



CANOE FREESTYLE ICF TECHNICAL DELIVERABLES

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INTRODUCTION

This document specifically contains information for Host Organising Committees (HOC) on the minimum operational and technical requirements for an ICF Canoe Freestyle competition.

This document does not attempt to cover in detail every aspect of staging a championship, however certain elements are common to all competitions and these areas must be fulfilled by the Host Organising Committee.

ICF Competitions must at all times be conducted in accordance with the ICF Statutes and the ICF Canoe Freestyle Rules, as well as following ICF Manuals and Guidelines.

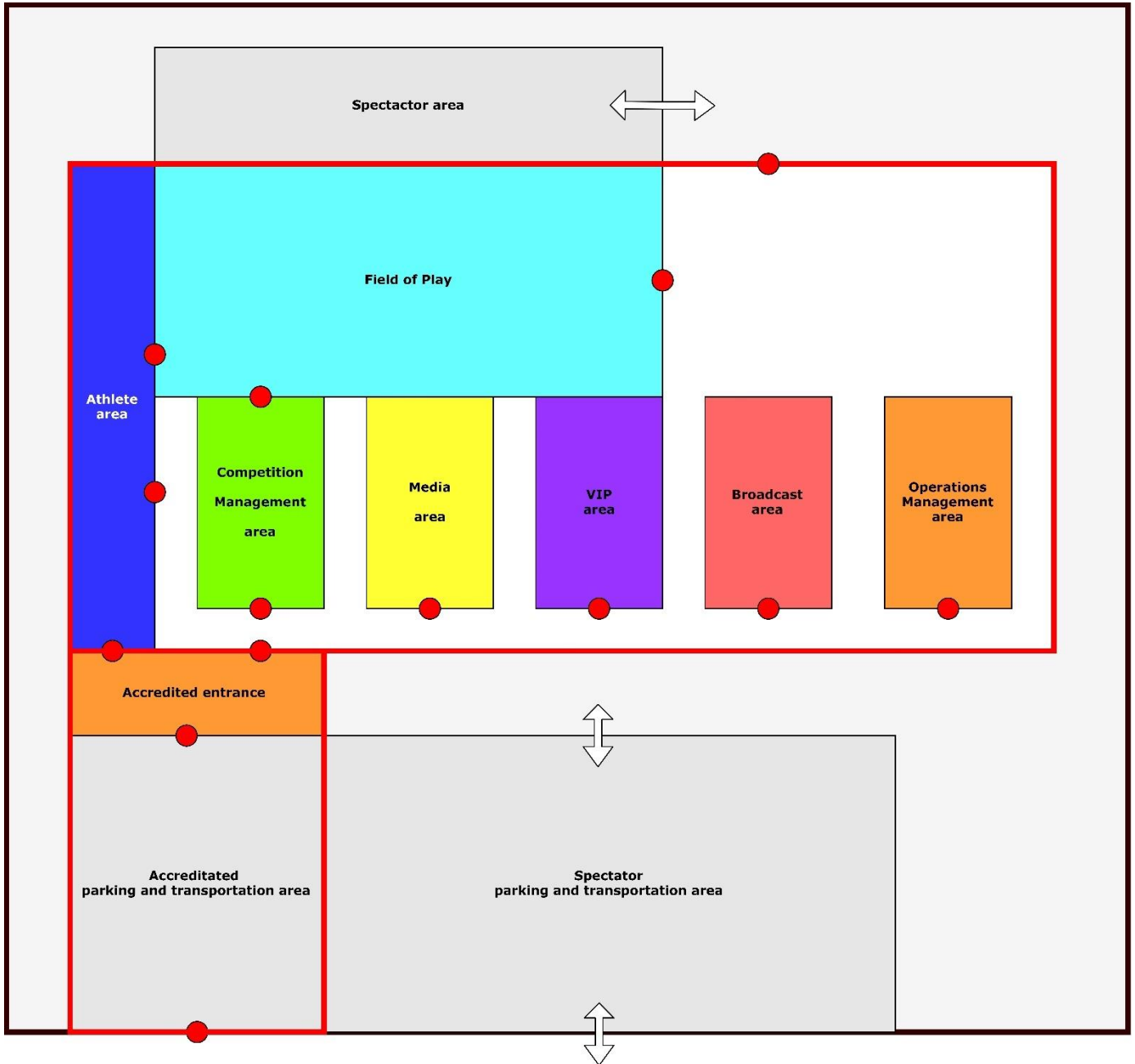
All necessary documents are available from the ICF website in the National Federation Area.

Glossary

National Federation (NF)	Member National Federation of the International Canoe Federation.
Competition	The competition runs from the start of the first event to the completion of the last event of a discipline, excluding the Opening and Closing Ceremonies. In this document: World Championships or World Cup
Event	An event is a contest in one (1) discipline resulting in the award of medals. An event is defined by at least a class and depending on the competition and the discipline with the additional optional information: a distance and / or an age group (e.g. junior men's kayak double 500m, under 23 women's kayak single, men's canoe double classic).
Competition programme	The list of events included in a competition.
Competition schedule	The complete list of events and their different phases with the time at which they will be held.
International Technical Official (ITO)	Oversee the operation of the competition.
Host Organising Committee (HOC)	The host organising committee can be a National Federation or a subsidiary or a third party organisation specialising in competition management.
championship period	The period from the opening ceremony to the closing ceremony of the competition
Access period	Period of access to the venue for the competing federations, this will include the free training period before the competition, the competition period and any post competition period for teams to remove their equipment
Definition of meaning	<ul style="list-style-type: none"> • may: optional • should: recommendation • must: mandatory / compulsory

GENERIC VENUE LAYOUT

The following is a generic graphical representation of the layout for an ICF competition. The layout identifies all main operating areas. The basic concept can be applied for all ICF competitions.



All technical deliverables will be classified by using this representation.

LINKED DOCUMENTS

Deliverable ID	Title of the document	ICF Main contact
GEN 1	ICF Competition rule book	Cyril NIVEL
	ICF Statutes	Cyril NIVEL
OPE 6	ICF Accreditation guidelines	Narelle HENDERSON
	ICF Accreditation system user guide	
	ICF Entries system user guide	
ATH 4	ICF Doping Control Station guideline	Michel ALARCON
COM 14 COM 15	ICF Protocol guidelines	Hengameh AHADPOUR
COM 16	ICF CFR Sport management forms guidelines	Cyril NIVEL
COM 17	ICF CFR Sport information distribution guidelines	Cyril NIVEL
Chapter F	Media Guidelines	Ross SOLLY
Chapter I	ICF Look and style guide	Catherine WIESER
	ICF Branding at venues guideline	Catherine WIESER
	ICF Advertising on equipment guideline	Catherine WIESER
	ICF Partners at ICF competitions guideline	Catherine WIESER

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A. GENERAL

GEN 1. Competition Rules

The HOC will take all necessary steps to organise the competition in accordance with the applicable ICF Canoe Freestyle Competition Rules and ICF Statutes.

