take place at the Venue in accordance with this Agreement.

The NF will provide all required emergency and medical services for the Championships.

The NF will advise participants that emergency medical services will cover only emergency cases and that all participants are responsible to arrange at their cost, their own medical insurance policy. The NF shall inform the participants regarding that rule.

It is a requirement that:

- The safety check list referred to as one of the check list under ICF Tools, is completed with considerable care.
- The discussions with the CAM liaison officer must include how safety will be dealt with both before and during the event.

### **OPE 6. Security**

The NF will provide appropriate security including traffic management, car parking and infrastructure protection.

A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.

The NF shall provide fire and rescue arrangements throughout the Championships period.

The NF shall use reasonable endeavours to ensure the safety and security of all persons attending the Venue throughout the Access Period.

### **OPE 7. Signage**

NF must establish a signage and orientation programme:

- Create a homogeneous image
- The signage should be in English and in the Host Country language
- Directional signage for spectators, visitors and locals
- Clearly showing the location of Medical Service

NF must make available directional signage and map of the Venue at accommodation sites and at the venue.

NF must indicate with an access signage:

- Boards positioned at the entrance of the accreditation zones
- Various signage for parking lots, Accreditation Center, Ticket office, Concessions, Health Services, Anti-doping and Information

## OPE 8. Obligations relating to Environmental Protection

The NF shall, at its own cost, carry out its obligations and activities under this Agreement in a manner which embraces the concept of sustainable development and that complies with applicable environmental legislation and serves to promote the protection of the environment.

## OPE 9. Obligations relating to the Venue

The NF shall ensure that the Venue is a Clean Venue [forty-eight (48)] hours before, until [twenty-four (24)] hours after the Championships including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions that are not related to the Championships and agreed with the ICF.

The NF is responsible for the cleaning and reinstatement of the Venue at its own costs after the Championships have taken place.

The NF should use its reasonable endeavours to prevent the sale within the Venue of any unofficial merchandise or goods which are not authorised by ICF.

## OPE 10. Public Facilities and Sanitary Installations

The NF will provide public facilities including toilets, waste control, information and help points (for both general admission spectators and VIPs) throughout the Access Period. All required sanitary installations at the competition Venue shall be of respectable hygienic standards. Separate adequate sanitary installations for the following categories are required:

- Athletes;
- VIP/jury/Officials/OC;
- Spectators.

### **ACTION,**

#### **The OC is required to:**

- Provide a detailed **working facilities plan including floor plan and size description** together with the venue plan to CAM for approval before 1 January in the year of the competition.
- Provide a **health, safety and security plan** to CAM for approval before 1 January in the year of the competition.



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## D.ATHLETES DELIVERABLES

### ATH 1. Athletes area

The athletes' area should be secured/fenced and have access control.

### ATH 2. Information Centre

This is the communication point between the Team Managers, OC and the Competition Committee. It can be a 30-60m<sup>2</sup> permanent or temporary construction located near the team area and easily accessible for the Team Managers. The Information Center is open during the whole access period.

Officials at the Information Center should be well prepared and informed.

#### **Equipment:**

Mail boxes for each team.

#### **Operation:**

Distribution of all the Regatta information, bulletins, results etc.

Distribution of boat numbers

Transport information and advice.

Accommodation information and advice.

Message handling service or collecting mail.

Tourist information.

### ATH 3. Information Board

Easily Accessible Information boards near the team area, showing the program of the day and the results and (option) digital self-service information panels.

### ATH 4. Loudspeaker System

Good quality sound should be provided on the Athletes' Area.

### ATH 7. Toilet and Shower Facilities

**Toilets:** An adequate number of toilets shall be available; this means 1 toilet for 25 – 30 persons.

Paracanoe: accessible toilets should be provided, according to the IPC rules the number should be 1 toilet for 15 persons.

**Showers:** The total number for a major event - permanent and temporary - depends on the distance from the accommodation, the following approximately numbers should be assumed if the trip to the accommodation is more than 30 minutes:

shower with hot-water supply for every 20 - 25 persons should be provided.

Toilets and showers should be cleaned and maintained on regular basis during the training and competition sessions.

### ATH 8. Medical Services

The overall medical services are the responsibility of the Organising Committee. These should include:

- An appropriate level of medical services for all the competitors and officials.
- A First Aid service and emergency care for all competitors, officials and spectators. the first aid post shall be at the athletes' area with necessary equipment. Ideally this should be close to the portage area and team area. It should be manned at all time during the racing days and during the training day before the races. in Paracanoe events, the first aid post shall be equipped with wheelchair.
- The main medical facilities should be in or adjacent to the boathouse Area. They should be very accessible to the road system for ambulances and they should be on the ground floor.

#### Ambulance Service

One ambulance should be available at all times during official training and two during racing. They must have free and easy access to the venue and out to the public roads.

#### Life Saving and Rescue Service

During racing there should be a fully proficient team of life-savers on the water. The most suitable rescue launches are provided motor boats. In each launch there should be at least two qualified life-savers. During competition periods, two to three launches will be needed to watch and patrol.

#### Hospital

The OC shall make arrangements with a Hospital to ensure that full emergency services are available at all times during the training and competition periods. Discussions will include the ambulance service and any other special requirements dictated by geography and location e.g. the possibility of a helicopter service for a very remote regatta site.

## **ATH 9. Boat Storage**

The NF shall ensure boat racks for each team with sufficient space, and this shall be available for the whole of the access period.

## **ATH 11. Boat Hire**

Boat Hiring Services shall be available. Rental prices shall be approved by the ICF and published in bulletin 1 and on the event website.

## **ATH 12. Boat Repair**

It is recommended to have a boat and equipment repair service and if possible using ICF official Manufacturers/Suppliers for Athletes during the event.. The area must be supplied with power.

## **ATH 13. Dining Hall**

A covered area, large enough to accommodate athletes and coaches should be provided with full catering service for serving lunch meals. if there is a short distance between the course and accommodations, Lunch can be provided in the team hotels, in this case, on demand on-site catering must be provided.

