



# **WILDWATER CANOEING ICF TECHNICAL DELIVERABLES**

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## INTRODUCTION

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This document specifically contains information for Host Organising Committees (HOC) on the minimum operational and technical requirements for an ICF Wildwater Canoeing 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 Wildwater Canoeing Rules, as well as following ICF Manuals and Guidelines.

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

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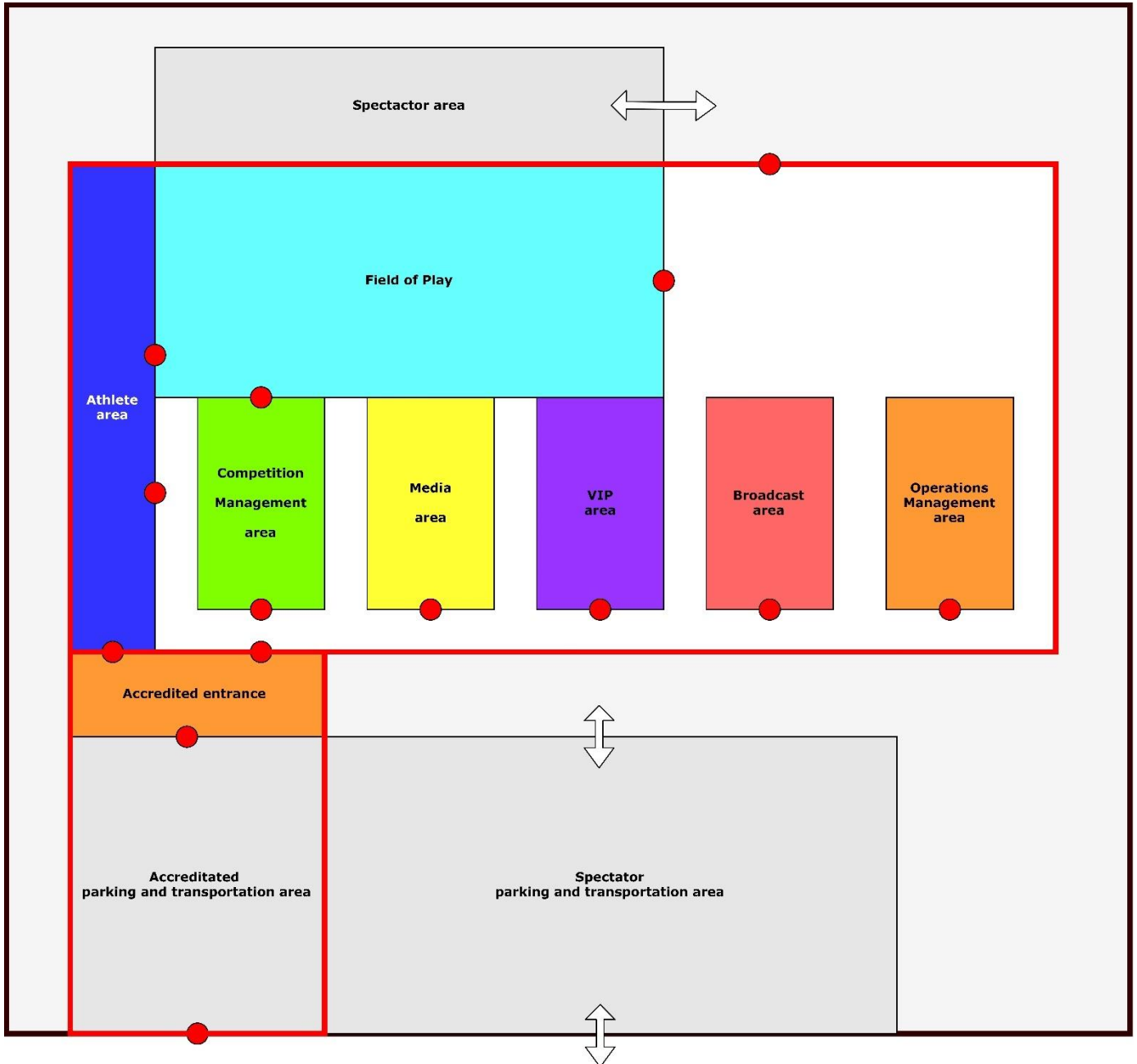
## Terminology

