



Canoe Polo

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 of a bid for any ICF Canoe Polo Competition. This document does not attempt to cover in detail every aspect of staging a competition, 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 Polo Rules, as well as following ICF Manuals and Guidelines.

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

Glossary

Sport	The sport is canoeing, kayaking and all paddling activities.
National Federation	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.
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	Oversee the operation of the competition.
Host Organising Committee	The host organising committee can be a National Federation or a subsidiary or a third party organisation specialising in competition management.
Definition of meaning	<ul style="list-style-type: none">• may: optional• should: recommendation• must: mandatory / compulsory

CANOE POLO WORLD CHAMPIONSHIPS

KEY FIGURES

Entries

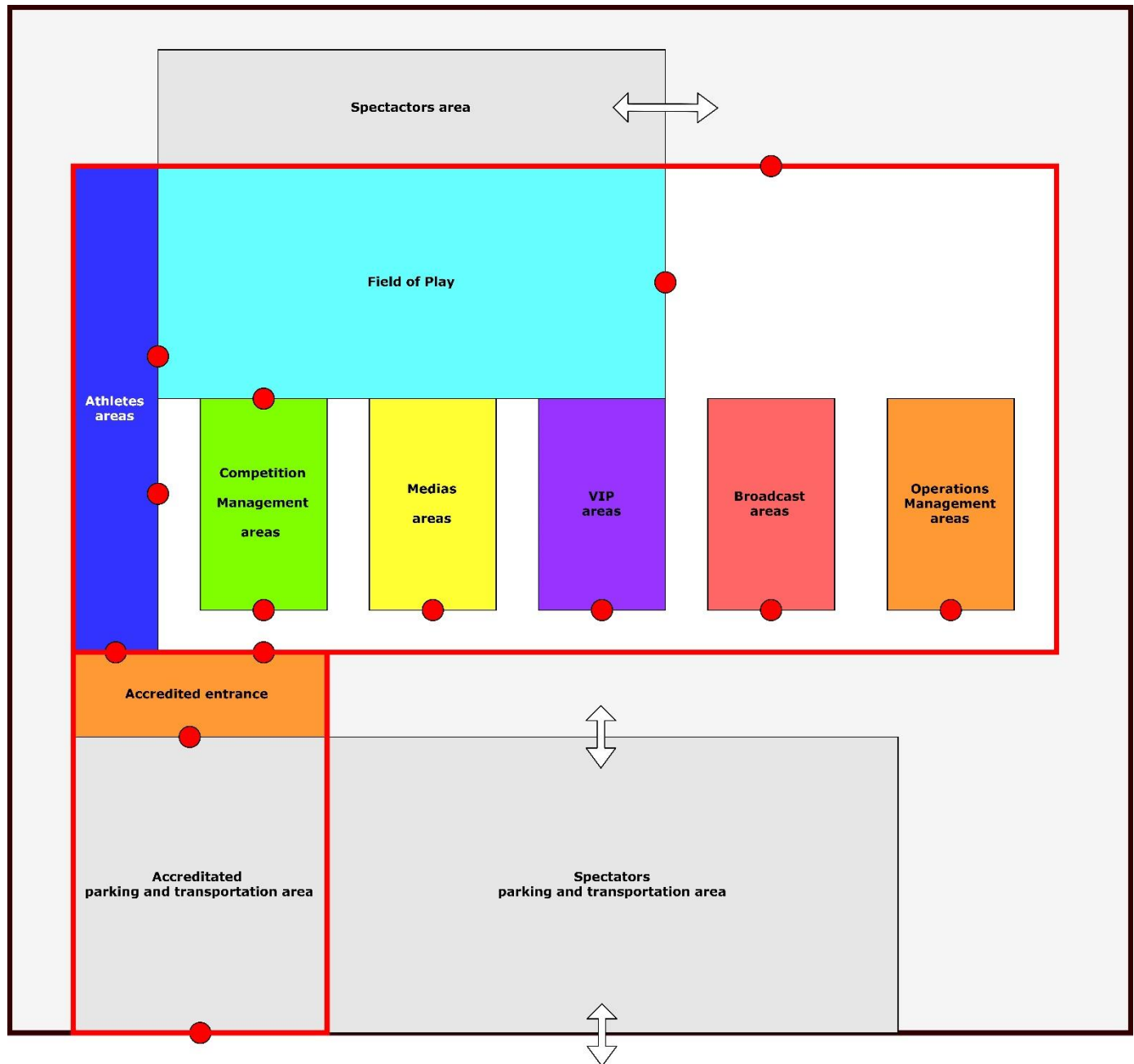
Function	2014 Thury-Harcourt (FRA)	2016 Syracuse (ITA)	2018 Welland (CAN)
Athlete	558	572	531
Team Staff	124	116	108