## **ATH 14. Training Facilities**

The NF will ensure the training on the course when this is free from other competition in the days before the races without any costs.

Boat storage, Athlete's area and all services describe in Technical Deliverables and in the Event Manual will be available during the Access Period.

## **ATH 15. Doping Control**

### **Doping Control Station**

The OC shall provide the facilities, equipment and personnel necessary to conduct doping controls in accordance with the ICF Anti-Doping Rules which are in compliance with the World Anti-Doping Code ("The Code") and make reference to the WADA International Standard for Testing in force at the time of the Event.

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- The control station should be in a permanent building in the boathouse area or in a prefabricated, air-conditioned container, located in the boathouse area and if possible close to the "In" pontoons.
- A sign outside of the Anti-Doping Control Centre should clearly identify the Anti-Doping Centre
- In Paracanoe events, the station and doping control toilets should be accessible for wheelchairs.

Details regarding the doping control station requirements are referred to the ICF Doping Control Guidelines.

### Testing

The OC acknowledges that according to the ICF Anti-Doping Rules the ICF is the responsible Results Management Authority of all tests conducted during the Event.

The OC will pay all costs related to in-competition doping tests according to the ICF In-competition Testing Programme and follow up tests at the time.

The minimum number of tests is found in the table below, the OC is recommended to increase the number of in-competition doping tests conducted.

|                |                     |
|----------------|---------------------|
|                | World Championships |
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### Potential additional cost

The OC shall bear the costs for follow up testing as well as the cost for special analysis, as required by ICF, which are conducted on the mandatory samples taken during the Event. The special analysis will be performed on target tests and will be communicated to the OC/doping control officer prior to the event by the ICF. The special analysis will be determined in accordance with the Technical Document for Sport Specific Analysis (TDSSA) produced by WADA.

### Procedure

The OC shall send doping control samples for analysis to WADA-accredited laboratories only. The OC must ensure Doping Control Forms are sent at the end of the event to the ICF Headquarters.

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## E. COMPETITION MANAGEMENT DELIVERABLES

### COM 1. Entries and Invitations

The OC will send out invitations to all National Federations according to the ICF rules and competition entries procedure. All information required in the ICF Competition Rules must be provided and relevant processes followed.

The OC **must** use the ICF online entry system (SDP) for athlete entries. CAM will handle the entries.

The ICF will accept entries only from ICF member Federations. Entries cannot be accepted directly to the OC.

Within 24 hours of the conclusion of the team leaders' meeting, the OC must provide a list of all changes made to entries, including withdrawals, additions and replacements. If any new or replacement athlete has not competed internationally before (ie does not have a profile in SDP), a copy of the passport must be provided.

The NOC must produce a minimum of (2) two Bulletins; the first one including general information about the venue, accommodation, fees, boat rental and upcoming deadlines and should be published before the World Championships in the year before the event. The second would include more details such as Official Program, entries and accreditation and should be before the 1 April in the year of the event. The OC must submit the bulletin 1 to the ICF/CAM before 15 August the year before and bulletin 2 before 15 March for approval. Once approved, the Bulletins must be disseminated to the NFs and posted on the ICF website under the event calendar (template for Bulletins are available and can be provided by the ICF/CAM)

### COM 2. Information and Bulletin

The Organising Committee will prepare bulletins using the CAM templates and will send them to the NFs after being approved by CAM.

- 1st bulletin before the World Championships in the year before the event describing dates, venue, accommodation, boat rental and any fees.
- 2nd bulletin before 1 April in the year of the event (1<sup>st</sup> March for World Cups held end May) with entry requirements, detailed course description, detailed time plan.
- The last bulletin will be the Team Leaders Guide with final information about the event min. 7 days before the event with information according to the rules, site plan, parking details, transport schedule, and agenda for team leaders meeting.

E-mail and website (Facebook) will be used.

These bulletins should be published on the event website along with other updated information concerning the competition including information on countries entering the event. All information about the competition must comply with the requirements of CAM.

All documents and forms must comply with the requirements identified in the ICF Style Guide.

### **COM 3. ICF Events Competition Schedule**

The ICF shall work together with the NF to formulate and finalise the specific daily sporting program (Event Program) for the Championships at least six (6) months prior to the Championships and the World Cups. This program should be in accordance with International TV requirements and local needs.

Notwithstanding the agreement of such program, the ICF shall have the right to make such changes to it as it deems to be in the best interests of the Championships. The final decision in relation to the sport program and Event Schedule shall lie with the ICF.

### **COM 4. Team Leaders Meeting**

OC will prepare for the Team Leaders Meeting:

- A room and seats for all ITOs, OC members, and 2 persons per National Team, preferably at or close to the venue,
- A top table for 8 persons,
- Microphones, if necessary
- PC projector and big screen for power point presentation

Interpreters should be considered subject to special circumstances of entered teams. The Team Leaders Meeting is owned by ICF and will be controlled by CAM.

Boat labels to be prepared for the start of the team leaders meeting, not distributed earlier.

Boat numbers will be distributed every day for that days' races. CAM has sets of numbers that meet the CAM requirements that are available for hire at a fraction of the cost of purchasing new numbers.

The OC must prepare and send a plan to CAM for TLM venue and equipment for approval no later than 1<sup>st</sup> April in the year of the event.

### **COM 5. Information Desk/Boards**

- Strongly recommended to set up information desks in airport.
- Strongly recommended to set up information desks in accommodation places.

- An information centre for team leaders and ITOs needs to be set up at the venue. A big notice board must be put up for information and results.

### COM 6. Sport Presentation

The NF shall provide a suitable Sport Presentation. The spectator experience shall include at least:

- Starting lists, split times and results lists;
- Live coverage on a video board including playback facility;
- Score board;
- Top quality and suitable audio system;
- Commentary in the host language and in English; and
- Spectator entertainment package.

