



Avenue de Rhodanie, 54
1007, Lausanne
Switzerland
T: +41 21 612 02 90
www.canoeicf.com

INTERNATIONAL CANOE FEDERATION DEVELOPMENT PROGRAMME

POLICIES AND PROCEDURES

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Document for EXCO review and approval

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ICF DEVELOPMENT PROGRAMME POLICIES AND PROCEDURES

Introduction:

The ICF Development Programme started in 1989. It currently includes various Projects through which the ICF provides education, technical knowledge and assistance to its affiliated National Federations (NFs), athletes and officials.

The development of the athletes towards excellence is the priority to the Programme. To that end, the ICF has in place a Strategy approved at its last Ordinary Congress.

Other areas of attention are:

1. Education of Coaches
2. Education and Examination of Judges and Referees
3. Education of Sport Managers

Following the principles of the Olympic Chart and the process of Good Governance the ICF throughout this programme, intends to:

- Ensure all funds are spent in a responsible, transparent and accountable manner.
- Increase assistance for athletes and support NFs in their efforts to protect clean athletes.

I. PROGRAMMES FOR ATHLETES AND COACHES:

CANOE SLALOM

The main objective of the Canoe Slalom (CSL) Talent Identification Programme (TIP) is the improvement of performance in competition.

Additional benefits are:

- Education and preparation for the Return the favour programme
- Education for CSL Judges
- Antidoping Education

The CSL projects are:

- 3 Continents (customised programme)
- Expand & Extend Women Canoe
- From YOG to OG

Talent Identification Programme Canoe Slalom (TIP CSL)

TIP CSL is a 4 to 7 years programme created to:

1. Identify young athletes and to follow and assist them since the beginning of their career
2. Achieve an Olympic qualification
3. Make of them canoe ambassadors and stakeholders in their own country and continent.

The Continental Associations shall be contacted by the ICF Canoe Slalom representative with the proposed Project and the proposed National Federation.

The TIP CSL is built on each year's, registrations and proposals of names from NFs: one male and one female between 15 to 21.

TIP Continental camps

Are organized in connection with the Continental Championships. All athletes entered by NFs are invited. The best profiles are called for TIP World.

TIP World camps

Are organised at U23-Juniors and Seniors World Championships. TIP World camps monitor

TIP Excellence OHA (Olympic Hopes Athletes)

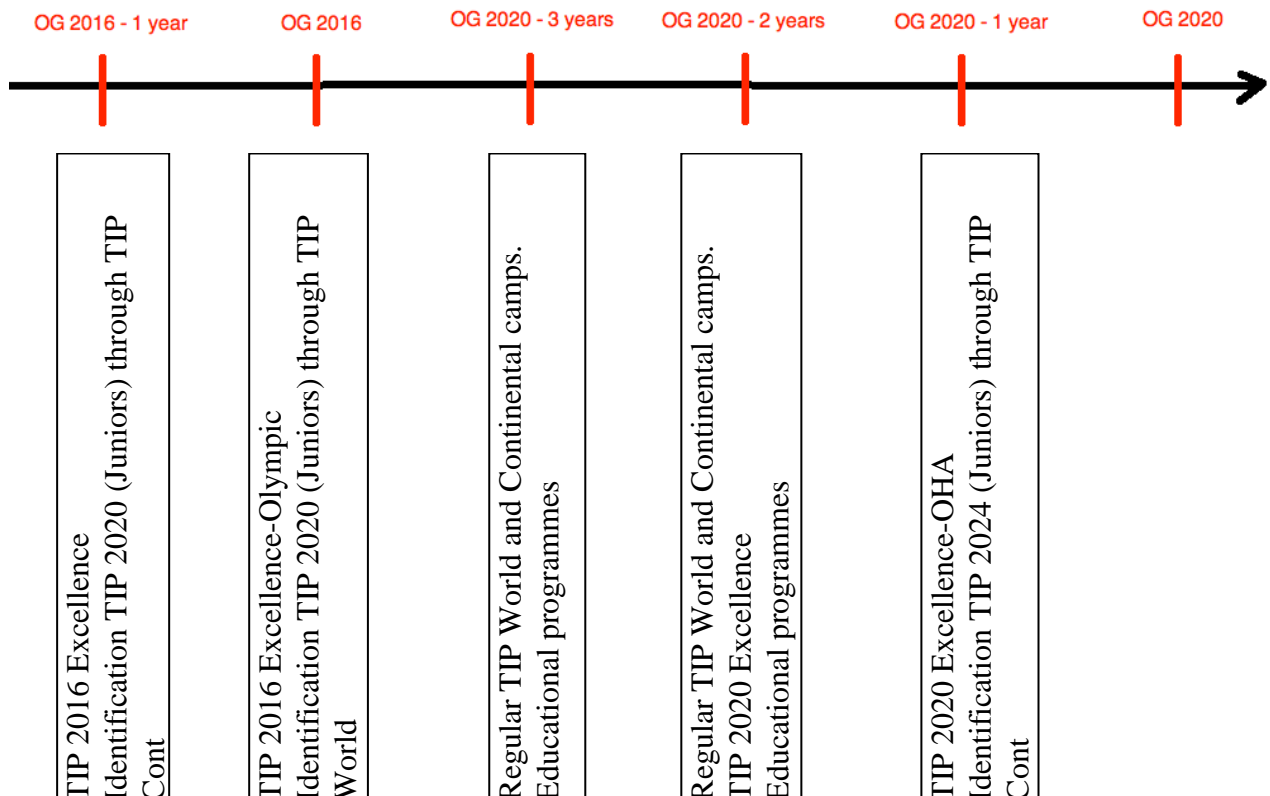
These training camps are organised two years before the Olympic Games. Six to ten (6 to 10) athletes are selected from the best TIP World over the 2 previous years.

