

CANOE SPRINT & PARACANOE

VENUE MANUAL

INTRODUCTION

This document contains information regarding minimum requirements for preparing a competition venue to host ICF Canoe Sprint and Paracanoe Competitions.

This document does not attempt to cover in detail all aspects of staging a competition however, it contains certain elements that are common in all levels of ICF Canoe Sprint and Paracanoe Competitions and that must be fulfilled by the Host Organising Committee (HOC).

ICF Competitions must at all-time be conducted in accordance with the ICF Statutes, ICF Canoe Sprint and/or Paracanoe Rules as well as the ICF Canoe Sprint and Paracanoe Venue Manual.

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A. OPERATION FACILITIES

A.1. Approvals

The HOC should at its own cost ensure that the Venue meets and complies with all applicable laws, rules and regulations. All relevant and necessary approvals, grants, consents, authorities, clearances and licenses must be obtained from the necessary authorities.

A.2. Operating Management Area

- Host Organising Committee - The members of HOC should determine their needs for the work areas and offices needed for the smooth running of a Canoe Sprint World competition;
- Accreditation office – it should be outside of accredited zone;
- Distribution centre - two copying centres shall be organised:
 - For the Teams;
 - For the Media and the Spectators.
- ICF office – it should be in the Finish tower or nearby.

A.3. ICF Working Areas

The HOC should provide good quality working areas to the ICF:

Office
ICF president
ICF HQ (including the Secretary General and Staff)
ICF CSP and Paracanoe Chairs
Jury

A.4. Car Parking

The HOC should organise enough space for a car park for the participating teams.

Based on expected number of participants and spectators, at the venue, large parking areas should be provided for:

- Team buses, minivans and cars
- Boat trailers
- Shuttle buses
- Media
- VIP and sponsors
- Public vehicles

B. COMPETITION MANAGEMENT

B.1. Competition management area

- Competition Committee
- Timing and scoring
- Sport presentation
- Jury
- ITO room
- Distribution service – Enquiries, Information, Results

Rooms/offices for the Competition management can be at:

- Finish tower;
- OR**
- Some of them at the Finish tower and some nearby.

B.2. Meeting room/s

- Team Leaders' Meetings - The TLs meeting room must be big enough to accommodate 100 - 160 Team Leaders/coaches for ICF competitions.
- ITO Meetings
- Coaches Meetings
- ITOs' Seminar
- Athletes' Meetings
- ICF Commissions Meetings
- Other Meetings

If well planned and co-ordinated in advance, the same meeting rooms can be used for many different meetings.

B.3. Sport Presentation

The HOC should provide a suitable Sport Presentation room/office should be based in the Finish Tower or nearby with view on the course and finish line.

B.4. Coaches viewing

An additional tent as close as possible to the boathouse area where coaches can watch races live and/or watch special filming from side camera only.

B.5. Sport information distribution

The Distribution/Copying Service can be located at several different places:

- At the ground level of the Finish Tower (for smaller competitions if there is enough space);
- In a Container adjacent to the Finish Tower;
- In a room in a permanent building.

Minimum two (2) copying centres should be organised (ideally more see below):

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For the Teams

The Copying centre for the teams should be in or near to the Team Information centre.

For the Media and the Spectators

For the Organising Committee

At the ICF work area

At the Competition Committee level in the Finish tower

B.6. Technical Officials room

HOC should provide a secure room for ITOs which will be used for ITOs daily summary meetings, rest area, ITOs luggage storage.

Location: nearby Finish tower

Size: for up to 50 people.

B.7. Communications at the course

Telephone Line

Permanent Sprint Canoe venues should be developed with at least a basic cable telephone system as an integral part of the infrastructure:

a) Start area

An entirely independent communication – a telephone line must be provided between the Starter and the Chief Judge at the Finish.

b) Finish tower

Ground floor: One (1) telephone line on the regatta organisation circuit.

First floor: One (1) telephone line on the regatta organisation circuit.

Second Floor (commentary and regatta organisation): One (1) telephone line on the regatta organisation circuit.

c) General

Telephone lines for:

- The HOC offices;
- The Team Facilities and services as follows:
 - Team Information Centre;
 - Medical facilities;
 - Team Transport and Accommodation services;
 - Accreditation Centre.

B.8. Medal Ceremony and Opening/Closing Ceremony

Medal Ceremony

Medal ceremony podium

- At front of the main grandstands;
- When Paracanoe competitions are included in the competition programme, the victory ceremony podium must be accessible for wheelchairs.

Flag poles

- Visible to the spectators in the grandstands and to the competitors on the Victory Ceremony Podium;
- Should not obstruct the view of the course, either from the grandstands or from the Finish Tower;
- Located near to the Victory Ceremony Podium;
- For Canoe Sprint World Championships, Junior & Under 23 World Championships – up to six (6) Flag Poles: up to three (3) flag poles for the ICF flag, the national flag and a local flag if appropriate, plus three (3) for the Victory Ceremony of the winning crews;
- For World Cups: up to three (3) flag poles for the ICF flag, the national flag and the local flag if it is appropriate.

C. ATHLETES AREA

C.1. Boat Storage

Location of boat storage

Possible locations the boat storage area could be:

- On the bank at the end of the course beyond the finish line;
- On the bank at one (1) side of the finish area beyond the finish line;
- Alongside the course.

As near as possible to the embarkation and disembarkation pontoons. Enough and good, accessible and wide connection paths to the pontoons, athletes' quarters and all the other facilities provided. There should be no more than 75 metres from the nearest pontoon. A distance more than 75m for the athletes to walk carrying their boats is not acceptable.

The required space for the entire boathouse area (permanent and temporary) for a major canoe sprint competition is minimum 8,000m² for World Cups and 12,000m² for World Championships.