The OC shall agree with the ICF details of the Sport Presentation at least 6 months before the Championships Period.

#### Plan

The OC is required to prepare a plan for Sport Presentation for CAM approval according to the countdown time schedule concluding this document.

The plan shall include all items stated in this document regarding sport presentation and shall describe how the OC will ensure fulfilment of the requirements listed and described in the CAM Sports Presentation Manual. (**See CAM Sport Presentation Manual**)

The OC must appoint a person responsible for Sport Presentation (Local Sport Presentation Officer, LSPO) as one of the key persons mentioned in the OC, see "Framework" above.

The duties for the LSPO is listed and described in the CAM Sport Presentation Manual. The LSPO shall work together with the CAM Sport Presentation Officer, before and during the event. (**See CAM Sport Presentation Manual**)

#### Style Guide

The OC should consider standards for look and image of the event. Using the ICF Style Guide re names, logos, and terminology.

#### Setting up the stage/dressing the event

Consider clothing of staff, volunteers etc., Banners, Signage

Beautification of the venue: Flowers/plants, flags.

#### Sport Presentation facilities and Functions

## ICF Marathon

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OC is required to provide the following functions with the necessary facilities as well as personnel to run them, as they are defined in the CAM Sport Presentation Manual:

- Presentation at the Venue: Venue commentating, music, big screen, voice, music and video mixing, grandstand and facilities for media to work effectively.
- Web TV: Web-TV production and broadcasting team including technical equipment and appropriate workplaces, including facilities for live Web-TV commentary, interviews and mixing.
- View Laps result-system: Provide technical and physical prerequisites to use the system for the big screen, web-TV and TV (if TV is present).
- Facilities and function for medal presentation and closing ceremony, and when needed for the opening ceremony.
- Internet capacity, IT network and equipment, video screens as well as external and internal communication facilities according to the defined detailed requirements stated in the Sport Presentation Manual.

If television coverage is being provided, specific facilities shall be provided and coordination shall be carried out with Web-TV facilities and broadcasting, ensuring the best possible coverage and quality.

### COM 7. Results

OC will provide to the ICF live feed results for the internet during the Championships. Results must be available within one minute of the conclusion of each race.

Within 24 hours of the conclusion of the entire competition, the OC will make available one pdf or zip file containing the complete results from the event, including all preliminary rounds. This can either be on the results website or provided by email to [sdp@canoeicf.com](mailto:sdp@canoeicf.com).

In the seven days following the conclusion of the competition, the OC must provide a spreadsheet (xls, xlsx or csv) with the complete results from the event including each athlete's ICF number. The preferred format and minimum requirements are outlined below:

- Gender (M/W/)
- Category (Junior/ /U23/senior)
- Event (eg K1, C1x3)
- Distance (if applicable)
- Phase (heat, , final)
- Start date (DD/MM/YYYY)
- Start time (HH:MM:SS)
- NF (three letter IOC code)
- Bib and boat number (if applicable)
- Race number
- Starting lane (if applicable)



## ICF Marathon

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- Rank
- Penalties (if applicable)
- Result (eg time, score, or invalid results mark eg DNS, DNF, DSQ)
- Difference (time behind leader, if applicable)
- ICF ID of athlete
- Athlete first name
- Athlete last name
- Athlete DOB (where possible)

For pre-approved results providers, the results can be uploaded directly into SDP via an ODF file. This process must have been tested prior to the event, and must be completed within seven days of the conclusion of the competition.

### COM 8. Timekeeping and Data

The NF shall accept the ICF contracted timekeeping, scoring and photo finish services for the Championships according to the terms and conditions at reasonable costs to the NF.

In case the ICF did not contract any timekeeping, scoring and photo finish services nine months before the Championships the NF will provide the software to be approved by the ICF before 1 March in the year of the Championships.

The NF shall accept the ICF contracted electronic 'on screen' time and data service (TV graphics) for the Championships according to the terms and conditions.

### COM 9. Information on Athletes

The NF shall provide all information on athletes acquired including athletes biographies, photographs and other information obtained through the competition. The NF shall be responsible and assure that the ICF is legally allowed to use this data.

### COM 10. Technical Officials

The Technical Officials required to run an event are:

Chief Official

Deputy Chief Official

Safety Officer

Chief Course Umpire

Competition Manager

Competition Secretary

Starter(s)  
Aligner  
Course Umpires  
Finishing Line  
Judge(s)  
Timekeeper(s)  
Boat Scrutineer  
Raft Marshall  
Announcer  
Sport Presentation Officer

The Host Organising Committee is responsible for providing uniform to all ICF Technical Officials.

### COM 11. Medal Ceremony and Opening/Closing Ceremony

The OC will organise a prize giving victory ceremony to be held in accordance with the **ICF Protocol Guidelines**. The Organising Committee shall invite the ICF staff for the rehearsal of the Medal Ceremony a day prior the first ceremonies, to approve the procedures set in place.

Timing must be respected. Therefore, all aspects of the protocol must be well settled in advanced.

During the ceremonies, the OC should ensure an easy communication (walkie talkie for instance) between the master of ceremonies, the assistants looking for athletes, the announcer, the athletes' area and any key person involved in the ceremony.

Some assistants must also be positioned in the athletes' area ready to contact the team leaders in case athletes are missing or in case athlete's official uniforms are missing.

The OC will check the correct names of the participating nations, the abbreviations of the countries used for the Event and the correct flags of the National Federations by checking the official list provided by ICF based on the current IOC list.

The organising committee will request the team leaders (or head coach) of the participating nations to check the national anthem of that nation and approve the flag upon arrival to the accreditation center.

The flags of the participating nations must be flown at the Venue. In addition, the ICF flag must be displayed on the main flagpole during the Event.

The plans for Ceremonies will be submitted for approval to the ICF three (3) months before the Event. The OC will organise an Opening and Closing Ceremony (mandatory for World Championships) according to the ICF Protocol Guidelines.

