



28 SEPTEMBER TO
2 OCTOBER 2022

TEAM LEADERS GUIDEBOOK



MUNICÍPIO PONTE DE LIMA



fonte viva.pt
Em todos os momentos



Dear Team Leaders

Ponte de Lima, September 22, 2022

The Organization committee of the 2022 ICF Canoe Marathon World Championships has the pleasure of welcoming you once again to Portugal and to Ponte de Lima, the 1000 years old village and home of some of the greatest Canoeist in the world.

We are very excited to be hosting the 2022 ICF Canoe Marathon World Championships in the centre of this beautiful village with the old roman bridge as main scenery for this event.

We are working hard to host a great and environmentally conscious event with only with the help of everyone we will archive this goal.

We have also prepared a very nice, calm and nature environment area for all of you participating in this competition. Enjoy the nature, enjoy the great Portuguese weather. Embrace the city of Ponte de Lima, canoeing run in its veins, and most of the population have already had some kind of contact with canoeing and it will be a great pleasure to all of them to attend this magnificent event.

The following document will summarize the most important information for all nation teams participating.

Please do not hesitate to contact us if you have further questions.
Welcome!!



Vitor Félix
FPC President



Vasco Ferraz
Mayor of Ponte de Lima



Jorge Castro
Nautical Club President

Participating Nations

ARGENTINA

AUSTRALIA

AUSTRIA

BELGIUM

BRAZIL

CANADA

CHILE

CROATIA

CZECH REPUBLIC

DENMARK

EGYPT

ESTONIA

FRANCE

GERMANY

GREAT BRITAIN

HUNGARY

INDIA

IRELAND

ITALY

JAPAN

LUXEMBOURG

NETHERLANDS

NEW ZEALAND

NORWAY

POLAND

PORTUGAL

ROMANIA

SERBIA

SOUTH AFRICA

SLOVAKIA

SPAIN

SWEDEN

SWITZERLAND

UKRAINE

UNITED STATES

URUGUAY



Officials and Jury



Chief Official
Ruud Heijseelaar
ICF



Deputy Chief Official
Brian Chapman
ICF



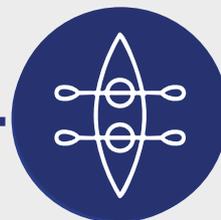
Safety officer
Brian Chapman
ICF



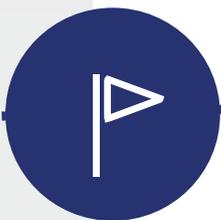
Chief Course Umpire
Tim Cornish
ICF



Deputy Chief Course Umpire
Stien Verlinden
ICF



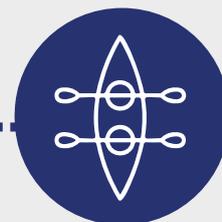
Chief Raft Marshall
Elly Onnekes
NED



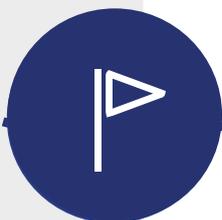
Chief Portage
Birger Vik
NOR



Starter
Marek Mazur
CZE



Deputy Chief Raft Marshall
Ana Vieira
POR



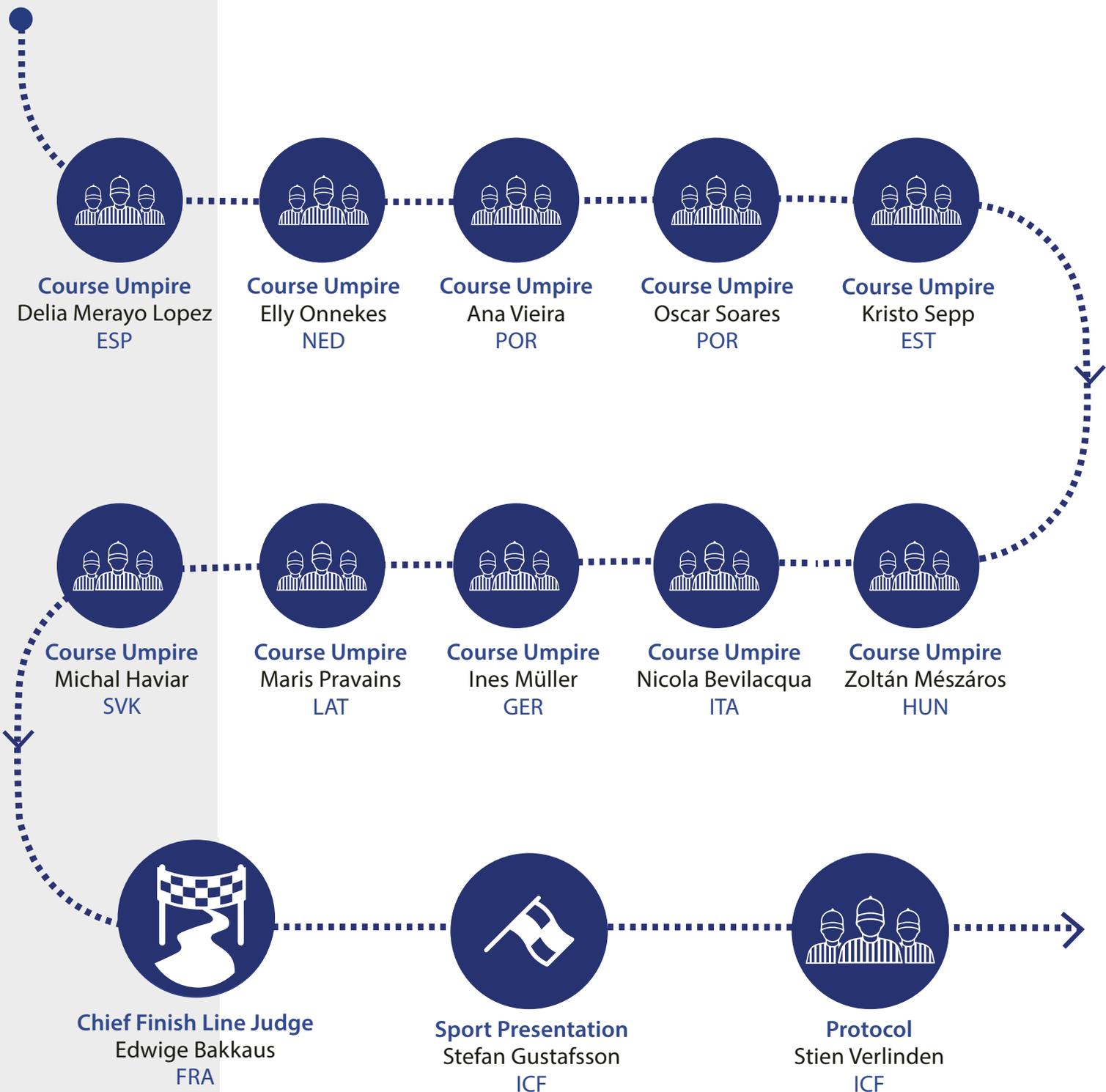
Deputy Chief Portage
Terry Newsome
NZL



Chief Penalty Box
Marian Sarbu
BEL



Deputy Penalty Box
Lau Larsen
DEN



Jury



HOC





Program

Complete timetable of events can be reach at canoemarathonportugal.com at **Timetable & results** tab.

Inside this URL, an icon entries will be available and inside of it, you can find all PDFs about the championships.

This will also be the place to find updated startlists and results.



