

# FISA Manual

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## **Appendix E : The FISA Congress**

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## Section A : Hosting a World Championships



## A.1. Introduction

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### A.1.1. Staging World Championships and Olympic Games

This Manual is intended to assist Federations and Organising Committees (“OCs”) that are interested in staging a FISA World Championships or an Olympic Games. It is also intended to act as the sport’s design manual for the construction of new rowing venues or for the improvement of existing venues to achieve the necessary standards for this level of event. The Manual must be read in conjunction with the FISA Rule Book. As course developments change, it is possible that this Manual will differ from the FISA Rule Book. In this instance, consultation should be sought from FISA for the appropriate action.

It is important to recognise that the standards and requirements for FISA World Championships and Olympic Games cannot be met on a course that only complies with the minimum dimensions necessary for a standard international course (see Bye-Laws to Rules 28 to 30).

While this Manual focuses on the standards and requirements for staging a senior World Championships, it endeavours to indicate where requirements might differ for Rowing World Cup regattas, World Rowing Junior Championships, World Rowing Under 23 Championships and Continental Rowing Championships.

The Manual does not attempt to cover in detail every aspect of staging a FISA World Championships or an Olympic Games. The relationships between Governments, Federations, Municipal Authorities, Sponsors, etc. are so different around the World that it is not possible to recommend any one method of arranging the finance, the sponsorship, the administration, the publicity, etc. Organising Committees should read this Manual as a guide to hosting an event.

Where there is a firm requirement for a specific action, the Manual will specify this with appropriate language - “shall”/“will”/“must” rather than “should”/“recommended” etc.

The promotion of the sport of rowing, through World Championships and Olympic Games, is a vital element in the future success and development of the sport. Promotional aspects are given much greater prominence in this latest version of the Manual.

This 2010 Manual replaces the FISA Manual for Rowing Championships 4th Edition, published in January 2009.

### A.1.2. DOCUMENTATION

Essential documentation can be obtained from the FISA Office in Lausanne, Switzerland and basic information can be provided in response to written enquires.

FISA  
Maison du Sport International,  
Av. de Rhodanie 54  
1007 Lausanne  
Switzerland  
Tel +41-21-617-8373 Fax +41-21-617-8375  
Web Site - [www.worldrowing.com](http://www.worldrowing.com) E-mail - [info@fisa.org](mailto:info@fisa.org)

The FISA Manual and other technical information is available on the FISA Extranet. For access to this site, contact the FISA office.

In addition to this Manual the other key document is the FISA Rule Book comprising:

- Statutes and related Bye-Laws
- Rules of Racing and related Bye-Laws
- Regulations for FISA Events
- Appendices

### **A.1.3. VISITS AND INSPECTIONS**

It is strongly recommended that, in the early stages of the development of the proposed rowing venue, there should be a visit to the venue by a member of the FISA Events Team.

This visit would normally take between 1 and 3 days to complete, depending upon the stage of the development of the project, i.e. a new course, an existing venue, a new event etc.

Ideally, at least one month's notice should be given to the FISA Headquarters in order to arrange this first visit.

The number of days of the visit and responsibility for the expenses will be specified in advance. The applicable fees for FISA's consultancy services will also be specified in advance.

If further visits are requested by the venue developer or event organiser, then FISA will, whenever possible, arrange for the same experienced person to be available. In this case, additional expenses will be incurred.

### **A.1.4. FISA CONSULTANCY SERVICES**

FISA is very willing to work closely with National Federations, Government organisations and Developers in order to provide technical advice and guidance on the planning and construction of international rowing venues.

This includes both creating completely new venues and upgrading existing ones. The support can be made available either through the supply of relevant documentation or by visits and inspections from the FISA technical experts.

FISA is also willing to give advice and guidance to National Federations and Organising Committees on the creation of new events or the improvement of existing events.

In some cases, FISA may levy a charge for consultancy services rendered. A schedule of fees is available from the FISA office.

## **A.2. ATTRIBUTION OF A WORLD ROWING CHAMPIONSHIPS**

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### **A.2.1. THE BID PROCESS**

FISA World Rowing Championships shall be attributed to a Federation for organisation at least four years in advance. The Council shall decide the dates of the Championships at least two years in advance.

Once a Federation has decided to become a Candidate for organising a future FISA Championship, the first step must be to complete the set of bid documents that are available from FISA to the Candidate cities within the period prescribed by the Executive Committee. The purpose of the documents is to assemble the key information from all Candidates so that the Council and the Congress can make a decision about the attribution of the Championship. The Bid Documents including all supporting documentation must be completed in English. The information provided in the documents will then form the part of the agreement between the successful Candidate and FISA.

Each Candidate Federation must present written guarantees on several topics to the Council, including one from their national governmental authorities that rowers from all the countries whose Federations are affiliated to FISA will be admitted to the country hosting the Championships if the Championships are awarded to that Federation and must submit a written undertaking in which they agree to sign the Event Agreement if they are successful. The Bye-Laws shall prescribe the conduct permissible by bidding Federations during the period of their candidatures.

The Executive Committee may send to the Candidate sites, at the cost of the respective Candidate Federations, a group of experts to evaluate, in reference to the answers given in the questionnaires, the conditions under which the Championships could best be held. The delegation designated by FISA will inspect the course, the facilities and the proposed accommodation sites several months before the appropriate Congress. It is important that the FISA Team meet the key people who will be responsible for the organisation of the event, particularly the person in charge of the course itself. The inspection and meetings can usually be carried out during one or two days. All the costs of the inspection will be borne by the Candidate City.

After each inspection the delegation will produce a report highlighting the advantages and disadvantages of the Candidates' proposals. Attention will be drawn to any features that do not comply with the specified standards.

The Council will evaluate all Candidates and will circulate a report to all National Federations two months before the Congress.

The Council will select the most suitable Candidate(s) and propose it (them) to the Congress for final approval. The Congress will elect one of the selected Candidates by a majority of valid votes cast. In the event that Congress fails to so elect one of the selected Candidates, a second election will then take place for which all Candidates will be eligible.

The Federation to which the Championships are attributed shall immediately enter into an Event Agreement with FISA to comply with its undertakings.

### **A.2.2. THE FISA MANUAL**

The Event Agreement between FISA and the Federation to which the Championships are attributed shall include the requirement that the Federation must comply with the specifications and standards contained in the latest version of this FISA Manual for Rowing Events.

Federations should carefully study and understand the implications of this Manual before applying to become a Candidate for a FISA World Rowing Championships.

### **A.2.3. BID UNDERTAKING AND EVENT AGREEMENT**

The National Federation and the City are required to submit a written Bid Undertaking (to be provided by FISA) in which they each, jointly and severally agree to enter into the Event Agreement. This undertaking will be legally binding and, irrespective of whether the signatories of the undertaking and/or their relevant political parties should change between the date of its signature and the date of signature of the Event Agreement, shall remain in force until either the organisation of the Championships has been awarded to you and you have duly executed the Event Agreement (subject to any amendments approved by FISA) or the organisation of the Championships is awarded to one of the other Candidates.

In the Event Agreement, the Federation and the City will undertake to comply with all the required standards and conditions for the staging of the Championships, and for all the facilities, together with the appropriate organisational actions to stage a successful Championship. The parties to the Event Agreement will be FISA, the National Federation and the City and will incorporate inter alia the questions asked and the answers provided in the bid questionnaire.

## A.3. Financial & Commercial ASPECTS

### A.3.1. BUDGETS

The Championship budget is a critical tool in the process to prepare a successful bid and then a successful Championship. Many grand plans for the Championships have gone astray due to inadequate budgeting or because of unrealistic expectations. It is therefore critical that a realistic budget be prepared well in advance so that realistic plans can be made for the magnitude of the Championships. Commitments on income must also be received well in advance.

The bid process forces the Bid Committees to look carefully at their existing infrastructure for staging regattas and determine which elements it would be necessary to improve permanently/temporarily or on hire/rent basis for the Championships. The costs of services such as transport, accommodation and hospitality also need to be identified. All these costs, once known, will determine the total cost of staging the Championship at the venue. The Bid Committee must then get commitments from potential funding sources in order to determine how the cost of the Championships can be covered.

In order to assist in the bid process, a Budget Work Sheet for FISA World Rowing Championships Candidates is included - see Appendix A.3.1. "Operating Budget Template".

Once awarded the right to host a World Championships, the Organising Committee is obliged to provide FISA with an updated budget every six months, from the date that the Championships was allocated. Six months after the event, the Organising Committee may be required to submit to FISA a summary of the event accounts, in the format prescribed in a template that will be supplied by FISA.

#### A.3.1.1. Foreign Exchange Risk

Successful Bidders for World Championships to be held outside the Euro area will be exposed to foreign exchange (FX) risk. This is because Bidders are required to price their accommodation and transport offers as part of the bid documents in Euro. If FX rates for the local currency against the Euro change between the time of the bid and the championship (typically 4 years), the Organising Committee is exposed to the potential cost (or gain) from the difference. However in most countries it is possible to hedge most of this risk by entering into forward currency exchange contracts. Organising Committees should calculate their expected Euro receipts from team accommodation using the formula

*Number of Athletes and team Officials \* number of nights \* room price in Euros*

to estimate the amount of income to be received approximately two months before the event. The Organising Committee can then enter into a forward contract with its bank to sell the Euros forward for settlement shortly before the Championships, thereby fixing the price in local currency and eliminating the currency risk. Obviously it will be necessary to make assumptions about the size of the entry, the average length of stay and the number of teams who will choose to make their own arrangements directly. However by covering forward in this manner the Organising Committee can substantially reduce its exposure to FX risk.

While the decision as to whether to hedge or not rests with the OC, FISA will not accept any subsequent proposal from an Organising Committee to amend the prices in their bid because of FX rate movements, given that it is possible to protect against this risk.

## **A.3.2. Organising Committee INSURANCE**

### **A.3.2.1. Civil Liability Insurance**

The National Federation and City shall warrant to FISA that they shall enter into insurance contracts providing for full coverage of their civil liability in connection with the organisation and staging of the Championships and naming FISA and FISA' representatives - including but not limited to FISA Council members, officers, contractors and other representatives - as co-insured.

Such insurance shall provide cover for an amount of at least Euros 7'000'000 (seven million Euros) for each occurrence for the World Championships, and Euros 3'000'000 (three million Euros) for the Junior, Under 23 and European Championships.

This insurance coverage shall be entered into within three months of signature of the Event Agreement and will terminate once the Organising Committee ceases operations.

Copies of the relevant insurance contracts shall be submitted to FISA upon their signature.

### **A.3.2.2. Indemnity**

The Organisers shall indemnify and keep FISA (and FISA's representatives as defined above) harmless against any and all claims of third parties arising out or connected with the organisation and staging of the Championships as well as costs including reasonable attorneys' fees incurred by FISA and/or FISA's representatives in connection with such claims.

### **A.3.2.3. Cancellation Insurance Cover**

The Organisers shall establish insurance covering their own financial losses arising from total or partial cancellation or postponement of the Championships. Upon request, FISA shall (at the Organiser's cost) assist the Organisers in establishing such an insurance cover.

In any event, the insurance coverage shall be finalised at the latest one year in advance of the Championships. Copies of the relevant insurance contracts shall be submitted to FISA upon their signature.

## **A.3.3. Guarantees**

If national, regional or local Governmental authorities or other entities are financial participants or guarantors to the budget of the event, they must confirm their financial contribution or support in writing. Such letters of guarantee must be presented by the Bidder to the FISA Council. The letters should state the extent of the support (financial or "in kind").

## **A.3.4. COMMERCIAL RIGHTS**

"Commercial Rights" mean any and all commercial and intellectual property rights, in any and all media arising from and/or in connection with the World Rowing Championships and any part or aspect of them. These rights include but are not limited to, all sponsorship, advertising, licensing/merchandising, broadcasting, multimedia, interactive and internet related rights of any sort.

All Commercial Rights as well as any revenue derived from them are the exclusive property of FISA. However there are certain commercial rights that FISA allows the Organising Committee to purchase from FISA and then exploit for its own benefit, or in another scenario, be granted at no cost and then be exploited for the shared benefit of FISA and the Organising Committee. These rights and the manner in which they may be exploited are described in the FISA Marketing Manual for World Rowing Championships. See Appendix A.3.4. for the latest version of this Marketing Manual.



## A.4. THE Organising Committee AND FISA

### A.4.1. THE Organising Committee

Each Federation will operate in its own way, both in the period leading up to the allotment of a Championship and then afterwards, when it is necessary to form an Organising Committee for the event itself.

The differences in the structure and operation of various Organising Committees will be due to many factors - geography, government, personalities, etc. - and it is clear that there is no single, perfect method of organisation.

However, the range of tasks, functions and responsibilities necessary for the staging of a top class Championships is wide but generally similar. Three years is the absolute minimum recommended time for an Organising Committee to be fully formed and at work.

To assist in defining the workload of an Organising Committee two examples of structures and responsibilities are included in this Manual. Appendix A.4.1.a shows the organisation structure used for the World Championships in Karapiro, New Zealand in 2010. Appendix A.4.1.b shows the organisation structures for the 2006 World Championships in Eton, Great Britain and the 2004 Championships in Banyoles, Spain. Appendix A.4.1.c shows the organisation structure for the Hamburg 2011 Rowing World Cup.

There is a very real difference between a FISA Championships and an annual, international regatta. It is essential that the Organising Committee recognises this and that every opportunity is taken for FISA to be involved at all stages, offering advice and guidance based on the experiences of previous Championships.

One of the key members of the Organising Committee must be a highly experienced person who is responsible for the regatta course and for all the technical installations. Once the Championships start, problems will inevitably occur and it is vital for this responsible person to be immediately available to deal with the problem.

### A.4.2. THE ROLE OF FISA

FISA Championships are staged in close co-operation between the Organising Committee, the National Federation and the International Federation (FISA). FISA will play an overall supervisory role throughout the planning and preparation period.

During the Championships FISA will take complete control of the event, working through the Organising Committee.

The contract will be entered into between FISA, the National Federation and the Host City. It will be based upon the answers to the bid questionnaire and upon any promises made at Congress or during the inspection process. It will require compliance with the specifications and standards contained in the most recent version of the FISA Manual.

After the bid process, in the preparation period before the Championships, discussions will need to take place between FISA and the Organising Committee at the Championships location. Minutes of these meetings should be carefully recorded by the Organising Committee and agreed between FISA and the Organising Committee within two weeks of the meeting taking place. Care should be taken to define the timetable of decisions, particularly those with financial implications. Once decisions have been made and recorded either party must not alter them without the agreement of the other side. Late or altered decisions can have serious implications. They can be avoided by proper planning and good communication.

In the FISA Rule Book, under the Regulations for FISA events, the section "Preparations and Operations" states that "The organisers of the Championships will be responsible for the entire expenses of up to twelve "person" visits by individuals designated by FISA to inspect the venue and review preparations

with the Organising Committee prior to the Championships". These visits could be in groups or as individuals. However, the Organising Committee is responsible for twelve individual flights with the accompanying hotel nights and meals.

The FISA Events Commission will take a leading role in these visits and inspections. One member of the Commission will be appointed as the Technical Delegate, to liaise with the Organising Committee on all technical matters.

The FISA Technical Delegate will check that all the people responsible for the various sections (e.g. competition facilities, boathouse facilities, team facilities, etc,) have been given access to the relevant sections from the Manual. This Manual is an essential working document and the information must be distributed down to the workers in every section of the organisation.

### **A.4.3. UPDATED QUESTIONNAIRE FOR HOST CITIES**

Once a Championship has been allotted to a particular Federation the detailed planning will need to begin and it is essential that regular discussions and meetings take place between FISA and the Organising Committee. This is particularly important before any major projects are started regarding buildings, installations or general construction works.

In order to assist this process it is necessary for the Organising Committee to update their response to the original Questionnaire and to provide much more detailed information. A final update of the Questionnaire should be delivered to FISA one year before the Championships.

### **A.4.4. DEVELOPING Federations AND ADAPTIVE ROWING**

It is important for the future of world rowing that every encouragement is given to the developing Federations and adaptive rowers to participate in FISA Championships. To this end FISA invites the Organising Committee to commit to giving as much assistance as possible to the adaptive crews and crews from the developing Federations. For the purpose of this requirement, FISA will provide upon request a list of those Federations that it recognises as "developing Federations".

The assistance for the adaptive rowers and rowers from developing Federations can be in many forms - financial support to travel costs, subsidised accommodation, free accommodation with local "nationals" of the particular country, free use of good, local boats, technical and coaching support through a sponsored training camp, etc.

The assistance for the adaptive crews and for the developing Federations shall be co-ordinated with FISA and should not be negotiated with individual Federations directly without FISA's overall approval of the proposals.

Before the Championships the Organising Committee is expected to offer a two week training camp in local clubs for crews from developing Federations that offers free accommodation, meals, boats and coaching for up to three individuals (rowers and coach or rowers) from each Federation identified. Additional rowers and coaches can be charged at a per day rate declared and agreed in advance.

During the Championships the Organising Committee is expected to offer free of charge accommodation, meals, transport and boats for 10 days for a minimum of 100 persons from developing Federations.

## **A.5. EVENT PROMOTION**

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### **A.5.1. SUBCONTRACTING A PUBLIC RELATIONS AGENCY**

The Organising Committee should enter into a contracted relationship with a professional public relationships agency. Such an agency should be experienced in the promotion of international sports events, and should be able to draw on international, national and local resources to develop successful local promotions for the Championships.

It is advised that this relationship should commence at least two years prior to the Championships to ensure an effective and sustainable build up of local and international promotion.

### **A.5.2. PROMOTIONS AND MEDIA PLANS**

A detailed promotions and media plan must be prepared to ensure a consistent and efficient promotion of the event across all target groups.

The plan must list all promotional materials and activities which are to be used in the promotion of the Championships. This might include timely press conferences, promotional events (e.g. promotional ergometer competitions in a local shopping mall, special promotional activities with national rowing stars, guided media tours of the Championships Venue, promotional stands at other rowing or non rowing events in the region, etc.), and the publication of brochures/flyers/posters, timely articles in local and national press, etc.

The promotions plan must take into consideration the following aspects:

- The promotional objectives of the National Federation and the Organising Committee.
- The promotional objectives laid out by FISA for the Championships.
- Promotional activities prior to the Championships.
- Promotional activities targeting specific groups e.g. general public, the rowing family, media, sponsors.
- Hospitality plans.
- Additional attractions at the event e.g. music, entertainment, market place.

The draft Championships budget provided by FISA includes a provision for the cost of this Public Relations service in each Candidate's bid.

## A.6. Environmental Good Practice

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FISA is committed to promoting practices within the sport of rowing which are environmentally sustainable.

Environmental sustainability in rowing includes social, cultural, economic and ecological responsibility which fulfils present needs while allowing future generations to meet their needs.

FISA expects that World Rowing Championships events are organised and run in a way that protects environmental and social conditions in and around the proposed venue.

Event organization should consider the following:

- »» Undertake an assessment of all aspects of environmental sustainability related to the preparation, hosting and decommissioning of the event as outlined in the following sections.
- »» Based on the above assessment, develop a simple environmental sustainability management system, which clarifies the goals, objectives for environmental sustainability for the event, outlines the plan of action and how that plan will be monitored and reported on.
- »» Consult and involve local community and stakeholders who are affected by your event in your planning.
- »» Ensure that the event meets the environmental requirements of federal, regional and local legislation.
- »» Develop educational materials for the public on how the event is working towards environmental sustainability.

For more details on FISA's environmental sustainability policies and guidelines please consult the environmental page on FISA's web site (<http://www.worldrowing.com/index.php?pageid=61>).

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# Section A - Appendices





## Appendix A.3.1. Operating Budget Template

(YEAR) World Rowing Championships Bid Questionnaire				
Provisional Operating Budget				
	Income and Expense	INCOME in euros	EXPENSE in euros	Comments
SECTION A. GENERAL INFORMATION				
	OC personnel		0.00	
	OC Travel		0.00	
G1.1	FISA Visits - within Europe*		0.00	Up to 12 visits before the event - cost of flights (accommodation and meals to be covered separately by the OC).
	Other		0.00	
<b>General Information Sub-Total</b>			<b>0.00</b>	

SECTION B. THE VENUE - FACILITIES & OPERATIONS				
<b>B1 Maps &amp; Plans</b>				
B1.1-2	Venue and layout plans		0.00	
<b>B2 The Water body</b>				
B2	Maintenance of water body or banks		0.00	
<b>B3 The Course</b>				
B3.2	Warming up, Cooling down area		0.00	Swimming lines, big buoys, anchors
B3.4	Albano system		0.00	Buoys, wires, anchors
B3.5	Advertising fixing		0.00	8mm wire along the course, anchors, cross wires
	Course signs		0.00	
	Other		0.00	
<b>B4 Regatta Facilities</b>				
B4.1	Start Tower		0.00	
B4.2	Start Bridge		0.00	
F1.1	Adaptive Start Bridge		0.00	If applicable
B4.3	Aligner's Hut		0.00	
B4.4	Intermediate Timing Huts		0.00	
B4.5	Finish Tower		0.00	
	Timing cabling		0.00	
	Other		0.00	
B4.6-10	Pontoons in Finish Area		0.00	Victory Ceremony, motorboats, rescue, TV work pontoon
B4.11	Public address		0.00	
B4.12	Local presentation		0.00	Local commentators & announcer
G1.1	Sports presentation service*		0.00	Costs of FISA Presentation Team (fees and travel costs)
	Other		0.00	
<b>B5 Technology</b>				
B5	Results & Data Service*		0.00	Provided by the FISA contract partner (includes equipment)
B5.1	Photocopying Service		0.00	
B5.2	Athletes' scoreboard		0.00	3 rows, If applicable
B5.3	Video board		0.00	
B5.4-5	Telephone lines		0.00	Timing, Regatta organisation
B5.6	Walkie-talkies		0.00	At least 50, including 20 for FISA
B5.7	Intercom System		0.00	
B5.8	Mobile phones		0.00	12 for FISA
B5.9	Broadband Internet service		0.00	Throughout the venue; cabled and wireless
B5.9	Internet service for teams		0.00	Wi-fi, internet cafe
	Other		0.00	
<b>B6 Motor boats</b>				
B6.1	Umpires		0.00	Minimum 6 catamarans
B6.2	TV catamarans		0.00	Up to 3, rental from FISA
B6.3	Commentary		0.00	Minimum 2 catamarans
B6.4	Rescue boats		0.00	Minimum 5 boats
B6.5	Work/service boats		0.00	Minimum 5 boats
	Fuel for boats		0.00	



	Service facilities		0.00	
	Other		0.00	
<b>B7 boathouse - Team Facilities &amp; Services</b>				
B7.1	Boat storage		0.00	Storage for 350 boats
	- Indoor		0.00	
	- Outdoor		0.00	
B7.2	Changing Rooms		0.00	
B7.3	Showers		0.00	
B7.4	Toilets		0.00	
B7.5	Launching Pontoons		0.00	Ideally 4 pontoons 6x20m
B7.6	Control Commission Hut		0.00	
B7.7	Athlete weighing		0.00	
B7.8	Boat weighing		0.00	
B7.9	Adaptive classification		0.00	
B7.10	Ergometers		0.00	
B7.11	Boat repair & boat builders		0.00	Serviced space (with electricity supply) for at least 6 boatbuilders
B7.12	Boat washing		0.00	
B7.13	Welcome and Information Centre		0.00	At the airport (train station) and at the venue
B7.14	Rest Area		0.00	
B7.15	Coaches' viewing		0.00	Bike rental, minibuses, platforms
	Tents, containers		0.00	
	Other		0.00	
<b>B8 Offices &amp; Meeting Rooms</b>				
B8.1	Meeting Rooms		0.00	
B8.2	The Draw room		0.00	
B8.3	Jury room and lockers		0.00	
B8.4	OC Offices on site		0.00	
B8.5	FISA offices		0.00	
	Office Equipment		0.00	Computers, paper, etc.
	Tel, Fax, Postage		0.00	
	Other		0.00	
<b>B9 Medical Facilities/Services</b>				
B9.1	Medical Centre and Services		0.00	Medical Centre, ambulances, access to hospitals
B9.2	Doping Control Centre and Testing costs		0.00	Estimated cost of testing, transport of samples and analysis at WADA-approved laboratory
B9.3	Massage Area		0.00	
B9.4	First aid		0.00	
B9.5	Ambulances		0.00	
B9.6	Rescue Service		0.00	
	Other		0.00	
<b>B10 Written media</b>				
B10.1	Media Centre		0.00	
B10.2	Press Operations		0.00	
B10.3	Press copy centre		0.00	
B10.4	Press Grandstands		0.00	
B10.5	Photographers Facilities		0.00	Start, platforms and/or pontoon boats
	Equipment		0.00	Tel/fax lines, photocopying
	Other		0.00	
<b>B11 Television production</b>				
B11.1	Cost of host broadcast		0.00	
B11.2	TV compound		0.00	
B11.3	Commentary positions		0.00	
B11.4	Closed Circuit TV production		0.00	
B11.5	TV monitors		0.00	
<b>B12 Spectators Facilities and Services</b>				
B12.1-3	Grandstands			
	Construction of Permanent Grandstands		0.00	
	Rental of Grandstands		0.00	
B12.4	Food & beverage services		0.00	
B12.5	Information service		0.00	
B12.6	Merchandising & market place		0.00	

B12.7	Sanitary facilities		0.00	
B12.8	Banking, Post		0.00	
B12.9	Ticketing costs		0.00	
	Other		0.00	
<b>B13 Hospitality Facilities and Services</b>				
B13.1-2	VIP facilities		0.00	Facilities
	VIP services		0.00	Catering, other services
<b>B14 Environmental Sustainability</b>				
B14.1-3	Environmental sustainability costs		0.00	EMS, consultation fees, water and air quality measuring
Venue - Sub-Total			0.00	

**C. EVENT OPERATIONS**

<b>C1 Meteorology</b>				
C1	Meteorological services		0.00	During the event
	Other		0.00	
<b>C2 Organising Committee Publications</b>				
C2.1	Website set up and maintenance		0.00	
	OC Publications		0.00	Bulletins, Team Managers Manual
	Souvenir programme, start and result lists		0.00	
	Other		0.00	
<b>C3 Security</b>				
C3.1	Security services		0.00	
	Other		0.00	
<b>Accreditation &amp; Entries</b>				
0				
	Accreditation Centre & Equipment		0.00	
	Accreditation service		0.00	
	Crew photo albums			
<b>C4 Ceremonies and Social Events</b>				
C4	Opening Ceremony		0.00	
C4	Victory Ceremony*		0.00	Medals, Diplomas, flags, backdrop, anthems per FISA Regulations
C4	Nations Dinner		0.00	For approximately 200 people
C4	FISA/OC receptions		0.00	
C4	Media Reception		0.00	For approximately 50 people
C4	Jury Reception		0.00	For approximately 50 people
C4	Farewell Party		0.00	
	Other		0.00	
<b>C5. Event Promotion</b>				
0				
C5	PR Agency fee		0.00	
C5	Promotional activities		0.00	Newspapers, TV, radio, posters, promotional tours etc
	Other		0.00	
Event Operations Sub-Total			0.00	

**D. EVENT LOGISTICS**

<b>D1 Accommodation</b>				
D1.1	Teams		0.00	Any costs other than actual accommodation (room) costs
D1.2, G1.1	FISA Council, Commission and staff members (B&B)		0.00	Per FISA Regulations (30 persons x 10 days single rooms)
G1.1	Jury (Full Board)		0.00	Per FISA Regulations (18 persons x 10 days single rooms)
G1.1	FISA Commentary Team (B&B)		0.00	4 persons x 10 days single rooms
G1.1	FISA Timing & Results Service Provider (Full board)		0.00	7 persons x 12 days single rooms
	OC personnel		0.00	
	Other		0.00	e.g. TV catamaran drivers
<b>D2 Food Services</b>				
D2.1	Teams		0.00	Any costs other than actual meal costs
D2.2	OC, Jury, FISA, Presentation team		0.00	Lunches at the venue

D2.3	Media catering		0.00	Light snacks, tea, coffee, water
D2.4	Bottled water		0.00	
D2.4	Water quality analysis		0.00	
	Other		0.00	
<b>D3 Transportation &amp; Parking Services</b>				
D3.1	Welcome desk		0.00	At the airport
G1.1	Jury members travel costs*		0.00	Per FISA Regulations
D3.2	Airport transport		0.00	Per FISA Regulations
D3.3	Local transport		0.00	Between the venue & the hotels
D3.5	Traffic management		0.00	
D3.6	Transport facilities		0.00	Dispatch office, waiting areas, drop off, etc.
D3.7	FISA vehicles		0.00	
D3.8	Spectator transport		0.00	e.g. Park and Ride
	Parking		0.00	Teams, Officials, Media, VIP/Sponsors, and Spectators
	Boat Transport		0.00	
	OC vehicles		0.00	
	Signage		0.00	Within the venue, and outside (to help Spectators find the venue from the city).
	Other		0.00	
<b>D4 Development Programme</b>				
D4.1	Meals, accommodation and transport		0.00	x persons for 10 days, full board, free of charge
D4.2	Training Camps		0.00	Co-ordinated with the FISA Development Programme.
D4.3	Boat Provision		0.00	Assistance with boats for developing countries where requested.
	Other		0.00	
Event Logistics Sub-Total			0.00	

**SECTION E - THE FISA CONGRESS**

E1.1	Facility Rental		0.00	To accommodate 300 people
	Audio Visual Equipment Rental		0.00	Computer projector and big screen video board
E1.2	Translation Equipment Rental		0.00	4 interpretation booths and 300 head sets
E1.2	Interpreters		0.00	FISA approved professional interpreters (at the cost of the Organising Committee).
	Congress Lunch		0.00	For up to 250 people
	Other		0.00	
FISA Congress Sub-Total			0.00	

**SECTION G - FINANCIAL AND COMMERCIAL ASPECTS**

<b>G1 Budget</b>				
	Bidding fee		0.00	
	Hosting fee		0.00	
	Contingency amount		0.00	Unexpected expenses
<b>G2 Commercial Rights</b>				
G2.1	Commercial rights fee		0.00	
G2.1	Grant funding & sponsors			
	NF	0.00		National Federation
	NOC	0.00		National Olympic Committee
	National Government	0.00		
	Regional Government	0.00		
	Local Government	0.00		
	Military Forces	0.00		
	Local sponsors	0.00		From sale of Commercial Rights purchased from FISA.
	Foundations	0.00		
	Individuals	0.00		
	Other	0.00		
	Ticket Sales			
	Presidents Grandstand	0.00		Additional seats purchased by NFs

	FISA Family Grandstand	0.00		Pre-sales to National Federations - reserve 1000 tickets
	Reserved Seats	0.00		Spectators (numbered seat)
	General Admission	0.00		Spectators (non-numbered seats)
	Souvenir program, start and result lists.	0.00		Official event souvenir programme advertising, sales
	Tourist packages	0.00		
	Food services	0.00		
	Market place	0.00		
	Other	0.00		
<b>G3. Merchandising &amp; Licensing Programme</b>				
G3.1	Merchandising & licensing income	0.00		Profit share.
<b>G4. Insurance</b>				
	General Liability		0.00	FISA to approve.
	Public Liability		0.00	FISA to approve.
	Contingency		0.00	FISA to approve.
	Other		0.00	FISA to approve.
<b>Finances Sub-Total</b>		<b>0.00</b>	<b>0.00</b>	
<b>Total Income</b>		<b>0.00</b>		
<b>Total Expenses</b>			<b>0.00</b>	
<b>Operating Surplus OR Deficit</b>			<b>0.00</b>	

\* These amounts are fixed at the time of the bid. Any costs relating to these expense items over and above this total amount will be covered by FISA.



## **Appendix A.3.4. marketing Manual for the World Rowing Championships**

Note: This is a generic Marketing Manual. A Marketing Manual will be issued that is specific to each Championship and will include the dates and monetary figures relevant to the Championships.

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## DEFINITIONS

**For the purpose of this Manual, the following abbreviations, words and expressions shall have these meanings:**

Bid Committee	Means the Committee which has been formed by the city and national Federation to bid for the right to organise the staging of the Championships.
Broadcasting and Media Rights	Means the right to transmit, make available and otherwise distribute coverage of content and/or Championships Coverage/or other services or information relating to the Championships (and any and all associated activities), together with other material, by any means of any delivery system on any delivery basis now known or hereafter devised, including by means of all forms of media now known or hereafter developed including photograph, television, radio, video and/or audio formats, fixed media formats (including without limitation videogram, DVD, CD-Rom, Blu-ray, CDI, Mobile Technology and the Web (howsoever delivered), theatrical and non theatrical distribution together with all rights of access to Venues for the purposes of producing the same and including, for the avoidance of doubt, the Television Rights.
Broadcast Partner	Means that Partner or Partners which have been appointed by FISA to produce, represent, distribute or exploit its Broadcast and Media Rights. Currently FISA's Television Partners are the EBU (for the European territory) and Quattro Media for the rest of the world.
Commercial Rights Contract	Means the contract which must be signed by FISA and the appointed Organisers at the time of their appointment by the FISA Congress and through which certain televisual and non-televisual Commercial Rights are granted by FISA to the Organisers in return for a Fee and which are then for the Organisers to exploit for their own benefit.
The Championships	Means the World Rowing Championships.
Championship Marks	Means any Mascot, Symbol, Logo, Legend or Device associated with the Championships.
Commercial Rights	Means all rights of a commercial nature relating to the Championships including without limitation, Advertising Rights, Broadcasting and Media Rights, Concession Rights, Website Rights, Ticketing Rights, Data Rights, Merchandising Rights, Publishing Rights, Video Games Rights, Sponsorship Rights, Hospitality Rights, Catering Rights, Official Status Rights and Other Rights.
EBU	Means the European Broadcasting Union, a professional association of European broadcasting organisations (Members), whose activities include Eurovision news and programme exchanges (including sport).
Event Agreement	Means the contract which must be signed by FISA and the appointed Organisers at the time of their appointment by the FISA Congress and through which the Organisers are appointed to organise and stage the Championships.
FISA	Means Fédération Internationale des Sociétés d'Aviron, The International Rowing Federation, the world governing body for rowing recognised by the International Olympic Committee.
FISA Marks	Means the name and logo of FISA and of World Rowing and the Official name, logo, symbol, legend and mascot (if any) of the Championships and/or any of World Rowing events owned by FISA.



Organisers	Means the Organising Committee which anticipates being, is bidding for, or has been duly appointed by FISA and the respective City and National Federation to organise the staging of the Championships.
Official Supplier	Means any third party to whom the Sponsorship Rights to FISA and the Championships have been granted by FISA in exchange or part-exchange for the supply of its products and/or services.
Presenting Sponsor	Means a Sponsor whose Rights include the usage of its name within the official title of the Championships e.g.: "The [Year] World Rowing Championships presented by [Sponsor]."
Local Sponsor/Supplier	Means any third party which is appointed by the Organisers and to whom limited Commercial Rights have been granted via the Commercial Rights Contract following the written permission of FISA.
Sponsor	Means any third party to whom any of the Commercial Rights pertaining to FISA and/or the Championships have been granted by FISA or have been granted by the Organisers following the written approval of FISA.
Value in Kind or VIK	Means any goods or services received or receivable by the Organisers in return for any Commercial Rights at or in connection with the Championships.
Venue	Means the venue at which the Championships will be held which throughout the event period shall be controlled by the Organisers, including but not limited to the main regatta course, Spectator stands and any dressing rooms, warm-up/cool-down areas, Technical Areas, Medical Areas, media areas or other rooms or constructions at or within the Venue, and any other areas to which Spectators, participants, VIPs and any guests are admitted, car parking facilities, camping site and all areas necessary for the exploitation of the Commercial Rights, and as the context may require and to the extent that the Organisers are able practically to control access to the same, the immediate environs of such facility (including the air space above it).

## FOREWORD

### **The Purpose of this Manual**

The purpose of this Manual is to provide detailed information concerning the Commercial Rights and the Broadcasting and Media Rights related to the Championships. It is intended for each National Federation and City interested in bidding for the World Rowing Championships and, subsequently, for the Organising Committee which would be appointed by the successful Candidate.

A full understanding and acceptance of every aspect of this Manual is essential as it places obligations on all of those involved. This understanding and acceptance must be confirmed in both the Bid Undertaking and the Event Agreement.

If at any time more information is required or particular points need clarification, FISA will be very pleased to help.

The contact details are as follows:

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## SECTION A: Background

### 1. Ownership of the Championship's Commercial and Broadcast and Media Rights

FISA is the owner and controller of all Commercial and Broadcasting and Media Rights to the Championships.

### 2. Marketing Partnership

Whilst it is FISA's right and responsibility to exploit all the Commercial Rights and Broadcasting and Media Rights for the Championships, it is important that the City and National Federation together with its appointed Organisers work closely with FISA in order to help maximise the potential income, exposure and eventual success of the Championships.

It is this partnership between FISA, the City, National Federation and the Organisers which will generate a productive working relationship. Clear and frequent communication is therefore essential between all parties.

### 3. FISA's Marketing Objectives

FISA's primary marketing objectives are:

- a) To maximise the sponsorship income from the Championships in order to fund FISA's Development Programme and improve the exposure, promotion and profile of the sport of Rowing at the international level.
- b) To achieve a Championships television broadcast of the very highest quality and distribute this to the widest possible audience by as many means and across as many territories as can be achieved.

The Commercial Rights which the Championships create will be put together by FISA in various ways and in different Sponsorship Packages.

Income will be generated for FISA through its sale of the Sponsorship Packages and franchises to Sponsors, Official Suppliers, Licensees, and Concessionaires etc., and also from the sale of the Broadcasting and Media Rights.

The Broadcasting and Media Rights relating to the Championships (which include the production of the host television signal and its live/delayed distribution throughout the world), will be handled and controlled by FISA in conjunction with its Broadcast Partners.

There are also some opportunities for the Organisers to generate income to support their staging budget.

### 4. Commercial Rights package(s) for the Organisers

FISA has noted that Championships' Organisers are receiving an increasing level of financial support from their governments and national/local tourist authorities and sponsors, and are thus coming under pressure to deliver primary, televised Commercial Rights to their partners and national corporations.

Consequently, a new financial model for the Commercial Rights is available (on a compulsory basis) to the Bid Committee at the time of the bid only (see 1.2 below).

## SECTION B: preparing a Bid to Host the World Championships - Some Marketing Considerations

When preparing a bid to host a World Rowing Championships, the following financial points must be taken into consideration:

### 1. Revenue sources for the National Federation and Organiser

Unless otherwise specified, all income raised through the granting of the Championships' Commercial Rights and Broadcast and Media Rights is for the benefit of FISA.

However, there are two revenue-generation models which apply to the Organisers and these are described in more detail in 1.1 and 1.2 below:

#### 1.1 rights that are granted automatically to the Organisers via the Event Agreement and which can be exploited for the Organisers' own benefit

##### -- Public entry ticket sales:

Revenue arising from the sale of gate-entry tickets is for the Organisers. This excludes any revenue derived from advertising on the tickets and, the value of any tickets which are sold or otherwise granted to sponsors as sponsorship rights or benefits.

##### -- Sales of Championships Souvenir Programmes and advertising within

Revenue arising from the sale of the official souvenir programme to Spectators, and the sale of advertising pages to companies or entities which are non competitive with appointed sponsors or official suppliers is also for the OC.

The administration vehicle for this grant of Commercial Rights to the successful Candidate is the Event Agreement which will be signed at the FISA Congress immediately after the appointment has been announced.

#### 1.2 Commercial Rights which the Organiser shall purchase from FISA and can then exploit for its own benefit

It has become apparent that Candidate cities, regions and in some cases the national Federations have their own commercial partners supporting the bidding process but the appointed Organisers have not had any televisual commercial inventory to offer in exchange for their support.

To resolve this situation, FISA has created a new commercial provision for the Championships' Organisers. The successful Candidate is now required to purchase from FISA a fixed package of televisual and non-televisual Commercial Rights. These rights shall then be allocated into three tiers of sponsorship packages for a limited number of local companies and organisations (eg: Local sponsors & suppliers, the city, the Tourist Board, etc).

Any difference between the purchase price paid by the Organisers to FISA and the sale price to the Local Partners shall be solely for benefit of the Organisers. For the avoidance of doubt, FISA shall not under any circumstances be liable to the Organisers in contract, tort or otherwise for any indirect, special, economic or consequential loss (including, but not limited to, loss of anticipated profit) which may be suffered by the Organisers in relation to the exploitation of the Commercial Rights it has purchased from FISA. The three tiers of Local Partners are as follows:

##### -- Local Sponsors

The Organisers can grant certain rights to local companies in exchange for the payment of cash consideration and (if applicable) the supply of goods and/or services for the Championships.

##### -- Local Suppliers

The Organisers can grant certain of these rights to local companies in exchange for their VIK supply of an agreed amount of goods and/or services for the Championships.

##### -- Media Sponsors

The Organisers can grant certain of these rights to local companies in exchange for their VIK supply of media-benefits for the Championships.

The administration vehicle for the grant of these Rights is the "Commercial Rights Contract" which must be signed by the successful Candidate at the FISA Congress immediately after the appointment has been announced and in conjunction with the Event Agreement. It is emphasised that the Rights granted through this Commercial Rights Contract must not limit or adversely affect the exercise by FISA of its duties or detrimentally affect the value of the other Commercial Rights.

Some of the provisions of this Commercial Rights Contract are explained below:

### 1.2.1 Televisual Rights

There is one standard package of televisual and non-televisual Commercial Rights which all the bidding Candidates for the Championships must commit to purchase from FISA at the time of the candidacy inspection.

This package provides rights for 5 x Local Sponsors (but not the Local Suppliers or Media Sponsors) and comprises:

- 20 x on-course banners placed 5 at each of the 4 x 250m points (250m, 750m, 1250m and 1750m).
- These banners are for 5 Local Sponsors only, with each 250m point having the same 5 Local Sponsors (ie: each having no more than 1 banner at each point) and they may not be shared between more than 5 sponsors.
- Name/logo of 5 Local Sponsors on the lower half of the awards backdrop in dimensions and a layout to be determined by FISA.
- The complete list of rights which can be granted to each of the 5 x Local Sponsors is shown in Annex 2.

### 1.2.2 Non-televisual Rights

A package of non-televisual Commercial Rights will also be granted which will provide rights for up to 5 x Local Suppliers and 5 x Media Sponsors and additional rights to the Local Sponsors.

The complete list of rights which can be granted to each of the 5 x Local Suppliers and each of 5 Media Sponsors are shown in Annexes 3 and 4.

### 1.2.3 Hospitality Rights

#### 1.2.3.1 Appointment of caterer

Although the final decisions in respect of the appointment of an Official Caterer and the concept for the catering/hospitality shall be made by FISA alone, FISA shall take into consideration local and national criteria as may be suggested to it by the Organisers. FISA and the Organisers will then mutually agree the criteria and terms and conditions for the appointment by the Organisers of the Official Caterer.

#### 1.2.3.2 Concept

It is intended that there shall be only one hospitality facility at the Championships. This shall be located adjacent to the Finish area. This facility shall provide for FISA and its sponsors, partners and guests (the "FISA Hospitality"), as well as for the Organisers and its Local Sponsors, Local Suppliers and Media Sponsors as well as the local hospitality users.

#### 1.2.3.3 Finances

The cost of erecting, decorating and operating the Hospitality Facility shall be for the Organisers and must be reflected in its Championships staging budget.

#### 1.2.3.4 Allocation and payment of Hospitality tickets

For up to 100 of the premier seated VIP Hospitality tickets (including free parking), FISA and its partners and sponsors shall only be required to pay the Organisers a cost per head which represents half of the agreed published price for the highest level of VIP hospitality for each of the four semis/finals days (Thursday - Sunday) (the catering cost for the preceding days shall be reduced from the published price to an amount to be mutually agreed between the FISA and the Organisers).

For any premier seated VIP tickets above the 100 referred to above, FISA and/or its partners and sponsors shall pay the Organising Committee a cost per head which is equal to the agreed published price for those same VIP tickets for each of the four finals days (the catering cost for the preceding days shall be reduced to an amount to be mutually agreed between the Parties).

However, FISA shall pay or shall procure that its Sponsors, partners and VIP-guests shall pay to the Organisers an agreed cost per head for each user of the FISA Hospitality.

#### **1.2.3.5 Responsibility and liability**

The Organisers shall be solely responsible for the profitability or loss-making of the Hospitality Facility. As such, they shall be entitled to retain all revenue arising therefrom for their own account. For the avoidance of doubt, FISA shall not under any circumstances be liable to the Organisers in contract, tort or otherwise for any indirect, special, economic or consequential loss (including, but not limited to, loss of anticipated profit) which may be suffered by the Organisers in relation to the hospitality facility and their exploitation in particular and this Agreement in general, whether or not as a result of any negligent act or default on the part of FISA.

#### **1.2.4 Financial Conditions for the grant by FISA of the above Commercial Rights to the Organisers**

As part of the Championships' bidding procedure, the Bid Committee will be required to provide FISA a legally-binding warranty that the Commercial Rights-payment to FISA is guaranteed in full by one or more of the financial guarantors of the Candidate's budgeted staging/organisation costs (city government or national Federation) in the case that that city is appointed.

This warranty would be in the form of a standard letter which will be prepared by FISA for all World Championships Candidates. It would state the amount payable to FISA and the payment schedule for the Commercial Rights (see below).

The Commercial Rights Fee ("Fee") payable to FISA for those Rights listed in 1.2 above (and as listed in Annexes 2, 3 and 4) which comprise the Local Sponsor/Local Supplier and Media Sponsor packages will be determined on an annual basis.

**NB:** This Fee is payable in Euros, is net to FISA and excludes production costs, VAT and other similar taxes and withholding taxes if they should be applicable.

The payment schedule to FISA for the above Fee shall be as follows:

On-signature of Event Agreement	x 20%
30th June (X-3 years):	x 10%
30th June year (X-2 years):	x 10%
30th June year (X-1 year):	x 10%
30th June (X):	x 50%

Where X is the year of the Championships.

#### **1.2.5 Approval process for Local & Media Sponsors and Suppliers**

FISA's prior, written approval will be required before the appointment by the Organisers of each of the Local & Media Sponsors and Suppliers in respect of the name/product category/image and Commercial Rights granted so as to ensure that any such appointment complies fully with FISA's sponsorship policy, its advertising regulations and contractual obligations to its Broadcast Partners.

#### **1.2.6 Delivery of Rights to Local & Media Sponsors and Supplier**

The Organisers must undertake to sell and deliver the package(s) of Commercial Rights for Local Partners that it has purchased from FISA, in strict compliance with the packaging concept as shown in Annexes 2, 3 and 4 and the terms and conditions of the Commercial Rights Contract and any FISA rules (in particular its advertising rules) and requirements which are in force at the time of the Championships and in accordance with FISA's instructions from time to time.

### 1.3 Local/national authorities

It is usual for the Bid Committees and Organisers of a FISA World Rowing Championship to receive valuable support from a national or local authority (government council, tourist authority, etc). This may take the form of finance (a grant) or perhaps the subsidised or complimentary supply of services. In such case and on the strict conditions that:

- No Commercial Rights of any kind are granted in exchange; and
- FISA is fully informed of the proposed grant and has prior-approved any rights which are to be granted;
- This "support" in whatever form it takes, shall be solely for the Organisers.

## 2. FISA's Commercial Responsibilities

Whilst these are defined in more detail in Section D.1.2., in summary, FISA's responsibilities are to:

- Identify and evaluate all available Commercial Rights;
- Set and control the layout of all advertising in and around the regatta Venue;
- Conduct, contract and oversee the exploitation of all Commercial Rights including all Broadcast and Media Rights;
- Obtain any necessary approvals from its Broadcast Partners to the advertising concept and the Championships' sponsors;
- Service all Sponsors' Rights. In the case where FISA has appointed the Sponsor(s)/Supplier(s)/Partner(s)), it shall be responsible for delivering and servicing such partners with the full co-operation and assistance of the Organisers in every respect

In the case that the Organisers have appointed a Local Sponsor(s)/Suppliers(s) (subject to FISA having prior-approved the appointment, its provisions and the rights granted) the Organisers shall be responsible for delivering and servicing such Sponsors/Suppliers.

- Any questions concerning these or other commercial responsibilities shall be addressed to FISA directly.

## 3. Preparation of the Championships' budget - some guidelines

In conjunction with the submission of its bid to FISA by the Bid Committee, a detailed Championships budget must be prepared showing the anticipated costs to be incurred for the organisation and staging of the Championships together with the anticipated income to be derived in connection with such organisation and staging.

The budget shall show the "arm's length" market value (normally determined to be wholesale price) of any services or products which will be received by the Organisers for the organising and staging of the Championships (even if it is reasonably anticipated that those services or products might be supplied free of any cash cost or as an exchange of Value in Kind). This is because it may be that a Sponsor or Supplier (whether via FISA or the Organisers) may wish to pay part of its rights fee as Value in Kind, in lieu of cash.

## 4. Suppliers

The Organisers should assess their total supply needs (eg, equipment, transportation, communications, etc) and all these items and their estimated cash cost must be included in the budget calculation. This process will help FISA and the Organisers to prioritise certain companies (for potential sponsorship) whose services and/or products will be useful to the Championships and may be provided as Value in Kind in exchange for Commercial Rights, in lieu of cash.

In the case that a FISA Sponsor is able to provide its services and/or products to the Organisers, an amount equivalent to the budgeted value of the Value in Kind shall be paid in cash to FISA by the Organisers, or it may be set off against any cash payments which may be due to the Organisers from FISA (eg for hospitality, etc).

### 4.1 the appointment of "Official or Local Suppliers" to the Championships (whether by FISA or the Organisers)

- "Official Supplier" status will only be granted where the product or service has a real value to the Championships. For example, to grant this status in return for the supply of press bags (even though they may be appreciated by the press) would clearly not be an appropriate case for



VIK. The result could be a devaluation of the rights of genuine Official Suppliers. FISA's written approval is required before the Organisers may grant Supplier status to any company.

- Typical products and services which would be acceptable are, for example: office-equipment, hotel, airline, bank, car/transport, etc.
- In addition to the appointment of specific Official Suppliers, it is likely that some of FISA's Sponsors may manufacture products that are appropriate to the needs of the Organisers. If this is the case and they are considered useful to the staging of the Championship, the Sponsor will be requested as part of its agreement with FISA to supply reasonable quantities of its products to the Organisers. Such supplies to be treated as Value-in-Kind and as specified in point 3 above.
- Where these services and/or products are supplied by FISA-approved sponsors and suppliers, they shall be used by the Organisers to the exclusion of any competitive products.
- "Official Supplier" status can also be granted to Local Sponsors if their products and/or services are required by the Organisers (subject to FISA's prior, written approval).

## 5. Contingency insurance

If the Championships or its television coverage is cancelled or substantially interrupted for any reason, or the advertising boards are obscured, or there is a withdrawal of Competitors or teams which seriously affect the quality of the Championships, or if the image and reputation of rowing is damaged, or there are similar occurrences which materially affect or devalue the Commercial Rights, it is acknowledged that a refund of Sponsors' income and possibly ticket income may be required. This impacts FISA, the National Federation and the Organisers.

Therefore, it is in the interest of the National Federation and the Organisers to assess and insure its potential risks and loss in case any of the above should occur. FISA and the Organisers may consider entering into a joint contingency insurance policy whereby each party would be responsible for insuring its own risk but which may offer a reduced overall premium than would have applied had the parties insured separately.

## 6. Television

### 6.1 Ownership and exploitation of the Broadcast and Media Rights to the Championships

FISA owns all these rights. Quite often, a national Federation will have a good relationship and a contract with a national broadcaster for its national events. However, FISA's ownership of all Broadcast and Media Rights to the Championships must always be clarified by the Organisers when opening an exploratory Championships-related discussion with a potential national broadcaster or host-producer of the Championships TV signal.

Under its present contract with the EBU (see below), FISA has granted the EBU the option to purchase the European Broadcast rights for the European territory, however, all rights to the Broadcast Rights for the Ex-European territory are retained by FISA for its own exploitation.

### 6.2 The EBU

EBU stands for "European Broadcasting Union." This is a professional association of broadcasting organisations ("Members"), whose activities include Eurovision news and programme exchanges (including sport). It is a non-commercial association, which, in the same way as any union, represents the interests of its Members. FISA currently has a contract with the EBU through to and including 2012.

### 6.3 The FISA/EBU Contract

Under the terms of this present contract, the EBU is granted the exclusive European Broadcast Rights to the World Rowing Championships. The EBU is also obliged to procure that one of its Members must provide the host broadcast for a World Rowing Championships (if it takes place in Europe) on the understanding that certain procedures are strictly followed. The television signal which is thus generated will be offered by that broadcaster, via EBU, to the other national networks in Europe.

The EBU then uses its "best endeavours" to encourage its Members (which include the pan-European satellite sports channel, EUROSPORT) to transmit the Championships in their own European countries (or territory in the case of Eurosport).



## 6.4 The Ex-European territory Broadcast and Media Rights

FISA is the sole and exclusive representative for the sale, distribution and other exploitation of the Broadcast and Media Rights throughout the World but (currently) excluding the EBU Territory.

## 6.5 The steps to take when considering a Bid

- Step 1 If a European Candidate is bidding for the Championships, it should make initial “exploratory” contact with a national broadcaster which is an EBU Member (if in doubt, please check with FISA). Some countries have more than one EBU Member. Remind the broadcaster that FISA currently has a contract with the EBU for the World Rowing Championships and that the broadcaster may contact the EBU’s Controller of Sport for his advice in this respect. A non-European Candidate should discuss the options with FISA before making contact with any potential television broadcast company in its home country. This is because FISA has very specific procedures, obligations, technical requirements and objectives for the production of an international host television at the Championships and FISA will probably operate a more formal “Request for Offer” procedure to ensure there are no misunderstandings.
- Step 2 In the case of a European Candidate, try to establish that the national broadcaster is, or might be, interested in providing the host broadcast transmissions for the Championships - on the dates that you are considering. At this early stage we suggest flexibility of dates in case of any change.
- Step 3 When contact is made, whether inside or outside Europe, the national broadcaster may have some questions that will need to be answered before any commitment (provisional or otherwise) can be given. Some of these questions are listed below:
- What are the proposed dates?
  - Can these dates be changed if necessary (perhaps to avoid clashes or overcrowding of TV schedules)?
  - What is the provisional schedule of races? (Note that the FISA Council will take the final decision in consultation with the Organisers).
  - Has the Venue hosted a televised regatta before?
    - If yes, give details;
    - If no, give some information about the Venue;
- Information which is useful to the national broadcaster would include:
- Is sufficient space available, access, parking and egress (trucks, cars, helicopter landing), for the broadcasting activity (camera and commentary positions, etc)?
  - What is the position of the sun relative to the Venue and the regatta course?
  - Is there convenient access to electric power?
- Step 4 In the case of a European Candidate, once the national broadcaster has stated its willingness to host-produce and broadcast the Championships, try to secure this in writing. This written confirmation may state certain conditional terms, but it will nevertheless be useful to FISA in its evaluation of the bid and will form a very important element of any bid by an Organiser to host a Championships.
- In all cases (whether the bid is from a European or non-European Candidate), until the potential host television production is confirmed to FISA’s satisfaction (which is a decision that will be taken by FISA alone), the Bidding group has the responsibility to include the amount of Euros 500,000 in its organisation and staging budget to cover the potential cost of the host TV production. This amount must be guaranteed in full and FISA will require each Bid Committee to confirm this financial guarantee in writing.
- only if the selected host broadcaster has guaranteed that it will cover the full host-production cost (according to the production requirements required by FISA and its Broadcast Partners) will this amount (or the balance remaining if the cost will be less than €500,000) be released from the Organisers’ budget.
- FISA has retained Quattro Media as a Broadcast Partner for television production and distribution services and reserves the right to use this expert team in full or in part to host-produce the Championships’ television signal (subject to the outcome of the EBU’s option to renew its present contract with FISA for the European territory).

## 6.6 Television responsibilities

Once the Organisers’ Bid has been accepted by the 2011 FISA Congress, a more detailed meeting will be set up between the National Federation, the EBU (if applicable/in Europe), the proposed national broadcaster and FISA, together with its Broadcast Partner, Quattro Media. This meeting

would discuss the timetable, production requirements, characteristics of the Venue, broadcast times, international interest, advertising regulations and respective responsibilities and obligations etc.

Broadly speaking, television responsibilities are split as follows:

FISA:

- To decide which television company shall be the host producer of the Championships television signal, such decision to be taken in consideration of multiple criteria.

To prepare the programme schedule taking into account the wishes of its Technical Committees, the National Broadcaster and FISA's existing Broadcast Partners.

- To agree and confirm the amount and placement of televised advertising. FISA will observe and ensure compliance with all applicable television regulations relating to televised advertising at the Championships.
- To oversee the relationship and all communications with the selected host broadcaster and to maximise the global distribution of the host signal.

EBU:

- If applicable and within Europe only, to establish the national broadcaster's technical requirements and any other details concerning the host broadcast and its transmission by other Members of the EBU.
- To liaise with the host broadcaster (if the Championships is staged outside the EBU) to ensure its Members' contracts are represented.
- To circulate information about the Championships to its Members and pass their requirements back to the national broadcaster.
- To confirm to FISA the names of those Members who have agreed to take the transmissions of the Championship.
- To provide FISA post-broadcast information concerning the coverage of the Championships by its Members.

The Host Broadcaster:

- The host broadcasting organisation is responsible for producing and distributing the international radio and television signals of the Championships for at least all the semi-finals and all the finals, in line with FISA's requirements and for providing broadcast facilities to those radio and television organisations that have obtained the rights to relay the event.

The Organisers:

- As the party responsible for staging the event and assuming the tasks and duties delegated to it by FISA, the Organisers must provide the necessary infrastructure for the host television production as well as provide a closed circuit quality signal for the first four days of the Championships.
- More details on what is required from the Organisers to help facilitate the host television and close circuit productions are provided in the document entitled Appendix B.11.1.a "Requirements for the Production of Television at a World Rowing Championships" provided to the Bidding Committees by FISA.

## 7. Mascots, Symbols and Logos

### 7.1 Bid logo

Each Bid Candidate may develop its own logo to illustrate and promote its involvement with the Championships' bid procedure. However, this logo must clearly state that it is a "Candidate for" or "bidding for" the World Rowing Championships and should not use any mark, drawing, symbol, emblem, logo, designation or name which incorporates or is confusingly similar to any FISA mark.

After this logo has been approved by FISA it should be registered by the Bid Candidate as a trademark solely in the name of FISA in the jurisdictions and classes of goods and services as agreed with FISA.

The bidder is not entitled to grant any rights to third parties with respect to the Bid Logo without the prior approval of FISA; and it must ensure that any rights granted to any third party in respect of the Bid Logo automatically terminate upon the termination of the bid selection.

## 7.2 The Championships logo

The official Championships name (“[Year] FISA World Rowing Championships” with or without site indication) as well as the names and logos of FISA, World Rowing and the World Rowing Championships, are the sole property of FISA.

The official logo for each World Rowing Championships shall be developed by FISA in co-operation with the appointed Organisers, and will incorporate the following elements:

- The full official name of the Championships as an obligatory element
- The name of the location
- A graphic design representative of the location

This Official Logo intends to generate a greater, more international perception of the World Rowing Championships.

Neither the Bid Candidates nor the appointed Organisers shall be entitled to develop another name/logo in any way connected with the World Rowing Championships, nor shall they conduct or permit any promotional or commercial programme based on such name/logo (including permitting any merchandising activity).

Once approved, the Championship logo shall be owned and exploited by FISA, however, the Organisers, National Federation and all Event Sponsors and Suppliers shall have the royalty-free right to use the Official Championship logo in its correct form, for the purposes of PR and promotion.

Further, unless otherwise agreed, all income from the granting by FISA of commercial licences for the Official Championships Logo will be shared equally between FISA and the Organisers.

**All** official materials which are produced for the Championships must incorporate the Official Championship logo and (if so required by FISA) the FISA logo in their true and correct forms. Where the name of the Presenting Sponsor is part of the Championships’ title, the name/logo of that Sponsor must always be incorporated into the title or logo.

FISA, the Organisers and National Federation must always use the correct Logo artwork. FISA will prepare clear corporate identity instructions and artwork for its correct application by all parties.

**No** commercial rights, licences or agreements in connection with the Official Championships’ logo, name or image may be granted or concluded by any party other than FISA.

## 8. Franchises, concessions and other sales facilities - where required by Sponsors

The Venue authorities usually have control over this area but it is essential that provisions are made for the Venue to be made available for the Championships without any advertising, or concessions or franchises (see also points C.1 and C.2 below). This is because, if any official Championships’ Sponsors or Official Suppliers etc have their own products (e.g. soft drinks), which could normally be sold at ‘sales points’ in the regatta Venue, the exclusive right for them to do so must be provided by the Organisers and there should not be any advertising at the Venue for competitive products or any other products or companies which are not officially-appointed as sponsors or suppliers, etc.

Any other franchise or concession agreement can only be granted on the clear understanding that any products sold shall not be in conflict with the products of the Sponsors and Official Suppliers.

Where a franchisee or concessionaire (the Vendor) is appointed to sell a range of products at the Venue the Vendor will be required (without any cost to the Organisers, FISA or the Championships Sponsors/Suppliers etc) to drop any product which is competitive to a Championship Sponsor’s or Supplier’s product. Alternatively, it may be preferable that it negotiates with the Sponsor and/or Official Supplier to buy its stock at normal (or perhaps preferential) trade rates for retailing at the Venue at normal prices.

Royalties are not usually considered in this case, the transaction being a normal commercial deal between supplier and retailer.

FISA will liaise with the Organiser to agree as soon as possible which Championship Sponsors, if any, will require franchise and concession rights.

## **9. Complimentary Tickets**

The Organiser must provide to FISA the premier VIP seated hospitality tickets and free parking referred to in (and in accordance with) the provisions of 1.2.1 iii) d) above.

Also, an agreed (as between FISA and the Organisers) number of complimentary entry and parking tickets should be made available to each Sponsor, per racing session.

Sponsors should also have the possibility to purchase a reasonable number of entry tickets, parking passes and premier seated VIP hospitality tickets (at published prices) in the same locations as those referred to above - subject to availability.

An appropriate number of complimentary tickets should also be made available to the Official Suppliers. These details will be governed by the aforementioned Commercial Contract.

## **10. Hospitality**

At the competitions, complimentary tickets, and access to VIP and hospitality areas (including parking, food and drink) for FISA, its members, representatives and Sponsors are dealt with above. These details will be governed in more detail by the aforementioned Commercial Contract.

However, it is required that a number of places at all official functions will be allocated (without any charge) to key members of FISA and the Sponsors, and every effort should be made to accommodate these needs.

In certain cases, Sponsors may request a private hospitality room/facility within the Venue for the duration of the Championship. In such case, the co-operation of the Organisers in locating a suitable room will be appreciated.

## **11. Sponsorship of Candidate's bid**

Bidders for the Championships may enter into sponsorship arrangements or otherwise grant rights of association with their involvement in the bid process to third parties only with FISA's prior written consent.

Any sponsorship arrangement or rights of association entered into or granted by a bidder with or to a third party shall be limited to the bidder's involvement in the Selection Procedure. Any such third party shall be prohibited from making any other association with, or implication of any association with, FISA, any FISA competition or any FISA mark and bidders shall take all measures necessary to ensure that such third parties comply with such prohibition.

Bidders shall ensure that all sponsorship arrangements and all rights of association which they have entered into or granted and all other commercial partnerships, agreements or arrangements in relation to the bid procedure shall terminate automatically on the date on which its involvement in the bid procedure terminates for any reason including, without limitation, the appointment of a bidder as the host Candidate and shall take all measures necessary to ensure compliance with such termination.

## SECTION C: Pre-Conditions of Host Appointment

There are certain marketing-related conditions that must be met by the bidding Organising Committee and National Federation **before** its bid to host the FISA Championship can be considered.

The following list is not intended to be complete but it will give a good idea of those points which are most important to consider when undertaking a bid to host a World Rowing Championship.

Immediately after the decision concerning the hosting of the World Rowing Championships reached by the FISA Congress, a formal Event Agreement will be signed. This Agreement will have been previously circulated to all Candidates and their prior, written commitment to sign that contract will have been received by FISA in advance of the Congress.

### 1. Clean (of advertising) Venue

The bidding City and National Federation must ensure that the proposed Venue of the Championships (along with all other areas to be used for the Championship which would be under the control of the Organising Committee), will be completely cleared of all commercial advertising and any pre-existing franchises and concessions etc, for the period of the Championships, allowing a lead-up time of approximately 5 working days for preparation. This is an essential requirement for the appointment of an Organisers and National Federation to host the Championships.

### 2. Existing Sponsorships or advertising contracts or Commitments

If the bidding City and National Federation or the operators of the host Venue have any commercial contracts or commitments to other companies or advertisers which cannot be temporarily suspended and thus might impact in any way upon any of the Championships' Commercial Rights and their sale to Sponsors, these must be fully-disclosed to FISA at the time of the bid candidacy.

### 3. This Marketing Manual

The Organisers and National Federation must confirm their full understanding and acceptance of the contents of this Marketing Manual by signing the Bid Undertaking prior to the submission of preliminary bids in order that marketing of the Championships can proceed according to FISA's marketing directive.

### 4. Championship Budget

A detailed Championship budget must be prepared and submitted to FISA by the bidding Organising Committee and National Federation.

### 5. Advertising Regulations and responsibility

The bidding City and National Federation must notify FISA of any applicable rules and regulations (national or local) which might affect the appointment and/or coverage by television of Sponsors' commercial identifications and advertising - whether around the Venue or on the Competitors and Officials' clothing etc - at the Championships.

### 6. Timing and data Services

FISA has a long-running contract with Swiss Timing for the provision of timing and data/results services at all World Rowing regattas. Swiss Timing will therefore have the sole and exclusive right and obligation to provide the timing and data services at the Championships.

If the Organisers and/or national Federation or the owners of the proposed Venue already have a contract, equipment or any other arrangement with a Timing and/or Data Company, this information must be disclosed to FISA at the time of the bid and, if FISA so requires, arrangements must be made to enable the suspension of any timing or data service contract for the Championships period and remove or cover any conflicting commercial identifications at the Venue.

**7. Commercial identifications on Scoreboards and/or Timing and/or Data Equipment**

Where a scoreboard or any timing/data equipment is a permanent fixture at the proposed Championship Venue, arrangements must be made to enable the removal of covering-up of commercial identification (other than that if they are of FISA's timing/data-equipment partners).

**8. Access to the Venue**

Where required, the Organisers shall arrange reasonable access for the Championship Sponsors to existing facilities at the Venue such as electricity, water, lighting, storage and refrigerators. FISA shall have reasonable access to the Championship Venue prior to, during and after the Championships for the purpose of exercising and servicing the Commercial Rights and licences granted to the Sponsors.

**9. Official Transport**

If the Organising Federation has an Official Transportation system for official Championship use, then this system should, to an agreed extent, also be place at the disposal of the Sponsors and Official Suppliers.

## SECTION D: A Summary of Marketing-Related Responsibilities

### 1. Fulfilment of contractual obligations to Sponsors and Suppliers

It is FISA's responsibility to ensure the delivery of the Commercial Rights to its Official Sponsors/Suppliers and Partners. The appointed Organisers, City and National Federation must FISA assist with this delivery. Therefore:

#### 1.1 The City, National Federation and Organiser's Responsibilities

- The City, National Federation and Organisers shall enter into agreements with the Venue owners and any others as necessary, to fulfil the terms of the Championships Appointment agreement with FISA and the official Championship's Sponsors.
- In order that the Championship's Commercial Rights can be offered to companies on a product-exclusive basis, any franchises or advertising agreements which exist during the bidding phase, must be disclosed to FISA in the bid candidature documents in order to avoid the obvious problems of conflict and potential legal repercussions.
- In general there should be no existing commercial contracts or franchisees, however, FISA recognises that it might be in everyone's interest to agree that certain existing franchisees' services should remain.
- The City, National Federation and the Organisers are responsible for the supply of all infrastructures (including underwater cabling for the lanes and the cabling necessary to safely attach and anchor the advertising along the length of the course (minimum 8mm diameter)) and the necessary helpers to ensure safe operations - with the probable exception of the regatta course advertising boards which shall normally be the responsibility of FISA.
- The City, National Federation and the Organisers must ensure that all advertising boards (whether televised or not) are kept clean and free from all unnecessary obstructions throughout the entire Championships.
- The City, National Federation and Organisers shall make available to FISA the required passes/ accreditations/ permits/credentials and transport in order that its officers, staff members and representatives may gain free access to any and all areas of the Venue at all reasonable times before, during and after the Championship so that they may carry out their servicing obligations without delays and obstructions at the Championships.
- The Organisers must inform FISA in good time of all the deadlines for the receipt of artworks, etc. for the printed materials, etc.
- Any special hotel prices negotiated by or available by the Organisers should be offered to FISA, its representatives and the Sponsors.

#### 1.2 FISA's Responsibilities

- All communications with the Championship's Sponsors, relating to the Championships, shall be conducted through FISA.
- FISA shall co-ordinate all matters concerning the exploitation and delivery of the Commercial Rights including but not necessarily limited to:
  - identifying, packaging and marketing of all Commercial Rights;
  - keeping the City, the National Federation and the Organisers informed of the status of all sponsor-negotiations;
  - negotiating and concluding the contracts with the Championships' sponsors for the Commercial Rights;
  - production and placement of televised advertising boards;
  - advertising artworks and layout;
  - design of television graphics (timing and data/results)
  - hospitality arrangements for FISA and the Official Championships sponsors' hospitality;
  - all commercial identification in and around the Venue; collation of post-Championship information for the Sponsors.

Note: The co-operation of the Organiser in providing certain event information for the post-event reporting will be appreciated. This will include:

- Numbers of Spectators;
  - Measures of promotional activities undertaken by the Organiser prior to and during the event;
  - Participating Federations/Competitors;
  - Media accreditations;
  - Samples of printed materials;
  - Objective recommendations.
- It shall be FISA's responsibility to agree with its primary Broadcast Partners the placement and amount of advertising to be televised.



## SECTION E: Pre-Event Planning and Conclusion

### 1. Pre-Event Planning

Prior to the appointment of a Championship City, FISA will make contact with the bidding National Federation and City to arrange a suitable date for conducting a site/inspection visit to the Venue and to hold a meeting with the Organisers and the potential local broadcaster to discuss all aspects of the Championships bid.

At the same time, the FISA inspection team will check and survey the proposed Venue for the potential placement of advertising. This will determine the size and number of boards that can be offered to each Sponsor/Supplier. It will also provide the opportunity to discuss the possible use by the Sponsors of certain facilities (eg for hospitality) and specific supply-requirements which the Organisers may have.

Immediately following a successful bid, FISA recommends that a member of the Organising Committee should be appointed as "Marketing Liaison Officer" to cover all aspects of the promotion, public relations activities and marketing of the Championships.

### 2. Conclusion

This Manual has been prepared to assist all the parties in their understanding of the relationships between FISA, the City, the National Federation and the Organising Committee. Because of the importance of its contents, it is quite detailed.

However, the most important elements in this relationship are those of goodwill and co-operation. If a City, National Federation or an Organising Committee has any questions, advice, suggested marketing contacts, or any other ideas which it believes will assist FISA in improving the international recognition of International Rowing, these will be warmly welcomed.



