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**2019 ICF Canoe Slalom World Cup**

**Lee Valley White Water Centre**

**14-16 June 2019**

**EVENT PLAN**

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1. INTRODUCTION

The following document describes in detail the plans and activities linked to the pre-production and live production period of the 2019 ICF Canoe Slalom World Cup being staged, Lee Valley White Water Centre, Station Road, Waltham Cross, EN9 1AB. It is based on existing official guidance and good working practice guidelines and details the roles and responsibilities of those involved in the management and operations of the event.

This event is run in accordance with generic British Canoeing (BC) policies and procedures.

Policies: <https://www.britishcanoeing.org.uk/about/policies-procedures>

Equality: <https://www.britishcanoeing.org.uk/about/equality-and-british-canoeing>

Anti-Doping: <https://www.britishcanoeing.org.uk/competition/anti-doping-1>

Safeguarding: <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/policies-guidance-and-templates>

Safety: <https://www.britishcanoeing.org.uk/guidance-resources/safety-1>

This document is closely linked to the Lee Valley White Water Centre – Emergency Action Plan. During the live event days and venue operational hours the Event Evacuation Plan will take precedence.

1. EVENT OVERVIEW

|  |  |
| --- | --- |
| Event Title | 2019 ICF Canoe Slalom World Cup |
| Venue | Lee Valley White Water Centre (LVWWC) |
| Training dates | 4 days - Monday 10 to Thursday 11 June |
| Competition period | 3 days - Friday 14 to Sunday 16 June |
| Build period | Tuesday 4 to Thursday 11 June |
| Bump out period | Sunday 16 to Tuesday 18 June |
| Events | 6 World Cup Slalom medal events:  K1 Men – Single Kayak K1 Women – Single Kayak  C1 Men – Single Canoe C1 Women – Single Canoe  C2 Men – Double Canoe C2 Mixed – Double Canoe  Each nation can enter a maximum of 4 boats per event in accordance with ICF quota.  2 Slalom Cross Events:  K1 Men – Single Kayak K1 Women – Single Kayak  Each nation can enter a maximum 2 boats per event. |
| No. nations participating | 34 nations  Andorra, Australia, Austria, Belgium, Brazil, Canada, China, Cook Islands , Croatia, Czech Republic, France, Great Britain, Hungary, Ireland, Italy, Japan, Kazakstan, Morocco, Mauritius, Netherlands, Nigeria, New Zealand, Poland, Portugal, Russia, Senegal, Singapore, Slovenia, Slovakia, Spain, Switzerland, Sweden, USA |
| No. of athletes | 192 |
| No. of team staff | 123 |
| No. International Technical Officials (ITOs) | 22 |
| No. Canoe Crew (Event staff & volunteers) | 275 |
| No. of VIP’s | 100 per day |
| No. of spectators | Maximum 2263 per day (plus 1100 accredited personnel)  ~5000 sold/allocated prior to the event |

The World Cup is the first of 5 ICF World Cups in 2019 with the others being held in Bratislava (Slovakia), Ljubljana (Slovenia), Markkleeberg (Germany) & the World Cup Finals in Prague (Czech Republic). The World Cup is of particular importance to the British team as it will act as part of the Olympic team selection.

The event will be managed by BC / MLS / ICF and supported in designated roles by LVRPA, LVWWC and event staff. The event will operate under the Public Liability Insurance of the BC.

1. ROLES & RESPONSIBILITIES

|  |  |  |
| --- | --- | --- |
| Event Owner & Rights Holder | International Canoe Federation |  |
| Event Organiser | British Canoeing through Stakeholder Board & LOC | Full event, competition and visitor management  Health and safety of event  Official/volunteer management  Media Management  Event Control Room  Water Safety Lead |
| Venue Owner | Lee Valley Regional Park Authority | Opening and closing of the site/buildings  General operation/ maintenance and cleaning of the building  Management of on-site catering provision  Support roles as required |
| Venue Operator | Vibrant Partnerships |

1. KEY CONTACTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Role** | **Name** | **Phone Number** |
| ICF | Technical Delegate | Jean-Michel Prono |  |
| ICF | Slalom Manager | Cyril Nivel |  |
| ICF | Chief Judge | Alena Maskova |  |
| British Canoeing | Chief Executive | David Joy |  |
| LVRPA | Head of Sport & Leisure | Dan Buck |  |
| UK Sport | Events Consultant | John Muddeman |  |
| LOC | Event Director | Gemma Wiggs |  |
| LOC | Venue Manager | Pas Blackwell |  |
| LOC | LVRPA | Paul Coates |  |
| Event Staff | LVRPA | Caroline Northrop |  |
| LOC | Venue Operations (MLS) | John Timms |  |
| LOC | Venue Operations (MLS) | Alison Bridge |  |
| LOC | Technical Manager | Colin Woodgate |  |
| LOC | Marketing, Media & Communications | Rob Knott |  |
| Event Staff | Media Centre Manager | Mary Fitzhenry |  |
| LOC | Accommodation & Transport | Lucy Williams |  |
| LOC | VIPs | Anna Gray |  |
| LOC | Ceremonies | Emma Aldridge |  |
| LOC | Accreditation | Kellie Hathaway |  |
| LOC | Workforce | Laura Sutherland |  |
| LOC | Finance & Ticketing | Susan Hicks |  |
| LOC | Sports Presentation & Performance Programme | Andy Maddock |  |
| LOC | Sponsorship | Gareth May |  |
| LOC | Spectator Experience & Expo | Richard Stacey-Chapman |  |
| LOC | Health & Safety | William Whittaker |  |
| LOC | LVRPA Health & Safety | Hamish Cherrett |  |
| LOC | Legacy | Guin Batten |  |
| LOC | Legacy | Jack Pringle |  |
| LOC | Legacy | Russ Smith |  |
| LOC | Water Safety | Lee Pooley |  |
| British Canoeing | Safeguarding Lead | Zof Campbell |  |
| Event Staff | Event Doctor | Jane Gibson |  |
| Slalom Reunion | Legacy | John MacLeod |  |
| Rafting Activities | Legacy | Sean Clarke |  |

1. SCHEDULES

See production schedule for full breakdown of timings and activities.  
See detailed competition schedule for detailed competition running order.