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<b>championship period</b>	The period from the opening ceremony to the closing ceremony of the competition
<b>access period</b>	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
<b>HOC</b>	Host Organising Committee including the National Federation
<b>competition</b>	In this document: <ul style="list-style-type: none"><li>• World Championships</li><li>• World Cup</li></ul>

# 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 6	ICF Doping Control Station guideline	Michel ALARCON
COM 13	ICF Protocol guidelines	Hengameh AHADPOUR
Section D	ICF WWC Sport management forms guideline	Cyril NIVEL
COM 16 & 17	ICF WWC Sport documents distribution guideline	Cyril NIVEL
Section F	Media Guidelines	Ross SOLLY
Section 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 DELIVERABLES

### GEN 1. Competition Rules

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

### GEN 2. Construction

The HOC shall 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. Course and Facilities

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

The HOC 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 competition period.

### 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* (per competition)	Junior / U23 World Championships	Senior World Championships
<b>Maximum total amount</b>	30€ per competition	80€	100€

\* If an HOC organises "Y" World Cup, the HOC can charge "Y"x30€.



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 aren't part of the NF team management.
- ICF development programme Athletes and Coaches.
- The 3 next World Championships HOC's; up to 3 persons from each organising committee.

## **GEN 5. Obligations Relating to Government/Local Authority**

### **Assistance**

The HOC shall 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 Wildwater Canoeing Chair. A report template will be provided by the ICF.

The HOC must provide the ICF with enough information to enable the ICF Wildwater Canoeing 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 DELIVERABLES

### 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 Technical representative	1			6
ICF Chief Judge	1			6
ICF staff	1			4
ICF Technical Officials	6		Twin room	4
ICF timing & scoring provider	4		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 WWC Committee Chair and members	7	Two or three star or equivalent	Single room	9
ICF staff	1			9
	3		7	
ICF Technical Officials	6		Twin room	7
ICF Timing & Scoring provider	5		Single room	7

## *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 shall cater for the differing needs of the various participating groups.

### **OPE 3. Accommodation – National Federations**

The HOC shall 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 shall be informed of the hotel choices and accommodation prices 12 months before the competition.

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

	<b>World Cup</b>	<b>Junior / U23 World Championships</b>	<b>Senior World Championships</b>
Number of rooms	200	350	300

## OPE 4. 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	<b>Yes</b> 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 WWC Committee members		
ICF staff		
ICF Technical Officials	<b>Yes</b> According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by WWC Committee
ICF timing & scoring provider	<b>NO</b>	<b>NO</b>

### 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	<b>Yes</b> According to schedule provided by ICF	Private car, dedicated driver
ICF WWC Committee members		1 to 2 cars, shared driver
ICF staff		
ICF Technical Officials	<b>Yes</b> According to schedule provided by each ITO	Dedicated shuttle service Schedule provided by WWC Committee
ICF timing & scoring provider	<b>NO</b>	<b>NO</b>

## *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 shall 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 to produce all the required outputs (e.g. badge production).

## OPE 7. ICF Working Areas

The HOC will provide good quality working areas to the ICF, to be available 2 days before the competition as follows:

### a) World Cup

Office	Table and chairs	Equipment
ICF Office (ICF staff, ICF WWC 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 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
ICF Office (ICF staff & ICF WWC Committee)	6 to 9 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 (OVR)	Wired	1	15/15 Mb/s	SDSL 15 Mb/s
#2	Timing & Scoring (OVR)	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 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).

### 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 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 shall, 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.



## **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.

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**

At least during the competition period and during official training periods, the HOC must ensure the on-water safety of the participating athletes.

The water safety crew plan must be provided to the ICF one month prior the competition 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 shall, 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.

The HOC must provide for the OVR, 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 shall be provided to the ICF two months prior the competition.

## **OPE 17. Sound System**

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

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

## **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.

## C. ATHLETES AREA DELIVERABLES

### ATH 1. Nations Area (for sprint competition)

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

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

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 (fountain, ...);
- Chairs and tables

### ATH 2. Boat Storage (for sprint competition)

The HOC shall ensure a space for boat storage and boat racks for a minimum of "X" boats during the access period.

	World Cup	Junior / U23 World Championships	Senior World Championships
<b>X</b>	100	200	150

### ATH 3. Boat Repair

A minimum area of 35 square meters is required which must be supplied with power.

This area should be located away from other services.