GEN 2. Construction

The HOC must build any construction, not already available, needed to host the competition, including permanent, temporary or overlay constructions at the HOC's own cost.

GEN 3. Feature and Facilities

The venue and the feature must meet international canoeing standards and have been homologated by ICF Technical Committee prior to bidding to host an ICF competition.

The HOC must, at its own cost, ensure that all existing services, including, without limitation, power, water, telephone, internet, office space, athlete and media facilities must be made available to the ICF, its nominees, its commercial partners and suppliers and the host broadcaster (if required) throughout the competition period.

A venue layout with all key areas must be provide to the ICF at least twelve (12) months prior the competition.

If there is a different location for any events, the HOC must provide to the ICF a different layout for each venue at least twelve (12) months prior the competition.

GEN 4. Participation Fee

A Participation fee can only be charged for athletes and team officials. It must be agreed with the ICF 12 months in advance.

The fee must include the following services:

- Accreditation
- Security and emergency medical services
- Official pre-competition training period and official training period
- Miscellaneous services (including but not limited to snacks, water, etc.)

The participation fee is defined as follows for the access period:

	World Cup	World Championships
Maximum total amount	100€	250€

The Participation Fee will not be charged to:

- ICF family (defined in the deliverable “OPE 1”) and ICF sponsors
- Official NF Presidents and Secretary Generals as registered with the ICF who are not part of the NF team management.
- ICF development programme Athletes and Coaches.
- The 3 next World Championships HOC’s and the next World Cup HOC’s; up to 3 persons from each organising committee.

GEN 5. Obligations Relating to Government / Local Authority

Assistance

The HOC must ensure that all appropriate government, local authorities, state agencies and other official bodies assist in the preparation of the competition.

GEN 6. Contingency Planning

The HOC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders, including the ICF, 6 months prior to the competition.

GEN 7. Reports

The HOC will provide 1 report every 6 months within the 24 months before the start of the competition on the organisation to the ICF Secretary General, and the ICF Canoe Freestyle Chair. A report template will be provided by the ICF.

The HOC must provide the ICF with sufficient information to enable the ICF Canoe Freestyle Chair to report to the ICF Board of Directors at their meeting 6 months before the competition. The HOC is obliged to regularly keep the ICF bodies and officials informed on the progress of the preparation and organisation.

The HOC will provide a final report as per ICF statutes (standing bylaws to the preparation and organisation ICF competition – reports) by the end of the year of the competition.

GEN 8. Technical Visits

The HOC will cover all travel and accommodation costs for up to 2 inspection visits by up to 2 ICF representatives prior to the competition

The HOC is encouraged to seek advice from the ICF at any time.

B. OPERATION

OPE 1. Accommodation – ICF Family

The HOC will provide full board accommodation and meals, at the venue or at the accommodation, for ICF Family as listed below.

Any variation to this table may be reviewed and changes agreed provided it is finalised three months before the competition.

a) World Cup requirements

	Maximum number of people	Kind of hotel	Kind of room	Maximum number of nights
ICF President	1	Two or three star or equivalent	Single room	4
ICF Secretary General	1			4
ICF Committee members	4			7
ICF Chief Judge	1			7
ICF staff	1			6
ICF Technical Officials	6		Twin room	6
ICF timing & scoring provider	1		Single room	4

b) World Championships requirements

	Maximum number of people	Kind of hotel	Kind of room	Maximum number of nights
ICF President	1	Three or four star or equivalent	Single room	6
ICF Secretary General	1			6
ICF Jury	3			6
ICF CFR Committee Chair and members	7	Two or three star or equivalent	Single room	14
ICF staff	1			14
	3			11
Chief Judge	1			14
ICF Technical Officials	10			Twin room
ICF Timing & Scoring provider	1	Single room	11	

c) Special Services for ICF Technical Officials

The HOC must liaise with each ICF Technical Official and their respective National Federation with all relevant information leading up to the competition.

The HOC must permit an ICF Technical Official to book a single room by paying the additional cost. This cost must be agreed between the ICF and the HOC no later than 6 months before the competition.

OPE 2. Accommodation – Media & ICF sponsors

The HOC will provide information regarding available accommodation with prices and payment conditions for representatives of the media. The accommodation categories should cater for the differing needs of the various participating groups.

OPE 3. Accommodation – National Federations

The HOC must provide information of a defined number of rooms in 5 different accommodation categories (from Sport Centre to 4-star-Hotels) to fit the different needs for participating groups in the competition.

The ICF must be informed of the hotel choices and accommodation prices 12 months before the competition.

This information must be published in the information bulletin #1.

	World Cup	World Championships
Number of rooms	150 and 200	250 to 300

OPE 4. Local transportation

a) ICF Family – World Championships

The HOC will provide free of charge all airport and competition venue transfers for all members of ICF Family as follows:

	Airport transfers	Venue – accommodation
ICF President	Yes According to schedule provided by ICF	Private car, dedicated driver
ICF Secretary General		Private car, dedicated driver
ICF Jury		3 private cars, shared drivers
ICF CFR Committee members		
ICF staff		
ICF Technical Officials Chief official	Yes According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by CFR Committee
ICF timing & scoring provider	Yes	Yes (with CFR committee)

b) ICF Family – World Cups

The HOC will provide free of charge all airport and competition venue transfers for all members of ICF Family as follows:

	Airport transfers	Venue – accommodation
ICF President ICF Secretary General	Yes According to schedule provided by ICF	Private car, dedicated driver
ICF CFR Committee members		1 to 2 cars, shared driver
ICF staff		
ICF Technical Officials Chief official	Yes According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by CFR Committee
ICF timing & scoring provider	Yes	Yes (with CFR committee)

c) National Federations

The HOC will provide full transportation information to all National Teams – including information concerning plane/train/bus transport to the city, public transportation within the city and any transportation service provided by the HOC from the airport to the accommodation and from there to the competition venue.

If requested by the teams, the HOC will plan for transportation services between the main airports, train stations and the accommodation for the participants. This will be provided at the team's own cost.

OPE 5. Car Parking

The HOC must organise sufficient car parking space for the participating National Federations, ICF Family, sponsors, suppliers and VIPs. Car parking for ICF Family, sponsors, suppliers and VIPs must be without charge.

OPE 6. Accreditation

The HOC will comply with the ICF Accreditation Guidelines to allow appropriate access control to all stakeholders during the competition.

The HOC must use the ICF's online accreditation system (SDP) for all stakeholders.

Online entries will be part of an integrated system including accreditation, entries and result production.

Through their accreditation centre, the HOC will be responsible for the production of all the required outputs (eg. badge production).

