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Distribution: All National Freestyle Federations and all Team Captains

Sunday 18th June 2017

ICF FREESTYLE JUDGES DEVELOPMENT & EVALUATION SEMINAR: NOTTINGHAM 28 – 30 JULY 2017

Reference A. [ICF Freestyle Rules 2017](#)

1. **Introduction.** ICF Freestyle will be running an additional Freestyle judging development and evaluation seminars in Nottingham, UK from Thursday 27th – Sunday 30th July 2017. Judges wishing to be considered for a position of judge at the World Championships must first complete an ICF judging seminars in accordance with Reference A¹. This seminar is ICF sponsored and run but not subsidised, and the ICF Freestyle Committee are very grateful to both [British Canoeing](#) and [Holme Pierrepont Country Park and Home to the National Water Sports Centre](#) for their generous support and use of their outstanding facilities.

2. **Aim.** The aims of the judging seminar are:

- a. Develop and certify new ICF Freestyle Judges able to judge at ICF Freestyle events.
- b. Qualify Freestyle Judges prior to selecting ICF Judges for the World Championships.

3. **Instruction.** The purpose of this Administrative Instruction is to ensure the candidates are clear exactly what is expected of them for the successful execution of the seminar.

4. **Course Pre-Requisites.** The seminars are not suitable for complete beginners and some prior freestyle judging experience is essential. Applicants must meet the following criteria to be considered for a place:

- Previous freestyle judging experience.
- A working knowledge of the ICF Freestyle rules and appendices (reference A).
- Fluent English language skills and a reasonable level of written English. Please note, interpreters will not be accepted.
- Membership of your National Federation as well as the NF's approval and support to attend the seminar.
- Availability to judge or scribe at this year's and/or next year's World Championships.

5. **Applications.** All applicants must fill in Annex B and send to tony_hellier@hotmail.com no later than Sunday 09th July 2017. Late applicants only considered if seminars are not fully loaded.

6. **Place Allocation.** All applications will be considered the week commencing Mon 10th July. Pre-booking of transport to Nottingham will not guarantee a place on the seminar; if more than nine applicants for the seminar, priority will go to those available for 2017 and 2018 World Championships and those with more experience. Each National Federation will be allocated up to two places on the seminar, more if there are places remaining. All applicants, successful or otherwise, will receive notification of a place on the seminar or not by Sunday 16th July 2017.

¹ ICF Freestyle Rules 2017, 10.3.3 and 10.3.5.

7. **Cancellations.** If a seminar does not have six or more applicants a decision will be taken by the ICF Freestyle Committee to run the seminar or not; all applicants will be informed by Sunday 16th July 2017 of the final decision. If individual applicants have to cancel their place on a seminar last minute due to unforeseen circumstances, they are to inform the ICF Freestyle Committee and their National Federation at the earliest opportunity so a reserve applicant can be offered their place. If the place can't be filled, the original applicant may still be charged the subscription fee.

8. **Timings.** A detailed programme can be found in Annex A. Key times are:

- Friday 28th 09:00 Candidates meet ICF Trainers.
 - Sunday 30th June 18:00 Final session finishes; earliest candidates will be free to start travelling.
- Note: Due to the size of the group these evaluations may not finish until around 18.00 on Sunday. Following this there will be results, feedback and wrap up. Please inform one of the trainers if you are going to need to leave before this time. These requests will be accommodated where possible; however, no guarantee's can be given.

9. **Assessment.** During the seminar the Trainers will carry out ongoing evaluation of the candidate's, knowledge, skill, aptitude, attitude, timekeeping and reliability. However formal examinations will start after lunch on Sunday. These will consist of a Written Exam, an Oral Exam and a Video Evaluation. These examinations are designed to test your all round knowledge of Freestyle. They will include questions on the Rules and Statutes, Appendixes and all other aspects of our discipline. Further information is in Reference A and on the following link and should be studied prior to the seminar: [ICF Freestyle Rules 2017](#).

Note: All seminar sessions, including post dinner evening sessions, will need to be attended in full.

10. **Trainers.** The seminar and evaluation will be carried out by experienced ICF judges² (Grade A Judge or Chief Judge) and at least one member of the ICF Freestyle Committee.

COORDINATING INSTRUCTIONS

11. **Travel to UK.** Candidates are to ensure they are the correct Visas and travel documents to enter the United Kingdom and the European Union. Further details regarding visas for the UK can be found [here](#) and for European Countries further detail can be found [here](#).

12. **Travel to Nottingham.** Nottingham is accessible by train, further detail can be found on the following [link](#), or by coach (bus); further detail is on the following [link](#). The nearest airport is the East Midlands Airport which is 18.4 miles away; details can be found on the following [link](#).