Maximum number of teams

Event	Maximum	2014 Thury- Harcourt (FRA)	2016 Syracuse (ITA)	2018 Welland (CAN)
Men	24	24	24	23
Women	20	20	18	19
U21 Men	20	16	18	16
U21 Women	12	8	11	10
TOTAL	76	68	71	68

GENERIC LAYOUT

The following is a generic graphical representation of the layout of 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	Main contact
GEN 1	Competition Handbook	ICF – Cyril NIVEL
OPE 6	ICF Accreditation Guidelines	ICF – Narelle HENDERSON
ATH 2	ICF host catering guide	ICF – Heny
COM 4	Competition officials list	ICF – Heny
COM 9	the ICF Protocol Guidelines	ICF – Heny
FOP 1	the ICF CAP electronic scoreboards guidelines	ICF – Cyril NIVEL
Chapter F	Media guidelines	ICF – 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 Championships in accordance to the ICF applicable Canoe Polo Competition Rules and ICF Statutes. Should any rules change prior to the year of competition variation to this agreement may only be by mutual agreement between the HOC and the ICF.

GEN 2. Construction

The HOC must build, if not already available any construction needed to host the Championships, including permanent, temporary or overlay constructions at the cost to the NF.

The HOC must propose to the ICF the final layout by the end of December the year before the competition.

GEN 3. Course and facilities

The HOC will set up and establish a course and the facilities in full compliance with the application made by it, the ICF Competition Rules, ICF deliverables, guides and any reasonable directives issued in writing by the ICF.

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 Championships Period.

The HOC must provide to the ICF a final venue layout by the end of December the year prior the Championship.

GEN 4. Access period and competition period

S	S	M	T	W	T	F	S	S
Official training period 3 days <i>Scheduled training on Sunday and Monday</i>			Competition Period 6 days					
Access period								

GEN 5. Participation fee

A Participation fee of a maximum of 30 Euros/per person per day for the whole access period may be charged for athletes and team officials and must be agreed with the ICF twelve (12) months in advance.

The fee will include the following services:

- Accreditation
- Lunch at the venue
- Security
- Security and Emergency Medical Services
- Using the venue for training
- Water (ICF suggest use of portable water tanks with taps)
- Miscellaneous services (including but not limited to snacks, internet, etc.)

The Participation Fee will not be charged to:

- ICF family (define in requirement "OPE 1").
- Official NF President and Secretary General as registered with the ICF, not part of the NF team management.
- ICF development Program Athletes and Coaches.
- Future World Championships and World Games organisers with up to 4 persons from each organising committee.

GEN 6. Obligations relating to government/Local Authority Assistance

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

GEN 7. Contingency Planning

The HOC must develop contingency plans as appropriate for the venue. They must communicate these plans with all stakeholders including the ICF three month prior the Championships.

GEN 8. Reports

The HOC will provide one (1) report every six (6) months within the twenty-four (24) months before the competition period on the organisation of the competition to the ICF Secretary General, the ICF Canoe Polo chair. The template report will be provided by ICF.

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

The HOC will provide to the ICF live feed results for the Internet during the competition.

At a minimum the HOC will provide all results electronically within one (1) hour of completion of the ICF competitions to the ICF Headquarters.