**Outline Event Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Event** |
| Tuesday 4 June 2019 |  | Build |
| Wednesday 5 June 2019 |  | Build |
| Thursday 6 June 2019 |  | Build |
| Friday 7 June 2019 |  | Build |
| Saturday 8 June 2019 |  | Build |
| Sunday 9 June 2019 |  | Build |
|  |  | Team Arrivals |
|  |  |  |
| Monday 10 June 2019 | 08:00-18:00 | Training |
|  | 18:00 | Functional Head Team Meeting |
|  |  |  |
| Tuesday 11 June 2019 | 08:00-18:00 | Training |
|  | 18:30 | Functional Head Team Meeting |
|  |  | Accreditation Centre Open |
|  |  |  |
| Wednesday 12 June | 08:00-18:00 | Training |
|  | 17:00 | Functional Head Team Meeting |
|  | 18:30-19:30 | Team Leader Meeting |
|  |  |  |
| Thursday 13 June | 08:00-13:00 | Training |
|  | 08:00 & 17:00 | Functional Head Team Meetings |
|  | 13:00-13:45 | ITO Meeting |
|  | 14:00-14:30 | Extreme Slalom WK1 & MK1 Time Trial |
|  | 15:00-17:00 | Heats Course Construction |
|  | 17:15-17:35 | Heats Demo run by sections |
|  | 17:35-17:45 | Heats Course approval |
|  | 18:00-18:16 | Heats Full Demo Run & Rehearsal |
|  | 19:45/20:00-21:00 | Opening Reception (ICF, ITOs, Team Leaders, VIPs) |
|  |  |  |
| Friday 14 June 2019 |  | Competition Day 1 (MC1, WK1, WC1 & MK1 Heats) |
|  | 06:30, 12:30 & 18:00 | Functional Head Team Meetings |
|  | 06:30-22:00 | Venue Open to Staff |
|  | 07:00-21:00 | Venue Open to Teams |
|  | 07:00-19:00 | Car Park Open to Public |
|  | 07:30-18:30 | Venue Open to Public |
|  | 08:30-12:30 | MC1 & WK1 Heats 1st & 2nd runs |
|  | 13:45-17:40 | WC1 & MK1 Heats 1st & 2nd runs |
|  | 17:45-18:45 | Semis & Finals Course construction |
|  | 19:00-19:20 | Semis & Finals Full demo run |
|  | 19:20-19:30 | Semis & Finals Course approval |
|  | 20:15-21:00 | Ceremony Rehearsals |
|  |  |  |
| Saturday 15 June 2019 |  | Competition Day 2 (MC1 & WK1 Semis & Finals, Extreme Slalom) |
|  | 07:00, 14:00 & 18:00 | Functional Head Team Meetings |
|  | 06:30-22:00 | Venue Open to Staff |
|  | 07:00-19:00 | Venue Open to Teams |
|  | 07:30-18:15 | Car Park Open to Public |
|  | 08:00-17:45 | Venue Open to Public |
|  | 09:00-11:00 | MC1 & WK1 Semi Finals |
|  | 12:00-13:30 | MC1 & WK1 Finals & Medal Ceremonies |
|  | 13:15-14:45 | Extreme Slalom Course construction & Forerunners |
|  | 15:00-16:30 | Extreme Slalom WK1 & MK1 Quarters, Semis, Finals & Medal Ceremonies |
|  | 16:40 | Jaffa Duck Race |
|  | 17:00-18:00 | Semis & Finals Course Construction |
|  |  |  |
| Sunday 16 June 2019 |  | Competition Day 3 (WC1 & MK1 Semis &Finals) |
|  | 07:00, 11:30 & 16:00 | Functional Head Team Meetings |
|  | 06:30-21:00 | Venue Open to Staff |
|  | 07:00-19:00 | Venue Open to Teams |
|  | 07:30-17:30 | Car Park Open to Public |
|  | 08:00-17:00 | Venue Open to Public |
|  | 09:00-11:30 | WC1 & MK1 Semi Finals |
|  | 12:00-13:30 | WC1 & MK1 Finals & Medal Ceremonies |
|  | 14:00-16:15 | XC2 Semi, Finals & Medal Ceremony |
|  | 16:17-16:23 | Closing Ceremony |
|  |  |  |
| Monday 17 June 2019 |  | Non-Exclusive access |
|  |  | Teams & Officials depart |
|  |  | De-rig |
|  |  |  |
| Tuesday 18 June 2019 |  | De-rig & reinstatement |

1. VENUE

**Address**

Lee Valley White Water Centre

Station Road

Waltham Cross

Hertfordshire

EN9 1AB

**Directions**

By Train

The closest train station is Waltham Cross - a 25 minute train journey on the Abellio Greater Anglia Line from London Liverpool Street and just 12 minutes from Tottenham Hale. Then a signed 15 minute walk to the Centre.

Alternatively Cheshunt Station is a 25 minute walk through Lee Valley Country Park.

By Car

From junction 26 of the M25

* Follow the A121 towards Waltham Abbey.
* Continue forward over each roundabout.
* At T-junction (facing Royal Gunpowder Mills) turn left towards Waltham Cross along Highbridge Street.
* The entrance to the centre is after approximately 100m on the right.

From junction 25 of the M25

* Join the A10 towards Hertford.
* At the first roundabout turn right onto the B198 for Waltham Cross.
* Turn right at the next roundabout and left at a further roundabout to join Eleanor Cross Road / Station Road for one mile.
* The entrance to the centre is on the left, opposite Jewson’s.

By Bus

The 211, 212, 213, 240, 250, 251 buses all stop on Station Road.

1. VENUE PLAN



1. FACILITIES

|  |  |
| --- | --- |
| Olympic Channel | Training pre event and competition |
| Legacy Channel | Legacy activities (Community rafting, Slalom Reunion) |
| Infield | Accredited personnel  VIP seating  ITO Lounge, TVS & OVR |
| Safety fence & course | Accredited personnel only – must wear buoyancy aid |
| Outfield | Public access |
| Area 12 | Team area (team tents, athlete lounge, boat repair) |
| Reception | Sports Information (accredited personnel only) |
| Changing rooms / corridor | 4 Changing for athletes and officials (accredited personnel only)  3 Changing rooms for legacy activities (wristband & escorted participants only) |
| Guide Changing Room | Water Safety Team |
| Disabled Toilet | Doping Control |
| First Aid Room | Access to all if required for medical situation |
| Large Meeting Room | Event Office / Event Control |
| Small Meeting Room | ICF Office |
| LV Porta cabin | Meeting room |
| Marquee (on legacy pumps) | Media Office |
| Marquee (by Centre main entrance) | Workforce |
| Café | VIP |
| Terrace | Public catering |
| Courtyard | Water Fountains for Athlete, Team Staff and Workforce use |
| Pavilion | Public Catering |
| Area 5 | Expo area |
| Area 4 | Inflatables & beach activities |
| Entrance 2 (by Showground) | Ticketing  Accreditation  Spectator entrance including security bag search |
| Showground | Public car parking |

**Site Capacity**

The following capacity has been calculated for this venue based on the space available in the public areas of the site. It also assumes that all spectators will sit on the 2 grass banks and all accredited persons will be located on the infield or other areas of the venue.