No start list will be published in paper at the venue. Same for results.

Team leaders meeting Wednesday, September 28 at 11:00

The Team leaders meeting will take place at Clube Náutico de Ponte de Lima, on the opposite site of the Venue. A bus will be available at 10:15 to take all team leaders to the club, from Accreditation centre.

Only the Team Leader of each Nation will be eligible to attend the team leaders meeting.





Program

(continues from
previous page)

Opening ceremony, Wednesday September 28 at 17:30

It will be held at the main square of the village.

There will be a small parade of teams, from Team's area to the main square. All nations are required to attend this event and participate in the parade. Meeting point will be accreditation centre main entrance at 16:45.

Please wear your national team uniforms. After the ceremony, that will take around 30 minutes, all team leaders are invited to attend a wine tasting experience, and all other participants are invited to participate in a show cooking experience taking place inside team area. (Accreditation badge mandatory)

There will be a special BUS from the venue to hotels at 19:00. For Team leaders at 19:30

Team Leaders Dinner, Saturday, October 1st at 20:00

It will be served at Migaitas Golf restaurant. Each National Federation can take up to two persons to this event. Official invitation will be given at accreditation inside team leaders pack.

There will be a special BUS from each hotel at 19:30. Return to the hotels is predicted to happen around 22:00.

Closing ceremony, Sunday October 2 after last medal ceremony

It will take place at the podium.

Farewell Barbecue, Sunday October 2 from 17:00

An outdoor barbecue will be served on Sunday inside team's area and all participants are invited.

A Special BUS will be prepared around 20:00 to return to the hotels.



Getting there & PARKING



To arrive to the venue, signs to the worlds must be followed.

Coming from the A3 Highway, follow the main road to Ponte de Lima and take a right, near the gas station and the Lidl Supermarket. Other signs to be followed are the ones saying "ExpoLima"

All vehicles must be parked in public parking around the village. The best one would be the one on the side to the pavilion. Parking is free of charging

Accreditation Centre

Located in the heart of ExpoLima (the main facilities of this venue), accreditation centre is right inside the pavilion.

Access is limited to team leaders. Athletes and other team's staff will only be authorized by request of our staff. This will happen when we need to take personal pictures for the accreditation process.

There will be a ticket waiting system, to avoid confusion. Upon arrival to the centre take your ticket and wait. There will be 3 tickets tolerance.