## ANNEX 1: A Summary of the Commercial Rights

The Rights and Licences owned by FISA include, by way of example (but are not limited to) the following:

1. The right for one Sponsor to use the title "Presenting Sponsor," and for any number (as FISA may determine) of Sponsors, Partners and/or Suppliers to use such official designations in respect of itself and/or the Championships as FISA may choose;
2. All on-site advertising opportunities and locations at the Venue whether in or outside the range of the television cameras and the right to all space available or capable of being used for advertising at each Venue used for the Championships;
3. All advertising on the clothing of the Officials and the advertising reserved for the FISA Sponsor(s) on the clothing and equipment of the Competitors and Officials as described in the prevailing FISA Rules;
4. Official Supplier rights (to be the exclusive supplier of specific goods and services to the Championships) such as clothing, business equipment, etc;
5. Promotional and endorsement rights (to promote association with the Championships and use emblems and legends for advertising, promotional and PR purposes);
6. All ancillary advertising opportunities, including poster sites, scoreboards, giant screens and media bibs;
7. The right to receive a defined number of entry tickets for racing for each day and to be allocated car parking spaces in preferential locations near to the Championships Venues;
8. The right to present flowers or gifts to medallists subject to approval by FISA and the right to organise a press conference, party or reception for the Athletes or media;
9. The commercial identification reserved for FISA Sponsor(s) on the boats, bow numbers, rowers' t-shirts and coxswains' bibs (or similar) as described in the prevailing FISA Rules;
10. The right to display commercial identification on:
  - the attire, boats and the equipment of judges, umpires, boat-holders etc and Officials;
  - the equipment and installations used at the Championships, including the victory pontoon, podium or dias;
  - the Start pontoons/mechanical start box;
11. The commercial identification on all official material and publications, such as the souvenir programme, information bulletins, posters, start and result sheets and tickets, press releases and press packs;
12. The use of any mascot, symbol, logo or device associated with FISA itself and the Championships;
13. Franchises, concessions and other sales facilities at the Championships Venue(s) for the duration of the Championships;
14. Distribution of premiums or giveaways at the Championships;
15. The right to use all hospitality facilities, display spaces and franchise rights for appropriate sponsor-products;
16. Appointment of technical sponsors (time-keeping and data processing) and the identification on the scoreboard and any other technical equipment;
17. Use of the FISA Marks on all promotional and PR material on a royalty free basis;
18. The right to be offered hotel accommodations at favourable rates;
19. Any other commercial or promotional opportunities associated with FISA and the Championships. All rights shall be granted on a product or service exclusive basis.

These rights may be amended or added to as a result of the updating of the advertising rules of FISA as may be conducted from time to time.

## ANNEX 2: Local Sponsors' Rights

**The package of Limited Commercial Rights which FISA will sell to the Organisers and which may subsequently be granted by the Organisers to each of 5 Local Sponsors:**

- »» Championships Mark  
The right to use of the Championships Mark in PR and advertising (but not on products)
- »» Status  
The right to use the official status of "Local Sponsor"
- »» Supply of Products  
The right and opportunity to supply products at the Championships for use by the Organisers if so required and budgeted
- »» Exclusivity  
Subject to FISA's provisions, the right to be granted product exclusivity in one agreed category
- »» Hospitality  
The right to receive one table of 8 at the hospitality facilities
- »» Giant Screen  
The right to have an advertisement shown on the giant screen (each such advertisement according to a duration and frequency to be set by FISA)
- »» Banners  
The right to have one advertising banner for each of the 5 Local Sponsors placed at the four 250m points (250m, 750m, 1250m & 1750m).
- »» Awards backdrop  
Name/logo on the lower half of the awards backdrop in a layout and dimensions to be determined by FISA.
- »» Souvenir Programme  
The right to receive 1 x full page/4-colour advertisement
- »» Logo  
The right to have its name/logo identified in conjunction with the Local Sponsors' official status, on multi-sponsor boards to be placed at the Championships' Venue;
- »» Display Stand  
The right to have a display/sales stand at the Championships' Venue in a location to be mutually-agreed for all such display stands.

## ANNEX 3: Local Suppliers' Rights

**The package of Limited Commercial Rights which FISA will sell to the Organisers and which may subsequently be granted by the Organisers to each of 5 Local Suppliers:**

- »» Championships Mark  
The right to use of the Championships Mark in PR and advertising (but not on products)
- »» Status  
The right to use the official status of, "Local Supplier"
- »» Supply of Products  
The right and opportunity to supply products at the Championships for use by the Organisers if so required and budgeted
- »» Exclusivity  
Subject to FISA's provisions the right to be granted product exclusivity in one agreed category
- »» Hospitality  
The right to receive one table of 8 at the hospitality facilities
- »» Giant Screen  
The right to have an advertisement shown on the giant screen (each such advertisement according to a duration and frequency to be set by FISA)
- »» Souvenir Programme  
The right to receive 1 x half page/4-colour advertisement
- »» Logo  
The right to have its name/logo identified in conjunction with the Local Supplier's official status, on multi-sponsor boards to be placed at the Championships' Venue;
- »» Display Stand  
The right to have a display/sales stand at the Championships' Venue in a location to be mutually-agreed for all such display stands;

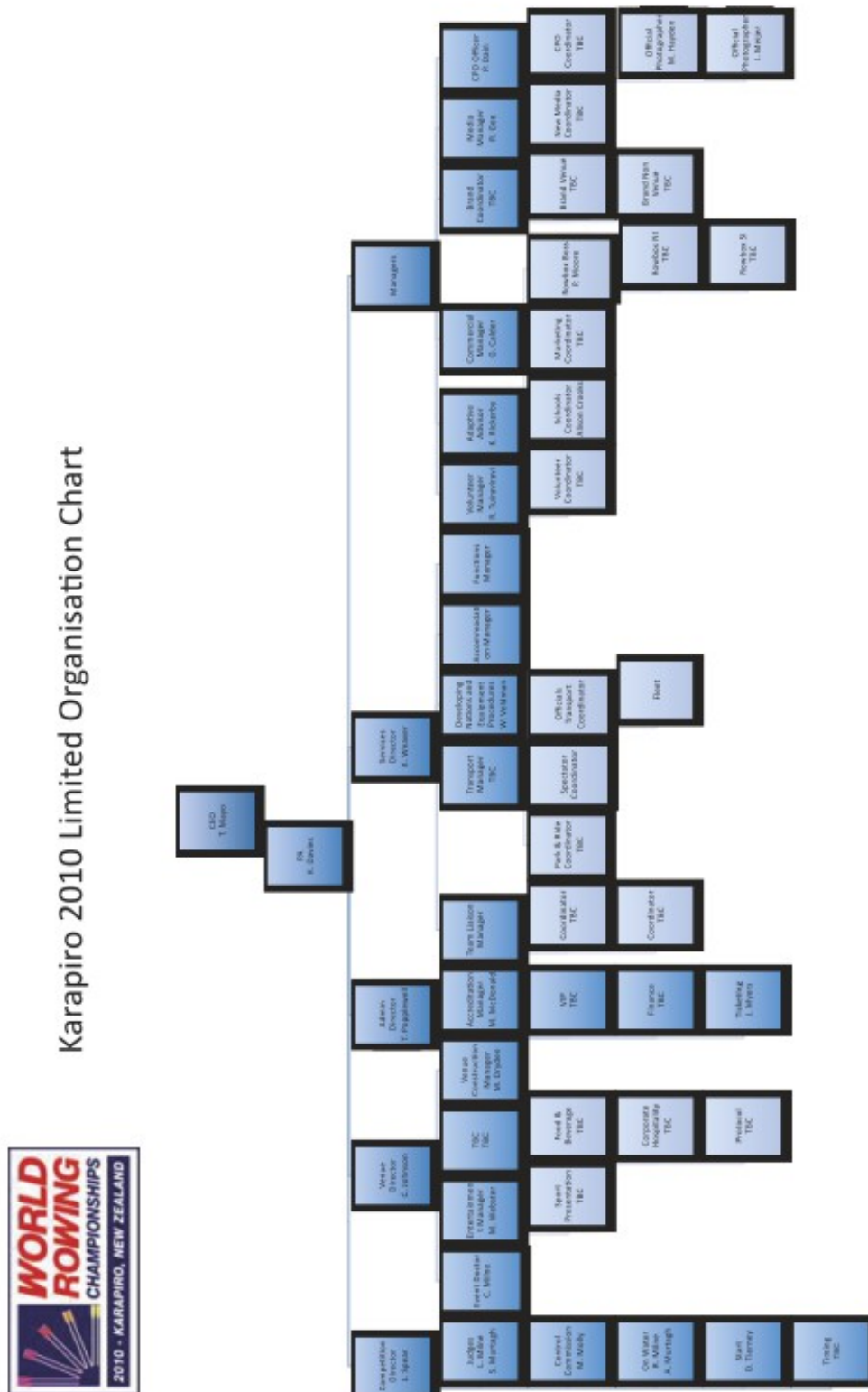
## ANNEX 4: Media Sponsors' Rights

**The package of Limited Commercial Rights which FISA will sell to the Organisers and which may subsequently be granted by the Organisers to each of 5 Media Sponsors:**

- »» Championships Mark  
The right to use of the Championships Mark in PR and advertising (but not on products)
  - »» Status  
The right to use the official status of, "National/Local Media Sponsor"
  - »» Supply of Products  
The right and opportunity to supply media products at the Championships for use by the Organisers if so required and budgeted
  - »» Exclusivity  
Subject to FISA's provisions the right to be granted product exclusivity in one agreed category
  - »» Hospitality  
The right to receive one table of 8 at the hospitality facilities
  - »» Giant Screen  
The right to have an advertisement shown on the giant screen (each such advertisement according to a duration and frequency to be set by FISA)
  - »» Souvenir Programme  
The right to receive 1 x half page/4-colour advertisement
  - »» Logo  
The right to have its name/logo identified in conjunction with the Media Sponsors' official status, on multi-sponsor boards to be placed at the Championships' Venue;
- Display Stand  
The right to have a display/sales stand at the Championships' Venue in a location to be mutually-agreed for all such display stands;



### Appendix A.4.1.a Karapiro 2010 Limited Organisation Chart





## Appendix A.4.1.b further examples of an Organising Committee Structure:

### A. 2006 WORLD ROWING CHAMPIONSHIPS - ETON, GREAT BRITAIN

Executive Committee	Organising Committee	Local Authority Liaison	Supporters Club Liaison
Chairman	Accommodation	Marketing & Promotion	Ticketing
Deputy Chairman	Accreditation	Media and Telecom Services	Traffic & Parking
Event Manager	Adaptive Rowing	Media, TV and Public Relations	Transport
Treasurer	Amateur Rowing Association	Medical	Volunteer Administration
ARA Chairman	Athlete Liaison	Planning	Volunteer Communications and Training
International Director, UK Sport	BBC Television	Promotional Strategy	Volunteer Welfare
UK Sport	Dorney Lake Facilities	Protocol	Website
	Dorney Lake Management	Regatta Control & On-water Facilities	
	Catering	Site Communications	
	Finance and Budget	Site Facilities	
	Health & Safety Coordination	Spectator Services	
	Information		



## B. 2004 WORLD ROWING CHAMPIONSHIPS - BANYOLES, SPAIN

### **Organising Committee :**

Sports General Secretary of the Government of Catalonia  
Sports Territorial Delegate of the Government of Catalonia  
Mayor of Banyoles  
Sports Town Councillor of Banyoles  
Provincial Council of Girona  
President of the Spanish Rowing Federation  
President of the Catalan Rowing Federation  
Catalan Rowing Federation  
President of the Club Natació Banyoles  
Club Natació Banyoles  
Organising Committee Managers

### **Executive Committee**

Chairman  
Chairman Deputy  
Executive Director  
Executive Director Deputy  
Club Natació Banyoles Manager  
Competition Manager  
Promotion Area Manager  
Sports Area Manager  
Operations Area Manager  
Resources Area Manager

Technical Staff  
National Umpires  
Course  
Training  
Information Centre  
Start area  
Boathouse area  
FISA Development program  
Accommodation  
Medical Services  
Security  
Press  
Marketing  
Humans Resources

Results / Timing / Scoring System  
Motor Boats  
Competition Production  
Victory Ceremonies  
Finish area  
International Cooperation  
Adaptive Rowing  
Transport  
Technology  
Accreditation  
Publications  
Protocol  
Venue

# Appendix A.4.1.c Hamburg RWC2011 Organisation Chart



## OC-Team

**President**  
Jürgen Warner  
president.oc@alsterclub.de

**Manager**  
(Secretary)  
Michael Heyn  
manager.oc@alsterclub.de

**Project Man./**  
**Environmental**  
Thorsten K. Fuchs  
pm.oc@alsterclub.de

**Competition**  
Gerhard Meyboden  
competition.oc@alsterclub.de

Head Jury  
Secretary Sport  
Start Area - Organisation  
Finish Area - Organisation  
Victory Ceremony  
Result Services  
Commentary  
Lifesaving  
Medical Services

**Accommodation**  
Ute Krüger  
accommodation.oc@alsterclub.de

Accommodation  
Catering  
VIP-Catering  
Events  
Team Hosting

**Infrastr./Course**  
Claus Schroeder  
infrastructure.oc@alsterclub.de

Energy Supply  
Communication extint  
Transportation  
Public Address  
Video Screen  
Course Installations

**Infrastr./Land**  
Andreas Ortz  
infrastructure.oc@alsterclub.de

Stands  
Media Centre  
Tents  
Security  
Transportation  
Accreditation  
Luggage Deposit  
Boat Place  
Sanitation

**Marketing**  
Mark Schreyer  
marketing.oc@alsterclub.de

Advertising  
Internet  
Media, PR  
TV-Service  
Program  
Sponsoring  
VIP-Service  
Clothing

**Finance**  
Holger Dressler  
finance.oc@alsterclub.de

Bank, Accounts  
Cashier  
Tickets

FISA Rowing World Cup Hamburg 2011 – Organising Committee

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June 7th 2010

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## **Section B : The venue - facilities & operations**



## B.1. INTRODUCTION

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The technical specifications for an international rowing course are laid down in the FISA Rule Book: FISA Rules of Racing and related Bye-Laws.

### B.1.1. planning and design

#### General

Before the detailed design can start, statistics, surveys, analyses and investigations must be provided on:

- »» Details on the ownership of the land proposed for the construction of the rowing venue.
- »» The impact of the future rowing venue on the local environmental conditions.
- »» The geological conditions.
- »» The hydrological conditions.
- »» The effect of the surrounding facilities and trees on the wind conditions. FISA strongly recommends that a wind tunnel test be carried out.

**The criteria that have to be considered as essential factors when evaluating a rowing course include:**

- »» The ability of the course to offer fair and equal conditions in all lanes, with protection from the wind.
- »» The technical quality of the regatta course - with a correlation between permanent and temporary structures that allows the creation of major sporting events.
- »» Sufficient land area to provide support amenities.

When planning the final layout of the future rowing course, the following conditions should be considered:

**The justification of the investment:**

This should be carefully evaluated, taking into account the potential future uses of the facility:

- »» Rowing (including adaptive rowing), canoeing, dragon boating, roller-blading, (motor) biking, summer ski trekking, volleyball, beach volleyball, basketball, triathlon, long distance swimming competitions and fishing.
- »» Other sports and public recreation and relaxation in general.
- »» Other activities, such as meetings, seminars, etc.
- »» The options for providing some form of accommodation in close proximity during big events or training camps.

The entire sports complex should be developed as a modern, multifunctional sports centre and recreational area.

#### Co - existence with other sports

Experience has shown that rowing and, to a lesser extent, canoeing are usually disadvantaged on shared water, particularly in relation to sailing and power boating. The future management of the complex must give priority to rowing, canoeing and where possible dragon boating. This is to apply for all three sports and for both training and regatta situations.

A wide range of background studies have to be reviewed during the preparation of the draft plans. Their conclusions have to be incorporated into the planning of the final layout of the proposed rowing/canoeing course, for example:

- »» The identification of the natural water source as well as the required quantity of water.
- »» The methods for filling and emptying the canal or the lake.
- »» The methods for controlling the water level.
- »» The filtration of the water in the future Regatta course and the possible requirement for a waterproof cover on the bottom of the canal.
- »» The water quality and any possible sources of pollution. The quality of the water is acceptable if it is suitable for swimming.
- »» The conditions for development of micro-organisms and the natural limitations on growth of vegetation (reeds, weeds, etc.).
- »» The future method(s) of control of vegetation (reeds, weeds etc.).

### **Requirements**

The five key principles when planning the course are:

- »» To provide a fair course.
- »» To ensure a simple, low maintenance design.
- »» To provide a "natural" course, sympathetic to the nature of the two major water sports.
- »» To provide the appropriate conditions for staging major sporting events and for the long term, daily use of the venue for training.
- »» To accommodate the needs for both canoeing and rowing.

### **Permanent Facilities**

- »» The scale of the permanent infrastructure should be based on the day to day, long-term use of the course with the necessary additional facilities being provided on a temporary basis during major sporting events.
- »» Key features of the construction should be - durable, long life, low maintenance - with material from the local area being used for the permanent facilities.

### **General Layout Principles**

- »» The designers of a future rowing venue have to deal with and have to take into consideration conditions that are different in every case due to topography, the direction of the prevailing winds and the road or rail accessibility to the venue.
- »» The future rowing venue should be designed in a way that the construction can be carried out stage by stage, with the plans allowing for the possibility of additions and extensions in the future.
- »» An excellent opportunity is often to be found after excavations for inert building material (sand, gravel). In certain conditions these excavations can be co-ordinated in a way that is suitable for the construction of a regatta course.
- »» For major sports events purposes, the "accredited" and "non-accredited" areas have to be clearly defined and separated. Each "zone" of activity in the accredited areas, such as Team services, Media, VIP's, Regatta Organisation, etc., has to be clearly separated with secure access points according to the relevant accreditation guidelines.

- »» The Athletes and team Officials' facilities must be located as a separate "compound" for rowers preparing to compete, with minimum disruption from other areas. This area consists of the boat sheds, boat rigging area, team changing rooms, team rest areas, team services such as massage, medical, Athlete weighing etc.
- »» A "shared" zone ("mixed zone") can be created between this area and the Grandstand area that can be used as an interview area for the media and for the competition management functions.
- »» In the preparation period and during the Olympic Games separate boathouse facilities have to be provided for canoeing and rowing.

#### **General Ground Level**

- »» The ground level of the entire sport complex should be planned to be as low as possible but no more than 1 meter above the water level for the entire area (approximately 100m- zone) around the racing course. The ground level of the land adjacent to the water should be ideally approximately 30 cm above the high water mark.
- »» An open strip of land (minimum 60m) must be provided, on both sides of the racing lanes, free of buildings and landscaping (except for the Aligner's Hut, the Intermediate Timing Huts, the Finish Tower and the Grandstand structures).

#### **Direction of the Course**

- »» The rowing course should be built parallel to the direction of the prevailing winds. The predominant winds for the racing should be following winds i.e. the direction of the prevailing winds should be from the Start to the Finish.

#### **Wind Direction**

Research on the wind conditions over a minimum 5-year period is essential. It is vital to carry out research into the existence of any wind shadows that might create unequal conditions between the lanes. Ideally a model of the future rowing course should be tested in a wind tunnel.

#### **The Finish Area**

This area should accommodate:

- »» The Finish Tower and the associated support facilities.
- »» The Competition Management working areas.
- »» The Venue Management areas (in case there is not sufficient space these could be placed in the boathouse area).
- »» The Spectators' seating area and services, the VIP, Media, and Team seating.
- »» The Media Centre and Mixed Zone.
- »» The VIP and Hospitality areas.
- »» The Scoreboard(s) and Video Board(s).
- »» The Television Broadcast Compound.
- »» First Aid and Rescue services.
- »» Pontoons for - Victory Ceremony, Media interviews, Umpire boats, Rescue service.
- »» The Spectators "drop off" and Bus parking areas - these should be located nearby.

The Finish area could be developed:

- »» On one side of the course: OR
- »» On both sides of the course.

In the latter case, it is recommended when possible that the "accredited" areas and the reserved Spectators seating should be placed on one side of the course and the general public - non-accredited - on the other side.

### **The boathouse area**

During major Events the boathouse area(s) must be clearly defined as an "accredited" area.

This area should accommodate:

- »» Boat storage (indoor permanent and outdoor temporary)
- »» Oar racks
- »» Launch pontoons (for Olympic Games - separate for rowing and canoeing)
- »» Control Commission
- »» Boat weighing
- »» Athletes weighing
- »» Boat repair
- »» Boat washing
- »» Doping and Medical facilities and services
- »» Team facilities and services such as changing and sanitary facilities - permanent and temporary
- »» Team equipment and bags storage areas
- »» Massage
- »» General training facilities (Ergometers)
- »» Meeting rooms
- »» Rest areas and services
- »» Eating areas
- »» The Information Centre
- »» Administration and Management offices
- »» Team "drop off" and bus parking area
- »» Trailer parking (and parking for the towing vehicles)

### **Artificial Courses (channels)**

- »» Spectators' viewing  
To provide better natural viewing conditions for the Spectators on artificial courses, along the entire course, the banks could be constructed with a slight slope (approximately 1 - 2 %), terraced towards the water's edge.



»» Trees

Planting trees on both sides, alongside the entire length of the course, (but leaving a clear space of approximately 60 meters from the racing lanes), should improve the wind conditions on the water considerably. In order to avoid the creation of wind shadows on the water surface and unfair conditions throughout the lanes, the impact of the trees, their type, their full-grown height, the spacing between the trees and the distance from the waters edge, all have to be investigated very carefully (ideally in a wind tunnel).

»» Second channel

For major rowing events (World Championships and Olympic Games) it is recommended that a second channel is provided, parallel to the main course. For World Championships this channel is used as "warming up" and "cooling down" areas and for crew access to the Starting area. It is recommended that the width is of 64 meters (four lanes x 13.5m plus and of 5m of a clear strip of water between the lanes and the bank on both sides). The bridge beyond the Finish line connecting the island created between the main course and the warming up lake (depending on the location of the launching pontoons) is recommended to be between 25 and 50m wide. The 50 m space is needed when there is two-way traffic under the bridge.

For Olympic Games the second channel is used by both rowing and canoeing. For rowing it will be used as warming up and cooling down areas and for canoeing it will be used for training during the rowing regatta. In addition to the rowing warming up & cooling down areas a canoeing training course shall be provided, a minimum of 1000m long with a width of 36m (4 lanes x 9m).

After the event, the training channel is extremely useful for school programmes and for beginners. Often the areas around the warming up lake are used for organising recreational activities for the general public - beaches, water ski tracks, summer ski tracks, etc.

### **Access to the Rowing Venue**

»» The area of the regatta venue should have good road, rail and air services. A public transport service to the venue is essential.

»» All access routes to the different areas must be able to cope with peak crowds and the access points must allow the comfortable manoeuvring of boat trailers and the loading and unloading of boats.

»» In order to ensure that there are no traffic delays for the Competitors when they come to the venue it is strongly recommended that the access routes into the venue for Competitors and Officials should be separate from the Spectators.

»» Spectators' access to the venue - experience from previous major regattas has shown that providing a shuttle bus transportation system for the Spectators is much more efficient than allowing parking adjacent to the sport facilities. It is recommended that the large parking areas for the Spectators should be located away from the rowing complex with a shuttle bus connection to the venue.

»» Separate entrances should be provided for the different groups e.g. teams, media, VIPs, Spectators.

The combination of lighting, signage and planting, both around and leading to the venue, should emphasise and reflect the ceremonial importance of the venue.

### **Parking**

At the venue, large parking areas - for the shuttle buses, for the Team buses, for the Media, for VIP and Sponsors and for the boat trailers - are essential, with an easy traffic flow system between the car parks and main roads.

### **Roads**

Ideally there should be road access to the Start area. On artificial courses (channels) an access road should be constructed, running around the entire course, with a minimum width of 6.5 meters.

For TV coverage purposes the road on the TV coverage side should be constructed at a low level (ideally 30 cm above the water level), as close as possible to the water surface. Turning points should be provided

on both sides of the course at the Start, at every 500 meters, approximately 250m before the Finish line and beyond the Finish line.

Along the TV road a second road shall be provided minimum 4m wide to be used during racing by the service vehicles, Athletes warming up and by the cyclists.

The roads must be level and straight throughout their length alongside the racing lanes and must be constructed behind the Aligner's Hut in front of the Timing Huts and the Finish Tower.

The roads are used as follows:

- »» The coaches, with bicycles, for coaching purposes during training and for following the racing crews during regattas.
- »» The vehicles for the transportation of equipment, photographers and Officials between the Start and Finish areas.
- »» The cars for the Regatta Control - used by FISA during FISA events.
- »» The cars for the TV coverage and for regatta commentary.
- »» The minibuses for the coaches to follow the races.
- »» If the surface of the roads is of good quality they could be used for other sports activities e.g. roller-blading.

During major events the access and the traffic on the roads alongside the course must be carefully planned and strictly controlled.

### **Lighting**

Lighting is strongly recommended, not only for security purposes but also to enrich and allow the use of the Venue during the evening hours.

### **Survey**

An official survey certificate of the racing course must be provided by an authorised company and must show the accurate locations of the Start line, of each intermediate timing point and of the Finish line. All points must be marked permanently on the ground and accessible for checking at any time.

Further updated surveys shall be provided to FISA prior to a Championships.

## B.2. The Course

### B.2.1. COURSE DIMENSIONS

The technical specifications for an international standard rowing course are laid down in the FISA Rule Book.

The Start line and the Finish line must be exactly parallel and their vertical planes must be transferred exactly to the vertical wires on the Aligner's Hut and on the Finish Tower. FISA requires that the Organising Committee provide an updated certified survey of these aspects no later than one month prior to a Championships.

When planning the dimensions of the future rowing course the following factors must be taken into consideration:

- »» Artificial course or natural lake.
- »» Risk of wind shadow.
- »» Need for sufficient water area to operate safe traffic rules.

On artificial courses arrangements must be made whereby the depth of the course can be controlled and maintained at the correct level.

#### »» **Length of Water**

The minimum length of water necessary to contain the standard course is 2,172m (22m + 2000m +150m). Ideally there should be 22 metres behind the Start line + 2000 metres for the racing course + 200 metres beyond the Finish line = 2222m. Depending on the design concept for some venues the space beyond the Finish line may even need to be 90m or up to 250m.

#### »» **Width**

The standard international course shall be at least 108m wide i.e. =  $13.5 + (6 \times 13.5) + 13.5 = 108\text{m}$ .

The minimum recommended width of the course for FISA Championships and Rowing World Cup regattas shall be at least 135m i.e. =  $13.5 + (8 \times 13.5) + 13.5 = 135\text{m}$ .

This width is a minimum and is only acceptable if a low level TV road is provided alongside the full length of the course.

The ideal recommended width of the course for Olympic Games, FISA World Championships and Rowing World Cup regattas shall be 162 m i.e. =  $27 + (8 \times 13.5) + 27 = 162\text{m}$ .

This width allows for traffic movements beside the course and for TV coverage from the water.

Every course should be checked and certified as being of the correct dimensions and layout, by an independent, authorised surveyor. The certificate must show the accurate locations of the Start line, of each intermediate timing point and of the Finish line and should be available for examination by FISA at any time. All survey points must be marked permanently on the ground and accessible for checking at any time.

#### »» **Depth**

For a standard international course the depth of water must be at least 3 metres throughout all racing lanes at the shallowest point if the depth over the course is unequal. For a new course it is recommended that the minimum depth should be 3.5 metres.

The depth of water in the warming up lake must be at least 1.5 metres.

»» **Bank** - should be graded (sloped) in order to minimise the effects of wash and waves.

- Maximum gradient - 1:3.
- Preferred gradient - from 1:4 to 1:6.
- There must be no vertical walls constructed at any place around the racing course, including behind the Start and behind the Finish.
- Large stones or other wave absorbing materials should be placed along the water line to at least 1m below the normal water level around the course.
- The controlled growth of low height reeds, or other appropriate aquatic plants, along the edge of the bank should be promoted as these act as a very efficient wave absorbing medium. However, great care should be taken to ensure that the introduction of such plants will not lead to uncontrolled growth which might impact on the maintenance cost of keeping the course clear in future.

»» **Lanes** - straight and of the same width over their whole length.

Width of the Lanes

- The lanes shall be buoyed according to the Albano system. These lanes must be straight and of the same width over their whole length. The width of each lane shall be 13.5m. (In special circumstances the width of each lane may be reduced to 12.5m).
- For a standard course it is recommended that there should be eight buoyed lanes (minimum is six).
- For Olympic Games, FISA World Championships and Rowing World Cup regattas there shall be a minimum of 8 buoyed lanes.

Numbering

- Normally Lane number 1 should be on the left, as viewed by the Starter. The numbering of the lanes might be changed on the request of the TV and Lane number 1 would then be on the right, as viewed by the Starter.

## B.2.2. The “Albano” system of buoys

The present, internationally specified system of buoying courses was first used on Lake Albano for the 1960 Olympic Games in Rome.

The system uses straight lines of buoys, from the Start to the Finish, to mark the lanes.

»» **Wires** - for details see Appendix B.2.2. “Albano Wires and Buoys”

- **Longitudinal wires** - The buoys are attached to longitudinal wires - recommended 3 - 4 mm diameter stainless steel (inox) cables, breaking load 750 kg, fixed 1.5m below the water surface. The accurate positions of the longitudinal wires are provided through the special girdles fixed to the cross-wires at 13.5m distance. The longitudinal wires pass through these girdles and are anchored to the bank at both ends of the course if the banks are close to the course. If the banks are far away from the course then the wires are fixed at both sides of the course, beyond the Start and Finish lines.

On lakes an additional wire - 6-8 mm, fixed outside the racing lanes (minimum 10m away) will be required for supporting the advertising banners.

### Recommendation:

The wires should be tensioned on land with 400 kg and marked for the buoy fixing points at 10m preferred or 12.5m intervals before placing them in the course.

- **Cross-wires** - 8 mm diameter, breaking load 1400 kg, fixed at the Start, at each 500 meters and near to the Finish line, anchored either:
  - To the bottom of the lake at both sides of the course (where there is a large distance between the banks of a lake).
  - To the bank on both sides of the course (where the distance to the bank is relatively short).

»» **Buoys** - for details see Appendix B.2.2. "Albano Wires and Buoys"

- Spherical, 15 cm diameter, the first 100 meters at 5m intervals beginning from the Start Bridge, and at 10m (preferred) or 12.5 m intervals throughout the course. The surface shall be pliant.
  - No buoys should be placed on the Start or finish lines.
  - When the course is constructed in a lake and where possible it is recommended that the lanes at the Start be prolonged beyond the Start line (50 - 100 m) in order to provide additional steering aid for the crews in the Start zone.

»» **Colours of the buoys:**

Generally - usually red, white or bright yellow.

Their colour, shall be the same in all lanes except as follows - each lane shall be marked at every 250m point by a buoy of a colour clearly different to those marking the majority of the course and all the buoys at every such point shall be that same colour. All the buoys in the first 100 metres and in the last 250 metres shall be of a distinct and clearly different colour to those marking the majority of the course.

»» **Advertising banners**

At World Cup regattas and at FISA World Championships advertising banners will be installed at different locations around the racing course.

FISA usually provides the advertising banners. The Organising Committee shall provide 4 helpers and 1 (2) boat for the installation of the advertising banners. The same support is necessary after the last race for the dismantling of the banners. During the racing days the Organising Committee shall provide 1 - 2 helpers and 1 boat for maintenance of these installations.

- FISA advertising banners - normally there will be a minimum of 8 International Sponsor advertising banners.
- OC advertising banners (after being approved by FISA) - the locations of the Organising Committee advertising banners shall be coordinated with and subject to the approval of FISA.
- The banners shall be installed and ready to be checked by FISA at a minimum 24 hours before the start of the first televised race.
- Many teams would have arrived and would be training on the water, so special care needs to be taken for the safety of the crews during the installation of the banners.

## B.2.3. COURSE INSTALLATIONS

»» **Timing Huts** - see Appendix B.2.3. "Timing Huts"

- **Location** - placed exactly on the lines of the intermediate distances at the 500m, 1000m, 1500m marks.

There must be a clear view of the course. Alternative positions could be:

- a) Floating - 15m away from the nearest lane
  - fixed on piles to the bed of the lake or canal
  - anchored by wires and anchors to the bottom of the lake or canal
  - attached to individual cables across the lake or canal (not to the Albano system of cables)
- b) On land - placed on a platform. On artificial courses - behind the road alongside the course.

- **Construction** - temporary or permanent

For Olympic Games the Timing Huts must be permanent structures.

- A covered platform minimum 5 - 6 m<sup>2</sup>.
- Protection against wind and rain must be provided.
- If requested, a provision for a platform for a TV camera on the top of the timing huts has to be foreseen. The roof has to be designed accordingly.

- **Dimensions** - minimum 2 m x 2.5 (3) m.

If the course is going to be used for canoeing regattas the timing huts at the 1000m and 1500m marks will also serve as Start Towers for canoeing. They have, therefore, to be larger - 3m x 3m and with two levels (upper and lower).

- **Equipment**

- Vertical sight wire (1 mm diameter)
- Radio and telephone (or other "hard wire") communication to the Timing Officials in the Finish Tower
- The timing system equipment
- Electrical Power supply
- Tables, chairs
- WC

- **Operation**

Three Officials are required to take the intermediate times - one pushes the timing button and calls the numbers of the crews crossing the intermediate distance line, the other enters through the timing keyboard the boat numbers in the timing system, the third writes down the order of the crews.

The Timing Officials in the timing huts must be very experienced and proficient. It is strongly recommended that the same "team" should remain unchanged (as much as possible) throughout the Championships in these positions.

When Adaptive rowing is included in the event programme the 1000 m Timing hut may be used as the Aligner's Hut for the Starting procedure at the 1000 m line.

»» **Distance Markers**

- **At the Start Line**

- Sight marker - fixed as close as possible to the water edge, opposite the Aligner's Hut exactly on the Start line. If the bank is too far away, on a structure very firmly anchored or fixed in the water.
- Dimensions - 150 - 200 cm height, 100 - 150 cm wide. The marker should be painted in two vertical halves, one yellow and one black. The yellow side should be in the direction of the course towards the Start. The precise vertical position where the colour changes from black to yellow shall be the Start line. The line where this colour change occurs shall be exactly vertical along its full height and shall be consistent with the survey certificate described in B.2.1.

- **Intermediate Points (every 250m) - either:**

- Floating - one-metre cubes attached to the outside wires of the "Albano" system at each 250 metres, minimum 5m away from the nearest lanes, on both sides of the course. Large black numbers should show the respective distances along the course. A clear mark, identical to that used at the Start, showing the precise distance mark for timing purposes, shall be included on the cube.
- On land - signs fixed on the bank at each 250 metres on both sides of the course. Large black numbers should show the respective distances along the course. A clear mark, identical to that used at the Start, showing the precise distance mark for timing purposes shall be included on the sign.
- Specification
- The distance numbers should be painted black (at least 70 cm high) on a white or yellow background clearly visible to the crews.

The racing distance is marked:

- 0 - is the Start line
- 2000 - is the Finish line

- **At the Finish line**

- Sight marker - fixed opposite the Finish Tower, exactly on the Finish line. If the bank is too far away, then the marker must be placed on a structure very firmly anchored or fixed in the water.
- Dimensions - 150 - 200 cm height, 100 - 150 cm wide. The marker should be painted in two vertical halves, one yellow and one black. The yellow side should be in the direction of the course towards the Start. The precise vertical position where the colour changes from black to yellow shall be the Finish line. The line where this colour change occurs shall be exactly vertical along its full height.

- **Start Zone**

The 100m-Start zone must be marked by two white flags - floating (minimum 5m away from the outside lanes) or on land. The size of these flags shall be - 40 cm x 60 cm.

If adaptive rowing is included in the event programme and the Start is from the 1000 m mark, the 100 m zone of the 1000 m course must also be marked accordingly - white flags placed on the bank marking the 100 m zone.

- **Finish Line**

The Finish line may be marked by two red flags - floating or on land, placed exactly on the Finish line, minimum 5m away from the outside lanes. The size of these flags shall be 40 cm x 60 cm.

- **Bubble line**

The Finish line can be marked on the water by creating a line of air bubbles across the width of the course placed approximately 80 - 100 cm beyond the actual finish line. This is a very effective visual aid for the crews finishing their race, for the Spectators and for television.

Pumping air from a compressor into a pipe (straight and rigid) laid across the course resting on top of the Albano cables creates the "bubble line". The pipe is full of holes to allow the bubbles to appear on the surface of the water.

The system consists of a pressure-proof hose (diameter of 50 mm) laid across the Finish line at a depth of 90 cm. Holes, 3 mm in diameter, are drilled in the hose at 20-25 cm intervals. The hose is attached to a rope (diameter 8 mm) by means of a cable connection at 20 cm intervals.

The whole apparatus is fastened to each bank of the canal and also to 600 kg anchors at intervals of about 27m. The tightening and installation of the system shall be carried out in steps.

The Finish line hose is filled with air by a compressor (capacity 7-9 m<sup>3</sup>/min). The pressure is a minimum of 4-6 bars.

The location of the generator for the compressed air has to be considered carefully - there can be a noise and a smell problem if the compressor is not driven by an electrical motor.

Depending on the wind direction, it may be necessary to lower the pressure or to switch the compressor on and off between races to ensure that the Finish line is clear of accumulated algae or rough waves.

## B.2.4. Traffic rules

Clear rules and information for the traffic movements of the rowing boats on the water have to be published in advance of the event. During the event the traffic rules must be given very wide distribution and they must be clearly displayed in the boathouse area.

The FISA Technical Delegate is responsible for planning the traffic rules, in consultation with the FISA Umpiring Commission and the Organising Committee.

The Organising Committee is responsible for providing the necessary Officials and for the control of the traffic rules.

The traffic rules must cover:

### »»Traffic Rules for Training

At least one clear lane of water must be identified as a neutral lane between crews rowing in opposite directions. The traffic rules should show which lanes should be used by which boat types - big boats in the outside lanes, small boats in the inside lanes.

Traffic rules for training should separate adaptive crews from non-adaptive crews.

The traffic rules for training are valid:

- On training days - during all the times the course is officially open for training.
- On racing days
  - From the official opening of the course in the morning to 30 minutes before the start of the first race.
  - From after the finish of the last race of the morning session to 30 minutes before the first race in the afternoon.
  - From after the finish of the last race in the afternoon to the official closing of the course in the evening.

Large buoys (suggested 40 cm diameter), placed in the middle of the neutral lane at both ends of the course, should mark the neutral lane during the training periods.

## »» Traffic Rules for Racing

The traffic rules for racing should cover the warm-up area and the cool-down area and the movements of the boats taking part in the Victory Ceremony.

The traffic rules for racing are valid from 30 minutes before the first race of each racing session to after the finish of the last race of each racing session.

**Important** - Great care and control must be exercised by both the crews and the Officials each time that the traffic rules change over from racing to training and from training to racing.

The big buoys, placed in the neutral lane at both ends of the course, and the "Swimming line" in front of the Start fingers must be removed 30 minutes before the Start of the racing session. They must be replaced immediately after the last race in each session.

The traffic rules must be distributed and displayed as follows:

- Traffic rules boards, approximately 0.7m x 1.5m, must be produced and placed on display near to the Control Commission hut from the first training day. They must show the traffic pattern during training and during racing.
- To all teams on A4 format (not the architectural drawing).
- Produced on transparencies for the overhead projector or in digital format for computer projection in the Team Managers Meeting room.
- Published in the Team Managers Manual.

"Road traffic type" directional signs (no text) fixed on each pontoon should identify the "going out" on the water pontoons and the "returning" from the water pontoons. The reverse sides of these signs should show a "No Entry" symbol.

**Note: Only those boats that are participating in the Regatta should be allowed on the water. This control must be in force from the official opening of the Course until after the last Victory Ceremony is over.**

## »» Safety Lines

It is recommended that the various zones (warm up, cool down) should be marked with swimming line type ropes and that big buoys should mark the ends of the zones and turning points, if any. Swimming line type ropes and big buoys should separate the "coming from the water" area from the "going out on the water" area.

During training, a swimming line shall be placed across the lanes approximately 30 meters in front of the Start fingers, which are in the lanes where the training crews are rowing towards them to prevent crews from accidentally colliding with the fingers.

## »» Big buoys

Big buoys should be placed approximately 20 - 30 metres beyond the Finish line to mark the turning points for the rowing boats after crossing the Finish line. They should also be placed to mark the end parts of the cool down/warm up zones.

Two big buoys should be placed in the Start area, approximately 30m apart and approximately 5 meters outside the racing lanes on the side of the course from which crews enter the Start during racing, to mark the "Gate" through which the crews must enter the racing course.



»» **Marshals**

Should be positioned to control the traffic on the water during:

- **Training**

- In the "Neutral" lane - minimum one boat with a marshal should patrol in the neutral lane at all times during the training sessions. He should control that crews are rowing in their allocated lanes (big boats in the outside lanes, small boats in the inside lanes - this requirement should be shown on the Traffic Pattern), are not crossing the course at any place, are turning around the big buoys beyond the Finish line and in the Start area, and are clearing the course at latest 30 minutes before the next racing session. With some training patterns it is possible to combine the roles of marshal with rescue service.
- In the Start area from the Start facilities observing the turning of the boats.
- On the launching pontoons - making sure that the crews are using the appropriate pontoons.

The marshals must begin their operation from the first day the course is officially open for training and must be very alert and active at all times.

- **Racing**

- On the launching pontoons - making sure that there are no crews going out on the water for training during racing. There shall be no training during racing.
- If required, controlling that the crews are going for warming up not earlier than 45 minutes before the Start of their race.
- In a boat or from the bank at the 100m zone, stopping the boats from entering the 100 metres Start zone before the previous race has started.
- At the end of the warm-up zone preventing boats from going too early or too late to the Start.
- In the cases where the warm-up and cool-down is carried out on the racing course - at the 750 metres, at the 1500 metres mark and near the Finish line to make sure that the boats are warming up and cooling down in the correct lanes as shown on the traffic rules.
- In the cases where the warm-up and cool-down is carried out on or alongside the racing course - stopping the crews as races go by.

- **On Final days**

- In the Finish area - one (two) marshal(s) (usually members of the Jury) in motor boats assisting the Victory Ceremony.

- **Equipment**

- All marshals should be provided with traffic rules diagrams, summary Start lists, powerful megaphones, a diagram showing the colours of the blades of the participating countries and bottled water. The marshal at the 100m Start zone should be in radio communication with the Starter.

## B.3. The Start AREA

The entire Start area must be provided with Electrical power.

### B.3.1. The Start Tower

See Appendix B.3.1. "Start Tower".

#### »» Location

40 - 50 meters behind the Start line, in the centre of the course

- On water
  - Fixed on piles to the bed of the lake or canal
  - Anchored to the bottom of the lake or canal
  - Attached to cables across the lake or canal (not to Albano main cables)
- On land

#### »» Construction - temporary or permanent

- A covered platform approximately 9 - 12 m<sup>2</sup> - the floor level must be a minimum of 3m and a maximum of 5m above the water level. There must be a clear view of each of the Start pontoons and the Aligner's Hut.
- Protection against wind and rain must be provided which still allows the Starter to perform their duties without obstruction of the vision or communication with the crews or other Officials.
- The front part of the roof or cover (above the Starter) has to be a minimum of 3m above the platform (the required height in case a Starter's flag has to be used).
- A platform for a TV camera above or underneath the Starter's platform.
- If the Start Tower is on water, it must be constructed on a platform - minimum size 6 x 6 m - connected to the Start Bridge by a floating walkway.

#### »» Equipment

- One large clock - visible from a minimum distance of 70 m - showing the official regatta time - synchronised with clocks in the Finish Tower and the boathouse area.
- Second large clock - at the back of the Start Tower if the warm up area is behind the Start Tower.
- Small clock for the Starter - placed in front of him - linked to the large clock(s) to show precise regatta time, preferably digital format showing hours, minutes, seconds.
- Microphone:
  - With a "one-ear" headset (preferable) and "hands-free" microphone
  - Or
  - Fixed on a flexible arm
- **Connected:**
  - To the loudspeakers (fixed either on the Start Bridge, for each start pontoon, or on the Start Tower) for the Starter's instructions to the rowers on the Start pontoons and in the Start zone, provided with on/off switch.
  - To the loudspeaker for the warm up area (if required) by separate switch.

The switching over between the loudspeakers must be carried out through a switchbox - two separate microphones might create "interference".

Note that wireless microphones are not suitable due to interference and generally poorer reliability than cabled microphones.
- Switch box for the "Traffic Lights" system. The race must be started by operating just **one** button controlling:
  - The green visible signal,
  - The sound signal,
  - The start of the timing system,
  - The freezing of the video picture for the Judge at the Start,
  - The release of the automatic start mechanism (holding the bows of the boats), where provided.

- An entirely independent communication link between the Starter and the Judge at the Start - radio, headphones or a telephone line - has to be provided.
- Elevated chair for the Starter so that if seated he can see the whole Start zone and Start area.
- Elevated table for the Starter with sloping top and a clear Perspex cover beneath which his Start List can be placed and be clearly visible - 110 cm height, 40 cm width, 100 cm length.
- Notice board for announcing to crews any alterations in the racing program - facing the crews, visible for at least 100 m, and thick markers for writing.
- Shelf below for a megaphone.
- Tube (75 mm) fixed to the right hand as holder for the flag (if required).
- Bell.
- Flag - red with white diagonal cross (75 cm x 50 cm).
- Table, chairs.
- Telephone.
- Walkie talkie.
- Megaphone for communication and also as reserve in case of electrical or speaker failure.
- Monitor showing the Victory Ceremony stage in the Finish area (optional).
- A visual signal (white and red lights), should be used for the Judge at the Start to inform the Starter that the crews are aligned (white light). The lights are controlled by the Judge at the Start (sitting inside the Aligner's Hut) through a special keyboard. For FISA events this system is obligatory. To attract the attention of the Starter, the red light can be combined with a "buzzing" tone to be heard in the Start Tower.  
In the Start Tower the unit with the white and red lights should be placed on the top of the Table with the sloping top in front of the Starter, ideally next to the small clock.
- Flashing light (operated by the Starter) for the indication of the beginning of the two minutes period to the Start of the race. Must be visible from a minimum distance of 500m.

**Option** - for lower level regattas white and red flags may be used for the communication of alignment and false starts from the Judge at the Start in the Aligner's Hut to the Starter.

## »» Operations

Strict security and limited access must be enforced to the Start Tower.

All technicians must be at their positions at least 1 hour before the Start of the first race and make a full test of the entire equipment.

All other Officials in the Start Tower must be in position at least 30 minutes before the Start of the first race and must test the equipment upon their arrival.

During racing there is a senior FISA official observing all the procedures in the Start area. He is in direct communication with the President of the Jury.

- **Starter**  
At FISA events is appointed from the FISA Jury. The Starter conducts the Start procedure according to the FISA Rules. He is in direct telephone communication with the Judge at the Start, seated in the Aligner's Hut, with the Judge at the Finish, seated in the Finish Tower and with the Control Commission in the boathouse area.
- **Starter's Assistant**  
The Starter's Assistant is appointed by the Organising Committee. He supports the Starter in carrying out his duties. He establishes the link between the Starter and the Organising Committee's Officials.
- **Technician for the "Traffic Lights" system.**  
Usually from the company providing the "Traffic Lights" start system. The technician makes certain that the "Traffic Lights" equipment is operating properly. He is in direct communication with the Timing Officials in the Finish Tower.
- **Technician for the Automatic Start system (if provided).** Usually from the company providing the Automatic Start system. The technician makes certain that the Automatic Start system is operating properly.
- **The TV camera operator** - if TV coverage is provided in the Start Tower.

If adaptive racing is included in the event programme there must be provided a facility for the Starter (a boat or a floating platform), placed in the centre of the course, 40 - 50 meters behind the 1000m start line. At Paralympic Games this must be a proper Start Tower.

## B.3.2. START INSTALLATIONS

The Start installations must provide the exact alignment of the bows of the boats on the Start line, allowing for boat types with different lengths.

»» **Location** - approximately 21 - 22 meters behind the Start line.

- On water - on lakes and canals - when the bank behind the Start line is too far away.  
A floating bridge structure, connecting the Start fingers:
  - Fixed on piles in the lake or canal
  - Anchored to the bottom of the lake or canal
  - Attached to cables across the lake or canal
- On land - for lakes and artificial courses - when the Start structure is constructed on the bank behind the Start line.  
The Start fingers should slide in tunnels (ideally covered), constructed in the bank behind the Start area.

»» **Construction** - temporary or permanent, but must be a strong and rigid construction.

- The Start fingers must be linked with a walkway bridge approximately 1.5 - 2.0m wide. (Provides the essential working conditions for the installation of the equipment and operation during racing, including access for TV and photographers. It is very important for the quality of the TV coverage and the photographer's pictures of the crews at the Start.)

The bridge shall be connected to the Start Tower through a floating walkway. When the bank is close to the Start Bridge (up to 60 - 80 meters) the bridge shall be connected to the bank through a floating walkway.

### Design Options:

- A "straight" Start Bridge installation - without a bay.
- A Start Bridge installation with a small bay, approximately 9 m wide and 5 - 6m deep, for the Umpires' boats to wait before the Start. The bay should be located in line with the centre of the course.
- 
- Pontoon fingers:
  - Starting fingers - from 6 to 9 in number (8 recommended). Width 80 - 100 cm, minimum 16m long, fixed exactly in the centre of the lanes, always perpendicular to the Start line and absolutely firm, even in strong side winds.
  - Movable - with a backwards and forwards movement of 10 meters, with marked positions for the different boat types and able to be locked in position to avoid movement during a start.
  - The front part of the fingers (1.00 m - 1.50 m) to be lifted by 40 cm - 50 cm above the water level to allow the stern of a boat to fit under the finger.

See Appendix B.3.2.a "Start Installations" showing the layout plan of a floating start installation.

If Adaptive Racing is included in the programme at the 1000 m mark it is recommended that a starting installation is constructed that can be quickly and easily put in place and later removed for the adaptive races. As this area is evolving quickly, more information will be available from FISA.

At the Paralympic Games a solid Start Bridge must be constructed.

»» **Equipment**

**Traffic lights starting system** - provides the visible start signal and the audible start signal - see Appendix B.3.2.b "Traffic Lights System".

- **Specification:**
  - Supplier should be approved by FISA
 

The 8 (to 9) boxes containing the visible signals and the loudspeakers emitting the audible signal must be fixed adjacent to each start pontoon.

The centre of the boxes shall be fixed at a height of between 0.7 m and 1.1 m above the water level.

Each box shall be positioned approximately 3.0 m from the centre line of the Start pontoon, on the side nearest to the centre of the course.
  - The visible signal must operate in only three positions: a neutral position (no light signal), a red light signal and a green light signal
  - The order of the signals:
    - Neutral (no signal),
    - Red light signal, (if necessary, return straight from red back to neutral)
    - Green light signal and a sound signal audible to crews
  - Both the red and the green light signals must be clearly visible to the bow person in an Eight, even in conditions of bright sunlight.
  - The electrical system must be provided with a duplicate, back-up system.
  - Additional Traffic Lights boxes must be located so that the Starter and the Judge at the Start can see them during the Start procedure.
- **Automatic Start Mechanism (optional for World Championships and World Cups, but shall be provided for Olympic Games.)**

This mechanism is used for holding the bow of each boat in a fixed position on the Start line until the Starter makes the Start. Such a system was first produced by "AGSO" - a company based in France but is now manufactured by a number of companies.

The system can be used together with the traffic lights system at International Regattas, World Championships and Olympic Games.

  - **Specification**
    - During the aligning procedure the bows of the boats are held by the "V-shaped Shoes" (6-9) placed exactly on the Start line - in line with the centre of the lanes.
    - The "Shoes" are each attached to "drive mechanism units", connected together with a pressure-proof hose, laid across the course and supported on the "Albano" wires at the Start.
    - The movement of the "shoes" is provided by compressed air produced by a compressor.
    - The release of the automatic start control mechanism is operated by the same button on the switch box in the Start Tower that controls the green light signal, the sound signal, the Start of the timing system and the freezing of the video picture for the Judge at the Start.
    - The location of the generator for the compressed air has to be considered carefully - there can be a noise and a smell problem if the compressor is not provided with an electrical motor.
- **Loudspeakers**
  - For the communication from the Starter to the crews (instructions and the roll call).
 

Location:

    - 6 (to 9) loudspeakers located on the bridge beside each start finger. (These loudspeakers may be fixed to the traffic light boxes.)

Or

    - 1-2 large powerful loudspeakers located on the Start Tower.
  - For emitting the audible start signal.
 

Location:

    - 6 (to 9) loudspeakers must be located on the bridge, beside each start finger.
    - Usually the loudspeakers are fixed to the Traffic Light boxes and are provided as part of the traffic light system.
    - The sound signal and the green light must be given at exactly the same time.
  - For the warm-up area - if required - for communication to the crews.
- **"Yellow Card" and "Red Card" (Warning) Marker**

A "Yellow Card" and "Red Card", approximately 20 cm x 30 cm for each start pontoon (a round disk would be acceptable as well), which can be placed in a fixed position behind the crew when instructed by the Starter and clearly visible to all members of the crew concerned at the Start, to Judge at the Start and to the Starter.
- **Steering Aids at the Start**
  - The lane buoys must - for the first 100 m in each lane - be placed at 5 m (or 6.25m) intervals, beginning from the Start Bridge.

- When the course is constructed in a lake and the Albano wires are anchored to the bank behind the Start it is recommended that the buoyed lanes should be prolonged behind the Start line (for 50 - 100m) in order to provide an additional steering aid for the crews in the Start zone.
- **Headsets** - For the wireless, radio communication from the Aligner to the boat holders the following headsets should be provided:
  - Each boat holder (6)
  - The persons moving the Start fingers (6)
  - The person in charge of the Start Bridge (1)
  - Minimum of two spare sets (2)
- **Spare boat numbers** - minimum two sets of numbers 1 to 6.
- **Lane Number signs** - each Start finger should have a large lane number sign (located on the front side of the Start Bridge) with the lane number clearly showing in three directions:
  - At one side - visible to the Aligner
  - At the front - visible to the crews
  - At the back - visible to the Starter
- **Walkie talkie** - on Organising Committee channel
- **Megaphone**

## »» Operations

There must be strict security enforced and limited access to the Start installations during racing.

All technicians must be at their positions at least one hour before the Start of the first race and make a full test of the entire equipment.

All other Officials in the Start area must be in position at least 30 minutes before the Start of the first race and test the equipment upon their arrival.

During racing there is a senior FISA official observing all the procedures in the Start area. He is in direct communication with the President of the Jury.

- **The boat holders** - two teams of 12 and the senior official. This team is provided by the Organising Committee.  
Requirements:
  - The boat holders work under the instructions of the Aligner sitting in the Aligner's Hut. He gives them their instructions using the wireless headsets.
  - The boat holders must be well-trained and disciplined, responding immediately to the instructions.
  - They should be physically capable of holding the boats in position until the Start is given, even in difficult wind conditions.
  - They must place the Yellow or Red Card markers as instructed.
  - The boat holders should be adequately dressed for the weather conditions. Clothing colours should not be yellow, red or green.
  - The senior official must control the photographers on the Start Bridge.
  - The senior official must replace the spare boat numbers or other obligatory identifications on boats in case crews lose their original ones.
- **The technician(s)** - responsible for the traffic lights (and the automatic start system if installed) on the Start structure. He should constantly check that the traffic lights are all working correctly and be ready to make immediate repairs if there are any problems with the equipment. The Technician is usually from the company providing the traffic lights. He may also be responsible for the automatic start system, if provided.

At the Paralympic Games the entire starting equipment (traffic lights, loudspeakers, automatic start system, the freezing picture false start system, flags, megaphones, repair pontoon, etc.) shall be installed at the 1000 m start installations.

A qualified surveyor's certification of the 1,000 m distance is also required. This shall be provided by the Organising Committee and made available to FISA at least one month prior to the commencement of racing.

### B.3.3. THE Aligner's Hut

See Appendix B.3.3. "Aligner's Hut".

»» **Location** - placed exactly on the Start line

- On water - fixed on piles to the bed of the lake or canal.
- On land.

»» **Construction** - temporary or permanent

Fixed, must be an absolutely firm structure.

A covered platform approximately 9m<sup>2</sup>, minimum 1 m above the water level with a clear view towards the Start fingers, the Start Tower and the course.

- If on water, the Hut has to be constructed on a platform, minimum 6 x 6 m, connected to the Start Bridge and to the repair pontoon.
- Protection against rain, wind and sunshine must be provided (air-conditioned if required.)
- A platform for a TV camera if required must be provided, in line with the Start line, at a suitable place (not obstructing the view towards the Start line).

»» **Layout**

- The Judge at the Start sits at the front of the Hut, in line with the Start line.
- The Aligner sits behind the Judge at the Start, in line with the Start line, seated on a higher (minimum 30 cm) chair or platform, looking over the head of the Judge at the Start.
- The operator(s) of the video and computer equipment sits beside the Judge at the Start.

»» **Equipment**

- A monitor for the Judge at the Start, placed in front of him (in a position so that he can see both the monitor and the actual start line) showing:
  - The bows of the boats on the Start line.
  - The computer generated vertical line, marking the Start line, provided by the "freeze frame" device.
- A monitor for the Aligner, placed in front of him, showing the same picture as for the Judge at the Start.
- A computer - connected to the monitor and to the video camera.
- A video camera - fixed behind a vertical wire marking the Start line.

Requirements:

  - Highest quality with sun filter.
  - Fixed on an absolutely firm structure (placing the camera on a tripod is not acceptable!).
  - The video camera controlling the Start alignment must be fixed in a manner that does not allow any movement of the video picture under all conditions.
  - Must be provided with a cover providing protection against sun and rain.
  - Fixed usually at the front upper part of the Aligner's Hut.
  - Provided with a "freeze frame" device.
  - With a "built-in", computer generated vertical line.
- A video camera - providing a general picture of the Start area. This picture is sent to the Finish Tower as information for the Timing Officials (required at World Championships and Olympic Games).
- A Table for the Judge at the Start and the video operator(s), 40 cm wide and approximately 200 cm long and 3 chairs.
- A Table for the Aligner (higher level), 40 cm wide and approximately 70 - 100 cm long.
- An entirely independent communication link between the Starter and Judge at the Start - radio, headphones or a telephone line - has to be provided.
- Red and white flag.

The Judge at the Start in the Aligner's Hut controls the red/white lights placed in front of the Starter by activating the buttons of the control unit placed in front of him.

For lower level regattas it is possible to use red and white flags instead of the lights for this visual communication with the Starter.

- Vertical Wire - marking the Start line, maximum 1 mm thick. This wire has to be fixed absolutely firmly and taught, placed between the Start line video camera and the Start line and divided in two sections:
  - The upper part of the wire (which is immediately in front of the Start line video camera) has to be removed during racing and easily fixed back again in order for the position of the camera to be checked at any time.
  - The Aligner and the Judge at the Start should be able to use the lower part of the wire at all times by sighting against the Start marker on the far side of the course during the Start procedure as a check and as a back up.

**Option:** Two vertical wires are placed at a distance approximately 80-100 cm from each other, in line with the Start line, fixed between the roof and the floor in front of the Aligner's Hut. The video camera is placed between them (See Appendix B.3.3.).

After it has been proved that the video camera is in the correct position the front wire has to be removed.

The vertical wires, which will be constructed in the Aligner's Hut in front and behind the video camera, must be in line with the horizontal start line.

- Microphone with a headset (preferable), or free standing (not fixed on a table), to allow the Aligner to give instructions to the boat holders on the Start fingers.
- Loudspeaker (low volume) connected to the Starter's microphone, to provide information about the progress of the Start procedure in the Aligner's Hut.
- Telephone - on the internal network.
- Walkie talkie - on the Organising Committee channel.
- Megaphone.

## »» Operation

Strict security must be enforced and limited access allowed to the Aligner's Hut.

All technicians must be at their positions at least 1 hour before the Start of the first race and make a full test of the entire equipment.

All other Officials in the Aligner's Hut must be in position at least 30 minutes before the Start of the first race and test the equipment upon their arrival.

During racing there will be a senior FISA official observing all the procedures in the Start area. He is in direct communication with the President of the Jury.

- The Judge at the Start - at FISA events from the FISA Jury.
  - The FISA Judge at the Start controls the aligning procedure according to the FISA Rule Book.
  - He is in direct communication with the Starter, in the Start Tower.
- The Technical Aligner.
  - Is provided by the Organising Committee.
  - Conducts the aligning procedure under the instructions from the Judge at the Start.
  - Should be very experienced and have good communication and understanding with the boat holders.
  - Ideally there should not be more than two Technical Aligners working throughout the Championships, thus ensuring continuity and consistency in this critical operation.
- One volunteer provided by the Organising Committee with basic computer knowledge for assisting the Timing system in the Aligner's Hut.
- One volunteer provided by the Organising Committee for the back up start impulse.

If adaptive racing is included in the programme the 1000 m Intermediate Timing Hut shall be converted to an Aligner's Hut (or Finish Tower respectively if the races take place from the 2000 m start line and finishe at the 1000 m mark).



### **B.3.4. OTHER FACILITIES AND EQUIPMENT**

- Repair pontoon - approximately 3m x 6m, upper edge 10 cm. above the water level, located near to the Aligner's Hut.
- Anemometers - for measurement of the wind speed at both sides of the Start area fixed close to the water. (For internal use only, the information is not printed on the result sheets). This equipment is not obligatory.
- Tools and spare parts - for small repairs of rowing boats.
- Tools and spare parts - for the electrical system, start equipment or motor boats.
- WC.
- Service motor boat in case there is no land or pontoon access to the Start Tower or the Start installations.
- Tents
  - One tent for the Media (tables, chairs, drinking water) - approximately 15 - 20m<sup>2</sup>, providing protection against sun and rain for journalists, photographers and TV personnel in the Start area.
  - One tent for the Officials and Volunteers at the Start (tables, chairs, drinking water) - approximately 15 - 20m<sup>2</sup>, providing protection against sun and rain.

## B.4. The Finish AREA

### B.4.1. The Finish Tower

See Appendix B.4.1. "Finish Tower".

- »» **Location** - exactly on the Finish line, as close as possible to the course but not less than 27m from the racing lanes, not obstructing the view from the grandstands towards the Finish line.
- »» **Construction** - temporary or permanent, absolutely firm construction.

For Olympic Games and FISA Events the Finish Tower must be a permanent structure.

- Must provide internal protection against sun (Venetian blinds), rain and wind.
- Must be air-conditioned.
- There should be large windows facing both the Finish line and towards the Start, to give the timing and photo-finish Officials a clear view of the course and the Finish line.
- It is also recommended that there is a window on the side of the Tower that would give the Officials a view of the area beyond the Finish line.
- All telephone and electrical power cables are installed in a special tube, which is laid from the top down to the bottom of the building. Along with this tube a separate tube ideally with outlets at each level of the tower (including for the terrace and going out from the ground level) shall be provided for the timing & photo-finish cables. This is necessary for the following reasons:
  - The photo-finish cameras at the top level of the tower must be connected through a cable with the photo-finish computer and monitor at the Jury level of the tower.
  - The Commentary Information System (CIS) monitor in the Commentators' room must be connected through a cable to the timing system at the Jury level.
  - The printers in the copying centre(s), in the Control Commission, in the Media Centre, in the FISA Office must be connected to the timing equipment at the Jury level.
  - The timing cables must be brought from outside the Finish Tower and connected to the timing system at the Jury level.
- Normally 50 - 60 m<sup>2</sup> foot print (staircase not included), the longer, working side parallel to the course.
- Layout:
  - Level 1 (Ground floor): Regatta control, Technology  
WC  
Storage
  - Level 2: Jury & Timing Officials seats (3 seats at 3 levels)  
Timing equipment and Data processing  
Photo-finish viewing and printing equipment  
Score board operation (optional).
  - Level 3: Commentary (soundproof room)  
Public address system  
Score board operation (optional).
  - On the Roof: Enclosed support structure for the Photo-finish cameras  
A platform for a TV camera and/or a VIP terrace.
- The Finish Tower could be constructed in two stages.
  - First stage - Should provide the minimum conditions for staging a regatta. The Ground and the First floors should be sufficient for these requirements.
  - Second stage - Should provide the optimal conditions for staging major International Regattas or FISA Championships. The second floor and a roof or a terrace able to accommodate the photo-finish and TV cameras should then be constructed. The foundation of the tower has to be designed accordingly.

#### »» Equipment

- Wire - marking the Finish line, maximum 2 mm thick.  
Has to be vertical and fixed absolutely firmly and tight, positioned between the photo-finish video cameras and the horizontal finish line, and divided in two (vertical) sections:

- The upper part of the wire, which is in front of the video cameras, has to be removed during racing and easily fixed back again in order for the position of the camera to be checked at any time.
- The Judges at the Finish and Timing Officials should be able to use the lower part of the wire by sighting against the Finish line marker on the far side of the course at all times during the regatta. The vertical wires, which will be constructed in the Finish Tower in front of the photo-finish cameras and in front of the Timing Officials, must be in line with the horizontal finish line.

- Photo-finish system
- Timing system
- Results system
- Score board operation
- Commentary - minimum 2 commentary positions
- Public address system
- White flag

Instead of the white flag it is recommended that a white light is provided at the front side of the Finish Tower which is clearly visible to the Umpire. This shall be operated by the Judge of the Finish instead of the white flag. The white flag should still be provided as a back-up option.

- Megaphone
- Hooter - operated by the timing button, producing a signal clearly audible to the crew in the furthest lane, to signify when each crew has finished the race.
- Telephone lines: minimum 3 analogue lines - one of them international
- Copying machine (desktop)
- TV monitor(s) - at the Jury level and in the Commentary room
- CIS (commentary information system) monitors - at the Jury level and in the Commentary room

#### »» Operations

- There must be strict security enforced and limited access to the Finish Tower.
- All technicians must be at their positions at least 1 hour before the Start of the first race and make a full test of the entire equipment.
- All other Officials in the Finish Tower must be in position at least 30 minutes before the Start of the first race and test the equipment upon their arrival.
- During racing there is a senior FISA official observing all the procedures in the Finish Tower. He is in direct radio communication with the President of the Jury.  
All Results and Start Lists must be checked and approved by the designated FISA person before being passed to the Results Distribution Service.

## B.4.2. Commentary and Public address

See Appendix B.4.2. "FISA Sport Presentation Guidelines".

#### »» General

- Should be provided for:
  - The Spectator areas
  - The boathouse area
- Loudspeakers
  - The loudspeakers should be of a good quality and should have separate volume controls.
  - The loudspeakers should be located throughout the venue but not in the following:
    - The Start Area
    - Crew Rest Areas
    - Radio and TV Commentators Booths
- It is recommended to provide two commentary teams - one for the English commentary and one for the local language.
- It should be possible for the Start procedure and the Start signal to be relayed through the PA system in the Spectator and boathouse areas.

## »» Location of Commentators

- In the Finish Tower on the top floor. Good visibility of the entire course and the Finish area must be provided.
- The race commentary should be provided from a mobile unit (car or motor boat) relayed by radio to the commentary room in the Finish Tower.
- The commentators in the Finish Tower give the introductions before the race, the results and make any announcements.

## »» Equipment

- **High quality equipment provided with a back up system**
- **The Public Address System (PA) keyboard.**
  - It should be possible for messages to be announced only in the boathouse area.
  - In order for the commentators and the PA operator to be able to co-ordinate their functions, it is essential that the commentators' facilities and the PA keyboard are located in the same room.
- **TV monitor**
  - To show TV coverage of the races.
- **A Commentary Information System (CIS) monitor**
  - This must be linked to the timing/results system.
- **Intercom telephone system**
  - This must be linked with the floor where the Judges and photo-finish are located.
- **A link to the microphones**
  - For the official ceremonies located near the presentation stage.

## »» Operations

For a major FISA event there should be a team of 4 - 6 persons in the Tower to conduct the commentary and provide the announcements:

- **2 commentators** - experienced and well prepared
  - each speaking in their mother tongue (one in English)
  - introducing the next race before handing over to the commentary car
  - announcing the race results
  - confirming the qualifiers for the next rounds
  - making all public announcements
- **1 technician**
  - operating all the sound equipment
  - making the changes between microphones (Starter, car, Tower etc)
  - playing recorded music
  - relaying any ceremonial speeches (e.g. Opening Ceremony)
- **1 Producer**
  - generally conducting the entire commentary process
  - controlling and co-ordinating the changes between microphones
  - instructing the technician
  - co-ordinating and preparing any announcements for the commentators
  - controlling the announcements and music before and during racing and for the Victory Ceremonies
- **Changes**
  - The Commentators have to be informed promptly about all changes in the racing program, entries, etc.

## B.4.3. Pontoons at the Finish

### Victory Ceremony Landing Pontoon

- Located in front of the VIP, Media and Team Grandstands
- 3m wide and 54m long, upper edge ideally 10 cm above the water surface but no more than 15 cm, attached to the Victory Ceremony stage.

### The Victory Ceremony Stage

#### Options:

- A pontoon - 3 m wide and 18 - 20 m long attached to the landing pontoon  
Or
- On land in front of the main grandstands.

When adaptive racing is included in the event programme the Victory Ceremony stage shall be accessible for wheelchairs.

### Umpire Catamarans Pontoon

Located near to the Finish Tower, usually beyond the Finish line - 3 m wide and 6 - 12 m long.

### Flash Interview Pontoon

For Olympic Games (optional for World Championships, World Cups), located 30 - 40 meters beyond the Finish line - 3 m wide and 54 m long.

### Photographers pontoon

At Olympic Games, located immediately beyond the Finish line - 6 meters wide and 12 meters long.

## B.4.4. Other facilities and equipment

### »» Flag poles

- Visible to both the Spectators in the grandstands and to the Competitors on the Victory Ceremony Stage.
- Should not obstruct the view of the course, either from the grandstands or from the Finish Tower.
- Located near to the Victory Ceremony Stage.
- For World Cups - usually 3 Flag Poles: for the FISA flag, for the National flag and for a local flag.
- For World Championships - up to 6 Flag Poles: the 3 listed above plus 3 for the Victory Ceremony of the winning crews.

### »» Victory Ceremony Preparation

- Covered area or rooms with tables and chairs for organising the medals, for changing uniforms, for preparing the flags and for waiting between Ceremonies.
- Athletes waiting area - approximately 30 chairs, simple cover (tent or umbrellas) providing shelter from the sun or rain.
- Should be located near to the Finish Tower or to the main grandstand.
- There should be a lockable storage area located in close proximity.
- There should be a contingency plan for access to a covered area or a room and blankets, providing shelter for the medallists in case of bad weather conditions.

### »» Anemometers

- For the measurement of the wind speed at both sides of the Finish area fixed close to the water and away from any structures.
- For internal use only. The information is not printed on the result sheets.

## B.5. TECHNOLOGY

### B.5.1. TIMING

At FISA events (World Cup regattas and World Championships) the timing equipment is provided by the FISA contract partner. For further details see Appendix B.5.1.a "Timing Service Catalogue".

#### »» Equipment and Requirements

A **ONE** button system is required to:

- Record all times to 0.01 second and to give the order of all 6 (for canoeing 9) racing boats at the 500 m, 1000 m, 1500 m and 2000 m marks.
- Indicate the difference to the best time.
- Rank the times.
- Time a minimum of two races on the course simultaneously - including the intermediate times at each 500m.
- Take all the times, even when there are 7 or 8 boats in the same race.

The main system must be provided with a reliable backup system.

The timing positions:

- The Starter's button in the Start Tower.
- The timing buttons in the timing huts at the 500 m, 1000 m, 1500 m and in the Finish Tower.

The timing system must be able to time the racing boats when the race is in the form of a "Time Trial" and not side by side.

The timing button in the Finish Tower records simultaneously the Finish times of the racing boats and sounds the audible signal.

The timing positions should be linked through a cable - permanent or temporary.

Ideally there should be three timing units provided for the timing system in the Finish Tower. The first unit should take the first race, the second unit should take the second and the third unit is the backup.

The system should be able to display immediately on the score board the intermediate times (each 500 m) of the leading boat and the differences between the leading boat and each of the other boats.

The computer programme of the timing system must be flexible and be able, by using relatively simple operations, to accept changes in the Start lists, in the allocation of lanes, in the names of participants, in the numbers and the order of the races, and in the Starting times.

When TV coverage is provided the timing system should be able to transmit the timing results of each 500m and of the Finish to the TV network.

During Olympic Games the timing system is linked to the Games central computer.

All timing information is transmitted to a Commentary Information System (CIS) monitor in the commentary room and at Jury level and in the media/broadcast booths.