OPE 7. ICF Working Areas

The HOC will provide good quality working areas to the ICF, to be available 3 days before the competition as follows:

a) World Cup

Office	Table and chairs	Equipment
ICF Office (ICF staff, ICF CFR Committee, and external providers)	4 to 6 persons	1 main table Chairs as required Internet connection based on internet requirements Electricity, light and refreshments 1 printer 1 video projector

a) World Championships

Office	Table and chairs	Equipment
ICF President ICF Secretary General	2 to 3 persons	1 main table Chairs as required Internet connection Electricity, light and refreshments 1 video projector shared with all offices 1 printer in ICF office
ICF Office (ICF staff & ICF CFR Committee)	9 to 12 persons	
Jury / meeting room	3 to 4 persons	

OPE 8. Internet Access

a) Global Needs

The HOC may ensure the availability of internet access in all the following areas:

Dedicated network	Location	Kind	Number of simultaneous connections	Required connection	
				Bandwidth down/up	Suggested technology
#1	Streaming (TV compound or JP&SO ¹)	Wired	1	40/40 Mb/s	SDSL 40 Mb/s
#2	Timing & Scoring (JP&SO)	Wired	1	5/5 Mb/s	SDSL 5 Mb/s
#3	Press Centre	Wireless	20 to 50	15/15 Mb/s To 50/50 Mb/s	SDSL 50 Mb/s
		Wired	5 to 10		
#4	Accreditation centre	Wired	5 to 10	5/5 Mb/s	ADSL

b) Quality of the Service

The HOC may ensure the following quality of service:

- A trouble-shooting service on a 24/7 basis during all of the competition period including Saturday and Sunday
- A guaranteed upload / download rate (not a “up to” data rate)
- No filesharing blocking
- No reduction of the data rate or speed after reaching a limit.
- A single daily shutdown late in the evening for products based on IP allocation. No automatic shutdowns (e.g. each 1h).

¹ JP&SO: Judges platform & scoring office

c) Warning

Internet providers usually offer connection with so called aggregation (1:2, 1:5, 1:10, etc.). This means that the internet bandwidth is shared between their customers (1 bandwidth is shared between 2 or 5 or 10, etc customers).

For example, they offer 50 Mb/s with aggregation 1:5 which means the 50 Mb/s bandwidth is shared between 5 customers and if these customers all use internet, you will get $50/5 \rightarrow 10$ Mbit/s which is not enough.

It is really important to have the dedicated bandwidth for streaming and TV compound. So no aggregation is possible.

d) Service for Athletes and Other Stakeholders

Depending on the local capacity, the HOC may provide wireless internet connection for Athletes and VIPs without interfering with the previous dedicated networks.

OPE 9. Immigration Visa Applications

The HOC must assist in processing immigration visa applications for all participants for the competition.

OPE 10. Health and Safety

The HOC must, at its own cost, ensure 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 competition 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 licenses) to enable the competition to take place at the venue in accordance with this agreement.

The HOC will provide all required emergency and medical services for the competition.

The HOC 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 HOC must provide a risk assessment to the ICF 6 months prior the competition.

OPE 11. Security

The HOC must provide appropriate security including traffic management, car parking and infrastructure protection during the access period.

A security plan, crisis plan, evacuation plan and contingency plan must be drawn up and submitted to the ICF 30 days prior the competition.

The HOC must provide fire and rescue arrangements throughout the access period.

The HOC must use reasonable endeavours to ensure the safety and security of all persons attending the venue throughout the access period.

OPE 12. Water safety rescue team

During the competition period, the HOC must ensure the on-water safety of the participating athletes.

During official training periods, the HOC must ensure the on-water safety of the participating athletes or request to the participating National Federation to ensure the on-water safety.

This information must be communicated by the HOC to all participating NFs before the 1st training session.

The water safety crew plan must be provided to the ICF one month prior the competition included the level of qualification of the crew members and approved by the chief judge.

OPE 13. Signage

To create a homogeneous image the HOC must establish a signage and orientation programme:

- Signage must be in English and in the host country language,
- Signage must include directional signage for spectators and all visitors
- The location of medical services and doping control must be clearly marked
- Restricted areas must be marked, with the access requirements.

The HOC must make available directional signage and a map of the venue at accommodation sites (if applicable) and at the venue.

The HOC's access signage must be according to the ICF requirements and any local specification.

OPE 14. Obligations relating to environmental protection

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

Without limitation the HOC must consider issues like resource use (paper, packaging etc), water quality and energy usage.

The ICF will provide tool kits to support the HOC in implementing environmental friendly practices.

OPE 15. Obligations relating to the venue

The HOC must ensure the venue is a clean venue 24 hours before the competition period including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions that are not related to the competition or as agreed with the ICF.

The HOC is responsible for the cleaning and reinstatement of the venue at its own cost after the competition has taken place.

The HOC should prevent the sale within the venue of any unofficial merchandise or goods that are not authorised by ICF.

OPE 16. Power Requirements

The HOC must provide all power required in each area for the organisation and the broadcast of the competition.

The global power installation must respect the security regulations to ensure the safety of people and the safety of the equipment.

To prevent all power outage, the ICF recommend having a primary dedicated and independent energy source for the Judges platform & scoring office.

The HOC must provide for the Judges platform & scoring office, an alternative stand-by energy source (fuel-driven power generator or an alternative phase from the rest of the venue), allowing the competition to be continued in case of a power outage.

The global power scheme must be provided to the ICF two months prior the competition.

OPE 17. Sound System

The quality of the public announcement and audio system must enable sharp and clear sound reproduction above the noise of the crowd for both public announcement and entertainment music.

Loudspeakers must be positioned in such a way as to give uniform sound reproduction throughout the venue with no distortion or “echo” effects.

The regulation system of the loudspeakers must allow a normal communication inside the Judges platform & scoring office.

OPE 18. Public Facilities and Sanitary Installations

The HOC must 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 should be of suitable hygienic standard.

They should a focus on recycling and minimising waste where appropriate.

C. ATHLETES AREA

ATH 1. Nations Area (for World Championships)

A covered place for relaxation, or tents with suitable seating and tables must be provided for Athletes.

It is recommended to have the space floored but as a minimum it should be located on flat ground.

This area needs to be secured on the basis of 24/7.

The HOC will provide:

- Each nation with a dedicated enclosed space (smaller nations may share spaces);
- An adequate number of toilets: a minimum of 1 toilet for men, 1 toilet for women for each 50 persons;
- Water (The ICF recommends that we use reusable water source.);
- Chairs and tables

ATH 2. Official Training Period

The HOC and the ICF must agree 12 months before the competition for a period of official training immediately before the start of the competition without any costs to the participants.

For a World Championships this training period must at least for 5 days prior the competition.

The HOC will publish a daily training schedule 10 days prior the 1st official training day.

There are no training possibilities during the team leaders meeting and the opening ceremony.