When your number is called you should first confirm with accounting the payment situation of your team.

After this process you will confirm your nominal list of persons and get the accreditation badges for all members of your team as long as the rest of items of your team leaders pack:

- Team Leaders invitation
- Crew changes forms
- Bib numbers
- Safety pins
- Boat Stickers

- Free museum bracelets

Free access to:

- International Garden Festival
- Toy Museum
- Military Museum
- Vinho Verde Interpretation Center
- Third Party Museum
- Territory Interpretation Center

During the accreditation process you should be alone. All accompanies should be outside this area.

In case late team leader arrival, that person can be replaced by other team staff, with accreditation in the ICF SDP system.

All team leaders should provide the Covid-19 consent form that must be delivered before getting the Team leaders' package. This form can be find at canoemarathonportugal.com at documents area.

Payments of invoices can be made upon arrival in cash or debit/credit card. (taxes will apply when using credit cards). PAYMENTS IN EUROS ONLY.

Opening Hours

Every day from **25/09** to **2/10** from **08:00-12:30** and from **14:00-19:00**.

On **25/09** it is predicted long queues due to the Masters World Championships, and priority will be given to them. We advise to attend from **26/09**.

If your team arrives to the airport after **17:00** we will take you direct to your accommodation. In these cases, please come to the accreditation in the next morning.

WhatsApp

Team leader Group

There will be a Team leader WhatsApp group where relevant information will be posted for team leaders only.

Please make sure to be given access to this group in the Accreditation centre.

QR Code also available to scan and have direct access.





Breakfast, Lunch & Dinner

Breakfast will be served at the hotel, from 6:00 everyday from hotels in Viana do Castelo and Arcos de Valdevez. At Ponte de Lima at 6:30.

Lunch will be served at the venue restaurant, from 11:30 to 14:30. Lunch is included with participation fee package.

Accreditation badge is mandatory to access the restaurant. Barcode scanning system will be used.

Daily meal menus will be found outside the restaurant.

Dinner will be served at each hotel and venue from 19:00 to 20:30. Team's accommodated in the following hotels will have dinner at the venue restaurant:

- Solar das Arcadas
- Inlima
- Pousada da Juventude
- Pinheiro Manso
- Arc
- Imperio

Each participant can collect his/her water bottle to fill with water at the several water fonts around the venue, at the info point. Week menu attached to this document.

Special allergies or vegetarian requests must be asked in advance at the info Point.

**Ponte
de
Lima**”



There are only 2 ways to get inside the team's area, one is from the main entrance, on the side of the accreditation centre and the second one is the water access on the corner & bottom of the facilities. To enter in both places, accreditation badge is mandatory.

Teams area will open on Monday 26 of September for Masters and National Federations, at 7:00 and closes at 20:30. Same schedule for all days until Sunday 2 of October.

Team's Cabins

Each Nations will have a cabin with some private space. Small teams will share this space with other countries. Cabins will be open, please don't leave important object inside during the day/night. OC will not be responsible for any object left unsecured.

Some of the cabins have private toilet and shower. All cabins will be equipped with table and a couple of chairs.

The 36 Cabins will be identified with the country at the entrance. Also some outdoor tables and chairs will be in place, please feel free to use them, but don't move them from those places.

1	BEL	EST	IND	SRB
2	CHI	SUI	NED	
3	AUT	SVK		
4	NOR	NZL		
5	POL	BRA		
6	CZE			
7	IRL			
8	FRA			
9	FRA			
10	ESP			
11	DEN			
12	MEDICAL CENTRE			
13	ICF TIP			
14	ESP			
15	ESP			
16	HUN			
17	HUN			
18	HUN			
19	POR			
20	POR			
21	POR			
22	GBR			
23	GBR			
24	ITA			
25	ITA			
26	UKR			
27	UKR			
28	GER			
29	GER			
30	ARG			
31	RSA			
32	DEN			
33	JPN			
34	AUS			
35	SWE			
36	CAN			



Boat Storage

Boats storage will be available at the venue. The racks will be available in first come, first served basis.

Trailers can also be placed inside the Team's area. To enter, please ask for the opening of the gates at the

accreditation centre.

Gates can only be opening from 24/09 to 2/10 between 8:00 and 19:00.

ALL trailers must be parked aligned to the limit of the area, and under supervision of our organization.

Toilets and Showers

Special paracanoe portable toilets are provided near Cabin 12. They can be used by others, with priority to paracanoe athletes.

Showers and other toilets are provided near the main entrance.





Boat repair and service

NELO and Brasca as well as other canoeing brands will be inside team's area to provide these services.

Athletes Lounge

There will be an Outdoor natural theatre where everyone can follow the event in a big led screen, far from the crowd during the day. It is placed next to the restaurant.

Info Desk/Point

Placed near team's cabins this is where you can get the first contact with our organization. All general questions should be asked there first.

It will be open one hour before first race of each day and closed 1 hour after the last race of the day.