This training camp last between 3 to 6 weeks, and includes racing at the World Cups and World Senior Championships.

Benefits:

- It increases the potential of Olympic Qualified athletes issued from the TIP Programmes 2016 and 2020
- Prepares the future for already identified talented paddlers for TIP 2024
- Performance at World Quotas allocation: 2019 World Championships Canoe Slalom

Timeline



TIPs date and place: At the time of the regional, continental, and World competitions

Responsibilities of the National Federation and /or Host Organising Committee

To provide financial support for full boarding, accreditations and local transportation.

Selection of a host NF

By discussion and agreement with the Continental Association.

The concept of "Foster Country" is fundamental. The influence of a country on the regional area has to be considered.

TIP Organisation:

The organisation of a TIP is the result of a cooperative work between several parties:

- ICF CSL Development Programme Team
- Organisation, monitoring, reporting from the ICF Development coordinator
- Coaching by ICF identified coaches. CSL selects coaches to keep them every year ensuring continuity to the athletes and national coaches.
- Equipment support through the ICF partners
- Financial support for ICF
- Financial support for coaching fees and transportation
- Eventually financial support for boarding of athletes
- CSL Development Programme does not pay flights for athletes.

Payments:

- Coaches for a TIP will receive:
 - Air tickets in economy class
 - Full board (accommodation and meals)
 - Per diem of up to 100 USD per day of actions
- Athlete's will receive:
 - Full board (accommodation and meals)
 - Boats, paddles, helmets, life jackets

Athletes will not receive:

- Air ticket
- Per diems

CANOE SPRINT

The Canoe Sprint (CSP) TIP organisation started in 2002 with the purpose of supporting athletes from developing and new NFs which could not participate at the World Championships without financial assistance.

One of the objectives was to increase the participation of NFs in World Championships. The targets gradually changed. Currently it is the quality progress of the athletes in order to decrease the big gap between the elite and developing athletes.

TIPs at Continental Championships and Games, prepare continental-level athletes and teams to optimise their participation in continental and regional Games with a view of supporting their development and promoting their access to the elite level. Supporting tomorrow's champions.

Other strategic goal is the development of the Women Canoe category (the majority of the invited athletes to the TIP represented women canoeists), and the Women Canoe Cup which 7th Edition held in 2019.

To maintain and increase the canoe men events the -initially- named Canoe women project simply became Canoe Project, including both genders. The latest dedicated projects were delivered in Uzbekistan (Asia) and Egypt (Africa).

To identify, train and help to qualify young athletes in preparation for the Summer Youth Olympic Games is another objective with a certain place and date: YOG Dakar 2022.

The financial support to the TIP programme at the World Championships is also a criterion for the evaluation of the Bidding documents.

Talent Identification Programme Canoe Sprint (TIP CSP)

1. TIP for Senior, Junior and U23 World Championships
2. Continental TIPs
3. Canoe TIPs (women and men) and Women Canoe Cup
4. TIP Excellence
5. YOG TIP towards Dakar 2022

TIP Excellence:

The objective of this Project is to provide financial and technical assistance for an optimum preparation to elite athletes, up to the Olympic Games.