ATH 3. Doping Control Programme

a) In-competition doping tests

The ICF Doping Control at Canoe Freestyle Competition 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 HOC acknowledges that according to the ICF Anti-Doping Rules the ICF is the responsible Results Management Authority of all tests conducted during the competition.

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

The HOC may increase the number of in-competition doping tests conducted at their own cost.

b) Doping control station

The HOC must 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 competition.

c) Antidoping Education Programme

The ICF may want to have an on-site anti-doping education programme for the National Federations participating at the competition.

The HOC must provide basic support and a relevant location to facilitate this initiative.

ICF Development Programme (for World Championships)

The HOC must work in cooperation with the ICF Development programme coordinator in supporting the whitewater development programme.

For training camps, the HOC is responsible for:

- Accommodation expenses and meals,
- Local transportation including airport shuttles,
- Participation fees.

The programme will be a total of 9 participants (7 athletes, 2 coaches). For any additional people, costs will be covered either by the ICF and/or the participant.

The participants, or their NF / ICF / ICF sponsors are responsible for providing of canoeing equipment, coaches and support staff, and travel expenses to the competition.

D. COMPETITION MANAGEMENT

COM 1. Information Bulletins

a) 1st Bulletin

Based on the ICF template, The HOC will prepare the 1st bulletin 12 months prior to the competition.

The HOC must submit all bulletins to the ICF for approval.

Once approved, the bulletin must be sent to the NFs and posted on the ICF competition website.

b) Final Bulletin

Based on the ICF template, The HOC will prepare the final bulletin no later than 30 days prior to the competition.

The HOC must submit all bulletins to the ICF for approval.

Once approved, the bulletin must be sent to the NFs and posted on the ICF competition website.

c) Official Training Schedule

Based on the ICF template and the final numerical entries, the HOC will prepare the official training schedule 24h after the closing of the numerical entries. After approval, the ICF will send to the NFs and posted on the ICF competition website.

d) Team Leaders Meeting Agenda

Based on the ICF template, the HOC will support the ICF to finalise the Team Leaders meeting agenda at least two days prior the team leader meeting.

Once approved, the document must be disseminated to the NFs and posted on the ICF competition website.

COM 2. Entries

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

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

COM 3. Competition Schedule

The ICF will formulate and finalise the specific daily competition schedule at least six (6) months prior to the competition.

This competition schedule will be in accordance with international TV requirements (if applicable) and local needs.

Notwithstanding the agreement of such schedule, the ICF has the right to make such changes to it as it deems to be in the best interests of the competition/sport.

Should such changes result in a material adverse effect on the financial or other obligations of the NF, it should so inform the ICF and demonstrate such material adverse effects.

The ICF should then negotiate with the HOC in order to address such material adverse effects in a mutually satisfactory manner.

However, the final decision in relation to the competition schedule must lie with the ICF.

The ICF will produce at least 3 versions of the competition schedule:

- Version 1: Provisional schedule with figures based on statistics from previous years
- Version 2: Provisional schedule with figures based on official numerical entries
- Version 3: Official schedule after Team Leaders meeting

COM 4. Team Leaders Meeting

a) The Meeting Room

The Team Leaders meeting room should be equipped as follows:

- Setup in 'conference' format with 8 places at the main table
- Video projector and screen with VGA or HDMI cable to connect a computer on the main table to the video projector
- If appropriate, public address and microphone facilities.
- The body of the room must have sufficient seating for all teams:

	World Cup	Senior World Championships
Number of places	40	60

b) Contents and running of the meeting

The Team Leaders meeting will be run by the ICF Chief Official and will:

- Be held at least one (1) day prior to the start of competition;
- Follow the ICF Team Leaders Meeting Agenda template.

A copy of the provisional start list, the Team Leader meeting agenda and any other information requested by the ICF should be distributed at the start of the Team Leaders meeting by the HOC.

COM 5. On Venue Communications

The HOC must provide radios on separate dedicated channels as follows:

- 8 radios for "Sport" purpose
- 4 radios for "Sport presentation / medals presentation" coordination

COM 6. Equipment Control

The HOC must provide:

- A 15 liters water container
- Tape measure

COM 7. Electronic or video Scoreboard (for World Championships)

The HOC must provide at least two scoreboards (electronic and / or video) to ensure a display of the results.

COM 8. Scoring and competition management

The HOC must use the ICF contracted scoring and competition management provider for the competition according to the terms and conditions of the service provider agreement and pay the costs to the ICF. This service includes:

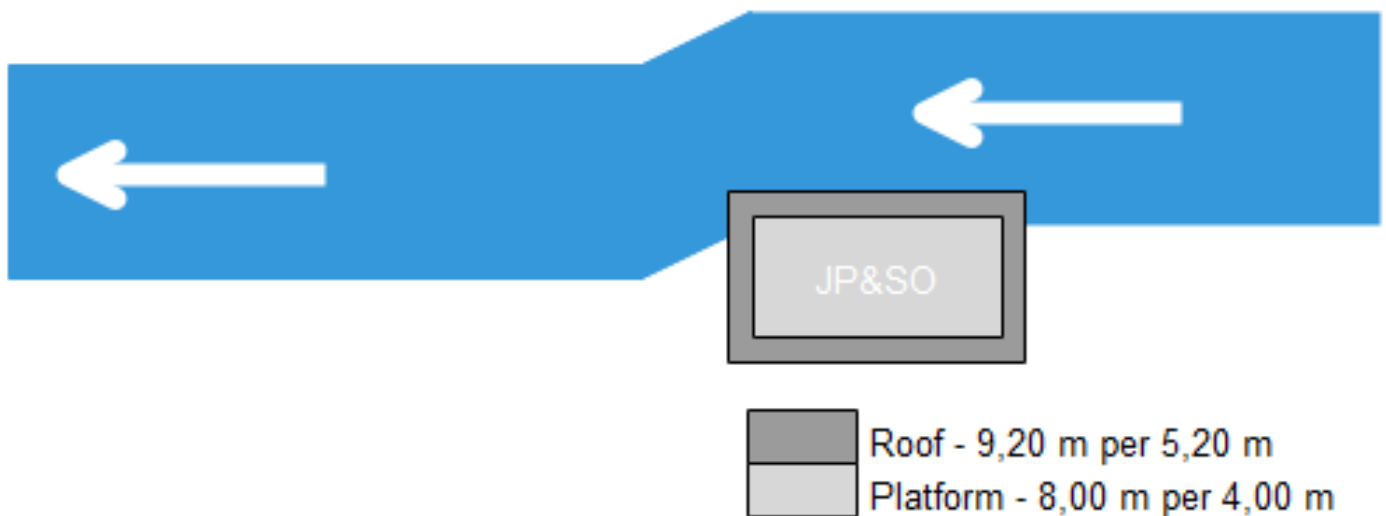
- Electronic timing and start clock
- Software to manage competitions according ICF canoe freestyle rules
- Info screen (CIS) for announcer and press room
- Electronic devices for judgement management with the dedicated software link to the main software.
- TV graphics (Fill+Key in HD/SDI) in ICF layout
- Live internet results application

COM 9. Judges platform & scoring office (JPSO)

a) Functions

The function of the judges' platform is to provide a safe and secure working environment for the ICF Canoe Freestyle International Judges (IJCFR) and their scribes, the ICF Canoe Freestyle Chief Judge, (ICJCFR) the timer, the ICF Canoe Freestyle Committee member and the scoring system provider and their equipment.

b) Layout



c) Platform requirements

The platform should be completed, along with services such as electrical supply and Wi-Fi at least 4 days prior to the start of competition.