Paracanoe: the host shall provide accessible podium for wheelchairs. If the Ceremony area is a considerable distance from the Paracanoe embarkation/debarkation pontoon, two golf carts shall be provided to move the Paracanoe athletes to the ceremony area.

### **ACTIONS**

#### **The OC is required to:**

- Provide a draft of the 1<sup>st</sup> Bulletin to CAM for approval no later than 15 August in the year before the event in order for the bulletin to be ready for publication before the World Championships of that year. The CAM template to be used for the draft.
- Provide a draft of the 2<sup>nd</sup> Bulletin to CAM for approval no later than 15<sup>th</sup> March (15<sup>th</sup> February for World Cup held end May). The CAM template to be used for the draft.
- Provide a plan to CAM for Team Leaders' meeting venue and equipment no later than 1 April in the year of the event.
- Provide a draft for the Team Leaders Guide to CAM for approval no later than 15 days before the first day of the event. The CAM template to be used for the draft.
- Provide a plan for Sports Presentation and media to CAM no later than 1<sup>st</sup> September in the year before the event.
- Provide a plan for opening and closing ceremonies, and medal presentation subject to ICF approval no later than 1<sup>st</sup> April in the year of the event.
- Perform a rehearsal of all elements of the ceremony no later than 2 days before the first day of the competition.
- Provide the plan for medical services to CAM no later than 1<sup>st</sup> April in the year of the event.

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## F. MEDIA DELIVERABLES

### MED 1. Press

The NF will provide all facilities reasonably required by the ICF. Representatives of the media will apply for media accreditation by the accreditation deadline. In particular, a media centre must be organised containing sufficient working places for journalists and photographers, including speed laptop connections (LAN), internet possibilities for sending e-mails with minimum speed of 20m/ps of upload, especially a fast results service and sufficient TV-monitors in the working room of the media centre.

#### **Press Centre – equipment requirements:**

- The OC will provide a stable high-speed internet connection and router / switch with enough ports for the expected number of media
- Black and white laser printing facility
- A high-speed photocopier with sufficient paper supplies and extra stationery
- Notice board for contact details, results and other news
- Pigeon holes for press releases, course and athlete information and quotes
- Extra stationery, pens and pencils
- All printed media information
- Refreshments and food for entire day
- Monitor broadcasting big screen or live TV/internet feed.

### MED 2. The Press Officer

The PO is appointed by the OC and is responsible for the media operations of the event. He/she should work in liaison with the ICF Communications team. The PO should be appointed by the Organising Committee at least 12 months in advance of the event, he/she should be on site from the morning of one day before the first day of racing, to ensure that the press area is set up and ready.

### MED 3. Media Strategic Plan

The OC should provide a Media plan and a Marketing Plan included in the Sport Presentation plan fulfilling requirements defined in chapter 7 and 8 in the CAM sport presentation Manual. The ICF media guideline shall be consulted.

The event website as well as social media channels, must fulfil the requirements defined in the CAM Sport Presentation Manual. The ICF media guideline shall be consulted.

Special and clearly marked vests for media people should be provided, as well as accreditation cards.

## MED 4: Media Accreditation

A media application form is placed on the ICF website which allows media personnel to apply and have their names placed directly into SDP. These applications are subject to approval by the OC and the ICF Media Manager.

## MED 5. Information System on Website

The ICF has developed a portal for the ICF Events which will be the official website used for this event. There are no restrictions on what content organisers place on the webpage. The Local Organisers and National Federation are responsible to populate relevant local information within this portal and ensure that all organisational, team information, bulletins and relevant details to the event are provided and kept updated.

The OC are also responsible for the translation of the site text into local language.

The event website should be established before 1 September in the year before the event.

The ICF will provide athlete profiles, results service, live streaming and previews and onsite reporting (English) for the event.

We would like to attract as many visitors to the Event websites as possible.

There will also be a permanent link to your event provided on the home page of the ICF website once the portal is established and the following URL should be used for promotional material: [www.canoeicf.com](http://www.canoeicf.com)

At least seven days before the competition the OC must provide the website address of the results page to the ICF. The website must be secured with SSL (ie have a URL starting with https://).

## Live Streaming

The Event must be hosted through the official channels:

- [canoeicf.com](http://canoeicf.com)
- [Youtube.com/planetcanoe](https://www.youtube.com/planetcanoe)

## MED 6. Official Photographer

Only accredited photographers will have access to secured competition areas and they **must** wear a numbered and event marked vest provided by the organizer when working in such areas.

- a. ICF Photographer

## ICF Marathon

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Should the ICF appoints an official photographer, this person must have complete access to Venue and all photographic positions on the course and throughout the Venue as long as this person respects any request of the responsible ITO. A boat must be made available if requested.

### b. OC Photographer

If there is no photographer appointed by the ICF, the NF will provide the ICF with a kit of minimum 100 high resolution professional electronic photographs (technical characteristics of the photos according to the ICF Statutes – Standing Bylaws to the preparation and organisation of World Event) from the Event (action photos, including final races and medal winners, spectator shots, atmosphere shots) at no cost to the ICF. The ICF has full exclusive rights to use the photos as it sees fits.

## MED 7. Television

The OC should work on and plan for TV coverage consulting the ICF media guideline and following what is stated in the CAM Sport Presentation Manual.

## MED 8. View Laps

The OC is required to use the View Laps system provided by the CAM to show intermediate results along the course. The system provides graphics including boat number, name, nation, time and time-gaps on Web-TV, TV and the Big Screen. The OC is required to work with the View Laps ITO to place the system antennas on each turning point, at the portage and alongside the finishing line. The system works via internet and local signal transmission from the antennas to race centre. Requirements for the set up and use of the View Laps system are further defined in the CAM Sport Presentation Manual.

The OC is required to ensure that TV, Web-TV and Big Screen production systems meets with the technical specifications regarding connections, signal type and frequency and resolution by ensuring that each provider bring and use an appropriate signal converter if found necessary.