This Project identifies and supports talented athletes that have the potential to qualify for the Olympic Games in 2020 and beyond.

It is for this reason that most of the invited athletes to TIP were pre- selected considering their performance in previous TIP and competitions.

These are personalised invitations directly sent to their NFs.

Those athletes might continue in the TIP in the coming years or have a long training period with elite athletes in another country.

TIPs date and place

At the Senior, Junior, and Under 23 World Championships as well as the Continental Championships. The connection with the Championships benefits not only the athletes' participation but also the organisation of the TIP

Responsibilities of the National Federation and /or Host Organising Committee

To provide financial support for full boarding, accreditations, local transportation, coaches support, and boats. Currently boats supply is given by Nelo and Plastex free of charge.

Selection of a host NF

The host is the World or Continental Championships NF. The NFs are invited to apply for their athlete's participation.

The selection is based on the athlete's previous performance, their best time in one of Olympic Distance, age and on physical characteristics. It is also considered gender equity, age, continental balance, NF's activity and other relevant factors.

TIP Organisation:

The organisation of a TIP is the result of a cooperative work between several parties including the ICF, the Host NF and the ICF Partners. The ICF CSP Technical Expert:

- Prepares the Plan and Budget for the ICF
- Contacts the host NF of the Senior and Junior World Championships
- Agrees with the host NF on the condition of the organisation of the TIP followed by written agreement MUO
- Informs details of participation to the Continental Associations and NFs and through the ICF web site.
- Sends the application for the participation
- Receives applications and select the athletes to be invited.
- Confirms the selected athletes to their NFs and request air ticket, visa, insurance, entries etc
- Hires assisting coaches
- Reviews the participants list based on changes, cancellations and re-allocations.
- Cooperates with the host NF on the preparation and delivery of the TIP

Payments:

- Coaches for a TIP will receive:
 - Air tickets in economy class (from ICF TIP Budget)
 - Full board (accommodation and meals) (from the host or ICF)
 - Per diem of up to **100 Euros** per day of actions (from ICF TIP Budget)
 - Athlete's will receive:
 - Full board (accommodation and meals)
 - Boats, coaches support
- Athletes will not receive:
- Air ticket (in some cases could be considered the ICF support)
 - Per diems

III. SPORT EQUIPMENT DONATION

Principles for allocation

The requesting NFs and Continental Associations shall ensure that the beneficiaries NFs can provide:

- A basic administrative structure
- A strategy for the use of the equipment
- A commitment of developing equally: both Olympic disciplines, in kayak and canoe, equally for men and women.

- A commitment to sign a Memorandum of Understanding on which there has to be clear indication of the material donated or the seminar delivered and the obligations of all the involved parties.
- A communication to its National Olympic Committee which shall be informed of the actions involving development Boat building to secure the donated equipment
- A list of existing storage and boat house facilities
- Current number of athletes per gender
- Number of available coaches and judges or a programme of how to educate them

Priority for a donation will be given to developing countries with yearly National Championships and/or participation at international events, at a Continental or World level.

Exceptions can be made if sport political necessities exist. These are to be justified by the requiring Continental Association and require final approval by ICF EXCO before allocation.

Allocation Process:

- As soon as the ICF receives confirmation from the factories, the Continental Associations are informed regarding boats and kayak ergometers availability.
- The ICF has a deadline for receiving suggestions of possible beneficiary NFs from the Continental Associations.
- Once the NFs are suggested it is requested a quotation for shipping and communicated to the beneficiary NF for the payment of such cost.
- Custom clearance and donation documents are responsibility of the beneficiary NF.
- Once custom clearance is confirmed and payment is agreed the ICF proceeds with the shipment.

If there are no suggestions from the Continental Associations, the ICF Development Team can suggest a beneficiary NF to the Continental Association.

The NFs and Continental Associations shall request the boats donation for 2020 before December 1st 2019. They should also be aware that the donations from the factories use to have a delay. The time to decide, the request of shipping quotation and its acceptance and the custom clearance use to create a great delay in completing the donations. Therefore, it is advised to abide with the above-mentioned deadline.

The Development Manager shall cooperate on the:

- Introduction of the Project of Domestic boat productions
- Paddle donations
- Collecting and distributing used boats
- Possibility of donating boats besides those which comes from the contracted boat producing companies

IV. OTHER DEVELOPMENT OPERATIONS AND RELATED COSTS:

Continental Championships

When the Continental Associations justify their need of support for the celebration of the Continental Championships, they will receive an extraordinary allowance as it follows:

Africa:

America:

Asia:

Europe:

Oceania:

In case it would not be requested or it would not be consumed in full, this lump sum will accrue for the following year, for two years period only.