13. **Arrival Procedures.** The first meeting will be Friday 28th July morning at 09:00. All candidates are to meet in the restaurant in the building where the main reception is, accommodation and conference facilities. Meet just before 09:00 a.m. It is highly recommended you locate the restaurant Thursday night as there are three cafes on site. A Map of Holme Pierrepont is on the following [link](#) and included at Annex C with the meeting point highlighted.

14. **Facilities.** Holme Pierrepont Nottingham has an artificial white water course; the site will host the European Freestyle Championships in September 2017 and the World Championships in 2021. Further details can be found on the [UK Rivers Guide](#). British Canoeing have kindly agreed to host the seminar and the lectures will take place in their meeting room above their offices which includes TV and screen for presentations. There is a host of activities at the [National Water Sports Centre Holme Pierrepont Country Park](#) more information can be found is outlined in Annex D.

15. **Accommodation.** This seminar is not subsidised by the ICF and therefore candidates are responsible for their own accommodation. [Camping](#) is an excellent option, details on the

² The Judge Trainer should ideally be from another continent than from the one where the seminar is organised.

[link](#). Alternatively the National Water Sports Centre accommodation is also a good option for candidates; basic and on site making, and readily available. The cost is usually circa £55 per night and people can book directly through the following [link](#) or more specifically [here for accommodation](#). For additional onsite options check out the following [link](#). For alternative accommodation the Swan Hotel is within two miles or the Jurys Inn is this side of the city by the station. For further options Experience Nottinghamshire offer a good search facility [here](#). Payment is an individual responsibility and between the candidate and his own national federation: it is not subsidised nor provided by ICF Freestyle.

16. **Food.** The centre cafe is perfect for lunch during the course. Breakfast will be by own arrangement and dependant on respective accommodation. A recommendation for an evening out for a seminar dinner is to head over to The Goose at Gamston Lock, Ambleside, Gamston, NG2 6NA which is a twenty minute walk away (less than 5 min drive). Further details can be found on their [homepage](#).

17. **Cost.** All candidates are required to pay a seminar fee of **€30** or **£30** cash on arrival. Remaining costs are the individuals' responsibility and should be discussed with their respective national federation who may or may not provide additional support.

18. **Insurance.** Individuals must make their own arrangements and should consider an insurance policy to cover: trip cancellation, trip interruption, Cancel For Any Reason (CFAR), baggage, medical to include water-sports and cover personal accident and evacuation, travel and baggage delay, theft and provide 24/7 worldwide assistance.

19. **Medical.** Students must check travel advice with their own doctor and ensure their lifesaving vaccinations are in date. Routine vaccinations such as measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and yearly flu shot should be up to date. Additionally Hepatitis A is usually advised, Hepatitis B should also be considered.

20. **Weather.** The weather in UK is usually good in July although recent years has seen localised flooding. It is the height of British summer and temperatures can be over 30 degrees Celsius or as low as 12, although it is likely to be around 20 degrees with the possibility of rain.

21. **Personal equipment.** Students must attend all the seminar sessions and complete the examination. Students are to bring their own pens and paper, and an up to date copy the ICF Freestyle rules including appendices. A suggested packing list is at annex E.

22. **Contact Details.** The following personnel should be contacted for further information:

a. Course coordinator: Tony Hellier on tony_hellier@hotmail.com for applications for a place on the seminar.

b. ICF Freestyle Committee Course organiser and instructor: Terry Best on terrybest@icloud.com for further details regarding the seminar.

c. National Water Sports Centre on +44 1159 821212

Annexes:

- A. Seminar Programme.
- B. Application Form.
- C. Map of Holme Pierrepont
- D. Local Family Days Out.
- E. Suggested Packing List.