The HOC will provide a final report as per ICF statutes (standing bylaws to the preparation and organisation ICF competitions – reports) by the termination date.

The ICF can visit regularly the Venue prior to the competition; the HOC is encouraged to come to the ICF for advice at any time.

B. OPERATION

OPE 1. Accommodation

a) ICF Family

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

All mentioned figures could be subject to negotiations between the ICF and the HOC no later than six (6) months before the ICF competition period.

	Maximum number of persons	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 CAP Committee Chair and members (or appointed substitute)	5			10
ICF technical officials / referees	28 +3 ¹	two or three star or equivalent	Twin room	8 to 9 depending of the travel arrangement
ICF staff	1			Single room
	3		7	
Live streaming commentator	2 (1 male, 1 female)		7	
Scoring provider	3		9	

Special services for ICF technical officials / referees:

- The HOC must liaise with each ICF technical official / referee and their respective NF with all relevant information leading up to the competition.
- The HOC must permit an ICF technical official / referee to book a single room by paying the additional cost. This cost must agree between the ICF and the HOC no later than six (6) months before the ICF competition Period.
- All ICF technical officials / referees must be in the same hotel.

¹ A maximum of 3 referees managers

b) National Federations

The HOC will provide information regarding accommodation possibilities with its prices and payment conditions for athletes and team officials. The accommodation must be such as to cater for the differing needs of the various participating teams.

The HOC must make available up enough rooms to accommodate NF delegations (approximately 700 beds in 5 different accommodation categories from camping to good quality-Hotels) to fit the different needs.

Designated Hotels and camping facilities together with their prices must be agreed between the HOC and the ICF by mid of October the year before the competition.

OPE 2. Transportation

a) ICF Family

The HOC will provide free of charge transportation from and to the airport to the accommodation and to the competition Venue for all members of ICF Family as follow:

	Airport transfers	Venue – accommodation
ICF President	Yes According schedule provided by ICF	Private car, dedicated driver
ICF Secretary General		Private car, dedicated driver
ICF Jury		3 or 4 private cars, shared drivers <i>If the hotel is not at a walking-distance.</i>
ICF CAP Committee Chair and members		
ICF staff		
ICF technical officials	Yes According schedule provided by each ITO	Dedicated shuttle service Schedule provided by CSL Committee <i>If the hotel is not at a walking-distance.</i>
ICF timing & scoring provider	No	No

b) National Federations

- **General**

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

- **Arrival and departure transportation service**

The HOC may charge a fee (in addition to the participation fee) for persons requiring transportation between the main airports, train stations and venue for the participants on arrival and departure for the Championships.

This fee must be agreed between the HOC and the ICF by mid of October the year before the competition.

- **Venue transportation during the nine (9) day access period**

The HOC must provide a transportation system to and from the venue during the access period from the designated hotels only. The cost of this transportation system must be included in the accommodation cost.

The HOC have no responsibility from non-designated hotels or other accommodation.

The daily schedule of the transportation system must be agreed between the HOC and the ICF six months before the competition.

OPE 3. Car parking

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

OPE 4. Accreditation

The HOC will comply with the ICF Accreditation Guidelines, which has been established by the ICF in order to allow appropriate access control to all stakeholders during the competition period.

The ICF will provide an online accreditation system (SDP) for all stakeholders that must be used by HOC at least (6) months prior to the. 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 outputs (e.g. Badge Production).

