



DRAGON BOAT

ICF TECHNICAL DELIVERABLES

INTRODUCTION

This document contains information regarding minimum operational and technical requirements for bidding and hosting an ICF Dragon Boat Event.

This document doesn't 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 Dragon Boat Competitions and that must be fulfilled by the Organising Committee.

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

CONTENTS

A.	General DELIVERABLES	5
	GEN 1. Competition Rules.....	5
	GEN 2. Construction.....	5
	GEN 3. Course and Facilities	5
	GEN 4. Contingency Planning.....	5
	GEN 5. Participation Fee	5
	GEN 6. Obligation relating to government/Local Authority Assistance	6
	GEN 7. Reports	6
	GEN 8. Inspection Visits	6
B.	OPERATION DELIVERABLES	7
	OPE 1. Accommodation	7
	OPE 2. Transport	8
	OPE 3. Food Service	8
	OPE 4. Car Parking.....	9
	OPE 5. Accreditation	9
	OPE 6. Immigration VISA Application.....	9
	OPE 7. ICF Working Areas	9
	OPE 8. Internet Access	10
	OPE 9. Health and Safety	10
	OPE 10. Security.....	10
	OPE 11. Signage.....	11
	OPE 12. Obligations relating to Environmental Protection	11
	OPE 13. Obligations relating to the Venue	11
	OPE 14. Public Facilities and Sanitary Installations.....	11
C.	ATHLETE DELIVERABLES	13
	ATH 1. Athletes Area	13
	ATH 2. Information Centre	13
	ATH 3. Loudspeaker System.....	13
	ATH 4. Medical Services	13
	ATH 6. Training Facilities	14
	ATH 7. Doping Control	14

D. COMPETITION management DELIVERABLES.....	16
COM 1. Entries, Invitations and Bulletins	16
COM 2. ICF Events Competition Schedule	16
COM 3. Sport Presentation	16
COM 4. Results.....	17
COM 5. Timekeeping and Data	17
COM 6. Information on Athletes.....	17
COM 7. Technical Officials	17
COM 8. Medal Ceremony and Opening and Closing Ceremony	18
COM 9. Opening and Closing Ceremony.....	18
E. MEDIA DELIVERABLES	19
MED 1. Press	19
MED 2. Media Strategic Plan.....	19
MED 3. Information System on Website	19
MED 4. Official Photographer	20
F. ICF FAMILY DELIVERABLES	20
VIP 1. VIP Facilities	20
VIP 2. VIP Program	20
G. SPECTATORS DELIVERABLES	20
SPEC 1. Promotion	20
SPEC 2. Ticketing	21
SPEC 3. Spectator Services	21

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, temporary or overlay constructions at the cost to the OC.

GEN 3. Course and Facilities

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.

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.

GEN 4. Contingency Planning

The OC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders including the ICF.

GEN 5. Participation Fee

A Participation fee can only be charged for athletes and team officials. It must be agreed with the ICF 1 year in advance.

A participation fee of maximum 60 Euros for the whole competition period can be charged per each athlete and team officials for the access period.

The fee will include the following services:

- Accreditation
- Security
- Transport
- Medical services
- using the course for training; and
- Miscellaneous services (including but not limited to snacks, water, internet, etc.)

If the OC decides to provide lunch at the venue, it can be charged separately.

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. Reports

The OC 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 Dragon Boat Chair. The template report will be provided by ICF.

The OC must provide the ICF with sufficient information to enable the ICF Dragon Boat Chair to report to the ICF Board of Directors at their meeting one year before the Championships Period. 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 8. Inspection Visits

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

GEN ACTION

The Organising Committee is required to:

- communicate contingency planning with the ICF 12 months before the Event.
- Agreement with the ICF on Participation Fee 12 months before the Event.
- Provide timely progression report to the ICF (template provided by the ICF).
- Provide Final report to the ICF after the event, by end of the competition season.

B. OPERATION DELIVERABLES**OPE 1. Accommodation****National Federation**

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. Hotel and accommodation prices shall be agreed between the OC and the ICF (9) nine months before the Championships.