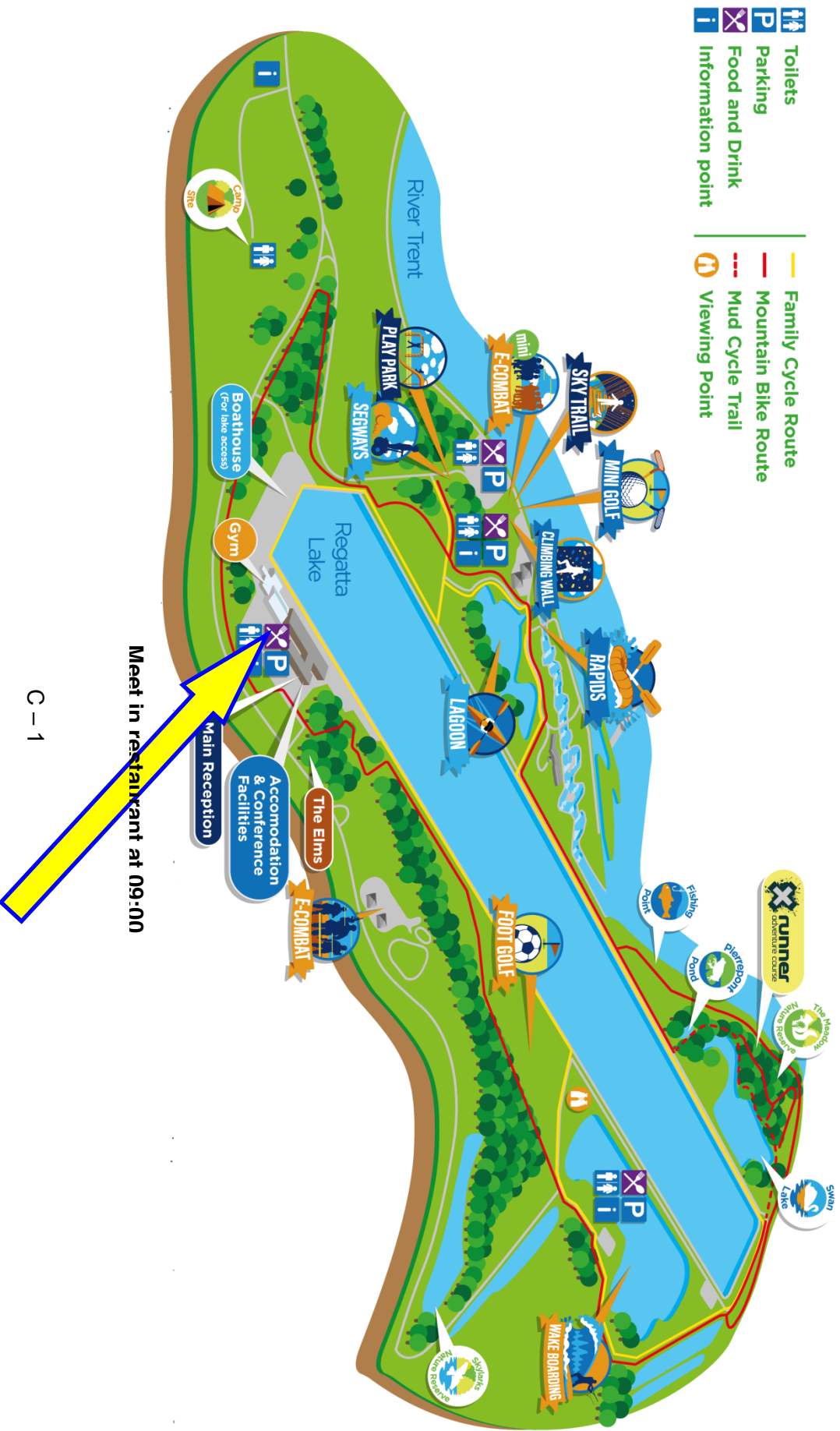
JUDGE DEVELOPMENT AND EVALUATION SEMINAR PROGRAMME

Ser (a)	Time (b)	Event (c)
Day 0 – Thursday 27 July 2017		
01	Own time	Arrive at Holme Pierrepont
02	Own time	Check in to accommodation
03	Own time	Visit the White Water course (optional) & locate the restaurant
Day 1 – Friday 28 July 2017		
04	09:00	Meet & welcome in the restaurant in the main centre building
05	10:00	Introduction of the trainers / trainees
06	10:35	Function of the ICF Committee
07	11:00	Freestyle Rules Presentation
08	12:15	Lunch
09	13:15	Qualities & Conduct expected of an ICF Judge
10	13:45	Appendix one Moves Presentation, Bonus's & Rule Changes
11	15:00	Move Knowledge Exercises & Memory Exercises
12	18:00	Evening Meal
13	19:00	Video Work
Day 2 – Saturday 29 July 2017		
14	09:00	Meet & revision / questions from day one
15	09:30	Squirt Appendix Move presentation
16	10:15	Video Work
17	11:15	Move Knowledge Exercises & Memory Exercises
18	12:15	Lunch
19	13:30	Practical Judging Session at the Feature
20	18:00	Evening Meal
21	19:00	Video Work, Memorizing the appendixes
Day 3 – Sunday 30 July 2017		
22	09:00	Meet & revision / questions from day two
23	10:00	Scribing & use of tablet/computer scoring
24	11:00	Break
25	10:00	Move Knowledge Exercises
26	12:30	Lunch
27	13:15	Written Exam, Oral Exam, Practical Assessment
28	16:30	Results and feedback session
29	18:00	Wrap-Up
30	18:30	Depart no later than 18:30