The numbers admitted is easily controlled by the tickets that are sold. Tickets have been sold in advance of the event but it is expected that despite a discounted offer for advance purchases, spectators will buy their tickets on the door on the day.

Site Capacity = 4000

Number of accredited persons = ~1100

Spectator capacity = 2263

1. CONTRACTORS

**Main contractors and suppliers**

All contact details available via Event Liaison.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Company** | **Key Contact** | **Event Liaison** |
| Ticketing | See Tickets |  | Susan Hicks |
| Branding | Leach | Tom Foster | Gemma Wiggs |
| Sports Presentation | The Sports Presentation Company | Andy Friedlander | Andy Maddock |
| TV Broadcast | Hit the Roof | Cedric Roger | Gemma Wiggs |
| Timing & Scoring | Siwidata |  | Colin Woodgate |
| Security & Parking Stewards | Wise Security |  | John Timms/ Alison Bridge |
| Health & Safety | WA Management | William Whittaker | John Timms/ Alison Bridge |
| Toilets | Simply Loos |  | John Timms/ Alison Bridge |
| First Aid | RTC Medical Solutions |  | John Timms/ Alison Bridge |
| Cabins | Wernick |  | John Timms/ Alison Bridge |
| Marquees | Marquee Magic |  | John Timms/ Alison Bridge |
| Seating | Event Equipment Hire |  | John Timms/ Alison Bridge |
| Cable bridges, scaffold | Fenceline |  | John Timms/ Alison Bridge |
| Radios | Murphy Cornhire |  | John Timms/ Alison Bridge |
| Buggys | Event Buggy Hire |  | John Timms/ Alison Bridge |
| Large screens | Pinpoint Media |  | John Timms/ Alison Bridge |
| PA System | Old Barn Audio | Neil Kavanagh | John Timms/ Alison Bridge |
| Power | STL |  | John Timms/ Alison Bridge |
| IT | LVRPA | Simon Clarke | John Timms/ Alison Bridge |

1. TEMPORARY INFRASTRUCTURE

The following Temporary Infrastructure will be brought onto site. Details of RAMS, technical information and insurance is available on request for all contractors and temporary infrastructure.

Toilets

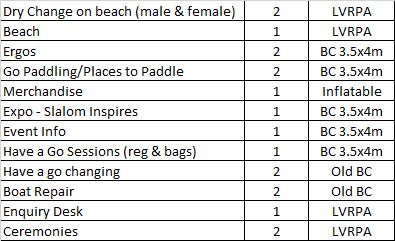
Temporary toilets will be positioned in the Spectator Areas, Team Area, Expo Area and public site entrance. These have been positioned in order that access for servicing can be maintained at all times. These toilets are in addition to those available for both accredited attendees and spectators situated in the pavilion and main building.

* Team Area – 2 x 3+1 VIP Trailers (6 urinals and 2 mens toilets, 6 ladies toilets)
* Ticket Entrance – 1 x Accessible Plastic Toilets with Baby Change.
* Expo Area - 2 x 3+1 VIP Trailers (6 urinals and 2 mens toilets, 6 ladies toilets) & 1 x Accessible Plastic Toilets with Baby Change
* Additional Public toilets 2 x 3+1 VIP Trailers (6 urinals and 2 mens toilets, 6 ladies toilets) & 12 x Plastic mixed toilets situated behind the main spectator areas.

Marquees  
Team Tents 2 x 25m x 10m split into 20 x (5m x 5m) Athlete Zone Area 12

* Athlete Rest 35m x 10m Athlete Zone Area 12
* ITO Lounge, TVS & OVR Marquee 35m x 10m Infield
* Workforce 18m x 6m Workforce Area
* Media Centre 9m x 9m On Legacy Pumps
* Boat Measurement 6m x 6m Bottom of course
* Spectator Shelter 20m x 12m Area 5 Expo

Gazebos/Pop up Tents



Exhibitors will be responsible for providing their own tents which will be inspected by event’s Health & Safety team.

BC Trailers

* 1 x TV Commentary
* 2 x Sports Presentation

Large Screens

* 2 x 20m sq screens will be located on the infield for spectator sports presentation
* 1 x 15m sq screen will be located on the outfield for VIP sports presentation
* 1 x 15m sq screen will be located in the Expo
* These screens are powered from their own generators.

Generators & Distribution

* 4 generators are being supplied for the events additional power requirements
* 2 will be positioned near the TV Trucks as will be used by TV production
* 1 will be positioned on the infield for ITO Lounge/TVS/OVR if required
* 1 will be positioned on Area 12 if required or used as a standby
* All cables throughout the site will be subject to regular checks and cable ramps will be used where required.

Temporary Grandstand

* 1 temporary grandstand located on the infield is being provided at the event with 100 seats for VIPs.

1. TICKETING

Subject to availability, tickets can be purchased through the event website prior to and throughout the event or directly from the Ticket Office on venue during the event.

Ticket prices purchased on the day are as follows:

|  |  |  |
| --- | --- | --- |
| **Friday 14 June** | **Saturday 15 June** | **Sunday 16 June** |
| Junior (under 16) £5 | Junior (under 16) £5 | Junior (under 16) £5 |
| Adult £10 | Adult £25 | Adult £25 |

Please note under 2s are free and do not require a ticket.

Ticketing windows 1 and 2 provided BC members, 2015 World Championships ticket holders and other partner databases with reduced price tickets. These offers are no longer available with all spectators paying the same price as above.

3 day passes were available up until March 2019 but sold out.

Tickets purchased on-line will have been sent an ‘e-ticket’ confirmation to present on the gate.

Tickets purchased at the venue on competition days will be issued an official ticket from See Tickets.

Visitors with tickets can enter the venue via Entrance 2 the rear gate (direct from the Showground) or via Entrance 1 at the front of the venue (if they arrive on foot).

On the day tickets, will be available only at Entrance 2 (the rear gate) as long as the event site capacity of 2,263 is not reached.