- Communications:
  - A dedicated telephone line connecting the Start Tower, the timing huts at each 500m and the Timing Officials in the Finish Tower,
  - A dedicated telephone line connecting the Start Tower, the Control Commission and the Aligner's Hut,
  - Radio communication for all the locations as listed above - as a backup,
  - A computer link to the Internet,
  - At televised FISA events 4 separate ISDN lines for the "Live Viewing" programme.
- Cabling
 

For the requirements and the cabling specifications see Appendix B.5.1.a "Timing Service Catalogue", Appendix B.5.1.b "Cable specifications" and Appendix B.5.1.c "Schematics Rowing Cabling".

## »» Operation

- There will be 3 Officials seated on the Finish Line:

**First level** - Timing official from the Organising Committee pushing the timing impulse button. Next to him (not on the Finish line) on a chair the timing official from the Organising Committee entering the order of arrival of the crews.

**Second level** - Timing official from the Organising Committee entering the order of arrival of the crews.

**Third level** - Judge at the Finish from the International Jury calling the order of arrival of the crews, writing the order down and operating the white light or white flag signal.

The Senior Judge at the Finish from the International Jury is seated by the photo-finish monitor, and is responsible for the confirmation of the official results from the photo finish and for the official signing of the result sheet.

- The Timing Equipment & Data processing provider should be located as close as possible to the 3 Officials who are seated on the Finish Line. The Timing Team must be very experienced and proficient. It is strongly recommended that the same "team" should remain unchanged (as much as possible) throughout the Championships.
- The Timing Provider is responsible for:
  - Operating and controlling the entire timing system.
  - Ensuring that the timing units are taking the times for up to two races on the course at the same time, with the backup unit always available.
  - Inputting the order of the crews at the intermediate points.
  - Inputting the order of the crews at the Finish, as decided by the Senior Judge at the Finish.
  - Printing out the first version of the Result Sheet, passing it to the Judge at the Finish for approval and signature.
- Timing Officials have to be informed promptly about all changes in the racing programme, entries, etc.

## B.5.2. Photo-finish

### »» Equipments and Requirements

The Finish of all races should be recorded and should be available for presentation if requested.

- The photo-finish cameras (minimum two - one official camera and one back up camera) - should be fixed to an absolutely firm structure. They must be protected from the sun, rain and the wind.
- At the FISA World Championships, the FISA Timing Contract partner provides both cameras. At World Cups, U23 and Junior Championships the Organising Committee provides the back up camera.
- The cameras must be able to take 100 pictures per second.
- The cameras must be located at a height that provides a minimum angle of 6 degrees (maximum 12 degrees) between the horizontal and the line drawn from the cameras to the centre line of the course.
- There should not be glass in front of the photo-finish cameras.
- Once the exact location of the cameras has been checked and their position fixed, the section of the wire marking the Finish line and in front of the camera should be removed (this is so that the picture taken by the camera does not have to "look through" the wire).
- The photo-finish equipment has to be connected to the timing/computer system and be able to transfer the results directly to the computer system of the timing equipment.
- The photo-finish monitors and the computer should be placed along with the Jury at the same floor in the Finish Tower.

### »» Operation

- All the times are to be taken from the photo-finish system.
- Reading of the photo-finish:
  - The photo-finish must be checked by the FISA Judge at the Finish.

- The Senior Judge at the Finish and the representative of the FISA Umpiring Commission in the Finish Tower are the only Officials responsible for the reading and confirmation of the official results of the photo-finish.
- All other Finish Tower personnel should be instructed to stand clear until the result is decided by the Senior Judge at the Finish. A second photo-finish monitor shall be provided for the Senior Judge at the Finish.
- The Senior Judge at the Finish must be able to examine the photo-finish without being disturbed and while the next race is approaching. He should be provided with a separate table and the Monitor placed close to his own work position on the third level of seating. The Senior Judge at the Finish must be well trained and experienced in Finish Tower responsibilities and particularly in reading photo-finishes.

**Rotating less experienced Officials into the Finish Tower must be minimised.**

- The result sheet must then be signed by the Judge at the Finish.
- These official results should then be shown on the scoreboard.

### B.5.3. RESULTS LISTS AND START LISTS

#### »» Result Lists

- The Timing & Results Computer System produces a Result List after every race. The standard form of the Result List is shown in Appendix B.5.3.a "Result list with names".
- Once it is approved by the FISA Judge at the Finish, the Result List is passed to the Results Distribution System (see Section B.5.4. "Distribution Service").
- The Results System must then produce, by the end of each session of racing (morning and afternoon), the Daily Results Summary - see Appendix B.5.3.b "Daily Results Summary".
- After the Finals the Results System must produce the completed Result Summary by Event, now including the Finals - see Appendix B.5.3.c "Result Summary by Event".

#### »» Start Lists for the Heats

- The Summary Start List for the Heats will be produced immediately after the Draw - see Appendix B.5.3.d "Summary Start List".
- Within one hour of the Draw the Start Lists by Name must be produced - see Appendix B.5.3.e "Start Lists by Name" and Appendix B.5.3.f "Media Start Lists".

#### »» Start Lists after the Heats

- The official results of each race are processed by the Computer System to produce the Start Lists for the next round of each event in accordance with the requirements of the FISA Progression system.
- These draft Start Lists must be checked and approved by the designated FISA person before being passed to the Results Distribution Service.

### B.5.4. DISTRIBUTION Service

This service covers the production and distribution of Entry Lists, Start Lists, Results Lists, FISA Communications, etc.

#### »» Location

- The Distribution/Copying Service can be located in a number of different places:
  - At the ground level of the Finish Tower (for smaller events if there is sufficient space)
  - In a Container adjacent to the Finish Tower
  - In a room in a permanent building

Two copying centres shall be provided:

#### -- For the Teams

The Copying Centre for the teams shall be located near to the Team Information Centre. It should be in operation when the venue is officially open but not less than 48 hours before the Draw. There must be a minimum 30 m<sup>2</sup> of floor area for the World Championships.



– **For the Media and the Spectators**

The Copying Centre for the Media and the Spectators shall be organised near to the Media grandstands. It should be in operation minimum 24 hours before the first racing day.  
There must be at least 20 m<sup>2</sup> of floor area for the World Championships.

» **Equipment**

In the boathouse area for the Team distribution service:

- In the boathouse area, usually near to the Information Centre:
  - 3 high-speed copying machines (60-70 copies per minute), fitted with collators and staplers in the copying centre, and 1 small desktop machine.
  - A computer work station shall be provided with a laser printer (assuming that the result lists are transmitted via computer link to the Copying Centre). The printer is usually provided by the FISA Timing Contract partner.
  - Trays for the Start/Results lists - approximately 100 - 150 trays
  - Tables for stacking and sorting the documents - recommended 6 tables 0.9m x 2.0m
  - Mail boxes - 1 per team (usually 60 - 70)
- In the Information Centre: 1 small desktop machine
- In the Control Commission: 1 small desktop machine

In the Finish area for the Media and for the Spectators:

- In the Media Centre: minimum 2 high-speed copying machines, fitted with collators and staplers in the copying centre and 1 small desktop machine.
  - There shall be provided a computer work station with a laser printer (assuming that the result lists are transmitted via computer link to the copying centre).  
The printer is usually provided by the FISA Timing Contract partner.
  - Trays for the Start/Results lists - approximately 100 trays
  - Tables for stacking and sorting the documents - recommended 3 tables 0.9m x 2.0m
- In the FISA work area: 1 small desktop copying machine and 50 trays
- At the Jury level in the Finish Tower: 1 small desktop machine for copying urgent information (official communications, urgent changes in the Start/results lists, etc.
- For OC: the Organising Committee to decide on the needs for copying machines for the regatta organisation.

» **Operation**

- The copying and distribution of the results begins immediately after the Judge at the Finish has signed the Result List - B.5.3a "Result List with Names".  
**Options:**
  - The approved result sheet is sent via a runner to the Copying Centre.
  - The approved result sheet is transmitted via computer link to the Copying Centre.
- The maximum acceptable time between the finish of a race and for the results to begin to be distributed is 5-6 minutes.
- After the finish of each race the first copy of the result list has to be given to the FISA official (usually located in the Finish Tower) carrying out the draw for the next stage of the FISA progression system.
- Runners - the number of runners, which are distributing the Start/Results list at the venue needs to be planned carefully, taking into consideration that often there will be 6-minutes intervals between the races.

» **Distribution system**

For the Distribution system for the Teams, for the International and National Officials, for FISA, for the Media (Press Centre and press grandstands), for the commentators (TV and race commentators) see Appendix B.5.4. "Distribution system".

In order to reduce the amount of paper used during the event it is recommended that the Start/Results lists are not distributed via individual mail boxes.

## B.5.5. Score & Video boards

### »» Location

#### Options:

- Opposite side from grandstand
- At the end of the course on the bank (if not too far from the Finish line)

#### At Olympic Games

When there are grandstands at both sides of the course, three scoreboards and two video boards shall be provided as follows:

- A small scoreboard placed beyond the Finish Tower for the Athletes,
- A scoreboard placed against the Finish Tower for the Media and Olympic Family,
- A giant scoreboard placed beyond the grandstand for the general public on the other side of the course,
- A videoboard looking towards the FISA Family grandstand,
- A giant videoboard for the general public on the other side of the course.

#### At FISA televised events (World Cups, European Championships and World Championships)

- A big screen videoboard must be provided for the Spectators in the main grandstand area.
- A small scoreboard (3 rows) must be provided at the senior World Championships for the crews on the water as they cross the Finish line.

#### At Junior World Championships and U23 World Championships

- A large scoreboard (minimum 8 rows) must be provided for the Spectators in the main grandstand area.

### »» Requirements

Appendix B.11.2. "Videoboard Specifications"

- The scoreboards and the videoboards must be clearly visible to both the Spectators in the grandstands and to the Competitors on the water as they cross the finish line.
- They should not obstruct the view of the course, either from the grandstands or from the Finish Tower.
- Power Supply for the videoboard
  - 125 Kva on city network or on a power generator equipped with electronic regulation.
  - 380/415 volts, 3 phases (125 amp/phase), Neutral, Earth.
  - Power must be delivered at the screen at 20m maximum (5 wires - 25 mm<sup>2</sup> each).
  - Plug CEE Form of Amp or Connection Box/panel with 3 phases, Neutral, Earth.

### »» Construction

- Permanent
- Temporary

### »» Dimensions

The size depends on the distance between the scoreboard or video board and the Spectators' areas.

- Videoboard: 40m<sub>2</sub> - 80m<sub>2</sub>.
- Scoreboard: 35m<sub>2</sub> - 85m<sub>2</sub>

### »» Layout of the Scoreboard

Minimum 8 lines with 18 spaces for alphanumeric display:

- 2 lines - for description of the event and the race and for the general time.
- 6 lines - for the times of the six (9 for canoeing) crews

For Olympic Games the main scoreboard should have 10 lines with 32 character spaces.

## »» Operation

- The scoreboards must be linked directly to the timing system.
- The intermediate times must be shown immediately on the scoreboards.
- When the first crew crosses the Finish line the Organising Committee timing official presses the timing impulse button and activates the horn signal. The keyboard operator enters the respective lane number. On the scoreboard and on the TV the time and the name of the "unofficial winner" only shall appear. The remaining results should appear gradually only after they have been confirmed.
- After the Judge at the Finish has signed the result sheet then the full results should be shown on the scoreboard and on the video board - each crew, in order, with its actual full course time.
- If a photo-finish is declared for the first place in a race, the scoreboard operator and the commentator must be informed immediately.
- The sign "photo-finish" should then appear immediately on the scoreboard. It is vital that there should be no possibility that the wrong result appears on the scoreboard - great care must be taken to train the Officials and to ensure that the necessary communication is immediate.

## B.5.6. Communications at the Course

Permanent Rowing venues should be developed with at least a basic cable telephone system as an integral part of the infrastructure.

The Organising Committee is responsible for the provision of all telecommunication facilities for major FISA rowing events.

### B.5.6.1. Telephones

An extensive telephone system needs to be provided for FISA major events.

All telephone lines must be installed and in operation minimum 4 days before the first racing day.

#### »» Timing

- An independent circuit interconnecting the Start Tower, the Aligner's Hut, the Timing Huts at each 500 meters, and the Timing level in the Finish Tower.
- In case of failure of these telephone lines a set of 6 walkie-talkies should be available.

#### »» Regatta Control

- Cable telephone lines interconnecting the Start Tower, the Aligner's Huts, each level of the Finish Tower, the Control Commission, the Medical Centre, the Press Centre, and the Administration (FISA and the Organising Committee).

#### »» In the Start Area

An entirely independent communication - radio, headphones or a telephone line - must be provided between the Starter and Judge at the Start. At the FISA events this is provided by the FISA Timing provider.

#### »» For the Finish Tower

- Ground floor - 1 telephone line on the regatta organisation circuit
- First (Jury/Timing) floor:
  - 1 telephone line on the regatta organisation circuit
  - 1 international telephone line for the Timing and Data processing
  - High speed Internet Connection for the Timing and Data processing
  - 4 ISDN independent lines for the "Live Video Streaming" programme. The location would change for each different regatta venue.
- Second Floor (commentary and regatta organisation) - 1 telephone line on the regatta organisation circuit
- Connection between the big screen operator and commentary personnel (neither should publish final results before these have been cleared by the Jury).

## »» For the Organisation in General

Cable telephone lines for:

- The Organising Committee offices
- The Team Facilities and services such as:
  - Welcome and Information Centre
  - Medical facilities
  - Team Transport and Accommodation services
  - Boats and Athlete Weighing
  - Accreditation Centre
- Hospitality and Sponsor facilities
- Food and drink facilities
- Public telephones in the boathouse area
- Public telephones in the general Spectator area

## »» For the Copying centre(s)

- 1 telephone line on the regatta organisation circuit

## »» For the Control Commission

- 1 telephone line on the regatta organisation circuit

## »» For the Media

- For the Press Centre
  - Analogue modem line for the printer of the FISA Timing Provider.
  - 4 Info computers (for World Championships and World Cups only) connected to internet (for research) connected to printers.
- For the FISA Press office
  - 1 x international telephone line.
  - 1 international telephone line connected to a fax machine.
  - 1 x telephone line on the regatta organisation circuit.
- For the Press Grandstand
 

If the Press Centre is a far distance from the Press Grandstand, a telephone line connected to the regatta organisation circuit must be provided at the Press Grandstand.

### Note:

The requirements for Press Centre and for the Press Grandstand vary according to the layout.

The requirements as described above apply for the cases when only one Press facility is provided e.g. the Press Grandstand is functioning as a Press Centre as well (Lucerne).

When the Press Centre and a Press Grandstand are separate facilities, then the total number of lines can be spread across the two facilities.

## »» For the FISA offices

- 1 international telephone line
- 1 international telephone line connected to a fax machine

## »» Telephone Lists

Upon the arrival of the first FISA representatives the following telephone lists shall be provided:

- All telephone numbers on the regatta organisation circuit
- All mobile telephone numbers of the key Organising Committee Officials
- The contact numbers of all Team Managers. These should be collected by the Organising Committee at the Information Centre, at the Accreditation Centre or at the Team Managers Meetings before the first racing day.

Note: In addition there will be requests for telephone lines for the TV and Radio commentators. These are usually provided by the local Host Broadcaster.

## B.5.6.2. WALKIE TALKIES (Radios)

### »» Numbers

- A detailed plan of the walkie-talkie requirements, their allocation and disposition should be prepared in advanced and agreed with FISA.
- The number of walkie-talkies depends upon the course (a natural lake or a course on an artificial channel), and the number of control points necessary to ensure the safe and smooth operation of the event.
- The TV trailers and equipment usually cause serious problems with the reception of radio signals and this has to be taken into consideration.
- On at least three separate channels walkie-talkies must be provided for:
  - FISA
    - 18 walkie-talkies shall be provided for FISA.
    - The Regatta Controller from the Organising Committee also has to be on the FISA channel.
    - One walkie-talkie shall be available for the FISA Timing provider.
    - The walkie-talkies must be available 48 hours before the first racing day.
    - Additional two walkie-talkies will be required for the Finals days.
    - The FISA walkie-talkies must be capable of communication between the boathouse area, the Finish Tower and the area behind the Start (up to 3000m distance).
  - Commentary
 

A professional quality commentary radio system must be provided with two transmitters/receivers for the commentary along the regatta course. The quality of the Commentary systems is essential for the overall impression of the event.

FISA may provide upon request the commentary radio system.
  - Medical and Rescue service - for each medical and rescue point. The radios should be distributed as follows:
    - Chief Medical Officer (1)
    - Medical Centre (1)
    - Launch Controller (1)
    - Rescue Boats (5)
    - Red Cross Control (1)
    - Ambulances (2)
    - Organising Committee (1)
  - Organising Committee
 

In addition to the walkie-talkies for the key members of the Organising Committee, walkie-talkies shall be provided for each umpiring, television and commentary catamaran, linked with the FISA as well as the separate Organising Committee channel.

The Organising Committee should plan to have 50-60 radios in total (for OC, medical and rescue, FISA etc).

### »» Requirements

- The walkie-talkies must be very reliable.
- There must be at least three circuits available.
- A fixed base station should provide the link between the 3 circuits, operated by experienced operators.
- Spare walkie-talkies must be available for each of the three circuits in case of failure.
- All walkie-talkies are to be provided by the Organising Committee.
- The Organising Committee should make arrangements for recharging walkie-talkie batteries at the end of each day.

## B.5.6.3. Intercom System

- »» Start Tower / Aligner's Hut communication. At the FISA Events this is provided by the FISA Timing provider.
- »» For the communication between the different floors in the Finish Tower.

#### B.5.6.4. Cell Phones

»» FISA - 8 at World Cups, 12 - 15 at World Championships

»» Organising Committee - 8 to 10

All cell phones are to be provided by the Organising Committee.

The cell phones shall be restricted to national calls only.

The cell phones must be available upon the arrival of the first FISA representatives.

#### B.5.6.5. Internet

For the World Championships, the minimum upload bandwidth should be 6 MB.

»» **For the FISA Timing Provider**

The internet line for the FISA Timing provider in the Finish Tower must be an independent cabled line.

»» **For the Media**

- For the Press Centre
  - Internet connection
    - Broadband technology - either ADSL cabled or wireless. The SMTP address for the outgoing e-mail shall be provided by the OC. No restriction on number of IP addresses.
      - at World Championships - available for up to 200 journalists,
      - at World Cups - available for up to 100 journalists,
      - at Junior and U23 Championships - available for up to 25 journalists,
      - at European Championships - available for up to 50 journalists.
    - 2 x ISDN lines for photographers to upload photos (could be exchanged for extra broadband width). Separate ISDN lines will be required for TV commentators or Radio broadcasters to be installed in the commentary boxes.
    - 2 x analogue modem lines for journalists not able to use ADSL or wireless - also possible to be used for international calls.
- For the FISA Press office
  - Broadband technology - either 3 x ADSL (simultaneous usage) cabled or wireless. The SMTP address for the outgoing email shall be provided by the OC. No restriction on number of IP addresses.
- For the Press Grandstand
  - Broadband technology - either ADSL cabled or wireless. The SMTP address for the outgoing email shall be provided by the OC. No restriction on number of IP addresses.
    - at World Championships - available for up to 200 journalists,
    - at World Cups - available for up to 80 - 100 journalists,
    - at World Junior and U23 Championships - available for up to 20 journalists.
- For the FISA offices
  - High Speed Internet connections for all work stations through Broadband technology - either ADSL or wireless. The SMTP address for the outgoing email shall be provided by the OC.
  - An IT technician shall be available during all the opening times of the venue.
- Internet service for the Teams at the venue
  - It is recommended to provide Internet service at the venue for all participants either at an "Internet cafe" or through a wireless service throughout the Athlete area.

**FISA continually reviews the latest communication technology and its integrity in transmitting crucial data to promote the sport of rowing and to operate an efficient and reliable infrastructure at its events. Whilst wireless technologies continue to improve all the time, there are still concerns about the integrity of wireless technologies. The specifications set out above reflect the latest conclusions of these reviews.**

## B.6. MOTOR BOATS

It is vital for the smooth and safe operation of any major rowing event that the appropriate motor boats are provided for each of the different functions during a regatta. The mode of operation of each group of motor boats must be carefully prepared and agreed with FISA well in advance.

### B.6.1. Umpires' CATAMARANS

#### »» Purpose

- To follow the crews during racing.
- To observe the traffic rules on the course during the training periods.

#### »» Number

- On artificial courses with roads, a minimum of 5 catamarans and 1 reserve are required.
- On a lake course where there is no road along the length of the course - 6 catamarans and 1 reserve are required.
- On Finals days, 2 of these boats could be used for marshalling the Victory Ceremony.

#### »» Requirements

- Type - catamarans.
- Speed - 25 knots (47 km/h), capable of following an eight in a race and of rapid acceleration.
- Good manoeuvrability.
- Making as little wash as possible.

#### »» Specification

- A sloping table with a hinged clear perspex top to hold the Umpire's race programme - waterproofed.
- A bracket/holder for the bell - attached to the launch at waist level.
- A bracket to hold the megaphone at waist height.
- Two vertical tubes for holding the flags.
- Numbers - marking the consecutive numbers of the umpire boats, placed at both sides of the boats, clearly visible from a distance of 120m-150m.
- Chair for the Umpire to stand "level with the driver" (not in front of the driver).
- A platform for one photographer to sit on the front part of the boat (not obligatory).

#### »» Equipment - per boat

- Paddles
- Red flag (60 cm x 40 cm)
- White flag (60 cm x 40 cm)
- Bell
- Megaphone
- Walkie-talkie on the FISA & Organising Committee channel

### B.6.2. TELEVISION CATAMARANS

For the Broadcast Companies - not required for non-televised events.

#### »» Purpose

- To follow the crews during racing from behind - to take close-up pictures of faces.
- To cover the racing from alongside the crews - to show the relative positions.

»» **Number** - FISA and the Host Broadcaster will determine the number of television catamarans needed for the event. This will depend on:

- The nature of the rowing course - e.g. a channel with a road alongside the course or lake without a possibility for the races to be followed by car.
- The requirements of the Broadcasting Company:
  - If there is a road alongside the course, one (two) catamarans to follow the races from behind.
  - On a lake without the possibility to follow the races by car - one (two) boats to follow the races from behind and one (two) catamarans to drive alongside the racing crews.
  - At the Olympic Games there are usually two catamarans following the races from behind.

»» **Requirements**

- Type - catamaran.
- Speed - 25 knots (47 km/h).
- Capable of following an Eight in a race and of rapid acceleration, even with the catamaran loaded with the TV equipment and 3 - 4 people.
- Capable to take a weight of approximately 250 kg equipment and approximately 300 kg personnel - total weight approximately 550 kg.
- Good manoeuvrability.
- Making as little wash as possible.

»» **Specification**

- Before determining the construction details, the Broadcast Company should be consulted on the number of people and the weight of equipment to be loaded on the catamarans. FISA can provide examples of previous experience in this respect.
- The possible use of the side TV catamaran for the race commentary should also be considered.
- FISA will provide the catamarans to the regatta free of charge but requires the Organising Committee to cover the costs of accommodation of one person to be responsible and up to three drivers during the television production days.

### B.6.3. COMMENTARY CATAMARANS

To cover the racing from alongside the crews at lakes without a possibility for the races to be followed by car. Same requirements as for the Umpiring catamarans. Two catamarans shall be provided for the commentary.

### B.6.4. OPERATION

»» **Operation**

- The allotment of the motorboats and duties to the boat drivers should remain unchanged (as much as possible) throughout the Championships.
- The most experienced drivers should drive the television catamarans.
- The motorboat drivers should be able to speak a little English.
- The member of the Organising Committee in charge of the motor boats is responsible for:
  - Working closely with the FISA Umpiring Commission.
  - Providing the drivers (who should be experienced in driving at National Championships and International regattas) and the proper operation of the launches.
  - Ensuring that the launches are maintained and prepared for use.
  - Ensuring that standby launches (motors) and drivers are available in the case of emergencies or breakdowns.
  - Ensuring that the approved boat movements and traffic rules are understood and obeyed by all launch drivers.
  - Ensuring that the drivers are trained to understand and quickly react to the Umpires instructions (sometimes there may be a language barrier).
  - Ensuring that a drivers' representative attends all the Jury meetings.



- Mechanics must be on site during all the opening times of the course to deal with any problems and emergencies.
- The motor boats controlling the traffic rules, in the neutral lane during the training sessions, should be driven very slowly, making as little wash as possible.
- The Umpires' and TV catamarans, after finishing a race, must first slow down the speed of the boat, stop, turn around and follow the instructions given by the President of the Jury:
  - Start back at high speed towards the Start, in the middle lane,
  - Or
  - Drive slowly outside the racing lanes towards the Start.
- If the Drivers are instructed to drive fast towards the Start, when the next race is approximately 250 meters away they must first slow down, stop, then turn at 90 degrees and leave the course driving slowly to one side so as to create no wash down the course for oncoming races.
- After the boats in the next race have passed, the catamarans have to return slowly back to the middle of the course, turn at 90 degrees and then continue driving with high speed towards the Start. Approaching the Start area they must proceed the same way as described above.
- The TV catamarans should never drive too close or in front of the Umpire's launch. During a race the Umpire's launch has the absolute priority over the TV launches.
- The TV catamarans should never drive too close to the racing boats, create a wash that affects any crew or put any crew in unfair conditions.
- The TV and the Umpire's catamaran drivers should be on the radio network with the motorboat controller, the Regatta Controller and FISA.

## B.6.5. Rescue service

### »» Number

- Depends on the nature of the rowing course - for example, a large lake with separate arms for warming-up and cooling-down or a course on an artificial channel.
  - Minimum 1 boat during quiet training periods.
  - Minimum 2 (3) boats during busy training periods.
  - Minimum 5 boats during racing.
  - Minimum 6 boats during racing when the warming up area is away from the racing course.

### »» Requirements

- Type - rubber dinghy type, hard bottom boats with outboard motors.
- Speed - 25 knots (47kph), capable of rapid acceleration.
- Good manoeuvrability.
- Making as little wash as possible.
- Manned with a driver and at least one proficient life-saver.

### »» Equipment - per boat

- Paddles
- Set of resuscitation equipment
- Walkie-talkie on medical channel
- Megaphone
- Small bottles of still water (race days only)

### »» Operation

- **On training days:**
  - Prior to the official opening of the Regatta Venue, if a large number of teams arrive early, it is recommended that at least one rescue boat patrols in the neutral lane. The same staff with a little training could be used for observing and controlling the traffic rules.
  - During the official operation of the regatta venue rescue boats should be patrolling (and if agreed in advance in some cases observing the traffic rules) in the neutral lane during the official daily opening times of the course.
  - The rescue team must operate during all the times the course is officially open for training.
  - The rescue teams can operate in shifts throughout long training days.

- **On Racing days:**

- Five Rescue boats should be stationed as follows:
  - One boat at 500m, at 1000m and at 1500m.
  - Two boats beyond the Finish line (but no more than 50 meters away from the Finish line).
- It is recommended that the rescue teams carry out "practice rescues".
- Rescuers must study racing boats and the specific problems of the sport.
- The rescuers should instruct the Competitors to "sit up and keep moving" and not allow them to lie down backwards in the boat immediately after the race.
- The rescue teams must be very alert at all times and be ready to take action at a moment's notice.
- In an emergency situation the first priority for the rescue teams must be to get the patient to the rescue pontoon at the Finish as quickly as possible.
- When they are required to act or are returning back into position, they have to move carefully, taking into consideration the presence of all the crews on the water and the following race.
- All Rescue boats must be provided with small bottles with still water.
- A ramp should be provided for the Rescue rubber boats, located approximately 50 to 100 meters beyond the Finish line.
- The rescue boats should not be used for distribution of water to the crews.

## B.6.6. Organising Committee BOATS

»» **Work Boats** (usually a pontoon type) are used for:

- The installation of the "Albano" system of buoys.
- For placing/removing of the "Swimming lines" and Big Buoys when the traffic rules are changing from training to racing pattern and vice versa.
- Servicing the Start area during racing in case there is no land or pontoon access to the Start Tower or the Start installations.
- Advertising banners - when the advertising banners are floating (usually on lakes) 2 work motorboats with drivers shall be available on installation days and after the last race of the regatta when the advertising banners are dismantled. One boat with a driver shall be available for the maintenance of the advertising banners during all the times the venue is open for training or racing.
- Timing Service - when the Start Tower, the Start Bridge, the Aligner Hut or the Timing Huts are floating 1 boat for the Timing Provider during all the times the venue is open for training or racing.
- On a lake where there is no possibility for the crews to be followed by bicycle or by car, coaches viewing during training should ideally be on a pontoon type boat, moored at a particular point in the neutral lane on the course. The need depends on the nature of the rowing course.
- For the transportation of Officials, Television staff, equipment and Photographers in case there is not a road access to the Start area.
- For water distribution - when required and there is no other option for distributing water to the crews after their races.

»» **Operation**

- The transportation of material and people on the water must be avoided - whenever possible use a road.
- 30 minutes prior to the start of the first race there should be no motor boats (with the exception of the Umpire's boats) moving on the water.
- All motor boats must be at their positions at least 30 minutes before the start of the first race to make a full test of the entire equipment.

## B.6.7. Facilities

### »» Parking and Refuelling

- It is strongly recommended that a special tanking station for fuelling the motor boats is provided.
- When there is no tanking station a special dock area for fuelling the motor boats must be created, complying with all the local regulations for storage and distribution of fuel.
- A dock area for parking the motor boats (14 -18 boats) must be constructed. The location should be decided by taking into consideration the permanent use of the venue (near the permanent boathouse area and the launching pontoons).
- During an event 1 to 2 tents or other covered space must be provided near to the motorboat docks, for the boat drivers and for a storage area.

### »» Pontoons

- A work pontoon must be provided for Television catamarans (in case TV coverage is provided) for 2-3 boats, located near to the TV compound.

### »» Workshop

- Usually one of the permanent boat hangars is used as workshop and storage area for motorboats and equipment. This needs to be considered when planning the size and layout of the permanent boathouse building.

## B.7. boathouse area - Team Facilities and Services

### B.7.1. boathouse area

#### »» Planning

- Permanent rowing venues are usually developed with at least basic permanent boat storage infrastructure.
- If canoeing is developed (or might be in the future), then the needs for both canoeing and rowing have to be accommodated.
- For major rowing events, much more extensive boat storage facilities need to be provided.
- The required space for the entire boathouse area (permanent and temporary) for a major rowing event is approximately 10,000m<sup>2</sup>.
- There should be adequate covered areas in and around the boathouse area for the Competitors to shelter in the event of rain.
- Olympic Games - in the preparation period before the rowing regatta and during the Olympic Games, separate boathouse facilities have to be provided for canoeing and rowing.
- A large, general storage area must be provided, at least 120m<sup>2</sup>.
- A high standard of security must be provided during the regatta events.
- A number of water supply points, clearly marked, should be provided for the Competitors where they can get safe and potable water for their water bottles and other larger containers.
- All Competitors' areas must be clearly marked as non-smoking areas.
- When choosing the location of the permanent boathouse facilities the following conditions should be considered:
  - It is essential that there should be an easy and comfortable access to the boat storage area for the loading, unloading and movement of the boat trailers.
  - The terrain should be flat, or with a slope if possible of no more than 10°.
  - The terrain shouldn't be slippery or if covered with gravel it should be well stamped. It is important that the ground conditions can remain usable even in heavy rain.
  - Provisions to be made for the facilities to be used by adaptive rowers.

#### »» Location

- It is possible to locate the boathouse area as follows:
  - Beyond the Finish line
    - On the bank at the end of the course.
    - On the bank at one side of the Finish area.
    - Where the boathouse area is located beyond the Finish line, the distance between the Finish line and the bank at the end of the course should be minimum 200m.
  - Alongside the course
    - Sufficient space must be provided between the course and the launching pontoons - minimum 60m - for the movement on the water of the "going out" or returning boats at the launching pontoons.
    - The distance between the Finish line and the bank at the end of the course - minimum 100m.

#### »» Operation

- During Regatta events, in the boathouse area, there must be an official(s) representative of the Organising Committee responsible for the management and control of the boathouse area.
- The boathouse official(s) should:
  - Be on site from when the first crews arrive at the venue and be present during all the times that the course is officially open.
  - Control the entire boathouse area.
  - Be in radio and telephone communication, as necessary.
  - Be responsible for the allocation of the boat racks.
  - Be responsible for the movements of the boat trailers.
  - Be the liaison person with the boat building companies.
- The location of the boathouse official(s)' permanent work area should be well visible and clearly marked.

## B.7.2. boathouse BUILDING AND BOAT STORAGE

### »» Permanent Construction

Indoor storage of boats - see Appendix B.7.2.a.

The value and use of the rowing venue will be substantially increased if permanent facilities for boat storage are constructed.

The permanent infrastructure should be based on the long-term use of the venue with the necessary temporary facilities being provided during major sport events.

#### • Dimensions

- When defining the dimension of a boat hangar the following must be considered:
  - The length of an eight - approximately 18m.
  - Required space between the axis of the boat racks - 6m.
- One boathouse unit:
  - Minimum dimension - 6m wide, 19m long, and 4m height between the floor and the ceiling.
  - Recommended dimension - 6m wide, 21m long and 6m height.
- The National Federation and the local rowing clubs should recommend the requirements for the number and size of permanent boathouse units.

#### • Requirements

- It is essential that the future permanent boathouse should be constructed with direct access to the launch pontoons and at a distance of no more than 75 meters from the nearest pontoon. A distance more than 75m for the rowers to walk carrying their boats is not acceptable.
- The permanent boathouses should, ideally, be situated at a distance of approximately 50m (minimum 30m) from the water edge and 20m from the access road to the boathouse area, both ends opening to allow access for boats from the road and from the water front.
- The floor must be a levelled, concrete floor.
- During major rowing events, it is recommended that the permanent boat hangars should be used for the storage of the big boats - eights and fours.
- Usually one or two of the permanent boat hangars are used as a work shop and storage area for motorboats and equipment. This has to be considered when planning the size, layout, and cover of the floor of the permanent boathouse building.
- During major rowing events one of the permanent hangars is recommended to be used for boat weighing.
- Containers or other lockable area for storage of Teams' equipment and some spare parts should be provided in the hangars - for example, large boxes fastened to the walls or at another place close to the boathouse area.
- Oar racks should be provided in the hangars.
- Well-drained ground around the permanent boathouse buildings and in the temporary boat racking area is absolutely essential.
- There are good examples of constructing a second floor on the top of the boat hangars, for use as simple dormitories, changing/shower and sanitary facilities, meeting rooms, medical facilities, cafeterias or restaurants.
- When the terrain is not levelled, then an adequate levelled area (approximately 400 - 500m<sup>2</sup>) must be provided for rigging the boats.
- The expected number of boats to be stored during FISA Events is 350 - 500 boats. The expected number of adaptive boats is up to 80.
- The possible requirement could be for approximately:
  - 30 eights
  - 120 fours
  - 180 pairs and doubles
  - 110 singles
  - 50 adaptive boats
- Sufficient number of trestles (at least 100 pairs) must be provided for rigging and preparation of the boats for the regatta.

### »» Temporary Construction

Outdoor storage of boats:

- Temporary boat racks (in addition to the indoor racks) for larger events should be constructed in front or alongside of the permanent boathouses.
- If racing for adaptive rowers is included in the programme the boat racks for the adaptive boats shall be placed near to the pontoon that is going to be used for the adaptive rowers.
- The boat racks must be fixed firmly to the ground.
- The minimum required space between the axis of the boat racks is 6 meters (recommended 8 meters).
- The boat racks are usually made of steel.
- Rubber ties or lengths of rope should be provided in order for all the boats to be tied down.

### »» The Oar racks - see Appendix B.7.2.b "Oar Racks"

- Indoor - in the permanent boat hangars, located near the doors in the front part of the building.
- Outdoor - if provided, they should be placed near the launch pontoons.
- The oar racks must be fixed firmly to the ground.
- They should provide safe storage for the oars, even in strong winds.
- For a major FISA Event it is recommended to provide storage for:
  - 800 oars
  - 800 sculls

### »» Notice Boards

- Must be placed in the boat house area near to the OUT pontoons in order to post results, start lists, and other important information.

## B.7.3. CHANGING ROOMS

The value and use of the rowing venue will be substantially increased if permanent changing facilities are constructed.

The permanent infrastructure shall be based on the long-term use of the venue with the necessary temporary facilities to be provided during major sport events.

### »» Permanent Changing Rooms

- **Location - options**
  - On the top of the permanent boathouse facilities
  - Adjacent to the permanent boathouse facilities at the same level
  - As an individual construction close to the boathouse area
- **Dimension**

The size and number depends on the number of rowers using the venue on a permanent basis.  
Allowance per person - 1m<sup>2</sup>.
- **Requirements**

The changing facilities should be provided with:

  - Benches - 0.4m length of bench length per person.
  - Lockers.
  - Hooks fixed on the walls.
  - Mirrors.
  - Power points for electrical hair dryers.
  - Shaving points for the men's facilities.
- **Operation**
  - Each Team should be allocated lockable lockers with a system of key control.
  - Option -instead of individual lockers a large locker room with personnel to control it could be organised.
  - Should be properly controlled.
  - Should be kept clean and tidy.

#### »» Temporary Changing Rooms

- During major sport events - if the permanent changing facilities are not sufficient additional temporary facilities must be provided.

## B.7.4. SHOWERS AND TOILETS

#### »» General

- This is a very important service and has a critical impact on the overall impression of the event.
- The number of permanent showers and toilets depends on the number of rowers using the venue on a permanent basis.
- Adequate number of showers and toilets to be accessible for adaptive rowers.

#### »» Location

- Ideally adjacent to the changing facilities.
- As a separate construction close (at the back, as close as possible) to the boathouse area.

#### »» Numbers

- **Showers**
  - The total number for a major event - permanent and temporary - depends on the distance from the accommodation.
  - The following approximate numbers should be assumed if the trip to the accommodation is more than 45 minutes:
 

<b>Men</b>	- 15 shower heads
<b>Women</b>	- 10 shower heads
- **Toilets**

<b>Men</b>	- 20 toilets, 15 urinals, and 20 wash basins
<b>Women</b>	- 20 toilets, 20 wash basins

#### »» Operation

- Cleaning staff should be available full-time prior to and during the event.
- Regular refill of toilet paper, soap and paper towels.
- To be cleaned and maintained on very regular basis - every 2 hours.
- The necessary "Health Permits" or "Certificates of Cleanliness" must be permanently displayed at all times.

## B.7.5. BOAT PONTOONS

For rowing - there must be 4 separate pontoons, placed perpendicular to the bank in front of the rowing boathouses and the boat racks.

If adaptive racing is included in the event a fifth pontoon accessible for wheelchairs must be provided.

An additional pontoon would be useful for motor boats.

#### »» Construction

- Fixed to the bottom of the lake or canal - when the water level is constant.
- Floating - flexible when the water level changes.
- Made of wood, steel, polyester, concrete. The surface should not be slippery by any weather conditions and should not become too hot in hot conditions.
- There should not be any permanent structures or obstacles on the pontoons obstructing the smooth and safe embarkation and disembarkation of the boats.
- Example is shown in Appendix B.7.5. "Boat Pontoons".

### »» Dimensions

- Minimum - 4 m wide, 18 m long
- Recommended - 6 m wide, 20-30 m long
- The upper edge of the pontoons must be no more than 10 cm above the water level.
- There should be at least 16 m of clear water between each pontoon.

### »» Operation

- Two of the pontoons are used for crews going out (OUT) on the water.
- Two for crews coming back in (IN).
- The "In" and "Out" signs should be marked with traffic signs (not with signs in words such as "embark" and "disembark") because words could be confusing.
- During regatta events Officials from the Organising Committee must control the traffic on the pontoons from the first day that the teams arrive at the venue.

## B.7.6. CONTROL COMMISSION

### »» Facilities

- A container (1 bigger or 2 smaller) in the boathouse area from which to base their operation and with good visibility over the water.
- In some cases, a second location inside a permanent building where there is a more secure access to telephone and to computer lines.

### »» Construction

- A covered facility opened from two sides - towards the boathouse area and towards the pontoons, with covered floor.
  - Permanent, or
  - Temporary

### »» Location

- Usually located near the water edge between the "In" and "Out" pontoons  
or
- If there is not sufficient space, the location should be nearer to the "IN" pontoons.

With certain layout problems in some boathouse areas (limited space) there is a possibility for the Control Commission functions to be carried out at two separate locations:

- Near the launch pontoons - controlling the distribution of boat numbers and the control of the crews on the launch pontoons  
and
- In a container or in a permanent facility at a suitable place in the boathouse area

### »» Dimension - 10 - 12 m<sup>2</sup>

### »» Equipment in the Hut

- Electrical Power points.
- One telephone line.
- Computer link to the Timing provider's results system (provided by the Timing provider).
- Diagrams showing the colours of the blades and the uniforms of the participating countries.
- 30 sets of boat numbers 1-6 -see Appendix B.7.6.a "Bow Number". Usually the bow numbers are provided by FISA.
- Albums for the crews' identification forms - a minimum of three sets (two at Junior Championships). See Appendix B.7.6.b "Team Identification Form".
- After the filled Forms have been submitted by the FISA Timing provider, the members of the Control Commission shall put each form in a plastic folder. The plastic folders should be then sorted by Event



and by country name. The identification forms of each event are placed in one binder. The binders should be sorted by event.

- Measuring instruments - metal tape measures in centimetres - (one for each pontoon) for checking the thickness of oar blades, for checking the advertising material etc.
- Good quality opaque duct tape for covering unauthorised advertising on boats, white paint for discoloured bow balls.
- Tables, chairs, allowing for providing minimum of 4 working positions.
- Hooks and lockers for bags and personal belongings of working staff and Officials.
- Storage area for water bottles, small baskets for carrying the dead weights.
- TV monitor (optional).
- Notice boards - for the Entry, Start and Results lists.
- At least one large clock, clearly visible to all the crews displaying official regatta time.
- Traffic Rules Boards (Training, Racing) - approximately 70 x 150 cm placed near the "Out" pontoons.

## »» Operation

- The Control Commission is appointed by the Organising Committee.
- The Control Commission must be in operation a minimum 4 days before the first racing day.
- The senior member must have a valid International Umpire's licence.
- The other members should be International Umpires and National Umpires.
- The Control Commission carries out its duties under the supervision of FISA.
- At least one woman should be included in the group.
- It is also very useful to have a number of interpreters available in the area.
- The Control Commission team from the Organising Committee should be large enough to allow for:
  - 1 - 2 persons for the preparation of the Team Identification Albums
  - 1 person on each pontoon, (2 x In and 2 x Out)
  - 2 +2 people (juniors) distributing and collecting boat numbers
  - 3 people for doping control duties - 2 + 1 (female)
  - 5 people for the weighing control of lightweight and coxes,
  - (2 sets of 2 Officials for the 2 official weighing scales)
  - (1 official to organise the waiting area)
  - 2 people for the weighing control of boats.
  - 2 Teams (shifts) of 5 Marshals (on land or in boats) for controlling the traffic rules
  - 2 people to assist FISA checking advertising on clothes, boats and blades
- A senior member of the Control Commission should be present during all the times that the course is officially open.
- As the hours of duty are very long it may be necessary to operate a shift system with at least double these numbers available for duty.
- The senior member of the Control Commission must be provided with both radio and telephone communication.
- FISA Jury members will supervise the work of the Control Commission and will work beside the Organising Committee Officials in this area.
- FISA Umpiring Commission and Events Commission members will be present in the boathouse area to supervise the various duties and activities.
- The principal task of the Control Commission is to ensure that all crews compete in their races under equal conditions and in accordance with the Rules of Racing. This includes checking the following points:
  1. Identification of crew members before the race (by checking photos).
  2. The weight of coxswains.
  3. Any dead weight carried by coxswains, before and after the race.
  4. The weight of lightweight crews.
  5. Classification of Competitors if necessary, (adaptive rowers).
  6. Licences or passports of junior Competitors.

7. Notify the crews that are returning late from training before racing.
8. Recording the crews that leave the pontoons for "Warming up".
9. Recording the crews that return after "Cooling down".
10. Boats and equipment:
  - a) provision of a white ball on the bow of each boat.
  - b) lane numbers (issued and collected using 'runners').
  - c) possible use of unauthorised radios for coaching.
  - d) possible use of water soluble chemicals on the boats.
  - e) minimum weights of boats and oars.
  - f) advertising on boats and oars.
  - g) correct painting of oar blades.
  - h) "quick-release" safety mechanism for shoes.
  - i) minimum thickness of the blades or oars and sculls.
  - j) Any unauthorised substance such as prefabricated plastic film on boats.
11. Uniform clothing of Competitors and the rules regarding advertising.
12. Where doping tests are carried out the Control Commission is responsible for appointing up to 7 chaperones (4 male and 3 female), not necessarily members of the Control Commission, to accompany the Competitors required to undergo tests. The Competitors must be notified before leaving the pontoon.  
The Organising Committee should liaise with the Doping Testing Agency to agree who should provide the chaperons. The Organising Committee is responsible for the chaperons if they are not otherwise provided.

#### »» Control Commission Procedures

- Weighing Competitors
- Weighing boats
- Preparing the Team Identification Albums
- Advertising regulations

#### »» Crew Changes

- **General**
  - Crew Changes can only be accepted at the FISA office at the venue.
  - Crew Changes for medical reasons must be approved by the FISA Medical Delegate.
  - All spelling corrections of crew names must be notified to the FISA office at the venue.
  - All Crew Changes and corrections must be recorded on an official Crew Change Form - see Appendix B.7.6.c "Crew Change Form".
- **Before the first racing day**
  - At least two days prior to the Draw, the Team Managers must be provided with the List of Entries by Event and the Entry List by Country and Event with names.
  - At the latest three hours before the Draw the Team Managers must report to the FISA office and fill in a form that details all changes in their crews, including changes in seating order and corrects any mistakes in the spelling of the Competitors' names.
  - All the crew change forms must be numbered with consecutive numbers.
  - Two copies of each crew change form must be produced - for the FISA office and for the Timing Officials in the Finish Tower.
- **After the first racing day**
  - All crew changes must be reported immediately to the FISA office and to the FISA Medical Delegate, if medically related.
  - After the formal decision is made on the proposed change - to accept or to reject - the changes can be announced officially in the Finish Tower to the Timing Officials.

- If any changes or withdrawals would cause changes in the racing programme or in the Draw, then new Start lists (summary and with names) will be immediately produced by the Timing provider and must be copied and distributed to:
  - Teams (summary lists only),
  - FISA,
  - Control Commission,
  - Doping control,
  - Competitor's Weighing,
  - Members of the Jury (FISA and OC),
  - TV Commentators,
  - Commentators in the Finish Tower,
  - Press.
- The new lists must be shown on all notice boards and other highly visible locations.
- The new lists must be clearly marked as revised lists.

## B.7.7. Athlete WEIGHING

It is the Organising Committee's responsibility to provide the facilities, the equipment and the Officials for the Athlete's weighing. The scales must be provided by a supplier approved by FISA and must be of a FISA approved type. FISA may require that FISA's own scales to be used (at no cost to the OC). The Organising Committee will however be required to arrange for their secure storage, set up and supervision at the venue. See Appendix B.7.7. "Athlete Weighing" for further information.

### »» Location

- In one of the permanent boathouse facilities  
or
- In a temporary tent (covered floor) or container in the boathouse area

### »» Dimension

- Minimum required space approximately 70m<sup>2</sup>

### »» Requirements

See the latest edition of the FISA Rule Book, "Weighing of Coxswains" and "Lightweights" (Rules 23 and 26).

- The Organising Committee must ensure that the scales are installed by a specialist company, are properly calibrated and checked at the beginning of each day in cooperation with a member of the FISA Materials Commission.
- The scales must be placed in a covered facility on absolutely level, solid ground.
- The weighing facility shall be divided into two areas separated by a curtain or screens:
  - Waiting area
  - Official weighing.

### »» Equipment

- A test scale(s) placed in the waiting area.
- Two official scales placed in the official weighing area.
- A clock showing the official regatta time.
- The scales should read increments of 0.1 kg.
- Dead-weights for the coxswains - sand or other heavy inert material, placed in sealed bags.  
Note: Sand is not suitable unless it is completely free of moisture and will not lose weight when exposed to the sun.
- Start lists - summary and by name.
- Photo album(s) with the crews photographs.
- Tables, chairs for the official weighing area.
- Chairs or benches (for up to 50 people), hooks on the walls for the waiting area.
- Posters showing the weight limits for the Athletes posted at a visible place near each scale.
- Calibration weights.

## »» Operation

- Opening times - the test scale should be open during all times that the venue is open for use.
- All the scales must be calibrated at the beginning of every day with calibrated weights.
- The test scales - placed in the waiting area - should be in function and the Athletes should have free access to them as from 24 hours before the first day of racing.
- The official weighing:
  - An official from the Organising Committee must control the waiting area and give clear instructions to the waiting crews.
  - If more than one crew is present and waiting at any time, then the crews will be weighed in race and lane order.
  - Crews will be weighed only when all their crew members are present.
  - If, at any stage in the weighing of a crew, a rower exceeds the maximum permitted weight limit then the entire crew will be sent away immediately. The whole crew will have to return again within the permitted time to start the weighing procedure again.
  - Two separate groups of Officials should work in parallel with two official scales.
  - The official weighing begins two hours before the Start time of the first coxed or lightweight event and closes one hour before the Start time of the last coxed or lightweight event on each day.
  - A FISA authorised person (normally a member of the Jury) has to be available to supervise the weighing procedure.
  - The weights of all the Competitors have to be recorded and after the final race of each day the records have to be given to the FISA authorised person.
  - If a crew is above the limit, the scales have to be checked and the crew weighed again. If the crew is again above the limit the crew, the coach and FISA have to be informed. The President of the Jury will take the decision in consultation with the FISA authorised person (Jury member).
  - Coxswains must be issued with a certificate showing their weight and the amount of any extra dead-weight which they must carry during the race.
  - Dead-weights for the coxswains have to be checked again after the race.

## B.7.8. BOAT WEIGHING

See Appendix B.7.8.a, Appendix B.7.8.b and Appendix B.7.8.c.

## »» Responsibilities

See the Rule Book, latest edition - Boat Weights (Rule 34).

It is the Organising Committee's responsibility to provide the facilities, the equipment and the Officials to supervise the weighing of the boats.

The scales must be provided by a supplier approved by FISA and must be of a FISA approved type.

- FISA may require that FISA's scales be used.
- It is the crew's responsibility to check the weight of their boats before racing. For this purpose the weighing scale(s) shall be available to the crews at least 24 hours before the first race of the regatta for the test weighing of their boats.
- On racing days the weights of the boats are checked, normally on a random basis after each race under the direction of the FISA Materials Commission.

## »» Location

- Close to the (IN) pontoons
  - In one of the permanent boat hangars
  - Or
  - In a temporary tent

## »» Dimension

- Minimum required space approximately 4m x 18m. The minimum height requirement for this facility is 2.60m. Where existing boat storage bays are used, sufficient space must be created (perhaps resulting in the removal of existing boats stored) to allow for the easy handling and turning of boats being weighed.

## »» Requirements

- The Organising Committee is responsible that the scales are installed by a Specialist Company, are properly calibrated and checked at the beginning of each day in cooperation with a member of the Materials Commission.
- The Organising Committee is responsible for providing the Officials to assist the crews in the test weighing and to carry out the official weighing.
- The scales must be placed in a covered facility on an absolutely level, solid ground.
- The easiest possible access has to be provided for the boats to move on to and away from the weighing scales.

## »» Equipment

- Weighing scales, the electronic equipment for the recording of the weight of the boats, with a digital display screen.
- The scales should read in increments of 0.1 kg. The scales must be placed on a concrete ground with minimum hard surface dimensions 1m x 6m.
- Posters showing the weight limits for each boat type and the standard weights for loudspeakers and wires - posted at a visible place near the scale.
- Gagged weights for calibrating the scales.
- Trestles - 1 pair fixed on the scales to hold the boats during weighing.
- Table, chairs.
- Electrical Power points, Telephone line or radio communication.

## »» Operation

See Appendix B.7.8.b and Appendix B.7.8.c "Installation of FISA Boat Scales"

- The weighing scales have to be provided and installed 24 hours before the first racing day.
- Opening times - during all the times that the venue is open for use.
- One person provided by the Organising Committee should be present at all times to supervise the "unofficial" operation of the scales when the crews are checking the weight of their own boats.
- The scale must be calibrated at the beginning of every day with calibrated weights.
- The FISA authorised person (designated by the President of the Jury and the FISA Materials Commission) will prepare the draw for the official, random testing before the beginning of each racing session and deliver it to the Control Commission and the operator of the scale. The draw should be strictly confidential within authorised Officials in the Control Commission until the weighing of each boat is completed.
- A FISA authorised person (Jury member or member of Materials Commission) shall be available to supervise the official test weighing procedure.
- The Control Commission is responsible for bringing the boats of the selected crews directly as they come off the water after their race to the scales for weighing.
- The official weights of each boat must be recorded and after the final race of each day the records must be given to the FISA authorised person.
- If a boat is under the limit, the scales must be checked using the gauged weights and then the boat weighed again. If the boat is again under the limit the crew, the coach and FISA have to be informed. The President of the Jury will take the decision in consultation with the FISA authorised person. To make the procedure easier and faster the weight of the normal loudspeaker equipment, including the fixed wires, will be subtracted from the weight shown at the scales in order to calculate the net boat weight.
- If there are doubts that the loudspeaker equipment can not be considered as normal (i.e. standard weight as shown on the poster) the crew can be asked to take this electronic equipment out of the boat before weighing.

## B.7.9. Adaptive Classification AREA

Required when adaptive racing is included in the event programme.

### »» Classification Evaluation Room

Closed room where the actual evaluation of Athletes takes place.

- **Requirements**
  - Shall be organised close to the boathouse and team facilities.
  - There shall be approximately 40 m<sup>2</sup> available
- **Equipment**
  - Medical bench
  - Pillow
  - Chairs (5 - 6)
  - Table (1m x 2m) - 2
  - Electrical power
  - Normal rowing Ergometers (2)
  - Rowing Ergometers with fixed adaptive seat and strapping (2)
  - Antiseptic cleaning wipes

#### »» **Classification Administration Area**

Area for preparation and processing of classification evaluation, prior to competition.

- **Requirements**
  - Shall be organised next to or very close to the Classification Evaluation Room(s).
  - There shall be approximately 40m<sup>2</sup> available.
- **Equipment**
  - Table (1m x 2m)
  - 6 chairs
  - Telephone line
  - PC with database software
  - Access to fax, copier and printer.

#### »» **Classification Waiting Area**

Area immediately next to administration and/or evaluation areas, for Athletes & team Officials waiting for evaluation

- **Requirements**
  - There shall be approximately 25m<sup>2</sup> available
- **Equipment**
  - Table (1m x 2m)
  - 6 - 8 chairs
  - Telephone line
  - WC in close proximity

## **B.7.10. ERGOMETERS**

For Olympic Games, World Championships, World Cup regattas and U23 Championships there shall be 15 - 20 Ergometers available for the rowers.

The Ergometers shall be placed in an area protected from the sun and rain.

If adaptive racing is included in the event programme an additional 2 - 3 rowing ergometers with fixed adaptive seats shall be provided.

## **B.7.11. BOAT REPAIR AND BOAT WASHING**

### **B.7.11.1. Boat Repair**

A service provided by a number (minimum six) of Boat Builders and oar makers.

#### »» **Location**

- Usually along the open-air boat racks area or beside the permanent boat hangars, easily accessible to crews bringing or taking away boats.

- A boat exhibition is often held as part of a major event. This is in addition to the Boat Builder service which is located within the accredited area. If possible, this should be close to the boathouse or Spectator areas but outside the accredited areas.

»» **Dimensions**

- Usually there is a need to provide open space (up to 80m<sup>2</sup>) for each Boat Builder. Sufficient space shall be provided for a trailer or a mobile workshop behind or alongside each Boat Builder's tent.
- The space for Boat Builders' tents should allow for them to be placed at least 5m apart.

»» **Requirements**

- The list of the Boat Builders should be coordinated with FISA in advance.
- Only Boat Builders who are providing free of charge repair service to the teams would receive permission for free access to the boathouse area.
- The financial conditions for major repairs are arranged directly between the Boat Building companies and the Teams.
- Electrical power points must be provided for each Boat Builder.
- If TV coverage is available, TV sets could be provided - but with the Boat Builders paying the appropriate hire charges.
- It is the responsibility of the Organising Committee to make logistical arrangements with Boat Builders but FISA will determine the Boat Builder personnel entitled to receive accreditation.

## B.7.11.2. Major Repairs

»» **Location**

- One of the permanent boat hangars should be used.

»» **Requirements**

- Minimum length -19m for an Eight to be placed.
- Good lighting.
- Properly equipped with work benches and tools.
- Supplied with electrical power.

## B.7.11.3. Boat Washing

»» There should be taps, hoses and buckets for water for the washing of the boats in at least at two points in the boathouse areas.

»» The ground drainage in these areas has to be considered accordingly.

## B.7.12. Information Centre

This is a communication point providing information and dealing with all the problems posed by the Team Managers. The Centre also serves FISA.

The Information Centre should be servicing teams only. For the Spectators a separate Information Centre **must** be provided.

»» **Construction**

- Permanent - in a permanent administrative building or in the permanent boathouse building.  
OR
- Temporary - in a container

»» **Location** - located in, or near to, the boathouse area - easily accessible for the Team Managers.

»» **Dimensions** - approximately 40 - 60m<sup>2</sup>.

»» **Equipment**

- Mail boxes for:
  - Team Managers - one per Team - approximately 60 - 70.
  - For the International Jury - 18.
  - For the National Officials - 1.
  - For the Control Commission - 1.
  - For the FISA Council & Commissions - 60. Possible to be placed in the FISA office area as well.
  - For future Organising Committees - 10.
  - The mailboxes should be easily accessible from the back in order to speed up the distribution of all the paper information.
  - Each box provided with one key (cash deposit) per Team Manager.
- Trays - up to 100, for the results and start lists
- Small copying machine with sufficient paper.
- Telephone lines.
- Tables, chairs.

»» **Operation**

- The Centre provides the following services:
  - Distribution of all the Regatta information, bulletins, results etc.
  - Transport information and advice.
  - Accommodation information and advice.
  - Message handling service or collecting mail.
  - Tourist information.
  - Answers all the other problems posed by the Team Managers!
- Operation times - at all times that the Venue is officially open for use.
- The Officials in the Information Centre must be very well prepared and informed.
- Interpreter assistance in Spanish and Russian is recommended.

## B.7.13. REST AND RELAXATION AREAS

### B.7.13.1. Rest Areas

To be provided for the crews to lie down and rest prior to their race.

»» **Construction**

Preferably in a permanent facility - in an existing gymnasium, basketball hall or in one or two boathouse hangars.  
If no permanent facility is available then the rest area could be organised in tents.

Options:

- **One large tent** - separated in sections
- **Smaller Tents** - up to 18 tents, approximately 20 m<sup>2</sup> each.
  - Large teams - one or more tents per nation depending on the number of Athletes in the team.
  - Smaller teams - two, three and more nations per tent depending on the number of Athletes in the team.

»» **Location**

In a quiet area but not too far from the boathouse area. Ideally close to the waterfront with a view towards the course.

»» **Requirements**

- Covered floor
- Camp-beds or mattresses
- Deck chairs
- Litter bins



- Air-conditioned or heated depending on the expected weather conditions.
- Good ground drainage
- TV showing race coverage without sound

»» **Tents owned by Teams**

- Space should be available for tents that are brought by the Teams - near to the boathouse area for 10 - 12 tents.

### **B.7.13.2. Hospitality Area**

Also called the “Kiss & Cry” zone, this area becomes the meeting point for Athletes and members of National Federations, families and friends. This must be located outside the accredited area.

»» **Location**

- If the space and layout of the Finish area allows, it should be located near to the grandstands and to the waterfront, ideally with a view towards the course.
- Next to the boathouse area.

»» **Requirements**

- To be provided with umbrellas or a large tent, chairs, tables, simple snacks, fruit and drinks.
- Two to three television sets.

### **B.7.13.3. Athlete Lounge**

A requirement for Olympic Games, located in the boathouse area. In a tent approximately 10 x 20m, with tables, chairs, TV sets, snacks & soft drinks, internet etc.

## **B.7.14. COACHES VIEWING**

»» **General**

- Before the official opening of the venue, the conditions for using motorboats for coaching (if such use is permitted) should be agreed with the Organising Committee.
- After the official opening of the venue, the arrangements for the Coaches to watch their crews during training and racing must be co-ordinated with FISA in advance.
- Coaching from motor launches during Championship events is not allowed from the date of the official opening of the course until the end of the Championships.

»» **On Artificial courses (channels):**

- During training - from the roads alongside the course.
- During racing:
  - From the roads alongside the course, normally by bicycle
  - From minibuses (minimum two) following the races on the road
  - From the Grandstand seats in the Finish area
- The safety measures and the control of traffic on the roads must be co-ordinated with FISA in advance.
- The Organising Committee should arrange for a bicycle service to be available for Teams and Coaches to hire (60 - 100 bicycles).

»» **On lakes without the possibility for the coaches to follow the crews on a road:**

- During training - from motorboats (ideally pontoon type) or floating platforms stationed in the middle of the course in the neutral lane.
- Coaches should be informed in advance to book the preferred times for them to go out on the water and the proposed location of the viewing motorboat or platform.
- During racing - from the Grandstand seats in the Finish area.

## B.8. OFFICES AND MEETING ROOMS

### B.8.1. MEETING ROOMS

#### »» General Requirements

- Meeting Rooms must be provided for:
  - The Draw (must be in a permanent building)
  - Team Managers' meetings
  - Jury meetings
  - Medical Seminar
  - Coaches meetings
  - Umpires' Seminar
  - Athletes' meeting
  - FISA Commissions meetings
  - Other meetings

If well planned and co-ordinated in advance, the same meeting rooms can be used for many different meetings.

#### »» Location

- Options:
  - In the boathouse area or in close proximity.
  - In the Administration Building.
  - Away from the venue if space is very limited on site. However, there must be very careful planning of both the publicity for the Meeting and for the transport arrangements of all the participants.

#### »» Team Managers' Meetings

- Requirements
  - To be located in the boathouse area or in close proximity.
  - A meeting area for approximately 150 people, with the facility to darken the room so that an Overhead Projector can be used.
  - Seats for up to 150 people - (ideally with tables or desks).
- Equipment
  - A number of tables, to seat up to ten people, at the front of the room.
  - A minimum of two microphones (hand held) and a good Public Address system.
  - A computer projector (to be provided by the OC)
  - A large Screen for the projector.

### B.8.2. THE DRAW

See Appendix B.8.2.

#### »» Requirements

- A meeting area must be provided in a permanent building for approximately 150 people (120 at World Cup regattas, Junior and U23 Championships, European Championships), with the facility to darken the room so that an overhead projector can be used.
- Seats for 150 (120) people (ideally with tables or desks).  
A number of tables and chairs, to seat up to ten people, at the front of the room.  
A table and chairs for the FISA Timing Provider carrying out the Draw. The technicians carrying out the Draw should have unobstructed view towards the front table occupied by FISA and Organising Committee Officials.

»» **Location**

- Ideally in a large meeting room in the boathouse area.
- If this is not possible, then the location should be in a room or hall that is convenient for all the Team Managers, FISA, Organisers and Media.
- The transportation of the Team Managers, Officials and Media must be carefully planned if the Draw is to take place away from the venue.

»» **Equipment**

- A minimum of two microphones (hand held) and a good public address system.
- The Draw computer (provided by the FISA Timing Provider) connected to a computer projector (provided by the OC).
- A large screen so that the Draw can be displayed for all to see.
- A printer (provided by the FISA Timing Provider) connected to the Draw computer to allow the immediate printing of the draw.
- A copying machine placed in a room close to the Draw room to allow for duplication of the draw immediately after the Draw procedure has finished.
- A sufficient quantity of blank pre-printed paper with the event logos in close proximity to the copying machine.
- Approximately 150 sets of the official Entry Lists by Event, which have been produced on the closing date for entries.

»» **Operation**

- The List of Entries for all the Events must be prepared in advance by FISA
- There must be only ONE version of the List of Entries. The only official List of Entries is the one prepared by FISA on the closing date for Entries.
- Copies of the List of Entries must be provided to all the persons on the front table.
- On the front table there should be the following persons:
  - President of FISA
  - Chairman of the Organising Committee
  - Executive Director of FISA
  - President of the Jury, (Chairman of the Umpires' Commission)
  - Chairman of the Events Commission
  - Technical Delegate(s)
  - Other key members of the Organising Committee - (2 -3 persons)
- Copies of the List of Entries must be provided to the persons operating the Draw computer (2) and to the FISA persons (2) checking the procedure.

»» **Scenario**

- The President of FISA welcomes all participants to the World Championships and introduces the key FISA persons present.
- The Chairman of the Organising Committee welcomes all participants to the Venue and introduces the key members of the Organising Committee.
- The FISA representatives first carry out the Roll Call for all the Events and so determine the number of crews taking part in each Event.
- The Draw then takes place for each Event in order - following the order of the published Timetable of Racing.
- After the Draw has been finished the FISA representatives announce any matters of general interest and importance.
- The President of the Jury or Chair of the Events Commission makes comments on all the racing issues - traffic on the course, weighing, uniforms, advertising etc.
- If necessary, other issues are discussed with representatives of the Organising Committee and FISA - Press and Television, advertising, transport, accommodation, meals, weather, etc.
- The Draw lists must be printed and available for distribution to the Team Managers as they leave the meeting.

## B.8.3. Organising Committee

### »» Facilities

The members of an Organising Committee shall determine their needs for the work areas and offices required for the smooth running of a Championship regatta.

## B.8.4. JURY

### »» Jury meetings

- **Requirements**
  - A meeting area for approximately 50 people, with the facility to darken the room so that a computer projector can be used. In some cases it is possible to use the Team Managers Meeting room.
  - Seats for up to 50 people (ideally with tables or desks).
  - A number of tables, to seat up to five people, at the front of the room.
- **Equipment**
  - A minimum of two microphones (hand held) and a good Public Address system.
  - A computer projector.
  - A large Screen for the computer projector.
  - A large board showing the traffic rules.
  - Red and white flags and a bell.

### »» Umpires' Seminar

- **Requirements**
  - A meeting area for approximately 80 people, with the facility to darken the room so that a computer projector can be used. In some cases it is possible to use the Team Managers Meeting room.
  - Seats for up to 80 people (ideally with tables or desks).
  - A number of tables, to seat up to five people, at the front of the room.
- **Equipment**
  - A minimum of two microphones (hand held) and a good Public Address system.
  - An Overhead projector, transparencies with the traffic rules, pens.
  - A beamer - to be connected to a computer.
  - A large Screen for the overhead projector.
  - A large board showing the traffic rules.
  - Red and white flags and a bell.

## B.8.5. FISA - Council and Commissions

For the requirements for the FISA work areas see Appendix B.8.5. "FISA Work Area & Equipment". An Organising Committee volunteer is required for the FISA Office for as long as the office is open. This volunteer should have a good understanding of all Venue operations and the Organising Committee structure and contacts.

## B.9. MEDICAL FACILITIES AND SERVICES

### B.9.1. GENERAL

- »» The overall medical services are the responsibility of the Organising Committee. These should include:
  - An appropriate level of medical services for all the Competitors and a general medical service to all Officials.
  - A physiotherapy service for the Competitors.
  - A First Aid service and emergency care for all Competitors, Officials and Spectators.
  - An on-water rescue service.
  - A special arrangement to allow participants in the Championships to have access to the nearest hospital.
- »» One doctor should be nominated by the Organising Committee as the Medical Director for the Championships, working closely with the FISA Regatta Doctor.
- »» The main medical facilities should be in or adjacent to the boathouse area. They should be very accessible to the road system for ambulances and they should be on the ground floor.
- »» FISA will appoint a FISA Regatta Doctor.
- »» Ideally the doctors and physiotherapists should be specialists in sports medicine.
- »» The insurance conditions have to be clarified with the Teams in advance. Provision of emergency medical care is the responsibility of the Organising Committee. The local medical staff is also responsible for provision of primary medical care for Athletes, accredited Team Officials and FISA Officials.

### B.9.2. MEDICAL CENTRE

#### »» Permanent Facilities

- Previous experience has shown that the value and use of the entire rowing venue is substantially increased if permanent medical facilities are developed. Temporary medical facilities should have the same minimal requirements as permanent facilities. The medical facilities must be air conditioned.

#### »» Layout

##### • Minimum requirements

The following should be provided:

- One waiting room                      12 - 15 m<sup>2</sup>
- One treatment room                  12 - 15 m<sup>2</sup>
- One doctor's room                    10 - 15 m<sup>2</sup>
- One toilet
- One washing basin
- Permanent water supply with running hot and cold water.

#### »» Equipment

- The Medical Director is responsible for medical equipment and must provide a list of all equipment to the FISA Regatta Doctor prior to the regatta. Details of the medical equipment required can normally be left to the appointed Medical Director. The equipment should include the basic requirements to provide primary care service, to include facilities for suturing.
- Resuscitation equipment, to include (for example) an AED (automatic electronic defibrillator), oxygen (nasal cannula and ambu bag), intubation device and intravenous replacement is required for treating a person who has been rescued from drowning or who has collapsed from exhaustion.
- Resuscitation trolleys (2) are required to move heavy Athletes from the ambulance to the Medical Centre.
- A further resuscitation trolley shall be provided with an all-round privacy screen in the medical area.

- An ice-making machine (not just a fridge) - Team Doctors and Team Physiotherapists require a plentiful supply of ice to treat the Competitors for minor injuries and strains.
- A telephone (outside line) should be provided for communication with Regatta Control, the President of FISA, the FISA office, the Organising Committee office, regional hospitals and emergency organisations.
- The Medical Director of the regatta must have a radio linked to the FISA network so that the FISA Doctor can communicate in the case of emergency, but this is not to be used for discussions on medical issues.
- Medications  
For the Basic medications that should be available in the Regatta Medical Centres see Appendix B.9.2. "Basic medications at FISA regattas".

#### »» Operation

- The Medical centre must be in operation during all opening times of the venue. At least one doctor should be on duty during the training sessions and two doctors during the racing hours.
- The Organising Committee must produce a medical operations plan to include actions to be taken in an emergency. This plan should be submitted to the FISA office for distribution to the FISA Regatta Doctor at least one month in advance of the regatta.
- Those Teams which arrive before the official opening of the Regatta Venue should be informed about the medical services available and should be given telephone numbers of medical doctors and dentists.
- Team Doctors must be allowed to use the medical rooms and other services in co-operation with the Medical Director.
- If at any stage during the Championships a competitor is taken to the medical centre, then the Organising Committee representative should make sure that the Team Doctor and/or the Team Manager is advised immediately. The Organising Committee should obtain this contact information (e.g. mobile telephone number, etc.) from team medical staff at accreditation.
- If the competitor needs to be substituted on medical grounds, the FISA Regatta Doctor must then examine the competitor and sign the crew change form.

### B.9.3. DOPING CONTROL

#### »» Location

The Doping Control Centre could be located either:

- In a permanent building in the boathouse area, or
- In a prefabricated, air-conditioned container, located in the boathouse area and if possible close to the "In" pontoons.

It must be accessible by one door only and that door should be kept locked and secured when dope testing is not being conducted or when doping Officials are absent.

A sign outside of the Doping Control Centre should provide a clear description of the facility.

#### »» Facilities and Equipment

- One doctor's room, complete with a table, four chairs, a fridge and a sink - 10m<sup>2</sup>.
- Two separate toilets, (with hot and cold water, sinks, towels and soap), adjacent to the Doctor's room.
- Two processing rooms - 10 - 12 m<sup>2</sup>
- Large waiting room - 50 m<sup>2</sup> with comfortable armchairs, a TV set showing the racing and with direct access to the examination room and toilets.
- Plentiful supplies of bottled and sealed liquids such as fruit juices, soft drinks, spring and mineral water (not beer or alcoholic beverages) in addition drinkable water must be made available. (Some Athletes can be in the Doping Control Centre for up to 4 hours).
- The drinks for the Competitors must be kept in a separate fridge from the one holding the samples.
- A telephone should be provided for communication with Regatta Control, the President of FISA, the FISA office and the Organising Committee office.
- Radios - these are not to be used for discussions on doping control problems or procedures.
- For Olympic Games, the Doping Control Centre at the Regatta Course should be capable of handling up to 50 (70) people at one time. There should also be 3 toilets and 4 processing stations available to handle the busiest periods.

