



# **European Canoe Sprint Championships Seniors**

## **MANUAL INSTRUCTION FOR THE ORGANIZATION**

**Elly Müller  
Technical Delegate  
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## **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
- Toilet

### **MAIN BUILDING:**

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

### **EQUIPMENT NEEDED:**

- Computer with Canoeing program and results etc.  
You have to use the contract ECA has signed with a company
- 2 photo finish systems (1 for back up)  
or  
1 photo finish and 1 ECA MariTime.
- You have to use the Photo finish ECA has signed with a company.
- At the team leaders meeting the program has to be in the Computer.  
A draw of the Venue in the Computer
- 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
- 40 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
- Signs no smoking

- Enough toilets (1 per 25 persons)
- Dressing rooms and massage rooms

## **COMPETITION SITE.**

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

- Before the starts
- Behind the finish line
- At the 250m 500m, 750m spots. Depend of the weather.
- 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:**

- The start tower has to be at least 1 meter higher as the water. The starter has a better view to make the start.
- Automatic start systems with microphones on each lane, and lane NUMBER on the system (1-9).
- Separate loudspeaker at the top of the start house (100/200m wide sound) to call competitors come to the start line. (This is because competitors are too far from the start.
- 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 clock for the competitors at the side of the competitors coming to the start (simple but big).
- Toilet for the starters.
- 100m from the start house a sign with 100m. (this is the area for the competitors to be before their start).

### **FINISH LINE:**

- +/- 1-2 meter behind the finish line numbered white buoys ( 70x70cm)with lane numbers (1-9)
- 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 ICF manual).
- 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 ( pick up grass from 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

### **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 to 2nd boat control
- A head set CC/Starters
- 1 radio for the Starters as back up channel 3
- 1 radio for Technical Manager channel 4
- Radio's for Competition Committee with channel 1,2,3,4
- 1 radio Competition Committee / Medal presentation
- 1 radio Competition Committee / Technical Manager

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

## OFFICIALS JOBS

CHIEF OFFICIAL / COMPETITION COMMITTEE

- Photo finish has to be at the same place at the Competition Committee
  - Computer and printer/copy machine
  - Clipboard
  - Ball-points
  - Separate microphone in the finish tower to call to competitors/ trainers or urgent matters
- Special radio connection with:
- 2<sup>nd</sup> boat control (After race control)
  - ID / polyox control
  - Course umpires
  - Speaker
  - Finish line judges
  - Technical manager
  - Ceremony protocol

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
- Ball-points and forms
- Clipboards
- Cushion to sit on
- ECA MariTime ( as back up photo finish and video for capsizing)
- Monitor for the video with slow motion
- Forms
- Ball-points

SELF BOAT CONTROL FOR ATHLETES 2 days before 1<sup>st</sup> race of the Competition.

**There is no 1<sup>st</sup> boat control anymore.**

- Hanger or tent - well secured 20 x 10 m
- 2 exact the same balances, marked A and B (1 spare which later to the 2<sup>nd</sup> boat control)
- +/- 100 kg lead or sand
- Plastic bags for the lead or sand
- Tape 6 cm waterproof
- 10 boat standards (2 for 1 boat)
- List with the weight and length, to hang in the tent.

**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
- 8 or more boat standards
- Small tent/ umbrella for the Officials (for rain of sun)
- Rain cloth for the Officials and helpers

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

- 1 National official or Volunteer can do this job.
- This person belongs to the ID control.
- Ball-points
- Clipboards
- Update program every time

**2<sup>nd</sup> boat control (after Race control)**

- Connection with Chief Official/Competition Committee
- Microphone to call lane numbers for the 2<sup>nd</sup> boat control
- Extra megaphone
- close to the finish tower
- Tent or building with enough space 15 x 8 meter
- 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
- 2 spirit levels 50 cm and 2 spirit levels 100 cm
- Metal measurement of 15 m. (to check the length)
- 1 balance (the same which has been used by self-control athletes )
- Boat standards (10 pieces)
- Table and 5 chairs
- Wooden banks for the helpers
- Ball-points
- 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
- 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
- If the beep is the start then 1 pistol for false start or 2 beeps for a false start.
- Separate loudspeaker to call the competitors to the start area.  
Not use the loudspeakers from the automatic start system.
- Table and chairs 4/5
- Ball-points
- 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. (6 for Officials and 1 spare).
- 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

#### **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 possible TV on the 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 see the same program as the Coaches.

##### **ACCREDITATION:**

- From each country 1 person is allowed to come to the finish tower/special mark his ID card
- For ALL officials an all in accreditation.
- It is very economical 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
  - body numbers
  - change forms

## COMPETITORS LIST

- Men and Women separate per country with body number.

## PROGRAM/STARTLIST

1 start list for the Team leaders meeting

### AFTER THE TEAM LEADERS MEETING:

Heats            WHITE  
Semi finals    COLOR  
Finals           ANOTHER COLOR

- List total points by country
- List total medals by country
- List total points kayak Men
- List total points canoe Men
- List total points kayak Women
- 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

## RESULTS

- After each race printed results for Countries, VIP, Jury and Officials in their boxes.
- Total results on the web site.

## 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)
- 5 Tables and 10 chairs for the classifiers and athletes.  
1 table and 2 chairs in each room.
- 2 Massage table has to be adjustable in height.
- 1 or more printers
- 1 extra room for Paracanoe Classifiers with table and chairs
- Possibility to 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.
- Special sanitary and toilets Women and Men
- A board to put on special info for Paracanoe classifications.
- 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.
- Need 12 assistants for the 2<sup>nd</sup> boat control ( schedule for 2 groups).
- Need 1 National Official or Volunteer for distribution of the boat numbers.
- Need +/- 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. Organization has to pay for Officials.
  - If an Official will not stay in the Official hotel, the 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.
- At least 1 programs per country. Big countries more, they have separate trainers for women, kayak en canoe.
- At the course a computer available for the Chief Official with Windows/Excel/ Internet.
- Possibility to rent bikes.
- To pay with CREDIT CARD is very important. Mention this in the first bulletin.
- After the deadline of the entries send in Excel the names per categories to Chief Official. Chief Official makes the division into the heats at home and sends it back.
- ECA medals.  
Organization has to give up the numbers of medals to the ECA Secretary-General and to pay for.

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