Gates will open for spectators 1 hour prior to start of competition and close circa 30 minutes following the end of competition – see Daily Run Sheets for full details.

1. SPECTATOR EXPERIENCE

**Event Information**

Event Information will be located at the top of the Expo Area providing competition and venue information for spectators as required. This will be operational whilst gates are open.

Information Boards will be located on the outfield and in the VIP lounge including draws and results.

**What can Spectators bring on to venue?**

Small amounts of food and non-alcoholic drinks for personal consumption, in a small bag no bigger than 35cm x 40cm x 19cm can be bought into the venue. There will be a large range of affordable drinks and catering concessions on offer for you to purchase additional food and drinks from.

Prohibited items include:

* Dogs (other than Assistant Dogs)
* Alcohol – this can be purchased at the Arena but not brought in
* Glass bottles
* Aerosol or gas canisters
* Laser pointers
* Fireworks, flares, explosives or Incendiary devices
* Hazardous substances
* Pets or Animals (other than guide/service dogs)
* Objects, clothing or signage for the purposes of unauthorised promotional marketing
* Any article likely to cause injury (including knives & weapons)
* Any article prohibited under law

**Spectator FAQs**

For more information and Spectator FAQs please visit the event website: [www.britiscanoeingevents.org.uk](http://www.britiscanoeingevents.org.uk)

**Event Activation**

Spectators will be available to engage with a wide variety of activities included in their ticket price. These include:

* Have a go sit on tops and stand up paddleboards on the lake
* Have a go on canoeing ergos and see how far they can paddle in 30 seconds
* Fun on the inflatables
* Watch top level beach soccer and beach volleyball then have a go themselves
* Dance and fitness activation on the beach
* Exhibitors and interactive stands in the Expo
* Take part in the Jaffa Duck Race on Saturday 15 June following the Extreme Slalom Medal Ceremonies

1. LEGACY

A legacy programme has been developed around the event. Engagement includes the following programmes:

* London Youth Games event relocated to LVWWC 19 May 2019
* Schools Engagement Sessions on Thursday 13 and Friday 14 June
* Schools Ticketing Programme for Friday 14 June
* Community engagement through spectator activation on the beach
* Community Rafting on Saturday 15 and Sunday 16 June
* Slalom Reunion competition and social for slalom paddlers of the past on Saturday 15 June

**LEGACY & ACTIVATION SCHEDULE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **World Cup 2019 Event Activation - Friday** | | | | | | | | | | | | | | | | | | | |
| **Activity** | 08:30 - 09:00 | 09:00 - 09:30 | 09:30 - 10:00 | 10:00 - 10:30 | 10:30 - 11:00 | 11:00 - 11:30 | 11:30 - 12:00 | 12:00 - 12:30 | 12:30 - 13:00 | 13:00 - 13:00 | 13:30 - 14:00 | 14:00 - 14:30 | 14:30 - 15:00 | 15:00 - 15:30 | 15:30 - 16:00 | 16:00 - 16:30 | 16:30 - 17:00 | 17:00 - 17:30 | 17:30 - 18:00 |
| World Cup Comp | HEATS 08:30-12:30 | | | | | | | |  |  | HEATS 13:30-17:40 | | | | | | | |  |
| Go Paddling |  | SCHOOLS | | | | | | | | | | | | | GO PADDLING – HAVE A GO | | | |  |
| Ergo Challenge |  |  |  | ERGO CHALLENGE | | | | | | | | | | | | | | |  |
| Inflatable |  |  |  |  |  | INFLATABLES | | | | | | | | | |  |  |  |  |
| Legacy Course |  | SLALOM PERF PROG | |  |  |  |  | LONDON RDT | | | |  |  |  |  | TID | | SLALOM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **World Cup 2019 Event Activation - Saturday** | | | | | | | | | | | | | | | | | | | |
| **Activity** | 08:30 - 09:00 | 09:00 - 09:30 | 09:30 - 10:00 | 10:00-10:30 | 10:30 - 11:00 | 11:00 - 11:30 | 11:30 - 12:00 | 12:00 - 12:30 | 12:30 - 13:00 | 13:00 - 13:30 | 13:30 - 14:00 | 14:00 - 14:30 | 14:30 - 15:00 | 15:00 - 15:30 | 15:30 - 16:00 | 16:00 - 16:30 | 16:30 - 17:00 | 17:00 - 17:30 | 17:30 - 18:00 |
| *World Cup Competition* |  | SEMI FINALS | | | |  |  | FINALS | | |  |  |  | EXTREME SLALOM | | |  |  |  |
| *Go Paddling* |  |  |  | GO PADDLING – HAVE A GO | | | |  |  |  | GO PADDLING – HAVE A GO | | | | | |  |  |  |
| *Ergo Challenge* |  |  |  | ERGO CHALLENGE | | | |  |  |  | ERGO CHALLENGE | | | | | |  |  |  |
| *Fitness/dance tasters* |  |  |  | DANCE/FITNESS SHOWCASE/TASTER | | | |  |  |  | DANCE/FITNESS TASTER | | | | | |  |  |  |
| *Beach volleyball* |  |  |  | BEACH VBALL TASTER | | | |  |  |  | BEACH VBALL TASTER | | | | | |  |  |  |
| *Beach soccer* |  |  |  | BEACH SOCCER TASTER | | | |  |  |  | BEACH SOCCER EXHIBITION MATCH | | | BEACH SOCCER TASTER | | |  |  |  |
| *Inflatable* |  |  |  |  | INFLATABLES | | |  |  |  | INFLATABLES | | | | | |  |  |  |
| *Legacy Course* |  | SLALOM REUNION TRAINING | | | | COMMUNITY RAFTING x 50 | | | | | SLALOM REUNION COMPETITION | | | |  |  |  | TID | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **World Cup 2019 Event Activation - Sunday** | | | | | | | | | | | | | | | |
| **Activity** | 09:00 - 09:30 | 09:30 - 10:00 | 10:00 - 10:30 | 10:30 - 11:00 | 11:00 - 11:30 | 11:30 - 12:00 | 12:00 - 12:30 | 12:30 - 13:00 | 13:00 - 13:30 | 13:30 - 14:00 | 14:00 - 14:30 | 14:30 - 15:00 | 15:00 - 15:30 | 15:30 - 16:00 | 16:00 - 16:30 |
| *World Cup Competition* | SEMI FINALS | | | | |  | FINALS | | |  | TBC | | | | |
| *Go Paddling* |  |  | GO PADDLING – HAVE A GO | | | |  |  |  | GO PADDLING – HAVE A GO | | | | |  |
| *Ergo Challenge* |  |  | ERGO CHALLENGE | | | |  |  |  | ERGO CHALLENGE | | | | |  |
| *Fitness/dance tasters* |  |  | DANCE/FITNESS SHOWCASE/TASTER | | | |  |  |  | DANCE/FITNESS TASTER | | | | |  |
| *Beach volleyball* |  |  | BEACH VBALL TASTER | | | |  |  |  | VOLLEYBALL EXHIBITION MATCH | | | |  |  |
| *Beach soccer* |  |  | BEACH SOCCER TASTER | | | |  |  |  | BEACH SOCCER TASTER | | | | |  |
| *Inflatables* |  |  |  | INFLATABLES | | |  |  |  | INFLATABLES | | | | |  |
| *Legacy Course* |  | COMMUNITY RAFTING x 75 | | | | | | | |  | TID | | COMPETITION WINNER RAFTING x25 | | |