## »» Operation

- Full details of the requirements and procedures for the doping control are to be found in the FISA Rule Book.
- It is vital that all of the details are complied with “to the letter”; otherwise the validity of the testing procedure could be challenged.
- The local procedure must conform to the WADA standards.
- This check must be the responsibility of the Doping Control Officer and will be monitored by a member of the FISA Sports Medicine Commission.
- It is the responsibility of the Organising Committee to provide a WADA accredited Doping Control team to run the Doping Control Centre during the hours of racing.
- The Doping Control Officer should be provided with copies of the latest relevant FISA Bye-Laws, including the latest “list of prohibited substances and prohibited methods”.
- A member of the FISA Sports Medicine Commission may monitor their procedures.
- The Doping Control Officer will provide adequate “chaperones” (both male and female) to act as escorts to the Competitors selected for doping controls.
- These “chaperones” should be clearly identified as official persons, either by a special uniform or with an Identification Badge.
- It is important that the doping control officials have easy access to, or contact with, the official Organising Committee interpreters at the rowing course. Their help may well be needed in this carefully controlled procedure. For such an emergency it would be advisable for the interpreters to have cellular telephones or radios.
- A late transport service should be provided for the FISA Regatta Doctor, Athletes and Team Officials in case the procedure is not completed before the last shuttle bus has left the venue.

## B.9.4. PHYSIOTHERAPY AND MASSAGE

Physiotherapy service is not required for Junior Championships, U23 World Championships, World Cup Regattas, Olympic Qualification Regattas, and Regional Championships.

### B.9.4.1. Physiotherapy

#### »» Requirement

- Most Teams attending a Championship do not have their own physiotherapist.
- It is essential, therefore, for the Organising Committee to make this service available.
- The service is provided to deal with injuries and accidents - it does not include a massage service.

#### »» Location

- Either in the Medical Centre or in the boathouse area.

#### »» Operation

- Should be in operation during all the official opening times of the venue.
- Positions for 3 curtained physiotherapy function areas in a room of 20 m<sup>2</sup>.
- A small team of physiotherapists, working shifts.

### B.9.4.2. Massage

#### »» Requirements

- Separate rooms/areas must be made available for massage.
- Although most teams would prefer their own private room it is only necessary for the Organising Committee to provide communal (shared) areas.
- There should be individual partitions or curtains to separate men and women.
- The Organising Committee is not required to provide staffing for massage rooms.

#### »» Location

- In the boathouse area, either in a permanent building or in tents.
- It is recommended that the massage rooms be situated well away from restrooms or restaurants as massage oil has a strong and unpleasant smell.

#### »» Equipment

- Men                7-10 massage tables                30 - 40 m<sup>2</sup>
- Women            5 massage tables                20 m<sup>2</sup>
- Benches, clothes hooks.
- A plentiful supply of paper towels (by the roll).
- Large plastic bins with strong disposable plastic bin bags for the disposal of waste.

### B.9.5. FIRST AID

For Spectators

#### »» Location

- A First Aid Post should be located near the Main Grandstands to provide medical care for Spectators. The first aid and rescue provisions for the Spectators should follow the local government regulations.

#### »» Operation

- Operates on racing days.
- Provides a general First Aid service to Officials and Spectators.

### B.9.6. AMBULANCES

- »» One ambulance should be available at all times during official training and two during racing.
- »» One ambulance should be parked in the boathouse area with access to the IN pontoons. A parking space for an ambulance should always be kept free immediately outside the Medical Centre so that a patient could be taken there easily.
- »» A second ambulance must be located adjacent to the Rescue Centre.
- »» There must be a free and easy access route out onto the public roads.
- »» A final decision on the number and location of ambulances should be made after discussions between FISA and the Organising Committee. The decision will be based on a number of factors - proximity of boathouse area to finish area, proximity of reserve ambulances in case of an emergency, etc.

### B.9.7. Lifesaving and Safety

#### »» Operations

Before the start of the official races the FISA Regatta Doctor will check all rescue and medical facilities - see Appendix B.9.7. "Rescue provisions".

- The Regatta Medical Director must appoint a Rescue Officer who will coordinate the rescue services. This individual will be in radio contact with the Medical Director, the FISA Regatta Doctor, the rescue and the ambulance staff.
- The rescue officer should provide an operations plan including the positions of launches, ambulances, rescue personnel and actions to be taken in case of rescue. This plan should be submitted to the FISA office for distribution to the FISA Regatta Doctor at least one month before the regatta.



- The Rescue Centre should be located beyond the Finish line and close to the Finish Tower. The Finish area is always the area with the highest risk for the Competitors. A ramp must be provided for the rescue boats. The ramp must be kept clear and reserved exclusively for the use of the rescue boats and medical staff. An ambulance should be stationed immediately adjacent to the ramp on racing days with a small medical facility staffed by a paramedic or physician for the treatment of rowers.
- The area around the rescue pontoon and the ambulance/Medical Team should be fenced off or clearly marked. A regatta Official or security person should be in charge of the area and responsible for ensuring that the public and particular photographers and TV camera teams are not allowed near to a competitor in distress.

#### »» On Water Operations - General

- Both during official training and during racing there should be a fully proficient team of lifesavers provided for the rescue service.
- Each launch should be manned by two qualified lifesavers.
- Each launch should be in radio contact with the rescue officer and the medical doctor.
- The rescue boats should regularly monitor the traffic on the water.
- The launch teams can operate a shift system throughout the long training days.
- It is recommended that the rescue teams carry out rehearsals of a Competitor collapsing in a boat to ensure that they all understand the problems of working with racing boats and with the latest technologies. It is also recommended that special training is provided for handling, lifting and transporting of adaptive Athletes both in and out of the water. Upon arrival the FISA Regatta Doctor will oversee a test run of emergency procedures for retrieval of an Athlete from a boat and from the water.
- In an emergency the first priority of the rescue teams must be to get the patient to the rescue pontoon at the Finish as quickly as possible.

#### »» On Water Operation - During Training

- Prior to the official opening of the regatta venue - if a larger number of teams arrive earlier it is recommended that at least one rescue boat should patrol in the neutral lane. The same staff could be used for observing the traffic rules.
- During the official training periods, three rescue boats should be slowly patrolling (and also observing the traffic rules) in the neutral lane during the official daily opening times of the course. One should be in the Start area, one at 1000m and one at the Finish.

#### »» On Water Operation - During Racing

- During racing periods - five rescue boats should be stationed as follows:
  - One at each intermediate 500m point, attached to the bank or to a distance marker - monitoring the races as well as the warming up and cooling down areas.
  - Two boats beyond the Finish line (no more than 50 meters).
  - If the warming up/cooling down areas are organised on a separate water area, away from the rowing course, a rescue boat must also be provided in these areas.
- The rescue teams should be highly alert at all times during the racing periods. At the Finish of the race, the two rescue boats at the Finish should circulate slowly behind the crews to see whether assistance is required.
- The life-savers in the launches should all understand the importance of making Competitors "sit up and keep moving" after the Finish of the race - allowing them to lie down backwards in the boat immediately after the race is one of the worst things for them to do!
- The rescue teams must be trained to be always ready to move at a moment's notice but to move carefully (to avoid creating large waves) when they are required to act. Once a rescue has been completed it is equally important that they move back into position with care and consideration for the crews in the following race.

#### »» Water Supplies

- The rescue boats should not routinely provide water to crews because:
  - Water bottles take up space potentially needed for Athlete rescue.
  - Water delivery distracts the rescue crews from monitoring safety on the water.
- Water bottles should be available for the Athletes at the Victory Ceremony pontoon.

### **B.9.8. HOSPITALS IN THE AREA**

- »» The Organising Committee will need to co-ordinate with a designated hospital to ensure that full emergency services are available at all times during the official opening times of the course.
- »» Discussions should include the ambulance service and any other special requirements dictated by geography and location e.g. the possibility of a helicopter service for a very remote regatta site.

## B.10. Written Media

### B.10.1. Media Centre Operations

#### »» General requirements for World Rowing Events

- The media operations service is the responsibility of the OC. FISA will support and advise in the planning process.
- FISA will work to ensure that the media operations meet the FISA guidelines and are therefore of a uniform, professional standard at all World Rowing events.
- These requirements concentrate on the needs of the written and photographic Media. A separate staff member should be responsible for servicing the needs of the broadcast Media commenting on site.

#### »» The Chief Press Officer (CPO)

- The CPO is appointed by the Organising Committee and is responsible for the media operations of the World Rowing regatta. He/she should work in liaison with the FISA Communications team.
- The CPO should be experienced, knowledgeable and helpful. He/she should be familiar with the organisational structure of the event and highly knowledgeable about the sport of rowing.
- The CPO should be appointed by the Organising Committee at least 18 months in advance of the event (in particular for World Championships). The CPO should be intimately involved in the work of the Organising Committee from an early stage to build up knowledge of the event and its history. This appointment must be approved in advance by FISA.
- The CPO should be on site from the morning of one day before the first day of racing, to ensure that the press area is set up and ready. Some copying is required on the evening preceding the start of the competition, and Volunteers should be available to assist with this. During the event, the CPO must be present at all times during the opening hours of the Press Centre.

#### **Duties and responsibilities of the CPO:**

- Provide the necessary press services to all members of the Media (print, broadcast and photographers)
- Liaise with FISA on media accreditation process
- Set up and manage the Media Centre and Media Grandstand working area
- Oversee distribution of information to the media
- Manage the Media Centre staff team
- Organise Media transportation service
- Manage Media area catering and services
- Be available at all times throughout the period of the event (by mobile phone).
- Point of contact to the Media for the delivery of agreed Organising Committee communications.
- Development of a suitable crisis management plan designed to address the media in the case of unforeseen occurrences. This plan should be submitted to FISA in advance for approval.

N.B.: It is strongly recommended that the CPO attends the previous year's World Rowing Championship or Rowing World Cup to witness firsthand the level of service now required at the Championships and to learn from the on-site experience of others. This will also provide an excellent opportunity for a detailed planning meeting with FISA Officials and consultants.

### B.10.2. Press Centre

#### »» Location

- The Press Centre should ideally be located close to the Finish line and to the reserved Media Grandstand area and within easy access of the transport facilities.
- If it is some distance from the Media Grandstand, then a dedicated, effective transport link must be provided.

## »» Opening Hours

- The Press Centre should be open for use one day before the first days of racing and remain open on all competition days until the last journalist or staff member (OC or FISA) has finished work.
- Each day, the Media Centre must open two hours before the commencement of racing and remain open until at least two hours after the end of racing. Later hours may be required depending on the time zone of the host city (to be taken into account when recruiting Volunteers).
- Official hours of operation of the Media Centre should be clearly advertised and notified to the journalists in advance.
- The CPO must be present at all times during the opening hours of the Press Centre.
- The Media Centre must have security control to prevent access by non-accredited persons.

## »» Facilities requirements

FISA will assist in the design of the layout of the Media Centre. Plans of previous centres are available from FISA.

- Size:  
Olympic Games: 600 m<sup>2</sup>  
World Rowing Championships: 400 m<sup>2</sup>  
Rowing World Cup: 300 m<sup>2</sup>  
World Rowing U23 Championships: 200 m<sup>2</sup>  
World Rowing Junior Championships: 200 m<sup>2</sup>  
European Championships: 200 m<sup>2</sup>

N.B.: It is possible to propose the "Lucerne" model where a single fully covered and equipped Grandstand replaces the separate Press Centre. In this case, a telecoms cabin and catering area must be installed at close proximity.

- The Media Centre must offer the following numbers of tabled work stations:  
Olympic Games: 150, fully equipped with broadband internet access.  
World Rowing Championships: 150, fully equipped with broadband internet access.  
World Rowing U23 Championships: 50, 20 equipped with broadband internet access.  
World Rowing Junior Championships: 25, 15 equipped with broadband internet access.  
Rowing World Cup: 60-90, 50 equipped with broadband internet access.
- Each workplace must measure a minimum of 80 cm for each position (desks and chairs). All tabled work stations must be supplied with:
  - Access to an individual electrical power outlet.
  - Adequate number of extension cables.
  - Broadband internet connection (wired or wireless).
 Power or modem adapters should be made available on loan or for sale by the Organising Committee.

### NOTE ON INTERNET TECHNOLOGY

It is difficult to give exact requirements for broadband internet connections in the press area due to a great variability of technologies in each country. Below are some examples of systems which have worked in the past in relation to the numbers of journalists on site.

When speaking to your internet provider, please ensure you specify not only the number of required broadband lines, but also the use that will be made of them. Please remember that the highest use will be made by photographers who will upload large numbers of files at the end of each day, potentially slowing down the network for other users. Wireless solutions currently risk instability and FISA continues to monitor new development in the media and technology areas.

From experience, cabled broadband works better than wireless but technology is improving all the time. A wireless solution could be in place in the grandstand for those who wish to connect throughout the day. Most journalists will return to the Press Centre to file their work at the end of each day.

The technology solutions shall be submitted to FISA for approval before the event.

**Examples:**

**Munich Rowing World Cup 2005 - approximately 65 journalists**

2 wireless stations (3000 bit and 2000 bit)

3 ISDN lines providing 6 numbers

6 international analogue lines

1 fax machine

**Brandenburg World Rowing Junior Championships 2005 - approximately 30 journalists**

3000 megabits DSL connection with 5 outlets with each two switches (with 5 connections each). In total 13 free lines.

Wireless hotspot with 3000 megabits

**Gifu World Rowing Championships 2005 - approximately 150 journalists**

50 cabled LAN connections and Wi-Fi wireless system

Fibre optic cable ADSL 100 Mbps

N.B: a telecoms technician must be available on-site at all times

- The Organising Committee must provide the facility for a private telephone line if ordered by the journalists before the event (the Organising Committee should determine the appropriate notice period for this) at individual work stations in the Media Centre (the cost to be paid by the individual media organisation ordering the private line).
- The Media Centre must be supplied with adequate numbers of closed circuit television monitors to allow journalists an unimpeded view of a monitor from any seat.
- A message board and notice display board are also recommended (white board).
- Press clippings from national and international Media should be posted on bulletin boards within the Media Centre daily and two copies provided to the FISA press office.
- An information/welcome desk must be installed preferably near the entrance to the Press Centre. This will be close to the results/information distribution area.
- Toilets reserved for Media use (not public use) should be located close to the Media Centre.
- A refreshment area for Media use only should be located within or immediately adjacent to the Media Centre. This should provide a minimum of coffee/tea, soft drinks and sandwiches. Refreshments should be supplied free of charge.
- A press conference area - preferably a separate room adjoining/near the Press Centre should be available with up to 50 seats, a podium and a PA system.
- The Media Centre administration office (CPO's office) should be located within the Media Centre. This should be provided with:
  - adequate telecommunications (telephones and faxes) for use by staff to handle general enquiries.
  - A computer and printer for media advisories / notifications.
  - A minimum of two large capacity high speed photocopier with sorting trays, double-sided copying and stapling facilities (a photocopy service engineer should be available on-site throughout competition hours).
  - Other general office furniture and equipment.
- The FISA Press Team will require a separate office, preferably adjacent to the CPO, with desk space for three, power, 1 telephone (external line/international) and 3 broadband internet connections as well as a b/w printer to be connected to the FISA staff laptops and view of a TV monitor. In addition, sufficient storage space should be available in this office.
- In line with FISA policy, NO SMOKING is permitted anywhere within the Media Centre.

»» **Telecommunications and information area**

- The telecommunications room or area should be located within or immediately adjacent to the Media Centre.
- A minimum of 2 telephones and 1 fax machines for general use should be available on a pay-per-call basis. These are in addition to private facilities booked by the media. These telephones must be direct lines (no "0" for outside line) with modem jacks and suitable for data transfer.
- Facilities should be available for payment by cash and all major credit cards. If available, phone cards should be on sale (especially for events held outside of Europe).

- The telecommunications room/area must operate the same hours as the Media Centre. A Telecom Engineer must be available throughout competition hours to service communications in the Media Centre and Media Grandstand.
- At least 3 (Rowing World Cups) / 5 (World Rowing Championships) PCs for free internet access and linked to a printer must be made available to the media in the Press Centre.
- An adequate number of office trays (or mail boxes) must be provided to allow one tray for each race in addition to adequate space for general and historical information (approximately x 80 per day).

#### »» **The Media Centre staff**

- The Media Centre staff should include the following:
  - CPO (with language skills and rowing knowledge).
  - Multi-lingual person to man the information desk.
  - 5 additional Volunteers responsible for:
    - a) Photocopying (one/two persons).
    - b) distributing results lists to every journalist in the Media Centre and Media Grandstand; (2 - 3 people - runners).
    - c) placing the results lists in the mail boxes; filing results in ring binders and producing media communications and printed cover sheets (one person).
    - d) Making sure that the mail boxes remains full and that enough competition schedules and collated results lists remain available throughout the day (one person).

N.B: It is possible that two shifts of Volunteers per day will be required to cover the hours of operation of the Media Centre.

#### »» **Set-up**

##### **The following should be set up the day preceding the first day of racing**

##### **Notices:**

Signs should be put up in and around the Media Centre, with the following indications leading to:

- the Media Centre
- the WC
- international phone lines
- accreditation desk
- free coffee, tea, catering
- transport times between Media Centre and media hotels
- transport times for photographers to the Start and finish lines.

##### **Result mail boxes**

All of the labels should be placed onto the mail boxes, in the order of racing, according to the Summary Start List (label examples provided).

#### »» **Operation**

##### **Pre-event photocopying**

After the Draw has been made the media will expect the Competition Sschedule, the Summary Start List, and the full Media Start Lists for all of the first day's events to be available.

##### **Results distribution**

- There must be a communication link and a fax link between the Media Grandstand and the Media Centre if the two are far apart.
- The CPO should assign one Media Centre volunteer to the Media Grandstand to co-ordinate the effective distribution of start sheets, results and other information and to handle queries.
- The CPO is responsible for setting up an efficient results and competition information distribution system (FISA will advise) that ensures that all members of the Media either receive directly or have access to:
  - Entries list by country (start of event)
  - Entries list by events (start of event)
  - Race results immediately after each race (daily)

- Start list summary (daily)
- Media start lists (daily)
- Results summary (daily - end of racing)
- Compiled full results (end of racing)
- Media Start Lists, Results Sheets and Daily Results Summaries should always be printed on coloured logo paper. Collated documents should have a cover sheet.
- When the original results sheet is received (either on the fax or printer), it should be kept in an "originals" file or tray to allow for additional copying if more copies are needed later on.

In addition

- 4 sets of the full Media Start List will be put aside for FISA Media and Commentary Team every day.
- 4 complete sets of the day's individual results sheets will be put aside for FISA Media and Commentary Team every day.
- Media communications notices reporting crew changes and withdrawals should be posted on a notice board in the Media Centre as well as distributed and put into mail boxes. Each media communication must be numbered and contain the date and time at which it was published as well as clear indication of race number and boat class. These communications are automatically produced, and sent to the Media Centre through the FISA Timing Provider results fax/printer.

N.B: The first documents are issued immediately after the Draw (Media Start Lists, final Competition Schedule, Start List Summaries).

## B.10.3. Media Grandstand

### »» Location

- The Media Grandstand must be positioned close to the Finish line with clear sight lines of the course, the scoreboard(s) and the big screen videoboard from all seats.

### »» Facility requirements

- If the big screen does not provide sufficient visibility, the Media Grandstand must be supplied with adequate numbers of closed circuit television monitors to allow journalists an unimpeded view of a monitor from any seat.
- The Media Grandstand must contain the following numbers of seats:  
Olympic Games: 130 tabled seats, 50 non-tabled.  
World Rowing Championships: 100 tabled seats, 50 non-tabled plus 6 - 8 tables for disabled persons (6 - 8 disabled persons and 6 - 8 helpers).  
World Rowing U23 Championships: 20 tabled seats and 20 seats only.  
World Rowing Junior Championships: 15 tabled seats and 10 non-tabled.  
Rowing World Cups: 50 tabled seats and 20 non-tabled.

NB: These numbers are IN ADDITION to facilities provided for broadcast Media operating on-site.

- The Media Grandstand should be separate from the public areas and stewarded to prevent non-accredited access (this includes Coaches, Athletes and Officials unless in possession of an access card).
- It must be covered to fully protect working Media from wind and rain.
- The Media Grandstand must be supplied with electric power to all tabled seating with adequate numbers of extension cables and adapters provided by the OC.
- If the Media Grandstand is located a significant distance from the Media Centre, a small general pay-per-call communications facility (x2 telephone lines and x1 fax) should be provided at the Media Grandstand to allow Media on deadline to file their stories from there.
- Cabled broadband connection, or a minimum of some wireless access should be available in the grandstand (see NOTES ON INTERNET TECHNOLOGY above)
- Facilities for the broadcast media should be planned in conjunction with the host broadcaster and will vary depending on the number of broadcasters on site.
- Professional commentary positions, with sound buffering, monitors and communications must be provided.

**Important note:** The PA system must not be directed towards these positions. If this is the case, the nearest loudspeakers must be switched off to prevent disturbance.

Broadcasters may also require ISDN lines and should be contacted early to determine their technical requirements.

#### »» **Mixed Zone**

- A mixed zone (ideally a pontoon large enough to take three fours or an area on land) must be identified beyond the Finish Line where broadcast and print Media can freely mingle with the Competitors immediately after the medal ceremonies (once their boats have been removed from the medal docking pontoon).
- Media are given access to the Athlete rest area (waiting area before the Medal Ceremony) where quotes can be collected for immediate use/distribution.

## B.10.4. Photographers

#### »» **Requirements**

- The Organising Committee should appoint a local professional rowing/sports photographer to work with the Organising Committee in the planning of all photographers' positions and facilities. FISA can assist in identifying a suitable photographer to provide such advice, if required. A photo marshal must be appointed to manage all photographic matters during the event. These responsibilities include the daily allocation of priority positions. This person must be on duty from the first day of the regatta.
- Clearly defined shooting positions must be identified for photographers in advance. These should include start pontoon, start and finish line access for photographers and podium access for presentations.
- All positions must be approved by FISA.
- Accredited photographers must be issued with an official bib or arm band (provided by FISA at senior World Rowing Championships). A two colour system can operate if necessary to create a system limiting certain positions to priority photographers (international agencies and major host nation media).
- A sheltered area (tent) should be provided in the Start area for photographers to rest out of the sun, or deposit their equipment. The area should also have sufficient supplies of drinking water available.
- The CPO or photo marshal is responsible for organising transport for photographers to the Start area before racing each day. A sign-up list should be completed on a day-to-day basis for transport to the Start. Photographers should also sign up for access to the photo shooting positions identified above.

## B.10.5. Media Accreditation Process

#### »» **Media Accreditation Form**

- The Media Accreditation application form for the World Rowing events is drafted by FISA and sent to the Organising Committees for approval before distribution.
- The application form will be distributed to international Media by FISA as well as by each Organising Committee to their local Media two months before the first FISA regatta of the season.
- The closing date for receipt of media applications is decided by FISA (usually 3 weeks before each event although late applications will be considered in function of availability).
- Accreditation requests from international Media for all World Rowing Events go through [www.worldrowing.com](http://www.worldrowing.com), FISA's official website. Organising Committees may link from their site to the official accreditation form. International Media requests must be approved by FISA.
- Local Media requests must be validated by the OC. These can be collected through the online form, or independently by the Organising Committee if preferred.
- All media accreditation requests received by the Organising Committee's should be sent to FISA to be added to the central list.
- The system allows for fax generation which can be sent (signed and stamped) for validation if requested by the OC.
- An Excel spreadsheet of the accreditation requests will be sent to the Organising Committee on a regular basis leading up to the event (once a month up to 3 weeks preceding the event, once a week or more on request during the three weeks before the event). This should be merged with local request list if applicable.



## »» Accreditation confirmations

- Accreditation confirmations must be mailed/faxed to accredited Media by the Organising Committee two weeks before the event. This should include:
  - Visa support letter where required.
  - Hotel information with full address and contact telephone and fax numbers.
  - Confirmation of any orders for private facilities (telephone etc).
  - Airport pick-up service details or details of public transport links.
  - Information on how to reach the venue (by air, rail or road).
  - Provisional competition timetable.
  - Details of media accreditation point and hours of operation.
  - Map of the venue showing all media areas.
  - Hours of operation for the main Media Centre.
  - Official transport schedule.
  - CPO contact telephone, fax numbers and E-mail address.
  - Media Centre contact telephone, fax numbers and E-mail address.
  - Power, telephone jack and modem set-up specifications.
  - Car hire details.

NB: A template can be supplied by FISA.

## »» Accreditation Badges

- Media credentials are issued from the welcome desk located at the entrance of the Press Centre (Rowing World Cup) or at the main Accreditation Centre (World Rowing Championships).
- Media credentials should allow access to all media working areas, relevant catering facilities, Athlete hotels, the training zone (if agreed by FISA) and official transport.
- Team Managers with appropriate accreditation (distributed at FISA's discretion to one Team Manager or official per team) should have access at all times to the Media Centre and Media Grandstand and other media areas.
- Non accredited Coaches and Athletes may enter the Media Centre and Media Grandstand only when specifically requested for press conferences or media interviews.
- The acceptance letter and passport must be shown by the Media as proof of identity. This area should be staffed by experienced personnel and all late applications must be approved by the CPO and/or FISA.
- The media accreditation card should be issued in accordance with FISA policy. Distinction should be made between the following categories:
  - Host broadcaster
  - Rights holding television
  - Radio/TV Commentators
  - Media
  - Photographers

## B.10.6. Transport and Accommodation

### »» Transport

- Accredited Media should be able to use the official transport system from the airport to the official hotels if available.
- The Organising Committee must provide regular transport to the regatta site from all official media hotels. The timetable should be clearly posted and included in the accreditation confirmation letter. The service must begin the day before the first day of racing and continue until three hours after competition ends on the final day.
- Car parking facilities should be available adjacent to the Media Centre. Priority for car park passes should go to photographers because of the photographic equipment they must carry. If no parking is available adjacent to the Media Centre, photographers must be allowed loading and unloading access.

- If the Organising Committee negotiates free use of public transport for Competitors, this should be extended to include accredited media.
- Details of local hire car firms should be available from the Information Desk in the Media Centre, in the Media Guide and the accreditation confirmation letter.

### **Accommodation**

- The Organising Committee should offer a minimum of two categories of media hotel accommodation (standard price and budget) and should make every effort to negotiate favourable rates for the media.
- The Organising Committee should liaise with hotels over services available to guests and ensure that food and drink are available at hours to suit the racing programme.
- The Organising Committee should work with the official media hotels to simplify the hotel reservation process. Wherever possible, it is recommended that the media should make reservations directly with the hotels rather than through the OC.
- The Organising Committee is responsible for ensuring that all changes/news items are communicated to the official media hotels and clearly displayed on a notice board provided for this purpose in the hotel lobby or other prominent position.

## **B.10.7. Other Issues**

### **»» Media Gifts**

- Media gifts are much appreciated, especially at the World Championships. These could be supplied or funded by an event sponsor. FISA can advise on previous years' media gifts if required.
- Media gifts should be distributed at the welcome desk upon signing in to the Media Centre.

### **»» Media Information Packages**

- For World Rowing Championships and Rowing World Cups a media guide will be produced by FISA and made available online. Copies will be provided to the Organising Committee and a hard copy should be distributed upon registration of each member of the press at the Press Centre. The guide also provides information to assist journalists in covering the Championships and to enjoy their stay in the host city. This information should be supplied to FISA at least two weeks ahead of the event.
- The welcome press kit or media guide should contain the following items:
  - Provisional timetable (FISA).
  - List of confirmed entries (FISA).
  - The official programme (OC).
  - Introduction to press Volunteers: staff names and contact numbers (OC).
  - Media Centre hours of operation (OC).
  - Media Centre communication facilities and charges (OC).
  - Timetable of official press conferences (FISA/OC).
  - Invitations to press functions (OC).
  - Map of the venue, venue seating locations and photographers' positions (OC).
  - Media transport arrangements and timetables (OC).
  - General rowing information (FISA).
  - City guide information including (OC):
    - Restaurant recommendations.
    - Other public transport.
    - Map.
    - Bank/currency exchange locations.
    - Shopping locations.
  - Telephone directory of useful numbers (OC).

Local Organising Committees may get assistance from their local tourist associations for the addition of city-oriented materials.

FISA will provide an additional press pack containing past results.

»» **Media Incentives**

- Members of the Media should be invited to take part in a media outing or specific media gathering (drinks).
- It is common that selected members of the Ppress are invited to the Nations Dinner (numbers at discretion of OC).

For both events, a sign-up sheet should be made with a maximum number of places. Attendees should be given invitations on a first come first served basis.

## B.11. TELEVISION PRODUCTION

The television rights to the World Championships and the other commercial rights (advertising sponsorship, use of FISA logo) belong to FISA. They are valuable sources of income which will be used by FISA to finance its development programme to expand rowing around the world. The income from these sources shall belong to FISA. The sale of these rights will be strictly carried out by FISA and its appointed marketing agency.

### B.11.1. TELEVISION REQUIREMENTS

- »» Before applying for the Championships an Organising Committee should make contact with the principal television network in its country and obtain from that network a letter of intention to broadcast the Championships. In principle, World Championships (excepting World Junior and U23 Championships) will not be awarded to a country unless there is a guarantee that this television company will produce a host broadcast of international quality in return for obtaining the rights to show the Championships in the host country; and that the signal will be made available free of charge to FISA to sell to other broadcasters throughout the world.
- »» The extent of coverage to be provided by the host broadcaster or the Federation and Organising Committee will need to be at a production of an international quality signal of all semi-finals and finals, and closed circuit coverage of all races at the course. The quality of the host production will be carefully controlled by FISA in connection with its television production requirements. The Organising Committee will be required to locate a sufficient number of TV monitors around the course and a big screen television in order to provide a good service to Spectators, Competitors, press and Officials.
- »» The latest version of the "Requirements for the Production of an International Host Broadcast Signal at a World Rowing Championships", to be found in Appendix B.11.1.a, and "Closed Circuit TV Requirements", Appendix B.11.1.b, describes in detail the requirements for the production of television, both the international host broadcast signal and the closed circuit television.

### B.11.2. DISPLAY OF TELEVISION IMAGES AT THE VENUE

The television coverage of the Championships (closed circuit production as well as the international host broadcast signal) should be available for view around the entire site for Spectators, Competitors, Officials, and VIPs. A 40m<sup>2</sup> videoboard and approximately 30 television monitors must be provided.

For further information on the videoboard see Appendix B.11.2. - "Video Board Specifications"

### B.11.3. RACE VIDEOS

- »» Videos (in Beta SP format) of all of the races should be made by the television company.
  - The contract with the Television Company should include a requirement for one complete set of these videos to be provided, free of charge and together with a right for FISA to duplicate and distribute the videos on its own accord, to FISA.
- »» FISA will produce a DVD of all 24 finals of the World Championships. This DVD will be available for sale to the Federations.

## B.12. Spectator FACILITIES AND SERVICES

### »» General

When planning the final layout of the future Spectator facilities, the following conditions should be considered:

- The justification of the investment:
  - This should be carefully evaluated, taking into account the future use to which the facilities will be put - permanent and temporary.
  - The expected number of Spectators - for events of local interest or for major international events.
- Before the detailed design can start statistics, surveys, analyses and investigations must be provided on:
  - The effect of the Spectator facilities on the wind conditions. FISA strongly recommends that a wind tunnel test should be carried out to avoid creating wind shadows and unfairness between lanes on the course.
  - The technical quality of the Spectator facilities - with a correlation between permanent and temporary structures that allows the creation of a high quality environment for holding major sporting events.

### »» Requirements

The key principles when planning the Spectator facilities are:

- To ensure a simple, low maintenance design.
- To provide "natural" structures, sympathetic to the nature of the water sports.
- To provide the appropriate conditions for staging major sporting events and for the long term daily use.
- To provide a good drainage system. This is essential for the successful operation of a major event in case of heavy rain and with a large number of people attending.

### »» Layout

- The Spectator facilities and services could be constructed:
  - On one side of the course.
  - OR
  - On both sides of the course.
- The layout of the venue should make due allowances for the large areas of flat ground, which are necessary to cope with all the demands of a major rowing event. These areas must be available behind or adjacent to the main grandstand(s).

### B.12.1. GRANDSTANDS

#### »» Location

- The grandstands are positioned close to the Finish line with clear sight-lines of the course, the scoreboard(s) and the big screen videoboard from all the seats.
- On artificial courses, it is possible to develop additional viewing areas along the entire course, by constructing the banks with a slight slope (terraced) towards the water edge.
- OCs shall provide two free seats per National Federation plus the option additional tickets to be purchased.
- The grandstands are provided for the following groups:
  - General Spectators
  - Adaptive Spectators and Media
  - Media (TV and Press)
  - The VIP and Sponsors
  - National Federations and Teams seating - approximately 300-500 seats.
  - FISA Family - approximately 500 - 1000 seats.

»» **Layout**

- The grandstands should be constructed parallel to the lanes.
- The distance between the grandstands and the water's edge should be between 15m and 20m but must not restrict the view towards the course from the Finish Tower.
- The Media, VIP/Sponsors and NF Delegates seats should be located nearest to the Finish line.

»» **Construction**• **Permanent Facilities**

- The scale of the permanent infrastructure should be based on the long-term use of the course with the necessary temporary facilities being provided during major sporting events.
- Key features of the construction should be - durable, long life, low maintenance - with material from the local area being used for the permanent facilities.
- Type of construction:
  - A construction providing Spectator seats only - no rooms or buildings.
  - OR
  - A construction providing both Spectator seating and rooms/areas for some of the permanent functions of the venue - for example administration, medical centre, restaurants and cafeterias, meeting rooms, lecture rooms storage areas, changing/shower facilities, other.
- Number of permanent seats - depends on the expected number of Spectators that would attend regular events based on the normal use of the course.
- A seating plan showing location of allocated seats for a Championship should be agreed with FISA in advance.

• **Temporary Facilities**

- In addition to the permanent structures and buildings, there will be a requirement to provide many temporary facilities to comply with the conditions for staging a major event.
- Number of grandstand seats - this will depend on the expected number of Spectators to visit the event. Such temporary grandstands will usually be of a pre-fabricated construction.

• **Capacity**

The following number for the expected Spectators is recommended:

- |                         |                 |
|-------------------------|-----------------|
| -- Olympic Games        | 14,000 - 20,000 |
| -- World Championships  | 4,000 - 12,000  |
| -- Regional Games       | 4,000 - 10,000  |
| -- International Events | 3,000 - 5,000   |

• **Access to the Rowing Venue**

- For details see Section B.2. "The Course"

• **Parking**

- For details see Section B.2. "The Course"

• **Medical**

- Access must be provided to a First Aid centre, usually located near to the Finish area, and a medical centre for more serious problems.
- There must be communication between these centres and the OC.

## B.12.2. Food services

»» **Requirements**

- The concept for providing permanent food preparation facilities at the venue should be based on the long-term use of the course.
- The necessary, additional temporary facilities should be provided during major sporting events.
- During major sports events restaurants and cafeterias should be provided as well as locations serving drinks (both hot and cold as well as alcoholic and non-alcoholic).
- The food facilities for the Spectators must be separated from those for the accredited participants in the event.
- The food facilities for the Spectators should be located in close proximity to the grandstands.

## B.12.3. Information

### »» Facilities

These are usually temporary booths or containers placed near the entrances to the Spectator areas.

### »» Information services requirements

- Provides general “Help Desk” services.
- All information materials should be available in the host country language and in English.
- The information materials provided for the Spectators should include the following:
  - The official Championship Programme.
  - Venue maps and plans.
  - Historical and competition information.
  - FISA Progression system explanation.
  - Competition information (start and results summary lists, etc.).
  - Newspapers, periodicals, books.
  - Travel guides, maps.

## B.12.4. Merchandising

Easy access should be provided for the Spectators to sales points (usually temporary) that are ideally located in close proximity at the back of the grandstands.

### »» The FISA Merchandiser

- The location of the FISA Merchandiser has to be agreed with FISA in advance.

### »» Souvenirs

- Sales points should be provided at various locations around the site.

## B.12.5. Ticket sales

»» It is recommended that ticket sales are carried out in two stages:

- Through Internet and/or telephone
- Before the event - at sales points located in the towns.
- During the event - at sales points located near Spectator entrances.

## B.12.6. Sanitary services

### »» Requirements

- This is a very important service and has a critical impact on the overall impression of the event.
- The number of permanent toilets depends on the number of Spectators visiting the venue on a permanent basis.
- A sufficient number of additional toilet and washing facilities should be provided during major international events, usually in temporary, portable units.

### »» Location

- At the back of the grandstands and generally all around the site.

### »» Numbers

- The total number of toilets for major events depends on the number of expected Spectators and the local regulations for sanitary facilities.

**»» Operation**

- Staff should be available full-time prior to and during the event.
- Regular restocking of toilet paper, soap and paper towels.
- To be cleaned and maintained on very regular basis - at a minimum every two hours.
- The necessary "Health Permits" or "Certificates of Cleanliness" must be permanently displayed.

## **B.12.7. Banking**

A currency exchange and cash service is recommended to be organised at the venue.

**»» Requirements**

- The service should be organised in an area that is easy accessible for both -accredited and non-accredited people.
- The opening times of the banking booth should follow the official working times in the host country.

## **B.12.8. Postal services**

It is recommended that stamps, postal service, letters, and postcards be provided.

**»» Requirements**

- The service should be organised in an area that is easily accessible for both accredited and non-accredited people.
- The opening times of the postal booth should follow the official working times in the host country.



## B.13. HOSPITALITY FACILITIES

### »» General

Often the goodwill of individuals, Sponsors, government departments, sports Federations and others provides the majority of the funding necessary for the World Rowing Championships. Good treatment of these important individuals is, therefore, of common interest for the regatta organiser and FISA as well as for the guests/clients of the Sponsors. The basis for this is good VIP and sponsor hospitality. This means pleasant conditions and polite treatment so that they feel the investment in the event was worth it, and that they want to come back again. Good VIP and sponsor hospitality is also important in showcasing the sport to potential sponsors.

### »» Before the Championships

#### • Invitation List

- Two to three months before the event, FISA will provide a list of FISA VIPs to be invited to the regatta. The list will include IOC members of the country in which the regatta takes place, the presidents of other sports Federations based in the country, FISA Council and Commission members, world-wide Sponsors and well-known persons interested in the sport, who could bring some publicity to the event.
- The Organising Committee should reserve 60 tickets for the guests of FISA's Sponsors and 100 tickets for FISA Council and Commission members, and their guests.

#### • Follow-up Information to initial invitation

- A confirmation letter should be sent to the invited people after the responses to the invitations are received. Full details about the event should be included in this letter.

### »» At the Championships

#### • Airport Arrival and Transportation

If Sponsors are arriving from abroad, the Organising Committee should assure the easiest possible way through immigration and customs at the arrival airport.

- A host or hostess should be on hand to greet the Sponsors/VIPs individually at the airport and accompany them to their hotels. These hosts should have an easily identifiable uniform or clothing as well as a sign with the name of the guests on it.
- Extra staff to look after baggage is also helpful. If language is a problem, interpreters should be available. Airport greeters should have radios or mobile telephones to receive the latest updates on changes in arrivals.
- Airport transportation should be comfortable for these guests (not a shared minibus with Teams or Officials). The driver should be fully informed about where he is going, about the event and about whom he is driving. Alternatively, a liaison officer might accompany the VIP in the car.
- Accreditations and information kits should be available immediately upon arrival so there are no delays in the process. This information kit should have schedules for the VIPs, receptions and tourist information. Optional spouse programmes with tours/outings also make a good impression. Dress codes for activities should be communicated, if applicable.
- Special attention should be given to telling the guests their movements in the next hours after arrival. An Organising Committee contact telephone number should be provided to the VIP in case they have questions on any aspect of the Championships or their stay.

#### • VIP/Sponsor Accommodation

- A designated hotel of appropriate standard and close to the regatta site should be identified offering discount rates for VIPs and Sponsors.
- This hotel should have business services available (internet, copying, faxing, etc.). It should also have all night or late night dining options.
- The Presenting/Main Sponsors should be given the option to have a special VIP hospitality room at the Official Hotel.
- The Official Sponsors should have the option to host a reception for clients/guests at the Official Hotel.

- **Local Transportation and/or Special Parking at the Site**

- The Organising Committee shall provide airport transportation for all accredited guests/VIPs.
- The Organising Committee shall provide transport to the regatta site on a schedule from the VIP hotel. The schedule shall start one day before racing begins and continue until the end of the final day and the day after if needed for airport transportation.
- For those driving their own cars, there should be parking facilities close to the Guest Information Centre.
- If adjacent parking cannot be provided, guests should be permitted car access for loading and unloading with valet service.

- **VIP/Local Sponsor Hospitality Tent**

A VIP/Local Sponsor Hospitality Tent shall be erected near the Finish Tower and the Finish line grandstands. It shall consist of the following amenities:

- Carpet or artificial grass.
- Covered tables and chairs.
- Decorations (flowers, flags, banners, etc.).
- Hostesses at the entrance and inside.
- Television monitors for live action viewing.
- Daily schedules posted and previous results.
- Snacks and water/coffee/tea/soft drinks.
- Food and alcoholic beverages for sale.
- Secure area for coats and small bag storage.

- **Individual Sponsor/Client Entertainment Tent**

If requested, Individual Sponsor Hospitality Tents shall also be erected near the Finish Tower and the Finish line grandstands. They shall consist of the following amenities (note: the Sponsor would assume hospitality costs.):

- Decorated with Sponsor banners, products, displays with Sponsor employees as hosts.
- General information table for guest registration, event press release, daily schedule, results sheets, transportation schedule, special event and daily newspapers.
- Covered tables and chairs.
- Complimentary snacks, light food and beverages.
- Decorations (flowers, flags, etc.).
- A small public address system for special greetings, special announcements, etc.
- One to two television monitors for live action viewing.
- Event security guards at entrance.
- Private portable toilets available (if permanent toilets not available) nearby.

- **VIP Grandstand Area**

- The VIP Grandstand shall be located near the Finish line.
- It shall be protected from rain and wind.
- All seats in the VIP grandstand shall allow easy movement between rows of seats and give an unimpeded view of the course, closed circuit television monitors and scoreboards.
- There should be minimum one closed circuit television monitor per 100 grandstand seats.
- There should be steady supply of results soon after each race finishes.

- **Press conferences**

Press conferences should be announced in advance by a notice from the press room. Sponsors, VIP guests and FISA Officials should have access to attend and be given special seating separate from the media.

## **B.14. Merchandising AND EXHIBITIONS**

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FISA has a defined policy relating to merchandising for the World Championships. The details of the policy are contained in the document entitled “FISA World Rowing Event Merchandising Policy” (see Appendix B.14.).

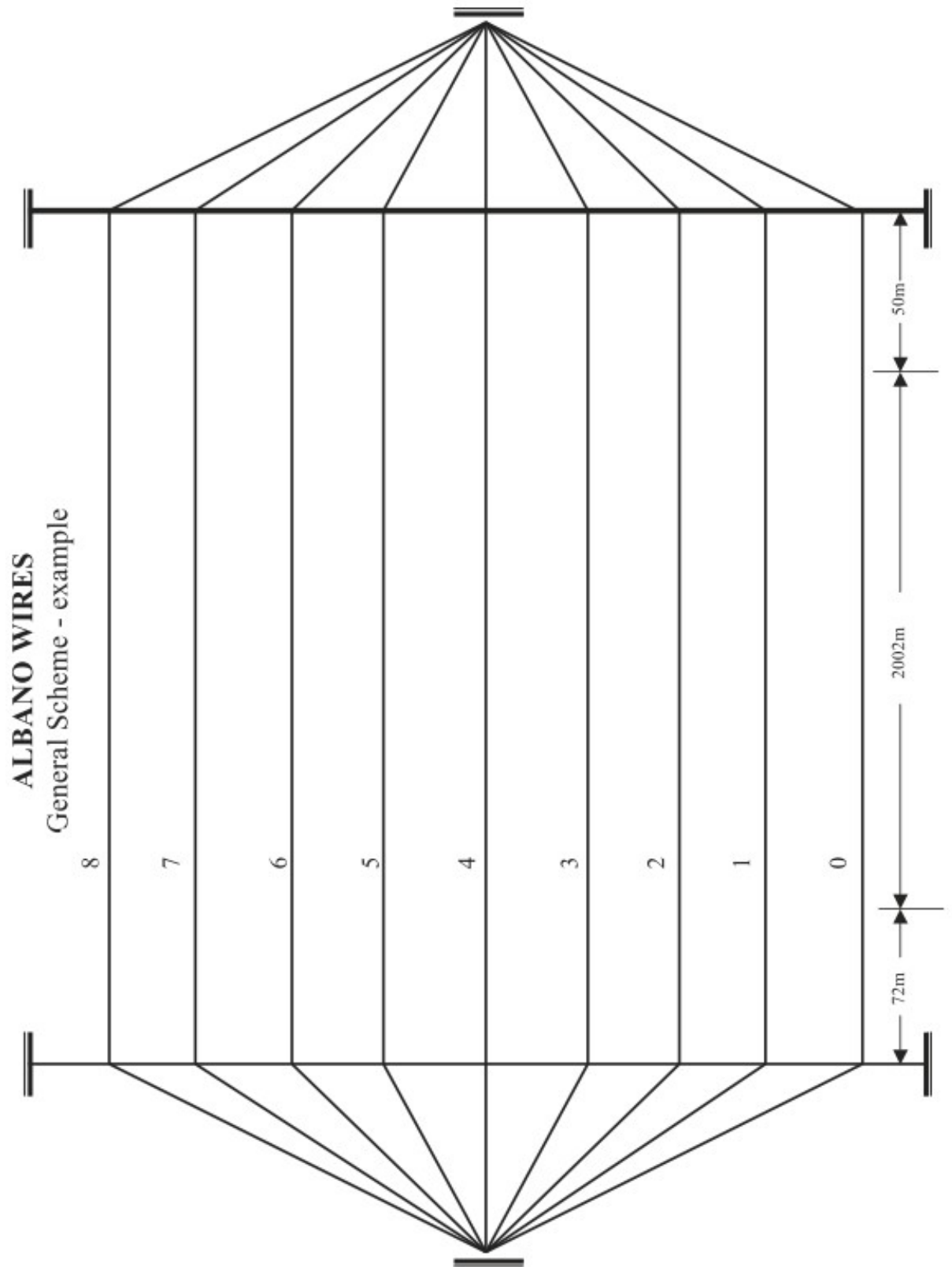


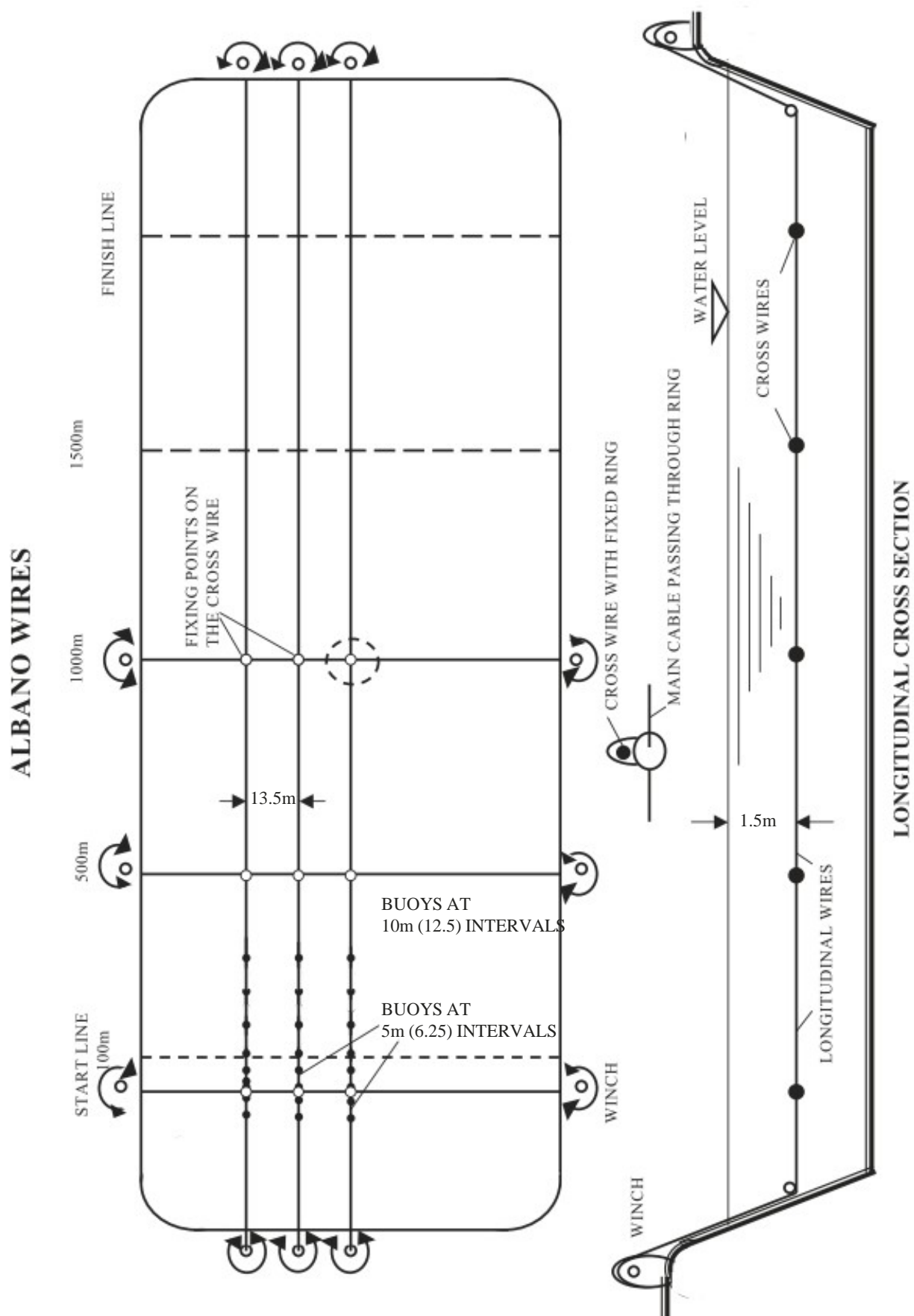
**Section B - Appendices**



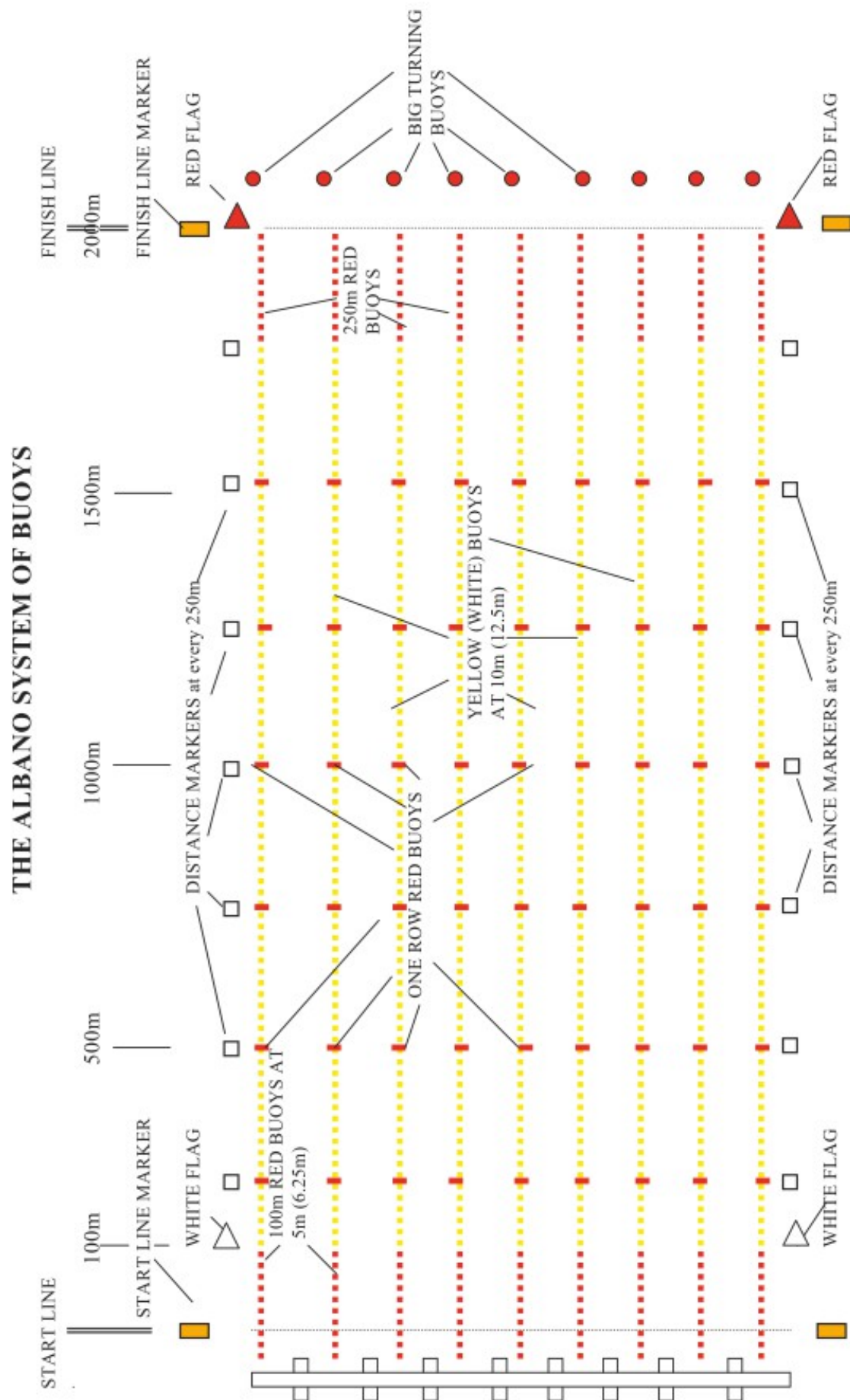


## Appendix B.2.2. The Course - Albano Wires and Buoys



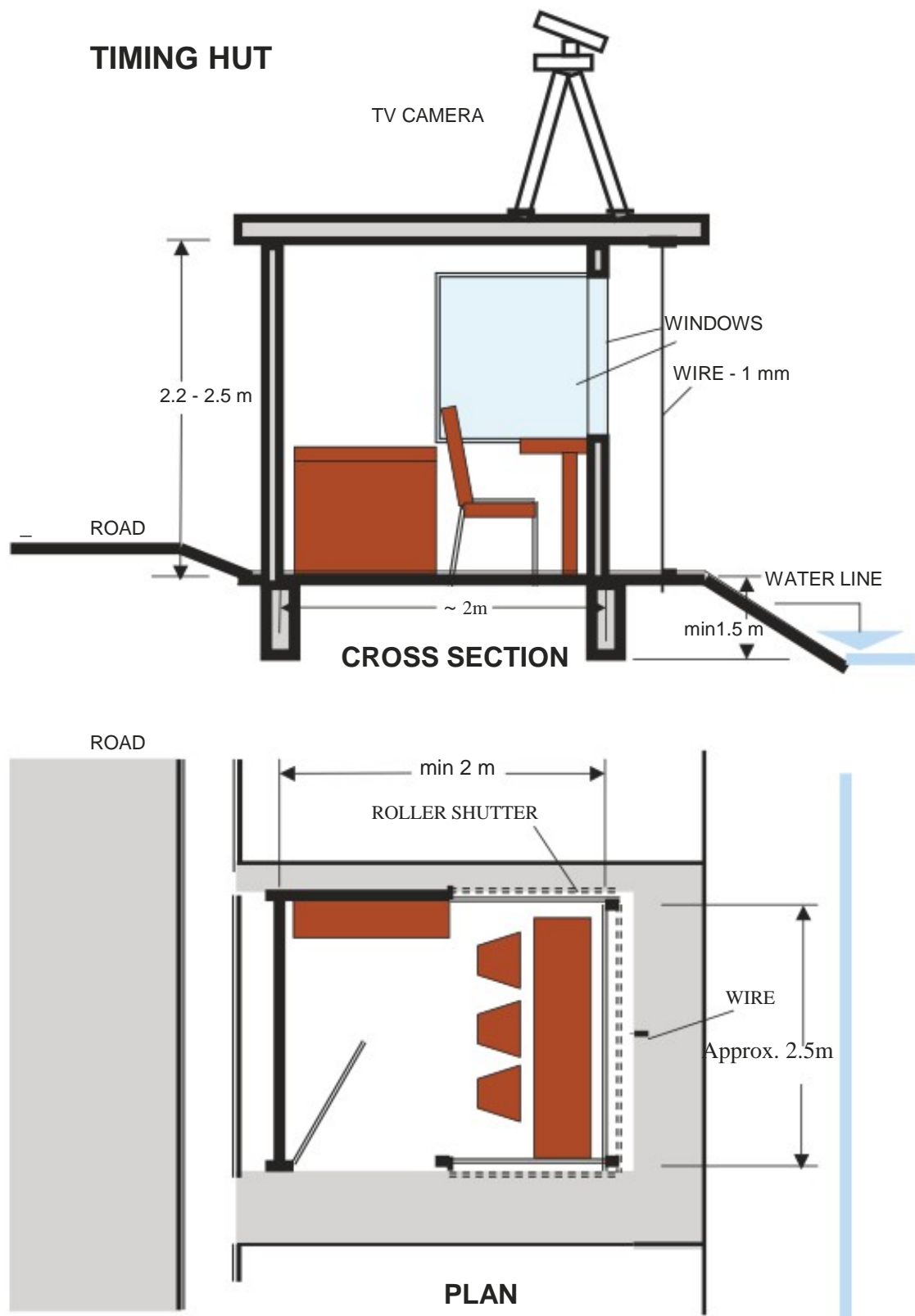






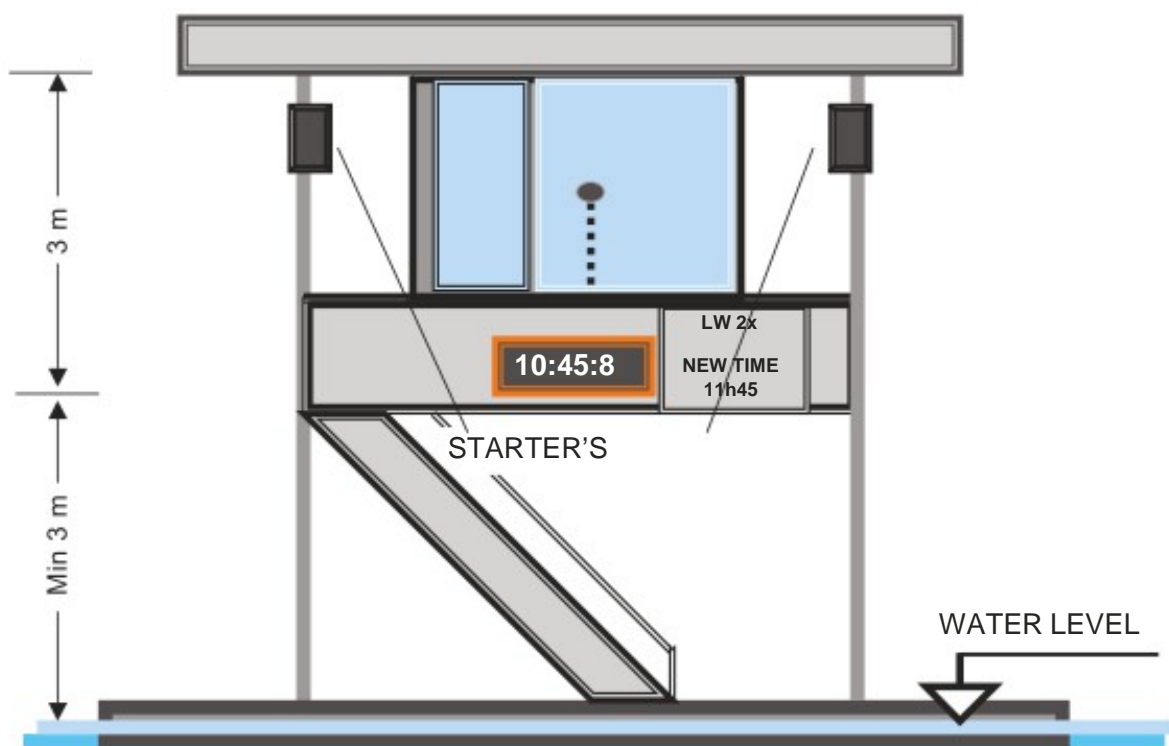


## Appendix B.2.3. Timing Hut

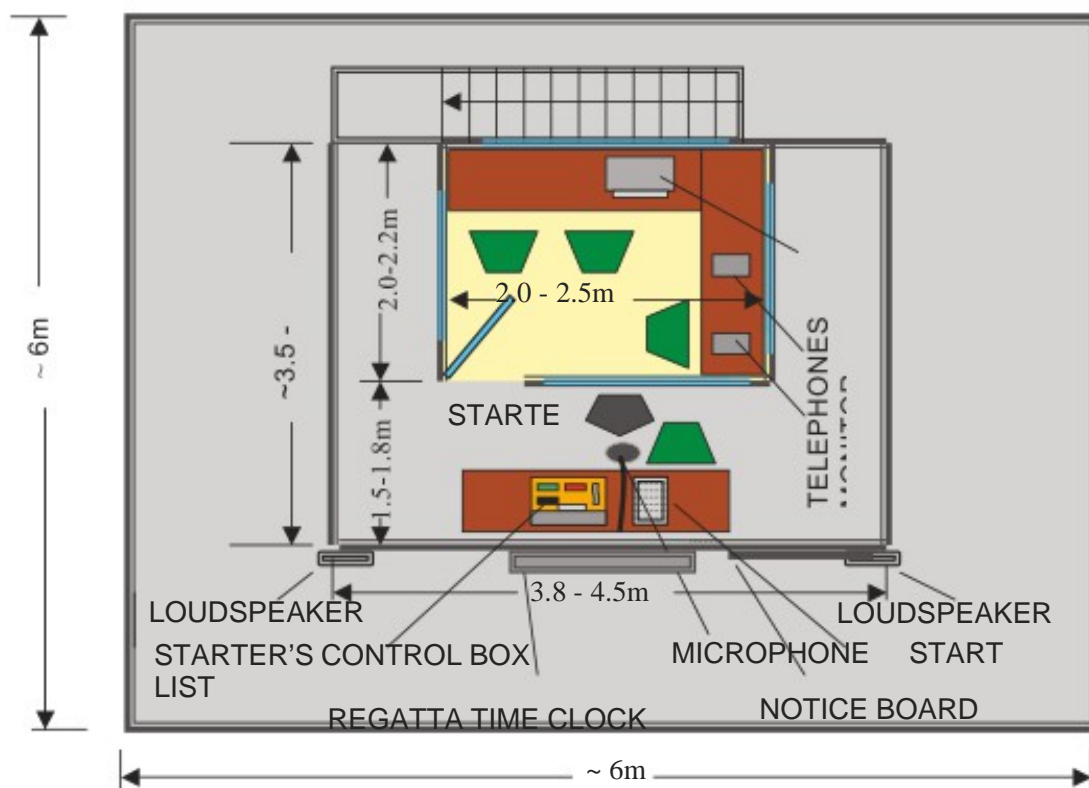




## Appendix B.3.1. Start Tower



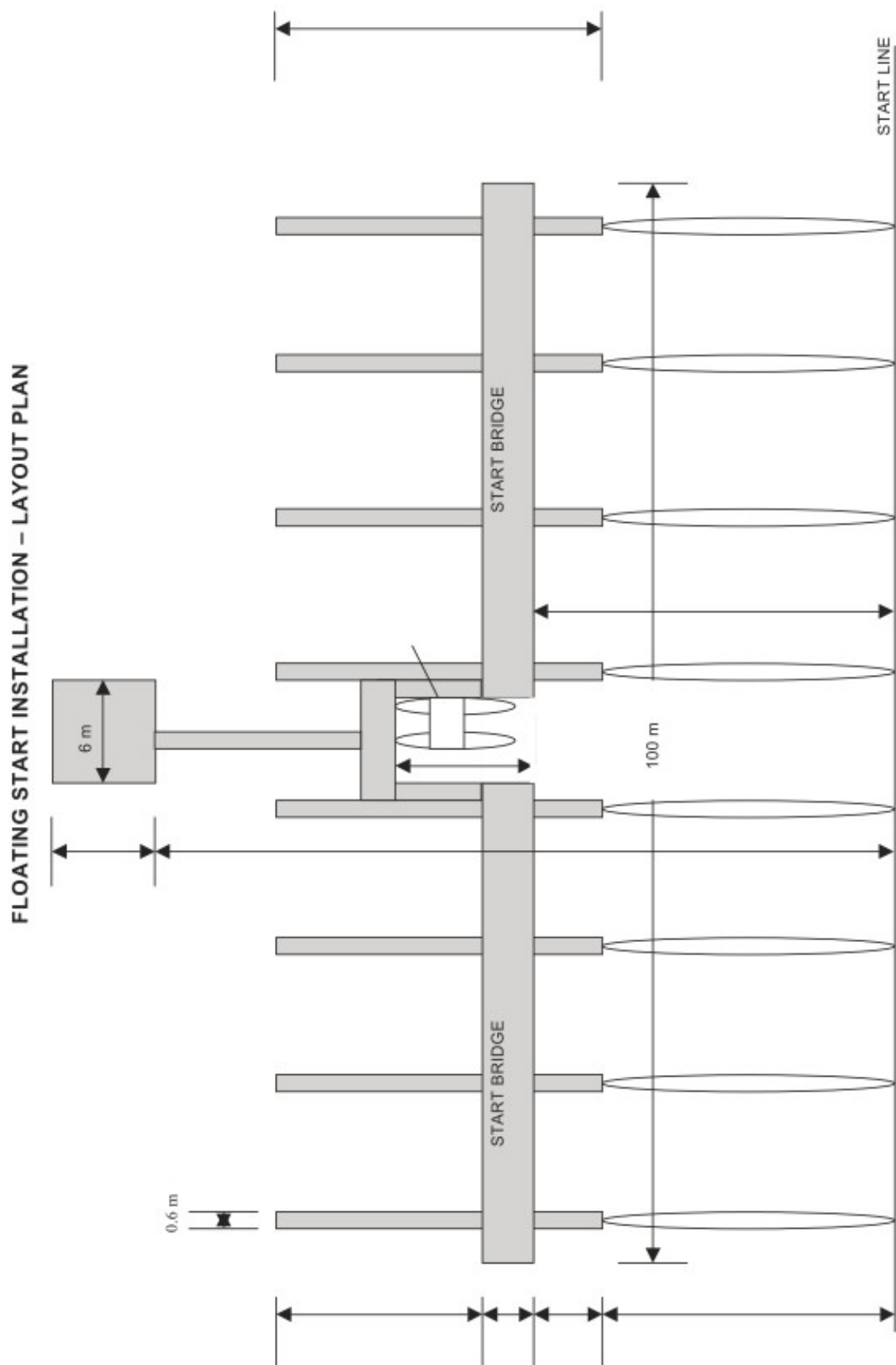
FRONT VIEW



PLAN



Appendix B.3.2.a Start Installation

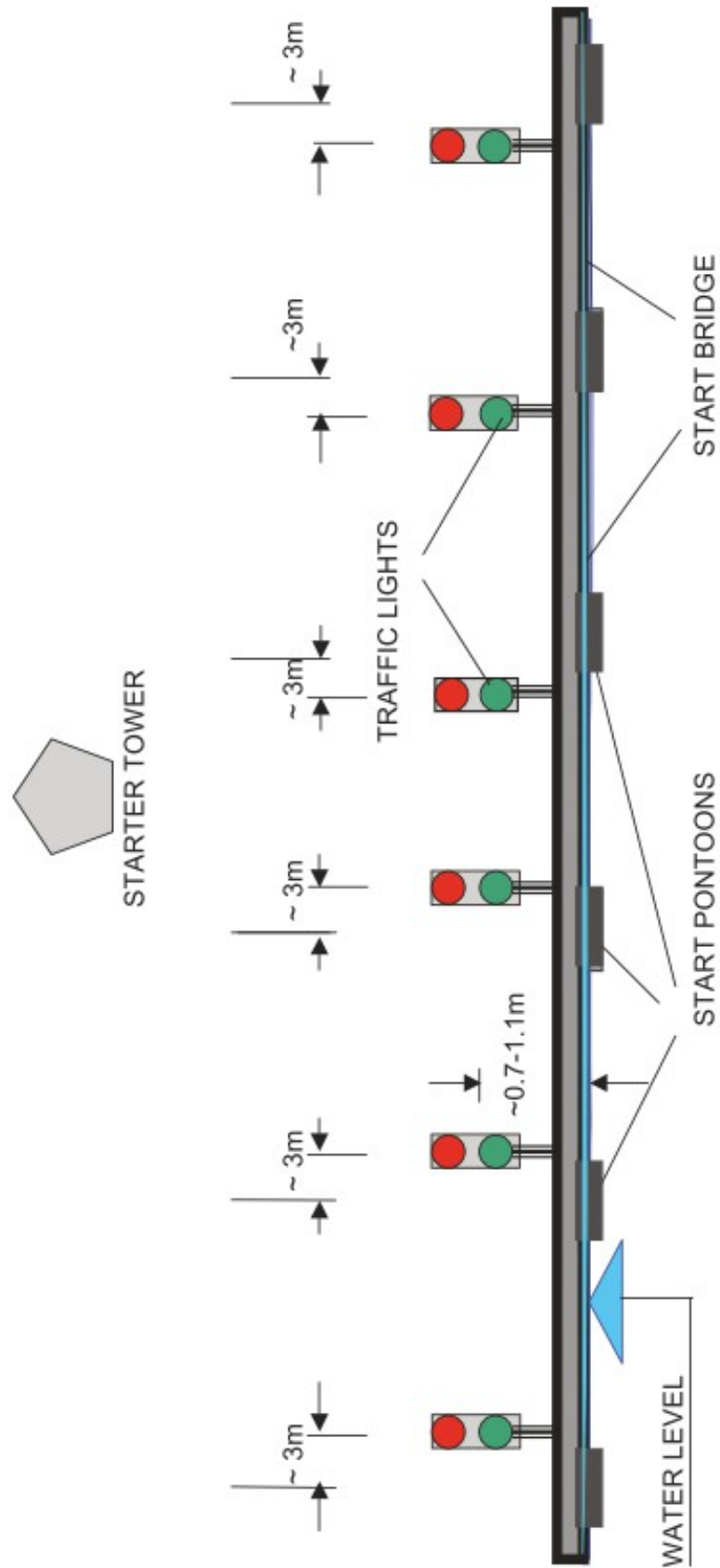






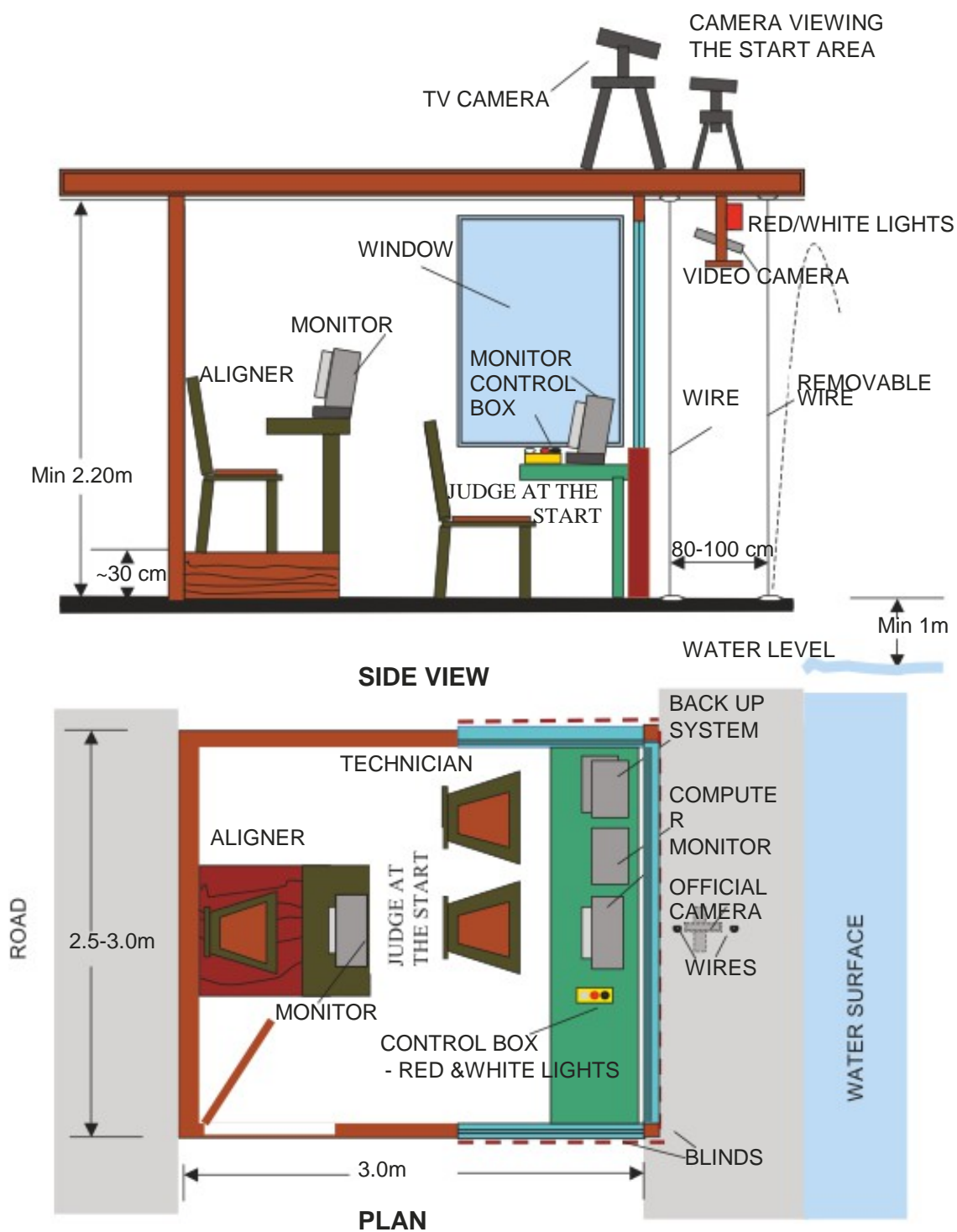
## Appendix B.3.2.b Traffic Lights System