There should be adequate covered areas in and around the boathouse area for the competitors to shelter in the competition from sun or rain.

Quality of storage space

The storage must be erected in such a material that the boats are protected against all weather conditions and theft.

Indoor and outdoor storage

The boats must be stored on racks:

Indoor: in hangars or tents; Racks in steel, aluminium or wood equipped with rubber or foam cushion strips. Maximum four (4) levels high (minimum 50cm between the levels). Strongly enough constructed to carry all types of boats (K1/C1 12-14kg; K2/C2 20kg; C4 - K4 30kg).

Outdoor: on yards or gravel; Racks in steel, aluminium or wood equipped with rubber or foam cushion strips and rubber ties, roofed with metal, wood or canvas to protect the boats against any weather condition (sun, rain, wind). The boat racks must be fixed firmly to the ground to avoid damage. Maximum four (4) levels high. Strongly enough constructed to carry all types of boats (K1/C1 12-14kg; K2/C2 20kg; C4 - K4 30kg).



Picture of boat racks

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Well-drained ground around the boathouse buildings and in the temporary boat racking area is essential.



Pictures of indoor boat storage

Space requirement

Designated and separate storage place for each country:

- Indoor: one (1), two (2) or three (3) countries in each hangar section or tent;
- Outdoor: separate racks for each country.

To provide room for minimum 1000 Canoe Sprint boats for World Cups:

- K1 400 pcs
- K2 170 pcs
- K4 50 pcs
- C1 260 pcs
- C2 110 pcs
- C4 10 pcs
- 100 Paracanoe boats

To provide room for minimum 1600 Canoe Sprint boats for World Championship:

- K1 700 pcs
- K2 260 pcs
- K4 70 pcs
- C1 400 pcs
- C2 160 pcs
- C4 15 pcs
- 150 Paracanoe boats

C.2. Boat Washing

There should be water taps for the washing of the boats in a minimum of two (2) points in the boat storage areas. The ground drainage in these areas must be considered accordingly.

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C.3. Changing room/s

An indoor place with suitable seating, a flat floor and dividers should be available.

C.4. Athletes Lounge and Teams (NFs) Rest Area

Athletes Lounge

A covered place minimum 200m² for World Cups and minimum 400m² for World Championships, protected from sun and inclement weather conditions, for relaxation with suitable seating (proportional number to the participating athletes). The lounge should be accessible for wheelchairs if applicable.

Teams Rest Area

To be provided for the athletes to rest and relax in a quiet area but not too far from the boathouse area. It could be:

- One (1) large hall/tent – separated in sections;
OR
- Smaller rooms/tents – approximately 20m² each.

Tents owned by teams

Space should be available for tents that are brought by the Teams - near to the boathouse area (for 10 – 12 tents).

Bag drop Area

Lockers (with keys) or Bag drop room should be available for athletes and team officials to drop off their bags and equipment.

C.5. Toilet and Shower Facilities

Toilets: An adequate number of toilets, permanent and temporary, should be available. The ratio should be minimum one (1) toilet for 25 – 30 persons.

Showers: An adequate number of showers - permanent and temporary - should be available. The ratio for showers with hot-water supply should be minimum one (1) for 25 – 30 persons.

Toilet and Shower Facilities for Paracanoe: accessible toilets and showers should be provided, according to the IPC rules. The ratio should be minimum one (1) toilet / shower for 15 persons.

C.6. Dining hall

A covered area, large enough to accommodate athletes and coaches during peak hours should be provided with full catering service for serving lunch meals. It should accommodate minimum two (2) serving lines. The dining hall should be accessible for wheelchairs. Toilets and washing facilities should be made available nearby.

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C.7. GYM (Strength and Conditioning Facilities)

Well-equipped GYM (Strength and conditioning facilities), including kayak and canoe paddle machines should be available and operate during the whole duration of the access period.

C.8. Medical Facilities

Medical/First Aid Centre

First Aid service and emergency care should be available for all competitors, officials and spectators. The first aid post should be at the athletes' area with all necessary equipment. Ideally this should be close to the boat house area.

One (1) medical doctor should be nominated by the HOC as the Medical Director for the competition, working closely with the ICF Doctor.

Minimum requirements should be provided:

- One (1) medical room (12 – 15 m²);
- One (1) toilet;
- One (1) accessible toilet (para-canoe competitions);
- Permanent water supply with running hot and cold water.

A special arrangement to allow the participants to have access to the nearest hospital in the area for an emergency.

Physiotherapy and Massage area

Separate rooms / areas should be made available for massage.

C.9. Doping Control Station

Details regarding the doping control station requirements are referred to the ICF Doping Control Station Guide.

https://www.canoeicf.com/sites/default/files/icf_doping_control_station_guide.pdf

C.10. Boat Hire place must be available

C.11. Boat Repair place must be available

C.12. Bike Rental place must be available

C.13. Information Centre

This is the communication point between the Team Leaders, HOC and the Competition Committee. It can be a 30-60m² construction located near the boathouse area and easily accessible for the Team Leaders.

C.14. Information Boards

For the program and the results:

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- Minimum two (2) easily accessible information boards near the boat house. They should be big enough for 50 x A4 pages;
and/or
- Appropriate number of digital self-service information panels.

C.15. Closed Circuit TV (CCTV) must be in place

C.16. Public Address System must be in place

C.17. Official Regatta Time Display must be in place

D. FIELD OF PLAY

D.1. Type of Water Facilities

The Water facilities can be Natural, Artificial or Semi-Artificial. All types can be accepted if they fulfil the minimum requirements stated below.

D.2. Competition Course

Location

The course should be accessible for participants (Competitors, Jury, Officials, VIP's, Press, etc.) and Public with all kinds of transport (cars, buses, trailers, ambulance and helicopter if necessary).