## MED 9. Web Broadcasting

The OC shall provide a professional WEB-TV production and broadcast according to what is stated in the CAM Sport Presentation Manual. Normally, the Web-TV production shall use the ICF You-Tube channel. As some countries do not allow the use of You-Tube, also other solutions could be used after agreement with the ICF office and CAM Sport Presentation Officer.

OC shall provide internet links and broadcasting schedule for the Web-TV broadcast on the event web-page and to the ICF office for the ICF web-page and social media pages.

There must be at least six cameras, with camera-men, covering the start, the finish line, each turning point, the midcourse section and the portage. One camera shall be mobile for interviews and to provide extra coverage of the portage.

ICF provides two commentators to commentate the Web-TV, requiring audio connection between the commentators and the Web-TV, as well as internal communication between the ICF commentator in charge commentator and the Web-TV producer and View Laps ITO.

The Web-TV production shall be run from a production centre by a production coordinator (producer). In this production centre, the View Laps result system shall be located and mixed to the Web-TV production.

OC shall ensure that the Web-TV provider meets with the technical requirements of the View Laps system regarding connections, signal frequency and graphics resolution as defined in the CAM Sport Presentation Manual. The CAM provide an ITO to support the web-TV production to mix the view laps views to the right web-TV views and with advice on the right cameras for the most interesting spots and occasions during the race.

The Web-TV production shall be shown on the Big Screen. Video screens should be provided to show this at the finish line for the Competition Committee, in the VIP area, and preferably as well at the athletes' area on the venue.

### **Internet for Web streaming (see OPE Internet access)**

OC is required to provide four separate internet connections of at least 1 Gbps each, providing internet to four separate event networks. These internet connections shall be cable connected. GSM based connections is not an option.

One network shall be dedicated to Web-TV and View Laps, with cable connection between the different systems and internet. One must be dedicated to ICF officials to run the competition (Wi-Fi). One shall be dedicated to the organising committee for administrative purposes (Wi-Fi) and the fourth shall be for VIP, guests and media (Wi-Fi).

### **MED 10. Venue Big Screen**

The OC is required to provide a Big Screen, placed in front of the Grand Stand, but without interfering with free sight to finish line or start from the grand stand. The Web-TV production shall be used also for the Big Screen, including graphics from the View Laps result system. OC shall ensure technical compatibility between the Big Screen system, the Web-TV system and the View Laps systems, i.e. regarding signal frequency and resolution. Technical specifications that the OC are required to meet are described in the CAM Sport Presentation Manual.

## MED 11. Media and Public Relation

The OC should work on TV coverage and prepare a plan for this consulting the ICF media guide and the Sport Presentation Manual.

An IT network to provide coverage of the racing as well as a big screen must be provided. There must be cameras covering the start/finish/turn, the portage, mid-course section and far turn. Camera positions to be confirmed by the CAM Sports Presentation Officer.

This must connect with the ICF Time Track system to be shown on the big screen. This will require use of the ICF CAM numbers that have sensors attached.

This system must be linked into live streaming that should include an audio connection to the commentator.

TV screens should also be provided to show this at the finish line for the Chief Course Umpire and in the VIP area.

Special vests for media/photography people must be provided.

The OC should consult the ICF media guideline and prepare a guide and the Sport Presentation media plan.

The plan should include identification of:

- Organisation and structure of media operations
- Media facilities and equipment / "keeping media people happy"
- Information for media before, during and after the event
- The need for meetings with the press / press conferences
- Identifying positions for press in the "field of play"

### **ACTIONS**

The Organising Committee is required to:

- Provide to the ICF the Media Strategy Plan before 1<sup>st</sup> September in the year before the Event.
- Establish Event Website before 1<sup>st</sup> September in the year before the Event.
- Backdrop to be approved by the ICF 1 June in the year of the Event.
- Provide a plan for Sports Presentation and media to CAM no later than 1<sup>st</sup> September in the year before the event.



## G. ICF FAMILY DELIVERABLES

### VIP 1.VIP Facilities

The VIP area must consist of a sport viewing area of the course and an indoor hospitality area located near the finish line with the view to a large screen. Start lists and result service must be provided for VIP. Catering according to VIP standards has to be provided. Within the VIP area a dedicated seating area for ICF sponsors must be provided. The size of the VIP area and the services produced will be decided by ICF twelve (12) months before the Championships Period.

### VIP 2.VIP Program

The NF will provide Transport and catering for VIPs, which include ICF Sponsors, Hospitality packages, Suppliers and the ICF Family. The number of VIPs will be informed by the ICF six (6) months before the Championships Period to the NF.

#### **ACTION**

The Organising Committee is required to:

- Agreement with the ICF on VIP area and services (together with the venue sit plan) before 1<sup>st</sup> January in the year of the Event.

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## H.SPECTATORS DELIVERABLES

### **SPEC 1. Promotion**

The organisers must provide proof to the ICF that they are actively promoting the Championships. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the NF should encourage youngsters to come to the Championships (e.g. inviting school groups). All promotional activities must be in line with the overall ICF promotional and branding strategy and therefore promotional activities must be approved by the ICF.

### **SPEC 3. Spectator Services**

The OC shall ensure the following services to the spectators:

- Food & beverages (at cost);
- The official Championship Programme;
- Venue Map;
- Transportation (at cost);
- Information desk; and
- Merchandising if available (at cost);
- Parking;
- Sanitary services;
- First aid and ambulance.

## I. FIELD OF PLAY

### FIE 1. Finish Line Facilities

Finish line facilities must be prepared. It must be covered in a way to provide protection from the expected weather conditions for the event.

Space must be prepared for:

- Chief Official/Competition Committee, see section C3
- Finish line judges and Time keepers
- Announcers and live streaming

Time keeping equipment must be provided and the system approved by CAM.

The system must provide digital results presented on the event website as well as printed results with receiving printers in the Competition Committee room, in the announcer's room and in the protocol room.

A technical description for this must be send to CAM for approval before 1<sup>st</sup> January in the year of the competition.