1. BROADCAST

**Broadcast Production**

Hit the Roof are appointed as the TV production company by the ICF.

2/3 TV trucks will be positioned on the south western car park behind the spectator stand.

**Coverage**

Eurosport will provide coverage of the event within Europe.

The BBC will stream Saturday and Sunday of competition on BBC Sport and the Red Button. In addition a 1.5 hour highlights show will be broadcast on BBC2 on Sunday 16 June at 15:15.

1. COMMUNICATIONS

Radios will be provided to all key staff and radio channels are split across the following:

1 Event Operations

2 Security

3 ICF

4 Sports Presentation / Ceremonies

5 Race / Competition

6 Medical / Water Safety

7 SPARE

8 SPARE

9 Emergency

A base station will be operating from within the Event Office monitoring all channels and reporting as necessary information and transfer of information as required.

Communications between event staff and their contractors will be made by radios (course/results) and mobile phones.

The LVWWC site staff will communicate using LVWWC site radios and / or mobiles as required.

1. MEDICAL

There are three areas of medical provision for the event as follows:

Water Safety

As the event involves specialist water access there will be a water safety team. This is being provided by BC. They will be specially trained to carry out white water rescue in the event of Athletes becoming injured or unwell while on the water. It should be noted that this is a relatively low risk sport in the sense that the Athletes are the best in the world and they train and compete as individuals or in pairs. Therefore the likelihood of them injuring one another is low and extremely unlikely.

Water safety will also be provided on Friday, Saturday and Sunday for the Legacy Channel when the pumps are in operation.

LVWWC is also a manmade course and as such as soon as the emergency stop button is pressed the course drains of water within circa 10 minutes enabling response staff to get to casualties simply and quickly. There is an equipped first aid facility on site to deal with these types of emergency.

Accredited Personnel

A team of 3 volunteer Event Doctors will be onsite throughout the event to respond to any medical emergency for all accredited personnel. Their primary focus will be for the athletes but should it be required, can be called upon for other accredited personnel. Should supported be required the spectator First Aid team can support.

The Event Doctors will also run a daily GP clinic for teams as required.

Public Spectators

This is a spectator sport for family members of all ages but the majority of the enthusiasts who will spectate are active and healthy individuals in the 16 – 34 age range. This does not exclude other age ranges and therefore every possibility has been planned for in respect of the public first aid provision.

Following the DCMS Guide to Safety at Sports Grounds recommendation in Section 18 there will be at least 6 First Aiders dedicated to the public spectators on site at all times when the site is open to the public. This includes Paramedic cover. Paramedic and first aid cover will be provided by RTC Medical Solutions.

Due to the relatively controllable number of visitors to this event and the activities taking place, we have concluded that this will be sufficient but it should also be noted that there are a significant number of trained staff/volunteer first aiders on the volunteer workforce that will be listed and can be called upon for additional support should the need arise.

Due to the close proximity to definitive care at both the North Middlesex University and Princess Alexandra Hospitals it is felt that the presence of an NHS ambulance on site is both unnecessary and would be an unnecessary drain on this public resource. The event will have an Ambulance on site that can transfer to hospital.

Provision is also available for an air ambulance to land in nearby grounds.

Nearest Hospitals

The following Hospitals include full medical facilities including Accident and Emergency departments (distances from LVWWC):

* NHS Minor Injuries Unit – Cheshunt (2.2 miles)
* North Middlesex University Hospital – Edmonton (8 miles)
* Princess Alexandra - Harlow (9 miles)

Medical Plan

See “Medical Plan” for full information.

1. SECURITY

Management of the Crowd Safety at the Event is the responsibility and a priority of the British Canoeing & LOC. This plan has been created between all parties in consultation with the LVWWC.

See “Crowd Management Plan” for full information.

It is not expected that the overall programme of events will attract a specific ‘type’ of audience member or visitor, however it is recognised that the nature of water sports does attract a younger, healthier, more active audience.

No specific age group is expected, however if publicity was to affect audience attendance, we would expect a substantial proportion of the crowd to be families or aged 16 – 34.

Key areas of consideration for visitor activity will be around the Olympic Course and Participation Canoeing areas.

Some of the volunteers engaged to assist with the event are used in the direction and care of the public visitors.

Volunteers will not be placed in high pressure positions or where any high pressure situations are likely to occur. This role will instead fall to SIA licensed staff who will staff the main gate areas and in any positions that are required to control access.

Paid Security Staff will be present on site ensuring that crowd safety is given the highest level of importance. The venue will not require volunteer stewards to be operational as all these positions are filled by paid stewards.

**Anti-Terrorism**

There is no enhanced terrorism threat attracted to this event and the event procedures of increased risk operation are highlighted earlier. Should the event escalate beyond the event the organisers will follow the LVWWC/ LVPA lead on in relation to any increase in ‘Threat’ levels.

1. EVENT OPERATIONS & ESCALATION STRUCTURE

See “Command Control & Communication Plan C3” for full plan.

The event operation will be set to the following levels.

GREEN – operating normally – issues being dealt with.

AMBER – Significant challenges / unexpected issues – Requiring regular feedback.

RED – Possible postponement / cancellation of event / significant risk to safety

The response to an incident and deployment of resource will follow Emergency Services standard protocols using the Gold, Silver, Bronze command structure.

The Gold, Silver and Bronze command structure is designed to be used for all planned and spontaneous responses and is role rather than rank specific.

**Bronze Command – Green / Amber**

The General Operation of the Event Team – will meet three times per day for updates and actions and at the close of each day for event review and feedback.