The course must be located as close as possible to the accommodation of all the participants (max. 45 min. by road at rush hour).

Course

For major canoe sprint competitions, it is recommended that a second channel is provided. This channel is used for training, "warming up" and "cooling down" areas, for crew access to the starting areas and umpire catamarans return to the start line.

Trees

Planting trees or other wind barrier on both sides, alongside the entire length of the course, must leave a clear space of approximately 60 metres from the closest racing lane.

Course Dimensions

The course must satisfy the following measurements and characteristics:

- Length – minimum 1.320m (straight);
- Width - minimum 99m;
- Depth - minimum two (2) metres (under all lanes);
- Traffic area may be separated with a narrow island (natural or built) from the course with minimum of two (2) passages to the starting areas at 650m for the 500m and 200m races and at 1150m for the 1000m races. If it is possible to have a 3rd passage at 350m for 200m races;
- The bordering shoreline **must** be built in a way where waves are absorbed (IE Rip Rap design);
- **Bank** - should be graded (sloped) in order to minimise the effects of wash and waves:
 - Maximum gradient - 1:3;
 - Preferred gradient - from 1:4 to 1:6;
 - There must be **no** vertical walls constructed at any place around the racing course, including behind the Start lines and after the Finish line.

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- Areas where the shore is a vertical wall – additional structure must be placed at front of them to absorb the waves. Different methods of wave absorption are available for different situations. The chosen method must be accepted and approved by ICF;

Installation:

- Boat storage for minimum 1000 boats for World Cups and for minimum 1600 boats for World Championships;
- Finish tower – minimum of three (3) levels (not including the ground level), minimum 40 m² per level for the officials and technical staff;
- Start towers at the 200m, 500m and 1000m;
- Stand - to accommodate minimum 3,000 spectators (mobile stand is also possible) for World Cups and minimum 8,000 spectators for World Championships;
- Press centre - for 50-100 people for World Cups, Non-Olympic events World Championships, Junior/U23 World Championships, Masters World Championships, and for 150-200 people for World Championships.

Roads around the Course

- Ideally there should be road access to the start area. On artificial courses (channels) an access road should be constructed, running around the entire course, with a minimum width of 6.5 metres.
- For TV coverage purposes the road on the TV coverage side should be constructed at a low level (ideally 50-100cm above the water level), as close as possible to the water surface. Turning points should be provided on both sides of the course around 50m after each start tower and beyond the Finish line.
- Along the TV road there may be provided a second road recommended four (4) metres wide to be used during racing by the service vehicles, athletes warming up and by the cyclists.
- The roads must be level and straight throughout their length alongside the racing lanes and must be constructed behind the intermedia timing. Can be at front or behind of the Start and the Finish Towers.
- The roads are used as follows:
 - The coaches, with bicycles, for coaching purposes during training and for following the racing crews during regattas if allowed by competition committee;
 - The vehicles for the transportation of equipment, photographers and officials between the Start and Finish areas;
 - The cars for the Competition Control - used by ICF during Canoe Sprint World competitions;
 - The cars for the TV coverage;

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- If the surface of the roads is of good quality, for legacy use, they could be used for other sports activities e.g. running, rollerblading, cycling (triathlon), etc.;
- During major competitions the access and the traffic on the roads alongside the course must be carefully planned and strictly controlled.

Television infrastructure is compulsorily for World Cups and World Championships. For Non-Olympic events World Championships, Junior/U23 World Championships and Masters World Championships is not compulsorily but recommended. It should be good enough to produce high-level recording. The infrastructure at the shore and/or on the water should allow the production of high-level shots and the possibilities for continuously follow the races during the whole length of the distance or at least 80% from the race distances.

D.3. Water and Air quality

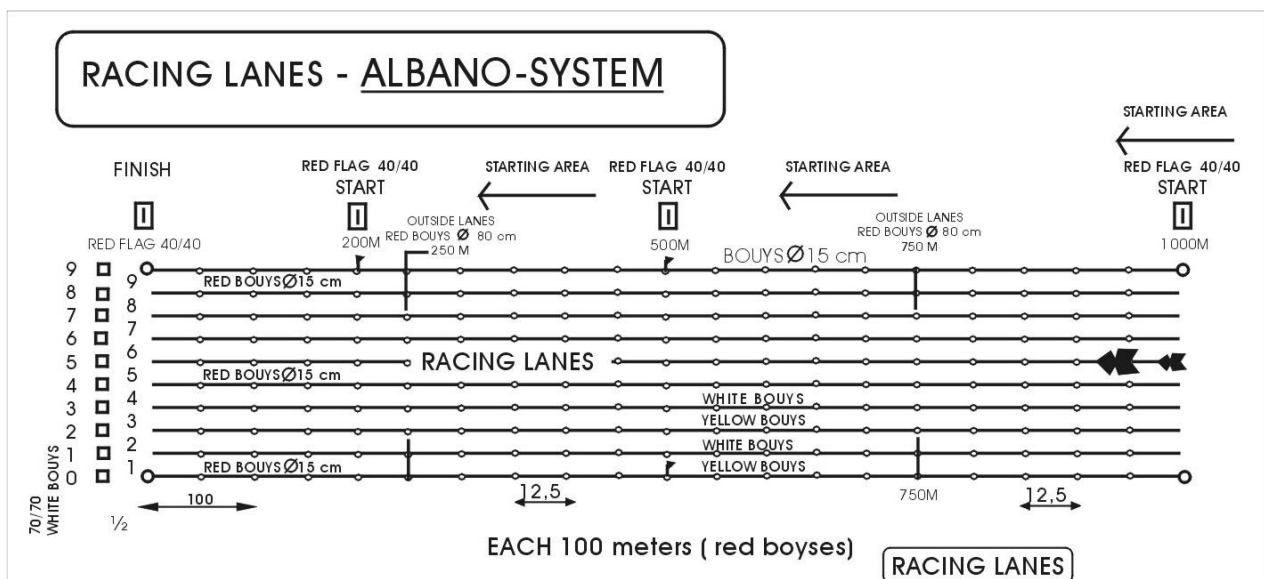
- Air pollution should be within the limits accepted by the host Government.
- The water quality is acceptable if it is suitable for swimming.
- The water must not flow. If there is a flow, it should be under 0.05m/s and should be equal across all lanes from one (1) to nine (9).
- Control of Vegetation.