It will be opened during lunch breaks.

Bike rental

There will be a Bike rental service inside team's area.

This service is exclusive for national team members.

Price Table

1 day	20 euros
2 days	30 euros
3 days	40 euros
4 days	45 euros
5 days	50 euros
6 days	55 euros
7 days	60 euros

**Mandatory Deposit per Bike
100 euros**



ID/Water Access & Raftmarshall

Outside Team's area there is one controlled access area where you can find the ID control/raftmarshall, as well as some extra racks for boats (to be used during the day only) and a free weight machine.

The access to the water is made by plastic pontoon, with wood ramp, specially designed for paracanoe wheelchair.

Access to this area is only for persons with accreditation badge.

Some cold-water showers can also be found at this location.

This will be the area to embark and disembark from water for Training or racing.

GPS equipment will be provided to all participants also in this area, before the ID Control/Raftmarshall.

Portage

The access to the helpers zone inside the portage is done near the first white container, near the portage Entrance (close to the old bridge).

The path between the team's area and this access is to be done along the public zones. More information about portage below in this document, inside sports info topic. Special vests will be provided to each helper.

TRANSPORT and Shuttle System

Line 1 is for all hotels in Ponte de Lima.

Line 2 is for Hotel Ribeira in Arcos de Valdevez

Line 3 is for all Hotels in Viana do Castelo.

Shuttle service will start on September 26 and run every day until Sunday 2nd of October.

Schedules are subject to changes. If that happens all teams will be informed in advance. Pickup and drop off area at the venue is on the side of accreditation centre. All pickups and drop offs will also be made in front of each hotel, exception for Hotel Inlina in Ponte de Lima, where Bus stop is on the Roundabout, 90 meters on the right of the hotel.

Lane 1

Solar das Arcadas → Pinheiro Manso → Pousada da Juventude → Inlima(roundabout) → Axis → Venue (opposite order when coming from Venue)

Lane 2

Hotel Ribeira → Venue

Lane 3

Hotel Rali → Hotel Jardim → Hotel do Parque → Hotel Axis → Venue (Opposite order when coming from Venue)

Schedule for each line attached to this document. Pickup times refer to the first Hotel, next ones, pickup time will be up to 10 minutes later, depending on the circuit.

Each BUS will be identified with Line Number.

Departure information for each team should be checked from September 28/09 at the Transportation centre, on the first floor of the pavilion. This should be done by each Team Leader.

Transportation departure will inform each team leader about pickup time for each team, at least 24h before the departure day.



VIP AREA

The VIP tent will be opened to all Team Leaders, NF presidents and Secretary generals, Jury, ICF personnel and Portuguese Canoe Federation Board members and selected guests.

Lunch at VIP tent is by invitation of the President of the Portuguese Canoe Federation.

Vip tent will operate from 28 of September to 2 of October and opens 30 minutes before the first race of each day and closes one hour after the last race of each day.

Health and Safety

We have safety boats on the water and an emergency team situated by the portage.

The Organizing Committee is not responsible for covering your expenses in connection with hospital treatment, dental treatment, or any other medical treatment not offered at the venue.

There are no Covid-19 protocols in place for this event as there are no special restrictions in place in Portugal.

However, we do encourage you to keep your distance from other competitors - especially when indoors - as well as use the sanitiser dispensers found at the venue.

Hygiene

Boat and equipment control before the race

- First boat control is a self-check.
- Raft-Marshalling shall be carried out with appropriate social distancing.

Portage

- The team helpers must respect the social distance between each other during feeding.

Pontoons for embarkation and disembarkation

- Only athletes will be allowed on the pontoons.
- Spacing (Social Distancing) must be respected while waiting for embarkation and disembarkation.

Boat control after the race

- There will be a boat control for the first 4 boats after each race.
- Boats will arrive at designated areas, one after the other.
- The athlete will take the boat to boat-control with social distancing to and no physical contact with the athletes and their paddles.
- The athletes and the ITOs must check the boats and equipment without physical contact where possible or by using gloves.

Training

Training will be available on Wednesday September 28 from 7:00 - 15:30 for those with accreditation. No training on the regatta course during master races, para canoe races and world championships races. Access to training should be done from the same area as ID control/Raftmarshall



Internet

Two different wifi networks will be available to all participants and public. Wifi4U, which is a permanent free connection provided by the city council and other one installed for the Event that will be called **Plima2022-Teams**. Password for that network is **Canoemarathonisgreat#007**

Sport Information

Nation and name stickers

It is mandatory to have nation stickers on every boat. Boat stickers will be provided by the organisation and given at the accreditation.

They should be placed in both sides on the front of each boat.

Name stickers are not mandatory, If used they must follow the ICF guidelines.

Bibs

Bibs will be provided by the OC for each participant. They must be worn on the back and fixed with baby pins, all provided by the Organization at the accreditation centre.

In case of loss of one BIB, the team leader must go to the Chief Official and ask for a replacement.