### FIE 2. ICF Canoe Marathon Competition Concept (Requirements)

#### 1. ICF CANOE MARATHON COMPETITION COURSE CONCEPT

The course for ICF Championships and World Cups must comply with the Canoe Marathon rules.

- At World Championships paddlers race the Normal Distance.
- At World Cups paddlers race Short Distance events and Normal Distance events.

#### 2. WORLD AND CONTINENTAL CHAMPIONSHIPS

For World Championships and Continental Championships, the Normal Distance Events are used.

##### 2.1 CHAMPIONSHIPS CLASSES

|        |              |               |
|--------|--------------|---------------|
| Men K1 | Men U23 K1   | Men junior K1 |
| Men K2 | Men U23 C1   | Men junior K2 |
| Men C1 | Women U23 K1 | Men junior C1 |
| Men C2 |              |               |

|                                  |  |  |
|----------------------------------|--|--|
| Women K1<br>Women K2<br>Women C1 |  | Men junior C2<br>Women junior K1<br>Women junior K2<br>Women junior C1 |
|----------------------------------|--|--|

## 2.2 NORMAL DISTANCE COMPETITION CONCEPT

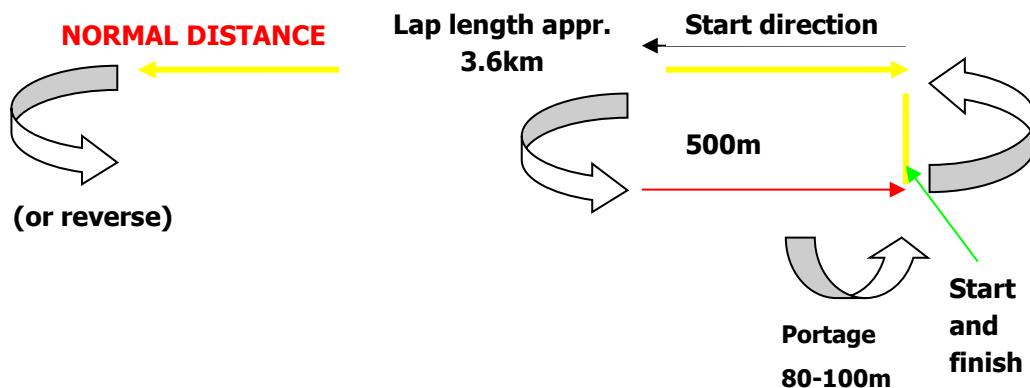
The course concept for the Normal Distance Events is a lap course. It will have start, finish and portage at the same place. Distance: The length of each lap is approx. 3.6 km. The number of laps and portages will be according to the table below.

There will be an additional last small lap. The distance from the last turn to the finish will be approximately 500m. There will be a portage on each lap except the first. First portage is after appr. 7 km. Distances in brackets are approximate.

| <b>NUMBER OF LAPS</b> | Junior   | U23      | Senior   |
|-----------------------|----------|----------|----------|
| Women Canoe           | 3 (12km) |          | 4 (15km) |
| Women kayak           | 5 (19km) | 6 (23km) | 7 (26km) |
| Men Canoe             | 5 (19km) | 6 (23km) | 7 (26km) |
| Men kayak             | 6 (23km) | 7 (26km) | 8 (30km) |

To be accurate if the course markings are very precise:

|                           |           |
|---------------------------|-----------|
| 3 laps: 3 x 3,6 km + 1 km | = 11,8 km |
| 4 laps: 4 x 3,6 km + 1 km | = 15,4 km |
| 5 laps: 5 x 3,6 + 1 km    | = 19,0 km |
| 6 laps: 6 x 3,6 km + 1 km | = 22,6 km |
| 7 laps: 7 x 3,6 km + 1 km | = 26,2 km |
| 8 laps: 8 x 3,6 km + 1 km | = 29,8 km |



### 2.3 BASIC COMPETITION TIME SCHEDULE NORMAL DISTANCE EVENTS

| DAY | TIME  | ACTIVITY              |
|-----|-------|-----------------------|
| 0   | 14.00 | Team Leaders' meeting |
| 1   | 09:00 | K1 Women Juniors      |
|     | 09:05 | C1 Women Juniors      |
|     | 11:50 | K1 Women u23          |
|     | 12:00 | C1 Men Juniors        |
|     | 14:45 | K1 Men Juniors        |
| 2   | 09:00 | K2 Women Juniors      |
|     | 09:05 | C1 Men u23            |
|     | 11:50 | K2 Men Juniors        |
|     | 11:55 | C2 Men Juniors        |
|     | 14:45 | K1 Men u23            |
| 3   | 08:15 | C1 Women              |
|     | 10:15 | C1 Men                |
|     | 13:00 | K1 Women              |
|     | 15:30 | K1 Men                |
| 4   | 09:00 | C2 Men                |
|     | 11:00 | K2 Women              |
|     | 13:30 | K2 Men                |

Adjustments to the competition time schedule may be approved by the ICF subject to special circumstances at the venue such as weather conditions.

### 3. WORLD CUP EVENTS

World Cup events have Short Distance races on the first day and Normal Distance races on the second day, and only in single boat classes.