This platform needs to be standalone without any direct connection to other structure (e.g. camera platforms or announcer's platforms).

This area needs to be secured on the basis of 24/7.

- **Size**

The structure should be of substantial construction, with an overall weight capacity of at least 1600kg.

	Minimum	Optimal
Length (view on the river)	5m	8m
Width	4m	4m
Surface	20 m ²	32 m ²

- **Position**

- The platform should be sited at approximately 45 degrees upstream of the feature and around 2 meters above the water level. Please see diagram below.
- The platform should have a clear, uninterrupted view of the feature, warm up areas, upstream and downstream eddies and the coaching area.

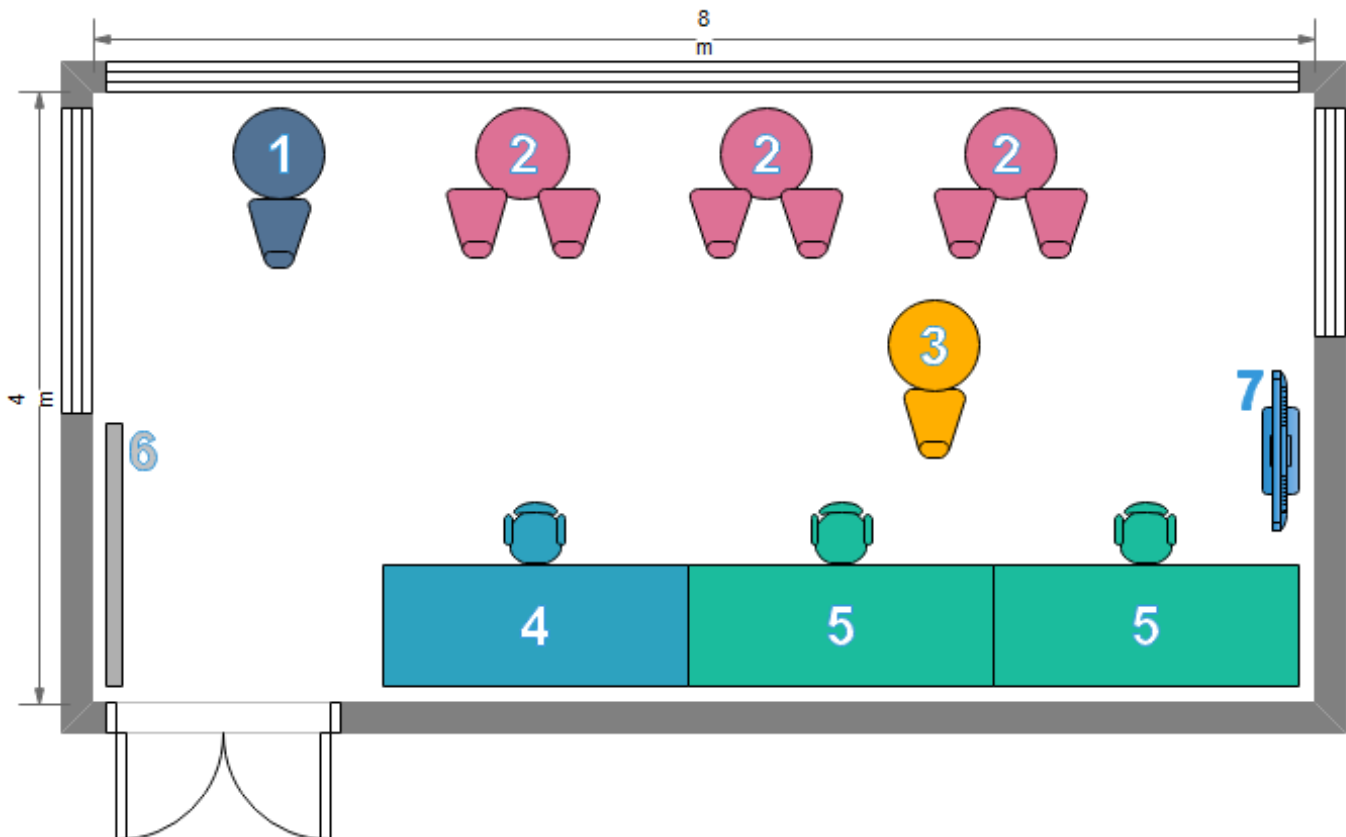
- **Roof, wall and safety**

- The structure should have a weatherproof roof that overlaps the floor area by at least 0.6 meters on all sides.
- The platform should have weatherproof transparent screens on 3 sides that can be pulled into place if required.
- This is to protect equipment in the event of rain.
- The platform should have handrails/guardrails around its perimeter. These guardrails, however, should not obscure the judges' view of the feature.
- Dedicated entrance with a barrier to ensure only authorised personnel is allowed onto the platform.

- **Other aspects**

- Physical barriers should be erected and signage applied to prevent any unauthorised personnel from accessing the rocks in front of or around the judge's platform.
- The judge's platform and the area around the platform will be under the control of the ICF.
- Only flags and banners approved by the ICF can be displayed on the platform.
- An area should be cordoned off at the entrance to the platform to prevent athletes and their kayaks from congregating in this area.
- Dedicated toilet facilities should be provided no more than 50m from the judge's platform.

d) Platform layout



e) Platform equipment provide by the HOC

LEGEND	FUNCTION	TABLE	CHAIRS	STANDING TABLE	HIGHCHAIR
1	Clock operation			1	1
2	Judges & Scribes			3	6
3	Chief Judge			1	1
4	TV Graphic operation	1	1		
5	Scoring operation	2	2		
TOTAL		3	3	5	5

f) Platform - other equipment

Equipment	Details	Quantity
Color printer	Type: Laser Need drivers and cables Papers and ink.	1 primary 1 backup
Extension power cables		2
Notice board (layout #6)	Size: 1.5m x 1.5m	1
Multiple power sockets		2 to 4
TV monitor (layout #7)	Size: minimum 0.70m width	1
pens, pencils, drawing pins, office tape, duct tape, 6 clip boards and hand cleaning gel		

g) Platform – human resources

LEGEND	FUNCTION	ICF	SCORING PROVIDER	HOC	
				NTO	Sport Volunteer
1	Clock operation			1	
2	Judges	3			
	Scribes			3	
3	Chief Judge	1			
3	ICF official	1			
4	TV Graphic operation				1
5	Scoring operation		1		1
TOTAL		5	1	4	2
		12 persons			

COM 10. Announcers and sport presentation

The sport presentation and the announcers are an essential requirement of the competition.