OPE 5. ICF Working Areas

The HOC will provide good quality working areas to the ICF, to be available for the nine (9) day access period:

Office	Table and chairs	Equipment
ICF president Secretary General	5 to 6 persons	1 main table Chairs as required Internet connection Electricity Light refreshments
ICF staff and technical committee	10 to 12 persons	
Jury / Meeting room	5 to 6 persons	

OPE 6. Internet Access

a) Global needs

The HOC must ensure, at least, the availability of internet access in all following areas:

Dedicated network	Location	Kind	Maximum number of simultaneous connections	Required connection	
				Minimum bandwidth DOWN/UP	Suggested technology
#1	Streaming	Wired	4 feeds	60/80 Mb/s	SDSL 80 Mb/s
#2	Scoring office	Wired	1	10/5 Mb/s	SDSL 30 Mb/s
#3	Press Centre	Wireless	20 to 50	30/30 Mb/s To 50/50 Mb/s	SDSL 50 Mb/s
		Wired	5 to 10		
#4	ICF family rooms (see OPE 8.)	Wireless	15 to 20	20/5 Mb/s	ADSL
	Accreditation center	Wired			

b) Quality of the service

The HOC must ensure the following quality of service:

- A trouble-shooting service on a 24/7 basis during all 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.) It 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 can cause that 50 Mb/s bandwidth is shared between 5 customers and if these customers will use internet, you will get 50/5 → 10 Mbit/s which is not enough.

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

a) Service for Athletes and other stakeholders

Depending of the local capacity, the HOC may provide Wireless Internet connection for Athletes and VIP without interfering the previous dedicated networks.

OPE 7. Immigration VISA applications

The HOC (dedicated contact from the host National Federation) will assist in processing Immigration visa applications for all participants for the Championships. The host National Federation is the only entity able to deliver an official invitation for VISA application.

OPE 8. Health and Safety

The HOC must at its own cost ensure that the Venue meets and complies with any and all applicable laws, rules and regulations and that all health and safety precautions, statutory, legal and/or regulatory requirements are satisfied throughout the Competition period. All relevant and necessary approvals, grants, consents, authorities, clearances and licences must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licences) 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 9. Security

The HOC will provide appropriate security including traffic management, car parking and infrastructure protection.

A security plan, crisis plan, evacuation plan and contingency plan must be drawn up.

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

The HOC must ensure the safety and security of all persons attending the Venue throughout the Access Period.

OPE 10. Obligations relating to Environmental Protection

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

OPE 11. Obligations relating to the Venue

The HOC must ensure that the Venue is a Clean Venue forty-eight (48) hours before, until twenty-four (24) hours after the competition including removal/covering of, without limitation, all existing signage, advertising or sponsorship material and concessions that are not related to the competition and agreed with the ICF.

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

The HOC should use its reasonable endeavours to prevent the sale within the Venue of any unofficial merchandise or goods which are not authorised by ICF.

OPE 12. Public Facilities and Sanitary Installations

The HOC will provide public facilities including toilets, waste control, information and help points (for both general admission spectators and VIPs) throughout the Access Period. All required sanitary installations at the competition Venue must be of respectable hygienic standards. Separate adequate sanitary installations for the following categories are required: Athletes, VIP/Jury/Officials/HOC and Spectators.

OPE 13. Signage

The HOC must establish a signage and orientation programme:

- Create a homogeneous Image
- It should be in English and in the host country language
- Directional signage for spectators, visitors and locals
- Clearly showing the location of Medical Service

The HOC must make available directional signage and Map of the Venue at accommodation sites and at the venue.

The HOC must indicate with an access signage according to the ICF signage guidelines and local specification.

C. ATHLETES

ATH 1. Nations Area

A covered place for relaxation with suitable seating and tables, as well as a flat floor with dividers for National Federations in order to have privacy must be made available.

An adequate number of Toilets should be available; this means 1 toilet for 50 persons.

Water and Snacks must be made available.

Internet Access should ideally be made available for this area.

This covered area should ideally have electrical lighting. If this is not possible, sufficient natural daylight must be facilitated into this area.

ATH 2. Catering area for lunch

The HOC must provide a catering area allowing to host 180 persons at the same time.

The lunches need to be prepared and served in accordance with the ICF host catering guide.

The area needs to operate from 11.00 to 15.00 each day during the access period.

The lunch is included in the participation fee paid by each delegation members.

ATH 3. Boat storage

The HOC must ensure space for boat storage (boathouse) and boat racks. A minimum of 600 boats spaces must be available. Ideally this area should be covered to provide protection from the sun.