Members of this group are highlighted below and meeting will take place in the Event Management Office. The schedule of meetings will be fixed in the morning for 08:00 with the other times set as required. If the scale of threat raises beyond normal operation to amber additional meetings will be called as required with possible escalation to Silver Command. Minutes of the meetings will be shared with Silver and Gold Command members and the SAG for their information.

**Silver Command - Amber**

Silver Command will be invoked if the scale of threat raises beyond normal operation. Additional meetings will be called as required and minutes recorded. Additional members will be invited to attend depending on the threat/issues.

**Gold Command – Red**

The Gold Commander determines the strategic objectives and retains strategic oversight and overall command responsibility throughout the operation. The Gold Commander sets the tactical boundaries of the operation but does not manage tactical decision making, which is the responsibility of the Silver Commander.

Gold Command will be invoked with possible postponement / cancellation of event / significant risk to safety.

|  |  |  |
| --- | --- | --- |
| **Bronze** | **Silver** | **Gold** |
| Chair & Event Director – Gemma Wiggs  Event Operations & Logistics – John Timms and/or Alison Bridge  Technical Manager – Colin Woodgate  Authority – Caroline Northrop  Venue Manager – Pas Blackwell  Safety Officer – Hamish Cherrett  Health & Safety – William Whittaker  Spectator Experience & Expo – Richard Stacey-Chapman  Media / Marketing – Rob Knott  Stewarding – Head Steward  Legacy – Guin Batten and/or Paul Coates  H&S – Will Whitaker  VIP – Anna Gray  Ceremonies - Emma Aldridge  Workforce – Laura Sutherland  Ticketing – Susan Hicks  Accreditation – Kellie Hathaway | Bronze plus additional members  LVRPA – Paul Coates  ICF – Jean Michel and/or Cyril Nivel and/or Chief Official | Chair - LVRPA – Dan Buck  Silver plus additional members  BC CEO - David Joy  ICF Jury Chair  Necessary Emergency Service / SAG Attendance  Possible additions (depending on issue)  Hit the Roof - Cedric Roger  UK Sport - John Muddeman  Whole Stakeholder Board |

1. EMERGENCY PROCEDURES

**Event Emergency Radio Call Signs (repeated twice for clarification)**

|  |  |
| --- | --- |
| **Incident** | **Words Used** |
| Fire or Suspected Fire | **Mr SANDs** at: “Zone & location” |
| Suspicious Object/Package | **Mr CASE** at: “Zone & Location” |
| Injury/illness/Medical assistance | **FOXTROT ONE** at: “Zone & Location” |
| Fight/ Argument / Crowd Disturbance | **Mr BLUE** at: “Zone & Location” |
| Assistance /Other | **Alpha ONE** at: “Zone & Location” |
| Lost Child/Vulnerable adult | **Mr MOSES** at: “Zone & Location” |

The control room will be using a colour coded display system to inform the Event management of the current operating status.

How the Control Room alerts Venue Workforce to an Alarm/Alert or incident via the radio

|  |  |  |
| --- | --- | --- |
| AMBER | Alarm/Alert/Incident | All call signs we have an AMBER situation at (Incident Location) “wait out” “wait out” |

How the Control Room alerts Venue Workforce to prepare for a Zone/Area Evacuation

|  |  |  |
| --- | --- | --- |
| YELLOW | Zone / Area Evacuation | All call signs we have an YELLOW situation at (Incident Location) “wait out” “wait out” |

How the Control Room alerts Venue Workforce to prepare for a Full Venue Evacuation

|  |  |  |
| --- | --- | --- |
| RED | Full Venue Evacuation | All call signs we have an RED situation at (Incident Location) Follow Evacuation plan |

How the Control Room alert the Venue Workforce to a Venue Invacuation

|  |  |  |
| --- | --- | --- |
| BLACK | In-vacuation into Zone | All call signs we have an BLACK situation at (Incident Location) Direct spectators to Zone 3 AND/OR 4 Avoiding location of the Incident |

How the Control Room stands down an Alert and returns to normal operations

|  |  |  |
| --- | --- | --- |
| GREEN | Normal Operation | All call signs we are now operating in a GREEN situation |

**Venue Evacuation**

See “Evacuation Plan” for full details.

The Lee Valley Representative in Event Control (VM) & Event Director have the authority to evacuate all or part of the venue. These people are responsible for all operational activity necessary to carry out any evacuation in accordance with this plan.

When the incident is confirmed and the alarm sounded, all retail, concession and Event Information Points will close. The event activity will cease as soon as it is safe to do so.

Staff members (contractors, paid and volunteers) that do not have a specific role highlighted in the Evacuation Plan should assist their colleagues as / if required.

Volunteers if instructed will provide minor assistance to Stewards in an evacuation and head to the Assembly Points guiding the public in the right direction along the evacuation route.

General Instructions

* The installed Public Address system broadcasts to individual areas outside and inside the venue and the surrounds.
* Staff without an evacuation role will report immediately to the Assembly Point they are directed to, depending on their work location.
* Stewards and all staff will remain at the designated Assembly Point unless re-deployed by a supervisor or manager.
* All members of staff are encouraged to take details and descriptions of missing persons and pass any such reports to the Event Control.

Assembly Point

* The Fire and Evacuation Assembly Point is located in the event show ground car park. Via the Back gate (Entrance 2 on the site plan).
* If there is an issue in this area an alternate assembly point will be identified.

**Fire Safety**

Flammable materials will be restricted and controlled on site in the following ways:

* All marquee structures will be provided with a certificate of testing.
* No other flammable materials are expected on site.
* Spectators / Teams no cooking on site / car park (inc BBQ’s).
* Catering Gas Supplies and Appliances will be certified.

Fire fighting equipment/fire points will be provided in the following areas:

* LVWWC building and Viewing Deck Area
* Catering Concession
* Expo Area
* Marquee Structures

In the event of a fire, site evacuation will be coordinated by the LVWWC office using the public address system which has an Uninterrupted Power Supply that will ensure it can still be used in the event of power failure. The emergency services will be called via the LVWWC management office.

The Emergency Action Plan – Lee Valley White Water Centre – Issue 4 details all the relevant procedures for this event in conjunction with the Event Evacuation Plan which will be implemented.

