



**European Canoe Sprint Championships  
Seniors / Paracanoe**

**MANUAL INSTRUCTION  
FOR THE ORGANIZATION**

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Updated January 2018**

## **OFFICIAL INSTALLATIONS AND FACILITIES.**

### **FINISH TOWER:**

- Room for Jury + Internet
- Room Photo finish / Competition Committee
- Room for Finish line judges / timing people
- Room for speaker
- Outside and inside a clock
- Internet
- Toilet

### **MAIN BUILDING:**

- Office for the Organization
- 1 room for the ECA President and ECA Secretary General
- 1 office for the Chief Official + internet before the races
- 1 room for the ECA Officials + Computer/internet
- VIP room
- Internet and cooler
- Pigeon hole for the Jury and VIP's by name.
- Pigeon hole for the ECA officials by name.

### **EQUIPMENT NEEDED:**

- Organization has to use the Software program contract, ECA has signed with a company.
- 1 photo finish system  
and  
1 ECA MariTime ( as back up and capsizing finish line).
- At the team leaders meeting we need to have:
  - A draw of the Venue in the Computer
  - The program has to be in the Computer
  - Extra screen for the Chief Official
- Forms for:
  - Boat control
  - Starter's report
  - Course umpire's report
  - Disqualification
  - Protest
  - Appeal
  - Finish line
  - Receipt
  - Presentation of medals
  - Change form
- Enough ball-points / white papers
- 50 sets of lane numbers 1 – 9 not sinking
- +/- 30 program clipboards (plastic) for the Officials
- For all the Officials a cap (for the sun or for the rain)
- Rain clothes for Officials
- 3 or more information boards with the program and results for the competitors.
- Body numbers Seniors and Paracanoe: 1 – 600 white (size 20x25 cm) number 2,5 cm thick.

### **SPLIT TIME / INTERMEDIUM TIME:**

- 750 – 500 – 250
- Tent or small building at the 250m and 750 m
- 3 or 4 stairs
- Table
- Ball-points
- Rain clothes

### **ATHLETES AREA:**

- Info centrum for trainers/coaches/competitors
- 1 pigeon hole per Federation (for program, info, results etc.)
- 2 or more info boards
- Enough tents or hangars for the Countries / Athletes

- Signs no smoking
- Enough toilets (1 per 25 persons)
- Dressing rooms and massage rooms
- IF possible gym room

## **COMPETITION SITE.**

**At least 6 RESCUE MOTORBOATS ALONG THE COURSE:**

- Before the start line
- Behind the finish line
- At the 250m 500m and 750m spots.
- In the training/ warming up area
- Not in front to save the people but coming in from behind
- During the races stationary at the border

### **START HOUSES**

- The start towers have to be at least 1 meter higher as the water. The starters have a better view to make the start.
- Separate loudspeaker at the top of the start house (100/200m wide sound) to call competitors come to the start line. (Mostly competitors are too far from the start line).
- Video and Monitor with slow motion and sound at the start 200, 500 and 1000 m for false start. (with instructions for the starters or separate person).
- Outside, at each start tower a BIG clock for the competitors at the side of the competitors coming to the start (simple but big).
- 100m from the start 200/500 and 1000m a sign with START AREA100m. (this is the area for the competitors to be before their start).

### **AUTOMATIC START SYSTEM**

- Automatic start systems with microphones on each lane or 1 per 2 lanes.
- Lane NUMBERS on the automatic start system (1-9)VISIBLE for ATHLETES AND STARTERS.
- Toilet for the starters at the 500 and 1000m
- If the automatic start system is inside the tower, there should be a headset for the starter that he can hear what he is saying to competitors during his start.

### **FINISH LINE:**

- +/- 1-2 meter behind the finish line numbered square white buoys ( 70x70cm)with lane numbers (1-9)on 4 sides.
- To have a better view at the finish line, buoy number 5 in yellow. Is clearer for the Photo finish, TV and Officials.
- Outside on both sites red flags (see Albano system).
- If there will be Television and the lane numbers are not in a good rank for the TV organization has to change the lane numbers from 9 – 1.

