**Entries**

The Host Organising Committee (HOC) must send an invitation to all Federations clearly advising of all the details as required by the CSL rules 10.1 and 41.5. The invitation may list the basic race details including the dates of the Information bulletins, and refer Federations to the event website for the rest of the required information.

All entries for the World Championships, World Cups and ICF Ranking races must be done by the Athletes Federation via the ICF online entry system.

The HOC of Junior or U23 World Championships are required to check an official document such as a passport or identification card that includes a photo, for age confirmation purposes of the competitors (CSL Rule 42.6)

The HOC should work with the ICF HQ staff to confirm the entry system is established for their event with the correct closing date and associated information.

The HOC must agree with the ICF, the dates that entry downloads will be forwarded to the HOC. Generally they should receive a download 4 weeks prior to the event (close of nominal entries for World Championships), 3 weeks and 2 weeks prior to the event at “close of entries”.

The online system should be closed at this time so that late entries cannot be processed via the online system.

The download from the online entry system must integrate with the HOC’s accreditation system.

The HOC must acknowledge receipt of entries (CSL Rule 12.1). This could be by posting an entry list on the event website which is regularly updated. From the ICF online entry system, regularly on request by the HOC, entries can also outputted as a PDF, arranging them according to Event or Nation. This can then be uploaded to the HOC’s website and act as a acknowledgement of entries received by the HOC.

The process for the entry to the Teams Events for the World Championships needs to be made very clear in the pre race information distributed to Teams. Entry for team events in the Online Entries is exactly the same as any other event. Federations need to be reminded that they need to enter the team events via the online system and document all their competitors in each team event.

The HOC may only accept entries from member Federations of the ICF. Any non member Federation wishing to enter should be referred to the ICF Office. Two weeks prior to the event, at the close of entries, the ICF will forward to the HOC a list of current member Federations.

Each Federation is permitted to enter;

* World Championships – up to 3 boats per event
* World Cups – up to the allocated boat quota per Federation see link to information at <http://www.canoeicf.com/icf/Aboutoursport/Canoe-Slalom.html>
* ICF Ranking Races – up to 6 boats per event

The HOC must confirm that Federations enter only their quota allocation in any event.

Federations who enter above their allocated quota should be informed immediately so as they may avoid unnecessary costs eg travel.

The final acceptance of entries occurs at the Official Team Leader Meeting and entries not confirmed by Team Leaders at this time will be removed from the start list.

**Late Entries**

In extraordinary circumstances, an application can be made to the CSL Technical Committee Chair for the acceptance of late nominal /numerical entries from Federations (CSL Rule 11.2)

If the entry is accepted then it should be forwarded to the ICF HQ to get the ICF Athlete ID code and to confirm the correct name spelling for the Athlete. Late entries that have been accepted can then be entered via the Scoring Office directly into the timing and scoring system.

**Entry and Start Lists**

Following close of entries an “entry list” ideally without published start times should be produced and posted and Team Leaders should be requested to check and confirm that the entries are correct for their team.

Prior to the Official Team Leaders meeting the provisional start order list, with no start times included should be produced and published to Team Leaders.

The Official Start list (including start times) must be published at least 24 hours before the beginning of the competition (CSL Rule 15.1).

Any changes to this start list should comply with CSL Rule 16.

**Relevant Rules**

10,

11,

12.1,

15.1,

16,

41.5,

41.6,

42.6,

44.3