More details you can find in the *Canoe Sprint and Paracanoe Operational Requirements*.

The course must offer fair and equal conditions in all lanes.

D.4. Set Up, Marking and Equipment

a) Albano system



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Longitudinal wires

The buoys are attached to longitudinal wires. The wires must be three (3) – four (4) mm diameter stainless steel (inox) cables, breaking load minimum of 750 kg, fixed 1.5m below the water surface. The accurate positions of the longitudinal

wires are provided through the special girdles fixed to the cross-wires at nine (9) metres distance. The longitudinal wires pass through these girdles and are anchored to the bank at both ends of the course if the banks are close to the course. If the banks are far away from the course then the

wires are fixed at both sides of the course, beyond the Start and Finish lines.

These lanes must be straight and of the same width over their whole length. The width of each lane must be nine (9) metres. For a standard course it is recommended that there should be 11 buoyed lanes (minimum is nine (9)).

Cross-wires

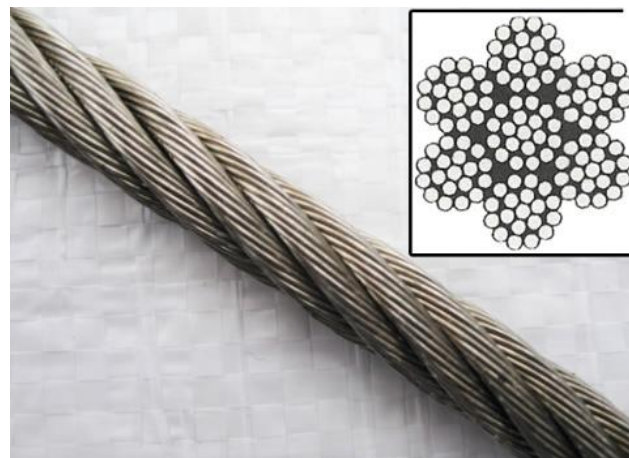
The cross wires must be at least eight (8) mm diameter (or two (2) x four (4) mm), breaking load minimum of 1400kg, fixed at the each Start, and near to the Finish line, anchored either to the bottom of the lake at both sides of the course (where there is a large distance between the banks of a lake), or to the bank on both sides of the course (where the distance to the bank is relatively short).



Picture of Albano system cross view



Picture of Albano system front view



Stainless steel (inox) wire for Albano system

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b) Automatic Start System

For 200m, 500m and 1000m

A homologated / licensed automatic start system by the ICF is compulsory at the 200m, 500m and 1000m start lines. The system must be anchored or attached to stay fixed and immovable at all circumstances.

For Long-Distance races

For Long-distance races, a Long-distance start system or a movable pontoon of minimum 81 metres long and two (2) metres wide is required.

Equipment of Start System

Each start system must be equipped with:

- The number of the lanes;
- A powerful loudspeaker for the start command on each automatic start line (min nine (9) pcs), facing perpendicular to the lanes' direction;
- A powerful loudspeaker for the fault-start signal on every second automatic start lane (min five (5) pcs), facing Finish line direction;
- A powerful loudspeaker for race announcement at every 3rd automatic start lane (min four (4) pcs), facing opposite of the Finish line direction;
- Anemometers - for measurement of the wind speed fixed on the start system at 500m and 200m at lane five (5);
- Electric orange blinkers at each lane to indicate false start;
- Four (4) or five (5) big orange buoys placed at 150m mark with electric orange/red blinkers to indicate fault-start for 200m races.



Picture of Start system placed at the Start line

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c) Course Marking

Course lines and Buoys

The course lines must be marked with Spherical buoys, 15cm diameter:

- The distance between buoys must be one (1) of the two (2) standards - 10 or 12.5 metres;
- Different colour code for alternate yellow and white lines.



Picture of Alternating of white and yellow lines

- Red lines of buoys in cross direction at every 100m (100m, 300m, 400m, 600m, 700m, 800m, 900m);
- All buoys at the last 100m must be red;
- Different colour and size buoys at cross lines at 250m and 750m – spherical 20-22cm diameter buoys, pink colour;
- No buoys should be placed on the Start or Finish lines (unless the results and scoring provider requires);
- When the course is constructed in a lake and where possible it is recommended that the lanes at the Start be prolonged beyond the Start line (minimum 100m).

Start and finish lines

The ends of the 200m, 500m, 1000m, 5000m start lines and the finish line must be marked by two (2) red buoys and two (2) red flags 40 x 60cm.



Marking of Start and Finish lines

Indication buoys at 250m and 750m

At the 250m and 750m big red buoys of 80cm on the outside of the lanes are signs for distance indication.

Lanes numbering

The start machine buoys must be marked well visible from N° one (1) to nine (9). The numbered buoy is to be on the corresponding competitor's right-hand side as he/she passes.



Picture of Start machine buoys

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The last buoys must be marked from N^o zero (0) to nine (9). The buoys should be fixed no closer than one (1) metre and not further than two (2) metres behind the finish line - 10 big white numbered buoys of 70/80cm or 70/70 numbered on the four (4) sides with black numbers of 60cm starting with zero (0). Number five (5) should be yellow instead white with black number. These buoys are not hollow ones, but filled with foam, when if eventually hit they keep the floating ability.