### **CATAMARANS:**

- + spare paddle + fishing net ( if necessary to pick up grass out of the water):
- At least 7 catamarans ( 6 for the Course Umpires/ Aligners and 1 for spare)
- If there is TV a special Catamaran for the TV.

### **Catamaran drivers:**

- Good boat drivers/ who speaks a little bit English
- Drivers needs to have radio contact with the Technical Manager

### **DISTANCE INDICATION:**

- Start 200 / 250 / 500 / 750 / 1000 meter (both sides)
- Format 2,50 X 1,00m.
- Half yellow half black.

### **MEDICAL FACILITIES:**

- First aid posts
- Hospital in the surrounding
- Ambulance
- Anti doping control

## **EQUIPMENT NEEDED for OFFICIALS**

### **RADIO'S = 20 pieces**

- 1 radio for the 2<sup>nd</sup> Boat Control / CC channel 2
- 1 radio for ID control channel 2
- 7 radio's for Course Umpires/Aligners channel 1
- Fixed separate phone line CC to the Starters
- Fixed separate phone line CC to 2nd boat control
- A head set CC/Starters, possible to hear the starts
- 1 radio for the Starters as back up channel 3
- 1 radio for Technical Manager/Competition Committee channel 4
- Radio's for Competition Committee with channel 1,2,3,4
- 1 radio Competition Committee / Medal presentation

### **BINOCULARS = total 10 pieces**

- 6 binoculars for Aligners/Course Umpires
- 1 for Finish line Judges
- 1 for the 2<sup>nd</sup> Boat Control
- 1 for Starters
- 1 for Competition Committee

### **MEGAPHONES**

- 1 for the starter as back up
- 1 for the 2<sup>nd</sup> Boat control as back up

## **OFFICIALS JOBS**

### **CHIEF OFFICIAL / COMPETITION COMMITTEE**

- Photo finish has to be at the same place at the Competition Committee
- Computer and printer/copy machine
- Clipboards
- Ball-points
- Separate microphone in the finish tower to call to competitors/ trainers or urgent matters

#### **Special radio or mobile phone connection with:**

- Starters
- 2<sup>nd</sup> boat control (After race control)
- ID / polyox control
- Course umpires
- Speaker or fixed phone
- Finish line judges or fixed phone
- Technical manager
- Ceremony protocol
- TV contact person

### **FINISH LINE JUGES/ SPLIT TIME JUDGES**

- Connection with Chief Official/Competition Committee
- A stair for 5 or 6 places
- 1 button to push for 9 lanes / with beep for finish competitors
- 3 plates with 3 buttons special for the split time / score board
- Ball-points and forms
- Clipboards
- Cushions to sit on
- ECA MariTime ( as back up photo finish and video for capsizing)
- Monitor for the video with slow motion
- Forms
- Ball-points
- White paper

**SELF BOAT CONTROL FOR ATHLETES** starts 2 days before 1<sup>st</sup> race of the Competition.  
There is no official 1<sup>st</sup> boat control anymore.

- Has to be a place for competitors to check their own boats
- Plastic bags for the sand or stones
- +/- 50 kg lead or sand or small stones
- 2 split levels 50 and 100 cm
- List with weight and length, to hang in the tent.
- 2 balances (1 balance has to go to the 2<sup>nd</sup> boat control after 2 days)

**POLYOX CONTROL / ID CONTROL:**

- Connection with Chief Official/Competition Committee
- 1 pontoon to get in (marked) only during the races.
- Ball-points
- Clipboards
- Bucket, sponges and towels
- Table and 5 chairs
- 10 or more boat standards
- Small tent/ umbrella for the Officials (for rain or sun)
- Rain cloth for the Officials and helpers

**DISTRIBUTION LANE NUMBERS at the SAME PLACE AS ID CONTROL.**

- 1 NTO official is the coordinator.
- 2 Volunteers can do this job.
- 1 big table and 2/3 chairs
- All the lane numbers have to be at that place
- Ball-points
- Clipboards
- Update program every time
- To make a schedule for the volunteers