THE VIEW OF THE TRAFFIC LIGHTS  
AS SEEN BY THE CREWS AT THE START



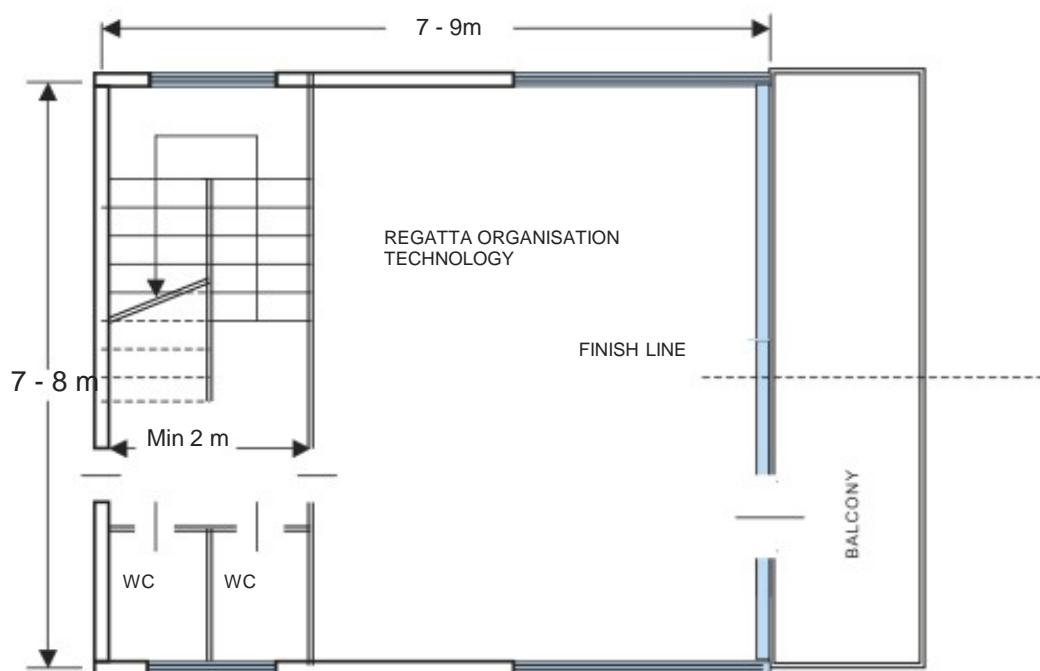


## Appendix B.3.3. Aligner's Hut

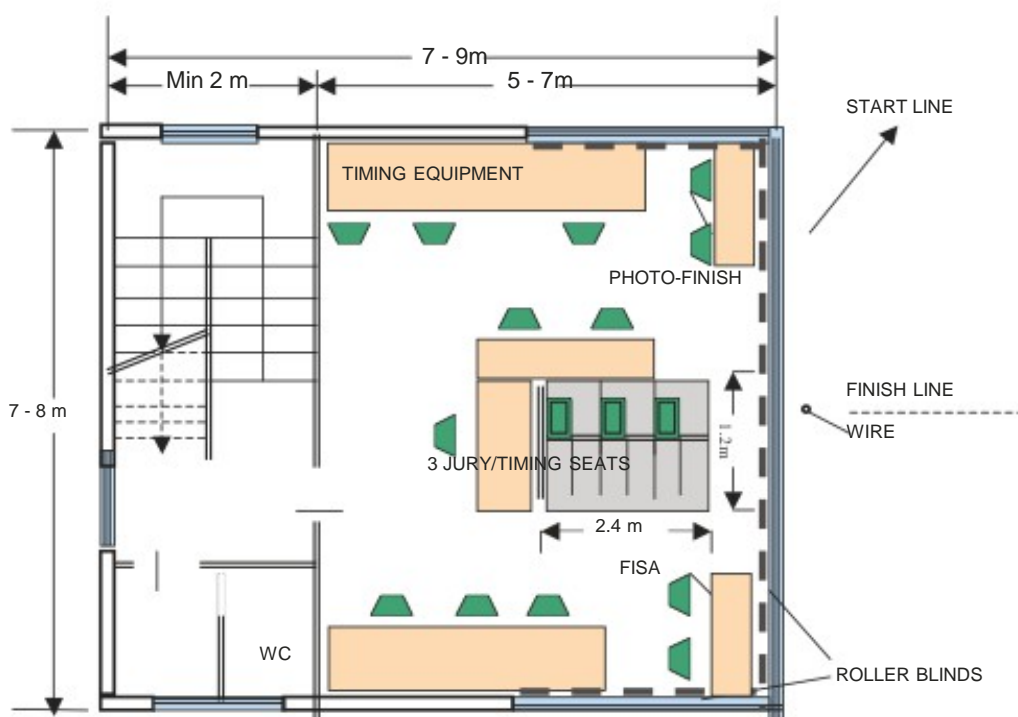




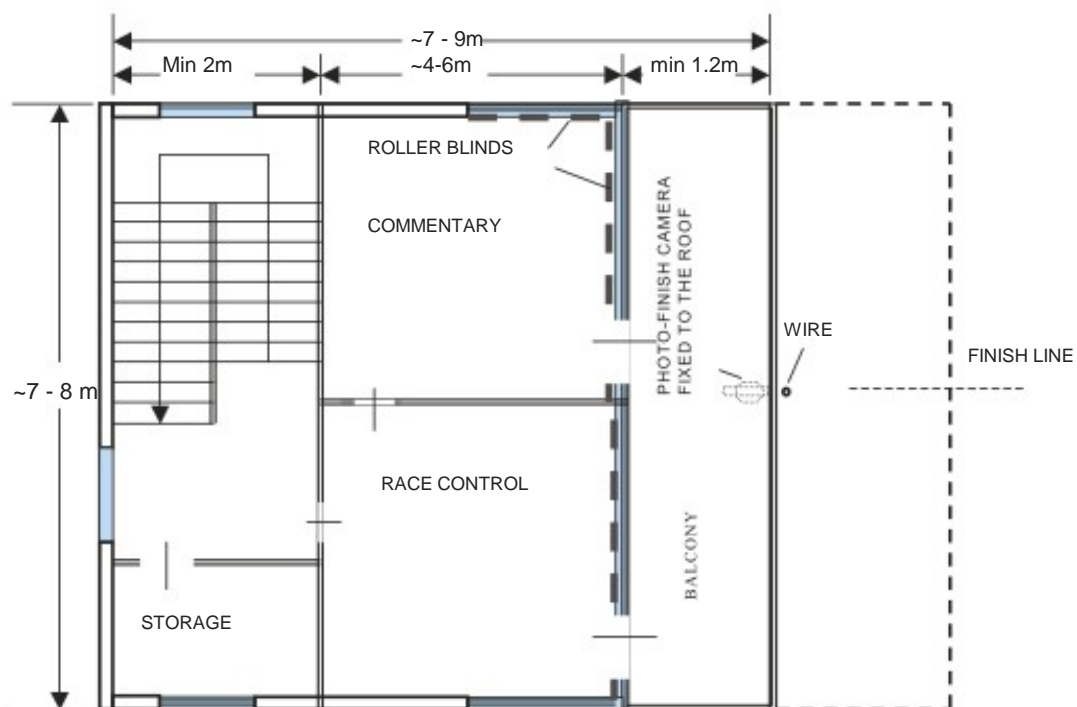
## Appendix B.4.1. Finish Tower



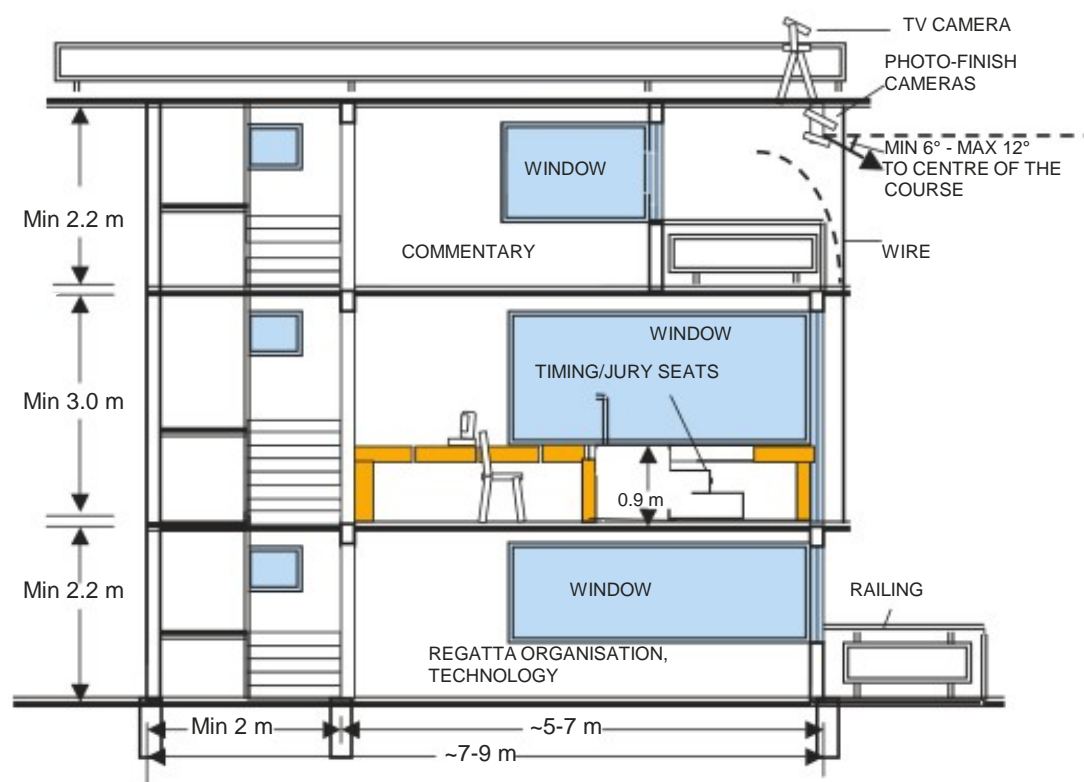
**GROUND FLOOR PLAN**



**FIRST FLOOR PLAN**



## SECOND FLOOR PLAN



## CROSS SECTION

## Appendix B.4.2. FISA Sport Presentation Guidelines



SPORT PRESENTATION

GUIDELINES AND CHECKLIST

EVENT

DATE

## 1. Aims and target groups of FISA Sport Presentation

### The aims of FISA Sport presentation are

- »» to create a World Rowing feel for the event through consistent presentation on screen/music/race commentary as well as enforcement of "look and feel" of world Rowing
- »» to inform about
  - the races (announcements and race commentary)
  - the rowers and the teams (background information)
  - the programme of the day, the weather conditions, the umpires and other important points
  - the event: ABC of Rowing, background on boat classes, etc.
- »» to enhance the mood of
  - the Spectators
  - the rowers and the teams
- »» to entertain with
  - attractive ceremonies
  - music
  - video spots
  - background information (honorary guest and VIP's, sweepstakes, shows)

### The target groups of FISA Sport presentation are

- »» the Spectators
- »» the rowing family (rowers, coaches, friends)
- »» the media
- »» the sponsors

## 2. Preparation before the event

- »» 3 months before the event
  - 1st contact with the local organisers
  - exchange of general views about the programme, material and staff (see checklist)
- »» 6 weeks before the event
  - site visit of the producer
  - detailed review of the checklist
  - draft of the scenario
- »» Day before the event
  - set up of all technical equipment together with local technical staff
  - in the late afternoon meeting with the team (FISA and local staff), followed by a rehearsal (technical, communication, medal ceremony dress rehearsal)



### 3. Mix of race commentary, information and music

#### »» General

- Day before racing starts: Music during training times
- Racing days: Music to start 2 hours before the first race and to continue for 30 minutes after the last race

#### »» Heats and Repechages

- Race commentary from 1'000m down to the Finish line
- Music approximately 30 seconds
- Results (1st place with time, remaining places without time, x-y advance to semis/finals)
- Next race continued

#### »» Semifinals

Race commentary as early as possible down to the Finish line

Results (1st place with time, remaining places without time, x-y qualify for finals)

Next race continued

#### »» Finals

- Race commentary from the Start down to the Finish line
- Results (all without time)
- Victory Ceremony of the previous race
- Ev. commercial or interview
- Next race continued

### CHECKLIST STAFF

Function	Organised by	Name (LOC to provide names 6 weeks before the event)	Remarks	√
Producer	FISA			
Asst. Producer / Sound operator	FISA			
Screen operator	FISA		Only if screens are in operation	
Tower announcer 1	Local Organising Committee		English and local language	
Tower announcer 2	Local OC		Local language / Reserve	
Race commentator 1	FISA		English	
Race commentator 2	FISA		English	
Race commentator 3	Local OC		Local language	
Race commentator 4	Local OC		Local language	
Victory Ceremony announcer	FISA		English	
Driver 1 (for 1st car or boat)	Local OC			
Driver 2 (for 2nd car or boat)	Local OC			

## CHECKLIST EQUIPMENT

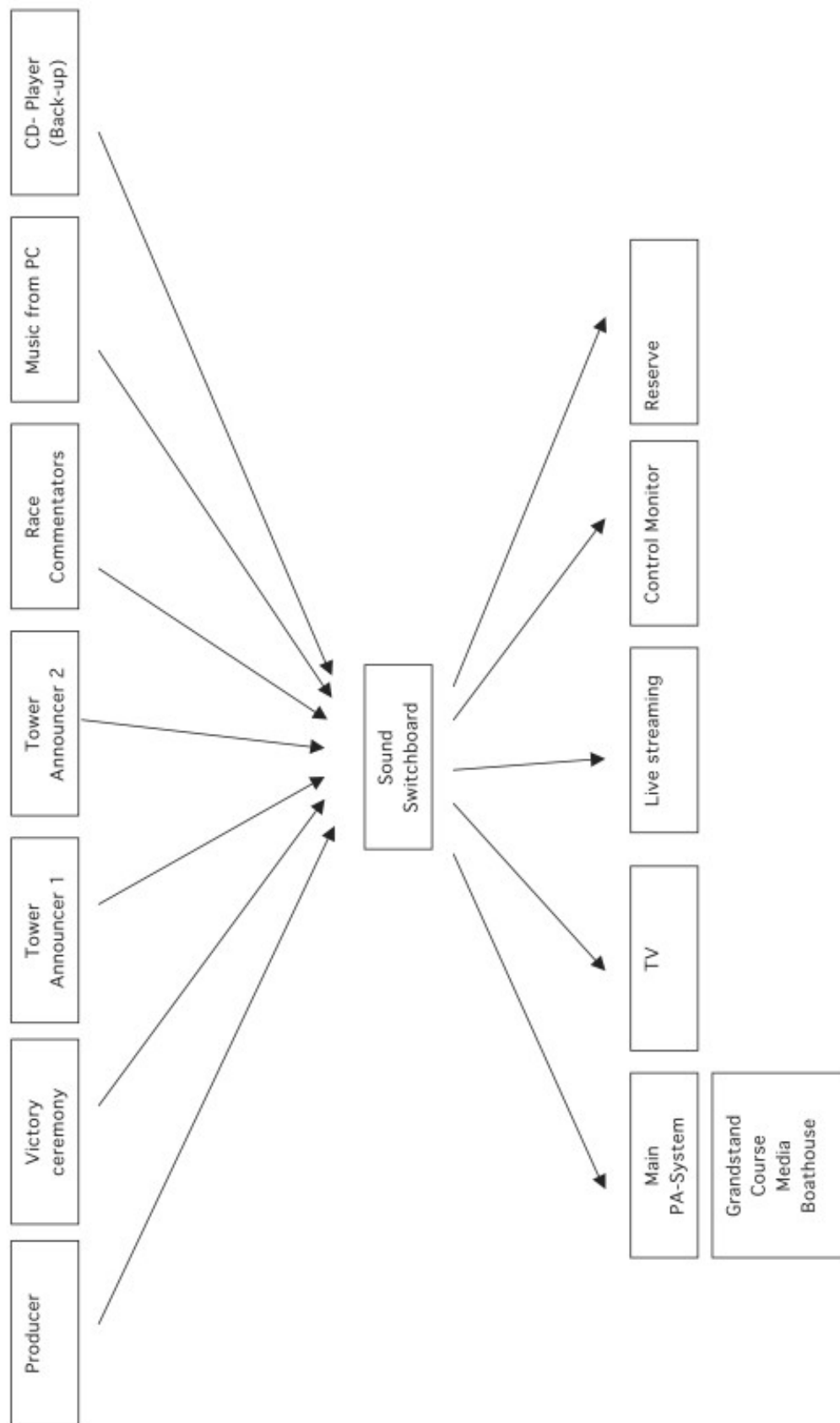
Type of equipment	Organised by	Remarks	
<p>1 central sound control desk in the tower with</p> <p>minimum <b>6 slides IN</b></p> <ul style="list-style-type: none"> <li>&gt;&gt; 1 slide for the micro of the tower announcer 1</li> <li>&gt;&gt; 1 slide for the micro of the tower announcer 2</li> <li>&gt;&gt; 1 slide for the micro (via radio) of the race commentators</li> <li>&gt;&gt; 1 slide for the micro (via radio) of the Victory Ceremony announcer</li> <li>&gt;&gt; 1 slide for auxiliary 1 (PC)</li> <li>&gt;&gt; 1 slide for auxiliary 2 (CD-Player)</li> </ul> <p>and minimum <b>5 slides OUT</b></p> <ul style="list-style-type: none"> <li>&gt;&gt; 1 slide for the main public announcement system</li> <li>&gt;&gt; 1 slide for TV</li> <li>&gt;&gt; 1 slide for live streaming (Note: This needs an ISDN connection, the respective PC for connection to the Internet comes from Swiss Timing)</li> <li>&gt;&gt; 1 slide for the control monitor of the producer</li> <li>&gt;&gt; 1 slide reserve</li> </ul>	<p>FISA</p>     <p>ISDN connection = local OC</p>		√

Type of equipment	Organised by	Remarks	✓
3 micros	FISA		
>> 1 micro for the tower announcer 1			
>> 1 micro for the tower announcer 2			
>> 1 radio micro for the Victory Ceremony announcer			
1 PC with music and anthems	FISA		
1 CD Player (not MP3 player)	Local Organising Committee		
1 sound control monitor	FISA		
1 result-screen-monitor	Swiss Timing		
1 TV-screen-monitor (only if TV coverage is available)	FISA / local supplier		
1 telephone or radio for contacts to the Starter/jury and to the local Organising Committee (esp. to responsible of the car / motorboat)	Local OC		
1 race commentary kit including	FISA		
>> 4 senders / receivers with head set and microphone for the commentators in the cars / boats			
>> 1 sender / receiver with loudspeaker and microphone for the producer			
>> 1 special long range antenna			

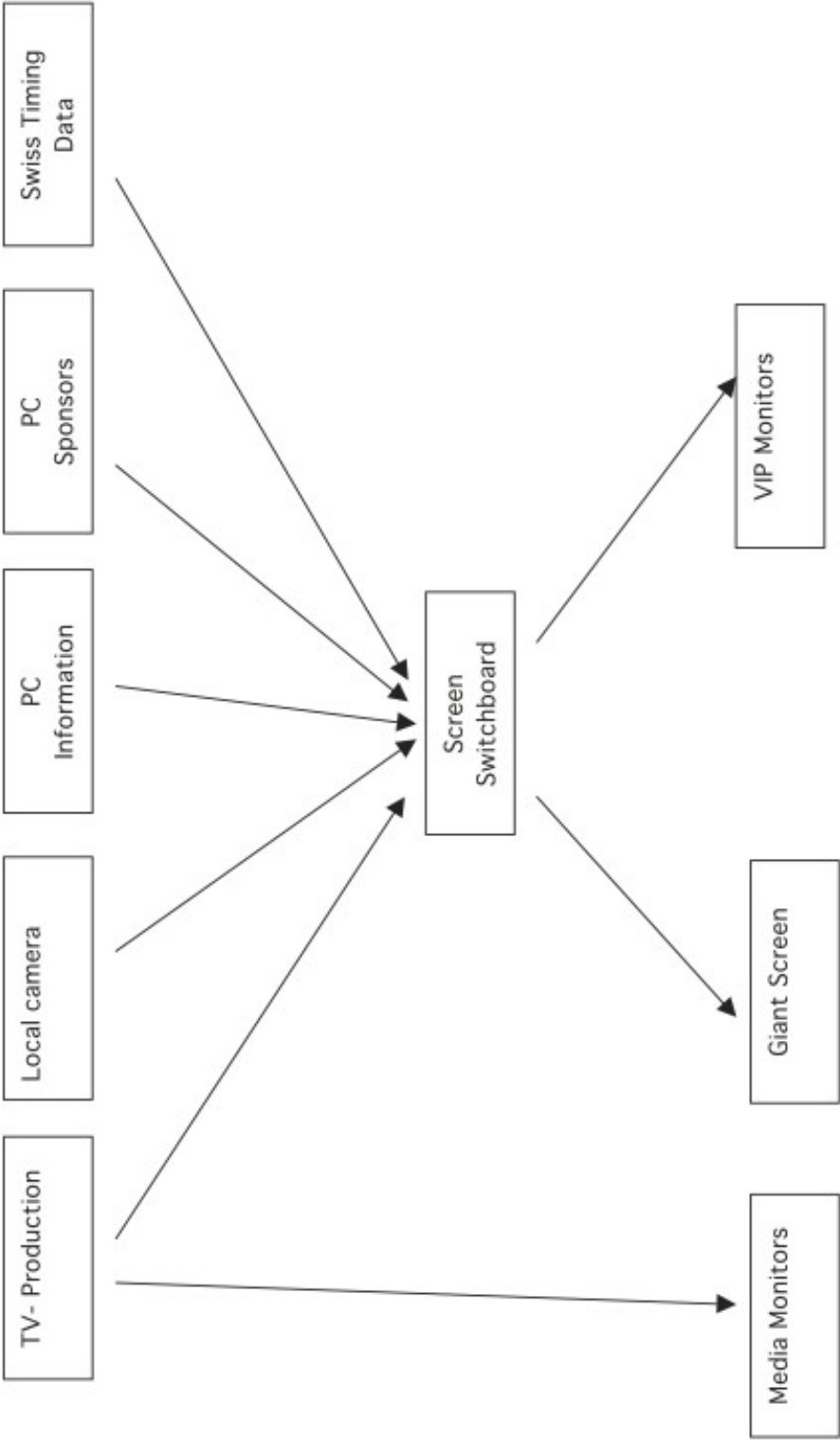
Type of equipment	Organised by	Remarks	✓
Permission from local authorities for the use of the radio frequency of the race commentator kit, the specifications are: >> 5 radios type Kenwood TK-3202 >> HF Power 2,5 Watt >> Radio Frequency 430.1375 MHz (or 430.1625 or 430.3375)	Local OC		
PA-System (details to be provided to FISA in advance for approval)	Local OC		
2 cars or boats, incl. min. 2 spare tanks for the boats	Local OC		
Scenario	FISA		
Rowers database including all rowers, who won medals at Senior WCH or OLY since 1996	FISA		
Telephone list of local OC	Local OC		
6 copies of media start list (daily)	Local Organising Committee		
Guideline for emergency cases >> Important telephone numbers >> Instructions for evacuation >> Responsible person for instructions to be given to the producer	Local OC		
List of sponsors and honorary guests	Local OC		
Information about special events (music shows, sweepstakes, race of legends, etc.)	Local OC		

Type of equipment	Organised by	Remarks	√
Screen operation equipment (to be discussed during the site visit)	FISA / Local OC		
List of contents of the screen >> List of logos / trailers / commercials / videos with <ul style="list-style-type: none"> <li>duration in seconds</li> <li>no. of repetitions required per day</li> <li>information, whether there is sound or not</li> </ul>	Local OC		
Big screen content - commercial: >> Local Organising Committee to provide details of local sponsor requirements for big screen. Material must be received at least 2 weeks before the event in format 16x9/4x3 [Define for each event]. DVD, Beta SP, jpg images, etc)	Local OC		
>> FISA to collect and provide material from FISA sponsors as above	FISA		
Big screen content - information: FISA will create and provide information slides package for use on big screen	FISA		

## Layout 'Sound'



# Layout 'Screen'





# Appendix B.5.1.a Timing Services Catalogue

## Timing Services Catalogue

### Equipment

The specifications must be approved by FISA.

Any changes in the specifications must be agreed with FISA in advance.

### Timing System Rowing

#### At the Start

(Provided by the Timing Provider)

- »» Traffic Lights (red/green) - 10 units
- »» Loudspeakers for the audible Start signal - 10
- »» Starter's Control box
- »» Large clock showing the time of the day
- »» Aligner to Boat holders radio communication - one microphone for the Aligner and 15 one way radio receiver units (headsets) for the Boat holders.
- »» False start control with the freezing the picture system - video camera, two monitors, computer and printer.
- »» The Judge at the Start's control box and signal lamps (red/white) at the Aligner's Hut
- »» An independent method of communication between the Starter & the Aligner
- »» A timing start impulse button for the back up timing system
- »» A signal lamp for the "2 minutes" warning system

**Note:** A full back-up of the false start control system will be provided in the Aligner's Hut by the FISA timing service provider.

#### Optional

- »» Starter's Microphone & Loudspeaker system
- »» Video camera at the Start and a monitor at the Finish, showing the Start area in the Judges level in the Finish Tower (cables to be provided by OC).
- »» Time trials system - installed at the 100m mark - Video camera (1/100 p/sec) and recorder, Start impulse button connected to the Starter's control box in the Start Tower (subject of a separate offer by FISA timing service provider that is outside this catalogue)

### Intermediate Timing

- »» At each 500m Intermediate timing point for the 2000m events and at a maximum of one Intermediate timing point at the Sprint Events (usually at 250m) - timing terminals (electronic transmission), time impulse buttons.
- »» Head set communication connecting all timing positions to the Finish Tower.
- »» Back up terminals and buttons for all events that are covered by TV.
- »» Cable connecting the Start Tower, the Intermediate Timing points and the Finish Tower (subject of a separate offer that is outside this contract).

## Finish Tower

(Provided by the Timing Provider)

- »» Digital video camera - OMEGA SCAN-O-VISION, 1/100p/sec, with direct transmission to the time measuring system (two cameras at World Championships)

At World Cup regattas and Junior and U23 Championships the second (back up camera) is provided by the Organising Committee at Organising Committee cost.

- »» Timing terminal, time impulse button (complete timing back up with timing terminal, time impulse button at World Championships).
- »» Two computers for time measuring (one back up) - traditional racing system and by Time Trials.
- »» Finish signal horn connected to the timing impulse button.
- »» Complete timing back up taking the Start/finish times only, printer.
- »» Up to two computer links for print outs at different locations outside the Finish Tower.
- »» A signal lamp red/white (replacing the red and white flags).

## Data Service

- »» **Data concentrator** - On-line interfaces to timing system, TV graphics, results system and Commentators Information System.
- »» **Results processing** - (traditional and for Time Trials) - two computers (one back up), laser printer. Printing of all information lists as approved by FISA.
- »» **Internet Service** - Developing and sending to FISA's Internet Site all the information lists as required by FISA.
- »» **Draw** - Prepare and carry out the initial Draw and the ongoing Draw for the FISA progression system, as required by FISA - computer, laser printer.

## Production of Online TV and Video Wall Graphics (not required at Junior and U23 World Championships)

- »» Start & Results Lists (as designed and presented by FISA).
- »» Intermediate times for each 500 meters intermediate timing points.
- »» National flags and names of country.
- »» Photo-finish sign (when required).
- »» Map of the regatta course. The Organising Committee should provide this as soon as possible to the TV production company who will be required to convert this into a media-friendly image.
- »» World best times.

## Commentators Information System ("CIS")

For Sprint Events, 5 data monitors, for World Cup regattas, 10 data monitors will be provided (number expandable at additional cost). At World Championships, an additional 10 data monitors for a total of 20. The following videotext based information will be displayed:

- »» General competition information.
- »» Start lists, final results, Photo-finish sign.
- »» Intermediate times - differences and standings at intermediate time-keeping points.



### **FISA Timing and Data service technicians**

1 Liaison Manager (English speaking) and usually 5 Technicians

### **Obligations of the FISA Rowing World Cup /World Championships Organiser**

All facilities (Start Tower, Start Bridge, Aligner's Hut, Timing Huts, Finish Tower, etc.) must be ready for the FISA Timing and Data Service Provider to start the installation of their equipment, at the latest, three clear days before the first racing day at World Cup regattas and the Sprint Events and five clear days at World Championships and Junior World Championships.

The local organiser shall provide the following:

#### **Board and lodging:**

- »» Reservation and payment of accommodation (single-bed rooms, shower, WC) and full board for 6 Timing technicians shall be provided during the event, beginning from the first day of the installation of the equipment until the venue's shutdown after the event.
- »» The accommodation of the FISA Timing and Data Service Provider team should be in close proximity to the regatta course in a hotel of international standard, if possible in the FISA-Hotel.

#### **Volunteers**

- »» Support by 4 Volunteers, each of them working three hours daily, during the installation day(s) (as agreed in advance) as well as at the day of the venue shutdown (beginning approximately one hour after the last race).
- »» Support by 9 Volunteers for the intermediate timing (3 Volunteers for each (3) intermediate point; For the Sprint Events only 3 Volunteers for the Intermediate timing point at 250m (if applicable) are required, 2 Volunteers for the Start (one of them with basic computer knowledge) and up to 5 Volunteers for the timing (in the Finish Tower). The same Volunteers must be available for all the preliminary tests, as agreed in advance.

**Note: These same persons must be allocated at the same positions during the preliminary tests and throughout the entire competition.**

#### **Modem- and telephone connections**

The Organising Committee shall guarantee internet connection and an international telephone connection and 4 ISDN lines for LiveStreaming, free-of-charge, installed at the Jury level in the Finish Tower - for the exclusive use of the FISA Timing and Data Service Provider team from their arrival day until the last racing day.

The Organising Committee might be asked to help unload and load equipment of the Timing provider. The Organising Committee shall provide on-site transport for moving equipment to the Start and the timing locations.

There shall be provided storage space for the containers for this equipment (approximately 9m<sup>2</sup>).

#### **Miscellaneous**

- »» The organiser shall hand out to FISA Timing and Data Service Provider one key for all the relevant facilities e.g. Finish Tower, Start and Aligner's buildings, Timing Huts for the period from the first installation day until the venue shutdown.
- »» If the Start, Aligner or Intermediate-time-keeping points are floating on the water, and if they can only be reached by boat, the organiser shall provide a boat to WIGE from the first installation day until the venue shutdown.
- »» FISA Timing and Data Service Provider's staff members must be provided with accreditations allowing them access to all locations where FISA Timing and Data Service Provider's technology and the FISA Officials are allocated. Additionally, FISA Timing and Data Service Provider's technicians will need passage permissions to the Finish Tower and the Start area for up to three cars during the entire period before and during the event.

## Technical Requirements

### Start Tower

#### Requirements:

- »» Lockable - the room for the Timing equipment should be closed in order to avoid possible damage due to bad weather conditions.
- »» Power supply (220V, 16A, separately fused).
- »» A Start impulse contact in the cases where the FISA Timing and Data Service Provider's start equipment will not be used.
- »» Platform for the installation of the Starter' Control box.
- »» Fixing device for the day-time clock.
- »» Flashing Light to be seen from the 500m line by the umpires in the catamarans returning to the Start to indicate the "2 minutes" warning given by the Starter to the crews before their start of the race.
- »» Fixing device for the loudspeakers.
- »» Fixing devices for the Traffic lights.

### Aligner's Hut

#### Requirements:

- »» Lockable - the room for the Timing equipment should be closed in order to avoid possible damage due to bad weather conditions.
- »» Power supply (220V, 16A, separately fused).
- »» Fixing device for the freeze camera.
- »» Removable vertical Wire marking the Start line, maximum 1 mm thick fixed in front of the Start line video camera (the second wire for the Judge at the Start remains all the times, fixed behind the Start line video camera).

### Intermediate Timing Points

- »» Lockable - the room for the Timing equipment should be closed in order to avoid possible damage due to bad weather conditions.
- »» Power supply (220V, 16A, separately fused).
- »» Table and chairs (one should be a stool) for three people.
- »» A vertical wire marking the intermediate timing lines.

### Finish Tower

#### Requirements:

- »» Cabling - see "Timing Cables" specifications.
- »» Lockable - the room for the Timing equipment has to be closed in order to avoid possible damage due to bad weather conditions.
- »» Power supply (220V, 16A, separately fused).
- »» Installation of a telephone and modem connection (2 separate telephone lines).
- »» 10 x 2m operation space for results, timing and Photo-finish camera equipment.

- »» White light to be activated by the Senior Judge at the Finish and to be seen by Umpires on the water at the end of the race to acknowledge the white flag of the umpire.
- »» Fixing device for the Photo-finish camera (at World Championships 2 fixing devices).

**Note: The fixing must be shock-absorbent**

Removable wire, marking the Finish line, fixed in front of the Photo-finish camera (the second wire for the Judges at the Finish remains all the time, fixed behind the Photo-finish camera).

**OB van**

Requirements:

- »» Location of the OB van - in close proximity to the FISA Timing and Data Service Provider's graphics station.
- »» Power supply (380V, 16A, separately fused).
- »» 4-Pairs-connection to the **Finish Tower** (only if the graphics van has a distance of more than 200 meters to the Finish Tower).

Upon request the organiser/host broadcaster shall provide lockable operational space (8-10m<sup>2</sup>) near to the location of the OB van (max. distance 50m). In this case, only a 220V power supply (16A, separately fused) is required.

**Host broadcaster (HBC)**

The Host Broadcaster shall provide the following:

- »» Power supply (380 V /16A) at the OB Van

For countries with a different voltage the HBC must provide the necessary transformers.

- »» Cable Connections

Cable Connections between the Graphic Van/Container and the OB Van  
Cable Connections between the Graphic Van/Container and the Video Wall

- »» Signals:

Black Burst  
Clean Feed for the Video-Wall Signal  
Intercom Connection between OB Van and TV Graphics  
Start Camera  
Program picture  
Cameras of the Intermediate Time Points

- »» FISA Timing and Data Service Provider shall provide the following signals:

2 Key and 2 Fill (as analogue or digital signals), one of each is Backup  
Mixed Feed for the Video Wall Signal

## Cables to be provided by the Organisers - Timing and Data Cable Specifications

### 1. Timing Cables

- »» 8 Twisted Pairs between each Timing Point (including the 100m point for time trials) and the Finish Tower placed on a Patch Field with banana sockets. The cables must end in the Finish Tower at the Timing equipment level. At each timing point these cables must have open ends in both directions, to have the possibility to patch through in both directions.
- »» Patch cables for each Timing Point with banana jacks to open/close these connections.

### Cable Specifications for CAN Bus - Rowing

For a length of about 2 km there are the following requirements:

Cross section: 0,8 mm<sup>2</sup> (corresponds with American gauge AWG 18)

»» The Cable is also specified in ISO 11898-2 (for CAN Bus).

»» Minimum 3 pairs are necessary.

»» Additional cables desired for Backup.

»» App. 10 times twisted by pairs per meter.

»» Shielded Cable!.

»» Impedance app. 120 Ohm.

»» Topology:

- Cable as continuous Strand
- Total Length maximum: 2300 m!
- Connection Box with RJ45 connectors at each Intermediate Time
  - Pairs connected:
    - Pair 1 Pin 1,2
    - Pair 2 Pin 4,5
    - Pair 3 Pin 7,8
    - (Pair 4 Pin 3,6)
- Termination at the beginning and the end will be done from Swiss Timing,
- Stubs at the Intermediate Times max. 5m long!!
- The End of the cable should be in the Timing Level.
- No other use with different signals within the cable (i.e. Telephone circuit).

Please do not put power cables together with these Data Cables (distance app. 1m).

### 2. Data Cables

»» 2 Twisted Pairs for Network connection (or Cat5) ending in Copy Centre and the Press Centre if not longer than 80m, otherwise RG58 Coaxial Cable.

»» 4 twisted Pairs between the OB Van and Finish Tower at the Timing equipment level if the TV Compound is placed at the opposite from the Finish Tower side.

### 3. Aligner - Start Tower

»» 3 twisted pairs

### 4. Video Cables

»» Video Connection between Aligners Hut and Finish Tower Timing Equipment Level

»» Video Connection between Timing Level Room and Commentary Room

»» Video Connection between Timing Level Room and the Regatta progression system control room

### 5. Power Cables

»» Power Supply in all intermediate Timing huts (220V 16 A)

»» Power Supply in the Start- and Finish Tower and also in the Aligners and 100m Huts

## 6. Telephone Connections

- »» 1 international telephone line in the Finish Tower for the Internet Access at the Timing Equipment Level Room
- »» 1 telephone line for Computer Links
- »» 1 internal telephone circuit to each timing point and in the Finish and Start Tower and the Aligner's Hut

## Cables to be provided by the Host Broadcasters - Cable Specifications

(Not required for non televised events)

The Host Broadcaster shall provide:

- »» Power supply (380 V /16A) at the OB Van

If in Countries with other voltage the HBC must provide transformers respectively.

- »»The Host Broadcaster has to provide the following signals:

Black Burst  
Clean Feed for the Video-Wall Signal  
Intercom Connection between OB Van and TV Graphics  
Start Camera  
Program picture  
Cameras of the Intermediate Time Points

- »» FISA Timing and Data Service Provider shall provide the following signals:

2 Key and 2 Fill (as analogue or digital signals), one of each is Backup  
Mixed Feed for the Video Wall Signal

- »» The Host Broadcaster has to provide:

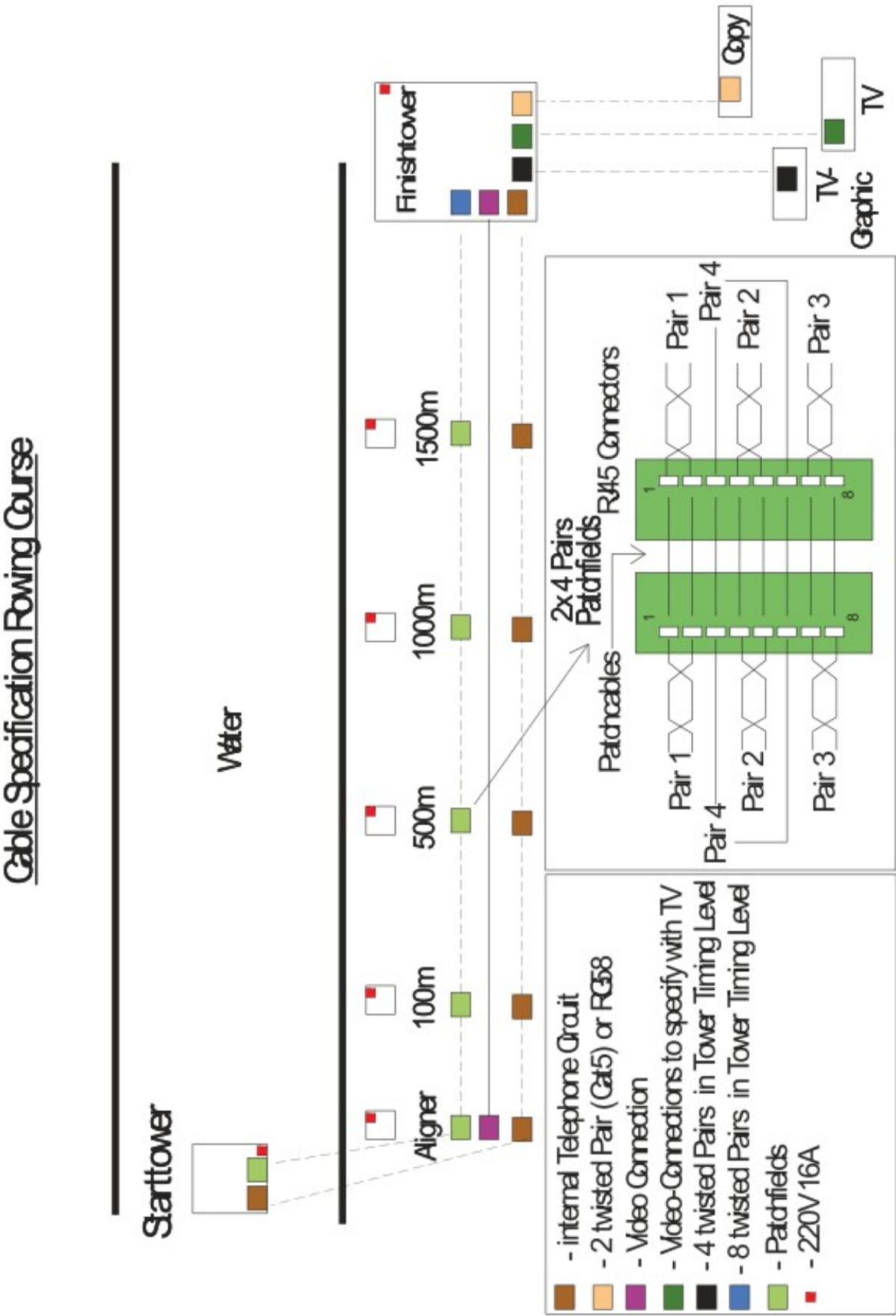
The Cable Connections between Graphic Mobile/Hut and OB Van  
The Cable Connections between Graphic Mobile/Hut and the Video Wall

## FISA Timing and Data Service Provider's Optional Offers

1. Starter's Microphone & Loudspeaker system.
2. Video camera at the Start and a monitor at the Finish, showing the Start area in the Judges level in the Finish Tower (cables to be provided by OC).
3. Time trials system - installed at the 100m mark - Video camera (1/100 p/sec) and recorder, Start impulse button connected to the Starter's control box in the Start Tower.
4. Cable connecting the Start Tower, the Intermediate Timing points and the Finish Tower.
5. Commentators Information Systems -Additional CIS monitors may be rented.
6. Scoreboard.
7. Additional clocks.



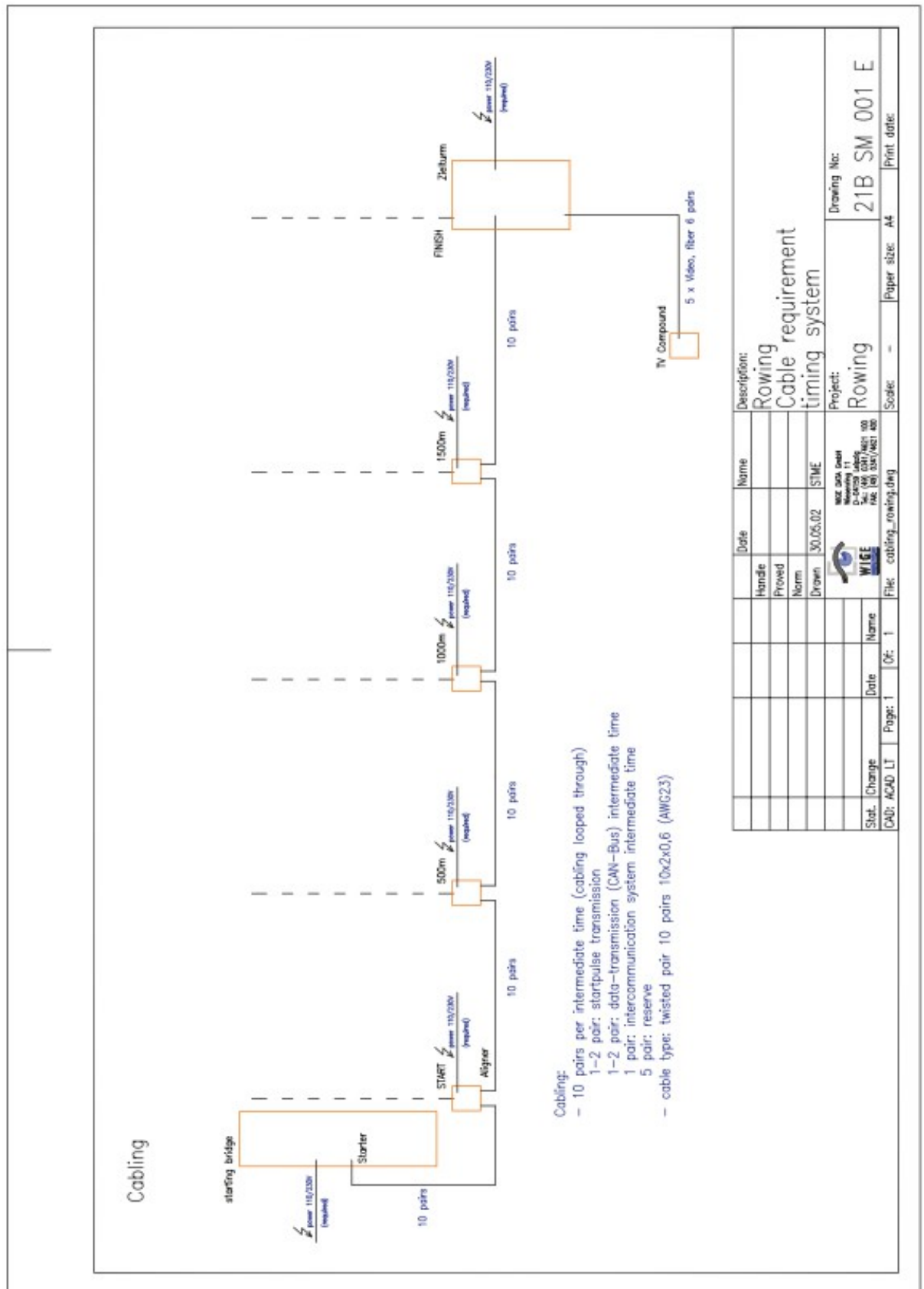
Appendix B.5.1.b Cable Specifications







### Appendix B.5.1.c Schematics Rowing Cabling





# Appendix B.5.3.a Result List with Names



RWC III Lucerne, Switzerland

09 - 11 July 2010

**7**  
(Event)

## RESULTS

**M1x**

### Men's Single Sculls - Semifinal A/B 2

**SA/B 2**  
**Race 173**

SAT 10 JUL 2010

World Best Time: <b>NZL</b>	DRYSDALE Mahe	WCH Poznan, Poland (POL) 2009	<b>6:33.35</b>
World Champion: <b>NZL</b>	DRYSDALE Mahe	Poznan (POL) 2009	World Champ'ships <b>6:33.35</b>

Rank	Lane	NOC Code	Name	500m	1000m	1500m	2000m	Qual. Code	
1	4	<b>GBR1</b>	(b) <b>CAMPBELL Alan</b>	1:41.34	3:27.02 1:45.68	5:12.63 1:45.61 0.25	<b>6:55.18</b> <b>1:42.55</b>	FA	
2	2	<b>CAN</b>	(b) <b>HOWARD Malcolm</b>	DNA	DNA	DNA	<b>6:56.27</b> <b>1.09</b>	FA	
3	6	<b>SWE</b>	(b) <b>KARONEN Lassi</b>	1:42.66 1.32	3:27.78 1:45.12 0.76	5:12.38 1:44.60	<b>6:56.45</b> <b>1:44.07</b> <b>1.27</b>	FA	
4	5	<b>LTU</b>	(b) <b>GRISKONIS Mindaugas</b>	1:43.60 2.26	3:31.23 1:47.63 4.21	5:15.88 1:44.65 3.50	<b>6:56.73</b> <b>1:40.85</b> <b>1.55</b>	FB	
5	1	<b>GER2</b>	(b) <b>NOLTE Falko</b>	1:43.97 2.63	3:32.99 1:49.02 5.97	5:23.76 1:50.77 11.38	<b>7:22.61</b> <b>1:58.85</b> <b>27.43</b>	FB	
6	3	<b>BEL1</b>	(b) <b>MAEYENS Tim</b>	1:42.48 1.14	3:29.87 1:47.39 2.85	5:37.16 2:07.29 24.78	<b>7:54.75</b> <b>2:17.59</b> <b>59.57</b>	FB	

**Qualification Rules:** 1-3 to Final A, Remainder to Final B (1-3->FA, 4...->FB)

**Note:** Boats not moving on to the next round of races shall be ranked last in the overall event placing.

**Legend:**

(b)	bow				
-----	-----	--	--	--	--

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Report Created SAT 10 JUL 2010 / 17:33



# Appendix B.5.3.b Daily Results Summary



RWC III Lucerne, Switzerland

09 - 11 July 2010

## DAILY RESULTS SUMMARY

SAT 10 JUL 2010

Race	Start Time	Event		Round	Rank						Qualification Rules
		Code	Number		1	2	3	4	5	6	
112	8:30	LW1x	[17]	Semifinal A/B 1	GER1 7:50.83	GBR 7:53.57	BRA 7:54.63	AUT 8:00.73	CAN 8:03.22	SWE2 8:18.29	1-3->FA, 4...>FB
113	8:36	LW1x	[17]	Semifinal A/B 2	GRE 7:54.34	IRL 7:55.71	ITA 7:56.21	JPN2 7:56.29	SWE1 7:59.27	NED 8:17.52	1-3->FA, 4...>FB
114	8:42	LM1x	[18]	Semifinal A/B 1	NZL 7:10.23	NED 7:11.24	SVK 7:12.18	FRA1 7:14.20	GER3 7:30.97	JPN2 7:35.25	1-3->FA, 4...>FB
115	8:48	LM1x	[18]	Semifinal A/B 2	ITA 7:09.96	HUN 7:10.11	GRE 7:11.15	GER2 7:11.76	TUR2 7:15.35	DEN 7:16.41	1-3->FA, 4...>FB
116	8:54	LM2-	[20]	Semifinal A/B 1	FRA1 6:44.13	NED 6:45.64	GBR 6:46.16	DEN 6:48.64	CHN 6:54.03	ITA 7:01.45	1-3->FA, 4...>FB
117	9:00	LM2-	[20]	Semifinal A/B 2	CAN 6:46.27	FRA2 6:46.49	CHI 6:47.36	GER 6:49.02	SUI 6:54.36	HKG 7:14.14	1-3->FA, 4...>FB
118	9:06	LM4x	[22]	Repechage	DEN 6:08.60	GER2 6:09.43	IRL 6:09.99	GER1 6:10.63	BRA 6:11.13	ARG 6:12.14	1-4->FA, 5...>FB
119	9:12	M1x	[7]	Final F	TUR 7:32.41	MDA 7:53.63	ITA DNS				
120	9:18	LW1x	[17]	Final E	HKG 8:12.48	JPN4 8:19.81	VEN 8:50.00				
121	9:24	LM1x	[18]	Final E	TUR3 7:20.53	FIN 7:21.10	BEL3 7:22.34	SUI2 7:23.37	CHI 7:30.39	COL 7:39.43	
122	9:30	M2x	[4]	Final E	HKG 6:46.17	URU 6:55.07	BLR DNS				
123	9:36	LM4-	[10]	Final E	INA 6:26.80	IRQ 6:34.07					
124	9:42	M1x	[7]	Final E	CHI 7:12.51	CRO 7:13.45	ARG 7:14.15	MON 7:16.90	SUI2 7:18.76	IRQ 7:33.70	
125	9:48	LW1x	[17]	Final D	POL 7:59.13	DEN4 8:03.27	FRA 8:04.84	PAR 8:06.82	DEN1 8:11.40	DEN2 8:14.25	
126	9:54	LM1x	[18]	Final D	BUL 7:15.81	JPN1 7:19.21	VEN1 7:19.66	IRL 7:20.83	BEL1 7:21.82	TUR1 7:28.18	
127	10:00	M2-	[2]	Final D	FRA1 6:44.08	EGY2 7:02.41					
128	10:06	LM2x	[9]	Final D	NED 6:36.22	IND 6:43.92	URU 7:01.67	VEN BUW			
129	10:12	M4-	[5]	Final D	ARG1 6:09.17	CHN2 6:11.41	IND 6:13.99	ARG2 6:15.11			
130	10:18	LW2x	[8]	Final D	FRA 7:16.33	HUN 7:17.44	ARG 7:17.99	CUB 7:23.00	POR 7:25.82		
131	10:24	M2x	[4]	Final D	USA2 6:27.50	DEN 6:31.68	CRO 6:34.80	BEL 6:35.94	KOR 6:36.40	GER DNS	
132	10:30	LM4-	[10]	Final D	CHN 6:08.91	AUT 6:08.95	IND 6:11.24	CHI 6:15.66	DEN2 6:19.14	TUR 6:22.23	

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# Appendix B.5.3.c Results Summary by Event



**17**  
(Event)

## RESULTS SUMMARY BY EVENT Women's Lightweight Single Sculls

**LW1x**

As of 10 JUL 2010

Race	Date	Round	Rank						Qualification Rules
			1	2	3	4	5	6	
Heats									
1	09 JUL 2010	1	GER1 7:49.63	BRA 7:50.22	JPN2 7:55.07	AUS 7:58.85	FRA 8:10.38		1-3->Q, 4...>Q OR FE
2	09 JUL 2010	2	AUT 7:57.54	SWE2 7:59.84	DEN3 8:08.10	DEN1 8:13.92	VEN 8:38.52		1-3->Q, 4...>Q OR FE
3	09 JUL 2010	3	IRL 7:56.17	JPN1 7:58.86	SUI 8:02.36	ZAM 8:06.15	HKG 8:13.50		1-3->Q, 4...>Q OR FE
4	09 JUL 2010	4	GRE 7:58.36	CAN 8:03.08	DEN4 8:07.84	PAR 8:11.46			1-3->Q, 4...>Q OR FE
5	09 JUL 2010	5	GBR 7:53.01	USA 7:54.39	NED 7:57.34	POL 7:58.28			1-3->Q, 4...>Q OR FE
6	09 JUL 2010	6	SWE1 8:00.93	ITA 8:02.00	DEN2 8:03.02	JPN4 8:13.92			1-3->Q, 4...>Q OR FE
Quarterfinals									
71	09 JUL 2010	1	AUT 7:49.91	JPN2 7:50.58	CAN 7:53.70	USA 7:54.40	SUI 8:01.20	POL 8:04.92	1-3->SA/B, 4->FC, 5->?, 6...>FD
72	09 JUL 2010	2	ITA 7:48.29	BRA 7:50.58	IRL 7:51.44	DEN3 8:02.13	DEN4 8:02.94	FRA 8:04.38	1-3->SA/B, 4->FC, 5->?, 6...>FD
73	09 JUL 2010	3	GER1 7:51.93	SWE1 7:55.55	NED 7:58.49	JPN1 8:04.54	DEN1 8:06.04	PAR 8:15.61	1-3->SA/B, 4->FC, 5->?, 6...>FD
74	09 JUL 2010	4	GRE 7:45.64	GBR 7:49.83	SWE2 7:53.38	ZAM 7:57.72	AUS 7:58.74	DEN2 8:11.41	1-3->SA/B, 4->FC, 5->?, 6...>FD
Semifinals									
112	10 JUL 2010	A/B 1	GER1 7:50.83	GBR 7:53.57	BRA 7:54.63	AUT 8:00.73	CAN 8:03.22	SWE2 8:18.29	1-3->FA, 4...>FB
113	10 JUL 2010	A/B 2	GRE 7:54.34	IRL 7:55.71	ITA 7:56.21	JPN2 7:56.29	SWE1 7:59.27	NED 8:17.52	1-3->FA, 4...>FB
Finals									
120	10 JUL 2010	E	HKG 8:12.48	JPN4 8:19.81	VEN 8:50.00				
125	10 JUL 2010	D	POL 7:59.13	DEN4 8:03.27	FRA 8:04.84	PAR 8:06.82	DEN1 8:11.40	DEN2 8:14.25	
135	10 JUL 2010	C	USA 7:48.57	SUI 7:56.42	ZAM 7:58.31	JPN1 8:02.20	AUS 8:07.46	DEN3 8:11.53	
176	10 JUL 2010	B	CAN 7:54.88	AUT 7:55.91	JPN2 7:57.55	SWE1 7:57.81	SWE2 7:59.19	NED 8:10.17	
180	10 JUL 2010	A	GER1 7:48.92	GRE 7:50.69	BRA 7:53.16	GBR 7:57.47	ITA 7:58.14	IRL 8:04.60	

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# Appendix B.5.3.d Summary Start List



RWC III Lucerne, Switzerland

09 - 11 July 2010

## START LIST SUMMARY

SAT 10 JUL 2010

Race	Start	Event		Round	Lanes						Qualification Rules
		Code	Number		1	2	3	4	5	6	
112	8:30	LW1x	[17]	Semifinal A/B 1	CAN	BRA	GER1	AUT	GBR	SWE2	1-3->FA, 4..->FB
113	8:36	LW1x	[17]	Semifinal A/B 2	NED	SWE1	GRE	ITA	JPN2	IRL	1-3->FA, 4..->FB
114	8:42	LM1x	[18]	Semifinal A/B 1	GER3	NZL	NED	JPN2	SVK	FRA1	1-3->FA, 4..->FB
115	8:48	LM1x	[18]	Semifinal A/B 2	TUR2	GER2	HUN	ITA	GRE	DEN	1-3->FA, 4..->FB
116	8:54	LM2-	[20]	Semifinal A/B 1	CHN	NED	FRA1	GBR	DEN	ITA	1-3->FA, 4..->FB
117	9:00	LM2-	[20]	Semifinal A/B 2	SUI	FRA2	CHI	GER	CAN	HKG	1-3->FA, 4..->FB
118	9:06	LM4x	[22]	Repechage	ARG	GER2	DEN	IRL	GER1	BRA	1-4->FA, 5..->FB
119	9:12	M1x	[7]	Final F	MDA	TUR	ITA				
120	9:18	LW1x	[17]	Final E	HKG	VEN	JPN4				
121	9:24	LM1x	[18]	Final E	TUR3	SUI2	CHI	FIN	BEL3	COL	
122	9:30	M2x	[4]	Final E	URU	BLR	HKG				
123	9:36	LM4-	[10]	Final E	IRQ	INA					
124	9:42	M1x	[7]	Final E	MON	IRQ	SUI2	ARG	CHI	CRO	
125	9:48	LW1x	[17]	Final D	DEN2	FRA	DEN4	DEN1	POL	PAR	
126	9:54	LM1x	[18]	Final D	IRL	VEN1	TUR1	JPN1	BUL	BEL1	
127	10:00	M2-	[2]	Final D	EGY2	FRA1					
128	10:06	LM2x	[9]	Final D	NED	URU	VEN	IND			
129	10:12	M4-	[5]	Final D	CHN2	ARG2	ARG1	IND			
130	10:18	LW2x	[8]	Final D	CUB	ARG	FRA	HUN	POR		
131	10:24	M2x	[4]	Final D	BEL	DEN	GER	USA2	CRO	KOR	
132	10:30	LM4-	[10]	Final D	DEN2	CHN	AUT	IND	TUR	CHI	
133	10:36	W1x	[6]	Final D	ARG	CHN1					
134	10:42	M1x	[7]	Final D	GRE	FIN2	AUS	BEL2	IND	AUT	

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# Appendix B.5.3.e Start Lists by Name



RWC III Lucerne, Switzerland

09 - 11 July 2010

**11**  
(Event)

## START LIST Women's Quadruple Sculls - Heats

**W4x**  
**H**  
**Races 52,53**

World Best Time: <b>GER</b>	KOEPPEN/ BORON/ RUTSCHOW/ SORGERS	Duisburg (GER) 1996	<b>6:10.80</b>
World Champion: <b>UKR</b>	SPIRIUKHOVA/ KOLESNIKOVA/ KOZHENKOVA/ DEMENTIEVA	Poznan (POL) 2009	World Champ'ships <b>6:18.41</b>

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6
<b>Race 52 / 13:06 / Heat 1</b>					
<b>NED</b>	<b>UKR</b>	<b>BLR</b>	<b>GBR</b>	<b>CHN2</b>	
(b) WIELAARD K.	KOZHENKOVA A.	PRYVALAVA N.	VERNON A.	PAN F.	
(2) VEENHOVEN J.	KOLESNIKOVA T.	KUKHTA T.	RODFORD B.	WANG X.	
(3) BOUW C.	TARASENKO K.	BICHYK Y.	WATKINS A.	LIU T.	
(s) de HAAN A.	DEMENTIEVA Y.	BONDARAVA N.	GRAINGER K.	YAN S.	

<b>Race 53 / 13:12 / Heat 2</b>					
<b>USA</b>	<b>CHN1</b>	<b>NZL</b>	<b>GER</b>	<b>SUI</b>	
(b) CARLE S.	JIN Z.	PATERSON F.	OPPELT B.	NAUNHEIM R.	
(2) SHUMWAY M.	TIAN L.	FEATHERY E.	BAER C.	FIECHTER N.	
(3) KALMOE M.	DUAN J.	TWINING P.	MANKER T.	HAUSER K.	
(s) BERTKO K.	ZHANG Y.	TRAPPITT L.	RICHTER J.	ERNST M.	

**Qualification Rules:** 1-2 to Final A, Remainder to Repechage (1-2->FA, 3..->R)

**Note:** Boats not moving on to the next round of races shall be ranked last in the overall event placing.

**Legend:**

(b)	bow	(2)-(3)	seat	(s)	stroke
-----	-----	---------	------	-----	--------

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# Appendix B.5.3.f Media Start Lists



RWC III Lucerne, Switzerland

09 - 11 July 2010

**11**  
(Event)

## MEDIA START LIST

**W4x**

### Women's Quadruple Sculls - Heat 1

**H1**

FRI 09 JUL 2010

**Race 52**

World Best Time: <b>GER</b>	KOEPPEN/ BORON/ RUTSCHOW/ SORGERS	Duisburg (GER) 1996	<b>6:10.80</b>
World Champion: <b>UKR</b>	SPIRIUKHOVA/ KOLESNIKOVA/ KOZHENKOVA/ DEMENTIEVA	Poznan (POL) 2009	World Champ'ships <b>6:18.41</b>

Lane	NOC Code	Pos	Name	Date of Birth
1	<b>NED</b>	(b)	WIELAARD Kirsten	26 JUN 1989
		(2)	VEENHOVEN Jacobine	30 JAN 1984
		(3)	BOUW Carline	14 DEC 1984
		(s)	de HAAN Annemiek	15 JUL 1981
2	<b>UKR</b>	(b)	KOZHENKOVA Anastasiia	19 JAN 1986
		(2)	KOLESNIKOVA Tetiana	09 AUG 1977
		(3)	TARASENKO Kateryna	06 AUG 1987
		(s)	DEMENTIEVA Yana	23 OCT 1978
3	<b>BLR</b>	(b)	PRYVALAVA Natallia	19 FEB 1987
		(2)	KUKHTA Tatsiana	13 JUN 1990
		(3)	BICHYK Yuliya	01 APR 1983
		(s)	BONDARAVA Nina	30 JUN 1986
4	<b>GBR</b>	(b)	VERNON Annabel	01 SEP 1982
		(2)	RODFORD Beth	28 DEC 1982
		(3)	WATKINS Anna	13 FEB 1983
		(s)	GRAINGER Katherine	12 NOV 1975
5	<b>CHN2</b>	(b)	PAN Feihong	17 JUL 1989
		(2)	WANG Xinnan	12 JUL 1989
		(3)	LIU Tingting	08 SEP 1990
		(s)	YAN Shimin	24 AUG 1987

**Qualification Rules:** 1-2 to Final A, Remainder to Repechage (1-2->FA, 3...>R)

**Note:** Boats not moving on to the next round of races shall be ranked last in the overall event placing.

**Legend:**

(b)	bow	(2)-(3)	seat	(s)	stroke
H	Heat	R	Repechage	Q	Quarterfinal
S	Semifinal	F	Final		

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## Appendix B.5.4. Distribution System

### INFORMATION & START & RESULTS DISTRIBUTION AT THE VENUE

#### ENTRY LISTS

##### Before the Draw

	Entries by Event	Entry List by Event (with names)	Timetable	Entry List by Country and Event (with names)
<b>Teams</b> Delivered at the Information Centre or in the Accreditation centre at Teams' arrival	100 - 150	1 set per team (40 - 70)	100 - 150	1 page per team with names of the respective Team (40 - 70)
<b>FISA Council &amp; Commissions</b> Delivered 3 days before racing starts at FISA office area in four separate trays labelled as shown.	10 - 15 1 tray labelled: "FISA - Entries by Event"	5 sets 1 tray labelled: "FISA - Entry List by Event"	10 - 15 1 tray labelled: "FISA - Timetable"	3 sets 1 tray labelled: "FISA - Entry List by Country and Event"
<b>International Jury</b> Delivered 3 days before racing starts at the Information Centre in two separate trays labelled as shown	10 - 20 1 tray labelled: "Jury - Entries by Event"	-	10 - 20 1 tray labelled: "Jury - Timetable"	-
<b>Control Commission</b> Delivered 3 days before racing starts at the Information Centre in four separate trays labelled as shown.	1 set 1 tray labelled: "Control Commission - Entries by Event"	1 set 1 tray labelled: "Control Commission Entry List by Event"	5 sets 1 tray labelled: "Control Commission - Timetable"	1 set 1 tray labelled: "Control Commission - Entry List by Country and Event"
<b>Media</b> Printed at the Media Centre 1 days before racing starts	-	-	J/U23 20    WC 50    WCH 80 1 tray	-

##### At the Draw

	Entries by Event	Start List Summary		
For all participants in the Draw delivered at the Draw meeting room before the beginning of the Draw	100 - 150	150		

#### START LISTS

##### BEFORE Racing sessionS

	Start Lists Summary	Start Lists (with names)
<b>Teams</b> Delivered in the Information Centre in two separate trays labelled as shown:  Displayed on the Information boards in boathouse areas	100 - 150 1 tray labelled "Start Lists Summary" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 15 minutes after the end of the last race of the racing session.	5 - 10 (on demand) 1 tray labelled "Start Lists" <b>Before first racing day:</b> Delivered 30 minutes after the Draw. <b>On racing days:</b> Delivered 30 minutes after the end of the last race of the racing session.
<b>FISA Council &amp; Commissions</b> Delivered at FISA office area in two separate trays labelled as shown:	20 1 tray labelled "FISA - Start Lists Summary" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 15 minutes after the end of the last race of the racing session.	5 sets 1 tray labelled "FISA - Start Lists" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 30 minutes after the end of the last race of the racing session.
<b>International Jury</b> Delivered at the Information Centre in two separate trays labelled as shown:	20 1 tray labelled "Jury - Start Lists Summary" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 15 minutes after the end of the last race of the racing session.	5 - 10 sets 1 tray labelled "Jury - Start Lists" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 30 minutes after the end of the last race of the racing session.
<b>Control Commission</b> Delivered at the Information Centre in two separate trays labelled as shown:	10 1 tray labelled "Control Commission - Start Lists Summary" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 15 minutes after the end of the last race of the racing session.	5 sets 1 tray labelled "Control Commission - Start Lists" <b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 30 minutes after the end of the last race of the racing session.

## BEFORE Racing sessions

	Start Lists Summary				Media Start Lists (with names)					
<b>Media</b> Printed at the Media Centre Displayed on the Information boards in the Media areas * Number depends on the number of accredited media		J/U23	WC	WCH		J/U23	WC	WCH	<b>Note:</b> <b>Copied double sided.</b> 4 - 6 sets of copies single sided for the commentators ? sets of copies single sided for the TV/Radio commentators	
	Non Finals days	10/15	30/40	>50	Non Finals days	10/15	30/40	>50		
	Finals day	20/30	>80	>100	Finals day	20/30	>80	>100		
	1 tray				1 tray for each race					
	<b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 15 minutes after the end of the last race of the racing session.				<b>Before first racing day:</b> Delivered 30 minutes after the Draw <b>On racing days:</b> Delivered 30 minutes after the end of the last race of the racing session.					
<b>VIP &amp; Sponsors</b> Delivered at the VIP areas * Number depends on the number of attending VIPs	OC to decide				No					
<b>Spectators</b> For sale at the Information booths. Displayed on the Information boards in Spectators areas					No					

## Results Lists

## after each Racing session

	Results Lists Summary	Results Lists (with names)		
<b>Teams Results Lists Summary</b> - delivered in a single tray in the Information Centre immediately after the end of each racing session labelled as shown above. <b>Results Lists</b> delivered immediately after each race in a race specific tray in the Information Centre labelled with the race number and event code. Both Results Lists above to be displayed on the Information boards in the boathouse area	100 - 150 1 tray labelled: <b>"Results Lists Summary"</b>	(Depends on the number of participating countries) 1 tray for each race <b>Labelled with the individual race number and event code.</b>  <b>In addition:</b> Build up 10 complete (and separate) lists of all results immediately after each race.		
<b>FISA Council &amp; Commissions</b> Delivered at the end of each racing day to FISA office area in two separate trays labelled as shown:	20 1 tray labelled: <b>"FISA - Results Lists Summary"</b>	4 sets 1 tray labelled: <b>"FISA - Results Lists"</b>		
<b>International Jury</b> Delivered at the end of each racing day to the Information Centre office area in two separate trays labelled as shown:	20 1 tray labelled: <b>"Jury - Results Lists Summary"</b>	3 sets 1 tray labelled: <b>"Jury - Results Lists"</b>		
<b>Control Commission</b> Delivered at the end of each racing day to the Information Centre office area in two separate trays labelled as shown:	5 sets 1 tray labelled: <b>"Control Commission - Results Lists Summary"</b>	3 sets 1 tray labelled: <b>"Control Commission - Results Lists"</b>		



	Results Lists Summary				Results Lists (with names)					
<b>Media</b> Printed at the Media Centre Displayed on the Information boards in the Media areas  * Number depends on the number of accredited media		J/U23	WC	WCH		J/U23	WC	WCH		
	Non Final days	10/15	30/40	>50	Non Final days	10/15	30/40	>50		
	<b>Final days</b>	20/30	>80	>100	<b>Final days</b>	20/30	>80	>100		
		In 1 tray delivered at the end of each racing day				In 1 tray delivered immediately after each race				
	80 - 100 trays for the Press Centre									
<b>VIP &amp; Sponsors</b> Delivered at the VIP areas  * Number depends on the number of attending VIPs										
<b>Spectators</b> For sale at the Information booths Displayed on the Information boards in Spectators areas										

**Hard copies of Start lists must be personally delivered to:**

- »» **Doping Control** - 1 set of copies of the Start Lists (with names) of all the races stapled together in race order and 1 copy of each Start List Summary. One copy of each result list (with the names) immediately after each race.
- »» **Boat Weighing** - 1 set of copies of the Start Lists (with names) of all the races stapled together in race order and 1 copy of each Start List Summary. One copy of each result list (with the names) immediately after each race.
- »» **Athlete Weighing** - 3 sets of copies of the Start Lists (with names) of all the races stapled together in race order and 3 copies of each Start List Summary
- »» **Race Commentary** - 6 sets of copies of the Media Start Lists (with names) of all the races stapled together in race order and 6 copies of each Start List Summary - single sided. To be provided in the Press Centre in a separate tray.