The ICF and the HOC will agree on a global plan about it 6 months prior the competition.

a) Role of the announcers

The announcer's role is to inform the stadium audience and or the TV audience about the sport of Freestyle kayaking, the event in general, and more specifically, the actual competition taking place.

Announcers must have the ability to inform, entertain and educate Freestyle and non-Freestyle audiences about the detail and concept of Freestyle kayaking and competition.

They may also help in a coordinating and organising role, by making general announcements to the audience, athletes and officials.

They provide a continuous commentary on the live Freestyle competition, in an unbiased, informative, accurate and entertaining manner, free of political or religious content.

This should be using English language and local language.

All announcements during the competition as well as any other announcements outside the competition should be made in English and the local language.

b) Announcers: numbers and skills

- **During preliminary phases:**

The HOC and the ICF will coordinate to provide at least 4 primary (2 for streaming and 2 for the venue), non-competing announcers for all Preliminary rounds.

- **During quarterfinals, semi-finals and finals phases:**

The HOC and the ICF will coordinate to provide at least 4 primary (2 for streaming and 2 for the venue) non-competing announcers, along with at least 2 guest announcers (6 in total)

- **At any time:**

At least one announcer should be able to speak English and the local language.

They should be experienced announcers with a good knowledge of Canoe Freestyle and fluent English speakers.

All the chosen announcers must have the additional knowledges:

- Knowledge of ICF Freestyle moves including Squirt
- Knowledge of ICF Freestyle rules and appendixes, including Squirt
- Experience of announcing at Freestyle or world class competitions
- Knowledge of Freestyle paddlers and Freestyle events including Squirt
- Ability to work as part of a team
- Proven ability to adapt to changing situations

c) Other potential development

The ICF encourages the HOC to be innovative by adding extra services for final phases such as:

- DJ to providing exciting atmosphere
- Flash interviews with athletes in the finish area (connected to the video board and sound system)
- Flash interviews of spectators
- Fan zone animation
- Other ideas as proposed by the HOC

COM 11. Announcers platform

a) Layout



The exact location needs to be finalised after reviewing the venue layout.

Legend	Function	dimension
A1	Venue - announcers	3m per 3m
A2	Streaming - announcers	3m per 3m
A3	Local TV – announcers	3m per 3m

b) Requirement

- These areas must be at maximum 100m from the JP&SO area
- Announcers should have a standalone platforms (with roof and weatherproof transparent screens) adjacent to the judge’s platform to allow communication between the ICJCFR and the announcers and a good view of the feature.
- Announcers should be able to access their platforms without using the entrance on the judge’s platform.
- Announcers should be able to access their platform and perform their tasks without distracting the judges.
- This area needs to be secured on the basis of 24/7.

c) Equipment to be provide by the HOC for each area

Equipment	Details	Quantity
Chair or bar stool	For all	2
table	Size: 1.5m x 0.7m	1
Internet	WIFI or cable for 2 computers	X
Laptops or tablets	To review live results and / or access athlete bios	2
Multiple power sockets		4

COM 12. Technical Rehearsal

The HOC must run a technical rehearsal based on the ICF scheduling. During this time at least the following functions must be manned and tested:

- The judge's platform, with power, internet and equipment provider by the HOC
- The scoring provider
- The sound system, speakers and microphones.
- Timing clocks and buzzers.

COM 13. Technical Officials

The number of Technical Officials required to run a competition is defined in the ICF competition rules.

The ICF will publish the nominated ICF Technical Officials by the end of March the year of the competition

COM 14. Medal Ceremony

The organisation of a medal ceremony must be in accordance with the ICF Protocol Guidelines and a suitable backdrop must be installed.

a) During the Official Training Period

Using the official list provided by ICF, based on the current IOC list, the HOC will check the correct names and the abbreviations of the countries of the National Federations entered.

The HOC will request the Team Leaders of the participating nations to check the national anthem of that nation and approve the flag.

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 competition.

b) Rehearsal

The HOC should organise (with the ICF representative) a rehearsal of the medal ceremony at least a day prior to the first ceremonies, to test and approve the procedures.

All aspects of the protocol must be defined in advance, to enable the rehearsal to be a test of process and duration.

c) During the Medal Ceremony

The HOC needs to prepare the script for the speaker prior to each medal ceremony.

The ICF will inform the HOC well in advance who will present medals.

During the ceremonies, the HOC should ensure easy communication (radio for instance) between the master of ceremonies, the assistants looking for athletes, the announcer and the sound system coordinator, the nation's area and any other key person involved in the ceremony.

Assistants must also be positioned in the nations area ready to contact the Team Leaders in case Athletes are missing or in case the athlete's official uniform is missing.

d) Changing room for the athletes near the medal presentation area

A changing area must be provided for athletes when a medal ceremony directly proceeds the finals.

COM 15. Opening and Closing Ceremony

The HOC will organise an opening ceremony according to the ICF Protocol Guidelines.

World Cup	World Championships
Not mandatory	mandatory at least one day before the start of the competition.

For World Championships, a closing ceremony must be run according to the ICF Protocol Guidelines.

COM 16. ICF Canoe Freestyle Sport Management Forms

Before the competition the HOC must prepare all the ICF Canoe Freestyle sport management forms according to the dedicated guidelines.

These must be available in sufficient numbers to be used during the entire competition.

COM 17. Sport Information Office (SIO)

The SIO is the communication point between the Team Leaders, HOC and the Competition Committee. It is recommended to be a minimum 15 m² of enclosed space centrally located.

The SIO is to be open during the whole access period:

- During official training: limited daily open window to be agreed with the ICF
- During competition period: from 1 hour before the competition to 1 hour after the end of the competition.

The staff at the SIO should be well prepared, fluent English speakers and informed about all key items of the competition.

Equipment needed:

- Mail boxes for each team
- Copy machines
- Computer and internet connection for the SIO manager

Operation:

- Distribution of all the competition information according to CFR sport information distribution guidelines.
- Team arrival procedure, bib distribution, etc.
- Information about transport, accommodation, local activities, etc.

COM 18. Sport Information Distribution

a) Principles

Based on the sport information distribution guidelines, the HOC must ensure the distribution of the information for all stakeholders (e.g. NFs, media, VIP, TV, spectators).

b) Publishing of Results

A physical paper copy of official results of each round must be published after each phase of each event. Results must be displayed as per ICF requirements.

The location which the results will be stored is to be communicated at the last team captains meeting before the competition begins.

This location must be equally available to all team captains and competitors.

If a physical location is used to publish the results, this must be within two hundred meters of judge stand unless agreed at the last team captains meeting before the competition begins.