ATH 4. Boat Hire

It is up to the HOC to decide whether or not to provide the boat hire service.

The HOC and the ICF must agree the renting fee (per boat for the access period) by mid of October the year before the competition.

The HOC should define a deadline to the renting request.

The ICF partner (YUPIN) supply 8 full sets equipment. These sets will be allocated to one or several developing teams free of charge by the ICF for the championship. These sets remain the property of the ICF after the end of the competition.

ATH 5. Doping control program

a) In-competition doping tests

The ICF Doping Control at Canoe Polo 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) Anti-doping 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.

ATH 6. Development programme

In the frame of the ICF Development Programme, from the wildcard invites made by the ICF Canoe Polo Committee, the HOC will welcome 16 persons athletes and coaches, who will be provided with free accreditation, airport transfers and full-board accommodation during the access period.

If required coaching support and equipment rental should be made available.

D. COMPETITION MANAGEMENT

COM 1. Information Bulletins

a) Invitation bulletin

The HOC will support the ICF to prepare the invitational bulletin by providing all information needed based on the provided ICF template.

The ICF will send out the HOC invitation bulletin with the invitations in early December in the year prior the championship to all National Federations in accordance with the ICF qualification system for the World Championships.

b) Information bulletin #1

The HOC will support the ICF to prepare the information bulletin by providing all information needed based on the provided ICF template.

The ICF will send out the information bulletin #1 by the beginning of April the year of the championship to all National Federations.

c) Referees information bulletin

The HOC will support the ICF to prepare the Referees information bulletin by providing all information needed based on the provided ICF template.

The ICF will send out the Referees information bulletin by the beginning of February the year of the championship to all nominated referees and their National Federations.

d) Last information bulletin

The HOC will support the ICF to prepare the last information bulletin by providing all information needed based on the provided ICF template.

The ICF will send out the last information bulletin by (20) twenty days prior the start of the championship to all National Federations.

e) Other information

At any time, the HOC and the ICF can agree to distribute any official communication to all National Federations.

The ICF must always approve this information before any circulation.

COM 2. Entries

The HOC must use the ICF online entry system which is part of the ICF integrated system including accreditation, entries and result production.

The HOC will accept only entries from ICF member Federations.

After the entries deadline / wildcard entries deadline, the ICF will provide to the HOC the list of participating National Federations and detailed contact.

COM 3. ICF tournament Schedule

The ICF will collaborate with the HOC to formulate and finalise the skeleton of the tournament schedule for the competition at least (6) six months prior to the Championships.

The ICF will produce the specific daily tournament schedule for the competition at least (28) days prior to the Championships.

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. The final decision in relation to the tournament schedule must lie with the ICF.

COM 4. Sport presentation

The HOC must provide a suitable presentation to provide experience to the spectators.

The spectator experience must include at least:

- Live coverage on a video board including playback facility;
- Score board and shot clock as per rule;
- Top quality and suitable audio system;
- Commentary in the host language and in English; and
- Spectator entertainment package (e.g. music between games, sound blast when goals are scored, etc).

The HOC must present a sport presentation detailed plan 6 months prior the competition.

COM 5. Games & Data management

The HOC must accept the ICF contracted Games and Data Management services for the competition according to the terms and conditions at reasonable costs to the HOC.

In case the ICF did not contract any Games and Data Management services twelve (12) month before the competition the HOC will provide the software to be approved by the ICF six (6) months prior to the commencement of the competition.

COM 6. International Technical Officials and referees Lounge

a) Referees lounge

One dedicated rest area with storage for personal possessions for the sole use of the twenty-eight (28) Referees. The room should be equipped with chairs (minimum 35) and tables, internet connection and refreshments.

b) ITOs clothes

The ICF partners will provide a full set of clothes to all International Technical Officials for the championships.

The HOC will not be able to add logos on these clothes.

The HOC can provide other clothes (e.g. t-shirt) to the ITOs. They will be able to wear it outside the field of play.