Bibs will include the Personal ID number, Country and first letter of the participant plus his/her family name.

Nation and name stickers

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They should be placed in both sides on the front of each boat.

Name stickers are not mandatory, If used they must follow the ICF guidelines.

Raft Marshall/ID Control

Raft Marshall will open 30 minutes before each race group. Barcode scanning system will be in use, so all athletes are requested to bring their accreditation. Badges can be left at this point and be collected later by the Team leader.

Boat numbers will also be given at this point, and applied by volunteers to the boat. Boat numbers must be returned after each race at the same pontoon. Volunteers will collect all numbers.

Start Procedure

All classes start positions have been completed by random draw and you will find the draw positions on the website upon arrival. The draw positions are numbered from the left facing in the direction of the course. Boats will line up in a numerical order. Launching on to the water will only be from the indicated rafts and this will be a controlled area, the officials will check each person's boat on to the water. The boat must be in an undamaged state. Paddlers will only be allowed onto the water with their correct boat and must also be correctly attired in their National dress.

Warm up area for all races in that session is near the portage entrance area and behind the bridge.

ALL BOATS RACING HAVE TO BE ON THE WATER WELL BEFORE THEIR START TIME. THE STARTER WILL NOT WAIT FOR LATE PADDLERS.

The starter will call the paddlers to the start line. Please ensure that paddlers approach their starting point as quickly as possible in order that the starts may commence on time.

The starter commands will be clearly heard by all the competitors through loudspeakers placed along the start pontoon.

All his commands will be in English, and the start command will be **READY - GO**

Finish & 2nd Boat Control

Timing and race results will be dealt at the finish tower and access to this area will only be available to the Competition Committee and main event officials.

Video finish equipment is installed and will be used where applicable. **The finish line is only between two red buoys with red flag.**

After the finish, all competitors must continue downstream and paddle around the island and disembark at the same place where they enter before their race (see map), exception for the first 3 boats. Those should disembark a few meters after the finish line into their left. During this period, they might be called for some flash interviews.

Finish Area

Paddlers should clear the finish area as soon as possible and must not, under any circumstances, cross the finish line twice. A marshal will indicate when it is safe to pass across the course as to not interfere with boats who are still on the course.

During the first two passages at the finish lane area(no portage laps), it will not be allowed to pass between the two red buoys.

Course Details

Long distance

There is an initial short half lap anticlockwise around TP1 and back to the bridge in the start area (shown in yellow on the map below). There is no portage at the end of this half lap. From here the normal laps anticlockwise

around TP2 and TP1 (shown in purple on the map below) will commence. There will no portage at the end of the first normal lap. After the designated number of normal laps and portages the paddlers will do a small lap anticlockwise around TP3 (shown in red on the map below) and finish between the red buoys at the finish line.

Any lapped paddlers passing by TP3 on their way to TP1 must keep clear of paddlers turning round TP3 on their way to the finish.

Short Distance

There is an initial short half lap anticlockwise around TP1, followed by portage after passing the old bridge, then around the island and back to the bridge in the start area (shown in yellow on the map below). Keep in mind TP1 and TP2 in short lap are not the same positions as long distance. This buoys will be colored in yellow.

Then a second passage on the portage, after turning in TP1 for the second time, followed by turn around TP3(same location as long distance), and all the way to the finish line between the two red buoys with flag.

Map of the course can be found at the official website of the event at canoemarathonportugal.com and attached to this handbook. Disembarkation and embarkation is on pontoons, at the competitors area, approximately 200 metre from the start line.

Organizing committee also provided virtual animations of the short and long-distance course. They can be found at the official Facebook page of the event here [facebook.com/canoemarathonportugal](https://www.facebook.com/canoemarathonportugal) with the athletes and their paddles.

- The athletes and the ITOs must check the boats and equipment without physical contact where possible or by using gloves.



Portage

There is a beach Disembarkation. The running distance of the portage is about 90 metres with a beach embarkation. Feeding area approximately 40 meters long. Portage floor will be partial painted to define the limits of feeding and direction with arrows.

*Only a maximum of **ONE** helper per team, as previously indicated will be allowed to feed paddlers and these must be in possession of an accreditation card. Helpers are only allowed to support in races where their paddlers compete.*

Nation vests will be given to each helper. Accreditation badge will be deposited until the return of the vest to the ITO/NTO in control.

If two boats in the race only 1 helper is allowed to give support.

None of the helpers are allowed to enter the non-feeding area. There will be a corridor for helpers who have to go to the helper's area, no other crosses at other places are allowed. White marks will be painted in the grass to inform where are those limits.

With competitors running at high speed, with canoes on their shoulders, with restricted vision it is important for safety that the marshal's instructions are obeyed.