**2<sup>nd</sup> BOAT CONTROL ( AFTER THE RACES)**

- Hanger or tent - well secured 20 x 10 m
- close to the finish tower
- Radio or/and phone connection with Chief Official/Competition Committee
- Microphone to call lane numbers for the 2<sup>nd</sup> boat control
- 1 megaphone s back up
- 1 balance (the same which has been used by self-control athletes)
- 2 Split level measurement 50 and 100 cm long
- Tape 6 cm waterproof
- 10 boat standards (2 for 1 boat)
- List with the weight and length, to hang in the tent.
- Gauges to measure the length of the boats  
K1/C1 -5.20m      K2/C2-7.50m      C4-9.00m      K4-11.00m
- Gauges to measure the high of the boats
- Metal measurement of 15 m. (to check the length)
- Table and 5 chairs
- Banks of chairs for the helpers
- Ball-points / white paper
- Towels for drying the boats
- Assistants to pick up the boats out of the water ( schedule for 2 groups)
- 1 or 2 persons to hold up the numbers for the 2<sup>nd</sup> boat control (A 3 number 1-9)  
or
- A standard to hang on the numbers, you need less volunteers
- Rain cloth for the Officials and helpers
- Clipboards
- Forms
- Bottles of water for the athletes

### **STARTERS:**

- Closed area for trainers/ coaches and spectators (false start)
- Head set to the Chief Official / Competition Committee
- Fixed phone to Chief Official/Competition Committee
- Radio as back up to Chief Official/Competition Committee / Course Umpires
- Extra megaphone
- Beep linking to the Photo finish time keeping and Mari Time
- 1 beep is the start and 2 beeps for a false start.
- Separate loudspeaker to call the competitors to the start area.
- Don't use the loudspeakers from the automatic start system.
- Table and chairs 4/5
- Ball-points /white paper
- Clipboards
- Forms
- Rain clothes
- Sunshade
- A small clock only for the starters with minutes and seconds
- Toilet

### **COURSE UMPIRES / ALIGNERS**

- 7 Catamarans + paddle + fishing net for weed (6 for Officials and 1 spare).
- Radio connection with Chief Official/Competition Committee
- In each boat 1 red and 1 white flag
- In each boat 1 set of lane numbers 1-9
- Rain clothes for the Officials and the drivers
- Drivers must have good instruction and to speak a little English
- Clipboards
- Forms
- Ball-points / white paper

### **TV CATAMARAN:** If we have TV

Talk with the TV persons for having a good cooperation with them.

- To have a separate Catamaran for the TV
- TV Catamaran driver needs to have good instructions what is the best way to drive.
- Do exercises with the TV people.
- If there is a road along the racing course the TV has to be on that road.

### **SANITARY:**

- Sufficient toilets (1 toilet for 25 persons)
- Enough dressing rooms and showers

### **PRESS CENTER & FACILITIES.**

See ICF instruction manual

### **CEREMONIES.**

- Direct after the finals is the Medal Presentation.
- The medalists have to stay at the 2<sup>nd</sup> boat control for the Medal Presentation.
- Trainers can bring the uniform to the 2<sup>nd</sup> boat control.
- People from the Organization will pick up the athletes from that point to the Medal Presentation.
- **VERY IMPORTANT TO MAKE PRACTICE.**

## **GENERAL.**

### **TRANSPORT:**

- To pick up the teams at the airport / railway
- To have an info stand at the airport
- To indicate the highway and town with posters and a sign. For drivers to indicate the way to the Venue and/or accreditation.
- During the training and races to have a good bus schedule from the hotel to the course and back.

### **TEAM LEADERS / TECHNICAL MEETING**

- If possible to have the team leaders meeting at the Venue for about 90 persons.
- Technical Official meeting at the same place.
- Monitor for the Chief Official at the table to have the same program as the Trainers/ Coaches.

