



## INFORMATION BULLETIN 2

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# AMENDMENTS TO REGISTRATION PROCESS & REGISTRATION FORMS

This is a correction to the Registration Process stated in Bulletin 1, which will supersede the Registration Process previously stated in Bulletin 1.

- Teams shall **no longer** submit entries on the ICF SDP Portal.
- Teams shall refer to [bit.ly/ACPC2023-registration](https://bit.ly/ACPC2023-registration) for registration forms. Registration forms and required documents are to be submitted to [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com).

There are no changes to the registration deadlines. Deadlines for registrations are as follows:

- Submission of numerical entries by: **30 Jun 2023**
- Submission of nominal entries by: **15 Aug 2023**
  - Each competing athlete and team personnel must be entered by name.
  - Passport Photo (soft copy) of athletes and team personnels must be submitted for accreditation. These entries and photos will be used to produce accreditation passes.
    - Filenames of Passport Photos to be named in the following format:  
<Full Name> (Country, Category).  
E.g. John Smith (Singapore, U21 Mens)
  - Anti-Doping Education Certificates (refer to the section below) must be submitted together with the nominal entry registration form.

## ANTI-DOPING EDUCATION

All Athletes must complete the **International-Level Athletes Education Program**. This course will give athletes information about the dangers of doping, the importance of anti-doping controls and promotes positive attitudes to avoiding doping.

All Coaches must complete the **High-Performance Coaches' Education Program**. This course provides Anti-Doping education for High Performance Coaches with an emphasis on why clean sport matters and how it protects athletes' experiences and opportunities in sport.

All Medical Professionals must complete the **Medical Professional's Education Program**. This course will help medical professionals learn about their role in protecting

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clean sport and how to operate in line with the anti-doping rules. It will provide information to effectively support athletes so that they meet their anti-doping roles and responsibilities and it will explain what is expected from you when you suspect doping.

Other support personnel (including referees) are required to complete the **High-Performance Coaches' Education Program** which will give them the best overview of their responsibilities as support personnel.

Please follow this link to access the Anti-Doping education:  
<https://adel.wada-ama.org/learn>.

When creating the account, please enter the correct identity information using your full name in English letters, as well as selecting the sport 'Canoe', as then completion of the course will be recorded against the ICF profile. When asked for your "discipline" please use "Canoe Polo". You will then be given access to the relevant courses based on your role in the sport (athlete, coach, parent, or physician).

Those who have completed the online Anti-Doping education in the previous years are not required to complete the course again this year, but will still need to submit their certificates.

### Submission of Certificates

For Athletes, Coaches, Medical Professionals and other support personnel, please submit your Anti-Doping Certificates together with the nominal entries to [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com) by **15 Aug 2023**.

For Referees, please submit your Anti-Doping Certificates to Evan Kong (2023 ACPC Referee Manager) [evan.konger@gmail.com](mailto:evan.konger@gmail.com) and [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com) by **15 Aug 2023**.

## PARTICIPATION FEES

Participation fees consists of several components:

- Accreditation Fee (mandatory)
- Transportation Fee
- Lunch Fee
- Boat, Spray Deck & Paddle Rental Fee
- Referee Administration Fee (mandatory)

Participation Fees will be calculated within the Nominal Entry registration form. Participation Fees must be paid in full to Singapore Canoe Federation by **15 August 2023**. Funds transfer fees must be borne by the respective National Federations; Singapore Canoe Federation shall receive the full fees quoted below. Proof of payment must be sent to [finance@scf.org.sg](mailto:finance@scf.org.sg) and [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com) once payment is made. Receipts will be issued after payment is received. Payment details as follow:

### Payment to be made to Singapore Canoe Federation

Bank Account: DBS Current

Account Number: 001-038371-0

Branch Number: 001

Swift Code: DBSSSGSG

PayNow / UEN No.: S71SS0035C

### **ACCREDITATION FEE**

The accreditation fee is **SGD 260 per person**. All members of the team must pay this fee, including team personnels eg. coaches, team leaders and physiotherapists (if any).