Due to the high number of paddlers, the marshals who are in control of the portage area, will be strict and will only allow you into the feeding area if you are supporting your paddler. Marshals will be instructed to ask other team officials to stay behind the barriers. Helpers should not stop suddenly after helping their paddler as there may well be another boat coming behind them and the paddler of this second boat may not see you. Go to the end of the feeding lane and return to the beginning by the third lane provided.

Liquid bags

It is strictly prohibited to throw away liquid bags and other trash in the river. Make sure to get rid of your trash on the portage. If this rule is not being followed, you will be given a 30 second penalty

Doping control

To be done in accordance with ICF regulations, and any clarification of the procedure will be given at the team leaders meeting.

A random selection of at least one paddler from each of the first four places will be required to attend doping control and will be accompanied by a team official and an event organising official.

Competitors must bring their passport with them. Please therefore ensure that all paddlers have their passports at the finish area to ensure that there is no delay. The control will take place inside the main pavilion. Notice will be given to the team leader if a competitor is required to attend doping control.

ADEL Certification

International Canoe Federation congress has endorsed a proposal to extend compulsory anti-doping education courses to all senior, U23 and junior international athletes and team staff across all canoeing disciplines.

It is important federations and teams understand that these education courses are compulsory for all international athletes and need to be completed **before they compete in an international competition.**

This course gives athletes information about the dangers of doping and the importance of anti-doping controls and promotes positive attitudes to avoiding doping.

For the ones who did the course earlier, it will not be necessary to do the education again.

All paddlers who compete in these Championships need an ALPHA certification (see also Bulletin 1).

Sports Presentation

Green room

The organization committee will photograph all participants, using green screen technology. The goal is to present all paddlers during the race, in the tv graphics.

This will be done for the first time and we need everyone's help to achieve our goal.

The main beneficiaries of this presentation will be the athletes, so please inform them and encourage them to participate. It takes 10 second to do. If possible, they should be wearing the official uniform of the country.

There will be no video recording, only a still picture.

The green room is located in one corner of the accreditation centre and it will work from 09:00-12:30 and from 14:00-18:00 from 26 to 28 of September.

STREAMING

The organizing committee will broadcast all races from 29 September to October 2nd.

It will be live at planet Canoe youtube channel and Facebook page.

There will be 3 drones operating at the same time, one of them will be exclusive at the portage. All pilots are professionals and with experience in our sport, please inform you athletes not to be apprehensive with some low altitude flights, special at the portage and finish line.

A total of 16 cameras will be used during the broadcast as well as 3 commentators. Commentators' language will be English and Portuguese.

Commentators will ask some major names of our sport to attend to the commentary booth to do some shared commentary on same races. Please help us promoting our sport by accepting this request.

Medal Ceremony

The presentation will be done near the old bridge, near the 2nd boat control , behind the portage. All competitors who receive medals must be present 15 minutes before the scheduled time at the medal ceremony container. Again, accreditation badge mandatory to enter this area.

The procedure will be as follows:

All competitors who are to receive medals should assemble at the medal ceremony Container.

The medal winners will be led to the podium. In front of them will be three volunteers with the medals on a plate, then behind them, the team leader of the winning national country, and finally the head of the delegation.

The event will be announced, the athletes and officials will march on to the prize giving area.

The medals will be presented and accompanied by the head of the delegation of the gold medal winners.

Please ensure that all paddlers receiving medals are wearing full national track suits, no hats and no sunglasses.

The medal presentation ceremony will take place in a restricted area. Only the medal-winning athletes and the presenting official will have access to the area.

Medals engraving

All medals will be engraved before the medal's ceremony. Name of the padders will be written in each medal.



RULES

The team leader will:

9.2.1.b Be the main contact with the Chief Official and the HOC throughout the competition

9.2.1.c Arrange to submit the protest or appeal as stipulated if necessary.

12.8 Paddling on the course

12.8.1 - Athlete must not wash riding an athlete in another class.

12.8.2 - Wash riding on an athlete in another class is a violation of the racing rules and will be subject to a penalty. If an athlete is observed to be wash riding the athlete will receive a first warning and a time penalty of 30 seconds. If the athlete receives a second warning or has gained major advantage, then he/she will be disqualified (DSQ) from the race.

12.8.3 - Athletes who have been lapped will end their race at the most suitable time and location and as soon as possible after the race leader has passed the last portage. The normal location for ending a lapped paddlers race will be at the portage. They will be recorded in the place they are at that point in the race.

10.12.1 DISQUALIFICATIONS AND PENALTIES

Any athlete who attempts to compete in a race by any other than honourable means or who breaks the racing rules, or who disregards the honourable nature of the racing rules will be penalised or disqualified for the duration of the race concerned.

10.12.2 - Should an athlete have failed to follow the correct course of the race (for example missed a turning buoy) the athlete has broken the racing rules and will be subject to a penalty:

10.12.2.a If the Race Umpire believes the athlete has gained a small advantage on other athletes: Time penalty of 15 seconds will be given;

10.12.2.b If the athlete has gained a major advantage a disqualification (DSQ) will be imposed;

10.12.2.c Should a buoy be missed as a result of a collision in group racing during a turn this will be investigated and the boat that caused the collision will be disqualified (DSQ), see article 10.12.3. The athlete who missed the buoy due to collision will not be penalized.