Shipping costs:

The Continental Associations will receive a lump sum for shipping costs that they will distribute as they deem most appropriate.

Africa:

America:

Asia:

Europe:

Oceania:

In case it would not be requested or it would not be consumed in full, this lump sum will accrue for the following year, for two years period only.

V. ROLES AND RESPONSIBILITIES OF THE ICF DEVELOPMENT PROGRAMME TEAM

The ICF Development Programme is managed by a Team which represents the Olympic and Non-Olympic disciplines.

The role of this team is to revise the project's feasibility, to manage the technical and administrative aspects and to monitor their implementation. This team reports directly to the ICF President, who ratifies its main decisions.

<p>Programme Responsible: Vice President Cecilia Farías</p>	<p>Finances Responsible Treasurer: Luciano Buonfiglio Secretary General: Simon Toulson</p>
<p>Calm Waters: Thomas Konietzko Sprint- Marathon. Ocean Racing</p>	<p>Wild Waters Tony Estanguet Slalom- Wild Waters – Free Style- Canoe Polo</p>

Sprint Manager: Martin Marinov	Slalom Manager: Cyril Nivel
Development Manager: Sebastián Cuatrin	

The projects related to the Continental Associations are consulted with the President of the Continental Association and will be followed with respective Development officer appointed by each Continental Association.

Role of the ICF Development Manager

Is responsible for the implementation, execution, monitoring and coordination of the projects in cooperation with the Continental Associations, and the IOC Olympic Solidarity (IOC OS).

Role of the Development Officer from each Continent:

The purpose of having a Continental Development Officer is to be more efficient and faster on the execution of the projects that either the NFs or the Continental Federations submit.

The Development Officer of each Continent shall act as liaison between the ICF Development team and the beneficiary NF. He/she shall make a proper follow up of the projects in cooperation with the Development Working Team, Revise and facilitate documents related to the donation process and support the beneficiary NFs on their paper work for custom clearance, MOUs, shipping, and other arrangements applicable to the specific type of project.

After approval of the Continental President, he/she should submit the bi-annual development plan of the continent to the ICF.

The plan shall be in accordance with the ICF and Continental Strategic objectives.

The principle must be always athletes at the heart of the paddling movement.

VI. FUNDING

The ICF allocates funds to the DP once every two years according with the approved budget.

As of 2018, each Continental Association has an allocated amount:

Africa: 42.000 E

America: 31.000 E

Asia: 31.000 E

Europe: 20.000 E

Oceania: 14.000 E

These funds shall be utilised to pay the costs of development actions described on these policies.

Eligibility for funding:

Whether the project will benefit a NF or its athletes, prior to proceed with the allocation of funds

1. The NF has to have paid its affiliation membership fee to the ICF and to the Continental Association.
2. Neither the NF nor the beneficiary athlete/s have to have a sanction by the ICF, and/or the Continental Association.

Funds allocation process:

Only the Presidents of the Continental Associations can apply for financial support. The applications have to contain at the minimum the following information:

1. Beneficiary NF
2. Short description of the project
3. Benefit expected from the project
4. Alignment with the ICF and Continental Strategy
5. Estimated costs (as much as possible, verifiable quotations shall be submitted such as flights quotations, hotels quotations, etc.)
6. Indication of what type of support will the host NF provide
7. Other relevant information

A Project Submission template to be prepared by the Development Manager and make available to all the Continental Associations and their Secretary Generals

The allocation of funds will be done in accordance with the policies in place, upon approval of the Vice President in charge of the Programme and the Finances Responsible which are the ICF Treasurer and the Secretary General.

Notice to the Continental Presidents:

Within 7 working days of reception of the Project there could be either a request of a more detailed information or the approval of the Project with the respective payment order for the money transfer to the Continental Association bank account.

The Project completion report has to contain a reference of the use of the allocated funds. If there would be remaining funds the Continental Association can use them for the following projects. A Project completion report to be prepared by the Development Manager and make available to all the Continental Associations and their Secretary Generals.

VII. SUPPORT FOR THE NON-OLYMPIC DISCIPLINES:

Upon request of the Chair persons of the Non-Olympic disciplines, the ICF supports the TIPs held in a combined manner. I.e.: Free Style, Wild Waters and Slalom, and the TIPs of Marathon. All in connection with the World Championships of the respective disciplines.

Those TIPs are run under the supervision the Standing Committees members.