Approximately 100 trays for the Teams and 80 - 100 trays in the Media Centre should be provided.

Each day the lists shall be distributed as follows:

- »» In one tray - all Summary Start Results,
- »» In one tray - all Summary Results lists,
- »» In one tray - all sets of Start Lists (with names),
- »» In one tray - all sets of Media Start Lists (in the Media Centre only),
- »» In separate trays (number of trays depends on the number of races per day) - each Result lists (with the names) of each race,
- »» In one separate tray - all sets of the results lists (with the names),
- »» In 4 trays all lists for the FISA Council & Commissions: one tray for Summary Start Results, one tray for Summary Results lists, one tray for the sets of Start Lists (with names), one tray for the sets with the Result lists (with the names),

- »» In 4 trays all lists for the International Jury: one tray for Summary Start Results, one tray for Summary Results lists, one tray for the sets of Start Lists (with names), one tray for the sets with the Result lists (with the names),
- »» In 4 trays all lists for the Control Commission: one tray for Summary Start Results, one tray for Summary Results lists, one tray for the sets of Start Lists (with names), one tray for the sets with the Result lists (with the names),

**Note:**

- »» Copies of the Summary Start lists and Summary Results lists must be displayed on the notice boards at the accommodations after each racing session.
- »» In addition to these lists at the hotels there shall be provided the Transportation Time table, the Racing Time Table and a Meteorological forecast.
- »» All lists can be copied double sided (one side colour side and the other with no logo). Exception - the Media Start Lists for the Race commentators, for the TV & Radio commentators must single sided.
- »» All sets must be stapled.

## THE DISTRIBUTION OF THE INFORMATION ON NOTICE BOARDS AT THE VENUE

### **At the Information Centre**

- »» Transportation Time table
- »» Racing schedule
- »» Weather forecast
- »» Traffic Rules - racing, training, adaptive, Victory Ceremony

### **In the boathouse area**

#### **Before the Draw**

- »» Entries by Event
- »» Entry List by Event
- »» Racing schedule
- »» Weather forecast
- »» Traffic Rules - racing, training, adaptive, Victory Ceremony

#### **After the Draw**

- »» Start List Summary (short)
- »» Start List with the names (long)

#### **During racing**

- »» Result list immediately after the Finish of each race

#### **After racing**

- »» Summary Start lists for the next session (short)
- »» Summary Results list (short)
- »» Start List with the names (long)

**In the Finish area**

On a notice board

- »» Racing schedule
- »» Start List Summary (short)
- »» Result list immediately after the Finish of each race
- »» Summary Results list (short)
- »» Traffic Rules - racing, training, adaptive, Victory Ceremony

For selling to the Spectators

- »» Racing schedule
- »» Start List Summary (short)
- »» Summary Results list (short)

**In the VIP area**

On table in trays

- »» Racing schedule
- »» Start List Summary (short)
- »» Result list immediately after the Finish of each race
- »» Summary Results list (short)

Number depends on the number of VIPs attending (most probably on final days only)

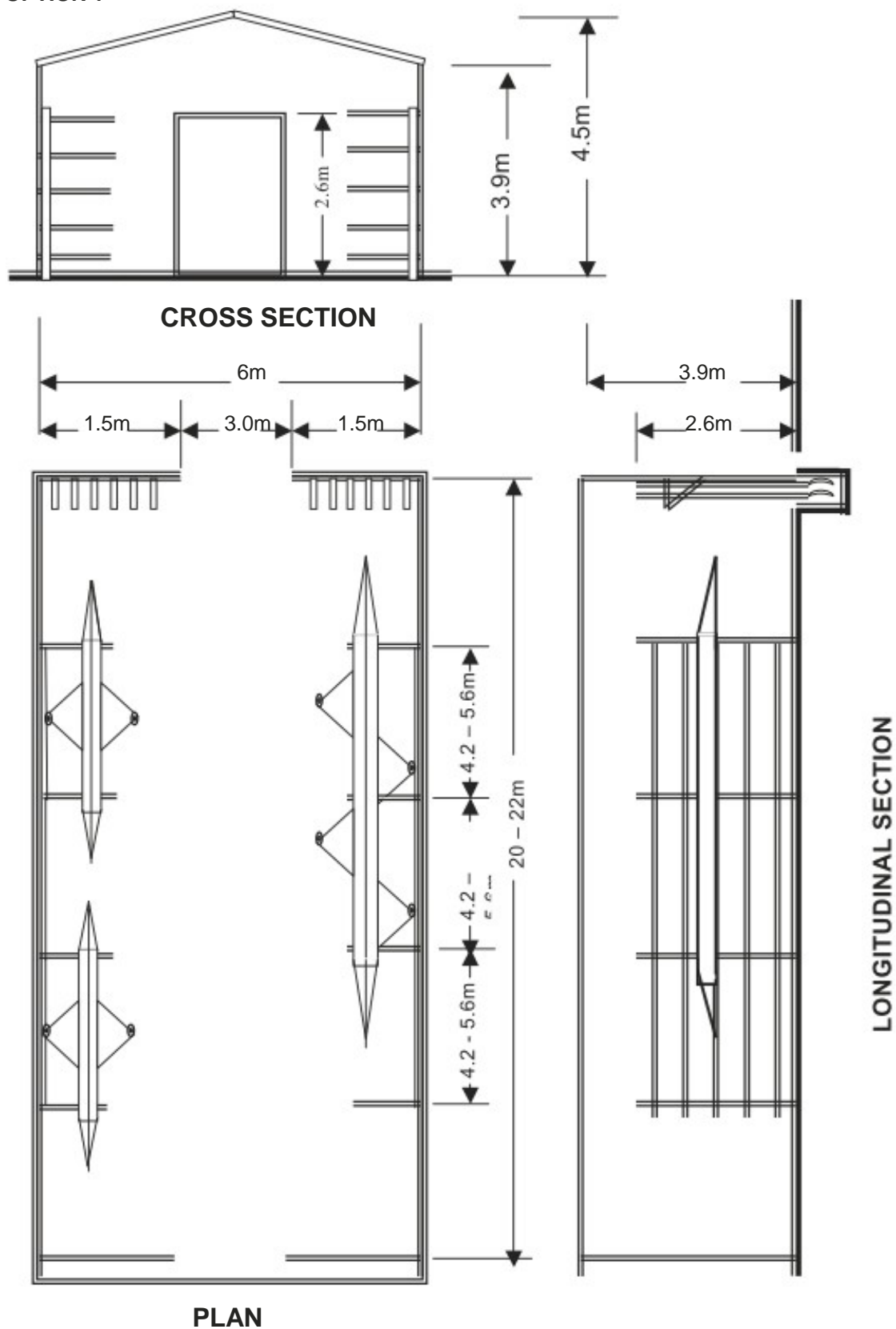
**At the Accommodations (hotels) - on notice boards**

- »» Transportation Time table
- »» Racing schedule
- »» Weather forecast
- »» Entry Lists by Event
- »» Start List Summary (short)
- »» Summary Results list (short)

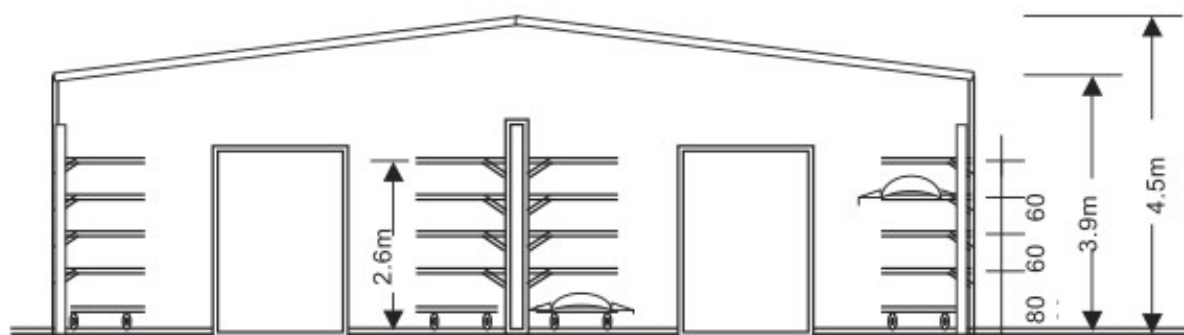


## Appendix B.7.2.a Boat Storage

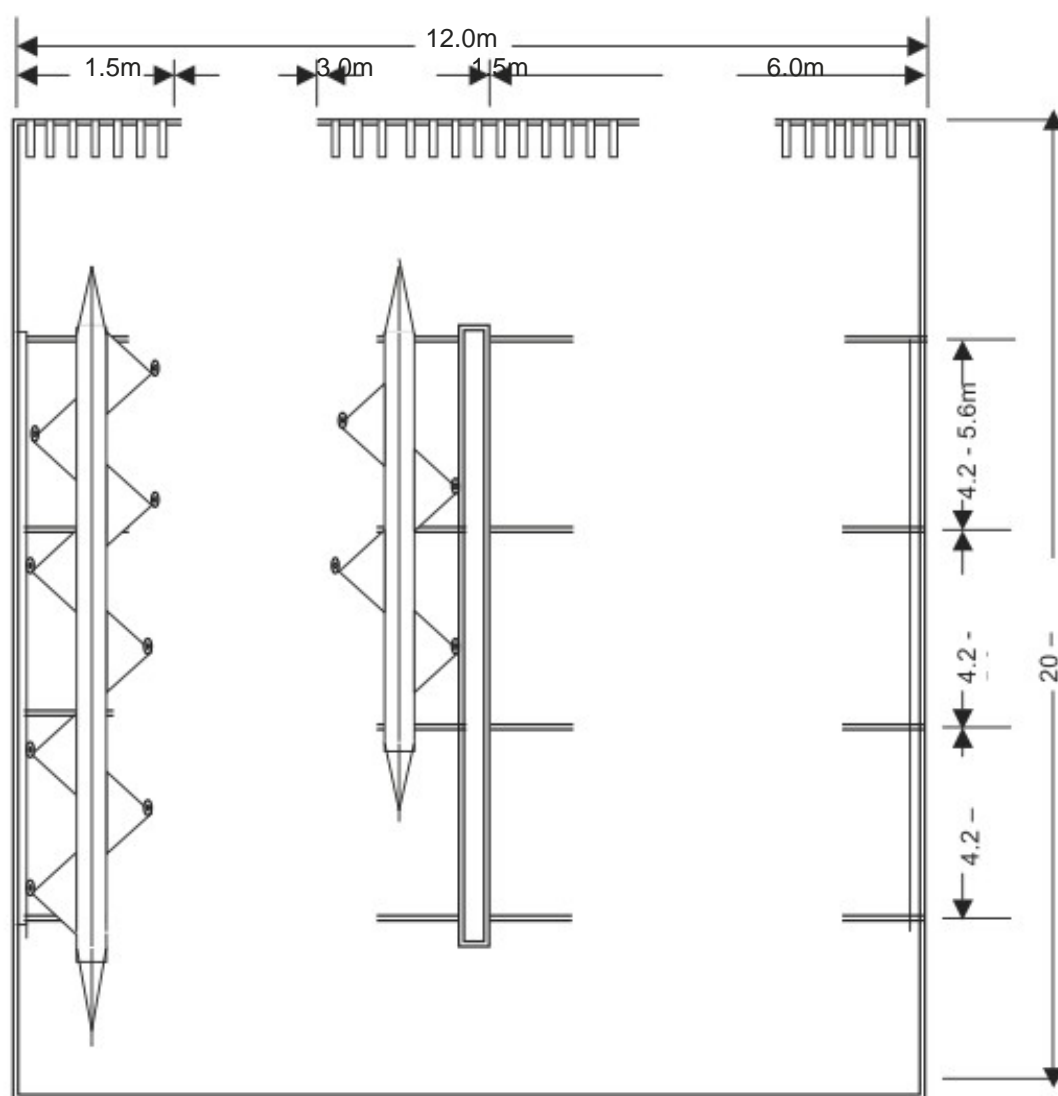
### OPTION 1



## OPTION 2



**CROSS SECTION**



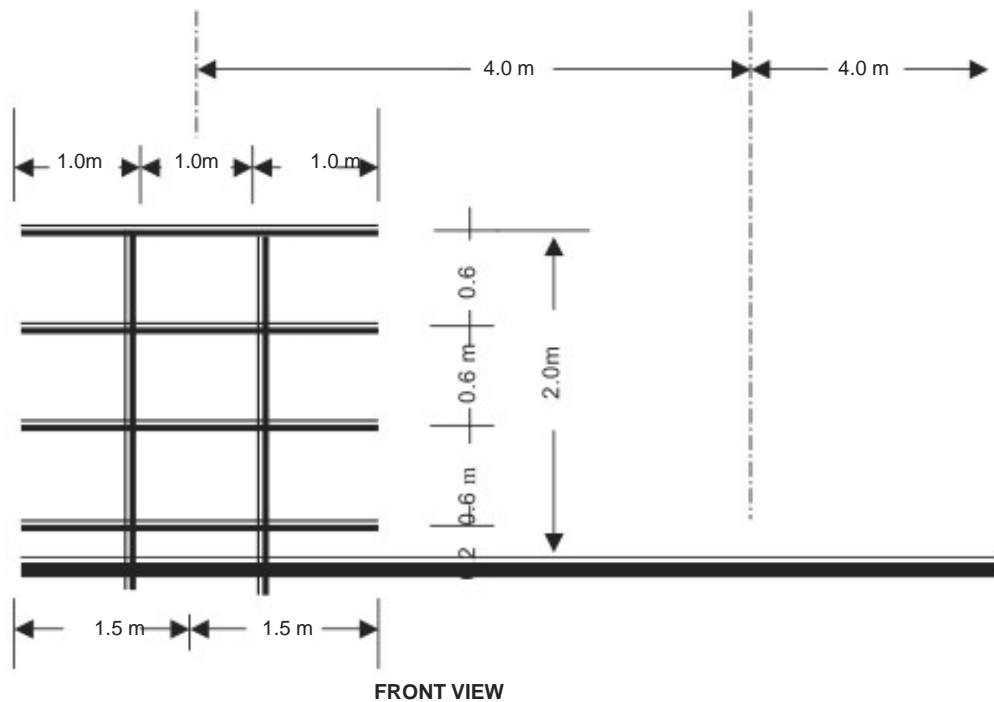
**PLAN**

## RECOMMENDED MEASUREMENTS

## Boat Racks

- |                      |  |
|----------------------|--|
| »» Units for Eights  | - 3 supporting racks set 4.2 m apart (or 5.6 m apart).   |
| »» Units for Fours   | - 3 supporting racks set 4.2 m apart (or 5.6 m apart).   |
| »» Units for Pairs   | - 2 supporting racks set 2.8 m apart.<br>- Alternatively the Pairs and Doubles can also be placed on racks 4.2 m apart but they will then need a V-shaped support under the bow section. |
| »» Units for Singles | - 2 supporting racks set 2.8 m/4.2 m.  |
| »» Vertical distance | - The clear vertical distance between racks should be 50 cm.<br>- For small sculling boats this distance can be 35/40 cm.  |

## TEMPORARY BOAT STORAGE



Space between the units - ideally 8m between the centres of the racks to allow for a boat to be set on trestles between the units and to be rigged.

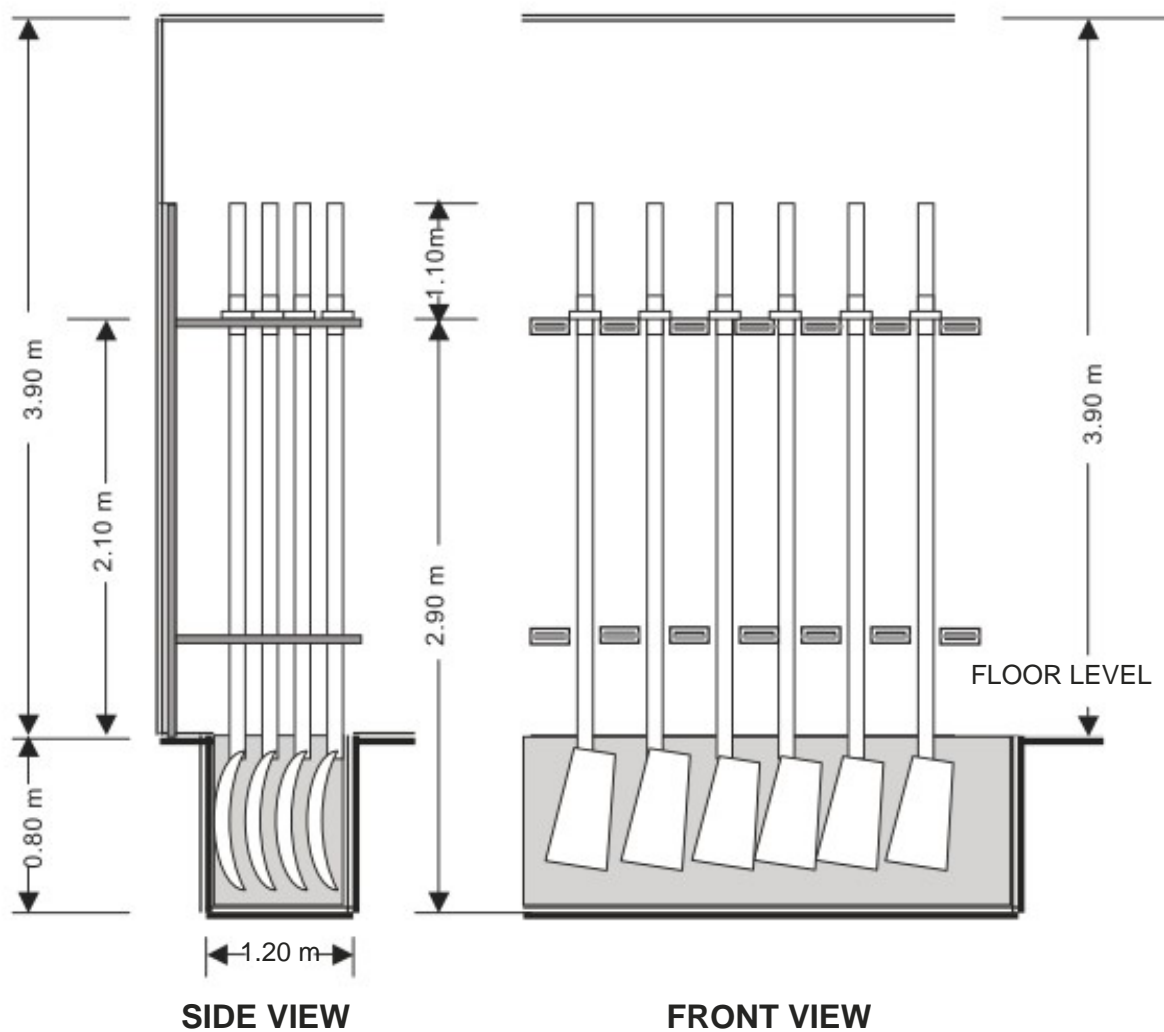
The minimum distance between the centres of the racks could be 6m.





## Appendix B.7.2.b Oar Racks

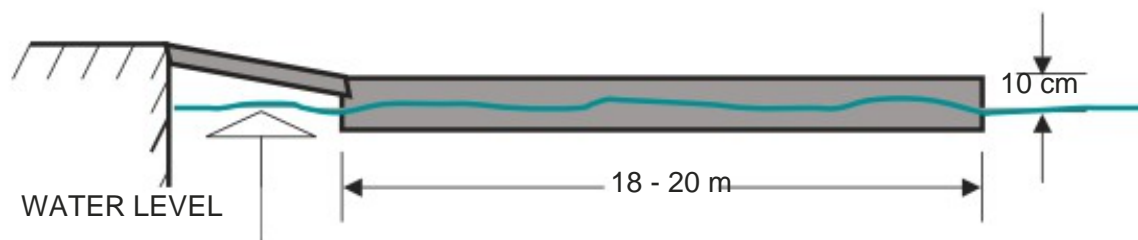
### RECOMMENDED MEASUREMENTS INDOOR OAR RACKS



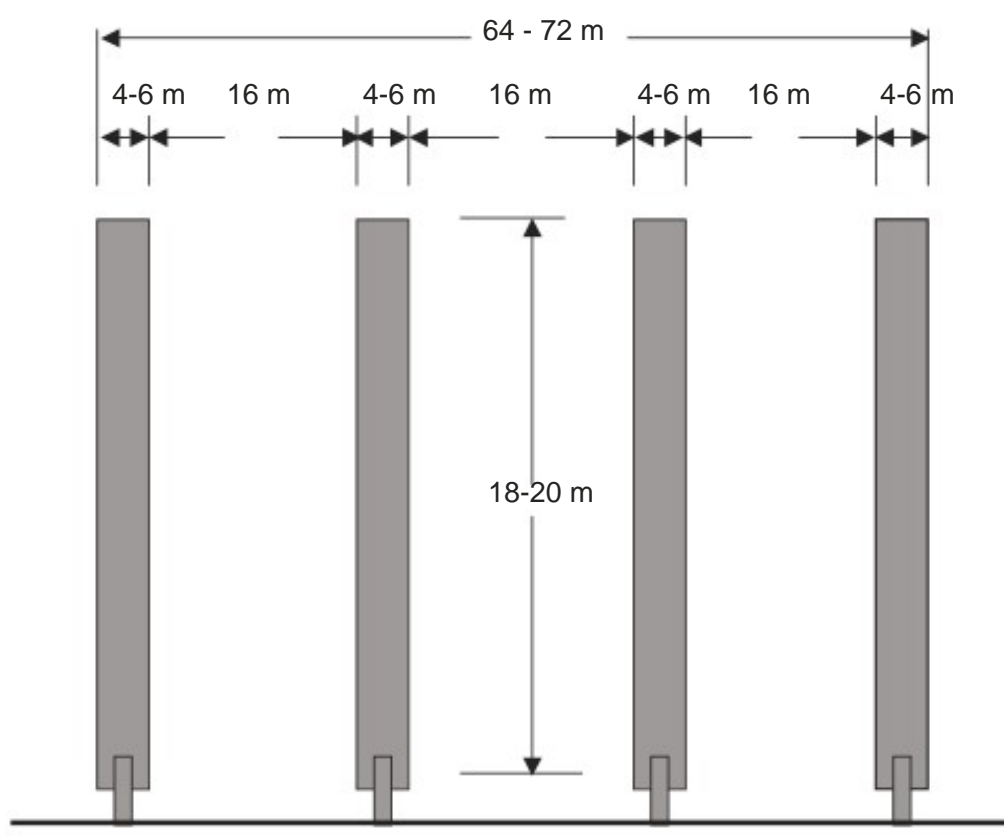
BLADES STORED BELOW FLOOR LEVEL



## Appendix B.7.5. Boat Pontoons



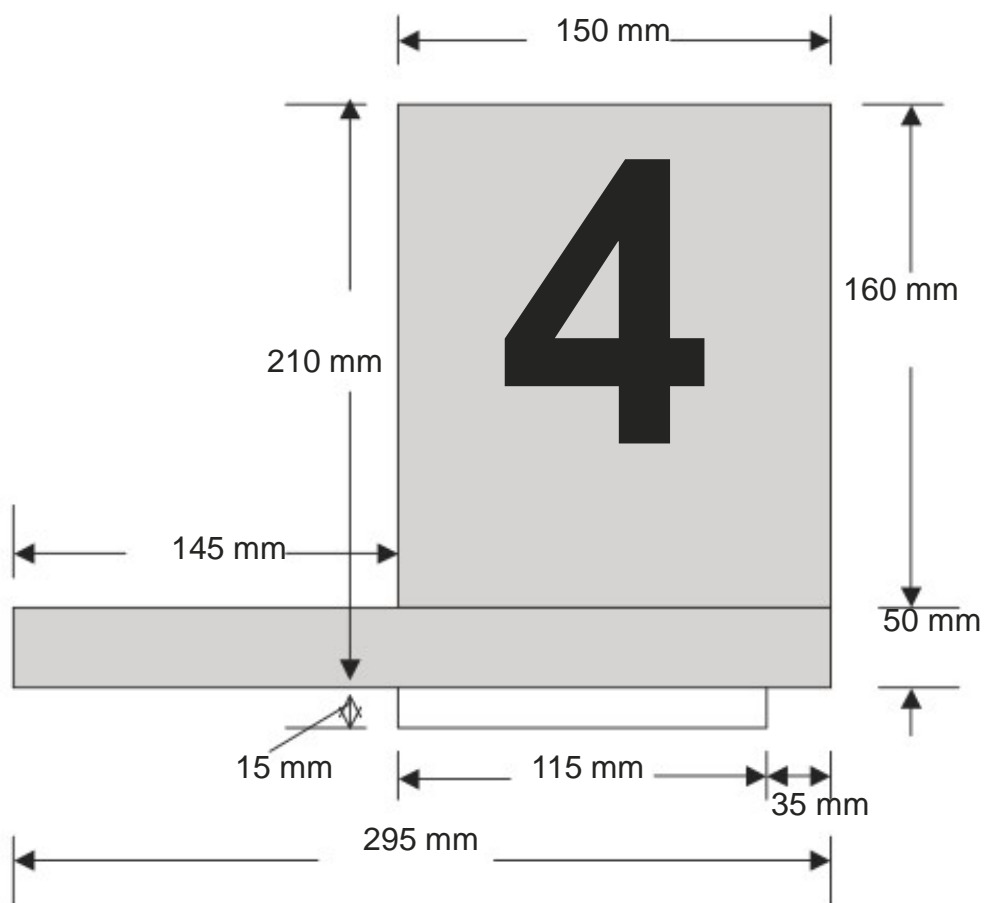
**SIDE VIEW**



**PLAN**



## Appendix B.7.6.a Bow Number





# Appendix B.7.6.b Team Identification Form

## TEAM IDENTIFICATION FORM










WCH Poznan, Poland

23 - 30 Aug 2009

**14****Men's Eight****M8+**

(Event)

**CAN**

				
Bow (1)	2	3	4	
				
5	6	7	8 (Stroke)	Cox

Seat	Family (Last) Name	Given (First) Name	H	R	Q	SF	F
B	VANKNOTSENBURG	Steven					
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
S							
Average Weight							
C							
Official's Signature							

INTERNET Service : [www.worldrowing.com](http://www.worldrowing.com)

Page 1 / 1

FISA Data Services

Data processing by **SWISS Timing**

Report created: SAT 12 AUG 2009 / 09:12;27





## Appendix B.7.6.c Crew Change Form

Event Logo

n° 

City, Country \_\_\_\_\_

date: dd mm yy \_\_\_\_\_

### Crew Change Form

#### Reason for Change:

☐ Withdrawal     
 ☐ Change of Rower(s)     
 ☐ Medical Substitution     
 ☐ Change in Seating Position(s) of Rower(s)     
 ☐ Spelling

(Rule 49)                      (Rule 50)  
 (See Rule Book - edition yyyy)

(Rule 51)

Boat Class \_\_\_\_\_ Event No: \_\_\_\_\_

National Federation : \_\_\_\_\_

	Entered Crew		File Code	Changed Crew		File Code
	Family (last) Name	Given (first) Name		Family (last) Name	Given (first) Name	
b						
2						
3						
4						
5						
6						
7						
8						
c						

Signature: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ year

Name (printed): \_\_\_\_\_

[IF MEDICAL SUBSTITUTION]

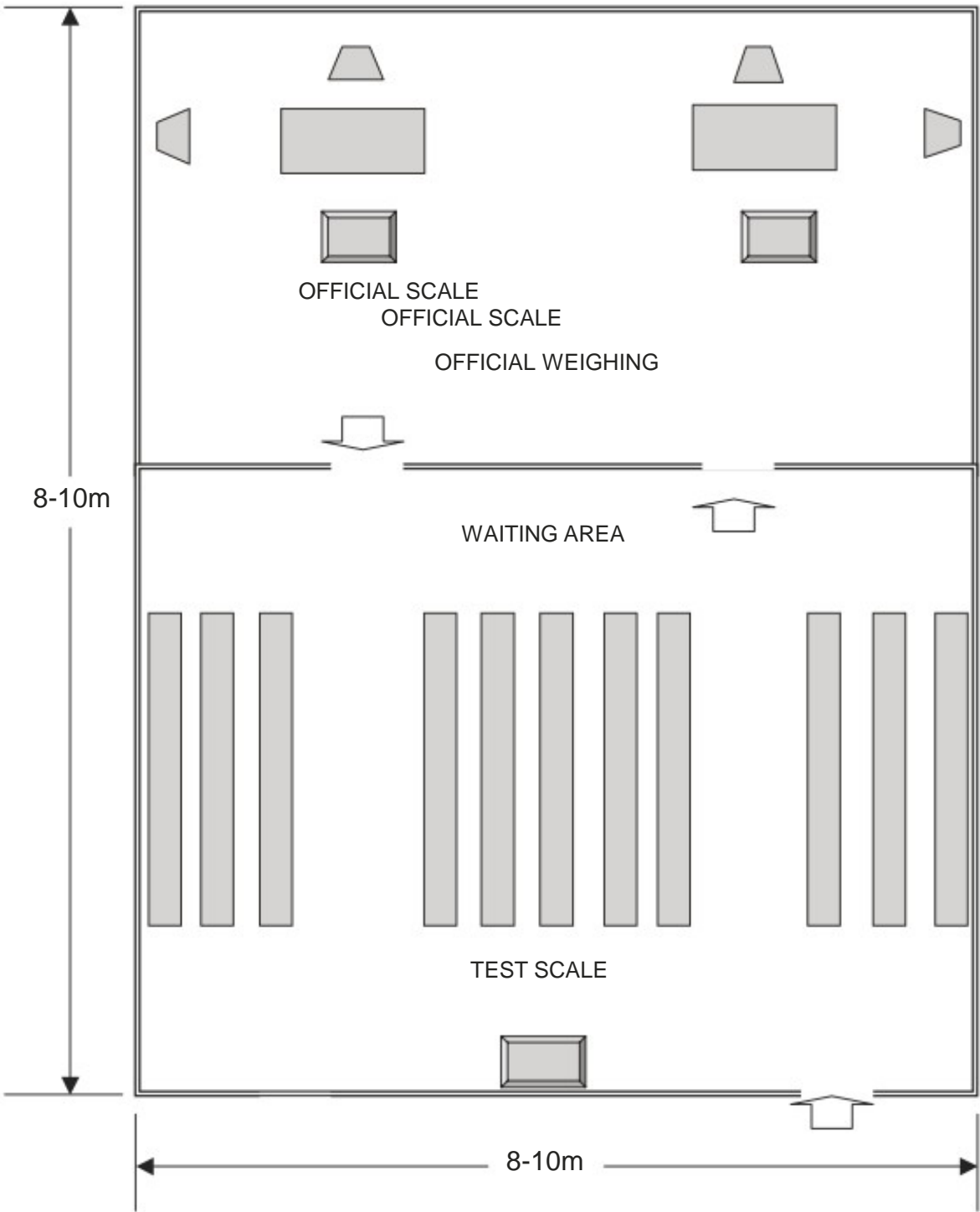
Confirmed by FISA Doctor (signature): \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ year

Control Comm. Receipt by (signature): \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ year

Forward to: ☐ FISA Office      ☐ Finish Tower      ☐ Media Centre



Appendix B.7.7. Athlete Weighing



PLAN



## Appendix B.7.8.a boat Weighing Regulations and Minimum Weights

**For the minimum weights of the boats refer to Rule 34 - Boat Weights of the Rule Book.**

All boats used at Olympic regattas or Olympic qualification regattas, World Championships, Rowing World Cup regattas, Regional Games and Continental Championships and all international regattas shall be of defined minimum weights.

### Bye-Law to Rule 34 - Boat Weights

1. Minimum boat weights are the following:

Type of boat	1x	2x	2-	2+	4+	4-	4x	8
Weight in kg	14	27	27	32	51	50	52	96

2. The minimum weight of the boat shall include only the fittings essential to its use; in particular - riggers, stretchers, shoes, slides, seats and hull extensions. The minimum weight shall not include the oars or sculls, the bow number, any sound amplification equipment and loudspeakers or any other kind of electronic equipment. Additional weight carried in the boat to achieve the required weight shall be firmly fastened to the boat or to the essential fittings described above.

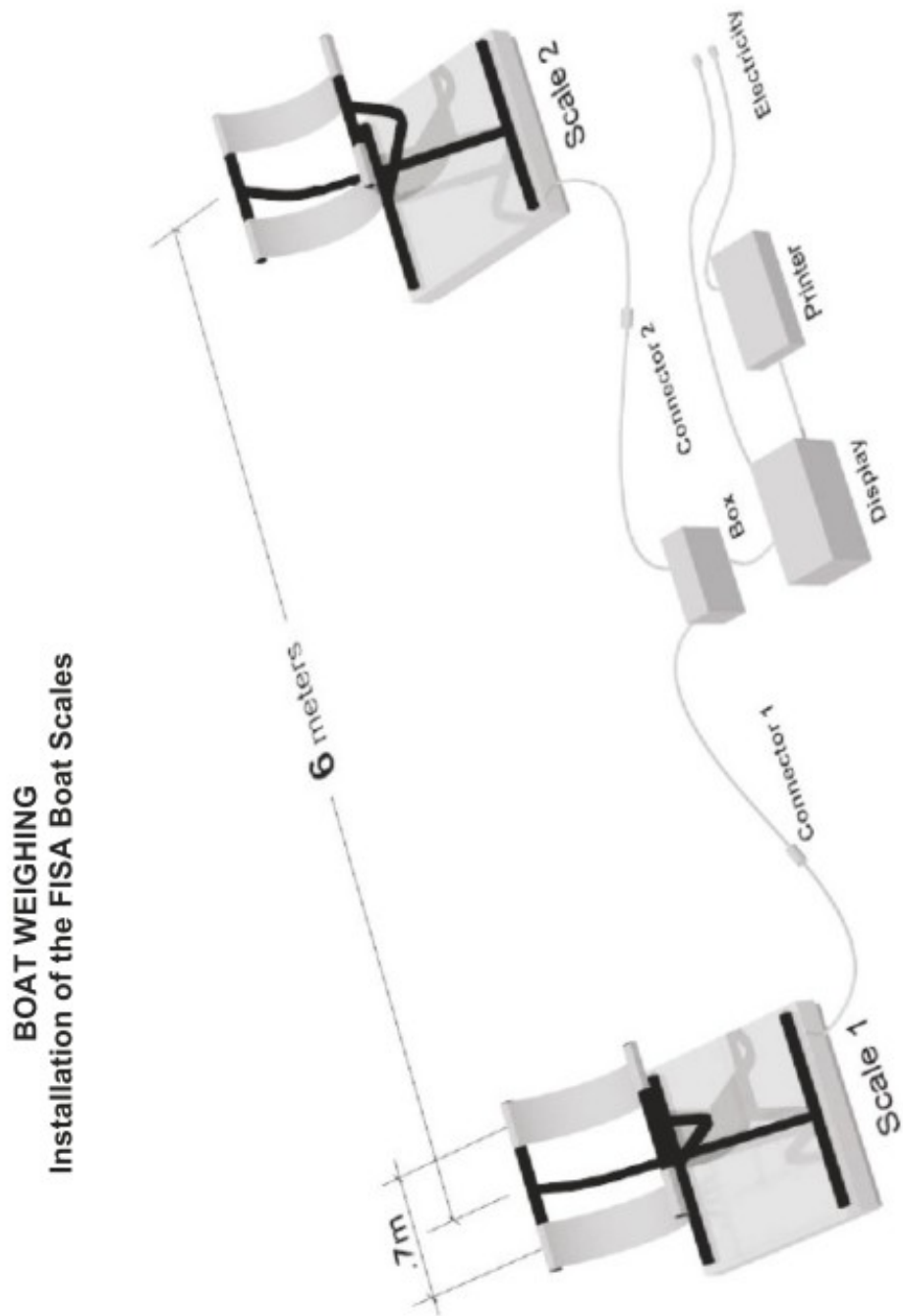
3. The following standard weight allowances shall be subtracted from the measured boat weight:

one loudspeaker: 0.15 kg,  
 one cable: 0.10 kg/seat,  
 one bottle holder: 0.10 kg,  
 one wire and magnet for stroke coach: 0.10 kg.

The crew shall have the option of removing all such equipment at any time during the weighing.



## Appendix B.7.8.b Diagram - Installation of Boat Scales







## Appendix B.7.8.c instructions for Installation of the FISA Boat Scales

The FISA BOAT SCALE(S) will arrive at the regatta-course complete packed and transported in three large black boxes which include the Athlete weighing scales.

### The parts for the FISA boat scales are:

- »» 2 scales (Mettler-Toledo)
- »» 1 box, to which both scales are connected (detachable connectors)
- »» 1 display, connected with the box above
- »» 1 Printer, (not connected)
- »» 2 boat trestles for the boat scales
- »» Three calibrated test-weights(20 kg, 20 kg, 10 kg)
- »» Documents and scale information
- »» different cables and connections
- »» Cover for the cables
- »» One hex (allen) wrench

### Unpack and check

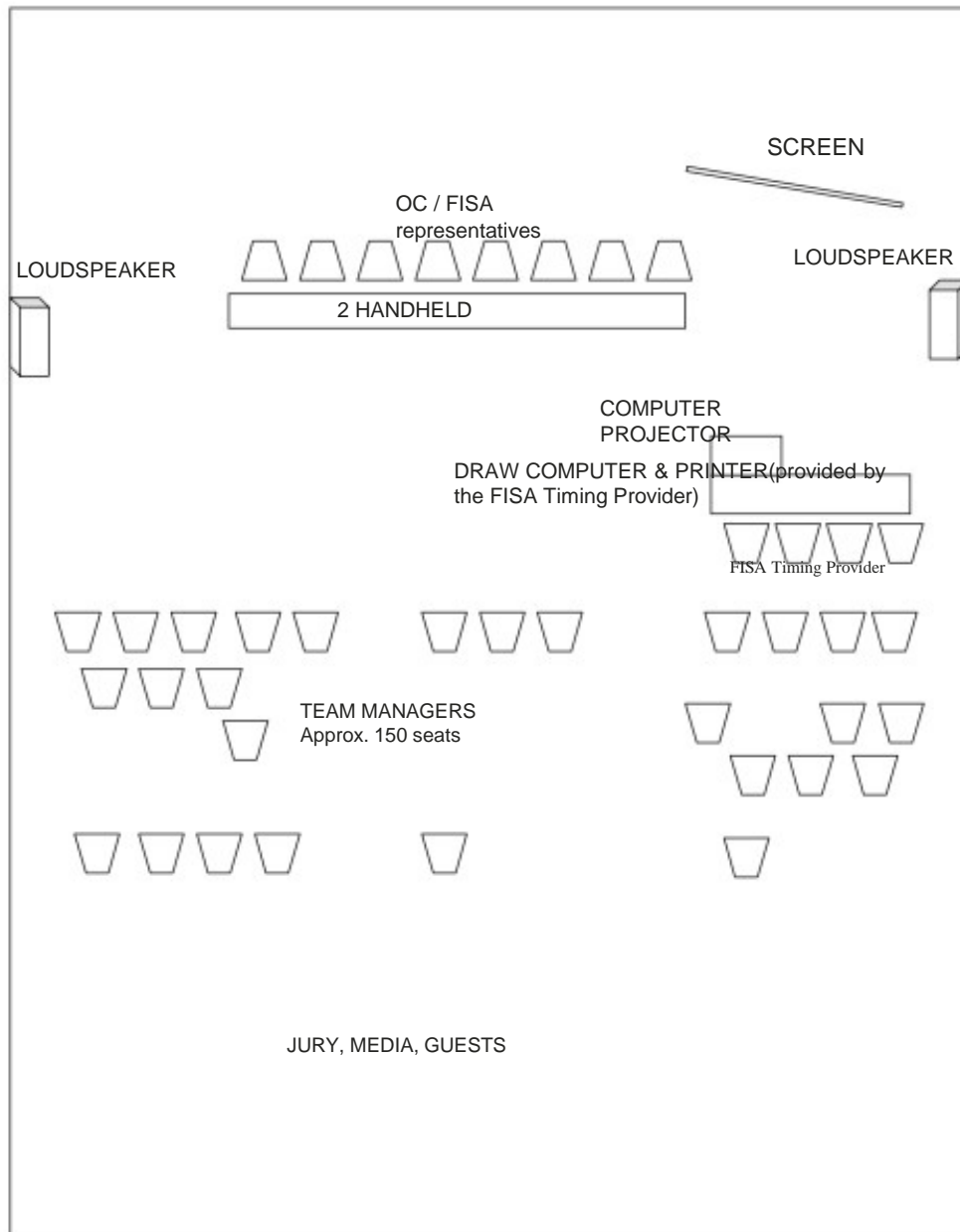
- »» The combination for all the locks can be obtained from FISA
- »» Please unpack everything inside the box very carefully because most of the parts are connected with each other!
- »» Please take off the covers of the scales while putting all parts outside of the box.
- »» Please check that all needed parts are complete.
- »» Please clean if necessary all the parts.

### Installation of the FISA boat scales

- »» With the stainless steel platforms off find the four hex head bolts in each scale
- »» Use the hex wrench to REMOVE the bolts and tape them to the box or scale for use when repacking
- »» Plug in all cables and set up according to the installation diagram
- »» Put the trestles on the scales
- »» Switch on the display and the printer and push the button to zero the scales and do the check with the 20 kg-test-weights
- »» The scale will say 40 kg, and they are ready for use
- »» If other than 40 kg shows on the display call the contact-number and inform the FISA Office: external help will be necessary.



## Appendix B.8.2. Team Managers' Meeting & Draw Room Layout

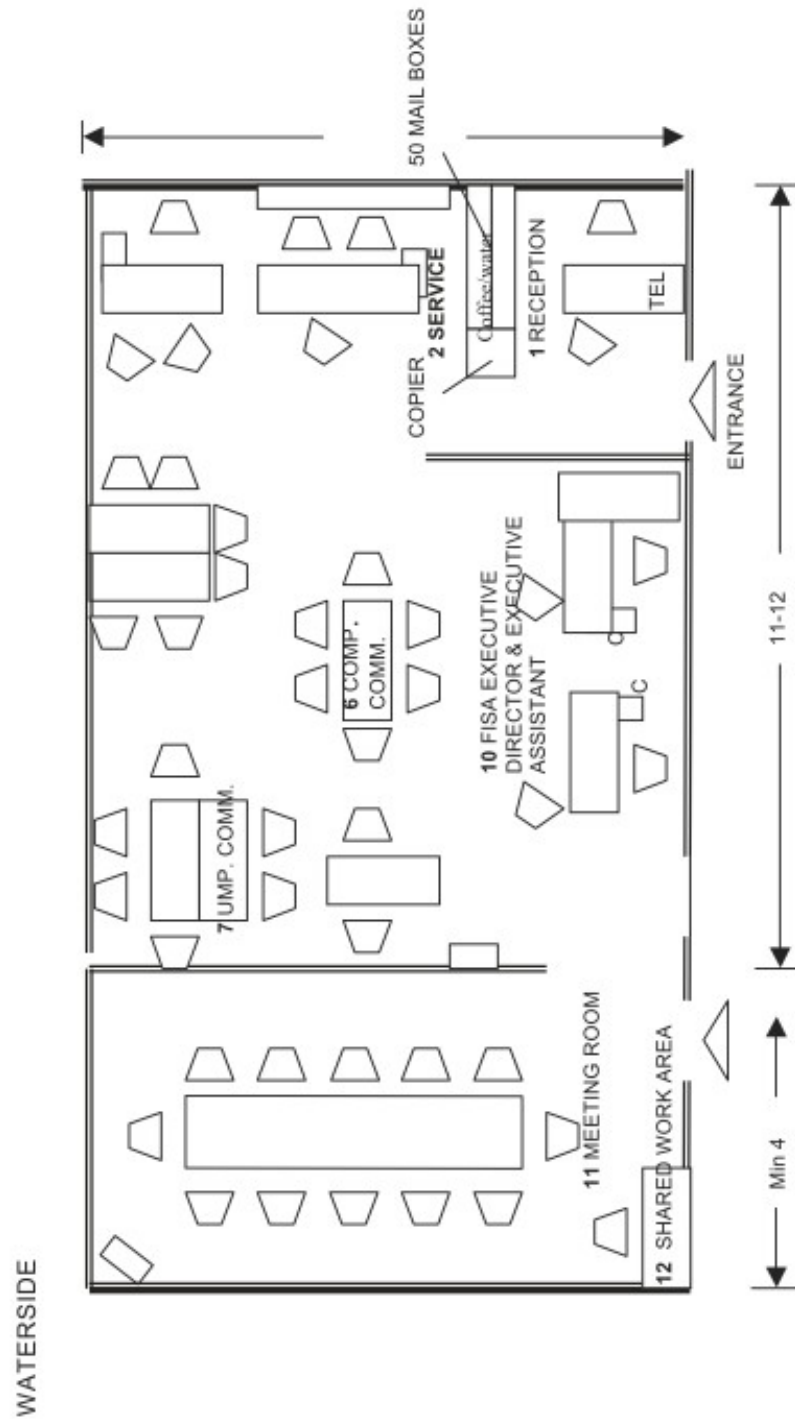


**EQUIPMENT:**

- »» Seats for up to 150 people (120 at World Cup regattas, Junior and U23 Championships, European Championships).
- »» A table, to seat up to ten people, at the front of the room.
- »» Computer projector (provided by OC).
- »» A table for the Draw technicians' computer & printer and for the computer projector.
- »» A minimum of two microphones (hand held) and a good Public Address system.
- »» A large screen for the computer projector.
- »» The Draw Computer (provided by the FISA Timing & Results Data provider) connected to the computer projector.
- »» Printer (provided by the FISA Timing & Results Data provider) and 200 sheets of paper.
- »» A fast-speed copying machine to allow for duplication of the Draw immediately after the Draw procedure has finished. If the copying centre is in close proximity the copying of the Start lists could be carried out there.
- »» A sufficient quantity of blank (with logos) paper in close proximity to the copying machine.
- »» Electrical supply (sufficient extensions) for the entire equipment in the room.

## Appendix B.8.5. FISA Work Area and Equipment

### GENERIC LAYOUT PLAN – FISA OFFICE AREA & EQUIPMENT



## Office Furniture & Equipment for FISA

The following furniture and equipment is required to be provided for the FISA work areas:

Furniture	Equipment
<b>1. RECEPTION</b>	
>> 1 Table	>> Telephone - outside line
>> 3 Chairs	
<b>2. SERVICE AREA</b>	
>> Mail Boxes - IF Officials, Future Organising Committees - mail boxes structure for up to 60 mail boxes)	>> 1 Copying machine
>> 1 table (approximately 2m long) - for the Start/Results distribution	
>> Refreshments & Coffee machine	
<b>3. events ASSISTANT</b>	
>> 1 Table	>> Telephone - outside line (local)
>> 2 Chairs	>> 1 Telephone - connected to a Tel/fax unit
	>> Internet line (LAN or wireless)
	>> Electrical extensions
<b>4. ADAPTIVE COMMISSION</b>	
>> 1 tables	>> Internet line (LAN cabled, 2 connections)
>> 3 - 4 chairs	>> Electrical extension
>> 1 Office Cabinet (lockable)	
<b>5. events commission</b>	
>> 1 table	>> Telephone - outside line (local)
>> 4 Chairs	>> Internet line (LAN or wireless)
>> 1 Office Cabinet (lockable)	>> Electrical extensions
<b>6. COMPETITIVE COMMISSION</b>	
>> 1 table	>> Internet line (LAN or wireless)
>> 4 - 5 Chairs	>> Electrical extensions
<b>7. Umpiring commission</b>	
>> 1 large table	>> Electrical extension
>> 4 chairs	>> Internet line (LAN or wireless)
<b>8. DEVELOPMENT COMMISSION</b>	
>> 1 table	>> Internet line (LAN or wireless)
>> 2 chairs	>> Electrical extensions
<b>9. PROMOTION</b>	
>> 1 table	>> Internet line (LAN or wireless)
>> 2 chairs	>> Electrical extension
<b>10. FISA EXECUTIVE DIRECTOR &amp; EXECUTIVE ASSISTANT</b>	
>> 2 tables	>> 1 Telephone - outside line (international)
>> 4 Chairs	>> Internet line (LAN or wireless)
>> Office Cabinet (lockable)	>> Printer
	>> Electrical extensions
<b>11. COUNCIL &amp; COMMISSIONS MEETING</b>	
>> 1 large table or 4 smaller tables put together	>> Internet line (LAN or wireless)
>> 15 Chairs	>> Electrical extensions
	>> TV set
<b>12. SHARED WORK AREA</b>	
>> Computer, connected to Internet	>> Internet line (LAN or wireless)
>> Printer	>> Electrical extensions

**Note:** The tables must be minimum 0.6 x 1.2m.

The Reception to be operated by an Organising Committee volunteer during all the times the venue is officially open.

## Appendix B.9.2. basic Medications for the Regatta Medical Centre

(This list does not include those drugs and equipment that should be available for life saving emergencies or basic first aid. The list is intended for use by teams who have no doctor travelling with them and would only be prescribed by the appointed regatta doctor)

### Allergic disorders

Cetirizine tablets

### Central nervous system

Prochlorperazine

Zopiclone

### Ear Nose & Oropharynx

Betamethasone / Neomycin drops

Beclomethasone nasal spray

Cerumenolytic drops

### Endocrine

Hydrocortisone 1% injection

Triamcinolone injection

### Eye

Betamethasone drops

Betamethasone/Neomycin drops

Chloramphenicol ointment

Cromoglycate drops

### Gastrointestinal

Antacid tablets

Metaclopramide

Ranitidine

Lansoprazole

Senna

Lactulose

Loperamide

Electrolyte replacement

Betamethasone/lignocaine ointment

### Genito-Urinary

Clotrimazole cream

Clotrimazole/hydrocortisone cream

Clotrimazole pessaries

Ciprofloxacin

### Infections

Amoxycillin

Erythromycin

Flucloxacillin

Metronidazole

Azithromycin

Aciclovir cream

### Musculo-Skeletal

Ibuprofen

Diclofenac

### Pain

Aspirin

Codeine

Paracetamol

Tramadol injection

Sumatriptan

### Respiratory System

Beclomethasone inhaler

Salbutamol inhaler

Sodium Cromoglycate inhaler

### Skin

Hydrocortisone cream

Betamethasone cream

Miconazole cream

Miconazole/Hydrocortisone cream





## Appendix B.9.7. Rescue Provisions

### RECOMMENDED TRAINING AND DRESS REHEARSAL

Before a FISA Regatta or Championship, provisions for rescue and medical services have to be made which are described in **Section B.9. Medical Facilities and Services** of the FISA Manual. Furthermore, the recommendations for rescue operations in **Appendix B.9.7.** of the FISA Manual should be studied carefully.

### REVIEW OF RESCUE SERVICES AND MEDICAL SERVICES

Before start of the official races the FISA Regatta Doctor will check all rescue and medical facilities. The Director of the Rescue services and the Medical Director will present the necessary information.

For this review the following should be provided (in English):

#### »» General

- Plan of the course with location of the facilities
- Telephone list of the responsible functions
- Radio communication
- List of hospitals and rescue services

#### »» Organization plan of rescue services

- Shift plans
- Personal and qualifications
  - Ambulances
  - Rescue boats
  - Jet skis
  - Rescue teams
- Emergency plan (lightening, serious weather conditions, personal injury),
- Disaster plan (fire, terrorist attack, panic)
- Rescue provisions for disabled Athletes

#### »» Organization plan of Medical services

- Shift plans
- Personal and qualifications
  - Medical doctors
  - Ambulances
  - First aid teams
  - Nurses and Physiotherapy

#### »» Technical

- Rescue center
  - Radio communication
  - Stretchers
- Rescue boats
  - Personal
  - Safety equipment
- Ambulances and transport
  - Personal
  - Equipment
    - Infusions
    - Monitoring
    - Defibrillator
- Medical Center
  - Rooms
  - Separate waiting areas for Athletes and visitors
  - Examination room
  - Treatment rooms
  - Physiotherapy
  - Air conditioning
  - Equipment
    - Water supply, crushed ice
    - Medication according to FISA list
    - Infusion (type and quantity)
    - Resuscitation: Defibrillator, R-Kit, oxygen
    - Stretchers
  - Hygiene
    - Disinfection plan
    - Washing and cleaning
  - Information
    - Copy of anti doping code, regulations, and list of banned substances
    - Actual FISA forms
  - Anti-Doping-Centre
    - Entrance control
    - Waiting area
    - Sealed containers of Athlete drinks
    - Rooms for control procedure
    - Toilettes (male / female) for sampling

## »» Alarming and information

- Alarm plan
  - Water accidents
  - Pontoon collapses
  - Boat house
  - Visitor area
- Watch at finish area
- Disaster and evacuation plan

## »» Signs identifying first aid and medical center, information on emergency calls

- Teams and rowers
- Visitors

## »» First aid posts

- Number and personal
- First aid for visitors
- Position of AED's (automatic external defibrillators)

## DRESS REHEARSAL OF RESCUE SERVICES

In a dress rehearsal before the Start of the races the FISA medical delegate will check the rescue in practice. The heads of the Rescue services and the Medical Director will present the necessary information and the staff and Volunteers for the dress rehearsal should be present. The volunteer to be rescued should wear a life-jacket.

Some of the following exercise will tested and should be practiced prior to the dress rehearsal:

## 1. rescue of a rower from a single scull boat

- a) high speed approach and appropriate lowering of boat speed as the boat is approached
- b) talking or signaling to the rower
- c) in case of inappropriate response or emergency proceed with rescue
- d) approach boat from bow
- e) rescue from the back

## 2. rescue of a rower in position 3 or 2 from a four

- a) high speed approach and appropriate lowering of boat speed as the boat is approached
- b) talking or signaling to the rower
- c) in case of inappropriate response, or emergency proceed with rescue
- d) approach boat from the side
- e) rescue from the side or from the back

## 3. rescue of a person from the water

- a) high speed approach and appropriate lowering of boat speed as the person is approached
- b) rescue from the back
- c) use of back board if the Athlete is unconscious or if there is any concern of neck or spine injury
- d) first aid treatment
- e) inform Director of Medical Services about the injury
- f) transport to Medical Center

## 4. movement of rescue boats at the Finish line

- a) Monitor rowers and movement of the water
- b) Follow the incoming boats
- c) Watch faces of rowers from middle distance
- d) Return to base position

## 5. collapse of a rower at the pontoon

- a) sound rescue alarm
- b) cool the rower with water, if necessary
- c) if possible walk rower to increase venous return
- d) if problems persist -> Trendelenburg's position
- e) If no recovery within 1-2 minutes> transport on stretcher to ambulance or to medical centre

- f ) transport Athlete to medical center
  - g) inform Medical Director
6. boat accident at the Start with injury
- a) high speed approach and appropriate lowering of boat speed near the boat
  - b) talk or signal to the rower
  - c) in case of inappropriate response or emergency proceed with rescue
  - d) approach boat
  - e) rescue from the back
  - f ) use of back board if the Athlete is unconscious or if there is any concern of neck or spine injury
  - g) first aid treatment
  - h) inform Medical Services about injury
  - i) transport to Medical Center
7. rescue of a disabled Athlete
- a) arms only or arms and trunk Athlete
- Serious consideration must be taken to all Adaptive Athletes due to their special either inherited or acquired injuries. Therefore most of the Athletes can not cooperate appropriately during the rescue procedure due to their one or two paralytic either lower or (less frequently) partially upper extremities. All rescue team members must be experienced regarding the rapid release of the "Strapping" system - even at the very rear situation when the boat is turned over. The rescue team should be able to assist the Athletes to be seated stably in their boat and to stabilise their upper body to their backrest.
8. boat accident in the warm up area
- a) as 6., with rapid notification or alarm
9. traffic accident in the boat house area with injury
- a) as 6., with rapid notification or alarm
10. transport of a person within the course
- a) alarm and notify Medical Center
  - b) information
11. alarm by a umpire
12. emergency at the grand stand
- a) alarm and notify Medical Center
  - b) approach to the patient (vital signs)
  - c) shock position
  - d) request additional medical help
  - e) transport to medical center for Spectators

**Primary tasks of paramedics on finish line and boat landing pontoon:**

- 1. Monitor rowers and movement on the water
- 2. Prevention and treatment of collapse
  - 1. On the water:
    - a) Encourage movement of the rower to increase of venous return
    - b) Encourage the rower to sit up and lean forward
    - c) Encourage the rower to cool with water, if necessary

2. On the pontoon:

- a) Cool the rower with water, if necessary
- b) If possible walk rower to increase venous return
- c) If problems persist -> Trendelenburg's position
- d) If no recovery within 1-2 minutes> transport on stretcher to ambulance

3. Inform Medical Director

4. Transport Athlete to medical center

**Transport of rescued rowers:**

1. The rowers are rescued by the first rescue boat as determined by the rescue plan and as trained by the teams before.
2. The second rescue boat or jury boats care for the boat, if necessary and transport the boat outside of the course.
3. Rowers rescued from the boat to the pontoon area are transported with the Ambulance to the Medical Center.
4. FISA Medical delegate and the Team are to be informed immediately in case of a rescue.
5. All rowers rescued must be seen by a Medical Doctor of the Medical Service and if, available, by the national Team Doctor.
6. Basic medical data to be recorded are blood pressure, heart rate and tympanal temperature.
7. If the rower does not recover prior to arrival in the Medical center, an i.v. infusion of 1 L Ringer lactate solution (or appropriate solution) should be provided within 15 min.
8. If the rower does not recover within 30 minutes or if the condition or severity of symptoms is worsening the rower has to be transported by ambulance to the Hospital.

## Appendix B.11.1.a requirements for the Production of an International Host Broadcast Signal

### EXPLANATION AND REQUIREMENTS FOR THE PRODUCTION OF AN INTERNATIONAL HOST BROADCAST SIGNAL AT A WORLD ROWING CHAMPIONSHIPS

#### HOST BROADCASTING ORGANISATION PROVISIONS

##### 1. OWNERSHIP AND EXPLOITATION OF THE BROADCAST AND MEDIA RIGHTS TO THE CHAMPIONSHIPS.

FISA owns all the Broadcast and Media Rights (as defined in the Marketing Manual). Quite often, a national Federation will have a good relationship and a contract with a national broadcaster for its national events. However, FISA's ownership of all Broadcast and Media Rights to The Championships must always be clarified by the Organisers when opening an exploratory Championships-related discussion with a potential national broadcaster or host-producer of The Championships TV signal. Under its present contract with the EBU (see 2.a below), FISA has granted the EBU the option to purchase the 2015 European Broadcast rights however, all rights to the Ex-European Broadcast Rights are retained by FISA for its own exploitation.

##### 2. FISA'S BROADCAST PARTNERS

###### a) For the European Territory

EBU stands for "European Broadcasting Union." This is a professional association of broadcasting organisations ("Members"), whose activities include Eurovision news and programme exchanges (including sport). It is a non-commercial association, which, in the same way as any union, represents the interests of its Members. FISA currently has a contract with the EBU through to and including 2012. Under the terms of the present FISA/EBU contract, the EBU is granted the exclusive European Broadcast Rights to the World Rowing Championships. The EBU is also obliged to procure that one of its Members must provide the host broadcast for a World Rowing Championships (if it takes place in Europe) on the understanding that certain procedures are strictly followed. The television signal which is thus generated will be offered by that host broadcaster, via EBU, to the other national networks in Europe. The EBU then uses its "best endeavours" to encourage its Members (including the pan-European satellite sports channel, EUROSPORT) to transmit the Championships in their own countries (or territories).

###### b) For the Ex-European territory

FISA is the sole and exclusive representative for the sale, distribution and other exploitation of the Broadcast and Media Rights throughout the World but (currently) excluding the EBU Territory. FISA has retained Quattro Media as a Broadcast Partner for television services, including the distribution of the Broadcast and Media Rights outside the European territory.

##### 3. STEPS TO TAKE WHEN CONSIDERING A BID FOR THE WORLD ROWING CHAMPIONSHIPS

**Step 1** If a European Candidate is bidding for The Championships, it should make initial "exploratory" contact with a national broadcaster which is an EBU Member (if in doubt, please check with FISA). Some countries have more than one EBU Member. Remind the broadcaster that FISA has an on-going contract with the EBU for the World Rowing Championships and that the broadcaster may contact the EBU's Controller of Sport for his advice in this respect.

If a non-European Candidate is bidding for The Championships, it should discuss the options with FISA before making contact with any potential television broadcast company in its home country. This is because FISA has very specific procedures, obligations, technical requirements and objectives for the production of an international host television at The Championships and FISA will probably operate a more formal "Request for Offer" procedure to ensure there are no misunderstandings.

**Step 2** In the case of a European Candidate, try to establish that the national broadcaster is, or might be, interested in providing the host broadcast transmissions for The Championships - on the dates that you are considering. At this early stage we suggest flexibility of dates in case of any change.

**Step 3** In the case of a European Candidate the national broadcaster may have some questions that will need to be answered before any commitment (provisional or otherwise) can be given. Some of these questions are listed below:

- What are the proposed dates?
- Can these dates be changed if necessary (perhaps to avoid clashes or overcrowding of TV schedules)?
- What is the provisional schedule of races? (Note that the FISA Council will determine the final schedule after consultation with the Organisers).
- Has the Venue hosted a televised regatta before?
  - If yes, give details;
  - If no, give some information about the Venue.
- Information which is useful to the national broadcaster would include:
  - Is sufficient space available, access, parking and egress (trucks, cars, helicopter landing), for the broadcasting activity (camera and commentary positions, etc)?
  - What is the position of the sun relative to the Venue and the regatta course?
  - Is there convenient access to electric power?

**Step 4** In the case of a European Candidate, once the national broadcaster has stated its willingness to host-produce and broadcast The Championships, try to secure this in writing.

Their letter may state certain conditions but this will be useful to FISA in its evaluation of the bid. This letter will form a very important element of any bid by an Organiser to host the World Rowing Championships.

In all cases (whether the bid is from a European or non-European Candidate, until the potential host television production is confirmed to FISA's satisfaction (which is a decision that will be taken by FISA alone), the Candidate's Bid Committee has the responsibility to include the amount of €500,000 (Euros 500,000) in its organisation and staging budget, to cover the potential cost of the host TV production. This amount must be guaranteed and FISA will require each Bid Committee to confirm this guarantee in writing.

only if the selected host broadcaster has guaranteed that it will cover the full host-production cost (according to the production requirements required by FISA and its Broadcast Partners) will this amount will be released from the Organisers' budget.

FISA reserves the right to use its expert broadcast team in full or in part to host-produce The Championships' television signal (subject to the outcome of the EBU's option to renew its present contract with FISA for the European territory).

#### 4. TELEVISION RESPONSIBILITIES

Once the Organisers' Bid has been accepted by the 2011 FISA Congress, a more detailed meeting will be set up between the National Federation, the EBU (if applicable/in Europe), the proposed national broadcaster and FISA, together with its Broadcast Partner, Quattro Media. This meeting would discuss the timetable, production requirements, characteristics of the Venue, broadcast times, international interest, advertising regulations and respective responsibilities and obligations etc.

Broadly speaking, television roles are split as follows:

##### **FISA:**

- To decide which broadcast company shall be the host producer of The Championships television signal, such decision to be taken in consideration of multiple criteria.
- To prepare the programme schedule taking into account the wishes of its Technical Committees, the National Broadcaster and FISA's existing Broadcast Partners.
- To agree and confirm the amount and placement of televised advertising. FISA will observe and ensure compliance with all applicable television regulations relating to televised advertising at the Championships.
- To oversee the relationship and all communications with the selected host broadcaster and to maximise the global distribution of the host signal.

**EBU:**

- If applicable and within Europe only, to establish the national broadcaster's technical requirements and any other details concerning the host broadcast and its transmission by other Members of the EBU.
- To liaise with the host broadcaster (if outside of the EBU) to ensure its Members' contracts are represented.
- To circulate information about The Championships to its Members and pass their requirements back to the national broadcaster.
- To confirm to FISA the names of those Members who have agreed to take the transmissions of the Championship.
- To provide FISA post-broadcast information concerning the coverage of The Championship by its Members.

**The Host Broadcaster:**

The host broadcasting organisation is responsible for producing and distributing the international radio and television signals of the Championships for at least all the semi-finals and all the finals, in line with FISA's requirements and for providing broadcast facilities to those radio and television organisations that have obtained the rights to relay the event.

**The Organisers:**

As the party responsible for staging the event and assuming the tasks and duties delegated to it by the International Federation, the Organisers must provide the necessary infrastructure for the host television production as well as provide a closed circuit quality signal for the first four days of the Championships.

**5. RESPONSIBILITIES OF THE ORGANISER**

The Organiser will provide at its expense, the following items:

- a) Sufficient space and platforms for the Host Broadcaster to install its cameras for the international coverage of the event, other than hydraulic cranes, the number and positioning of which shall be decided jointly by the Federation, the Organiser and the Host Broadcaster. This includes all necessary access for rigging, cabling/cable trays and operating those facilities both prior to and during the event. Additional space for unilateral cameras and ENG-camera platforms of other television organisations will also be provided in consultation and agreement with the Host Broadcaster, depending on the availability of space and specific requests. All camera positions will be constructed under the instructions of the Host Broadcaster. Access to these platforms will be limited exclusively to broadcasters that have the specific right to gain access. The exact placing of all camera positions to be established by the Federation and the Host Broadcaster.
- b) The necessary space for the Host Broadcaster to install the sound microphones to ensure a high quality stereo international sound signal.
- c) A Radio/TV compound located next to the venue with sufficient space for the Host Broadcaster to park his production vehicles and if necessary a satellite up-link dish to send the international signal to other broadcasters. In addition, space in the same area for those broadcasting organisations seeking to supplement the international signal with their own unilateral production. This could also require space for the satellite up-link. The total production parking space requirements will be dependent on the event, but as a minimum an area of some 2000 square meters should be foreseen. There will also be requirements for power and telecommunications access in the compound, and parking of broadcasters' vehicles as close as possible to the production area.
- d) Commentary positions to be installed in a seating area that ensures a complete and unhindered view of the event, as well as of score boards and other important sources of information if installed and, for appropriate events, in line with the Finish. Each position will be provided with a desk large enough to install the commentator's unit and two or more programme and information monitors, as well as the necessary seating (3 seats, minimum table length being 2 metres). The working environment (heating/air conditioning/light) will be determined by the climatic conditions, and any outdoor positions should be covered in case of rain and/or to protect against the sun. The exact place and size of this area will be advised by the Host Broadcaster once international broadcasters' requirements are established. The electric power for these positions, as well as the provision of the information monitor and its connection to the information service will be at the expense of the Organiser.



- e) Interview space near to the commentary area, which will enable television and radio journalists to make interviews. For flash interviews during the event, space should be made available for a “mixed zone” near to the competition area. These will have priority over any interviews for the written press, and access will be limited only to radio and TV organisations with the necessary credentials.
- f) Accreditations to ensure that radio and television personnel have access to the areas in which they will have to work, including the right to access the press rooms and interview areas and an agreed number of observer seats. These areas will be protected from the public and, where appropriate, other media. As far as specific areas for radio and television (e.g. camera positions, commentary positions) are concerned, only radio and TV personnel and other properly accredited individual will have access through their accreditations. The Organiser should set up its accreditation system in consultation with the Federation and the Host Broadcaster to ensure that the needs of broadcasters are fully satisfied and protected.
- g) Information services - Prior to the event, distribution of published information to interested broadcasters, list of addresses to be provided by the Host Broadcaster, who will also advise on what information should be sent out. At the event, broadcasting personnel will have priority over other media in receiving at commentary positions and production areas, all information relating to the competitions (including press conferences, ceremonies, etc.). This concerns above all starting lists, timing, intermediate and final results, to be provided at the organiser's cost, by means of visual display on information monitor in each commentary position and hard copy. Where additional background information is provided, the necessary terminals and displays should be made available in areas convenient for the broadcast activity, especially adjacent to commentary areas.
- h) Vehicles passes and access stickers for all vehicles of broadcasting organisations allocated space in the parking areas, as well as the parking space for the technical and production installations which will be fenced and protected by security guards on a 24-hour basis between the time of installation to the end of de-rigging.
- i) A transportation service for the media will be available to the broadcasters (airport reception, shuttle buses between hotels, venues, press and broadcast centres, etc.). It is advisable to consult the Host Broadcaster when establishing the transportation system.
- j) other services, such as electric power for all technical installations (including back-up), water, sanitary facilities, catering prior to the event and also in the commentary area during the event, if requested.
- k) Assistance to broadcasters in the reservation (not payment) of suitable hotel accommodation.
- l) Security and safety services, as well as medical services for first aid in case of necessity.
- m) Should an International Broadcast Centre be required, the Organiser will provide, at its cost, the necessary room space, air conditioning, electric power (with back-up), cleaning, security and other essential services and will treat the IBC as an official venue in terms of access control, information services, accreditation collection, catering and other activities. The precise structure and infrastructure will be established with the Host Broadcaster.

Furthermore, the Organiser will take care of the following:

- n) liaison Officials - FISA, the Organiser and the Host Broadcaster will each appoint an official responsible for resolving any operational difficulties during the event.
- o) Advertising at venue - The Organiser will ensure that the advertising it is permitted to place will conform to the terms of its contract with FISA, particularly in making the necessary arrangements to remove offending advertising material.
- p) Communications and radio frequencies - In consultation with the Host Broadcaster and the national body governing the allocation of radio frequencies, the Organiser will ensure that sufficient radio frequencies are authorised for broadcasting requirements in consultation with the Host Broadcaster, before such frequencies are allocated to the Organiser's own servicing requirements.



q) event schedule and timing - Precise scheduling and timing information to be communicated to the Host Broadcaster in advance. No unilateral changes by the organiser without full consultation; any foreseeable reasons for change, e.g. number of participants, inclement weather etc., to be identified to the Host Broadcaster at the first opportunity.

r) Because of the special relationship between FISA, the Organiser and the Host Broadcaster, it is essential that the Host Broadcaster be represented in the Organising Committee from the time of its creation.