The numbering goes from the left to the right with the number placed on the buoy in such a way as to be clearly visible from the finish tower. The numbered buoy is to be on the corresponding competitor's right-hand side as he/she passes it and must be clearly visible to him/her.

In case of television coverage of the competition, the lane numbering may be in the opposite direction from right to left, so that the list of competitors and their lanes shown on the television screen match the appearance of the races to be televised.

Start Zone

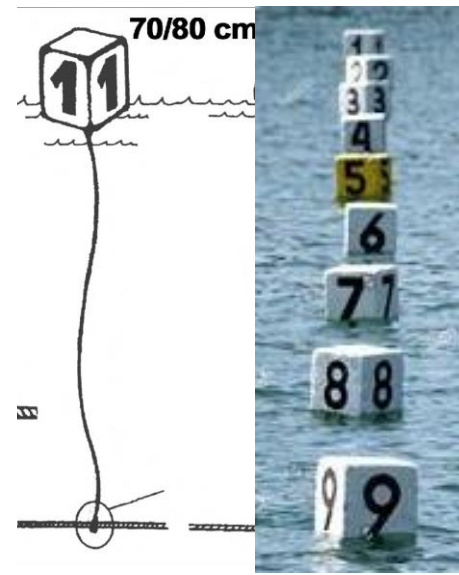
The 100m Start zone must be marked by two (2) white flags - floating (minimum five (5) metres away from the outside lanes). The size of these flags should be - 40cm x 60cm.

d) Marking on the shoreline

Survey

An official survey certificate of the racing course must be provided by an accredited company and must show the accurate locations of the start lines, of each intermediate timing point and of the finish line. The certificate must show the coordinates and accurate locations of all points. All points must be marked permanently on the ground at both sides of the course. The Start line and the Finish line must be exactly parallel and their vertical planes must be transferred exactly to the vertical wires on the Starts towers and on the Finish Tower. Those wires must be accessible for checking at any time.

- The Start & Finish lines must be parallel and perpendicular on the course lanes;
- These points must be positioned to an accuracy of at maximum $\pm 20\text{mm}$;
- The Intermediate 250m and 750m timing lines must be set exactly and must be parallel and also perpendicular on the course lanes;
- The racing lanes must be surveyed and be parallel to each other and perpendicular to the start and the finish lines.
- The survey certificate must show the following additional information:



Last buoys at the course

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- The equipment that has been used for the survey
- Declare the error for the measurement of the 1000m distance
- Declare the error for the measurement of the vertical lines in the start and in the finish towers.

Direction tables

The direction tables should be big enough well visible and readable minimum from 100m distance.

They should direct athletes in their way for training and competition. They should be placed at least for the following areas:

- On the pontoons for embarkation and disembarkation;
- Warm-up and training water area;
- Traffic to the different start positions (200m, 500m and 1000m);
- Boat control.

Start area indications

START AREA tables should be placed at 100m before each start line (at 300m, 600m and 1100m). White (or yellow) field with black letters minimum of 60cm high.

Start lines indications

Sight marker - fixed as close as possible to the water edge, opposite the Start towers, exactly on the Start line. If the bank is too far away, then the marker must be placed on a structure very firmly



Picture of Start line indicator



Picture of Start area table

anchored or fixed in the water.

Dimensions - 150 – 200cm height, 80 – 100cm wide. The marker should be painted in two (2) vertical halves, one (1) yellow and one (1) black. The yellow side should be in the direction of the course towards the Finish. The precise vertical position where the colour changes from black to yellow must be the Start line. The line where this colour change occurs must be exactly vertical along its full height and must be consistent with the survey certificate described above.

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Intermediate lines indication (250m, 750m)

At each intermediate point, it is required to have a clear sight marker, identical to ones used at the Start lines, for reference by the intermediate timing officials and situated only on the opposite side of the course to the intermediate timing position.

Finish line indication

Sight marker - fixed as close as possible to the water edge, opposite the Finish Tower, exactly on the Finish line. If the bank is too far away, then the marker must be placed on a structure very firmly anchored or fixed in the water.

Dimensions - 150 – 200cm height, 80 – 100cm wide. The marker should be painted in two (2) vertical halves, one (1) yellow and one (1) black. The yellow side should be in the direction of the course towards the Start. The precise vertical position where the colour changes from black to yellow must be the Finish line. The line where this colour change occurs must be exactly vertical along its full height and must be consistent with the survey certificate described above.



Intermediate and Finish lines indicator

Distance indications

On the left and right banks distance indication by signs of two (2) by one (1) metre with white (or yellow) field with black numbers minimum of 75cm high at the **0m, 200m, 250m, 500m, 750m** and **1000m**.



Picture of Distance indication signs

If the distance from the lanes to the bank is too long, distance indication should be placed near the buoyed course at cubic buoys of 80/80/80cm (white or yellow colour) with black numbers as big as possible.