If they wish to attend, the ICF Official Manufacturers/Suppliers must have a free access to the area to provide this service.

Information about ICF official Manufacturers/Suppliers presence will be provided by the ICF prior the competition.

## **ATH 4. Official Pre-championship Training Period (Senior Sprint World Championships)**

The HOC will ensure 2 periods of 5 days free training in the year prior to the ICF World Championship.

The ICF will provide the pre-booking system (SDP) to ensure a relevant schedule.

Each day a minimum of 2 hours in morning and 2 hours in the afternoon.

The scheduling of this must be agreed with the ICF Technical Representative.

## **ATH 5. 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.

## **ATH 6. Doping Control Programme**

### ***a) In-competition doping tests***

The ICF Doping Control at Wildwater Canoeing 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 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 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 shall provide basic support and a relevant location to facilitate this initiative.

## **ATH 7. ICF Development Programme (All World Championships)**

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

For training camps such as the Talent Identification Programme (TIP) World Camp, 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.

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## D. COMPETITION MANAGEMENT DELIVERABLES

### COM 1. Information Bulletins

#### *a) 1<sup>st</sup> Bulletin*

Based on the ICF template, The HOC will prepare the 1<sup>st</sup> bulletin 6 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) Official Training Schedule*

Based on the ICF template and the final nominal entries, the HOC will prepare the official training schedule 24h after the closing of the nominal entries. The schedule must be sent to the NFs and posted on the ICF competition website.

#### *c) Team Leaders Meeting Agenda*

Based on the ICF template, the HOC will support the ICF to finalise the Team Leaders meeting agenda at least 24h before the 1<sup>st</sup> day of the official training.

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 shall have 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 shall so inform the ICF and demonstrate such material adverse effects.

The ICF shall 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 shall 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 nominal entries
- Version 3: Official schedule after Team Leaders meeting

## COM 4. Team Leaders Meeting

### *a) The Meeting Room*

The Team Leader 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	Junior / U23 World Championships	Senior World Championships
Number of places	30	40	40

### *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 shall provide radios on separate dedicated channels as follows:

- 6 radios for "Sport"
- A link (radio or phone) between finish line and start line.

## COM 6. Equipment Control

HOC must set up a measuring station (6m by 4m) that must include:

- For boats:
  - Calibrated scales to check the minimum weight.
  - These scales will be tested using a buoyancy jacket cage approved by the ICF.
  - Frame to measure the length and width adjustable for each type of boat (K1/C1, C2)
- A facility to check the uplift of the buoyancy jackets with a tub of water large enough to completely submerge the jacket. The ICF approved buoyancy jacket cage and weight will be used to do the checks.

The station must be set up at least one (1) full day prior to the competition period to allow for self-check by the Athletes.

Pre competition HOC staff must manage equipment control and may give advice in the use of the equipment.

During the competition the ICF Technical Officials, supported by HOC staff, will carry out random checking of equipment.

## COM 7. Scoreboard

The HOC must provide at least one scoreboard to ensure a display of the results.

## COM 8. Sport Presentation

The Public Announcers have a key role in the sport presentation programme.

They should be experienced announcers with a good knowledge of Wildwater canoeing and fluent English speakers.

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

The ICF recommends the HOC to provide two commentators (at least one) to ensure a high-quality atmosphere.

The sports presentation service must operate in the same manner for all days of the competition.

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 9. On Venue Result Room (OVR)

The OVR handles the functions of timing.

The HOC must provide an OVR as follows:

- An area of 5 m<sup>2</sup> minimum (in one room or two adjacent and linked spaces)
- Tables and chairs
- Located near either Start or Finish

The OVR must have power backup procedures and facilities, for example fuel-driven power generators.

## COM 10. Timing Management

The HOC must use the ICF contracted timekeeping services for the competition according to the terms and conditions service agreement and pay the costs to the ICF.

This service includes:

- Electronic timing, start clock, pre-start clock
- Software to manage competitions according ICF rules
- Info screen (CIS) for announcer and press room
- Audio backup system for start and finish communication
- Time display in the finish area and one on the course
- TV graphics (Fill+Key in HD/SDI) in ICF layout
- Live internet results and streaming to ICF website

## COM 11. 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:

- Timing
- Scoreboard
- Audio back up system for start and finish

## COM 12. 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.

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## COM 13. Medal Ceremony

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

### *c) 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.

### *d) 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.

### *e) 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.

## COM 14. Opening and Closing Ceremony

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

World Cup	Junior / U23 World Championships	Senior 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 15. ICF wildwater canoeing Sport Management Forms

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

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

## COM 16. 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 m<sup>2</sup> of enclosed space centrally located.

The SIO is to be open during the whole access period from 1 hour before the competition / training to 1 hour after the end of the competition / training.