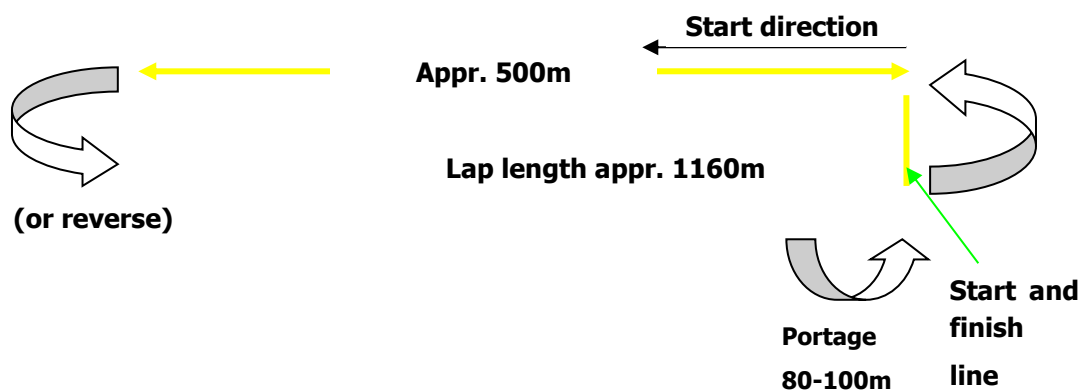
### 3.1 WORLD CUP CLASSES

|          |                 |
|----------|-----------------|
| Men K1   | Junior Men K1   |
| Women K1 | Junior Women K1 |
| Men C1   | Junior C1       |
| Women C1 | Junior Women C1 |

### 3.2 SHORT DISTANCE COMPETITION CONCEPT

**Course:**

Distance: 3 laps and 2 portages of a course with a portage producing a total distance of approximate 3.4km with an approximate distance of 500m between the turns. The first portage is after appr. 1 km.



**Competition concept:**

Less than 4 boats: No race

4-20 boats: Direct final

More than 20 boats: 2 heats, 6 first from each heat direct to final plus additional 8 best times from both heats to the final.

Any penalties will be added to the racing time to establish the ranking.

## 3.3 BASIC COMPETITION TIME SCHEDULE AT WORLD CUPS

| <b>DAY</b> | <b>TIME</b>  | <b>ACTIVITY</b>   |
|------------|--|---|
| 1          | 09:30<br><br>Afternoon   | Team leaders meeting<br><b>Heats Short Distance</b><br>Jun C1 Heat 1<br>Jun C1 Heat 2<br>Jun Women's K1 Heat 1<br>Jun Women's K1 Heat 2<br>Jun Women's C1 Heat 1<br>Jun Women's C1 Heat 2<br>Jun Men's K1 Heat 1<br>Jun Men's K1 Heat 2<br>Men's C1 Heat 1<br>Men's C1 Heat 2<br>Women's K1 Heat 1<br>Women's K1 Heat 2<br>Men's K1 Heat 1<br>Men's K1 Heat 2<br>Women's C1 Heat 1<br>Women's C1 Heat 2 |
| 2          | From morning   | <b>Finals Short Distance</b>  |
| 3          | 09:15<br>09:18<br>09:25<br>11:05<br>11:05<br>11:15<br>11:20<br>14:00<br>14:45<br>17:00 | <b>Normal Distance</b><br>Junior Men K1<br>Junior Women K1<br>Junior Men C1<br>Junior Women C1<br>Women C1<br>Women K1<br>Men C1<br><i>Prize Ceremony morning races</i><br>Men K1<br><i>Prize Ceremony men K1</i>   |

## 4. START

For the start a start pontoon of at least 90m long or an automatic start system of the same length is required, but when entries for any single race exceed 40 a further 2m per additional boat must be added. There must be at least 3 loud speakers on the pontoon or automatic start system.

### 5. PORTAGE

The length of the portage should be 80-100m. The mid-section of the portage must be divided into two running lanes, one for feeding and the other for non-feeding. Min. length of this section is 40m, the feeding lane to be min. 4m wide, the non-feeding lane min. 3m. A third lane of min. 2m shall serve as return lane for team supporters.

There will be an area in a place agreed with CAM to serve as a penalty box. This will be equipped with 2 large clocks to show the penalty time, easy to set, for counting down 15 or 30 seconds.

There will be a board either electronic or with numbers and letters min. size 10 cm to be attached and to show boat no, country abbreviation and 15 or 30 sec. Min. board size 60cmx60cm placed near the portage start. A pole of 2m to fly a yellow flag of 50cmx50cm at the start of the portage is required.

### Ramps/pontoons

Any ramps/pontoons used for disembarking and embarking at the portage shall be constructed such that sharp turns are avoided and no gaps between parts of the pontoons. Any turns in the running lines of the portage over 25° will not be approved.

Ramps with a gradient over 20% will not be approved.

When pontoons are used in portages they should meet the following dimensions:

- When both sides can be used: 20m x 5m
- When only one side can be used: 30m x 3m

The OC will provide bibs for team helpers at the portage, these to be marked with country abbreviation, 2 per team.

### 6. TURNS AND COURSE MARKINGS

Turns must be marked with min. 5 buoys. These buoys must have a diameter size maximum 50cm and no flags should be attached. Course markings must be according to the ICF CAM Competition Rules.

There will be 2 motorboats (alt. platforms) at each turn for turning point officials.

### 7. ADJUSTMENTS



## ICF Marathon

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Organisers of ICF Canoe Marathon World Championships and World Cups **must comply** with the ICF CAM requirements concerning course and time schedule.

Some **minor** adjustments to the course concept due to practical circumstances at a venue may be approved by the ICF, but not concerning position of start, portage, and finish which must be at the same place.

### 8. OPERATION MEETINGS

Daily meetings between OC and CAM to be set up to address challenges arisen. CAM will call for the first meeting after arrival, and the meeting time schedule for the event will be set up then.