10.12.3 - Collision or damage:

10.12.3.a Any athlete who is considered by a Course Umpire or Race Official to have been responsible for a collision, or who damages the canoe or kayak or paddle of another athlete or unnecessarily deviates from the direct racing line or deliberately blocks the path of an athlete may be penalized or disqualified;

10.12.3.b A collision will be considered to be an event where an athlete's boat or paddle touches another athlete's boat or paddle in a way that disadvantages another athlete;

10.12.3.c If it is considered that other paddlers have only had some minor disadvantage compare to other athletes as a result of the incident the responsible athlete will get a time penalty of 30 seconds;

10.12.3.d If it is considered that the incident has given other paddlers a major unfair disadvantage the penalty will be disqualification (DSQ).

10.12.6.b Time penalties must be executed in a designated area at the portage and supervised by a Race Official or will be added to the athletes finishing time if a time penalty stop is not used in the competitions;

10.12.3.c Disqualifications are decided by the Competition Committee and are subject to an appeals

10.12.7 -All penalties or disqualifications must be confirmed by the Competition Committee in writing immediately, giving the reasons. The Team Leader of the athlete/team must acknowledge the receipt on the notice copy with the exact time, which marks the start of the protest time.

10.12.8 -If an athlete is observed by an International Official to throw a drink bag into the water, they will receive a 30 second penalty. The decision is to be confirmed by the Chief Course Umpire and cannot be the subject of an appeal

Implementation

Competitors must not dispose of their drink bags or small plastic energy syrup packets while on the water or on the portage pontoons and ramps. Drink bags and small plastic energy syrup packets must be discarded only on the portage anywhere between the pontoons/ramps.

10.12.6 - Handling of penalties:

10.12.6.a Time penalties as decided by the Chief Course Umpire are not subject to appeal;



PENALTIES

-Penalties that are incurred during the race will be imposed at the portage in the penalty box or added to the competitors time if not possible to be taken during the competition.

-In short distance the penalty will be add at the racing time.

-**A yellow flag** will be displayed in the beginning of the portage area when a penalty has been imposed

There will be **a notice board** at the beginning of the portage indicating which boat number has been given a penalty and the length of the penalty. It is the paddlers responsibility to check the penalty board.

The penalised competitor will be required to stop in the penalty box for the designated period at that portage. The penalty box will be at the end of the portage on the right-hand side. A timing clock is at the penalty box indicating the penalty time.

APPEAL

12.9.1 - Team Leaders or other NF representatives have the right to appeal to the Jury against a decision of the Competition Committee on behalf of their athletes.

12.9.2 - The appeal must be handed to the Chair of the Jury in writing with reasons, not later than 20 minutes after the Team Leader has been informed with a written communication of the decision against the athlete or team and has signed the receipt given.

12.9.3 - An appeal must be accompanied by a fee of 75 Euros (or an equal sum in the local currency). The fee will be refunded if the appeal is upheld.

12.9.4 - On receipt of the appeal, the Chair of the Jury must advise the relevant Team Leader and indicate arrangements for hearing the appeal.

12.9.5 - The appeal must be heard as soon as possible. Witnesses may be called.

12.9.6 - The decision of the Jury is final.

12.9.7 - Final results should be prepared, and medals and trophies presented after the Jury's decision is announced or the time limit for appeals to the Jury has expired (whichever is the latter).