COM 19. Key staff needed for Competition Management

Function	Number of people	Qualification
Timer	1 to 2	Volunteer
Results runner	3	Volunteer
Logistic management	2	Volunteer
Water rescue crew	2	Experienced volunteer
Access control	4 to 6	Volunteer
ITOs manager	1	NTO
Judges' platform & scoring office	1	Experienced volunteer

All these people need to be available from 1 hour before the competition rehearsal until the end of the competition.

E. FIELD OF PLAY

FOP 1. Feature

The feature must meet specific international canoeing standards and have been homologated by the ICF prior to any bid to host an ICF competition.

In case of a venue having a water regulation system (e.g. artificial whitewater centre, river with an upstream dam), the ICF and the HOC must agree the water stabilised schedule to allow publication with the competition schedule version 2.

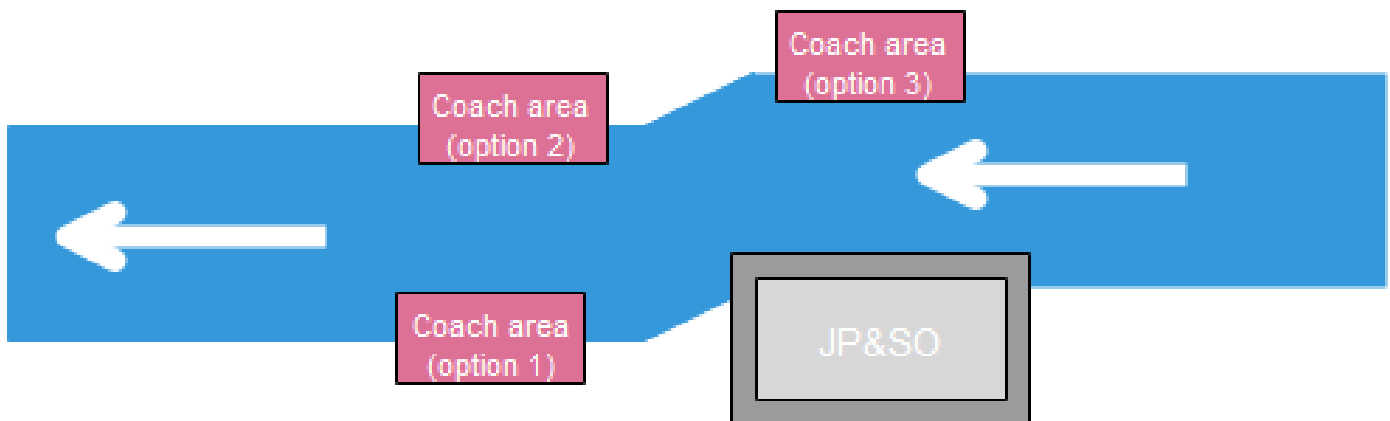
FOP 2. Coaches area

a) Function

The function of the coaches' area is to provide a space where coaches can interact with their athletes between their runs.

Ideally, this area will be a downstream eddy that is close enough to the feature to allow direct entry to the feature.

b) Location



The exact location needs to be finalised after reviewing the venue layout.

c) Requirements

• Location

- The coaches' area should be an eddy, big enough to allow for 6 athletes in their kayaks.
- This area should be clearly visible from the judge's platform
- Shelter from the elements (sun or rain) may be required

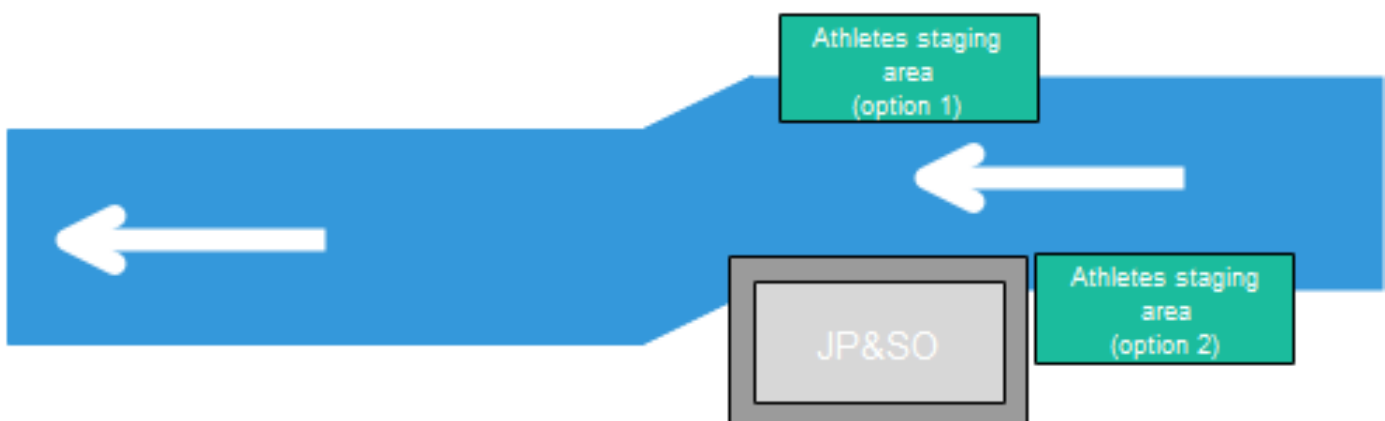
- **The eddy requirements**
 - The eddy should allow direct entry into the competition feature.
 - The eddy should have approximately 7 meters of riverbank.
- **Coaches**
 - This area should be large enough to comfortably accommodate 6 coaches along with their athletes.
 - The coaches should have a clear view of the competition feature from this area.
 - If necessary, a small viewing platform should be constructed.
 - If necessary, 2 rafts anchored to the bank can be use as coaches' area.
- **Access control**
 - This area will remain under the control of the ICF.
 - This area should have barriers and signage to indicate that it is exclusively for coaches.

FOP 3. Athlete Staging Area

a) Function

- The purpose of the athlete staging area is to provide a designated space where athletes should gather prior to their heat.
- In this area, an ICF official or a designated volunteer, will check the athletes' name, bib, check safety measures and record the make and model of the kayak.
- The official, at this time, will give the athletes' information about the warm up area, entry moves and when and how to move down to the lower eddy.

b) Location



c) Requirements

- **Location**

- The athlete staging area should be in an eddy, upstream of the feature.

- **The eddy requirements**

- The athlete staging area should include at least 6 meters length of riverbank, with a beach area at least 4 meters wide.
- This area should allow the athlete to enter their kayaks and for them to launch their kayaks without damage.
- This area should be large enough for the athletes to carry out basic stretching exercises.

- **Access control**

- This area should have signage and barriers and be restricted to athletes and their coaches and the ICF official.
- This area should be in close proximity to and clearly visible from the judge's platform.
- This area should have a small shaded area (gazebo) to allow the official to get out of the sun.
- This area should have a supply of fresh water in order that athletes can rehydrate.