Accreditation Fees includes:

- Usage of competition venues between 06 to 12 Nov 2023
- Participation in Opening ceremony and Award ceremony
- Provision of the following @ Competition Venue
  - Emergency medical care
  - Equipment storage and on-site security
  - WiFi
  - Drinking water
  - Toilets & showers

**Note:**

*\*Accreditation fees do not include transport, meals and accommodation costs.*

## TRANSPORTATION FEE

The transportation fee is **SGD 200 per person**, including team officials. This includes:

- Airport transfers (including transport for equipment)
  - Transport from Singapore Changi Airport to Competition Venue and/or Accommodation upon arrival in Singapore
  - Transport from Accommodation and/or Competition Venue to Singapore Changi Airport for departure from Singapore
- Daily transport between Official Accommodation and Competition Venue

### Estimated Travel Duration (by car):

Singapore Changi Airport <-> Official Accommodation: 25 minutes

Official Accommodation <-> Competition Venue: 35 minutes

### **Note:**

*\*Official Accommodation above refers to Changi CSC (refer to the Accommodation section for more information).*

*\*If participants are not staying at the Official Accommodation, the Organizers will not be providing any transport arrangements from the selected accommodation location to the Competition Venue.*

## LUNCH FEE

Lunch will be provided at the Competition Venue from 9 Nov 2023 to 12 Nov 2023. The lunch fee is **SGD 80 per person**.

## BOAT, PADDLE & SPRAY DECK RENTAL FEE

Boat, Paddle and Spray Deck rental will be available for this competition for teams that require them. However, there will be no helmets and Personal Floatation Devices (PFD) available.

The cost of rental for the whole event duration is as follows:

- Boat Rental - **SGD 50 per person**
- Paddle & Spray Deck Rental - **SGD 50 per person**

Note that these equipment will be **shared** amongst teams that are renting, hence please indicate in the registration forms if you require equipment rental to ensure that there is sufficient equipment catered for the event.

**REFEREE ADMINISTRATION FEE**

A Referee Administration Fee will be implemented to ensure that the cost of Referees is shared evenly across all participating teams. Hence, the fee that each team needs to pay will depend on the total number of participating teams. The cost of the Referee Administration Fee will be finalized and announced in the subsequent bulletins after the submission of numerical entries has concluded.

The table below shows the estimated cost of the Referee Administration Fee per team, based on the total number of teams registered (across all 4 categories).

Total no. of participating teams	Estimated Cost to be paid by each team
20 teams	SGD 1,045
30 teams	SGD 695
40 teams	SGD 525

**Context for implementing the Referee Administration Fee:**

*Referees play an essential role in officiating the Canoe Polo games. Historically, all participating countries were required to provide at least one referee to officiate the games at the championships. However, based on the previous Asian Championships, the number of referees provided by each country were often not proportionate to the number of teams participating, hence resulting in some Federations having to spend more money than others to support the organizing committee with sufficient referees to officiate the games. Therefore, it has been decided that a Referee Administration Fee will be implemented to ensure that the cost of officials are shared evenly across the countries / participating teams. The Referee Administration Fee will be used to pay for the referee's flights, accommodation, transport and lunch fees for the event.*

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### CANCELLATION POLICY

In the event that a participating team decides to withdraw from the competition, a charge will be made equivalent to any loss suffered by Singapore Canoe Federation. Cancellation fees will be calculated based on the table below.

<b>Cancellation Date</b>	<b>Cancellation Fees</b>
Before 15 August 2023	100% of Referee Administration Fee
Between 14 August 2023 and 15 September 2023 inclusive	100% of Referee Administration Fee + 50% of Accreditation Fee
15 September 2023 and after	100% of Referee Administration Fee + 100% of Accreditation Fee + 100% of Transport Fee + 100% of Lunch Fee

*Note: Cancellation Fees do not cover accommodation costs that are paid by the National Federation to the accommodation providers.*



## OFFICIAL ACCOMMODATION

The Official Accommodation for this event will be at **Civil Service Club @ Changi** (CSC Changi I & CSC Changi II). CSC Changi is a popular beachfront clubhouse and staycation destination located in eastern Singapore, next to Changi Village - a charming neighborhood with remnants of old Singapore and lots of food options, outside the bustle of city life. The type of accommodation ranges from fully furnished suites to villas (refer to **Appendix 1** for the list of accommodation and price list). Virtual tours of the accommodation are available at <https://www.cscchangi.sg/>.

Complimentary breakfast or dinner (choose one during your booking) will be provided on all days of the accommodation stay.