COM 7. Medal Ceremony

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

a) During the official training period

The HOC will check the correct names of the participating nations, the abbreviations of the countries used for the competition of the National Federations by checking the official list provided by ICF based on the current IOC list.

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. The ICF flag must be displayed on the main flagpole during the Event.

b) Rehearsal

The HOC should organise (with ICF representative) a rehearsal of the Medal Ceremony a day prior the first ceremonies, to approve the procedures set in place.

Timing must be respected. Therefore, all aspects of the protocol must be well settled in advanced.

c) During Medal ceremony

During the ceremonies, the HOC should ensure an easy communication (walkie talkie for instance) between the master of ceremonies, the assistants looking for athletes, the announcer, the nations area and any key person involved in the ceremony.

Some assistants must also be positioned in the nations area ready to contact the team leaders in case athletes are missing or in case athlete's official uniforms are missing.

COM 8. Opening and Closing Ceremony

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

The opening ceremony will be organised on a day agreed between the ICF and the HOC.

COM 9. Team Leaders Meeting

The Team Leaders meeting must be held one (1) days prior to competition;

A provisional team roster and detailed tournament schedule must be distributed at least (4) four hours prior to the Team Leader meeting.

The team leader meeting room should be equipped as follow:

- Setup as in conference organisation with 8 places on the mains table, chairs and microphone
- Video projector and screen with VGA or HDMI cable to connect computer from the video projector to the main table
- 60 chairs to host all the team leaders and accompanying persons.

COM 10. Scrutineering

The HOC must provide an area to test all athletes' equipment before the competition based on a schedule prepared by the ICF (the HOC must share the arrival details for all teams with the ICF to prepare it).

The scrutineering area must be set-up between the Nations area and the embarking/disembarking point.

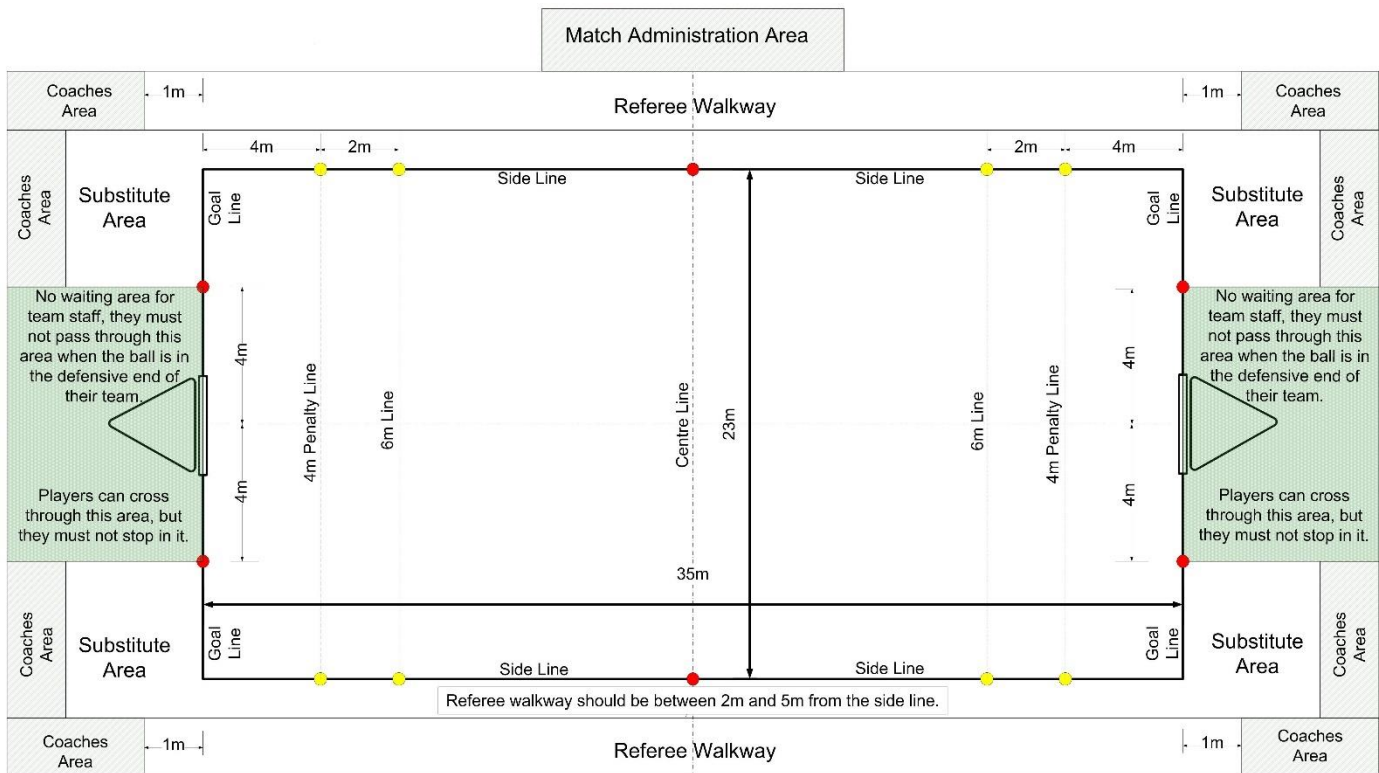
The scrutineering equipment:

- A covered area of a minimum of 60 m²
- A weight scale and a length scale
- 8 tables and 12 chairs

E. FIELD OF PLAY

FOP 1. Pitches

The HOC must set-up 4 pitches in accordance with the ICF competition rules and with reference to field of play layout 8.1.



Coaches areas must be on both sides at both ends of each pitch.

Each pitch is separated from the other by nets to ensure that any balls cannot cross over to another pitch during the competition.

The HOC must provide at the minimum one main scoreboard and 2 set of shot clock per pitch. The scoreboard and the shot clock should have to respect the ICF CAP electronic scoreboards guidelines.

Each pitch must be equipped with signage on both sides as described at item MAR 4.

FOP 2. Balls

The balls will be provided by the ICF partners (YUPIN) free of charge to the HOC: 30 men and 30 women balls.

At the closing ceremony, 2 men and 2 women balls from this number are to be return to the ICF who will present one to each top scorer in each event.

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FOP 3. Warm-up area

The HOC must provide 8 warm-up areas with each having one goal.

The HOC is not required to provide warm-up balls.

FOP 4. Training Facilities

Competition area and warm up areas will be open during the Access Period.

Boat storage, Athlete's area and all services describe in this document will be available during the Access Period.

F. MEDIA

MED 1. Media centre

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

MED 2. Media Strategic Plan

The 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 3. Information system on Website

The ICF has developed a portal for your competition and this will be the only and official website used for this competition. The HOC is responsible to populate relevant local information within this portal and ensure that all organisational, team information, bulletins and relevant details to the competition are provided and kept updated. 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 (English) for the competition.

There will also be a permanent link to your competition provided on the home page of the ICF website once the portal and is established and the following URL(s) should be used for promotional material:

- www.canoeicf.com
- www.canoeicf.com/canoe-polo-world-championships/city-20XX

The ICF will name the two English speaking live stream commentators. The HOC should support this commentary by providing an English / host language commentator to work with these two persons.

MED 4. Official Photographer

a) ICF Photographer

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

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 Championships) 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 exclusive rights to use the photos as it sees fits.

c) NF Photographers

Each National Federation can register an official photographer. HOC has to grant him a priority access to a dedicate area during each game of his National Federation.

MED 5. Mixed zone

The Mixed zone offers the media a dedicated place to talk to the athletes immediately following the competition.

There must be a suitable backdrop to the Mixed Zone (Eg. Sponsor Board, Field of Play, Crowd).

The Backdrop and Sponsors Board are positioned for optimal TV / live stream coverage and visibility.