ICF Family

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

	Number	Hotel type	Room type	Number night
ICF President	1	Four star	single	5
ICF Secretary General	1	Four star	single	5
ICF Dragon Boat Committee	4	Three to Four	single	6
ICF Technical Officials	25	Three	twin	6
Chairman/Technical Delegate	1	Four star	single	6
ICF Staff	2	Three to Four	single	6

The OC will provide meals at the Venue for the Officials and ICF staff during the competition days of the Championships free of charge (lunches and refreshments).

Media

The OC will provide information regarding accommodation possibilities with its prices and payment conditions for the media. The accommodation shall be such as to cater for the differing needs of the various groups.

OPE 2. Transport

The OC will provide full transportation information to all National Teams – including information about plane/train/bus possibilities to the City, public transport within the City and transport services provided by the OC from the airport to the accommodation and from there to the competition Venue.

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

The OC will provide car transportation for:

	Airport Transport	Venue-accommodation	Number
ICF President	Free transport	Private car, dedicated driver	1
ICF Secretary General	Free transport	Private car, dedicated driver	1
Technical delegate and/or Chairman of DBR Committee	Free transport	Private car, dedicated driver	2
ICF Jury	Free transport	Dedicated car (for the group)	5
ITOs	Free transport	Dedicated Shuttle service	25
ICF HQ Staff	Free transport	Dedicated car (for the group)	2

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

OPE 3. Food Service

The organiser must prepare a food service plan to be approved by HQ no later than 1st 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 (or hotel in special circumstances with ICF agreement) for the Officials, Classification team and ICF staff during the competition days.
- 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:

- 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, subject to weather conditions.

OPE 4. Car Parking

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

OPE 5. Accreditation

The OC 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 OC at least (6) six months prior to the Championship. Online entries will be part of an integrated system including accreditation, entries and result production. The OC will be responsible to produce all the outputs.

OPE 6. Immigration VISA Application

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

OPE 7. ICF Working Areas

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

1 office for the ICF President and ICF Secretary General equipped with chairs and tables, electricity, light, telephone, CCTV, internet connection and refreshments;

1 office space for the Jury with internet connection, CCTV, table with chairs for up to 5 persons. Electricity, light and refreshments

1 office for the Chair/Chief Official of the World Championships with internet connection, printer, CCTV, table with chairs for up to 4 persons and refreshments

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

OPE 8. Internet Access

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

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

OPE 9. Health and Safety

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

The OC 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 OC shall inform the participants regarding that rule.

OPE 10. Security

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

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

OPE 11. Signage

OC must establish a signage and orientation program:

- 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

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

OC 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 12. Obligations relating to Environmental Protection

The OC 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 13. Obligations relating to the Venue

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

The OC 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 14. Public Facilities and Sanitary Installations

The OC 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.

OPE ACTION

The Organising Committee is required to:

- Agreement with the ICF on Accommodation Price 12 months before the Event.
- Share transportation plan with the ICF 6 months before the Event.
- Activation of online entry 6 months prior to the Event.
- A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.
- ensure the Venue is a Clean Venue forty-eight (48) hours before, until twenty-four (24) hours after the.

C. ATHLETE DELIVERABLES

ATH 1. Athletes Area

A covered place for relaxation with suitable seating and tables and CCTV (If available), as well as a flat floor with dividers for Crew Teams in order to have privacy shall be made available.

An adequate number of Toilets should be available; this means 1 toilet for 25 – 30 persons.

Water and Snacks (e.g. fruits, Muesli bars) shall be made available.

ATH 2. Information Centre

This is the communication point between the Team Managers, OC and the Competition Committee. It can be a 30-60m² permanent or temporary construction located near the boathouse 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.

Copy machine.

Table and chairs.

Operation:

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

Transport information and advice.

Accommodation information and advice.

Message handling service or collecting mail.

Tourist information.

ATH 3. Loudspeaker System

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

ATH 4. Medical Services

The overall medical services are the responsibility of the OC. 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 boat house area. It should be manned at all time during the regatta and during all scheduled training times. 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 down the length of the course and out to the public roads.

Life Saving and Rescue Service

During training and 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 training and competition periods, two to three launches will be needed to watch and patrol. The teams can operate a shift system throughout the long training days.

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 6. Training Facilities

The OC will ensure the free training directly before the start of the competitions for at least (5) five days without any costs.

Athlete's area and all services describe in Technical Deliverables will be available during the Access Period.