**Suspect Package/Bag**

* Check around you to ask if it is anyone’s.
* Record details of the object including location, description, person reporting the object / package
* Report/inform the Event Control who will dispatch relevant staff to the scene and assist with required action
* Report to scene and carry out the 5C’s;
  + ***Confirm:*** *Is the object hot up?*
  + ***Clear:*** *If yes to 1, clear the area*
  + ***Cordon:*** *Establish cordon (50m for bags, 100m for cars)*
  + ***Control:*** *Control situation and access through the cordon*
  + ***Check:*** *Check the cordon is effective and report findings back to Event Control*
* Event control will ensure, where possible, the CCTV records the incident response.
* Event control will consider raising venue alert state to enhanced and broadcast authorised messaging
* Event Control will establish whether a transfer of command to Police is required
* Event Control will consider partial or full evacuation of the venue if required
* If evacuation is authorised, follow evacuation plan
* If evacuation of not authorised, the Police is to investigate and clear the suspect item when safe to do so.

1. PARKING

**Parking Management**

Throughout the event an additional 7 stewards will be allocated to manage and supervise the show ground car park during its open times.

Monitor and supervise vehicles entering and leaving the car park through the main access point off Station Road. Outside of these times the access point will be locked in order to prevent unauthorised access outside the hours of the event.

All Security staff working on car park duties during the event will be required to wear a Hi Vis Vest in order to be identified as staff and for safety purposes.

**Traffic Management**

Vehicular access to the LVWWC will be signposted throughout the event period by the permanent signage for the LVWWC from both junction 25 and 26 of the M25. This signage will direct vehicles to the main LVWWC entrance, where local event signage will then direct vehicle to proceed to the Showground entrance and will direct them to the Event Car Park on the land adjacent to the LVWWC. From here it will be a short walk to the event site. This car park has the capacity for 1,000 cars. This will be sufficient for the anticipated visitors to the event.

A one way system will be implemented in order ease the flow of traffic entering the showground site during the busy periods and this will be managed by the SIA supervisor. Additionally a ‘left turn’ only on exiting the showground will also be implemented as spectator leave the venue during busy periods.

**Emergency Access**

Emergency vehicles will have access to both the LVWWC and Showground site at all times. There are a variety of vehicle access points around the sites which can be used if required along with direct access to the centre buildings and first aid rooms.

**Accredited Personnel Parking Passes**

All accredited personnel will be issued with parking passes. See below the template. All passes must have the appropriate vehicle registration number on and can only be used for this vehicle.

** **

**Team Parking**

The Sport Information team will issue teams with a specified number of parking passes for team vehicles (depending on team size) to park on venue in the main venue car park. Additional passes are available on request for the Showground.

**Public Parking**

Public parking will be available in the Showground field adjacent to the White Water Centre. Access to the centre will be via the re-opened pedestrian bridge, entering into the north of the site.

The Event Car Park (Showground) will be open and staffed from 1.5 hours before competition to 1 hour after.

Parking is charged at £5 per day, payable by cash (or card TBC) on the gate.

Should the Showground be water logged spectators will be directed to alternative car parks in the surrounding area. Where possible spectators will be emailed and social media used to communicate this in advance of arrival at the venue.

**Blue Badge Parking**

Public spectators who hold a valid ‘Blue Badge Permit’ will be permitted to access the venue via the main LVWWC entrance and park in designate ‘Accessible’ parking spaces.

**Canoe Crew Parking**

All staff and volunteers will receive a parking pass allowing them access to park their vehicles on venue Sunday 9 June to Thursday 13 June and in the Showground Friday 14 to Sunday 16 June.

**VIP Parking**

VIPs will be issued with a parking pass allowing them access to park on venue in designated areas.

**Media Parking**

Media will primarily park in the Showground but should they have significant amount of equipment, they will be granted access to parking on the venue.

**Slalom Reunion Parking**

Those competing in the Slalom Reunion event on Saturday 15 June will be issued with a parking pass allowing them access to park their vehicles in the car park to the right of the main entrance.

Those attending the event but not competing will be issued a parking pass to park in the Showground. Once the venue has closed to the public they will be required to move their vehicles on to venue for the evening social event.

**Buses**

Buses will be permitted to drop off on venue and then depart.

**Drop Off**

A drop off area is located in left hand car park by the main venue entrance.

1. INCIDENT REPORTING

Any incident, no matter how big, small or a near miss should be reported to Event Control or a Team Leader. Incident report forms will be available from the Event Office, Event Info and Workforce Area.

1. LOST & FOUND

All lost property, found or missing will be logged via the Event Info team during the event and will passed on to LVWWC post event to disposed of following their normal site procedure.

1. SAFEGUARDING

**Safeguarding Policy**

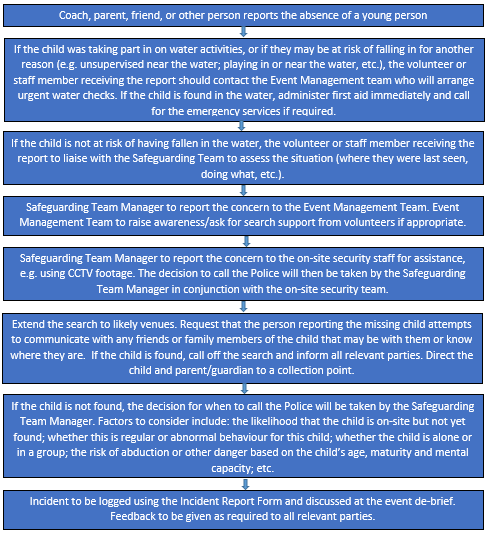
See event Safeguarding Policy for full information:

<https://www.britishcanoeing.org.uk/uploads/documents/Events-Whats-On/Slalom-World-Cup-Safeguarding-Plan.pdf>

**Lost and Found Children / Vulnerable Adult**

See Safeguarding Policy for full procedure.

If an athlete, member of the public or young volunteer is suspected of being missing, the flowchart below must be followed.



1. MEDIA

Media will be invited to attend the event and will be managed by Media personnel. A media centre will be available at the venue.

Media will be provided with a briefing and must wear the correct safety clothing (buoyancy aid) when inside the course safety fence. The briefing will be provided by the Media Centre Manager.

No event staff or volunteers should speak to the media unless they are a nominate spokes person. Any enquiries please direct them to the Media Centre.

1. ACCESSIBILITY

All providers of goods, services and facilities on site (including the event management team) will take all reasonable measures to ensure they are not discriminating against disabled people.

Some of these measures planned to be taken are:

* The LVWWC site is accessible.
* Blue Badge permit holder will be able to access the venue direct via the main entrance
* Signage will be clear and of a size easy to read by those with impaired vision.
* Guide dogs will be allowed into the venue buildings and decked viewing area.
* PA systems are in use and commentary can be easily relayed to those with hearing difficulties.
* Accessible toilets are available in the main building, expo and entrance 1.
* Accessible tickets are available with a free carer ticket.