ICF FREESTYLE JUDGE DEVELOPMENT AND EVALUATION SEMINAR APPLICATION FORM

Applicant Information		
Name:		
Date of birth:	National Fed:	
Current address:		
City:	Country:	
Postcode:		
Email:	Phone:	
Seminar applying for (dates & location): Nottingham 28 – 30 July 2018		
Judging Experience		
Competitions judged	Date:	
1)		
2)		
3)		
4)		
5)		
Languages Spoken		
1)		
2)		
Special Dietary Requirements:		
1)		
Potential Conflicts of interest that the ICF should be aware of during judge selection		
1)		
2)		
Availability		
Availability for 2017 World Championships	YES	NO
Availability for 2018 World Cups	YES	NO
Will accommodation be required before or after the seminar	YES	NO
<i>If yes, this can be arranged by the applicant, direct with the host venue. Contact details to follow.</i>		
I am happy for my personal details to be retained by the ICF Freestyle Committee.	YES	NO
I am happy for photos of me on the seminar to be used by the ICF Freestyle Committee on Facebook and other social media.	YES	NO
If the seminar is oversubscribed and you are not initially awarded a place, do you wish to be considered as a reserve in case of a last minute cancellation by another student?	YES	NO
Please return this form by Sunday 09th July 2017 to1) Your National Federation 2) tony_hellier@hotmail.com		

MAP OF HOLME PIERREPOINT COUNTRY PARK – HOME OF THE NATIONAL WATER SPORTS CENTRE



LOCAL FAMILY DAYS OUT

[National Water Sports Centre Holme Pierrepont Country Park Family Activities](#) include:

- Sky Tykes,
- Sky Trail,
- Outdoor Adventure Zone,
- Climbing Wall,
- Stand Up Paddle boarding,
- Canoes and sit on top kayaks,
- White Water Rafting,
- White Water Tubing,
- Wakeboarding,
- Segways,
- Mini Golf,
- Footgolf,
- ECombat Laser Tag,
- XRunner Assault Course,
- Playground and Country Park.

In Nottingham or near to Nottingham:

- [Greens Mill Science Centre](#)
- [Go Ape Sherwood Park](#)
- [City of Caves, Nottingham](#)
- [National Justice Museum](#)
- [Ferry Farm Country Park](#)
- [Nottingham Castle](#)
- [Stonebridge City Farm](#)
- [National Trust Duffield Castle](#)
- [National Trust Kedleston Hall](#)
- [National Ice-Centre](#)

RECOMMENDED PACKING LIST

Ser (a)	Item (b)
On person or in hand luggage	
1	Passport, photocopy and electronic copy e-mailed to self
2	Visa, paper copy and electronic copy e-mailed to self
3	National identity card
4	Insurance documents, travel and medical
5	Complete driving license if hiring a vehicle
6	Boarding pass
7	Train or bus ticket
8	Phone and charger
9	Electronic plug converter
10	Earphones or headphones
11	Music player (iPod/ MP3 player)
12	Wallet
13	Money – Euros, US dollars, Argentine Pesos
14	Credit and debit cards
15	Keys
16	Laptop and charger
17	Camera and charger
18	Small bag
19	Watch / jewellery
20	Batteries
21	Medication (Immodium, pain killers, antihistamines) and copy of prescriptions + vaccinations
22	Book / Magazine / Kindle and English phrase book
23	Pen, paper/ notebook and 2017 ICF Freestyle Rules 2017 and appendices
24	Neck pillow and eye mask
Hold luggage	
25	First aid kit and antibacterial gel
26	Contraception
27	Toiletries: wet wipes, face wash, toothbrush and tooth paste, face and body lotion, handcream, shampoo, shower gel, moisturiser, deodorant, lipbalm,
28	Glasses and glasses case/ contact lenses and case, contact lens solution
29	Sun glasses, Sun cream and sun hat
30	Sewing kit
31	Sealable plastic bags for toiletries
32	Laundry bag
33	Socks
34	Shoes/ flip-flops / crocs/ thongs
35	Underwear
36	Sleepwear
37	Swimming costume and goggles/ gym kit / running kit, trainers
38	Water bottle
39	Warm jacket / waterproof coat
40	Base layer shirts/ shirts/ polo shirts/ t-shirts
41	Jumpers/ jerseys
42	Trousers and shorts