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 WWC sport information distribution guidelines.
- Team arrival procedure, bib distribution, etc.
- Information about transport, accommodation, local activities, etc.

## COM 17. Sport Information Distribution

Based on the sport information distribution guidelines, the HOC shall ensure the distribution of the information for all stakeholders (NFs, media, VIP, TV, spectators, etc)

## COM 18. Key staff needed for Competition Management

Function	Number of people	Qualification
Pre-start	1	Volunteer
Start	1 3 (team events)	Volunteer
Split timer	1 to 2	Volunteer
Back up timer	2	NTO
Equipment Control	4	Volunteer
Bibs management	2	Volunteer
Results runner	2	Volunteer
Venue management	2	Volunteer

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

## COM 19. Pre-start control

The HOC must provide pre-start facilities to allow athletes to get on to the competition course safely.

The equipment needed is 1 tent 3m per 3m, 1 table and 3 chairs and a River access (pontoon if needed).

## COM 20. Pre-start control

The HOC must provide pre-start facilities to allow athletes to get on to the competition course safely.

The equipment needed is 1 tent 3m per 3m and 1 table and 3 chairs.

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## E. FIELD OF PLAY DELIVERABLES

### FOP 1. Competition Course

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

The ICF Technical Delegate shall validate the start line and the finish line position on the day prior to the 1<sup>st</sup> day of the official training period.

The HOC shall mark these positions by a dedicated sign from the day prior the 1<sup>st</sup> day of the official training period.

The ICF and the HOC shall agree the water stabilised schedule to allow publication with the competition schedule version 2.

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## F. MEDIA DELIVERABLES

### 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.



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## **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](http://www.canoeicf.com) or [www.canoeicf.com/](http://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](http://www.canoeicf.com)
- [www.youtube.com/planetcanoe](http://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 shall 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.

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## G. VIP DELIVERABLES

For ICF World Cup competitions the delivery of VIP facilities and programme is optional. The HOC needs to inform the ICF by the 1<sup>st</sup> 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.

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## H. SPECTATOR DELIVERABLES

### 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. Ticketing Programme

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

### SPEC 3. Spectators Services

The HOC should ensure the following services to spectators:

- Food & beverages
- Transportation
- Information desk
- Merchandising if available.

Food, beverages and merchandising are all chargeable at delivery.

## I. MARKETING AND BRANDING DELIVERABLES

The HOC shall 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).

### MAR 1. Championships Logo

The HOC shall produce a competition logo. This logo must be submitted to ICF for approval 6 months prior to the competition.

### MAR 2. Start Gate or Backdrop

The HOC is responsible for production of a **start gate** or **start backdrop**.

The design for this must be submitted to the ICF for approval at least 1 month prior to the competition start:

- If the start position is between two blocks and with slight water flow a **start gate** should be designed and provided.
- In all other cases a **start backdrop** should be designed and provided

### MAR 3. Wildwater Canoeing Bibs

The HOC shall get ICF approval for competition bib designs at least 2 months prior to the competition. The HOC must provide the following sets of bibs:

	World Cup	Junior and U23 World Championships	World Championships
Individual events	1 set 1 to 200	1 set 1 to 400	1 set 1 to 300
Team events	Not concerned	3 sets 1 to 100	3 sets 1 to 80

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.

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## **MAR 4. Boat Stickers**

### ***a) NOC Sticker***

The HOC should provide the NOC stickers according ICF guidelines.

### ***b) HOC Space***

The HOC can optionally provide all athletes with a sticker to be placed with the NOC sticker. The size and the allowed contents for this sticker is defined in the "ICF Advertising on Equipment Guideline".

The design and the content of this sticker has to be approved by the ICF at least 1 month prior to the competition.

## **MAR 5. ITO's Uniform**

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

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

## **MAR 6. Backdrops (Sponsor Wall)**

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

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

## **MAR 7. ICF and ICF Sponsors Banners at the Venue**

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

## **MAR 8. Other Items**

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