### **ACCREDITATION:**

- From each country 2 persons are allowed to come to the finish tower/special mark the ID card
- For ALL officials an all in accreditation.
- It is very economic to ask at the accreditation the trainer/coach or Secr. Gen. to listen to their National Anthem and show their Nation flag and to sign for.
- At the accreditation give:
  - start list + competitors list. Big countries 2 lists.
  - body numbers
  - change forms
- If a copy of the passport is not sending to the organization then:

### **COMPETITORS LIST**

- Separate list Men and Women athletes per country with body number.

### **PROGRAM/STARTLIST**

- 2 start list for Canoe Sprint for the Team leaders meeting.
- 1 start list for Paracanoe for the Team leaders meeting
- Big countries 1 extra.

### **AFTER THE TEAM LEADERS MEETING program in colours**

Heats	WHITE
Semi finals	COLOR
Finals	ANOTHER COLOR

### **RESULTS**

- After each race printed results for Press, VIP, Jury and Competition Committee.
- Trainers who wants to have paper results have to ask at the Info desk.
- Separate the Juniors and Under 23 results on the web site.
  
- List total points by country (Canoe Sprint and Paracanoe separate)
- List total medals by country (Canoe Sprint and Paracanoe separate)
- List total points kayak Men (Canoe Sprint and Paracanoe separate)
- List total points Va Paracanoe
- List total points canoe Men
- List total points kayak Women ( Canoe Sprint and Paracanoe separate)
- List total points canoe Women
- List with the names of the organizers
- List with the names of ECA officials
- List with the names of the sponsors

## **DISTRIBUTION OF INFORMATION**

- Big countries 2 copies of the program, results etc.
- X copies Sponsors
- X copies Jury members + some extras
- X copies Officials + some extras
- Press people
- Athletes area
- Technical Staff
- Catamaran drivers

## **PARA CANOE equipment**

- Big tent or hanger or room to do the classification and the administration.  
In the tent/hanger/room has to be the possibility to make small rooms for classification ( 4 x 4 m).
- Tables and chairs for the classifiers and athletes.  
1 table and 2 chairs in each room.
- 2 Massage tables have to be adjustable in height.
- 1 or more printers.
- 1 extra room for Paracanoes Classifiers with table and chairs
- Possibility to have heat or air-conditioning.
- K1 ergo for technical assessment of athletes (Kayak Pro if this has the adapted seat attachment).
- V1 ergo for assessment of the athletes doing V1 with adapted seat attachment.
- Boat control info Kajaks 5.20m – 50cm width – 12 kg.  
Va.s 7.30 m – 13 kg.
- Special sanitary and toilets Women and Men separate.
- Separate info board for Paracanoes for special info.
- 1 safety boat with staff during classification period.
- 1 or 2 motorboats + drivers launches for on-water assessment.
- Bottles of water or water point to get water during the classification.
- Separate pontoon to get into and out of the water and to have the ID control
- Special transport busses
- Special attention for Hotels.

## **MISCELLANEOUS**

- Internet in the whole area.
- At least 12 assistants for the 2<sup>nd</sup> boat control ( schedule for 2 groups).
- 2-4 National Officials or Volunteers for distribution the boat numbers.
- At least 10 National Officials for inter medium time/split timing
- Enough persons for the reproduction of the information, programs etc.
- All the Officials in the same hotel. Official hotel with Air conditioning.
- Organization has to pay for Officials.
- If an Official will not stay in the Official hotel, their Federation has to tell this to the organizers and has to pay for their Official.
- Special transport for the Officials. Chief Official makes the schedule.
- Possibility to rent bikes.
- If there is a possibility to pay with Credit card mention this in the 1<sup>st</sup> bulletin.
- ECA medals.
- Organization has to give up the numbers of medals to the ECA Secretary-General and to pay for.
- Chief Official will do the drawing for the heats in cooperation with the Company who will do the software.
- In case of very warm weather cool boxes for OFFICIALS ON EACH SPOT with water and soft drinks. (special for the Course Umpires).

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