Photo Source: [https://www.cscchangi.sg/Stay\\_ChangiChalets.aspx](https://www.cscchangi.sg/Stay_ChangiChalets.aspx)

### BOOKING OF ACCOMMODATION

This accommodation is soft-booked for this event till **30 Jun 2023**. Please note that the availability of rooms for accommodation is limited, and we encourage all teams to **make your bookings as soon as possible**. Bookings will be allocated on a first-come,

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first-served basis, and we want to ensure that everyone has a comfortable stay during the event. Therefore, we strongly advise all teams to take **immediate action** to secure their accommodation arrangements to avoid any inconvenience. Do note that accommodation costs are excluded from the participation fee.

In the case of teams that book their accommodation late and are unable to secure a room, teams are expected to seek alternative accommodation on their own, and there will be **no official event transport** provided for teams staying at alternative accommodations. Please note that the Organizers will not be responsible for each team to ensure their accommodation arrangements are in place for the event.

All accommodation bookings and deposits/payments are to be made directly with CSC Changi. To enjoy discounted booking rates, please email Jan Yeo ([janyeo@csc.sg](mailto:janyeo@csc.sg)) and [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com) with the following email title, country and category e.g. **"BOOKING FOR ACPC 2023 - Singapore (U21 Men & U21 Women)"** to make your booking.

# GAME RULES

All games shall be played in accordance with the latest ICF Canoe Polo competition rules ([https://www.canoeicf.com/sites/default/files/rules\\_canoe\\_polo\\_2022.pdf](https://www.canoeicf.com/sites/default/files/rules_canoe_polo_2022.pdf) - refer to Chapter 10).

## EQUIPMENT AND SAFETY REGULATIONS

All equipment must comply with the current international technical rules for ICF Canoe Polo ([https://www.canoeicf.com/sites/default/files/rules\\_canoe\\_polo\\_2022.pdf](https://www.canoeicf.com/sites/default/files/rules_canoe_polo_2022.pdf) - refer to Chapter 16).

All boats used in ICF events must carry the ICF label, and the boat manufacturer must be registered with the ICF. Refer to list of registered manufacturers: <https://www.canoeicf.com/disciplines/canoe-polo/manufacture-scheme>. Boats that do not carry the ICF label will not pass scrutineering.

Example Label:



Further equipment according to ICF Canoe Polo Rules:

- Each athlete must wear appropriate equipment. This includes a safety helmet with a strap attached to the chin underneath and a face mask. The helmet must be properly adjusted to provide maximum protection (from the base of the chin to the base of the skull). The grille must have a minimum distance of 10 mm from the athlete's nose.
- The body protection in the form of a Personal Floatation Device (PFD) must meet or exceed the current **ISO 12402-5:2020** and carry the appropriate label.



## APPENDIX 1 - OFFICIAL ACCOMMODATION LIST

The list of accommodation at CSC Changi below is available for booking on a first come first serve basis, with the discounted rates indicated below. All indicative rates below are based on the recommended stay duration - 7 nights (check in on 6 Nov 2023 3pm, check out on 13 Nov 10.30am). The final accommodation costs will be determined by CSC Changi.

We recommend staying at **CSC Changi II** as the rooms are generally able to cater to larger group sizes and are more cost-friendly. There is also flexibility to **add on additional beds** (additional cost) if required. Please indicate the number of additional beds you require in your email booking.

All accommodation bookings and deposits/payments are to be made directly with CSC Changi. To enjoy discounted booking rates, please email Jan Yeo ([janyeo@csc.sg](mailto:janyeo@csc.sg)) and [sgcanoepolo@gmail.com](mailto:sgcanoepolo@gmail.com) with the following email title, country and category e.g. **"BOOKING FOR ACPC 2023 - Singapore (U21 Men & U21 Women)"** to make your booking.

No.	Location	Type	Unit Number	No. of Bedrooms	Bed Configuration	No. of Pax on beds	Price (SGD) (after 8% GST)	Virtual Tour
1	Changi II	Netheravon Terrace A	A1 (110)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	<a href="https://goo.gl/maps/iapdSnx4Tcuwf16n7">https://goo.gl/maps/iapdSnx4Tcuwf16n7</a>
			A2 (111)	1 (Grd Floor)	2 Single Beds	2		
			A3 (210)	1 (Level 2)	1 Queen Bed	2		<a href="https://goo.gl/maps/fQgDgxupXDS4f0Fd8">https://goo.gl/maps/fQgDgxupXDS4f0Fd8</a>
			A4 (211)	1 (Level 2)	1 Queen Bed	2		
2	Changi II	Netheravon Terrace B	B1 (112)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	
			B2 (113)	1 (Grd Floor)	2 Single Beds	2		
			B3 (212)	1 (Level 2)	1 Queen Bed	2		
			B4 (213)	1 (Level 2)	1 Queen Bed	2		