G. VIP/ DIGNITARIES

VIP 1. VIP Facilities

The VIP area must consist of a sport viewing area of the course and an indoor hospitality area in close proximity or with the view to a large screen. Start lists and result service must be provided for VIP. Catering according to VIP standards have 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 twelve (12) months before the Competition period.

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 VIPs (Clause 5.2 Maximum of 20) will be decided by the ICF nine (9) months before the Competition period.

H.SPECTATORS

SPEC 1. Promotion

The HOC must provide proof to the ICF that they are actively promoting the competition. The ICF is keen to increase the percentage of young people amongst the audience. Therefore, the HOC should encourage youngsters 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. Promotional programme

The HOC should provide a suitable promotional programme including at least:

- Introduction to the discipline
- List of officials/referees
- Details of Jury Members
- Results from last championships
- List of participating Nations by event
- Competition game schedule

The HOC must agree with the ICF details of the promotional programme at least (6) six months before the competition period.

SPEC 3. Ticketing program

The HOC can establish a ticketing program which must be sent to the ICF for approval including consideration of how to seat travelling polo family spectators.

SPEC 4. Spectators services

The HOC must ensure the following services to the spectators:

- Food & beverages (at cost);
- Transportation (at cost);
- Information desk; and
- Merchandising if available (at cost).

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I. BROADCASTING

TV 1. Streaming feed production requirements

In preparation

TV 2. International Live feed production requirements

In preparation

J. MARKETING AND BRANDING

The HOC must follow the “ICF Look and Style Guide” and the ICF “Branding and Advertising Guidelines” to create all his graphic charter and look of the competition (e.g. banners, logo, bibs)

MAR 1. Championships logo

The HOC must produce and validate (by the 1st January the year of the competition) with the ICF a Competition logo

MAR 2. Boat stickers

The HOC must provide to each athlete the “NOC code” stickers with a dedicated area for an HOC sponsor.

The size and the allowed contents for this sticker is define in the “ICF Branding and Advertising Guidelines” (see ICF CAP rules, chapter 13).

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

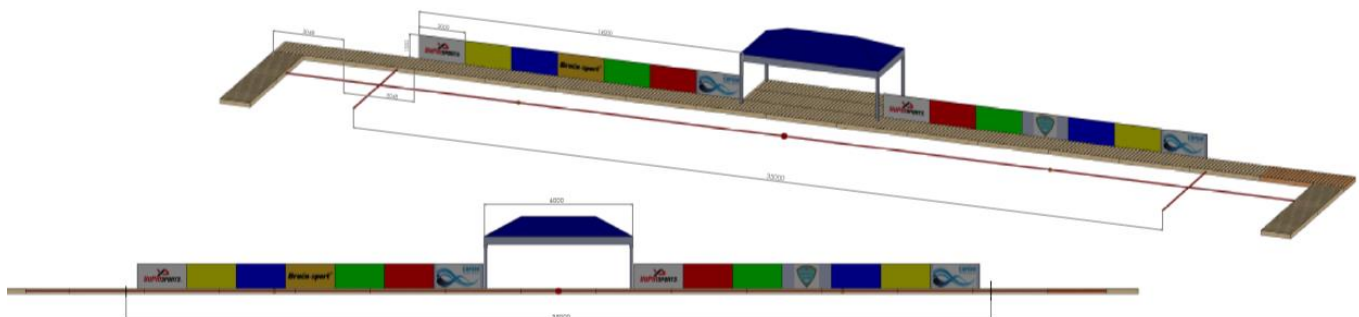
MAR 3. Backdrops (sponsor wall)

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

The HOC must validate (at least 1 month prior the competition) the size and the design with the ICF.

MAR 4. ICF and ICF sponsors banners on field of play

The HOC must ensure a good signage on each pitch following this scheme:



The ICF have 6 positions on each side. The ICF will confirm the name and the logo to apply for each position 4 months prior the start of the Championships.

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MAR 5. Other requirements

The HOC must request the validation of the ICF to produce all other items produce with the ICF logo.