## 6. RESPONSIBILITIES OF THE HOST BROADCASTER

The Host Broadcaster will provide the following:

a) All production equipment to ensure a high quality international signal, according to professional standards (definition accepted by IOC for reference attached as Annex) and in accordance with current technical development (such as Wide Screen).

b) The television monitors and commentary units, as well as control and necessary communications equipment for the commentary positions. For major events, it is expected that TV monitors are provided by the Organiser, potentially through a sponsor.

c) The technical infrastructure and personnel necessary to ensure that visiting broadcasters have a full Host Broadcaster service for co-ordinating commentary and vision circuits at the venue.

d) provision of unilateral VANDA (video and audio) circuits from the venue to the unilateral O.B. vans and to CNCT for distribution. This would normally be via Eurovision for events in Europe, and to satellite gateway for events outside Europe. Arrangements for local ends for commentary and co-ordination circuits.

e) The Host Broadcaster will assist other broadcasters in obtaining the necessary communication devices and licences for the use of radio frequency devices.

f) planning and production co-ordination of all arrangements for visiting broadcasters, including full production, technical and organisational briefing. On-site availability of international co-ordinator and programme liaison officers to assist commentators and co-ordinate unilaterals, and supervise results service in co-operation with the Federation and the Organiser.

g) Where requested, provision of facilities for unilateral interviews, presentation studios in the venue and the co-ordination of all unilateral requirements according to an agreed rate-card with responsible co-ordinators and liaison personnel to ensure the highest quality service.

h) A Host Broadcaster service to assist all visiting broadcasters when reserving facilities prior to the event, liaising with telecommunications authorities and ensuring the necessary support and assistance during the event. The unilateral services offered by the Host Broadcaster will be according to a rate card, to be agreed between the Federation, the Organiser and the Host Broadcaster.

i) When an IBC is established, the necessary technical facilities and infrastructure to meet the demands of all broadcasters. Any unilateral installations will be paid for by the requesting broadcaster.

It is essential that the particular nature of each venue is carefully analysed by the Federation, the Organiser and the Host Broadcaster at a very early stage in planning, so that the appropriate decisions regarding financial responsibility as well as planning and co-ordination can be established. By ensuring a close co-operation between all sides, a substantial saving and efficiency will be obtained, which will be in the interest of the event and its presentation.

Joint visits to the venues with representatives of FISA, sponsors, Organising Committee and the Host Broadcaster should be planned, since by considering well in advance major matters of concern, difficulties will be avoided near to or at the time of the event itself.

The date of all site visits will be co-ordinated with the Host Broadcaster to ensure the presence of all parties including individual broadcasters.



## Appendix B.11.1.b Closed Circuit TV Requirements

### Minimum requirements

The provision of closed circuit TV coverage of the World Rowing Championships on the big screen video boards and television monitors during the first four days of racing is the responsibility of the local Organising Committee and the costs must be included in the Organisers' event budget. An explanation of the minimum requirements for such a production is included below.

The coverage of the Championships during the first four days of racing (before the Host Broadcaster begins coverage of the last four days) should focus on coverage of the second 1000 metres of the races. This is because the short race intervals during the heats and repêchages (usually six minutes) make it impossible to cover the full race.

#### Minimum production requirements

- »» 1 camera at 1000m (manned so that it can pan in and away from 1000m line. Placing a camera at this point will give more time to the car/TV catamaran to get back from the Finish line)
- »» 1 camera in a car/TV Catamaran, moving along the course (at least from 1000m)
- »» 1 camera at 1500m (fixed)
- »» 1 camera on the Finish line
- »» 1 moving camera which can be used to cover tribune and course according to needs

#### Optional provisions

- »» 1 Handheld ENG camera and crew to prepare interviews of Athletes which can be used on the final days in between races.

#### Crew

- »» As required to operate above listed equipment and facilities.
- »» OB vehicle operators as required.

Images should be recorded so that they may be supplied to broadcasters or to FISA if so required. However, FISA does not expect that recordings are of highest broadcast quality.

Coaches or Athletes may request copies of some of the footage. The Production company may offer this service at its discretion (and if so, may charge technical/transfer costs for the copies of the footage) as long as it does not impact on the basic service of providing the closed circuit images.

#### Additional important notes

##### 1. Race coverage on semi final and finals days:

The full host broadcast coverage of all races is required for the big screen on semi finals and finals days. If the official Host Broadcaster does not intend to cover the races outside the official broadcast programme then it is the Organisers' responsibility to ensure that those races are covered by the "closed circuit TV crew".

In this case, it is important that the Host Broadcaster and the closed circuit crew are in close contact to ensure a smooth transition and co-operation.

##### 2. Big screen

The closed circuit team must make contact with the big screen provider well in advance of the Championships, to establish all necessary requirements and any format, cabling, graphics, etc needed for the display of closed circuit images on the big screen from the first Sunday through to Wednesday.

### **3. Graphics**

Swiss Timing is contracted by FISA to provide graphics for television and the big screen for all eight days of the event.

### **4. Format**

As the international standard broadcast format is now in 16x9 Aspect Ratio, it is required that the closed circuit images are also generated in this format to avoid any further costs related to adjusting for the screen size or positioning of the graphics.

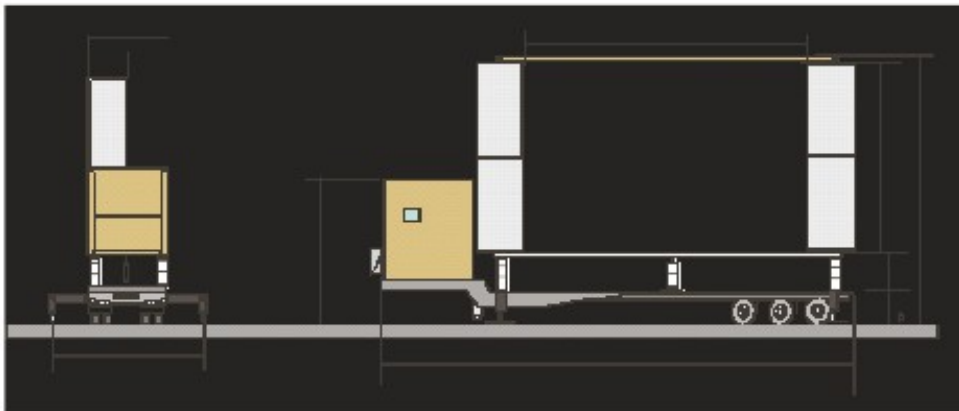
## Appendix B.11.2. Videoboard Specifications

# SUPERVISION

### Ecran à LED sur camion avec option modulaire « LC40 »

**ECRAN**  
Image 7,68 x 5,12 (m)  
Poids 35 T

**PIXEL (standard) de 20 mm**  
8 Leds / pixel  
256 lignes / écran



#### CARACTERISTIQUES TECHNIQUES

- ANGLE DE VISION	140°
- DISTANCES DE VISIBILITE	min. 15 m / max. 175 - 250 m
- INTENSITE LUMINEUSE	6000 Cd / m <sup>2</sup> (NIT)
- DENSITE	2500 Pixels / m <sup>2</sup>
	8 leds / pixel (soit 20.000 Leds / m <sup>2</sup> )
- ALIMENTATION	380 / 415 v 3P + N + T
	Tableau ou prise P17 - 125 Amp
- PUISSANCE REQUISE	75 KVA sur secteur
	100 KVA sur groupe électrogène
- TEMPS DE MONTAGE	2 heures

L'écran est déplié sur sa propre remorque grâce à un système hydraulique. L'image est alors située à 2 mètres du sol. Le conteneur de l'écran peut être gruté sur un échafaudage ou une structure adaptée, situant l'image à la hauteur souhaitée.

SUPERVISION France

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## Appendix B.14. fisa Guidelines and Policy on World Rowing Event Merchandise

This document has been prepared to clearly explain FISA's merchandising and licensing policy. These guidelines apply to all regatta organizers who take on the organization of a World Rowing Championships. Should there be any questions regarding this policy, please contact Marion Gallimore-Rongere, FISA Marketing and Communications Manager, for further clarification.

For the avoidance of doubt, FISA is the sole owner of all commercial rights to the World Rowing Championships and all other World Rowing events. These include their official names and logos, along with any logo, mascot, symbol, legend or device which may be created from time to time for such events, as well as the FISA logo and the World Rowing logo.

Currently, the World Rowing events include all World Rowing Championships (-18s, -23s, etc), European Rowing Championships, World Rowing Masters Championships, World Rowing Coastal Championships, etc,

In order to ensure consistency and control over all items of merchandise bearing the FISA identifications or any of the World Rowing/event identifications, and any derivatives thereof, FISA works in close collaboration with certain appointed Licensees.

For any territories not presently covered by FISA's existing Licensees and/or for any events (existing or yet to be created) which become World Rowing events, FISA reserves all merchandising and licensing rights, including the right to appoint a Licensee(s) on an exclusive or non-exclusive territorial basis.

Currently, FISA has appointment contracts with the following companies to produce, sell, advertise and promote a FISA-approved range of clothing and other branded articles with FISA/World Rowing event logos. They also sell and promote them through their respective websites and via [www.worldrowing.com](http://www.worldrowing.com).

**New Wave** - Official Licensee for all countries in the European Union, as well as Switzerland and Liechtenstein

New Wave Sportswear Handels GmbH

Schmidt-Knobelsdorf-Str. 31 / Haus 40

13581 Berlin

GERMANY

Tel.: +49 (0)1805 639928

Fax: +49 (0)700 63919283

e-mail: [office@newwave.de](mailto:office@newwave.de)

Website: [www.newwave.de](http://www.newwave.de)

Contact person: Horst Borchert

**Regatta Sport** - Official Licensee for North America

50 Lakeport Road, Unit 102

L2N 4P7 St. Catharines, Ontario

CANADA

Tel.: +1 905 937 5130

North America +1 800 567 CREW (2739)

Fax: +1 905 937 4941

e-mail: [regatta@regattasport.com](mailto:regatta@regattasport.com)

Website: [www.regattasport.com](http://www.regattasport.com)

Contact person : Tracey Cookson

These Official Licensees work with FISA on a year-round basis to distribute our publications (rule books etc), DVDs, and any item related to our organization or events.

In respect of the (year) World Rowing Championships - wherever they are staged - FISA's current appointment agreements with as the above Official Licensees contain the following provisions:

The Official Licensees are granted the exclusive right to sell, advertise and promote a FISA-approved range of clothing and other branded articles with FISA/World Rowing event logos in their respective territories. Each Licensee is obliged to follow strict procedures in terms of approvals, image, appearance, quality, advertising,

promotion, accounting, etc. And, they take the financial risk on the costs of production, distribution and sale of all these articles.

FISA receives a royalty payment calculated on the invoiced sales price of each article of the FISA/World Rowing merchandise that has been sold.

For articles bearing the FISA-approved (year) World Rowing Championships event logo, FISA undertakes to share on an equal basis with the appointed Organisers ("OC") the royalty payments it receives from its Licensees

The Bidding Committees must note that all rights in and to the World Championships logo are the sole property of FISA and no commercial rights, licenses or agreements in connection with the Official Championships' logo, or its name and image may be granted or concluded by any party other than FISA.

The official logo for the (year) World Rowing Championships shall be developed by FISA in co-operation with the appointed OC, and it will incorporate the following elements:

- »» The full official name of the Championships as an obligatory element
- »» The name of the location
- »» A graphic design representative of the location

Neither the Bid Candidates nor the appointed Organising Committee shall be entitled to develop another name/logo in any way connected with the World Rowing Championships, nor shall they conduct or permit any promotional or commercial programme based on such name/logo (including permitting any merchandising activity).

Once designed and approved, the Championship logo shall be owned and exploited by FISA, however (and as mentioned above) all income from the granting by FISA of commercial licences for the Official Championships Logo will be shared equally between FISA and the OC.

It might be that the Organising Committee will have a local merchandising and licensing company with which it would like to recommend that FISA and its current Licensees co-operate, in order to maximize both the promotion of the Championships and the royalty income. This, along with design suggestions for the Official Logo, and how and where the FISA Licensees will exploit their Licensing rights, can be for discussion post-appointment.

For more information on Merchandising and Licensing matters concerning the World Rowing Championships, please refer to the Marketing Manual.







## Section C : Event operations



## C.1. EVENT PROGRAMME

### C.1.1. Timelines

For the Timelines of the FISA Championship Regattas see Appendix C.1.1.a “Timeline World Championships”, Appendix C.1.1.b “Timeline Junior & U23 Championships”, and Appendix C.1.1.c “Timeline World Rowing Senior & Junior Championships”.

### C.1.2. EVENT PROGRAMME

»» Official Opening of the regatta venue and secure training on the water

- FISA and the Organising Committee will decide upon the official opening date for the regatta venue and supervised training on the water.  
Usually at World Championships regattas the venue shall be officially opened four days before the first racing day.  
At World Cup regattas and Continental Regattas the venue shall be officially opened two days before the first racing day.
- FISA and the Organising Committee will also decide the official opening times of the venue for each day of the event - both on training days and on racing days.

»» Accreditation Centre - to begin operating 6 days before the first racing day.

»» Transport service:

- Unofficial service - to begin operating before the official opening of the venue - on demand, paid by the Teams.
- Official service - operating from the official opening of the venue, free of charge.

»» Information Centre - unofficial opening 6 days before the first racing day.

»» Control Commission - unofficial opening 6 days before the first racing day, controlling the use of the launch pontoons and marshalling the traffic on the water. Official opening - 4 days before the first racing day.

»» Rescue service - unofficially operating 6 days before the first racing day (in combination with the marshalling on the water). Official service starts on the official opening day of the venue.

»» Medical service - to start operating on the official opening day of the Venue. Organising Committee need to check with local laws and regulations about the provision of ambulance(s) at major sport events; FISA strongly recommends the presence of an ambulance at the venue at all times that it is officially open.

»» Athlete Weighing (test scales) - 1 day before the first racing day.

»» Boat Weighing (scales) - 1 day before the first racing day.

»» Training times - before the first Racing Day and during Racing Days. FISA determines the training times in consultation with the Organising Committee.

»» Racing timetable - FISA determines the racing timetable in consultation with the Organising Committee. The racing timetable must be discussed in terms of the final decision on the TV coverage if provided.

## At World Championship regattas

- »» **Opening Ceremony** - between two days and one hour before the first race. Matters to be decided: the location; the transport arrangements for the Teams, for the NF Delegates, FISA & Jury and the Media; meal arrangements for the Teams.
- »» **FISA Inspection of all facilities and equipment** - two days before the first day of racing.
- »» **Technical Dress Rehearsal** - two days before the first day of racing all technical equipment and facilities for racing must be tested.  
The entire regatta equipment and installations must be in operation. All Officials from the OC that will be involved in the rehearsal must be available one hour before the beginning of the test.  
The preliminary training of the Timing Officials must be co-ordinated with the Timing provider.
- »» **Spares' Races** - one day before the first day of racing. FISA will provide the Entry forms.
- »» **Practice Starts**  
Two days before the first day of racing, the Organising Committee must arrange practice sessions for the crews at the Start so that they can get used to the traffic lights system and to the Starter's instructions. FISA will provide the traffic rules. The time for the practice starts should be agreed with FISA as part of the event programme.
- »» **Meetings**
  - **The Draw** - one or two days before the first day of racing. The Draw must be carried out in a **permanent** facility.
  - **Team Managers Meetings**
    - Before the first racing day  
A preliminary Team Managers Meeting should be held the day before the Draw.  
**The main Team Managers Meeting will be held at the same time as the Draw.**
    - On racing days  
The Team Managers Meetings take place 30 minutes after the Start of the last race of the day in the Team Managers Meeting room.
  - **Other Meetings**
    - FISA Events & Umpiring Commissions Handover Meeting - 3 hours before the Draw.
    - Jury Seminar - usually two days before the first racing day in the Team Managers Meeting room.  
The following shall be provided:
      - Seats for approximately 50 - 60 people.
      - A beamer (provided by the OC).
      - A minimum of two microphones (hand held) and a good public address system.
      - A conventional overhead projector, transparencies with the traffic rules, pens.
      - A large screen for the computer projector.
    - Jury Meeting & Inspection of the Course - usually two days before the first racing day. Transport for approximately 20 people must be planned to visit all regatta installations.
    - OC, Jury and FISA Introduction - usually immediately after the Draw in the in the Team Managers Meeting room or another suitable venue. Light refreshments should be provided.
    - Jury Meetings - on racing days, 75 minutes before the Start of the first race of the day for 40 - 50 persons.
    - Umpiring Seminar - usually in the Team Managers meeting room, for up to 60 - 70 persons.  
The same equipment shall be provided as for the Jury Seminar.
    - Athletes meeting - in a room for 50 - 60 persons (usually in the Team Managers Meeting room).
    - Coaches' Meeting - in a room for 50 - 60 persons (usually in the Team Managers Meeting room).
    - Team Doctors Meeting - in a room for up to 20 persons (usually in the Team Managers Meeting room).
    - Fairness Committee Meeting - usually one day before the first day of racing.
  - **OC & FISA Meetings**
    - FISA & Organising Committee - 2 hours before the Draw.
    - FISA & Organising Committee - on racing days - on each racing day immediately after the Team Managers Meeting. The Weather forecast must be available at the beginning of the meeting - see Appendix C.1.2. "Printed Weather Reports".

Participants:

- From FISA - the Executive Director, the two Technical Delegates, the President of the Jury.
  - From Organising Committee - two to three key members.
  - FISA briefing - each morning on racing days one hour before the Start of the first race of the day.
- Participants: the Chairmen of the FISA Commissions.

- **Meteorological Information**

The following information/resources must be available for the duration of the competition:

- **Hotline:** The local weather information sources during an event (direct 'hotline' telephone line)
- **Website:** The best local website for online weather information that is actual and constantly updated.
- **Printed weather reports** (See Appendix C.1.2. "Printed Weather Reports):
  - a) **Hourly weather forecasts:** twice per day an hourly weather forecast for the next eight hours should be delivered - in the morning at 06:00 hrs and in the afternoon at 12:00 hrs. This report should show the date, time of day, wind directions, wind velocities, wind gust velocities.
  - b) **Three-hourly weather forecasts:** three times every day a weather forecast for the same day and the next two days should be delivered - in the morning at 06:00 hrs, at midday and in the afternoon at 17:00 hrs. This report should show the date, time of day, temperature (Celsius), relative humidity, wind directions, wind velocities and 3 hourly rainfall (mm).

- **Adaptive Rowing**

Applicable for Senior World Championships.

- Draw and Team Managers Meetings - as for non-adaptive events.
- Training - FISA decides upon the training times in consultation with the Organising Committee. During the training times of the adaptive crews the course is closed for the other boats. Adequate safety arrangements must be planned in consultation with FISA.
- Racing - FISA decides upon the adaptive racing timetable in consultation with the Organising Committee. The course is closed for the other boats.
- Adaptive Classification- two days before the first adaptive racing day.
- Adaptive Ergo Spares' Races - usually one day before the first adaptive racing day.
- Victory Ceremony - FISA decides upon the time and the arrangements for the adaptive Victory Ceremony in consultation with the OC.

- **FISA Congress** - the day after the last day of racing. For further details see Section E. "The FISA Congress".

## C.2. PUBLICATIONS

### C.2.1. Organising Committee PUBLICATIONS

#### C.2.1.1. Bulletins

##### »» Number and Timing

- Prior to the actual competition at the World Rowing Championships, each Organising Committee is required to prepare and publish at least two separate Bulletins containing relevant information about the Championships.
- The first Bulletin must be prepared and distributed two years before the Championships. Copies must be available at the FISA Ordinary Congress in that year.
- The second Bulletin must be prepared and distributed one year before the Championships. Copies must be available at the FISA Ordinary Congress in that year.

##### »» Distribution

- These Bulletins must be distributed to all the groups participating in the event including the National Federations, Media representatives, FISA Council and Commissions as well as local and national Officials. It should also be available for general inquiries from interested parties.
- These publications will also be useful tools for the regatta team. An important point to remember in preparing these Bulletins is that, if prepared properly, the number of enquiries, phone calls and faxes to the Organising Committee can be greatly reduced.

##### »» Timeline and Standards

- Note the following important points:
  - FISA and the Organising Committee are the partners in the preparation of the Bulletins.
  - The Bulletins must be in English and may include the local national language. FISA is available to assist in the final editing of the English text.
  - As with all official publications, the World Rowing Championships logo (the logo agreed between the Organising Committee and FISA and approved for use) must appear on the Bulletin cover and the correct name for the event must be used i.e. "The <year> World Rowing Championships" or "The <year> World Rowing Junior Championships", etc.
  - The Organising Committee must also be aware of the need to mention Sponsors if necessary. FISA will provide the relevant information when it receives the first draft.
  - The first draft is to be prepared by the Organising Committee and sent to FISA at least **two (2) months** before the distribution date. FISA will comment and add any additional relevant information within two weeks of receipt. The draft should be submitted to FISA in English in Word format.
  - The Organising Committee will incorporate the changes to the Bulletin, send a final draft for FISA approval and upon receiving FISA's approval shall have 500 copies printed.
  - The Bulletins must be published on the Organising Committee website, distributed to the delegates at the FISA Ordinary Congress and recommended to be mailed to recipients as stated above.

For an outline of the required contents of Bulletins 1 and 2, see Appendix C.2.1.1.

#### C.2.1.2. Team Managers' Information

##### »» The Team Managers' Manual

- There is a great deal of practical information that should be given to Team Managers at every Championship regatta.
- This information should be collated into the Team Managers' Manual. For the contents of the Team Managers' Manual see Appendix C.2.1.2. "Team Managers' Manual".

- This Manual must be sent in final draft form to FISA three months before the beginning of the Championships for checking and approval before it is printed and distributed. Approximately 200 copies should be printed and distributed to all Federations expected to participate (70 copies), as well as enough copies for all Umpires, International Classifiers and FISA Council, Commission, Staff and consultants (80 copies) as well as copies for key Organising Committee personnel (see distribution below).
- The Manual must be in ENGLISH and in Word format.

#### »» **Distribution**

- The Team Managers' Manual should be published on the Organising Committee website at least one month before the Championships and an email with the relevant link or url sent to all participating Federations (based on the provisional entries).
- A Team Managers' Manual must be given to each Team Manager upon arrival at the Championships venue at the time they register for accreditation (100 copies).
- The Manual should also be issued to the FISA Council, Commission, Staff Members and consultants, to the Jury and International Classifiers (80 copies) and to Organising Committee members (OC to decide number) so that everyone involved has the same information.

### **C.2.1.3. Souvenir Programme**

The souvenir programme offers the Organising Committee an opportunity to generate revenue for itself, both through sale of the programme to the public and through advertising sales.

The Organising Committee may sell advertising within the programme to its suppliers and partners but the provisions of exclusivity for FISA Sponsors should be protected and pages (numbers to be determined) for FISA's Sponsors will be reserved.

FISA and the Organising Committee will work together to build interesting content for the programme, however, the final content and look of the programme must be approved by FISA.

## **C.2.2. FISA INFORMATION BULLETIN**

- »» By the end of February in the year of the Championships, FISA will send out the World Championships Entry Information Bulletin to all National Federations, FISA Council, Commissions, Staff members and consultants, the International Jury and Classifiers and to the Media.
- »» By the end of December of the previous year the Organising Committee shall provide the following information to FISA in order to be included in this Bulletin:
  - Latest contact information of the Organising Committee.
  - Address, telephone and fax numbers, e-mail address, web site address, contact person.
  - Accommodation booking information.

## **C.2.3. WEBSITE**

- »» FISA requires that the Organising Committee establishes and maintains a website for the Championships. The terms under which the website should be maintained are explained in the Website Agreement in Appendix C.2.3. This agreement is signed at the time of the bid submission and forms part of the Event Agreement.
- »» In principle, the website should include - at a minimum - all of the information contained in the Bulletins.
- »» The website must include a link to the FISA website, [www.worldrowing.com](http://www.worldrowing.com), and should display on all pages the official Championships logo.
- »» Note that organisations bidding to host a World Championships may establish a website during the bid phase. The terms under which this website should be set up and maintained are also provided in the Website Agreement.



## C.3. MEDIA INFORMATION

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### Before the event

»» One month before the Championships the following information must be mailed/faxed/e-mailed to all media representatives:

- Visa support letter where required.
- Hotel confirmation with full address, contact telephone and fax numbers.
- Airport pick-up official transport or details of public transport links.
- Details on how to reach the Championships venue (by air, rail or road).
- Competition timetable.
- Details of media accreditation point and hours of operation.
- Map of the venue showing all media areas.
- Hours of operation for the main Media Centre.
- Official transport schedule.
- Media Centre contact telephone and fax numbers.
- Power, telephone jack and modem set-up specifications.

### At the event

»» The provisional timetable, based on the Official Entry, and all Entry lists must be distributed to the Media when they arrive at the Championships.

## C.4. ENTRIES and ACCREDITATION

### C.4.1. Entries and Provisional Time Table

#### C.4.1.1. Before The Championships

Entries for the World Championships are made directly online. Federations should contact FISA for instructions and a password. National Federations must nominate their chosen contact person for this online entry system for the competition season each year. Federations are also required to submit to FISA scans of the passport face page of all new Competitors', usually by the end of April in the year of the Championships.

Soon after the closing of entries, a list of the Federations entered in each event will be sent to all Federations concerned as well as to the Organising Committee.

##### »» Procedures

For the procedures see Appendix C.4.1.1.a "Entry Procedures and Crew Changes".

##### »» Accreditation Information

At least one month before the accreditation deadline, FISA will send out accreditation forms to the Federations. These forms must be completed by the Federations and sent back to FISA by email.

##### »» Pre-printed paper

- All results and start lists must be produced on pre-printed paper with the World Championship logo on the top and sponsors/funding organisations on the bottom in colour.
- The layout of these lists must be coordinated with and approved by FISA - see Appendix C.4.1.1.b "Lists Layout".
- The Organising Committee shall send in advance by fax or e-mail attachment an example of the pre-printed paper to FISA for approval before printing begins.
- The FISA recommendation on the numbers of pre-printed papers for World Championships is approximately 100,000 pre-printed plus approximately 20,000 clean sheets of paper. This does not include paper for Spectators and VIPs which is not obligatory.
- For Junior and U23 World Championships and World Cup regattas the requirement is approximately 60'000 pre-printed paper and approximately 20,000 clean sheets of paper.

#### C.4.1.2. At The Championships

##### »» Entry Lists and Team Lists

- FISA has set standard formats for the various entry lists and team lists which are required for the Championships:  
Appendix C.4.1.2.a "Entries by Event"  
Appendix C.4.1.2.b "Entry List by Event (with names) e.g. W2x"  
Appendix C.4.1.2.c "Entry List by Federation and Event (with names)"  
Appendix C.4.1.2.d "Table of Entries"
- Appendix C.4.1.2.a should be freely available to all Team Managers, coaches, Competitors and Officials.
- Appendix C.4.1.2.c shows the names of all the crews in each Team. This list must be provided by the Organising Committee to the Team Managers as soon as they arrive at the Championships and they should be instructed to check that all the information is correct.
- All these lists should follow the standard format and should be printed on the approved pre-printed paper.
- The Entries by Event and the Entry List by Event (with names) should be printed in the Official Championships Programme.

### »» **Provisional Timetable**

The provisional timetable, based on the Official Entry, must be distributed to the Team Managers and to all Officials as they arrive at the Championships.

## **C.4.2. CREW PHOTOGRAPHS AND Athlete'S REGISTRATION**

### »» **General**

- Athletes who do not already have a photo in the FISA database will be instructed to have their photographs taken at the time of their accreditation. These individual photographs are used to create the crew photographs or team identification forms.

### »» **Location**

- A separate area should be identified within the Accreditation Centre for the Athlete registration and photographs.

### »» **Facilities**

- There should be two tables and three chairs for the persons organising the team registration and the Athlete photographs.

### »» **Equipment**

- The equipment is provided by the FISA Timing provider.
- A minimum of three sets of Crew Photos (see Appendix B.7.6.b) should be produced and placed in three separate albums (two full sets and one set with the lightweight crews only). These will be given to the Control Commission for checking the crews on the pontoons and for checking the Athlete weighing. The crew photos must be placed in event order, with all crews in an event being grouped together in alphabetical order of Federation within that event.
- The Team Photo Albums are prepared by the Organising Committee members of the Control Commission.

## **C.4.3. ACCREDITATION**

### »» **General**

- The entire accreditation system must be well prepared and co-ordinated with FISA in advance.
- At World Championship regattas the accreditation cards must include photos.
- At European, Junior and U23 World Championship regattas photos are not required on accreditation cards.
- Accreditation is not required for World Cup regattas but Spectators are not normally allowed access to the boathouse areas and these areas should have controlled access.

For the Accreditation Centre Layout Plan and the Accreditation & Team Registration Procedures see Appendix C.4.3.a "Accreditation and Team Registration Procedures with photos" and Appendix C.4.3.b "Accreditation and Team Registration Procedures without photos".

## »» Location

- The Accreditation Centre should be located outside the security zone near to the main entrance of the boathouse area and Bus drop off area.

## »» Facilities

- In a permanent building or in a container(s).
- Required space - minimum 80m<sup>2</sup>.
- At World Championships at least four accreditation work stations and four management desks must be provided.
- There should be a table and chairs with internet connection for the FISA representative and for the FISA Timing & Results provider operating the Team registration.
- The four accreditation stations should be equipped as follows:
  - Table and chairs.
  - Computer linked to the accreditation data base.
  - A digital camera (minimum 4M pixels) connected to a computer and a printer (when photos are taken for the accreditation cards). This is provided by the FISA Timing & Results provider.
  - A chair, with a background screen behind the chair, for the photographing.
  - The Accreditation Forms for the "Late Accreditations" of the Teams and Officials - see Appendix C.4.3.c "Application for Accreditation on Site".
  - The FISA Commitment forms and Athlete Biography forms.
  - The full set of the Entry lists.
  - Telephone, Internet and radio communication, sufficient electrical power points.
  - A photocopier.
- There should be sufficient waiting space with chairs, ideally separated from the actual accreditation procedure.

## »» Operation

- **Preparation before the Championships**
  - Accreditation Guidelines
 

The Accreditation Guidelines are explained in the FISA Information Bulletin that is sent to all National Federations by end of February of the year concerned.
  - By the accreditation deadline, FISA will inform the Organising Committee of the required number and types of accreditation for:
    - FISA Council and Commission Members.
    - Jury Members.
    - Delegates.
    - Future Organisers of FISA or Olympic events.
    - Federations bidding to organise FISA events.
    - FISA VIPs and Sponsors.
    - Boat Builders personnel.
    - International Media.
  - The accreditation cards must show the following items:
    - The photo of the person (not required for European, Junior and U23 Championships).
    - Function - FISA, Team, Press etc.
    - The country code (except on the FISA and Jury accreditation cards).
    - First and last name.
    - Numbers or multi-coloured boxes indicating the access to the different controlled areas.
    - The Championship, FISA, and Sponsor logos.
  - The standard colour-coding adopted at Championships is:
    - **RED** - FISA
 

Council, Commissions, Jury, FISA Staff and Consultants,  
Families of above
    - **BLUE** - Teams
 

rowers, Coaches, Team Managers, Team Support
    - **YELLOW** - Media
 

Written Press, Photographers, Television, Radio

■ ■ **GREEN** - Organising Committee

Committee Members; Officials, Volunteers, Results and Timing personnel, Course/Venue Technicians

■ ■ **WHITE** - Others

National Federation Delegates (3); Delegates' Partners (3), Sponsors (may be purchased), Organising Committee or FISA VIPs, Organising Committees of Future Events, Bid Cities

- For the recommended layout of the Accreditation Cards see Appendix C.4.3.d - "Accreditation Card".
- The Organising Committee must send in advance an example of the layout of the Accreditation cards to FISA for prior approval.
- The accreditation of the Media is explained in the FISA Information Bulletin that is sent to all National Federations by end of February of the year concerned.
- Delegates for the Congress should be officially proposed by their Federation.
- All the accreditation information must be entered in the computer system as quickly as possible after it is received.
- It is recommended that the accreditation passes be provided with a string or a chain to wear around the neck. Passes with clips are not secure enough.
- For a major FISA Event, approximately 2,000 - 2,500 accreditations at Junior and U23 Championship and approximately 4,000 accreditations for a World Rowing Senior & Junior Championships or a World Championships will be required.

»» **The Accreditation Chart**

- Designing the Accreditation Plan
  - Every Championships venue is different and each must be considered carefully when the accreditation plan and the controlled zones are determined.
  - There are a number of general principles that must be followed each time and which lead to a "common structure" to most plans.
  - An example of an Accreditation chart is shown on Appendix C.4.3.e "Accreditation Chart".
  - This plan must be approved by FISA. The pPlan must be followed by the Organising Committee and any changes may only be made with the written agreement of FISA.
- At the Championships
  - The Accreditation Centre should be in operation at least 6 days before the first racing day.
  - For the first two days it will be sufficient to operate one or two accreditation positions.
  - When the accreditation cards have photos at least four positions will have to be in operation for the two days before the first racing day during all the times that the Venue is officially open.
  - After the first racing day the number of required accreditations will reduce significantly.
  - The accreditation procedure should not take longer than 3-4 minutes per person.
  - The Team Managers of the larger teams should be advised to book a time in advance with the Accreditation Centre.
  - The Team Managers should be advised to arrange the passports of the rowers in sequence by seat number and boat type and in the order of the racing programme before presenting them for accreditation.
  - The passports of ALL the rowers will be checked by a FISA authorised person for nationality and for age (Juniors and U23) during the accreditation process and copies will be taken for the official record.
  - All Team members are obliged to sign the "CAS Agreement" Form, before receiving their accreditation cards.
  - All accredited persons must be advised to carry their accreditation cards at all times when they are at the Venue.
  - Language assistance particularly for Spanish and Russian is recommended.
  - Accreditation privileges may be revoked in cases of improper behaviour, after consultation with FISA.

## C.5. RACE ORGANISATION

### C.5.1. FISA duties on Training days

#### »» FISA inspection

At least two days before the first day of racing all the installations and equipment should be inspected by members of the various FISA Commissions.

The Events Commission is the first to arrive at the venue and it is their responsibility to ensure the hand-over of the various areas to the other FISA Commissions.

#### »» Events Commission and Umpiring Commission

- The “Albano” system.
- The traffic rules.
- The course installations.
- The Start installations - Start Tower, Start pontoons, the Aligner's Hut.
- The equipment at the Start installations.
- Start area communications.
- The Finish Tower.
- Timing and photo-finish equipment and procedures.
- The scoreboard operation.
- TV arrangements - land, water and air (Helicopter) - location of cameras, movement of boats.
- The arrangements for the adaptive classification, training and racing.
- The arrangements for adverse weather conditions.

#### »» Events Commission

- The FISA work areas.
- Accreditation arrangements.
- The communications at the course.
- Team Managers' Information Desk.
- The boathouse area.
- The Team facilities.
- Arrangements for weighing Competitors.
- Transportation and parking arrangements.
- The grandstand facilities - Teams, Delegates, VIPs.
- Advertising around the course.
- Team Managers' Meeting room.
- Arrangements for the Draw.
- Arrangements for crew changes.
- Arrangements for photographing the Athletes.
- Facilities for Control Commission.
- Distribution of Bulletins, information and results sheets.
- The FISA walkie-talkies.
- The arrangements for the Opening/Closing Ceremonies.
- VIP and Hospitality.
- The commentary and public address (arrangements for the final days) system.
- Arrangements for photographers.
- The arrangements for the Victory Ceremony.

#### »» Umpiring Commission

- Umpires' launches (check instructions).
- Safety launches (check instructions).
- Facilities and equipment for Jury meetings.
- Facilities and equipment for seminar.
- Equipment for Control Commission.

#### »» **Materials Commission**

- Set up and calibration of boat scales and Athlete scales.
- Arrangements for weighing boats.
- Arrangements for weighing of Athletes.
- Boat repair facilities.
- Arrangements for Boat Builders and Oar Makers.

#### »» **Medical Commission**

- Medical Centre.
- Doping Control arrangements.
- First Aid and ambulances.
- Physiotherapy services.
- Rescue services.
- Hygiene check of the Team facilities.
- Meal arrangements and water distribution for the rowers.

#### »» **Media and Promotion Commission**

- Press Centre.
- Press viewing and reporting facilities.
- Arrangements for photographers (with Events Commission).
- Check the correct application of the Advertising rules (with Umpiring Commission).

For further details on the FISA activities at the events see the Timeline documents as listed in Section C.1. "Event Programme".

## C.5.2. technical DRESS REHEARSAL

#### »» **Operation**

- To be held in the morning, two days before the first day of racing.  
At World Cup regattas to be carried out in the afternoon before the first racing day.
- To be a full test of the following:
  - All the equipment at the Start, including the aligning equipment, traffic lights, telephone lines, freeze frame video, etc.
  - Timing, including intermediate times, full simulation of two races on the course at the same time.
  - Photo-finish, examples, quality of picture etc.
  - Results - producing a series of result sheets, a summary results sheet, demonstrate the distribution system.
  - Commentary - communication with Jury Room, checking volumes, quality and areas covered, etc.
- All the equipment should be tested live, ideally under simulated race conditions.

## C.5.3. SPARES' RACES

Not applicable for World Cup regattas

#### »» **Operation**

- To be held on the day before the Championships starts.
- To be held during a quiet time for crew training e.g. at noon.
- To be a full test of the Start, timing, photo-finish, results, commentary etc.
- To be used as a practice for the race Officials and the Jury members.

#### »» **Responsibilities**

- FISA will provide the Entry Forms for the Spares' Races to be distributed to the Team Managers by the Organising Committee in Team mail boxes.

- The Organising Committee representative must collect the entries for the Spares' Races from the Team Managers at the Control Commission Hut.
- The FISA Umpiring Commission will make the Draw for the Spares' Races.
- The FISA Umpiring Commission will produce the list of Race Officials and will generally supervise the races.
- The Organising Committee must provide all the Officials necessary to run these races.

## C.5.4. FISA DUTIES ON RACE DAYS

Council Members and Commission Members.

### »» Executive Committee

- Responsible for hearing appeals and for imposing disciplinary measures if appropriate.

### »» Executive Director

- Responsible for all administrative arrangements which might impact upon the racing e.g. TV, sponsorship, advertising, VIP, Sponsors, Future Organisers, programme, etc.

### »» Umpiring Commission

- Chairman acts as President of the Jury.
- At World Cup regattas the President of the Jury is from the local Organising Committee.
- Members are responsible for all "racing" matters:
  - Control Commission.
  - Performance of the Jury.
  - Conduct of the racing.
- One member is appointed as member of the Fairness Committee.

### »» Events Commission

- Technical Delegate to the Championships.
- One member is appointed as member of the Fairness Committee.
- On site at least four days before the first day of racing.
- Ensures good hand-over to other FISA Commissions.
- Checks all the facilities, installations and equipment.
- Monitors presentation of the event.
- Works with future organisers.
- Continual monitoring during the Championships.

### »» Athletes' Commission

- Checks and monitors all the Athlete related arrangements.
- Liaises with the Athletes.
- Liaises with FISA.

### »» Medical Commission

- Checks and monitors all the Medical arrangements.
- Liaises with the Organising Committee Medical Officer.
- Responsible for authorising crew changes (medical).
- Liaises with the Organising Committee Doping Control Officer.

### »» Materials Commission

- Responsible for calibration of the boat and Athlete scales.
- Responsible for the random weighing of boats (with Umpiring Commission).
- Responsible for controlling boat materials.
- Monitors the scales for the weighing of Athletes.



### »» Media & Promotion Commission

- Monitors the operation of the Press Centre.
- Monitors the photographers arrangements (co-ordinated with the Events Commission).
- Monitors the correct application of the advertising rules (with Umpiring Commission).
- Involvement and coordination in Victory Ceremonies.

### »» Review Meetings

- On each racing day the following review meetings should be held, ideally in a room near to the Finish Area:
  - 5 minutes after the Start of the last race the President, the Executive Director, the Technical Delegate, The President of the Jury and the key members of the Organising Committee should meet and discuss any problems appearing during the racing session.
  - 30 minutes after the Start of the last race of the day the President, the Executive Director, the Chairmen of Events, Umpiring and Competition Commissions and the Chair of the Organising Committee attend the Team Managers Meetings, usually held every day.
  - Immediately after the Team Managers' Meeting every day, the Executive Director, the Technical Delegate, the President of the Jury, the key members of the Organising Committee should meet and discuss any problems to be solved for the day. The weather forecast for the current day must be available at the beginning of the meeting.

### »» FISA Fairness Committee

- For each FISA event the FISA Executive Committee will appoint a Fairness Committee to take decisions regarding delays, postponements, cancellations etc. This group will work closely with the Technical Delegate, the Executive Director and the Chairman of the OC.

For further information on the FISA activities on Racing days see the Timeline documents as listed in Section C.1. "Event Programme".

## C.5.5. JURY DUTIES ON RACE DAYS

### »» Composition of Jury

- The Jury is appointed by FISA and consists of 18 FISA Umpires. (At the Olympic Games the Jury comprises 20 umpires).
- At World Cup regattas the Jury consists of 10 Umpires nominated by FISA and 8 Umpires nominated by the host Federation, all with International Umpire licenses.
- The Jury is supervised by the FISA Umpiring Commission.
- The President of the Jury is the Chairman or a member of the Umpiring Commission.
- At World Cup regattas the President of the Jury is from the local Organising Committee.

### »» Duties of Jury

- The Jury ensure that the regatta is run according to the FISA Rules of Racing.
- The Jury must check that all clocks are synchronised and show the official regatta time.
- Before each racing day the Umpiring Commission produces a schedule of duties for the Jury.
- The Umpiring Commission requires the support of the Organising Committee for photocopying.
- The Jury need lockers or a secure area for leaving extra clothing and kit.
- For the Jury meetings there shall be provided an adequate meeting room (the Team Managers meeting room can be used for this purpose).
- Drying facilities are also much appreciated.
- The Jury will attend the Draw and all subsequent Team Managers' Meetings.
- The Jury will meet every morning usually one hour and 15 minutes before the time of the first race.
- The Jury needs access to reasonably comfortable rest facilities or lounge.

## C.5.6. organising Committee Officials - DUTIES ON TRAINING DAYS and TRAINING PERIODS

### »» From the Formal Opening of the Venue to the First Day of Racing.

- There must be a sufficient number of Officials to control the boathouse area.
- There must be a sufficient number of Marshals to control the traffic rules on the water.
- There must be rescue boats on the water during all the official hours of training.
- The duties of these Officials will involve long days - for a period of many days.
- Every morning (at 06:00 hrs or earlier - this should be immediately prior to the opening time of the course each day) the course must be checked for safety. The course must also be checked for obstacles or weeds.

### »» During Training periods on the days of Racing

- The same duties as described above, but with great care being exercised by all the Marshals and Officials at the times that the traffic rules change from racing to training.
- Every morning, one hour before the Start of the first race, the official regatta time must be announced through the PA system. All clocks showing the official regatta time must be checked and synchronised.
- The Boat Drivers must attend all the meetings of the Jury, usually held one hour and 15 minutes before the Start of the first race.
- The key members of the Organising Committee must attend the Team Managers Meetings, usually held every day 30 minutes after the Start of the last race of the day.

## C.5.7. Organising Committee Officials - DUTIES ON RACE DAYS

»» The Organising Committee shall provide an updated weather forecast to the FISA office three times every day - in the morning a minimum 2 hours before the time of the first race of the day, at midday and at approximately 17:00 hrs. The forecast shall be in the format required by FISA, showing forecast conditions for the same day and for the next day. See Appendix C.1.2.

»» The Organising Committee will provide Officials (National Umpires, experienced Officials and helpers) to assist the FISA personnel in organising and controlling the racing at the Championships.

»» The Organising Committee Officials must be on duty during all the times the venue is officially open for use.

»» The Organising Committee will have appointed a "Race Director" to take overall charge of the organisation of the racing programme. This person will work in close cooperation with the senior members of FISA, the Umpiring Commission and the Jury.

»» The "Race Director" must have responsibility for all the following:

- Control Commission - (working under direct FISA supervision).
- Boathouse control.
- Race control - including traffic regulations - the team of Marshals.
- The Course installations.
- Start installations, equipment and operations.
- Motor boats - for Umpires, rescue and TV.
- Communications - telephone, radio.
- At the Finish - installations, equipment and operations; i.e. timing, photo-finish and results, etc.

»» The Teams of people in each area must be well trained and experienced.

»» The best training is for all the Teams to be involved in the running of a major regatta at the venue every year.

For the roles and duties of the Organising Committee Officials see Appendix C.5.7. "National Technical Officials". For further information on the Organising Committee activities on racing days, see Section C.1. "Event Programme".

## C.6. SECURITY

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### »» Access and Control

- One of the most important issues facing an Organising Committee is the security of the Championship venue and control of access. This requires considerable thought and planning during the months leading up to the Championships.
- The entire access and control system must be well designed and properly controlled during the Championships.
- In the past there have been some Championships which will be remembered as having been poor in their accreditation procedures or too officious and restrictive in their control.
- There have also been a number of Championships which will be well remembered as having created the right balance between security and privacy (for Crews and Officials) on the one hand and a feeling of relaxed but fair control on the other.
- The main aim should be to have regulations which are easy to understand and which make the minimum restrictions consistent with an efficient Championship.
- Much of this may depend on the layout of the regatta venue but once the plan for access and security has been developed it must be fully discussed and agreed with FISA in advance of the Championships.

## C.7. OFFICIAL CEREMONIES AND SOCIAL EVENTS

### C.7.1. CEREMONIES

#### C.7.1.1. General

##### »» Authority in Protocol Matters

The Executive Committee of FISA will decide all matters of protocol arising at events and competitions under FISA's control. Decisions of the Executive Committee are considered final.

##### »» Protocol Ranking

The protocol ranking within FISA is as follows:

- President
- Vice President
- Treasurer
- Executive Director
- Commission Chairmen on the Executive Committee
- Continental Representatives
- Chairmen of Commissions
- Commission Members

##### »» General Provisions

The Organising Committee shall submit to the FISA Executive Committee for its prior approval, all the detailed proposals for the Opening Ceremony, Victory Ceremony, Closing Ceremony, as well as the programme for any receptions, drinks, dinners or other functions six months before the Start of the Championships.

For World Championships, FISA will provide the Organising Committee with national anthems but it is the Organising Committee's responsibility to provide national flags for Federations entered.

Only the FISA Executive Committee can approve a departure from the above provisions.

#### C.7.1.2. Opening Ceremony

At the World Championships (and World Junior and U23 Championships) the Opening Ceremony will have two parts; a formal part and an entertainment part.

##### »» Formal Section

- The formal part of the Opening Ceremony consists of a maximum of three (3) speeches, each no longer than three (3) minutes. If a speech is to be translated, the total duration, including the translation, should not exceed five (5) minutes.
- The Organising Committee designates the first two speakers. As a general rule, one will be a representative of the Organising Committee, or of the organising National Federation, and one will be a representative of the governmental authorities of the city, region or country. All speeches must be submitted to the Executive Committee no later than two weeks before the Opening Ceremony. The third speech will be from the President of FISA, or where necessary, his replacement from the Executive Committee.
- At the end of his speech, the President of FISA will declare the Championships open. The FISA Anthem will then be played whilst the FISA flag is raised. This is followed by the national anthem of the organising country played while the national flag is raised. No other anthem, provincial or regional, is allowed.
- As far as possible, the rowers should be able to be seated during the opening ceremony, except those who have been selected to represent their countries in the opening parade, and who afterwards, for example each carrying an oar will stand behind the speakers facing the audience.

## »» Entertainment Section

- A programme of entertainment is then presented. This programme should not last more than 30 minutes. The Organising Committee shall propose a programme to FISA no later than six months before the Championships.

### C.7.1.3. Victory Ceremony

#### »» On the Water

- The Victory Ceremony of each event will take place after the end of the next race.
- The Victory Parade involves the three medal winning crews only.
- The crews placed 4th, 5th and 6th should paddle away to the cooling down area or go directly back to the boathouse area.
- The Victory Parade is marshalled by a co-ordinator from a motorboat, provided with a summary start list, a walkie-talkie and a megaphone.
- The co-ordinator is located beyond the Finish line.
- As soon as the official results have been announced, the co-ordinators must be told (by walkie-talkie) the finishing order of the boats.
- The first co-ordinator should then take the medal crews and send them towards the Victory Ceremony pontoon.
- The three crews shall land their boats at the victory pontoon after the three crews from the previous race have completed their Medal Ceremony and have left the pontoon.

#### »» On the Victory Pontoon

- The boat holders shall be at their positions on the victory pontoon immediately after the first final race of the day has crossed the Finish line.
- The Chef of the Protocol from the Organising Committee leading the medal presentation procession, followed by the three medal carriers, then the FISA Medal Presenter and the National Federation medal carrier will wait near the Victory stage as the crews of the next race are approximately 150-200m from the Finish line.
- By that time the three carriers of the national flags should take their positions by the flagpoles and fix the flags (as viewed from the grandstand: gold medal flag in the middle, silver on the left, bronze on the right).
- The boat holders (2 per boat for 4s and 8s) should control the boats.
- Before the next race has crossed the Finish line the rowers should be out of their boats.
- The Organising Committee co-ordinator on the Pontoon should instruct the crews to begin taking their positions on the "Victory Carpet".
- As soon the official part of the Victory Ceremony begins, the boat holders should kneel down while holding the boats.

#### »» On the Victory Stage (Carpet)

- There should be another senior person, appropriately dressed, from the Organising Committee to take charge of the crews once they reach the Victory Stage.
- This stage co-ordinator should:
  - Ensure that the crews are all standing in the right place in the right order i.e. the gold medal crew should take the centre position of the stage, the silver medal crew on the left (as viewed from the grandstand) and the bronze medal crew on the right, bow rower to the left of the Medal Presenter, etc.
  - Then move to one side, out of the picture of the photographers.
  - Continue to monitor the crews constantly for any sign of distress.
  - Provide water or medical assistance if necessary.
- In the case of cold weather, the Competitors should be provided with jackets or blankets. In case of hot weather, shelter/shade from the sun should be provided.
- Chairs (25 - 30) to be provided in the waiting area.
- FISA will provide a Victory Ceremony back-drop for media and promotional purposes.

## »» Moving into position for the Victory Ceremony

- Medal Party:
  - OC Protocol Person.
  - 3 Medal Carriers (gold, silver, bronze) are provided by the OC.
  - FISA Medal Presenter.
  - 1 Federation Medal Carrier is provided by the OC.
  - Flag raisers (minimum 3) are provided by the OC.
- As the Commentator announces the official results of the last race:
  - The 3 crews should move into position on the Victory Stage.
  - The Medal Party should move into position on the Victory Stage, (positions as seen from the grandstands):
    - Protocol Person and the 3 Medal Carriers should be on the left.
    - FISA Medal Presenter & Federation Medal Carrier on the right.
    - All should stand in a line diagonal to the grandstands and crews.
  - The Presidents of the 3 National Federations should be in position near to, but not on, the Victory Stage.

## »» The Victory Ceremony

- Once all are in position then the "short" FISA Fanfare is played.
- The FISA Announcer introduces the Ceremony, and the FISA Medal Presenter, by saying the following:
  - "Victory Ceremony of FISA, the International Rowing Federation."
  - "The medals will be presented by (name), (position on the Executive Committee).
  - "World Champions in the (boat class): (country)".
- The member of the FISA Executive presents the medals to the crews, beginning with the bow rower, following the announcement of the name of each rower.
  - "Second: (country)"
  - "Third: (country)"
- After the last Bronze medal has been presented the Medal Presenter moves to the side.
- Immediately, the FISA Announcer says:
  - "Please rise for the national anthem of (the gold medal country)".
- The Anthem is played (60 seconds) and the three flags are raised on the flagpoles.
- The Regatta Commentator then announces:
  - "Ladies and Gentlemen, the (year) World Champions".
- This marks the end of the Victory Ceremony.
- The Regatta Commentator begins to introduce the Start of the next race, (the TV also moves down to the next start).
- FISA discourages the distribution of flowers to Athletes as this impacts TV broadcast time and delays the Victory Ceremony for subsequent medal winners.

## »» After the Ceremony

- The three Federation Presidents should be brought to the FISA Medal Presenter to receive the Federation Medals.
- The Presidents then go to congratulate their crews.
- The FISA Medal Presenter and the Medal Carriers leave the area.
- The crews, with their medals, are then available to the photographers and may move to the Flash Interview Pontoon.

## C.7.1.4. Closing Ceremony

### »» Presentation of the Medals of Honour

- The presentation of the Medals of Honour will take place after the Victory Ceremony for the Women's Eights.
- Before the Victory Ceremony of the W8+ a microphone, fixed on a stand, should be placed in the middle of the Victory Stage.
- Immediately after the presentation of the gold medals, the gold medal carrier should return to the medal preparation table and collect the Medals of Honour. Than she (he) should join the President of FISA, and the recipients of the Medals of Honour waiting near to the Victory stage for the conclusion of the Victory Ceremony of the W8+.

- As soon as the Women's Eights have left the Victory Stage the President of FISA, the members of the Organising Committee selected for the FISA "Medals of Honour" and one Medal Carrier should take up their positions in the middle of the Stage.
- The President of FISA gives a short speech to thank the members of the Organising Committee and then presents the "Medals of Honour".
- There will be no speeches from the recipients.
- After the ceremony all the participants leave the Stage.

#### »» The Closing Ceremony

- The Closing Ceremony will take place after the Victory Ceremony for the men's eights.
- The FISA President, the Chairmen of the present Organising Committee and next year's Organising Committee will wait near the Victory stage for the conclusion of the Victory Ceremony of the M8+.
- As soon as the national anthem of the winning M8+ is over:
  - The President of FISA
  - The Chairmen of the Organising Committee, (carrying a folded FISA Flag)
  - The Chairmen of the next year's Organising Committee
 will take up their positions for the Closing Ceremony. The microphone is still in the centre of the Victory Stage.
- The FISA President moves to the centre of the Ceremony area, starts his speech to congratulate and thank the Organising Committee. While the long FISA anthem is played the FISA flag is lowered, folded and brought to the Chairman of the present Organising Committee.
- The FISA President announces that the FISA Flag will now be passed from the Chairman of the (name of City) Organising Committee and handed to the Chairman of the next Organising Committee of (name of City).
- He then passes the flag to the FISA President who will hand it over to the Chairmen of the next year's Organising Committee.
- The FISA President then declares the Championships closed.
- The national anthem of the host country is played and the national flag is lowered.
- The three Federation Presidents should be brought to the FISA President to receive the federation medals for the M8+.
- The three Presidents go to congratulate their crews.
- The FISA President, the Chairmen of both Organising Committees and all persons involved in the Closing Ceremony leave the Victory Stage.

**There are no other speeches and no-one, other than those named above, will go onto the stage.**

## C.7.2. SOCIAL EVENTS

#### »» General

The extent of the social programme depends upon a number of factors:

- Costs.
- Number of persons.
- Number of functions.
- The time available during the 9/10 days (Senior Championships) or 5/6 days (Junior Championships).

FISA does not require functions to be held every day, however, it is appreciated when Sponsors, Governments, Local Municipalities, National Federations, etc. support some of the functions.

#### »» Requirements

As a guide the following events should form the basis of the minimum social programme:

- After the Draw and before the first racing day - simple welcome drink for FISA, Jury and Organising Committee -approximately 60 persons.
- On the first or second racing day - dinner for FISA, Commissions and Organising Committee - approximately 100 persons.

- On the day before the last day of Finals - “Nations Dinner” for FISA; Jury, OC, some Media, and 2-3 representatives of each National Federation - approximately 250 - 400 persons.
- During the Championships at suitable days there are recommended receptions to be considered for the Press and the Jury.
- On the Final day of racing - (an optional) Farewell Party for all participants - approximately 2000 persons.
  - A very relaxed and informal event.
  - The Organising Committee should offer soft drinks or non-alcoholic beer.
  - The party is recommended to be organised at the venue, approximately one hour after the Finish of the last race in the form of a simple grill party or just some snacks, and sandwiches.
  - There should be plenty of suitable dancing music.
  - Special attention should be paid to the security of the party.
- The evening before the Congress (usually Sunday evening) - reception for FISA and NF Delegates - approximately 200 persons.
- Congress Lunch (or Dinner) for FISA, National Federation Delegates and other participants - approximately 200 persons.
- OCs can offer some information about important events happening at the time of the Championships in the closest town or areas.

It is essential that all social events are carefully planned, a list of invitations is prepared and an efficient distribution system is carried out.







**Section C - Appendices**





## Appendix C.1.1.a Timeline World Championships

### Timeline for FISA World Rowing Championships

Leading up to the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
B + 3 months	Incorporation of OC	Event Agreement	OC to notify FISA of details	
C - 2 years & 2 months	Bulletin 1 - draft	C.2.1.1	OC to send to FISA	
C - 2 years & 6 weeks	Bulletin 1 - draft with comments	C.2.1.1	FISA to send to OC	FISA
X - 2 years	Bulletin 1	C.2.1.1	OC to distribute to all NF's plus 60 to FISA	FISA
X - 1 year & 2 months	Bulletin 2 - draft	C.2.1.1	OC to send to FISA	
X - 1 year & 6 weeks	Bulletin 2 - draft with comments	C.2.1.1	FISA to send to OC	FISA
X - 1 year	Bulletin 2	C.2.1.1	OC to distribute to all NF's, to FISA and to Media reps	
X - 1 year	FISA Site visit	A.4.2	OC to send to FISA	
X - 1 year	Provisional racing timetable	C.4.1	FISA to distribute	
End February	FISA Information Bulletin	C.2.2	FISA to distribute	
X - 6 months	Proposals for ceremonies	C.7.1.2	OC to send to FISA	FISA
End April	Accommodation deadline	D.1.1	FISA, Jury, NF and media to send back to OC	
X - 4 months	Request for proposals re: congress	E.1.2	FISA Executive to send to all NF's	
X - 3 months	Team Managers Manual	C.2.1.2	OC to send draft to FISA	FISA
X - 3 months	List of FISA VIP's	B.13	FISA to send to OC	
X - 10 weeks	Team Managers Manual	C.2.1.2	FISA to send comments to OC	
X - 10 weeks	List of FISA VIP's	B.13	OC to send invitations and confirmations	FISA
X - 10 weeks	Final proposals from NFs for Congress	E.1.2	NFs to send to FISA	
X - 2 months	Agenda Papers Congress	E.1.2	FISA to distribute	
X - 1 month	Accreditation Deadline (Teams excl rowers)	C.4.3	NFs to send to FISA	FISA
X - 1 month	Accreditation List (Teams excl rowers)	C.4.3	FISA to send to OC	
X - 1 month	Media information	C.3	OC to send to all media representatives	
X - 1 month	Team Managers Manual	C.2.1.2	OC to distribute to NF's electronically or online	
X - 21 days	International Media Accreditation Deadline	B.10.5	FISA to manage applications	FISA
X - 12 days	List of entries		FISA to send to OC	
X - 12 days	Provisional timetable		FISA to send out	
X - 12 days	Entry Lists		FISA to send to all NF's	

X First day of the Championships

C Congress 2 years before the Champs

B Award of event

	Action OC
	Action FISA

### Timeline for FISA World Rowing Championships

At the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 6 days	Provisional timetable and list of entries	C.4.1	OC to distribute to all Team Managers and Officials	
X - 6 days	Team Managers Manual	C.2.1.2	OC to distribute to all Team Managers and Officials	
X - 6 days	Open FISA Offices	B.8.5	OC	
X - 4 days	Official opening of the venue	D.3.1.3	OC	
X - 4 days	Start of transport service	D.3.1.3	OC	
X - 4 days	Open the Information Centre	B.7.12	OC	
X - 4 days	Open Accreditation Centre	C.4.3	OC/FISA	
X - 4 days	Open Control Commission	B.7.6	OC	

X - 4 days	Start of Rescue service	B.9.7	OC	
X - 4 days	Open Medical service	B.9.2	OC	
X - 3 days	Preliminary Team Managers Meeting	B.8.2	OC	
X - 2 days	Practice Starts		OC	
X - 2 days	Technical dress rehearsal	C.5.2	FISA/OC	
X - 2 days	Draw	B.8.2	FISA/OC	
X - 1 (2) day	Opening Ceremony	C.7.1.2	OC	
X - 1 day	Open Athlete Weighing	B.7.7	OC	
X - 1 day	Open Boat Weighing	B.7.8	OC	
X - 1 day	Open Media Centre	B.10.2	OC	
X - 1 day	Jury inspection	C.5.1	FISA/OC	
X - 1 day	Spares' Races	C.5.3	FISA/OC	
X, X+1 day	Adaptive Classification	B.7.9	FISA	
X + 3 days	Umpires seminar	B.8.4	FISA	
X + 5 days	Medical Meeting	B.8.1	FISA	
X + 7 days	Closing ceremony	C.7.1.4	FISA/OC	
X + 8 days	Congress	E.1	FISA	

## Timeline for FISA World Rowing Championships

### Social Events at the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 2 days	Welcome Reception for FISA and NF del.	C.7.3	OC	
X - 2 days	Welcome drink for FISA, Jury and OC	C.7.3	OC	
X + 1 day	Dinner FISA Council, NF Board and OC	C.7.3	OC	
X + 1 day	Jury Reception	C.7.3	OC	
X + 3 days	FISA Reception (Commissions, Council, Staff )	C.7.3		
X + 4 days	Media Reception	C.7.3	OC	
X + 6 days	Nations dinner	C.7.3	OC	
X + 7 days	Athletes' Farewell party	C.7.3	OC	
X + 7 days	NF Delegates Reception (optional)	C.7.3	OC	
X + 8 days	Congress lunch	E1.5.1	OC	

## Appendix C.1.1.b Timeline World Junior & U23 Championships

### Timeline for FISA World Rowing Junior & U23 Championships

Leading up to the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
B + 3 months	Incorporation of OC	Event Agreement	OC to notify FISA of details	
C - 2 years & 2 months	Bulletin 1 - draft		OC to send to FISA	
C - 2 years & 6 weeks	Bulletin 1 - draft with comments	C.2.1.1	FISA to send to OC	FISA
C	Bulletin 1	C.2.1.1	OC to distribute to NF's & 60 to FISA	
X - 1 year & 2 months	Bulletin 2 - draft	C.2.1.1	OC to send to FISA	
X - 1 year & 6 weeks	Bulletin 2 - draft with comments	C.2.1.1	FISA to send to OC	FISA
X - 1 year	Bulletin 2	C.2.1.1	OC to distribute to NF's, FISA and Media	
X - 1 year	FISA Site visit	A.4.2	FISA to coordinate with OC	
X - 1 year	Provisional racing timetable	C.4.1	FISA to distribute	
X - 6 months	Proposal for Opening ceremony	C.7.1.2	OC to send to FISA	FISA
End February	FISA Information Bulletin	C.2.2	FISA to send out to Jury, NF's, Media	
End April	Accommodation booking deadline	D.1.1	FISA, Jury, NF and media to send back to OC	
X - 3 months	Team Managers Manual	C.2.1.2	OC to send draft to FISA	FISA
X - 3 months	List of FISA VIP's	B.13	FISA to send to OC	
X - 10 weeks	Team Managers Manual	C.2.1.2	FISA to send comments to OC	
X - 10 weeks	List of FISA VIP's	B.13	OC to send invitations/tickets and confirmations	FISA
X - 1 month	Accreditation Deadline (Teams excl rowers)	C.4.3	NFs to send to FISA	FISA
X - 1 month	Accreditation List (Teams excl rowers)	C.4.3	FISA to send to OC	
X - 1 month	Media information	C.3	OC to send to all media representatives	
X - 1 month	Team Managers Manual	C.2.1.2	OC to distribute to NF's electronically or online	
X - 21 days	International Media Accreditation Deadline	B.10.5	FISA to manage applications	FISA
X - 6 days	Entry lists	C.4.1	FISA to send to OC	
X - 6 days	Provisional timetable	C.4.1	FISA to send to OC	
X - 6 days	Entry lists	C.4.1	FISA to send to all NF's	

X First day of the Championships

C Congress 2 years before the Champs

B Award of event

	Action OC
	Action FISA

### Timeline for FISA World Rowing Junior & U23 Championships

At the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 6 days	Provisional timetable and list of entries	C.4.1	OC to distribute to all Team Managers and Officials	
X - 6 days	Team Managers Manual	C.2.1.2	OC to distribute to all Team Managers and Officials	
X - 6 days	Open FISA Offices	B.8.5	OC	
X - 4 days	Official opening of the venue	C.1.1	OC	
X - 4 days	Start of transport service	D.3.1.3	OC	
X - 4 days	Open accreditation Centre	C.4.3	OC/FISA	
X - 4 days	Open the Information Centre	B.7.12	OC	
X - 4 days	Open Control Commission	B.7.6	OC	
X - 4 days	Start of Rescue service	B.9.7	OC	
X - 4 days	Open Medical Centre	B.9.2	OC	

X - 2 days	Preliminary Team Managers Meeting	B.8.2	OC	
X - 2 days	Technical dress rehearsal	C.5.2	FISA/OC	
X - 1 day	Open Athlete Weighing	B.7.7	OC	
X - 1 day	Open Boat Weighing	B.7.8	OC	
X - 1 day	Jury inspection	C.5.1	OC	
X - 1 day	Open Media Centre	B.10.2	OC	
X - 1 day	Coaches' Meeting	B.8.1	FISA	
X - 1 day	Draw and Team Managers Meeting	B.8.2	FISA/OC	
X - 1 day	Spares' Races	C.5.3	OC	
X - 1 day	Practice Starts		OC	
X - 1 (2) days	Opening Ceremony	C.7.1.2	OC	
X - 1 day	Rescue Rehearsal	B.9.7	OC/FISA doctor	
X & X+1 days	Umpires seminar	B.8.4	FISA	

## Timeline for FISA World Rowing Junior & U23 Championships

### Social Events at the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 1 day	Opening Ceremony	C.7.1.2	OC	
X - 1 day	Welcome drink for FISA, Jury and OC	C.7.3	OC	
X	FISA Outing	C.7.3	OC	
X + 1 day	Jury Outing	C.7.3	OC	
X + 1 day	Media Reception	C.7.3	OC	
X + 2 days	Nations dinner	C.7.3	OC	
X + 3 days	Farewell party	C.7.3	OC	



## Appendix C.1.1.c Timeline World Rowing Senior & Junior Championships

### Timeline for FISA World Rowing Senior and Junior Championships

Leading up to the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
B + 3 months	Incorporation of OC	Event Agreement	OC to notify FISA of details	
C - 2 years & 2 months	Bulletin 1 - draft		OC to send to FISA	
C - 2 years & 6 weeks	Bulletin 1 - draft with comments	C.2.1.1	FISA to send to OC	FISA
C	Bulletin 1	C.2.1.1	OC to distribute to NF's & 60 to FISA	
X - 1 year & 2 months	Bulletin 2 - draft	C.2.1.1	OC to send to FISA	
X - 1 year & 6 weeks	Bulletin 2 - draft with comments	C.2.1.1	FISA to send to OC	FISA
X - 1 year	Bulletin 2	C.2.1.1	OC to distribute to NF's, FISA and Media	
X - 1 year	FISA Site visit	A.4.2	FISA to coordinate with OC	
X - 1 year	Provisional racing timetable	C.4.1	FISA to distribute	
X - 6 months	Proposal for Opening ceremony	C.7.1.2	OC to send to FISA	FISA
End February	FISA Information Bulletin	C.2.2	FISA to send out to Jury, NF's, Media	
End April	Accommodation booking deadline	D.1.1	FISA, Jury, NF and media to send back to OC	
X - 3 months	Team Managers Manual	C.2.1.2	OC to send draft to FISA	FISA
X - 3 months	List of FISA VIP's	B.13	FISA to send to OC	
X - 10 weeks	Team Managers Manual	C.2.1.2	FISA to send comments to OC	
X - 10 weeks	List of FISA VIP's	B.13	OC to send invitations/tickets and confirmations	FISA
X - 1 month	Accreditation Deadline (Teams excl rowers)	C.4.3	NFs to send to FISA	FISA
X - 1 month	Accreditation List (Teams excl rowers)	C.4.3	FISA to send to OC	
X - 1 month	Media information	C.3	OC to send to all media representatives	
X - 1 month	Team Managers Manual	C.2.1.2	OC to distribute to NF's electronically or online	
X - 21 days	International Media Accreditation Deadline	B.10.5	FISA to manage applications	FISA
X - 6 days	Entry lists	C.4.1	FISA to send to OC	
X - 6 days	Provisional timetable	C.4.1	FISA to send to OC	
X - 6 days	Entry lists	C.4.1	FISA to send to all NF's	

X First day of the Championships

C Congress 2 years before the Champs

B Award of event

	Action OC
	Action FISA

### Timeline for FISA World Rowing Senior and Junior Championships

At the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 6 days	Provisional timetable and list of entries	C.4.1	OC to distribute to all Team Managers and Officials	
X - 6 days	Team Managers Manual	C.2.1.2	OC to distribute to all Team Managers and Officials	
X - 6 days	Open FISA Offices	B.8.5	OC	
X - 4 days	Official opening of the venue	C.1.1	OC	
X - 4 days	Start of transport service	D.3.1.3	OC	
X - 4 days	Open accreditation Centre	C.4.3	OC/FISA	
X - 4 days	Open the Information Centre	B.7.12	OC	
X - 4 days	Open Control Commission	B.7.6	OC	
X - 4 days	Start of Rescue service	B.9.7	OC	
X - 4 days	Open Medical Centre	B.9.2	OC	

X - 2 days	Preliminary Team Managers Meeting	B.8.2	OC	
X - 2 days	Technical dress rehearsal	C.5.2	FISA/OC	
X - 1 day	Open Athlete Weighing	B.7.7	OC	
X - 1 day	Open Boat Weighing	B.7.8	OC	
X - 1 day	Jury inspection	C.5.1	OC	
X - 1 day	Open Media Centre	B.10.2	OC	
X - 1 day	Coaches' Meeting	B.8.1	FISA	
X - 1 day	Draw and Team Managers Meeting	B.8.2	FISA/OC	
X - 1 day	Spares' Races	C.5.3	OC	
X - 1 day	Practice Starts		OC	
X - 1 (2) days	Opening Ceremony	C.7.1.2	OC	
X - 1 day	Rescue Rehearsal	B.9.7	OC/FISA doctor	
X & X+1 days	Umpires seminar	B.8.4	FISA	

## Timeline for FISA World Rowing Senior and Junior Championships

### Social Events at the Championships

Timeline	Program Elements	Ref. In FISA Manual	Action	Approved by
X - 1 (2) days	Opening Ceremony	C.7.1.2	OC	
X - 1 day	Welcome drink for FISA, Jury and OC	C.7.3	OC	
X + 1 day	Dinner FISA Council, NF Board and OC	C.7.3	OC	
X + 1 day	Jury Reception	C.7.3	OC	
X + 3 days	FISA Reception (Commissions, Council, Staff )	C.7.3		
X + 4 days	Media Reception	C.7.3	OC	
X + 5 days	Nations dinner	C.7.3	OC	
X + 4 days	Farewell party for Juniors (optional)	C.7.3	OC	
X + 5 days	Farewell party for Seniors (optional)	C.7.3	OC	
X + 5 days	NF Delegates Reception (optional)	C.7.3	OC	
X + 6 days	Congress lunch	E1.5.1	OC	

## Appendix C.1.2. printed Weather Reports Sample - Beijing 2008



### Weather Forecast For the Beijing 2008 Olympic Games (Shunyi Olympic Rowing-Canoeing Park)



BOMSC, CMA

No.33

Issued at 9:30, Aug 15, 2008

#### 1. Overview for 10:00 to 21:00

Partly cloudy to clear. High 31 °C/ 88°F. Relative humidity 40~50%. Winds at 2 to 4m/s.

#### 2. Other Information













Water Temperature at 0900: 27.9 °C/82 °F

UV Index : 8. Avoid being outside during midday hours.

Sunset: 19:11

Sunrise for the next day: 5:27

#### 3. Hourly Wind Forecast

Time Elements	10:00	11:00	12:00	13:00	14:00	15:00
Course Wind Directions	 N	 NE	 E	 SE	 SE	 SE
Course Wind Speed (m/s)	2	2	2	2	2	2
Gust Wind (m/s)	3	3	3	4	4	4
Time Elements	16:00	17:00	18:00	19:00	20:00	21:00
Course Wind Directions	 SE	 SE	 SE	 SE	 SE	 SE
Course Wind Speed (m/s)	2	3	2	2	2	1
Gust Wind (m/s)	4	4	4	4	3	3

The next forecast will be issued at 12:30, Aug 15, 2008.