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e) The Start Towers

Location - placed exactly on the start lines at 200m, 500m and 1000m;

Construction and dimensions - temporary and/or permanent

- A covered platform approximately nine (9) - 12m² in area - the floor level where the Starter stands must be a minimum of three (3) and a maximum of six (6) metres above the water level. There must be a clear view of each lane;
- The bottom of the window frames should not be higher than 70cm from the floor and should allow the Starter to have a clear view of the start line and along the course;
- Window frames and any balcony railings should be carefully positioned so as not to block the view of the Starter;
- Protection against wind and rain (air-conditioned if required) must be provided which still allows the Starter to perform their duties without obstruction



Picture of a Start Tower

- to the vision or communication with the crews or other officials. Blinds should be provided to protect against glare in case of bright sunshine;
- A platform for a TV camera above the Starter's platform;
- If the Start Tower is on water, it must be constructed on a platform - minimum size six (6) by six (6) metres;
- Minimum one (1) toilet next to each start tower.

f) Intermediate timing positions huts

Location - placed exactly on the lines of the intermediate distances at the 250m and 750m;

- On land – placed on a platform. On artificial courses – behind the road alongside the course, so as not to block the view of the TV vehicle as it passes the position;

Construction and Dimensions – temporary and/or permanent:

- A covered platform minimum two (2) by three (3) metres;
- The floor of the timing point must be minimum 1.5 m above water level;
- Protection against wind and rain should be provided and internal blinds to limit the glare of the sun;
- If television cameras are to be installed on the top of the timing points the design and structure should be considered. The roof must be designed accordingly;

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- Should video/photo-finish cameras be used at the Intermediate Timing points, then the appropriate support structure for the video cameras must be in place.
- A vertical wire minimum one (1) metre long, one (1) mm diameter and black colour must be installed in front of the video camera;
- Minimum one (1) toilet next to each hut.

g) The Finish Tower

Location: Exactly on the finish line, as close as possible to the course but not less than 27m from the racing lanes, not obstructing the view from the grandstands towards the finish line.

Construction: temporary and/or permanent, firm construction:

- Normally 50 – 60m² area for each floor (staircase not included), the longer, working side parallel to the course;
- There should be large windows facing three (3) directions - the finish line, towards the start and behind finish line, to give the timing and photo-finish officials a clear view of the course and the finish line. Any balcony rails or window frames should be carefully positioned so as not to obstruct the view of the finish judges towards any part of the course;
- Must provide internal protection against sun (blinds), rain and wind;
- Must be air-conditioned;

Layout

Ground Floor

for Organisation / medal presentation/ reproduction/ etc. unless located in a different area:

- Change rooms for medallists;
- Storage;
- Toilet;

1st Floor

Finish line Judges

- Movable three (3) / four (4) level stair for four (4) / five (5) persons;
- Toilet.

2nd Floor

Competition Committee / Photo finish / Computer / Score board

Competition Committee three (3) / four (4) persons

- White light. A white flag should still be provided as a back-up;

Photo finish – two (2) / three (3) persons

- Wire – marking the finish line, must be exactly in line with the horizontal finish line. Maximum two (2) mm thick and black colour. It must be vertical and fixed

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absolutely firmly and tight, positioned between the photo-finish video cameras and the horizontal finish line, and divided in two (2) vertical sections;

- The upper part of the wire, which is in front of the video cameras, must be removed before racing and should be easily fixed back again in order for the position of the camera to be checked at any time;

Computer program / Scoring, Timing and Results Providers – three (3) / four (4) persons

- Toilet;

3rd Floor

Sport presentation or other office space.

- Toilet

Top Floor or Roof

- A platform for a TV camera and/or a VIP terrace;
- Enclosed support structure for the Photo-finish cameras (optional);
- Protected from sun and rain;
- Toilet.

Notes: In certain circumstances less than three (3) levels would be accepted under ICF approval. It is recommended to have men and women toilets. Minimum one (1) toilet at the finish tower to be accessible.

h) pontoons installation

For Athletes:

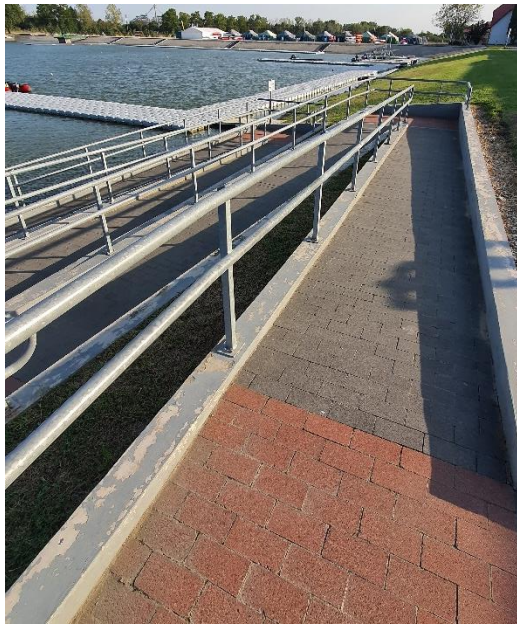
Four (4) pontoons (If there are Paracanoe races in the schedule – five (5) pontoons) of minimum 20m length and four (4) to five (5) metres width, height between 10 and 15cm above the water level, the pontoon should be easily accessible for wheelchair users:



Pictures of embarkation / disembarkation pontoons including wheelchairs ramp

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- One (1) or two (2) for embarkation ID control;
- One (1) for disembarkation for second boat control near the finish tower;
- Two (2) – three (3) for embarkation and disembarkation for training;
- If there are Paracanoe races in the schedule – one (1) pontoon with accessible ramp only for Para athletes going in and out of water;



- Numbered with signs of 50 x 50cm black numbers in a white (yellow) field;
- Equipped with traffic marks;
- Pontoons must be installed as near as possible to the boathouses and competitors' side;
- The surface should not be slippery by any weather conditions and should not become too hot in hot weather conditions.

Picture of a wheelchair ramp to a pontoon

Presentation pontoon

This is where the medal winners get out of their boats after the race for the Sport presentation.

Located in front of the VIP, Media and Team Grandstands;

Minimum three (3) metres wide and 30m long.



Picture of presentation pontoon at front of the Grandstand

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Photographers pontoon

Located against Lane five (5) around 50-80m beyond the finish line – minimum six (6) by six (6) metres.