ATH 7. Doping Control

The ICF Doping Control at Dragon Boat Event is at the discretion of the ICF Medical and Anti-doping Chair. In that case, the ICF will bear the cost of the testing.

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

If required by the ICF, 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.

The ICF does not set a minimum number of tests for Dragon Boat World Championships however, the OC is encouraged to conduct Anti-doping tests. The in-competition doping tests conducted will be at OC own cost.

D. COMPETITION MANAGEMENT DELIVERABLES

COM 1. Entries, Invitations and Bulletins

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

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

The ICF will accept only entries from ICF member Federations through SDP.

The OC must produce a minimum of (2) two Bulletins; the first one including general information about the venue, accommodation and upcoming deadlines. The second would include more details such as Official Program, entries and accreditation. The OC must submit the bulletins to the ICF for approval. Once approved, the Bulletin must be disseminated to the NFs and posted on the ICF website under the event calendar.

COM 2. ICF Events Competition Schedule

The ICF shall work together with the OC to formulate and finalise the specific daily sporting programme (Event Programme) for the Championships at least six (6) months prior to the Championships.

Notwithstanding the agreement of such programme, 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 programme and Event Schedule shall lie with the ICF.

COM 3. Sport Presentation

The OC 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) month before the Championships Period.

COM 4. Results

OC will provide to the ICF live feed results for the internet during the Championships.

At a minimum the OC will provide all results electronically within completion of the Championships to the ICF Headquarters.

COM 5. Timekeeping and Data

The OC 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 OC.

In case the ICF did not contract any timekeeping, scoring and photo finish services nine month before the Championships the OC will provide the software to be approved by the ICF six (6) months prior to the commencement of the Championships.

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

COM 6. Information on Athletes

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

COM 7. Technical Officials

The Technical Officials required to run an event are:

- Chief Official
- Technical Organiser
- Competition Manager
- Boat Marshal
- Starter/s
- Aligner/s
- Course Umpire/s
- Turning Point Umpire/s
- Finishing Line Judge/s
- Timekeeper/s
- Boat Measurers
- Announcer
- Medical Officer

- Media Officer

The list of ITOs for each event is approved by the ICF by end of March for the upcoming competition season.

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

COM 8. Medal Ceremony and Opening and Closing Ceremony

The OC will organise a prize giving victory ceremony to be held in accordance with the ICF Protocol Guidelines.

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 the ICF based on the current IOC list.

The OC will request the team leaders (or head coach) of the participating nations to check the national anthem of that nation and approve the flag on the day prior to the Opening Ceremony.

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 Championships.

COM 9. Opening and Closing Ceremony

The OC will organise an Opening and Closing Ceremony according to the ICF Protocol Guidelines.

COM ACTION

The Organising Committee is required to:

- Send out invitations to all National Federations 9 months before through the 1st Bulletin.
- Send out 2 information Bulletins to NFs.
- Finalise the competition schedule with the ICF 6 months prior to the Event.
- ICF approval on timekeeping, photo finish and result provider services 6 months prior to the Event.
- The plans for Opening, Closing and Medal Ceremonies will be submitted for approval to the ICF three (3) months before the Event.

E. MEDIA DELIVERABLES

MED 1. Press

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

MED 2. Media Strategic Plan

The OC must provide to the ICF a Media Strategy Plan including how the Event will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the Event.

MED 3. Information System on Website

The ICF has developed a portal for the ICF World Cups and World Championships which will be the official website used for this event. There are no restrictions on what content you 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 ICF will provide athlete profiles, results service, live streaming and previews and onsite reporting (English) for the event.

To explain, it is important for our sport, in the eyes of the IOC and potential sponsors, that we are able to attract as many visitors to our 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(s) should be used for promotional material:

www.canoeicf.com

or

canoeicf.com/canoe-sprint-junior-world-championships

Website and social media

The Event must be hosted through the official channels:

canoeicf.com

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

MED 4. Official Photographer

- ICF Photographer

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. A boat must be made available if requested.

- OC Photographer

If there is no photographer appointed by the ICF, the OC 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.

F. 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 OC 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 OC.

G. 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 OC 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 2. Ticketing

The OC shall establish a ticketing programme which shall be sent to the ICF for approval.

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.