### 9. EQUIPMENT FOR THE COMPETITION

Equipment for running the competition must be provided by OC:

- Motor boats for course umpires. If platforms are used at the turns then 3 motorboats. If not then minimum 6 motorboats. Must be equipped to protect the umpires from hot or rainy weather.
- Radios for communication. It is a must that the radios are of high standard and have the capacity to cover all parts of the course. The system must be tested carefully.  
We need to have 4 channels:  
1. Organisation, 2. ITOs, 3. Protocol and 4. Safety.
- The radios (6) for the Competition Committee and the Chief Portage Umpire and Penalty Box Official must have earpiece connection.
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- Clip boards for ITOs.
- Vests for portage supporters (2 per team with NF abbreviation)

### 10. TEST EVENT

A test event is strongly advised to test the various systems.

| COUNT DOWN SCHEDULE                                     |  |
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| <b>Deadline</b>   | <b>Action</b>  |
| 1 <sup>st</sup> January in the year before the event    | Provide CAM no later than 1 <sup>st</sup> January in the year before the event with a <b>structure which shows the leader of the organisation and the responsible key persons for the various areas</b> with whom we can communicate.                |
| 15 August in the year before the event.                 | Provide a draft of the <b>1<sup>st</sup> Bulletin</b> to CAM for approval no later than 15 August in the year before the event (to be ready for publication before the World Championships of that year). The CAM template to be used for the draft. |
| 15 August   | Provide a <b>participation fee</b> only for athletes and team officials to CAM for approval no later than 15 August in the year before the event.  |
| 15 August   | Prepare and send an <b>accommodation plan</b> to CAM for approval before 15 August in the year before the event.   |
| 1 <sup>st</sup> September                               | Establish a <b>website/Facebook page</b> for the event to be up and running by 1 <sup>st</sup> September the year before the event.  |
| 1 <sup>st</sup> September                               | Provide a plan for <b>Sport Presentation and Media</b> to CAM no later than 1 <sup>st</sup> September in the year before the event.  |
| 1 <sup>st</sup> January in the year of the competition. | Provide a <b>technical description incl. diagram of the course layout</b> proposal to CAM for approval before 1 January in the year of the competition.  |
| 1 <sup>st</sup> January                                 | Provide a <b>detailed venue site plan shown in a map</b> to CAM for approval before 1 January in the year of the competition. This plan must include a   |

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|  | detailed working facilities plan including floor plan and size description, and also for the VIP area.  |
| 1 <sup>st</sup> January  | Provide a <b>health and safety plan</b> to CAM for approval before 1 January in the year of the competition.  |
| 1 <sup>st</sup> January  | Provide a <b>contingency plan</b> to CAM for approval before 1 January in the year of the competition. This plan should include the identification of a crisis management steering group.   |
| 1 <sup>st</sup> January  | Registration opens  |
| January/February   | Meeting between CAM and the organisers (+ICF Office, if possible) regarding support, resources, video channels, web, social media must be carried out before 1 <sup>st</sup> March.   |
| 1 March  | In case the ICF did not contract any timekeeping, scoring and photo finish services nine month before the Championships the NF will provide the software to be approved by the ICF before 1 March in the year of the Championships. |
| 15 <sup>th</sup> March (15 <sup>th</sup> February for World Cups held end May) | Provide a draft of the <b>2<sup>nd</sup> Bulletin</b> to CAM for approval no later than 15 <sup>th</sup> March (15 <sup>th</sup> February). The CAM template to be used for the draft.  |
| 1 <sup>st</sup> April  | Prepare a <b>plan for transportation and parking</b> to be approved by CAM no later than 1 <sup>st</sup> April in the year of the event.  |
| 1 <sup>st</sup> April  | Prepare a <b>food service plan</b> to be approved by CAM no later than 1 <sup>st</sup> April in the year of the event.  |
| 1 <sup>st</sup> April  | Prepare an <b>accreditation- and access plan</b> to be approved by CAM no later than 1 <sup>st</sup> April in the year of the event.  |
| 1 <sup>st</sup> April  | Provide a <b>plan for opening and closing ceremonies, and medal presentation</b> subject to ICF approval no later than 1 <sup>st</sup> April in the year of the event.  |

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| 1 <sup>st</sup> April                          | Provide the <b>plan for medical services</b> to CAM no later than 1 <sup>st</sup> April in the year of the event.  |
| 1 <sup>st</sup> April                          | Provide a <b>plan for TLM venue and equipment</b> to CAM for approval no later than 1 <sup>st</sup> April in the year of the event.  |
| April  | <p>Inspection by CAM:</p> <ol style="list-style-type: none"> <li>1. Meeting with OC</li> <li>2. Check course</li> <li>3. Check site plan</li> <li>4. Check boat storage facilities</li> <li>5. Check accommodation</li> <li>6. Check Sport Presentation Plan Realisation, including marketing, venue facilities, set up for internet, IT, Web-TV, signal requirements and status of technical TV and Web-TV provider's.</li> </ol> <p>All agreements with ICF office ready regarding video channels, web, social media and support</p> |
| 1 June   | Backdrop to be approved by the ICF/HQ before 1 June in the year of the Event   |
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| 15 days before the first day of the event      | Provide a draft for the <b>Team Leaders Guide</b> to CAM for approval no later than 15 days before the first day of the event. The CAM template to be used for the draft.  |
| 5 days before first day of the competition     | <p>Meeting between CAM and ORG concerning status of preparations.</p> <p>CAM Inspection of all Sport Presentation venue and event facilities according to the requirements stated in the Sport Presentation Manual.</p>  |
| 4 days before first day of the competition     | <p>The course must be ready for final CAM approval.</p> <p>The Web-TV infrastructure practical venue preparations must start.</p>  |
| 3 days before first day of the competition     | Final brief of the Web-TV crew.  |
| 2 days before the first day of the competition | Perform a <b>rehearsal of all elements of the ceremonies</b> no later than 2 days before the first day of the competition.   |

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| 1 day before the first day of the competition         | Morning: Full scale test broadcasting of Web-TV and Venue big screen, music and commentators.<br><br>Afternoon: Option for Press Conference.   |
| Every competition day                                 | After competitions meeting between CAM and ORG to evaluate.  |
| Within 24 hours of the conclusion of the entire event | Within 24 hours of the conclusion of the entire competition, the OC will make available one pdf or zip file containing the complete results from the event, including all preliminary rounds. This can either be on the results website or provided by email to <a href="mailto:sdp@canoeicf.com">sdp@canoeicf.com</a> . |
| Within 7 days of the conclusion of the entire event   | In the seven days following the conclusion of the competition, the OC must provide a spreadsheet (xls,xlsx or csv) with the complete results from the event including each athlete's   |