1. CATERING

See Catering Plan for full details of catering provision, times, locations and dietary requirements across all client groups (other than spectators).

**Spectator Catering**

The main Catering and Bar provision to the public will be supplied by LVWWC in the Expo Area, the T Bar on the Terrace and the Pavilion.

* In the Expo the following catering outlets will be available:
* Pause Gourmande - Crepe Unit
* Street Kings Smoke Shack - Smoked BBQ
* The Bubble Truck Company - Bubble waffles
* The Fire Within Co - Wood fired pizzas
* Big Red Bus Bar - Drink
* Vibrant Partnerships - Pimms & Prosecco
* Vibrant Partnerships - Strawberries & Cream and Snacks

LVWWC Café and Pavilion are responsible for the licensing of the bar area as part of their normal operation contract with LVWWC.

**Workforce Catering**

Workforce will be provided with packed lunches via the Workforce break area and hot dinners. Serving times and locations are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Meal** | **Location** |
| Monday 10 June | 12:00-14:30 | Lunch | Event Office |
| Tuesday 11 June | 12:00-14:30 | Lunch | Workforce Area |
| Wednesday 12 June | 12:00-14:30 | Lunch | Workforce Area |
| Thursday 13 June | 12:00-14:30 | Lunch | Workforce Area |
|  | 18:30-20:30 | Dinner | Workforce Area |
| Friday 14 June | 12:00-14:30 | Lunch | Workforce Area |
|  | 18:30-20:30 | Dinner | Café |
| Saturday 15 June | 12:00-14:30 | Lunch | Workforce Area |
|  | 19:00-20:30 | Dinner – BBQ | Expo |
| Sunday 16 June | 12:00-14:30 | Lunch | Workforce Area |

Tea / Coffee and snacks will be provided in the Workforce area throughout the day.

A coffee cart will patrol the venue for volunteers to obtain drinks and snacks whilst working.

**Officials Catering**

Technical Officials and Siwidata will be catered for via a packed lunch collected from the ITO Lounge during the designated lunch break in the competition and a coffee buggy will patrol the venue for officials to obtain drinks and snacks whilst working.

Tea / Coffee and snacks will be provided in the ITO Lounge throughout the day.

Officials dinners will be served in the Marriott Waltham Abbey from Tuesday 11 June apart from Saturday 15 June where it will be at the The Crown Pub at 19:30.

**Hit the Roof & Siwidata Catering**

Hit the Roof will be catered for via a packed lunch delivered to the Broadcast Compound from Tuesday 11 to Sunday 16 June.

Hit the Roof will have a £20 allowance for dinner at the Marriott Cheshunt hotel.

**Team Catering**

The Athlete Lounge will be open from Monday 10 to Sunday 16 June providing soft drinks, tea, coffee and snacks.

Teams will be able to access the Café from Monday 10 to Thursday 13 June to purchase food and the public catering areas on Friday 14 to Sunday 16 June.

**VIP Catering**

VIPs will be serviced through the Café with tea, coffee and soft drinks available throughout competition days. Pastries and fruit will be served mid-morning followed by a buffet lunch.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Friday** | **Saturday** | **Sunday** |
| **Breakfast** | 8.30-10:30 | 09:00-10.30 | 09:00-10.30 |
| **Lunch** | 12.30-14:00 | 13:00-14.30 | 12.30-14:00 |
| **Afternoon tea** | 15.30-16.30 | 15:00-16:00 | 15:00-16:00 |

A cash bar is available for VIPs to purchase additional drinks.

1. CLEANING, WASTE & SUSTAINABILITY

**Cleaning**

Vibrant Partnerships will be responsible for the cleaning of the Main Centre facilities and spectator areas.

LOC leads will be responsible for cleaning, including hoovering, of Workforce Area, ITO Lounge, TVS and OVR.

**Waste**

LVWWC will provide all general waste and recycling removal from the event. These will be emptied regularly and sorted into Recycling and General Waste bins by the event cleansing team. Specific areas such as catering and bars will be covered by an increased provision.

Contractor Waste – Additional skips and pick ups have been coordinated. Contractors are informed of their responsibilities as part of their on site induction and the waste disposal process. The skips are situated in South Car Park.

All toilet waste from the temporary toilets will be removed from site by a registered contractor.

2 clinical waste bins from the Venue First Aid room will be used by the medical team.

**Sustainability**

The Event will never knowingly partake in any work, or carry out any action, which will harmfully affect the local community. In the event of any actions which potentially inconveniences a community, all parties will be consulted before any work starts.

BC and its partners will always strive to be environmentally friendly in all areas of operation. The Event will adopt the BS8901 Event sustainability principals throughout delivery of the event. Above all the Event will insist on Honesty, Integrity and Fairness in all aspects of its business. The Event is working proactively to reduce the use of single use plastic. Initiatives include:

* Provision of water docks in workforce, athlete and spectator areas to reduce the use of single use plastic bottles. All accredited personnel will be issued with an event water bottle to make use of the water docks.
* Liaise with event caterers and event suppliers to reduce the use of single use plastic.
* Work with the venue to maximise recycling.

1. ACCREDITATION

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1. BRANDING & SIGNAGE

**Branding**

Event Look & Feel branding branding will be placed and fixed in key locations throughout the site and on the course.

Course-side branding will be signed off by the ICF once TV broadcast camera positions are known.

See venue branding plan for more information.

**Signage**

The Event will provide spectator signage around the venue to assist with pedestrian flows around the course and to identify the catering, toilets and exits. Additionally large site plans will be situated around the venue.

1. VIPs

**Guest List**

VIP invitations are coordinated through Anna Gray, British Canoeing, or where agreed via funding partners.

**Opening Reception**

An Opening Reception will be held in the Café on Thursday 13 June 20:00-21:00 for invited guests.

The event will celebrate the legacy of LVWWC with welcome speeches from representatives of the ICF, LVRPA and British Canoeing.

Drinks and canapes will be provided.

**Hospitality on Competition Days**

VIPs will be serviced through the Café with access controlled by accreditation. Tea, coffee and soft drinks will be available throughout the day with other drinks available for purchase at the bar. Pastries and fruit are provided in the morning followed by a buffet lunch.

**VIP Seating**

A roofed grandstand seating 100 persons will be located on the infield with access managed by accreditation.