Picture of photographers' pontoon

Pontoons for service boats (course umpires / aligners / safety / maintenance / media):

Out of duty:

- One (1) pontoon or dock to dock for all the catamarans behind the finish line.



Picture of a pontoon to dock all catamarans out of duty

In duty:

- One (1) or two (2) pontoons five (5) by three (3) metres at around 100m before the finish line, side of the finish tower.

Docks or pontoons for:

- Five (5) to eight (8) safety boats;
- One (1) maintenance boat.

Additional pontoons:

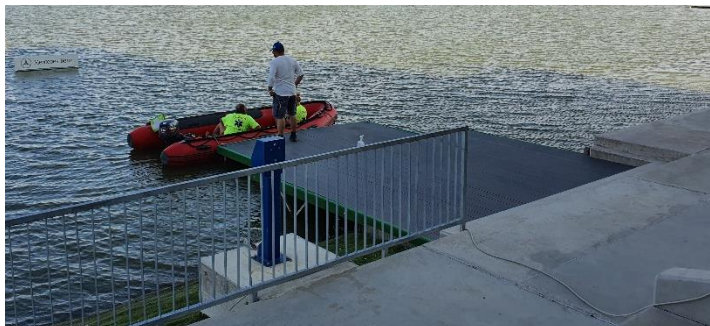
- One (1) at front of each start tower minimum size three (3) by five (5) metres;



Picture of a service pontoon at front of Start Tower

- One (1) at each Rescue motorboat ports three (3) by three (3) metres.

The dimensions of these pontoons or docks depends on the size of the boats and available space. All pontoons are to be floating and can be constructed in any material, gangway is to be coated with anti-slip



Picture of a pontoon for a Rescue motorboat

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(to avoid accidents) and the sides are to be covered with wooden, rubber or foam strips (to avoid damage to the boats). Pontoons - to be covered with carpet or other material for heat protection.

i) Facilities for motorboats

Parking and refuelling

- It is strongly recommended that a special tanking station is provided for fuelling the motorboats;
- When there is no tanking station a special dock area for fuelling the motorboats must be created, complying with all the local regulations for storage and distribution of fuel;
- A dock area for parking the motorboats must be constructed. The location should be decided by taking into consideration the permanent use of the venue (near the permanent boathouse area and the launching pontoons);
- During competition one (1) to two (2) tents or other covered space must be provided near to the motorboat docks, for the boat drivers and for a storage area.



Picture of a pontoon for parking the motorboats

D.5. Technology

Photo-finish

- The Photo-finish cameras (minimum two (2) – one (1) official camera and one (1) back up camera) - must be fixed to an absolutely firm structure. They must be protected from the sun, rain and the wind;
- The cameras must ideally be located at a height that provides a minimum angle of eight (8) degrees (maximum 12 degrees) between the horizontal and the line drawn from the cameras to the centre line of the course;
- There should not be glass in front of the Photo-finish cameras.

Scoreboard and big screen/s: Permanent or temporary

Can be located as follow:

- Opposite side from the grandstand;
- Same side with the grandstand;
- At the end of the course on the bank (if not too far from the finish line).

ICF should be sought on the location and size of the scoreboards and big screen.

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Scoreboards ideally should be placed opposite side from the grandstand and at the end of course on the bank. The size depends on the distance between the scoreboard or big screen and the spectators' areas, but between 40m² – 80m².

D.6. Boats weighting and boat control areas

Boat weighing and boat control installation

1st control (self-control):

- Construction: covered and protected by the wind space approximately four (4) by 18 metres on an absolutely level, solid ground. The minimum height requirement for this facility is 2.60m.
- Location: At the athletes area. The easiest possible access must be provided for the boats to move in and out from the weighing scales.
- Two (2) identical scales with digital screens and readings up to second digit after the decimal point – 0.01kg and accuracy up to 0.005kg must be provided. Both scales must be certified and calibrated before the competition by accredited laboratory;



Picture of scales for boat weighing

2nd boat control:

- Construction: tent or covered place; Minimum size 14 x 3 (three) metres.
- Location: it must be in the close distance from the finish line and the ceremony area, it should be equipped with:
- Equipment: scales (one (1) from the 1st boat control).

ID control

- Construction: A covered facility opened minimum from two (2) sides. Minimum size 12 – 15m².
- Location: Located near the water edge at front of the "Embarkation" pontoon/s.

E. ICF VIP FACILITIES

- VIP hospitality area
- VIP lounge
- VIP viewing area
- VIP car park
- Toilets

All above must be near the finish tower and near to each-other.

F. MEDIA FACILITIES

F.1. Press

Recommended size for the press centre could be 400m² for World Championships and 300m² for World Cup competitions. The number of workstations for World Cups between 40 and 60 and for World Championships should be between 120 and 150.

F.2. Mixed Zone

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

In planning for the Mixed Zone, the HOC should ensure that:

- It is strategically placed at the athletes' exit of the field of play.
- It is in a quiet area in order that the audio can be recorded easily;

G. SPECTATORS FACILITIES

The key principles when planning the spectator facilities are:

- To ensure a simple, low maintenance design.
- To provide "natural" structures, sympathetic to the nature of the water sports and the environment of the venue.
- To provide the appropriate conditions for staging major sporting competitions and for the long-term daily use.
- Temporary Facilities: In addition to the permanent facilities, there will be a requirement to provide many temporary facilities to comply with the conditions for staging a major competition.
- An investigation must be provided on the effect of the spectator facilities on the wind conditions. ICF strongly recommends that a wind tunnel test should be carried out to avoid creating wind shadows and unfairness between lanes on the course.
- To provide a good drainage system. This is essential for the successful operation of a major competition in case of heavy rain and with a large number of people attending.