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3	Changi II	Netheravon Terrace C	C1 (114)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	
			C2 (115)	1 (Grd Floor)	2 Single Beds	2		
			C3 (214)	1 (Level 2)	1 Queen Bed	2		
			C4 (215)	1 (Level 2)	1 Queen Bed	2		
4	Changi II	Netheravon Terrace D	D1 (116)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	
			D2 (117)	1 (Grd Floor)	2 Single Beds	2		
			D3 (216)	1 (Level 2)	1 Queen Bed	2		
			D4 (217)	1 (Level 2)	1 Queen Bed	2		
5	Changi II	Netheravon Terrace E	E1 (118)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	
			E2 (119)	1 (Grd Floor)	2 Single Beds	2		
			E3 (218)	1 (Level 2)	1 Queen Bed	2		
			E4 (219)	1 (Level 2)	1 Queen Bed	2		
6	Changi II	Netheravon Terrace F	F1 (120)	1 (Grd Floor)	2 Single Beds	2	\$5,335.32	
			F2 (121)	1 (Grd Floor)	2 Single Beds	2		
			F3 (220)	1 (Level 2)	1 Queen Bed	2		
			F4 (221)	1 (Level 2)	1 Queen Bed	2		
7	Changi II	Yacht Club (2-bedroom)	A (122)	2	1 Queen Bed, 1 Bunk Bed	4	\$1,838.68	<a href="https://goo.gl/maps/fUJWksrTJ4f6pJwI8">https://goo.gl/maps/fUJWksrTJ4f6pJwI8</a>
8			D (123)	2	1 Queen Bed, 1 Bunk Bed	4	\$1,838.68	<a href="https://goo.gl/maps/SHwke2rJSpirW7wA9">https://goo.gl/maps/SHwke2rJSpirW7wA9</a>
9	Changi II	Yacht Club Chalet	C (124)	5	1 Queen Bed, 8 Single Beds	10	\$3,676.36	<a href="https://goo.gl/maps/auxVZWofSKmwqB6q6">https://goo.gl/maps/auxVZWofSKmwqB6q6</a>
10	Changi II	Yacht Club (3-bedroom)	B (125)	3	2 Queen Beds, 1 Bunk Bed, 3 Single Beds	9	\$2,648.19	<a href="https://goo.gl/maps/u9BemP68U7V5iBbS6">https://goo.gl/maps/u9BemP68U7V5iBbS6</a>
11			E (126)	3	1 Queen Bed, 7 Single Beds	9	\$2,648.19	<a href="https://goo.gl/maps/P4jd1qYfyThpJMqA7">https://goo.gl/maps/P4jd1qYfyThpJMqA7</a>