Attachments on the next pages

Attachments



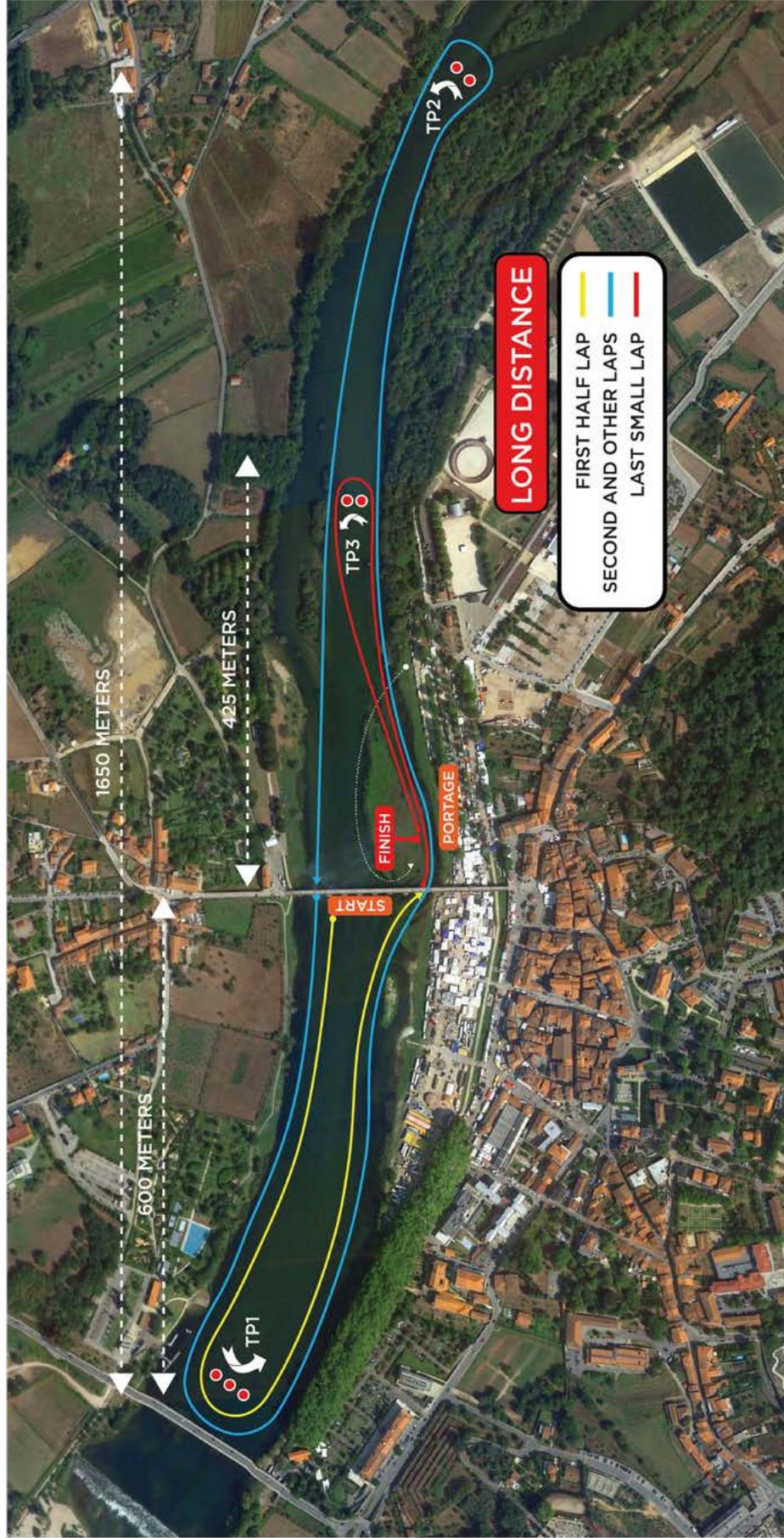
Attachments



Attachments



Attachments



Shuttles from 26/09 to 28/09

Line 1 Ponte de Lima

Leaving Hotel	Leaving Venue
8:30	9:00
9:30	11:00
11:30	14:00
15:00	16:00
17:00	19:00

Line 2 Arcos de Valdevez

Leaving Hotel	Leaving Venue
8:00	9:00
10:00	11:00
12:00	14:00
15:00	16:00
17:00	19:00

Line 3 Viana do Castelo

Leaving Hotel	Leaving Venue
8:00	9:00
8:30	9:30
9:00	10:00
10:00	11:00
10:30	11:30
11:00	
12:00	
12:30	
	14:00
	14:30
15:00	15:00
15:30	16:00
16:00	16:30
17:00	17:00
	18:30
	19:00 on 28/09



Shuttles from 29/09 to 01/10

Line 1 Ponte de Lima	
Leaving Hotel	Leaving Venue
7:00	7:30
8:00	9:00
10:00	
	14:00
14:30	
15:30	16:00
17:30	19:00

Line 2 Arcos de Valdevez	
Leaving Hotel	Leaving Venue
6:30	7:30
8:30	9:30
11:00	
14:30	14:00
15:30	16:00
17:30	19:00

Line 3 Viana do Castelo	
Leaving Hotel	Leaving Venue
6:30	7:30
7:00	8:00
7:30	8:30
8:30	9:30
9:00	10:00
9:30	10:30
10:30	
11:00	
11:30	
	14:00
15:00	15:00
16:00	16:00
17:00	17:00
	18:00
	19:00

Shuttles

02/10/2022

Line 1 Ponte de Lima	
Leaving Hotel	Leaving Venue
7:00	7:30
8:00	8:30
10:00	
14:30	14:00
15:30	16:00
17:30	19:00

Line 2 Arcos de Valdevez	
Leaving Hotel	Leaving Venue
6:30	7:30
8:30	9:30
11:00	
14:30	14:00
15:30	16:00
17:30	19:00

Line 3 Viana do Castelo	
Leaving Hotel	Leaving Venue
6:30	7:30
7:00	8:00
7:30	8:30
8:30	9:30
9:00	10:00
9:30	10:30
10:30	
11:00	
11:30	
	13:00
14:00	14:00
15:00	15:00
16:00	16:00
17:00	Special buses to leave venue after 20:00