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The spectator facilities and services could be constructed:

- On one (1) side of the course.
- **or**
- On both sides of the course.

G.1. Grandstand

The grandstands are positioned close to the Finish line with clear sightlines of the course, the scoreboard(s), the big screen(s) and video board(s) from all the seats.

On artificial courses, it is possible to develop additional viewing areas along the entire course, by constructing the banks with a slight slope (terraced) towards the water edge and encouraging spectators to utilise the entire length of the course, including by sitting or standing on the grass areas before the main grandstand precinct.



Picture of a Grandstand

Layout

- The distance between the grandstands must not restrict the view towards the course from the Finish tower.
- The Media, VIP/Sponsors and NF Delegates seats should be located nearest to the Finish line.
- Number of Grandstand seats – this will depend on the expected number of spectators to visit the competition. Temporary Grandstand will usually be of a prefabricated construction.
- Capacity - the following number for the expected spectators is recommended:
 - Olympic Games: 14,000 – 20,000
 - Paralympic Games 6,000 – 10,000
 - Canoe Sprint World Championships: 6,000 – 15,000
 - Canoe Sprint World Cups: 3,000 – 8,000

G.2. Spectator Services

General Information (Help) Desk services

- All information materials should be available at least in the host country language and in English.
- The information materials provided for the spectators should include the following:
 - The official Competition Programme
 - Competition information (summary start lists and summary results lists, etc.)

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- Venue maps and plans
- Local tourist information and maps
- Historical information

Food facilities

- The concept for providing permanent food preparation facilities at the venue should be considered on the long-term use of the course. During major sports competitions restaurants and cafeterias should be provided as well as locations serving drinks (both hot and cold as well as alcoholic and non-alcoholic, subject to laws and regulations of the host country).
- If necessary, additional temporary facilities should be provided during major sporting competitions.
- The food facilities for the spectators should be located in close proximity to the grandstands and must be separated from those for the accredited participants in the competition.

Merchandising (at cost)

- An easy access should be provided for the spectators to sales points (usually temporary) that are ideally located in close proximity at the back of the grandstands. The location of the “sales and exhibition” area should not be one through which spectators pass on their way in or out – but one in which they will congregate, spend time to walk around. Perhaps this will be an area with a large screen, refreshments, seating and some entertainment (when there is no racing, such as end of day).
- Currency exchange and cash service is recommended to be organised at the venue.

Kids and family’s corner

Area/s with activities for kids and families. The competition days are long. The kids can’t stay all day long and watch a competition, so to attract families with kids, appropriate activities must be provided.

Sanitary Services

- The number of permanent toilets depends on the number of spectators visiting the venue on permanent bases.
- Sufficient number of additional toilets and washing facilities should be provided during major international competitions, usually in temporary, portable units.
- Accessible toilets and washing facilities should be provided.

Location - At the back of the Grandstands and generally all around the site.

First aid and ambulance for spectators

The First Aid Post should be located near the Main Grandstands for spectators. The first aid provisions for the spectators should follow the local government regulations.

Transportation and Parking area

Access to the Canoe Venue

- The area of the regatta venue should have good road, rail and air services. A public transport service to the venue is essential.
- All access routes to the different areas must be able to cope with peak crowds and the access points must allow the comfortable manoeuvring of boat trailers and the loading and unloading of boats.
- In order to ensure that there are no traffic delays for the athletes when they come to the venue it is strongly recommended that the access routes into the venue for athletes and officials should be separate from the spectators.
- Spectators' access to the venue - Experience from previous major regattas has shown that providing a shuttle bus transportation system for the spectators is much more efficient than allowing parking adjacent to the sport facilities. It is recommended that the large parking areas for the spectators should be located away from the sport complex with a shuttle bus connection to the venue.
- Separate entrances should be provided for the different groups e.g. teams, media, VIPs, spectators.
- The combination of lighting, signage and planting, both around and leading to the venue, should emphasize and reflect the ceremonial importance of the venue.

Parking area

- At the venue, large parking areas should be provided for:
 - Shuttle buses
 - Team buses and cars
 - Media
 - VIP and sponsors
 - Boat trailers
 - Public vehicles

H. REQUIREMENTS FOR CLASSIFICATION FACILITIES FOR PARACANOE ATHLETES

H.1. On land facilities

1. Large level access room or tent that can be screened off into private spaces to enable at minimum two (2) athletes to be assessed at the same time. Size of minimum four (4) by four (4) metres for each screened off assessment area. Additional space is required as a collection area for athletes waiting for classification. A floor for tents is required.
 - a. NOTE: There may be a need for more than two (2) private classification areas depending upon the number of athletes requiring classification.
2. A waiting area for athletes who arrive early for classification. The waiting area must be distinct and separate from the classification areas & Classification Secretary area.
3. The classification area needs to be located close to transportation services and on-site food services to minimise distances for travel on the competition site by paracanoe athletes.
4. Access to heater or air conditioning depending on weather conditions. (NOTE: Many of the more severely disabled athletes are unable to regulate their own temperature).
5. Minimum two (2) accessible toilets immediately close by the classification area.
6. Hand washing facilities or hand sanitizer.
7. Close proximity to easily accessible landing stages (pontoon) to facilitate on-water assessment of athletes. These landing stages must only be used for Classification during the classification period.
8. Storage racks for Paracanoe K1s and V1s near the On-water testing pontoon.
9. If possible, it would be useful to have space available undercover, where Paracanoe athletes from different countries could get together to socialise, as many of the athletes are not included with their country's able-bodied counterparts and therefore have no "home" to go to. This is very apparent at all World Championships when athletes tend to congregate at the Classification tent. This makes it difficult to maintain privacy for those athletes that are still being classified.

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H.2. On water facility for classification

Buoy layout required for On-Water Classification