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12	Changi II	Changi Cottage	101	3	2 Queen Beds, 2 Single Beds	6	\$4,320.63	<a href="https://goo.gl/maps/yWdMWdNx1guPLU4u5">https://goo.gl/maps/yWdMWdNx1guPLU4u5</a>
13	Changi II	Garden Chalet	G (107)	5	3 Queen Beds, 4 Single Beds	10	\$3,948.51	<a href="https://goo.gl/maps/QksrVXvNuBgBWhyLA">https://goo.gl/maps/QksrVXvNuBgBWhyLA</a>
14			H (108)	5	3 Queen Beds, 4 Single Beds	10	\$3,948.51	
15			I (109)	5	3 Queen Beds, 4 Single Beds	10	\$3,948.51	
16	Changi II	Seafront Chalet	A (102)	4	2 Queen Beds, 2 Single Beds	8	\$2,667.60	<a href="https://goo.gl/maps/933cqxiKljqI5sts9">https://goo.gl/maps/933cqxiKljqI5sts9</a>
17			B (103)	4	2 Queen Beds, 2 Single Beds	8	\$2,667.60	<a href="https://goo.gl/maps/NB3rxsPPDJPXkfT68">https://goo.gl/maps/NB3rxsPPDJPXkfT68</a>
18			C (104)	4	2 Queen Beds, 2 Single Beds	8	\$2,667.60	<a href="https://goo.gl/maps/VYED3scY1qN9Fwdo8">https://goo.gl/maps/VYED3scY1qN9Fwdo8</a>
19			D (105)	4	2 Queen Beds, 2 Single Beds	8	\$2,667.60	
20			F (106)	4	2 Queen Beds, 2 Single Beds	8	\$2,667.60	<a href="https://goo.gl/maps/1fzDH16uoqnoxGqGA">https://goo.gl/maps/1fzDH16uoqnoxGqGA</a>
21	Changi II	Fairy Point Bungalow (3-bedroom)	1A (128)	3	1 Queen Bed, 4 Single Beds	6	\$2,737.50	<a href="https://goo.gl/maps/PDvYyWgRPGkCNbY59">https://goo.gl/maps/PDvYyWgRPGkCNbY59</a>
22	Changi II	Fairy Point Bungalow (1-bedroom)	1B (127)	1	1 Queen Bed	2	\$1,544.42	<a href="https://goo.gl/maps/uLMNt3gMr8vKVqys6">https://goo.gl/maps/uLMNt3gMr8vKVqys6</a>
23	Changi II	Fairy Point Bungalow	2 (129)	4	2 Queen Beds, 4 Single Beds	8	\$3,158.82	<a href="https://goo.gl/maps/nCFDrNprGiUTABx CZ">https://goo.gl/maps/nCFDrNprGiUTABx CZ</a>
24			3 (130)	4	2 Queen Beds, 4 Single Beds	8	\$3,158.82	<a href="https://goo.gl/maps/o7JktSQX1goRyeLC9">https://goo.gl/maps/o7JktSQX1goRyeLC9</a>

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25	Changi II	Fairy Point Chalet	1 (131)	4	1 Queen Bed, 10 Single Beds	12	\$4,191.92	<a href="https://goo.gl/maps/gwxN7tDge46qvqdQ7">https://goo.gl/maps/gwxN7tDge46qvqdQ7</a>
26			2 (132)	4	1 Queen Bed, 10 Single Beds	12	\$4,191.92	<a href="https://goo.gl/maps/EJfYS1vtdrMvbEQ16">https://goo.gl/maps/EJfYS1vtdrMvbEQ16</a>
27			5 (133)	4	1 Queen Bed, 10 Single Beds	12	\$4,191.92	<a href="https://goo.gl/maps/HQRhfKtfppT5hic99">https://goo.gl/maps/HQRhfKtfppT5hic99</a>
28	Changi II	Fairy Point Chalet	3 (135)	5	2 Queen Beds, 11 Single Beds	15	\$4,597.75	<a href="https://goo.gl/maps/JGGM5i8EzhMMYgcY7">https://goo.gl/maps/JGGM5i8EzhMMYgcY7</a>
29	Changi II	Fairy Point Chalet	4 (134)	6	2 Queen Beds, 13 Single Beds	17	\$5,156.28	<a href="https://goo.gl/maps/fzoaJFSsA8ghLeDy9">https://goo.gl/maps/fzoaJFSsA8ghLeDy9</a>
30	Changi II	Fairy Point Chalet	6 (135)	4	1 Queen Bed, 8 Single Beds	10	\$4,597.75	<a href="https://goo.gl/maps/7Dc6rt55oQMLTRbJ9">https://goo.gl/maps/7Dc6rt55oQMLTRbJ9</a>
31	Changi II	Fairy Point Chalet	7 (134)	4	2 Queen Beds, 4 Single Beds	8	\$5,156.28	<a href="https://goo.gl/maps/h4GetoNKeruf935f8">https://goo.gl/maps/h4GetoNKeruf935f8</a>
32	Changi I	Deluxe Suite	301	1	1 King Bed	2	\$2,274.50	<a href="https://goo.gl/maps/n4FB6vcUMYT2">https://goo.gl/maps/n4FB6vcUMYT2</a>
33			302	1	1 King Bed	2	\$2,274.50	
34			303	1	1 King Bed	2	\$2,274.50	
35	Changi I	Superior Suite	401	1	2 Super Single Beds	2	\$2,274.50	<a href="https://goo.gl/maps/2LpB85OqxpH2">https://goo.gl/maps/2LpB85OqxpH2</a>
36			402	1	2 Super Single Beds	2	\$2,274.50	
37			403	1	2 Super Single Beds	2	\$2,274.50	



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