F. MEDIA

MED 1. Media Centre

A media centre must be organised containing sufficient working places for journalists and photographers, including high speed laptop connections (LAN), internet provision as specified in OPE 9 for sending e-mails, especially a fast results service in the working room of the media centre.

MED 2. 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 HOC and the ICF Media Manager.

MED 3. Mixed Zone

The mixed zone offers the media a dedicated place to talk to the athletes immediately following the competition. The HOC Media Manager is responsible for the mixed zone in close collaboration with the ICF Media Manager, ICF TV team and the host broadcaster (if available).

In planning for the mixed zone, the HOC should ensure that:

- It is strategically placed at the athletes' exit from the competition course;
- It is in a quiet area so that the audio can be easily recorded;

The HOC needs to set up media stations in the order of ICF TV, Host TV, other TV, then radio and finally the written press.

HOC's staff members need to be trained to manage the flow of Athletes through the zone and ensure that only the necessary accredited people are in the zone.

There must be a suitable backdrop to the mixed zone (E.g. sponsor board, field of play, crowd).

The backdrop and sponsors board must be positioned for optimal TV coverage and visibility.

MED 4. Media Strategy Plan

The HOC must provide to the ICF a media strategy plan including how the competition will be publicised, what suitable material will be provided, contact lists of media, roll out dates and media operation plan for the competition.

MED 5. Information System on the Website

The ICF has developed a portal for the ICF World Cups and World Championships which will be the official website used for all such competitions. There are no restrictions on the content the HOC places on the webpages.

The HOC is responsible for population of relevant local information within this portal and ensuring that all organisational information, team information, bulletins and relevant details of the competition are provided and kept up to date. The HOC 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 (in English) for the competition.

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 competition provided on the home page of the ICF website once the portal is established. The following URL(s) should be used for promotional material: www.canoeicf.com or www.canoeicf.com/...

The ICF will update the following items: "team info", "competition schedule" "start list and results" and "live result".

The competition must be hosted through the official channels:

- www.canoeicf.com
- www.youtube.com/planetcanoe

MED 6. Official Photographer

a) ICF Photographer

Should the ICF appoint an official photographer and release the HOC from providing pictures, this person must have complete access to the venue and all photographic positions on the course and throughout the venue.

In this case the ICF will manage his accommodation and transportation. The HOC must manage his accreditation, lunch and airport transfer if needed.

b) HOC Photographer

If the ICF doesn't appoint a photographer, the HOC will provide the ICF with a minimum of 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 competition) from the competition (action photos, including final races and medal winners, spectator shots, atmosphere shots) at no cost to the ICF. The ICF has full unrestricted rights to the use of these photos.

G. VIP

For ICF World Cup competitions the delivery of VIP facilities and programme is optional. The HOC needs to inform the ICF by the 1st February of the year of the competition of any VIP facilities to be provided

For ICF World Championships the delivery of VIP 1 and VIP 2 is mandatory as follow.

VIP 1. VIP Facilities

The VIP area should consist of a sport viewing area of the course and an indoor hospitality area in close proximity or with the view of a large screen.

Start lists and result service must be provided for VIPs. 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 must be approved by ICF six (6) months before the World Championships.

VIP 2. VIP Program

The HOC will provide catering for VIPs, which include ICF sponsors, hospitality packages, suppliers and the ICF Family.

The number of ICF VIPs will be decided by the ICF six (6) months before the World Championships.

H. SPECTATOR

SPEC 1. Promotion

The HOC must provide proof to the ICF that they are actively promoting the ICF competition. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the HOC should encourage young people to come to the competition (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. Spectators Information centre (World Championships)

The HOC must provide a dedicated spectators information center to provide all information (e.g. competition schedule, start list, results, tourism info).

The ICF and the HOC must agreed on the level of services 6 months prior the competition.

SPEC 3. Viewing areas

The HOC and the ICF need to agree a number of seats available for spectators one years prior the competition.

The ICF recommends to the HOC to provide suitable shelter from the elements.

SPEC 4. Ticketing Programme

The HOC may establish a ticketing program that must be sent to the ICF for approval.

SPEC 5. Spectators Services

The HOC should ensure the following services to spectators:

- Car parking
- Food & beverages
- Transportation
- Information desk
- Toilets facilities
- Merchandising if available.

Food, beverages and merchandising are all chargeable at delivery.

SPEC 6. Schools programme (for World Championships)

The ICF encourage the HOC to conduct a schools programme during the official training period to optimize the promotion and engage youth in our sport.

The ICF will liaise with the HOC and the participation athletes to organise some visit within the local schools to speak about our sport and their sport life.

The ICF and the HOC will agree a special programme to host these children to one of the competition days to watch the competition and interact with the athletes.

I. MARKETING AND BRANDING

MAR 1. Principles

The HOC must follow the "ICF Look and Style Guide", "ICF Branding Guideline", "ICF advertising on equipment guideline" and "ICF Partners at ICF competitions guideline" to create the graphic charter and look of the competition (e.g. banners, logo, bibs).

The HOC must get approval from the ICF of the design of all items that carry the ICF logo.

No distinctive religious or political signs can be displayed in the enclosure of the venue (e.g. competition area, spectators areas, ceremonies area, exhibition area). Moreover, those signs should not be visible from the venue.

MAR 2. Championships Logo

The HOC must produce a competition logo. This logo must be submitted to ICF for approval 12 months prior to the competition.

MAR 3. Canoe Freestyle Bibs

The HOC must get ICF approval for competition bib designs at least 2 months prior to the competition. The HOC must provide one set of bibs (1 to 300)

If the HOC wants to use some existing sets of bibs this must be agreed with the ICF at least 4 months prior to the competition.

MAR 4. ITO's Uniform

The HOC must provide to each nominated ITO a minimum of 2 tee-shirts or polo-shirts.

At least 2 months prior the competition the HOC must validate quantity and size with the ICF.

MAR 5. Backdrops (Sponsor Wall)

The HOC must produce at least a backdrop for the mixed zone and the medal awards podium.

At least 1 month prior the competition the HOC must validate the size and the design of all backdrops with the ICF.

MAR 6. ICF and ICF Sponsors Banners at the Venue

At least 2 months prior to the competition the HOC and the ICF must agree the size, the quantity and the location of ICF banners and ICF sponsors banners to display.

J. TV PRODUCTION

The basic requirement is:

Phase	World Cup		World Championships	
	<i>Streaming feed</i>	<i>International live feed</i>	<i>Streaming feed</i>	<i>International live feed</i>
Preliminaries	Nice to have	Not needed	Mandatory	Not needed
Quarterfinal				
Semi final	Mandatory	Depending of local and international opportunity		Depending of local and international opportunity
Final				

The description of the minimum TV & streaming production plan and all services needed is under preparation. The ICF will release this document by 2020.