HOURLY - NOON

B

## Weather Forecast For the Beijing 2008 Olympic Games (Shunyi Olympic Rowing-Canoeing Park)



BOMSC,CMA

No.28

Issued at 12:30, Aug 12, 2008










### 1. Overview for 13:00 to 21:00

Partly cloudy with increasing clouds later in the afternoon. High 30°C/ 86°F. Relative humidity 60~70%. Winds at 2 to 5m/s.

### 2. Other Information

Water Temperature at 1100: 28.1°C/82.6°F

### 3. Hourly Wind Forecast

Time Elements	13:00	14:00	15:00	16:00	
Course Wind Directions	 E	 SE	 SE	 SE	
Course Wind Speed (m/s)	2	3	3	3	
Gust Wind (m/s)	3	4	4	4	
Time Elements	17:00	1800	19:00	20:00	21:00
Course Wind Directions	 SE	 SE	 SE	 SE	 SE
Course Wind Speed (m/s)	3	3	3	2	2
Gust Wind (m/s)	5	5	4	4	3

The next forecast will be issued at 09:30, Aug13, 2008.



# THREE HOURLY WEATHER FORECAST

(Venues)



WUJING

Beijing Olympic Meteorological Service Center, CMA

No.506

Issued at 0000, Aug. 16, 2008

## Shunyi Olympic Rowing-Canoeing Park

Time	Aug. 16						Aug. 17					
	0900	1200	1500	1800	2100	0000	0300	0600	0900	1200	1500	1800
Elements												
Status of sky	Clear	Clear	Clear	Clear	Clear	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Cloudy
Temp (°C/°F)	25/77	28/82	29/84	28/82	23/73	21/70	20/68	20/68	25/77	28/82	28/82	28/82
Relative Humidity (%)	70	45	35	40	75	80	85	85	70	50	45	45
Wind Direction (True)	N	NE	NE	SE	SE	N	N	N	N	E	SE	SE
Wind Speed (m/s)	2	2	3	3	2	2	2	2	2	2	3	3
3 Hourly Rainfall <sup>1</sup> (mm)	0	0	0	0	0	0	0	0	0	0	0	0
Time	Aug. 17						Aug. 18					
	1800	2100	0000	0300	0600	0900	1200	1500	1800	2100	0000	0300
Elements												
Status of sky	Cloudy	Showers	Showers	Cloudy	Partly Cloudy	Partly Cloudy	Clear	Clear	Clear	Clear	Clear	Clear
Temp (°C/°F)	27/81	24/75	22/72	21/70	20/68	25/77	28/82	30/86	29/84	26/79	26/79	26/79
Relative Humidity (%)	55	75	85	90	90	65	40	35	45	50	50	50
Wind Direction (True)	SE	SE	N	N	N	N	E	SE	SE	SE	SE	SE
Wind Speed (m/s)	3	2	2	2	2	2	2	3	3	2	2	2
3 Hourly Rainfall <sup>1</sup> (mm)	0	1	1	0	0	0	0	0	0	0	0	0

<sup>1</sup>3 Hourly Rainfall(mm):Rainfall for the 3 hour period ending at the nominated time, e.g. 2100 rain refers to the rainfall between 1800 and 2100.

The next forecast will be issued at 1100, Aug. 16, 2008



# THREE HOURLY WEATHER FORECAST

(Venues)



NOON

Beijing Olympic Meteorological Service Center, CMA

No.503

Issued at 1100, Aug. 15, 2008

## Shunyi Olympic Rowing-Canoeing Park

Time Elements	Aug. 15				Aug. 16				Aug. 17			
	1500	1800	2100	0000	0300	0600	0900	1200	1500	1800	2100	0000
Status of Sky	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Partly Cloudy	Partly Cloudy	Cloudy	Cloudy	Cloudy
Temp (°C/°F)	32/90	30/86	28/82	26/79	24/75	23/73	26/79	29/84	31/88	29/84	29/84	29/84
Relative Humidity (%)	40	50	60	70	80	85	65	50	40	50	50	50
Wind Direction (True)	SE	S	S	S	S	N	NE	SE	S	S	S	S
Wind Speed (m/s)	3	3	3	2	2	2	2	2	3	3	3	3
3 Hourly Rainfall <sup>1</sup> (mm)	0	0	0	0	0	0	0	0	0	0	0	0
Time Elements	Aug. 16				Aug. 17				Aug. 18			
	2100	0000	0300	0600	0900	1200	1500	1800	2100	0000	0300	0600
Status of Sky	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy	Cloudy
Temp (°C/°F)	27/81	25/77	23/73	22/72	24/75	27/81	29/84	27/81	25/77	25/77	25/77	25/77
Relative Humidity (%)	65	75	80	85	75	60	50	76	86	86	86	86
Wind Direction (True)	S	N	N	N	NE	SE	S	S	S	S	S	S
Wind Speed (m/s)	3	2	2	2	2	2	3	3	3	3	3	3
3 Hourly Rainfall <sup>1</sup> (mm)	0	0	0	0	0	0	0	1	2	2	2	2

<sup>1</sup> 3 Hourly Rainfall(mm):Rainfall for the 3 hour period ending at the nominated time, e.g. 2100 rain refers to the rainfall between 1800 and 2100.

The next forecast will be issued at 1700, Aug. 15, 2008





# THREE HOURLY WEATHER FORECAST (Venues)



AFTERNOON

Issued at 1700, Aug. 15, 2008

Beijing Olympic Meteorological Service Center, CMA

No.504

## Shunyi Olympic Rowing-Canoeing Park

Elements	Aug. 15		Aug. 16		Aug. 17		Aug. 17		Aug. 17	
	Time	2100	0000	0300	0600	0900	1200	1500	1800	2100
Status of Sky		Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear
Temp (°C/°F)		25/77	23/73	22/72	21/70	26/79	29/84	30/86	26/82	25/77
Relative Humidity (%)		50	70	75	80	60	40	30	40	50
Wind Direction (True)		SE	N	N	N	NE	SE	SE	SE	SE
Wind Speed (m/s)		2	2	2	2	2	2	3	3	2
3 Hourly Rainfall <sup>1</sup> (mm)		0	0	0	0	0	0	0	0	0
Elements	Aug. 17		Aug. 18		Aug. 18		Aug. 18		Aug. 18	
	Time	0300	0600	0900	1200	1500	1800	2100	0000	0300
Status of Sky		Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Cloudy	Cloudy	Showers	Showers	Cloudy
Temp (°C/°F)		23/73	22/72	25/77	28/82	29/84	27/81	25/77	23/73	22/72
Relative Humidity (%)		80	85	65	50	45	55	75	85	90
Wind Direction (True)		N	N	NE	SE	SE	SE	SE	N	N
Wind Speed (m/s)		2	2	2	2	3	3	2	2	2
3 Hourly Rainfall <sup>1</sup> (mm)		0	0	0	0	0	0	1	1	0

<sup>1</sup>3 Hourly Rainfall(mm):Rainfall for the 3 hour period ending at the nominated time, e.g. 2100 rain refers to the rainfall between 1800 and 2100.

The next forecast will be issued at 2300, Aug. 15, 2008





## Appendix C.2.1.1. outline of Contents for Bulletins 1 and 2

### CONTENTS FOR BULLETIN NO. 1

#### (TWO YEARS BEFORE THE CHAMPIONSHIPS)

#### A. GENERAL INFORMATION

- »» Letters of introduction and welcome from the president of the national Federation , the president of the Organising Committee as well as key government Officials (local, regional or national) who are supporting the event.
- »» General information about the region where the Championships are being held including a map of the region showing the main access roads and locations of the nearest international airports and train stations.
- »» A map of the city hosting the Championships showing the course and its relation to the airport and the accommodation locations.
- »» Information over the last five years about the conditions to be expected: altitude above sea level, temperatures to be expected, humidity to be expected, wind speed data (metres per second), sun rise and sunset times and prevailing direction relative to the course.

#### B. COMPETITIVE ASPECTS

- »» A map and photograph of the Regatta Venue showing its features and amenities including indications of the buildings and structures and their intended use during the championships.

#### C. LOGISTICAL ASPECTS

##### ACCOMMODATION

The following information must be provided:

Proposed types of accommodation - hotels, colleges, hostels and the range of prices appropriate to each type. Description of the size and type of the rooms (one, two or more beds in a room, with individual or shared sanitary facilities).

***All prices should be quoted in Euros in the year of the Championships and should be in accordance with the commitment made by the Organising Committee at the time of its bid for the Championships.***

These prices should include the estimates for inflation. The information shall be presented as below:

##### TEAMS

For the Teams for Full Board in single and in twin double rooms (price per person) including transport. Information should be also provided about low cost accommodation for Federations who prefer to use this option. The costs for Teams if they choose to take lunch at the venue where this cost is not covered by the Full Board offer at the accommodations.

Hotels should be listed in groups from highest priced to the lowest priced.

Category	No.	Hotel Name	Type of Room	Number of Rooms of this type available	Distance to Venue (km)	Driving time to Venue (min.)	Price per person in Euros (in the year of the Championships)
I	1.	Hotel "A"	One bed				
			Two beds				
	2.	Hotel "B"	One bed				
			Two beds				
	3.	Hotel "C"	One bed				
			Two beds				
II	4.	Hotel "D"	One bed				
			Two beds				
	1.	Hotel "E"	One bed				
			Two beds				
	2.	Hotel "F"	One bed				
			Two beds				
III	3.	Hotel "G"	One bed				
			Two beds				
	4.	Hotel "H"	One bed				
			Two beds				
	1.	Hotel "I"	One bed				
			Two beds				
	2.	Hotel "J"	One bed				
			Two beds				
	3.	Hotel "K"	One bed				
			Two beds				
	4.	Hotel "L"	One bed				
			Two beds				

The payment conditions must be specified.

#### FISA & OTHER ACCOMMODATION

FISA and Jury Officials, NF Delegates, Media, VIP/Sponsors - Bed and Breakfast in single and double rooms (per person or per room) including transport:

Hotels should be listed in groups from highest priced to the lowest priced.

Category	No.	Hotel Name	Type of Room	Number of Rooms of this type available	Distance to Venue (km)	Driving time to Venue (min.)	Price per person in Euros (in the year of the Championships)
I	1.	Hotel "A"	One bed				
			Two beds				
	2.	Hotel "B"	One bed				
			Two beds				
	3.	Hotel "C"	One bed				
			Two beds				
II	4.	Hotel "D"	One bed				
			Two beds				
	1.	Hotel "E"	One bed				
			Two beds				
	2.	Hotel "F"	One bed				
			Two beds				
III	3.	Hotel "G"	One bed				
			Two beds				
	4.	Hotel "H"	One bed				
			Two beds				
	1.	Hotel "I"	One bed				
			Two beds				
	2.	Hotel "J"	One bed				
			Two beds				
	3.	Hotel "K"	One bed				
			Two beds				
	4.	Hotel "L"	One bed				
			Two beds				

The payment conditions must be specified.

#### ADMINISTRATION AND MANAGEMENT

- »» An organisational chart of the Organising Committee with the key names indicated. See Appendix A.4.1.a, Appendix A.4.1.b and Appendix A.4.1.c.
- »» Organising Committee Headquarters contact information - address, telephone, fax, e-mail, contact person.

## CONTENTS FOR BULLETIN NO. 2 (ONE YEAR BEFORE THE CHAMPIONSHIPS)

\* = repeated from Bulletin No. 1 but updated if necessary

### A. GENERAL INFORMATION

- »» \*Letters of introduction and welcome from the president of the national Federation , the president of the Organising Committee as well as key government Officials (local, regional and national) who are supporting the event.
- »» \*General information about the region where the Championships are being held including a map of the region showing the main access roads and locations of the nearest international airports and train stations.
- »» \*A map of the city hosting the Championships showing the course and its relation to the airport and the accommodation locations.
- »» \*Information about the conditions to be expected for the last five years: altitude above sea level, temperatures to be expected, humidity to be expected, sun rise and sunset times, wind speed data (metres per second) and prevailing direction relative to the course.
- »» Details on present government regulations regarding Visas.

### B. COMPETITIVE ASPECTS

- »» \*A map and photograph of the Regatta Venue showing its features and amenities including indications of the buildings and structures and their intended use during the championships.
- »» Training venue locations (if available).
- »» Time schedule of the Championships Racing Programme.
- »» Time frame for entries including the fact that they should be submitted to FISA, ect.
- »» State the official opening day of the course for training and the opening time and the closing time of the course on each day of training and racing.
- »» Information on medical arrangements planned for the Championships including locations of nearest hospitals and emergency facilities.

## C. Logistical Aspects

### C.1. Accommodation

- »» \* A chart (see Bulletin 1) of Accommodation for the Teams with prices for bed and breakfast in single and shared twin rooms. Contact information along with booking conditions and provisional reservation forms.
- »» \* A chart (see Bulletin 1) of Accommodation for FISA and other accommodation - Federation Delegates, Media, etc. with prices for bed and breakfast in single and shared double rooms. Contact information along with booking conditions and provisional reservation forms.

### C.2. Food Services

- »» Meal arrangements for the teams. Specify meals to be served at the accommodation or at the Venue and the arrangements for any additional cots (if any) for Teams taking lunch at the venue, despite meals pre-booked at the accommodation (Full Board).

**C.3. Transport and Parking Services**

- »» Arrangements and schedules for competitor transportation including number of circuits planned and the number of bus stops on the routes used.
- »» Details about international boat transportation including any import restrictions.
- »» Directions to the Venue.

**C.4. Administration and Management**

- »» Accreditation information including procedure to be followed and location of the accreditation office.
- »» An organisational chart of the Organising Committee with the key names indicated (recommended with photos).
- »» Organising Committee Headquarters contact information - address, telephone, fax, e-mail, contact person.

**D. PROMOTIONAL ASPECTS****D.1. Media**

- »» Information on media facilities and services including media accreditation and liaison arrangements.

**D.2. Television (if provided)****D.3. Spectators**

- »» Spectator services including ticket information, grandstand plans, entertainment and planned tours, accommodation booking and transportation arrangements.

**D.4. Hospitality Facilities and Operations****D.5. Official Ceremonies and Social Events**

- »» Details of the Protocol calendar - Opening and Closing Ceremonies, Athletes Party as well as any entertainment offered or other social functions.

**D.6. FISA Congress**

- »» Details of the FISA Ordinary Congress including location, time, etc. Not applicable for Junior and U23 Championships.

**D.7. FISA Family Aspects**

- »» Grandstand ticketing, booking conditions, other relevant information.



## Appendix C.2.1.2. Team Managers' Manual

### TABLE OF CONTENTS

#### A. Organising Committee

##### A.1. Organising Committee Address and Telephone Numbers

Tel., Fax, E-mail

Name of contact person

##### A.2. Organising Committee Structure

Chairmen - \_\_\_\_\_

Other key members of the OC

" - \_\_\_\_\_

" - \_\_\_\_\_

" - \_\_\_\_\_

The heads of the following departments:

• Information	Name
• Technical Installations and Equipment	"
• Medical Services	"
• Transportation and Parking Services	"
• Accommodation	"
• Food Services	"
• Accreditation	"
• Security	"
• Media	"
• Marketing	"
• Spectator Facilities and Services	"
• Hospitality Services	"
• Official Ceremonies and Social Events	"
• Congress	"
• Finances	"

#### B. FISA

##### Name

<b>B.1. President</b>	"
<b>B.2. Executive Committee</b>	"
<b>B.3. Executive Director</b>	"
<b>B.4. Technical Delegate(s)</b>	"
<b>B.5. President of the Jury</b>	"
<b>B.6. Umpiring Commission</b>	"(S)"
<b>B.7. FISA Regatta Doctor</b>	"

#### C. GENERAL INFORMATION

##### C.1. Important Telephone Numbers

- Regatta Venue -
- Medical -
- Dentist -
- Police, Fire, Ambulance - EMERGENCY -

##### C.2. Team Managers' information

- C.2.1. Welcome desk
- C.2.2. Information Centre - location, services
- C.2.3. Mail boxes
- C.2.4. Liaison officers and interpretation services
- C.2.5. Telephone and Fax facilities

### **C.3. General Programme (including for adaptive rowers)**

- C.3.1. Official opening of the Regatta Venue
- C.3.2. Training Time Table before the first racing day
- C.3.3. Training Time Table during racing days
- C.3.4. Racing Time Table
- C.3.5. Practice Starts
- C.3.6. Spares' races
- C.3.7. Meetings: - location(s), times
  - Draw
  - Team Managers Meetings
    - Before the first racing day
    - On racing days
  - Other meetings

## **D. TRAINING AND COMPETITION ON THE COURSE (including for adaptive rowers)**

### **D.1. Traffic rules - training**

### **D.2. Traffic rules - racing**

### **D.3. Start procedure**

### **D.4. Control Commission**

- D.4.1. Crew changes - describe "where and how".
- D.4.2. Advertising - reminder to get hold of latest Rules, Sponsors/World Rowing T-Shirts arrangements
- D.4.3. Crew photographs - where, when and how dressed
- D.4.4. Boat numbers
- D.4.5. Boat weighing - where and when
- D.4.6. Athlete weighing - where and when

## **E. TEAM FACILITIES AND SERVICES**

Description of the location and operation of:

- E.1. Boat storage**
- E.2. Launch pontoons**
- E.3. Boat repair - workshop and boat builders**
- E.4. Boat washing**
- E.5. Changing rooms - lockers/Athletes bag drop**
- E.6. Sanitary facilities - showers and toilets**
- E.7. Rest areas - tents, Athletes lounge, open-air seating etc.**
- E.8. Coaches viewing - roads, cycling and cycle hire, launches etc.**
  - During training
  - During racing

## **F. Medical facilities and services**

Before the official opening of the Course and after the official opening of the Course.

- F.1. Medical centre**
- F.2. Dental services**
- F.3. First aid service, ambulance, local hospital**
- F.4. Rescue and safety**
- F.5. Doping control**
- F.6. Physiotherapy and massage**

## **G. TRANSPORTATION AND PARKING SERVICES FOR TEAMS**

### **G.1. Transport arrangements for the Teams**

- G.1.1. General Information, transportation office
- G.1.2. Transportation from/to Airport/Train station to/from the accommodation - distance, transportation time, oars
- G.1.3. Transportation between accommodation and regatta venue - distance, transportation time, probability for traffic jams, shuttle bus lines, the location and number of bus stops on each line, transportation timetable
- G.1.4. Transportation of boats and boat trailers



**G.2. Parking arrangements**

- G.2.1. Boat trailers
- G.2.2. Team cars/buses
- G.2.3. Shuttle bus drop off at the venue

**H. ACCOMMODATION****H.1. General**

- H.1.1. Hospitality services -information desk
- H.1.2. Housekeeping, damages
- H.1.3. Washing and drying facilities
- H.1.4. Meeting rooms, TV

**H.2. Hotels and Accommodations**

- H.2.1. List and location of accommodations for Officials and teams.  
Name - Telephone number
- H.2.2. Means of payment - cash, credit cards, checks, and other conditions.

**I. FOOD FACILITIES AND SERVICES**

General information - requirements, conditions, lunch boxes, drinking water, public catering.

**I.1. Meals - to be served at the accommodations and at the regatta venue****I.2. Meal time table****J. ACCREDITATION****J.1. General**

- J.1.1. Procedure and requirements
- J.1.2. Accreditation forms
- J.1.3. Required information to be sent in advance
- J.1.4. Passport photos to be sent in advance
- J.1.5. FISA declaration

**J.2. Entries****J.3. Passport control****J.4. Accreditation zones and colours****K. MEDIA**

Press conferences, interviews  
Press Officer Contact

**L. TELEVISION/RADIO**

"Flash" interviews, mini cameras, other.

**M. MISCELLANEOUS SERVICES**

- M.1. Mobile phone rental, internet, post
- M.2. Lost and found
- M.3. Car rental
- M.4. Equipment exhibition
- M.5. Religious services
- M.6. Tourist information
- M.7. Banking

**N. GRANDSTANDS**

- N.1. Teams' grandstands and viewing areas
- N.2. Tickets sales
- N.3. FISA Family/Presidents' seating arrangements

**O. HOSPITALITY FACILITIES AND SERVICES**

Description of the arrangements for Federations; Sponsors, "Championship Club", other.

## **P. OFFICIAL CEREMONIES AND SOCIAL EVENTS**

**P.1. Opening Ceremony**

**P.2. Victory Ceremony**

**P.3. Closing Ceremony**

**P.4. Teams Farewell Party**

**P.5. Social Events for Teams and Delegates**

## **Q. CONGRESS (not applicable for Junior and U23 Championships)**

Date, time and location only.

## **LIST OF MAPS AND TABLES**

- Map - of the region and location of the regatta venue showing the access roads.
- Map - of the town, showing the location of all accommodations in relation to the regatta venue, the bus lines and bus stops.
- Plan of the regatta venue.
- Transport timetable
- Layout plans of the team support facilities - scale 1:200
- Traffic rules - training, racing, and finals.
- Provisional racing timetable

## Appendix C.2.3. Website Agreement

### POLICY FOR LINKS BETWEEN WWW.WORLDRROWING.COM AND THE WEBSITES OF WORLD ROWING CHAMPIONSHIPS Organising Committees

This Website Policy document ("Policy Document") shall apply to the bidding organisations for the (year) World Rowing Championships ("the Championships") and also to the appointed Organising Committee for the Championships ("the OC").

The official website of FISA (the International Rowing Federation) is located at [www.worldrowing.com](http://www.worldrowing.com) (the "World Rowing Site") and FISA reserves the exclusive right to feature on the World Rowing Site all official audio and audio-visual materials and all official results and live scoring/statistics from the Championships

FISA requires that the Organising Committee sets up a website (the "OC Event Site") in connection with the Championships. The Bidding Organisation may also establish a website during the bid process (the "Bid Site").

Set out below are the terms upon which the Bidding Organisation and the Organising Committee may set up their site(s), and upon which the Organising Committee Event Site may have an official association and link with the World Rowing Site.

1. If the Bidding Organisation chooses to establish a Bid Site to promote and communicate its candidacy, the Bid Site will use only the domain name provided by FISA.
2. The Bid Site will be launched on a date to be agreed with FISA and must clearly state that "city" is a Candidate or is bidding for the Championships.
3. The Bid Site must be closed down within one month of the appointment by FISA of the Championships Organisers (unless agreed otherwise with FISA).
4. The Organising Committee Event Site url has already been reserved by FISA and will be transferred to the successful Organising Committee once the Championships has been awarded.
5. The Organising Committee Event Site will use only the domain name provided by FISA for the Championships. The Organising Committee Event Site will be launched on a date to be agreed with FISA and must be closed down within one month of the Championships ending (unless agreed otherwise with FISA).
6. The Organising Committee Event Site will feature all information contained in Bulletins 1 and 2, and should also provide tourist information, hotel accommodation /availability and bookings "things to do", and other relevant information, but must not contain audio/audio-visual material, results or live-scoring/statistics from the Championships. In this regard, there will be World Rowing-branded and captioned links from appropriate sections on the Organising Committee Site to the specified relevant parts of the World Rowing Site, including but not limited to the World Rowing e-Magazine, e-Newsletter and RowingOne.
7. FISA will have the right of prior written approval over all parts and aspects of the Organising Committee Event Site including, but not limited to: the use and placement of the World Rowing and Championships names and logos, the names and logos and placement of the official sponsors of FISA and/or the Championships and any other third party branding and links to the World Rowing Site and the sales sites for the official merchandising and licensing products of the Championships.
8. Notwithstanding the fact that FISA is exclusively entitled to exploit all the Commercial /Internet rights in connection with the Championships, the Organising Committee may (subject to FISA's prior written approval in each case) enter into sponsorship and/or advertising agreements in connection with the Organising Committee Event Site, provided they do not include rights reserved for FISA under the Organising Committee's Event Agreement with FISA in respect of the Championships and do not devalue or conflict in any way with such rights and/or with any exclusive rights granted to FISA's sponsors.
9. FISA reserves the right to grant or withhold specific rights in respect of the Organising Committee Event Site on a case-by-case basis and to review and amend this policy from time to time.

10. If the Organising Committee breaches any provision(s) of this Website Policy and, where capable of remedy, fails to do so within 24 hours after receiving notice from FISA requiring it to be remedied, then FISA reserves the right to terminate these arrangements and require that the Organising Committee Event Site be closed down and/or that all references to the Championships and FISA/World Rowing be immediately removed from it.
11. After closure of the Organising Committee Event Site no further use shall be made by the Organising Committee of the FISA or World Rowing logos or of any other proprietary material of FISA unless and to the extent expressly permitted in writing by FISA.

I hold the position of \_\_\_\_\_ within the National Rowing Federation of \_\_\_\_\_ and I confirm that I have the authority to make such commitments on behalf of the National Rowing Federation and the potential Organising Committee.

Read, understood and agreed to:

\_\_\_\_\_

For and on behalf of the National Rowing Federation of \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix C.4.1.1.a Entry Procedures and Crew Changes

### Procedure for FISA World Cup & World Championship Regattas

#### Before the Event

1. Entry forms from the Federations must only be sent to the FISA Office.
2. If, occasionally, the Organising Committee receives Entry forms then the Organising Committee must send a copy immediately to the FISA Office.
3. After approval, FISA sends copies of all the forms to the FISA Timing & Results Data provider.
4. Within 2 days after receiving the Entries from FISA, the FISA Timing & Results Data provider prepares the following Forms and sends to FISA for approval.
  - Entries by Event (by Federation)
  - Entry List by Federation and Event (with names)
  - Table of Entries
  - Entry List by Event (with names)
  - The Racing Timetable

The only official entry list will be the one produced immediately after the closing date for the Entries by the FISA Timing & Results Data provider. No modifications will be made to these lists until after the Draw. The Organising Committee must not produce their own versions of these lists.

5. Not later than three days after the closing date for entries and after FISA' corrections and approval, the FISA Timing & Results Data provider will send to FISA all the Lists as described in Point 4.

FISA will publish on the FISA Website and will send then the Entry lists as follows:

- To the Organising Committee
    - Entries by Event (by Federation)
    - Entry List by Federation and Event (with names)
    - Table of Entries
    - Entry List by Event (with names)
    - The Racing Timetable
  - To the Seeding Panel.
    - Entries by Event (by Federation)
    - Entry List by Federation and Event (with names)
    - The Racing Timetable
  - To National Federations, Council and Commissions and "friends", to the FISA merchandiser:
    - Entry List by Event (by Federation)
    - The Racing Time Table
  - To the Media
    - Entries by Event (by Federation)
    - The Racing Timetable
6. Between the Entry deadline and the Draw, notification of crew changes should still go to the FISA Office or to the FISA desk in the Accreditation/Athlete registration centre at the venue where the modifications will be collected and numbered. When the Organising Committee receives a Crew Change Form from a Federation then the Organising Committee must immediately submit it to FISA.
  7. If the FISA Office receives late entries or crew changes then they must send the information to the FISA Timing & Results Data provider, to the Seeding Panel and a copy to the OC.

#### At the Event

##### Before the Draw

8. The Organising Committee is responsible for the distribution of the following information to the Team Managers at their arrival:
  - An information list explaining the "Crew Changes" procedures e.g. place, time, responsible person, Form.
  - Entries by Event (by Federation)
  - Entry List by Federation and Event (with names)
  - Table of Entries
  - The Racing Timetable

9. The Organising Committee is responsible for the distribution of the following information to FISA and to the Media at their arrival:

- Entries by Event (by Federation)
- Entry List by Federation and Event (with names)
- Table of Entries
- Entry List by Event (with names)
- The Racing Timetable

**All lists are as of the closing date for the Entries - no amendments are included**

10. After the Draw FISA will collect all changes at the FISA regatta office at the regatta venue. There must be a large sign - "Crew Changes" - clearly fixed outside the FISA regatta office.

11. Every change should be numbered and recorded. Three copies have to be made of every crew change. The original remains in the FISA Regatta Office. One copy is submitted to the FISA Seeding Panel, one copy to the FISA Data Base manager and one copy to the FISA Timing & Results Data provider.

12. All Crew Change Forms must be signed by the Team Manager.

13. If the change involves the substitution of a crew member or the complete withdrawal of a crew a copy of the crew change Form shall be submitted directly to the nominated representative of the FISA Umpiring Commission who will be responsible for approving the change.

14. If the change could effect the composition of the heats or the seeding, the FISA Umpiring Commission representative must consult with the President of the Jury and the representatives of the Seeding Panel. The FISA Umpiring Commission representative will then forward the Form to the FISA Timing & Results Data provider and give instructions if necessary.

15. In principle the FISA Timing & Results Data provider shall have one contact person from FISA.

#### **At the Draw**

16. The list of Entries by Event (by Federation), as of the closing date for Entries - is used for the Draw.

#### **After the Draw**

17. After the Draw the FISA Timing & Results Data provider produces the following lists:

- Summary Start List
- Start Lists by Event (with names)
- Media Start Lists
- All Lists are distributed after FISA' approval.
- These lists are distributed by the Organising Committee in accordance with the agreed procedure for the event.

#### **During Racing**

18. The FISA Timing & Results Data provider is responsible for producing:

- After each race - Results Lists
- After all the races of an Event - the Draw for the next stage of the FISA progression system and forwards it to FISA for approval.
- After the last race of a session -
  - Summary Results Lists
  - Summary Start Lists
  - Start Lists by Event
  - Media Start Lists
- After the Semi-finals and Finals - Summary Results Summary by Event

19. A FISA Umpiring Commission representative (or another delegated member of the FISA Commissions) will check all the Lists produced by the FISA Timing & Results Data provider and will ensure that they are correct.

20. A FISA Umpiring Commission representative will be responsible for ensuring (by regular checks) that the distribution of all crew changes is working properly in all area of the venue.

21. The Organising Committee is responsible and co-ordinates with the FISA Timing & Results Data provider for the distribution of all the information throughout the organisation in accordance with an agreed in advance procedure.

- To the Teams
- To the Media
- To FISA, (including the Seeding Panel).
- To the Control Commission and to the Jury
- To the OC
- Etc.

### Changes During Racing

22. If a change is imposed after the boats have left the launch pontoon for warming up, for example because of:

- Boat damage (delay or postponement of the race)
- Disqualification
- A boat does not appear at the Start
- The race is interrupted by the Umpire
- A boat stops racing and does not finish a race

The respective member of the International Jury (Starter, Umpire) must immediately inform the Judge at the Finish and the FISA Umpiring Commission representative in the Finish Tower.

If the change could effect the seeding, the composition of the heats, repechages, semi-finals or finals, the FISA Umpiring Commission representative must consult with the President of the Jury and the FISA Technical Delegates.

23. The President of the Jury and the FISA Technical Delegates will then give any necessary instructions.

**24. The FISA representative of the Umpiring Commission** in the Finish Tower is then responsible for ensuring that this information is immediately forwarded by the Organising Committee to:

- the Judge at the Finish,
- the Timing/Data processing Officials,
- the Starter,
- the Control Commission (Doping Control, Boat Weighing, Athletes Weighing),

The FISA Representative in the Press Centre who then communicates the information to the Tower Commentators and the Television producer.

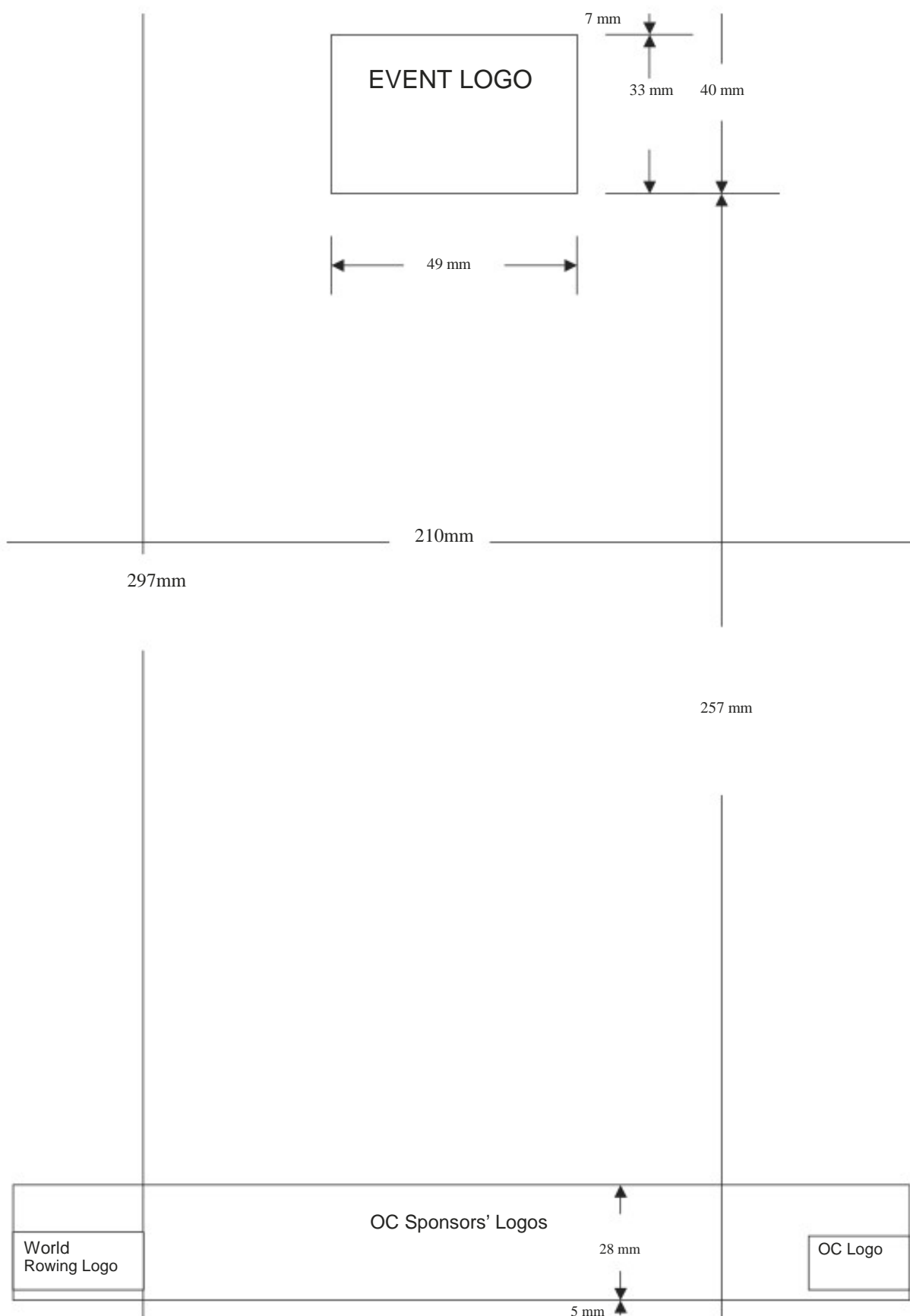
The FISA Events Representative in the FISA Office who then communicates the information to the distribution service and any other appropriate person.

25. The FISA office will immediately prepare an Official Communication concerning the incident and its outcome for formal distribution through the Timing & Results system and on the FISA Website.





## Appendix C.4.1.1.b Lists Layout





## Appendix C.4.1.2.a Entries by Event Sample



WJCH Racice, Czech Republic

05 - 08 August 2010

### ENTRIES BY EVENT

As of 27 JUL 2010

JW4- [31]	JM4+ [32]	JW1x [33]	JM1x [34]	JW2- [35]	JM2- [36]	JW2x [37]	JM2x [38]	JM4- [39]	JW4x [40]	JM4x [41]	JW8+ [42]	JM8+ [43]
12	14	20	26	9	18	20	27	12	12	25	7	12
AUS BLR CZE ESP FRA GER HUN NED NZL RSA UKR USA	AUS CRO CZE FRA GBR GER ITA NZL POL RSA SRB SUI UKR USA	AZE CHI CZE EST GER GRE HUN ITA LAT LTU NED NOR PAK POL ROU SLO SUI TUN USA ZIM	ALB ARG BLR CHI CRO CZE ESA EST GEO GER GRE HUN IRL ITA LTU PAK PER POR RSA RUS SRB SVK SWE TUN UKR USA	BLR BUL CZE FRA GER GRE HUN ROU USA	ARG AZE BUL CHI CRO CZE ESP FRA GER GRE ITA JPN KOR LAT NED NOR PAK POL ROU SWE USA ZIM	AUS BEL CRO CZE EST FRA GER GRE ITA JPN KOR LAT NED NOR PAK POL ROU SWE USA ZIM	ARG ARM BEL BLR BUL CRO CZE DEN EST FRA GEO GER GRE HUN ITA JPN KOR LAT LTU NED NZL POL POR ROU SLO SUI USA	AUS BLR CRO CZE ESP FRA GBR GER LTU ROU RUS USA	AUS BLR CAN CZE GER ITA NZL POL ROU RUS UKR USA	ARG AUS AUT BLR CAN CRO CZE DEN FRA GBR GER GRE ITA LTU NOR NZL PER POL POR RUS SLO SRB UKR USA ZIM	CZE FRA GBR GER ROU RUS USA	CAN CZE ESP FRA GBR GER ITA NZL ROU RUS UKR USA

	NOCs	Crews	Competitors
Junior Men	49	134	440
Junior Women	36	80	237
<b>Total</b>	<b>49</b>	<b>214</b>	<b>677</b>

**Legend:**

JW4-	Junior Women's Four	JM4+	Junior Men's Coxed Four	JW1x	Junior Women's Single Sculls
JM1x	Junior Men's Single Sculls	JW2-	Junior Women's Pair	JM2-	Junior Men's Pair
JW2x	Junior Women's Double Sculls	JM2x	Junior Men's Double Sculls	JM4-	Junior Men's Four
JW4x	Junior Women's Quad Sculls	JM4x	Junior Men's Quad Sculls	JW8+	Junior Women's Eight
JM8+	Junior Men's Eight				

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# Appendix C.4.1.2.b Entry List by Event (with Names)



WU23CH Brest, Belarus

22 - 25 July 2010

**62**

(Event)

**ENTRY LIST BY EVENT****BW2x****Under 23 Women's Double Sculls**

As of 13 JUL 2010

**BLR**(b) SHLIUPSKAYA Katsiaryna  
(s) SMALIAKOVA Maryia**EST**GARANKINA Natalia  
TINKUS Helen**GER**LEPKE Julia  
SCHMIDLA Lisa**HUN**TOTH Evelyn  
SASKA Beata**ITA**LONGATTI Giulia  
FERRARINI Martina**LAT**(b) STUBEROVSKA Liene  
(s) MOCA Vineta**ROU**TRIFOI Elena  
DORNEANU Irina**USA**DONALD Rebecca  
DONALD Elizabeth**Legend:**

(b)	bow	(2)-(7)	seat	(s)	stroke
(c)	cox				

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## Appendix C.4.1.2.c entry List by Federation and Event (with Names)



WU23CH Brest, Belarus

22 - 25 July 2010

### ENTRY LIST BY NOC

As of 13 JUL 2010

#### ALB - Albania

Event Code	Event Number	Seat	Name
BLM1x	54	(b)	THEKA Edy
<b>Crews: 1      Athletes: 1</b>			

#### Legend:

BW4-	U 23 Women's Four	BM4+	U 23 Men's Coxed Four	BLW1x	U 23 Lwt. Women's Single Sculls
BLM1x	U 23 Lwt. Men's Single Sculls	BLM2-	U 23 Lightweight Men's Pairs	BLW4x	U 23 Lwt. Women's Quadruple Sculls
BLM4x	U 23 Lwt. Men's Quadruple Scull	BW1x	U 23 Women's Single Sculls	BM1x	U 23 Men's Single Sculls
BW2-	U 23 Women's Pairs	BM2-	U 23 Men's Pairs	BW2x	U 23 Women's Double Sculls
BM2x	U 23 Men's Double Sculls	BM4-	U 23 Men's Four	BLW2x	U 23 Lwt. Women's Double Scull
BLM2x	U 23 Lwt. Men's Double Sculls	BLM4-	U 23 Lwt. Men's Four	BW4x	U 23 Women's Quadruple Sculls
BM4x	U 23 Men's Quadruple Sculls	BW8+	U 23 Women's Eight	BM8+	U 23 Men's Eight
(b)	bow	(2)-(7)	seat	(s)	stroke
(c)	cox				

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# Appendix C.4.1.2.d Table of Entries



WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC Code	NOC	Olympic Events														NOC Code	Total
		W2- [1]	M2- [2]	W2x [3]	M2x [4]	M4- [5]	W1x [6]	M1x [7]	LW2x [8]	LM2x [9]	LM4- [10]	W4x [11]	M4x [12]	W8+ [13]	M8+ [14]		
ALG	Algeria									1						ALG	2
ARG	Argentina	1						1								ARG	2
AUS	Australia	1		1		1			1		1		1		1	AUS	10
AUT	Austria															AUT	2
BEL	Belgium				1		1	1			1					BEL	5
BLR	Belarus	1		1	1	1	1	1				1		1		BLR	12
BRA	Brazil															BRA	5
BUL	Bulgaria			1						1						BUL	2
CAN	Canada		1						1	1	1			1	1	CAN	10
CHI	Chile							1			1					CHI	3
CHN	Peoples Republic of China	1					1									CHN	2
CRO	Croatia	1				1		1					1			CRO	6
CUB	Cuba		1		1		1	1	1	1						CUB	6
CZE	Czech Republic		1	1	1	1	1	1			1		1			CZE	12
DEN	Denmark			1					1	1	1					DEN	8
EGY	Egypt				1	1		1								EGY	3
ESP	Spain					1	1				1					ESP	6
EST	Estonia				1		1	1					1			EST	4
FIN	Finland			1												FIN	2
FRA	France	1	1		1	1		1		1	1		1			FRA	15
GBR	Great Britain	1	1	1	1	1	1	1	1	1	1	1	1	1	1	GBR	21
GER	Germany	1	1	1	1	1	1	1	1	1	1	1	1	1	1	GER	24
GRE	Greece		1			1		1	1	1						GRE	7
HKG	Hong Kong, China									1						HKG	4
HUN	Hungary								1							HUN	5
INA	Indonesia								1		1					INA	2
IND	India					1		1		1						IND	4
IRI	Islamic Republic of Iran			1			1	1		1			1			IRI	8
IRL	Ireland							1								IRL	3
IRQ	Iraq							1								IRQ	2
ISR	Israel															ISR	2
ITA	Italy		1							1	1	1	1		1	ITA	16
JPN	Japan										1					JPN	5
KAZ	Kazhakstan		1				1	1								KAZ	4
KOR	Republic of Korea															KOR	3
LTU	Lithuania			1			1	1								LTU	3
MEX	Mexico								1							MEX	3
NED	Netherlands	1							1	1	1			1	1	NED	9
NOR	Norway				1		1	1								NOR	3
NZL	New Zealand	1	1	1	1	1	1	1		1	1	1				NZL	12
POL	Poland		1	1	1	1	1		1	1	1		1	1	1	POL	17
POR	Portugal	1							1	1	1					POR	5
ROU	Romania	1												1		ROU	2
RSA	Republic of South Africa		1					1		1						RSA	5
RUS	Russian Federation						1			1	1	1	1		1	RUS	9
SLO	Slovenia				1	1				1			1			SLO	4
SRB	Serbia		1		1		1			1	1					SRB	6
SUI	Switzerland				1						1					SUI	5
SVK	Slovakia															SVK	1
SWE	Sweden						1	1	1							SWE	4
TUR	Turkey															TUR	1

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WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC CodeNOC	Olympic Events														NOC Code	Total
	W2- [1]	M2- [2]	W2x [3]	M2x [4]	M4- [5]	W1x [6]	M1x [7]	LW2xLM2x [8]	[9]	LM4- [10]	W4x [11]	M4x [12]	W8+ [13]	M8+ [14]		
UKR Ukraine	1		1	1	1	1	1				1	1		1	UKR	15
USA United States of America	1	1	1	1	1	1	1	1	1	1	1	1	1	1	USA	24
UZB Uzbekistan							1								UZB	2
<b>54 Total</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>17</b>	<b>16</b>	<b>20</b>	<b>26</b>	<b>15</b>	<b>22</b>	<b>21</b>	<b>8</b>	<b>14</b>	<b>8</b>	<b>10</b>	<b>54</b>	<b>357</b>



WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC Code	NOC	International Events								NOC Code	Total
		W4- [15]	M2+ [16]	LW1x [17]	LM1x [18]	LM8+ [19]	LM2- [20]	LW4x [21]	LM4x [22]		
ALG	Algeria			1						ALG	2
ARG	Argentina									ARG	2
AUS	Australia	1								AUS	10
AUT	Austria			1		1				AUT	2
BEL	Belgium			1						BEL	5
BLR	Belarus	1								BLR	12
BRA	Brazil				1					BRA	5
BUL	Bulgaria									BUL	2
CAN	Canada	1	1					1		CAN	10
CHI	Chile				1					CHI	3
CHN	Peoples Republic of China									CHN	2
CRO	Croatia		1	1						CRO	6
CUB	Cuba									CUB	6
CZE	Czech Republic		1	1	1		1			CZE	12
DEN	Denmark			1	1		1		1	DEN	8
EGY	Egypt									EGY	3
ESP	Spain			1	1					ESP	6
EST	Estonia									EST	4
FIN	Finland				1					FIN	2
FRA	France		1			1	1		1	FRA	15
GBR	Great Britain			1	1		1	1		GBR	21
GER	Germany	1	1	1	1	1	1	1	1	GER	24
GRE	Greece			1	1					GRE	7
HKG	Hong Kong, China			1	1					HKG	4
HUN	Hungary				1	1				HUN	5
INA	Indonesia									INA	2
IND	India				1					IND	4
IRI	Islamic Republic of Iran			1	1			1		IRI	8
IRL	Ireland									IRL	3
IRQ	Iraq				1					IRQ	2
ISR	Israel									ISR	2
ITA	Italy		1	1	1	1	1		1	ITA	16
JPN	Japan			1	1	1	1			JPN	5
KAZ	Kazakhstan			1						KAZ	4
KOR	Republic of Korea									KOR	3
LTU	Lithuania									LTU	3
MEX	Mexico			1					1	MEX	3
NED	Netherlands	1			1	1				NED	9
NOR	Norway									NOR	3
NZL	New Zealand				1					NZL	12
POL	Poland				1			1		POL	17
POR	Portugal									POR	5
ROU	Romania									ROU	2
RSA	Republic of South Africa				1		1			RSA	5
RUS	Russian Federation									RUS	9
SLO	Slovenia									SLO	4
SRB	Serbia						1			SRB	6
SUI	Switzerland			1	1		1			SUI	5
SVK	Slovakia				1					SVK	1
SWE	Sweden			1						SWE	4
TUR	Turkey					1				TUR	1

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WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC Code	NOC	International Events								NOC Code	Total
		W4- [15]	M2+ [16]	LW1x [17]	LM1x [18]	LM8+ [19]	LM2- [20]	LW4x [21]	LM4x [22]		
UKR	Ukraine		1		1					UKR	15
USA	United States of America	1	1	1	1	1	1	1	1	USA	24
UZB	Uzbekistan				1					UZB	2
54	<b>Total</b>	<b>6</b>	<b>8</b>	<b>19</b>	<b>25</b>	<b>9</b>	<b>11</b>	<b>6</b>	<b>6</b>	<b>54</b>	<b>357</b>



WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC Code	NOC	Adaptive Events					NOC Code	Total
		ASW1x [81]	ASM1x [82]	TAMix2x [83]	LTAIDMix4+ [84]	LTAMix4+ [85]		
ALG	Algeria						ALG	2
ARG	Argentina						ARG	2
AUS	Australia		1			1	AUS	10
AUT	Austria						AUT	2
BEL	Belgium						BEL	5
BLR	Belarus	1	1	1			BLR	12
BRA	Brazil	1	1	1		1	BRA	5
BUL	Bulgaria						BUL	2
CAN	Canada					1	CAN	10
CHI	Chile						CHI	3
CHN	Peoples Republic of China						CHN	2
CRO	Croatia						CRO	6
CUB	Cuba						CUB	6
CZE	Czech Republic						CZE	12
DEN	Denmark						DEN	8
EGY	Egypt						EGY	3
ESP	Spain		1				ESP	6
EST	Estonia						EST	4
FIN	Finland						FIN	2
FRA	France	1		1		1	FRA	15
GBR	Great Britain		1	1		1	GBR	21
GER	Germany		1			1	GER	24
GRE	Greece						GRE	7
HKG	Hong Kong, China				1		HKG	4
HUN	Hungary	1	1				HUN	5
INA	Indonesia						INA	2
IND	India						IND	4
IRI	Islamic Republic of Iran						IRI	8
IRL	Ireland			1		1	IRL	3
IRQ	Iraq						IRQ	2
ISR	Israel		1	1			ISR	2
ITA	Italy		1	1	1	1	ITA	16
JPN	Japan						JPN	5
KAZ	Kazakhstan						KAZ	4
KOR	Republic of Korea	1	1	1			KOR	3
LTU	Lithuania						LTU	3
MEX	Mexico						MEX	3
NED	Netherlands						NED	9
NOR	Norway						NOR	3
NZL	New Zealand		1				NZL	12
POL	Poland	1	1	1		1	POL	17
POR	Portugal	1					POR	5
ROU	Romania						ROU	2
RSA	Republic of South Africa						RSA	5
RUS	Russian Federation		1	1		1	RUS	9
SLO	Slovenia						SLO	4
SRB	Serbia						SRB	6
SUI	Switzerland						SUI	5
SVK	Slovakia						SVK	1
SWE	Sweden						SWE	4
TUR	Turkey						TUR	1

INTERNET Service: [www.worldrowing.com](http://www.worldrowing.com)  
FISA Data Service

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data processing by SWISS TIMING

Report Created: TUE 11 AUG 2009 / 15:30



WCH Poznan, Poland

23 - 30 Aug 2009

## NUMBER OF ENTRIES BY NOC

As of 11 AUG 2009

NOC Code	NOC	Adaptive Events					NOC Code	Total
		ASW1x [81]	ASM1x [82]	TAMix2x [83]	LTAIDMix4+ [84]	LTAMix4+ [85]		
UKR	Ukraine	1	1	1		1	UKR	15
USA	United States of America		1			1	USA	24
UZB	Uzbekistan						UZB	2
<b>54</b>	<b>Total</b>	<b>8</b>	<b>15</b>	<b>11</b>	<b>2</b>	<b>12</b>	<b>54</b>	<b>357</b>

### Legend:

W2-	Women's Pair	M2-	Men's Pair	W2x	Women's Double Sculls
M2x	Men's Double Sculls	M4-	Men's Four	W1x	Women's Single Sculls
M1x	Men's Single Sculls	LW2x	Lightweight Women's Double Sculls	LM2x	Lightweight Men's Double Sculls
LM4-	Lightweight Men's Four	W4x	Women's Quadruple Sculls	M4x	Men's Quadruple Sculls
W8+	Women's Eight	M8+	Men's Eight	W4-	Women's Four
M2+	Men's Coxed Pair	LW1x	Lightweight Women's Single Sculls	LM1x	Lightweight Men's Single Sculls
LM8+	Lightweight Men's Eight	LM2-	Lightweight Men's Pair	LW4x	Lwt. Women's Quadruple Sculls
LM4x	Lwt. Men's Quadruple Sculls	ASW1x	AS Women's Single Sculls	ASM1x	AS Men's Single Sculls
TAMix2x	Trunk and Arms Double Sculls	LTAIDMix4+	Legs, Trunk and Arms Mixed Coxed Four (ID)	LTAMix4+	Legs, Trunk and Arms Mixed Coxed Four (PD)

INTERNET Service: [www.worldrowing.com](http://www.worldrowing.com)  
FISA Data Service

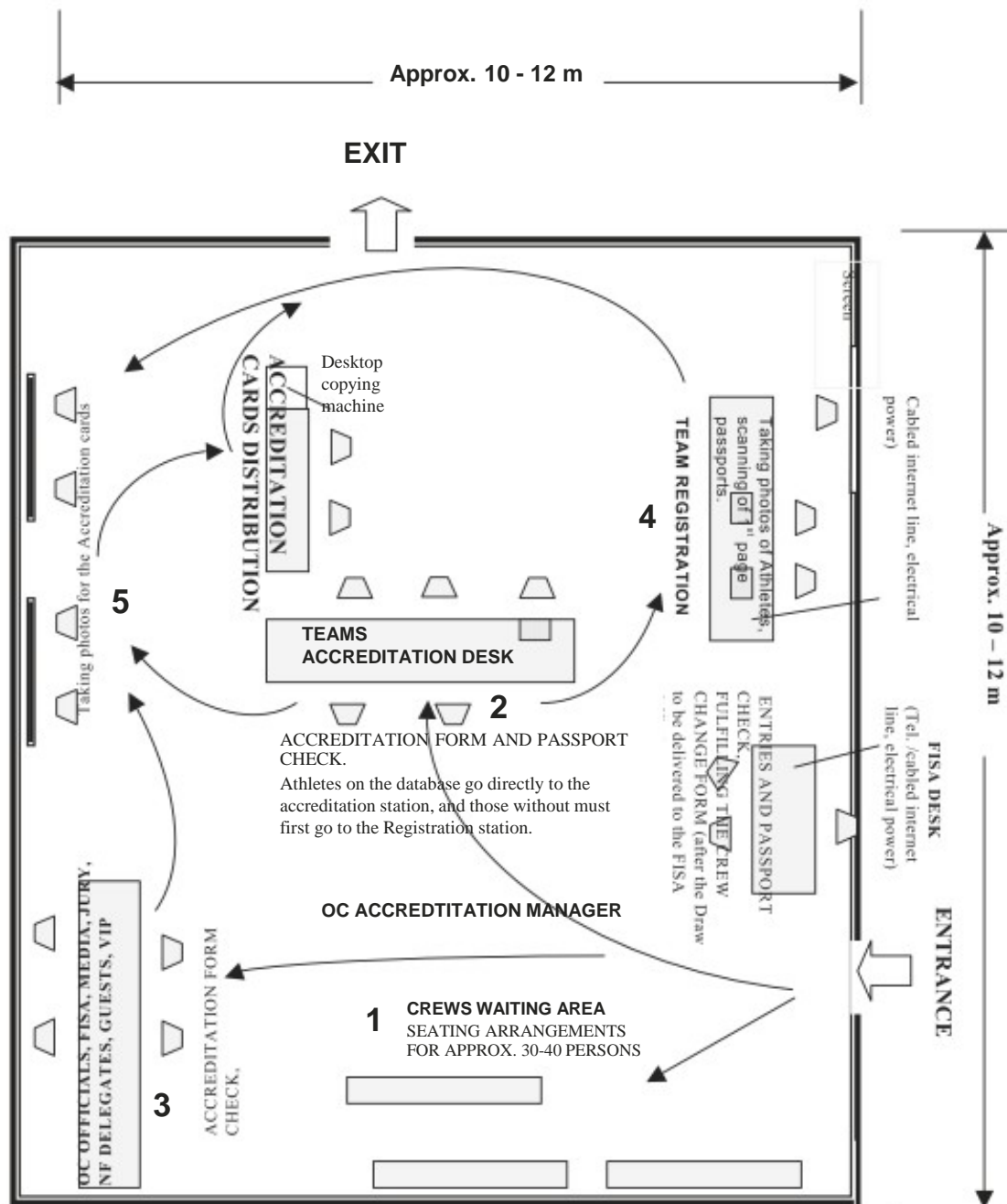
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Report Created TUE 11 AUG 2009 / 15:30

## Appendix C.4.3.a aCCreditation and Team Registration - Procedures with Photos

### GENERIC LAYOUT PLAN



## ACCREDITATION FACILITIES AND PROCEDURE

### Areas:

#### 1. Waiting area

##### **Furniture & Equipment:**

- Seats for up to 40 persons - for the layout see the drawing,
- A table and chairs for the FISA representative,
- Telephone line and cabled internet line (broadband), electrical power supply.
- An office lockable drawer for the documents storage,

##### **Documents:**

Upon their arrival Team Managers shall be provided with the following set of information documents:

- The Team Managers Manual
- An information list explaining the "Crew Changes" procedures e.g. place, time, and responsible persons.
- Entries by Event (by Federation)
- Entry List by Country and Event (with names)
- Timetable
- Table of Entries
- Information and invitations for various Teams' social events

#### 2. Team Accreditation area

##### **Furniture & Equipment:**

- Two long tables (approximately 2m x 0.6m) for documents and folders to be laid down,
- Chairs: 4 - 5
- A copying machine and blank paper,
- The main computer (server),
- Telephone line and cabled internet line (broadband), electrical power supply.

##### **Documents:**

For the accreditation process there shall be available the following documents:

- The Teams' Accreditation List, which has been provided by FISA,
- Entry list by Event,
- Entry List by Country and Event,
- Crew Change Forms,
- Application Form for Accreditation on site.

#### 3. OC Officials, FISA, MEDIA, Jury, NF Delegates, Guests, VIP Accreditation area

Upon their arrival the FISA and Jury members shall be provided with the following set of information documents:

- The Team Managers Manual
- Entries by Event (by Federation)
- Timetable
- Table of Entries
- Information and invitations for various social events

##### **Furniture & Equipment**

- A long table (approximately 2m x 0.6m) for documents and folders to be laid down,
- Chairs: 3 - 4
- Telephone line and cabled internet line (broadband), electrical power supply.

##### **Documents:**

For the accreditation process there shall be available the following documents:

- The FISA, Jury and Media Accreditation List, which has been provided by FISA.
- Application Form for Accreditation on site.



#### 4. Team Registration Area

##### Furniture & Equipment

- Two long tables (approximately 2m x 0.6m) for documents and the Registration equipment to be laid down,
- Chairs: 3 - 4
- Telephone line and cabled internet line (broadband), electrical power supply.
- Equipment, provided by the FISA Timing provider.

5. **Accreditation Workstations** - 3 - 4 computerised accreditation workstations that are linked through a network with the main computer (server).

##### Furniture & Equipment (for each work station):

- Tables and chairs,
- An office lockable drawer for the documents storage,
- Computer linked to the main computer and a printer,
- Digital Camera,
- Screen and a chair for taking the digital photos.

#### Procedures

##### TEAMS

1. Everyone requiring accreditation must come personally to the accreditation office.
2. FISA provides the Entry Lists, the Accreditation Lists and the List with the names of the Athletes with missing photo in the Data base, Commitment or Biography Forms or scanned passports.
3. The Team Manager is confirming the Entries Lists or fulfilling the Crew Change Form or late Accreditation Application Form (if needed) and submitting them to the FISA staff person together with the Commitment or Biography Forms (if missing).
4. Athletes that are not on the database must first go to the Registration station. His/her passport is copied and a photo is taken. After they have been entered in the Data base, they proceed to the accreditation stations for their photo to be taken.
5. The Athletes who have been entered in the Data base, the coaches and the team support staff proceed directly to the accreditation stations for their photo to be taken. After their photos have been taken, they collect the printed accreditation cards from the accreditation distribution desk and leave the Accreditation centre.
6. Each team member is requested to present himself with the passport at the Team Accreditation desk when called by the Officials.
7. There shall be taken a copy of the first page of all passports. The copies shall be sorted by country and handed over to FISA. For the correct procedure when taking the copies please refer to the document called "Passport Copying Procedure".
8. Team Managers may be requested to bring a document proving that they have settled the full and final payment of their accommodation.
9. Team Managers of larger teams must make an appointment with the accreditation office in advance. It is recommended that larger teams should be separated into groups (max 40 people) in order to avoid queuing and long waiting times.
  - Team Managers must check first if their team list is complete. If there are changes in the seating order in the boat, or different rowers were entered in the "Entry Form", or there are differences in the spelling of the names, they must complete the "**Crew Change Form**".
  - The Crew Change Forms must be numbered with consecutive numbers. These forms must be collected and handed over to FISA for approval. The original approved Forms shall remain in the FISA

office. One set of copies shall be submitted to the timing provider in order to include the changes in the Entry lists. A second set of copies shall be given to the FISA.

- After the Draw, the original set of Crew Change Forms must be submitted to FISA.
- After the Draw all crew changes must be submitted to the FISA Office.

10. The FISA authorised person must check the passport of each rower as follows:

- Compare the picture in the passport with the face of the rower,
- Check the nationality - this must be the same as the National Federation which has entered her/him for the Championships,
- Check the date of birth.
- All questionable cases must be reported immediately to FISA.

11. The maximum number of accreditations for team support shall be automatically allocated as follows:

- Officially entered rowers and nominated spares (max. of 12 spares for a full team),
- A maximum of 1 coach per boat,
- 1 Head Coach each for Junior Men - Junior Women,
- 1 Team Manager per National Federation with less than 20 rowers,
- 1 additional Team Manager per National Federation with more than 20 rowers,
- A maximum of 2 doctors per Team,
- 1 physiotherapist per 10 Athletes,
- 1 person responsible for equipment,
- 2 other Officials as nominated by the Team Manager,

12. Late accreditations

- Everyone requiring accreditation must come personally to the accreditation office.
- All accreditation requests submitted by Teams, FISA, Jury, National Federations, FISA VIP and Media and received after the accreditation deadline will be considered as late applications and will be handled by FISA. The applicants for late accreditations must submit a signed Application Form.
- All accreditation requests submitted by Organising Committee members, Organising Committee VIP, other will be handled by the Chairman of the Organising Committee or authorised by a senior member of the OC.

13. During the accreditation procedure, the Team Managers may be requested to confirm their country's flag and anthem.

After all procedures as listed above have been carried out the Accreditation badges of the respective members of the team shall be handed out at the Accreditation distribution desk.

Ideally the team members should be able to leave the accreditation centre through a separate exit.

#### **OC Officials, FISA, MEDIA, Jury, NF Delegates, Guests, VIP**

1. The applicants for accreditation may be requested to bring a document proving that they have settled the full and final payment of their accommodation.
2. A copy of the first page of all passports or identification documents shall be taken. The copies shall be sorted by country and handed over to FISA.
3. Everyone requiring accreditation must come personally to the accreditation office.
4. Late accreditations:
  - All accreditation requests submitted by FISA, Jury, National Federations, FISA VIP and Media and received after the accreditation dead line will be considered as late applications and will be handled by FISA. The applicants for late accreditations must submit a signed Application Form for accreditation on site.
  - All accreditation requests submitted by Organising Committee members, Organising Committee VIP, other will be handled by the Chairman of the Organising Committee or an authorised by him senior member of the OC.

- The late accreditations shall be issued at one of the Accreditation workstations.
5. After all procedures as listed above have been carried out, the applicants for accreditation proceed to the accreditation stations for their photo to be taken.
  6. After their photo has been taken, the applicants proceed to the Accreditation distribution desk.
  7. Accreditation badges shall be handed out.

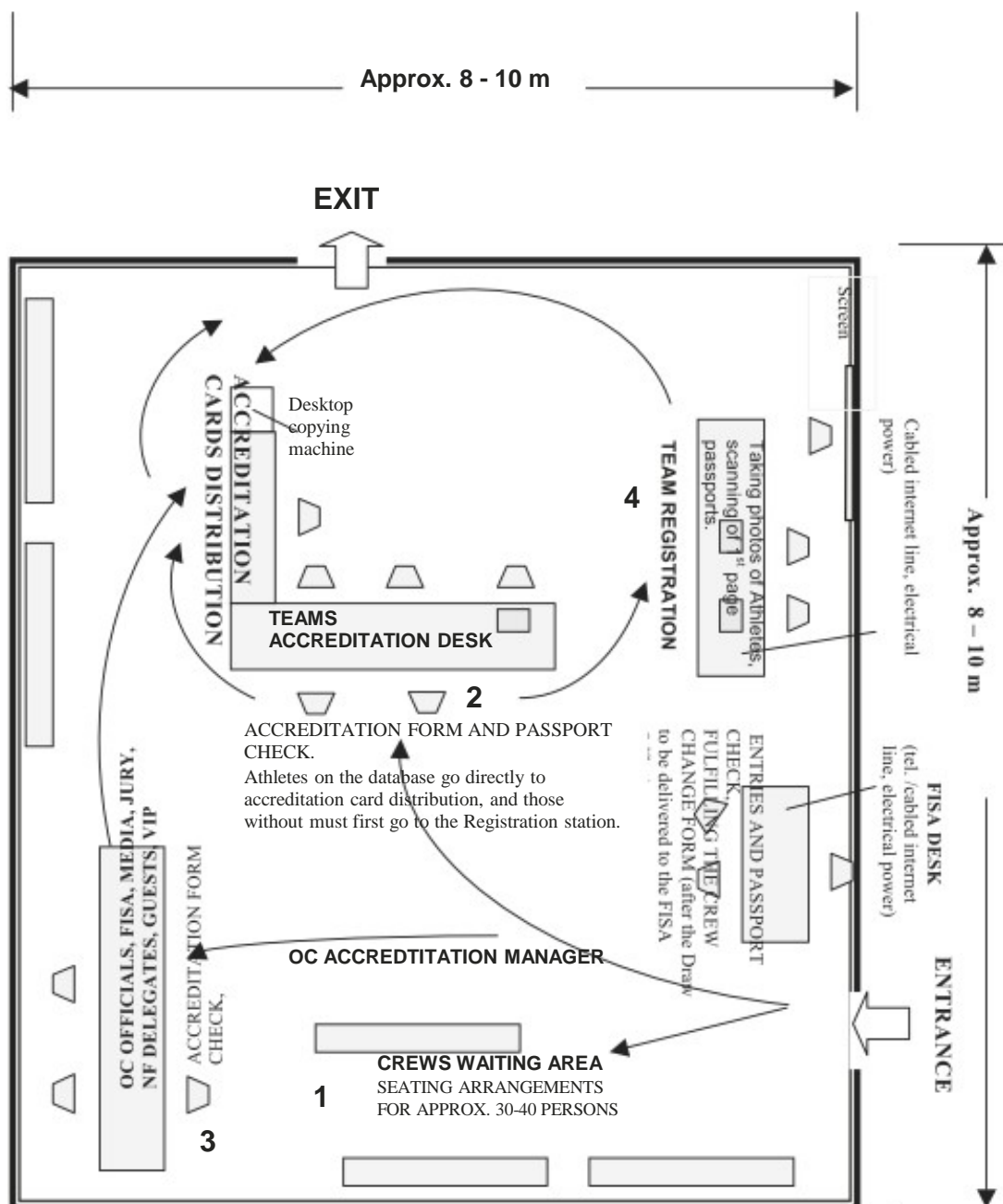
### **Volunteers**

There have to be foreseen approximately 14 - 15 Volunteers to be available in the Accreditation centre during peak times (the 2 - 3 days preceding the first racing day).



## Appendix C.4.3.b aCCreditation and Team Registration - Procedures without Photos

### GENERIC LAYOUT PLAN



## ACCREDITATION FACILITIES AND PROCEDURE

### Areas:

#### 1. Waiting area

##### **Furniture & Equipment:**

- Seats for up to 40 persons - for the layout see the drawing,
- A table and chairs for the FISA representative,
- Telephone line and cabled internet line (broadband), electrical power supply.
- An office lockable drawer for the documents storage,

##### **Documents:**

Upon their arrival Team Managers shall be provided with the following set of information documents:

- The Team Managers Manual
- An information list explaining the "Crew Changes" procedures e.g. place, time, and responsible persons.
- Entries by Event (by Federation)
- Entry List by Country and Event (with names)
- Timetable
- Table of Entries
- Information and invitations for various Teams' social events

#### 2. Team Accreditation area

##### **Furniture & Equipment:**

- Two long tables (approximately 2m x 0.6m) for documents and folders to be laid down,
- Chairs: 4 - 5
- A copying machine and blank paper,
- The main computer (server),
- Telephone line and cabled internet line (broadband), electrical power supply.

##### **Documents:**

For the accreditation process there shall be available the following documents:

- The Teams' Accreditation List, which has been provided by FISA,
- Entry list by Event,
- Entry List by Country and Event,
- Crew Change Forms,
- Application Form for Accreditation on site.

#### 3. OC Officials, FISA, MEDIA, Jury, NF Delegates, Guests, VIP Accreditation area

Upon their arrival the FISA and Jury members shall be provided with the following set of information documents:

- The Team Managers Manual
- Entries by Event (by Federation)
- Timetable
- Table of Entries
- Information and invitations for various social events

##### **Furniture & Equipment**

- A long table (approximately 2m x 0.6m) for documents and folders to be laid down,
- Chairs: 3 - 4
- Telephone line and cabled internet line (broadband), electrical power supply.

##### **Documents:**

For the accreditation process there shall be available the following documents:

- The FISA, Jury and Media Accreditation List, which has been provided by FISA.
- Application Form for Accreditation on site.

#### 4. Team Registration Area

##### Furniture & Equipment

- Two long tables (approximately 2m x 0.6m) for documents and the Registration equipment to be laid down,
- Chairs: 3 - 4
- Telephone line and cabled internet line (broadband), electrical power supply.
- Equipment, provided by the FISA Timing provider.

#### Procedures

##### TEAMS

1. Everyone requiring accreditation must come personally to the accreditation office.
2. FISA provides the Entry Lists, the Accreditation Lists and the List with the names of the Athletes with missing photo in the Data base, Commitment or Biography Forms or scanned passports.
3. The Team Manager is confirming the Entries Lists or fulfilling the Crew Change Form or late Accreditation Application Form (if needed) and submitting them to the FISA staff person together with the Commitment or Biography Forms (if missing).
4. Athletes that are not on the database must first go to the Registration station. His/her passport is copied and a photo is taken. After they have been entered in the Data base, they proceed to the accreditation desk to collect their accreditation card.
5. The Athletes who have been entered in the Data base, the coaches and the team support staff proceed directly to the accreditation distribution desk to collect their accreditation card and leave the Accreditation centre.
6. Each team member is requested to present himself with the passport at the Team Accreditation desk when called by the Officials.
7. There shall be taken a copy of the first page of all passports. The copies shall be sorted by country and handed over to FISA. For the correct procedure when taking the copies please refer to the document called "Passport Copying Procedure".
8. Team Managers may be requested to bring a document proving that they have settled the full and final payment of their accommodation.
9. Team Managers of larger teams must make an appointment with the accreditation office in advance. It is recommended that larger teams should be separated into groups (max 40 people) in order to avoid queuing and long waiting times.
  - Team Managers must check first if their team list is complete. If there are changes in the seating order in the boat, or different rowers were entered in the "Entry Form", or there are differences in the spelling of the names, they must complete the "Crew Change Form".
  - The Crew Change Forms must be numbered with consecutive numbers. These forms must be collected and handed over to FISA for approval. The original approved Forms shall remain in the FISA office. One set of copies shall be submitted to the timing provider in order to include the changes in the Entry lists. A second set of copies shall be given to the FISA.
  - After the Draw, the original set of Crew Change Forms must be submitted to FISA.
  - After the Draw all crew changes must be submitted to the FISA Office.
10. The FISA authorised person must check the passport of each rower as follows:
  - Compare the picture in the passport with the face of the rower,
  - Check the nationality - this must be the same as the National Federation which has entered her/him for the Championships,
  - Check the date of birth.

All questionable cases must be reported immediately to FISA.

11. The maximum number of accreditations for team support shall be automatically allocated as follows:

- Officially entered rowers and nominated spares (max. of 12 spares for a full team),
- A maximum of 1 coach per boat,
- 1 Head Coach each for Junior Men - Junior Women,
- 1 Team Manager per National Federation with less than 20 rowers,
- 1 additional Team Manager per National Federation with more than 20 rowers,
- A maximum of 2 doctors per Team,
- 1 physiotherapist per 10 Athletes,
- 1 person responsible for equipment,
- 2 other Officials as nominated by the Team Manager,

12. Late accreditations

- Everyone requiring accreditation must come personally to the accreditation office.
- All accreditation requests submitted by Teams, FISA, Jury, National Federations, FISA VIP and Media and received after the accreditation deadline will be considered as late applications and will be handled by FISA. The applicants for late accreditations must submit a signed Application Form.
- All accreditation requests submitted by Organising Committee members, Organising Committee VIP, other will be handled by the Chairman of the Organising Committee or authorised by a senior member of the OC.

13. During the accreditation procedure, the Team Managers may be requested to confirm their country's flag and anthem.

After all procedures as listed above have been carried out the Accreditation badges of the respective members of the team shall be handed out at the Accreditation distribution desk.

Ideally the team members should be able to leave the accreditation centre through a separate exit.

## **OC Officials, FISA, MEDIA, Jury, NF Delegates, Guests, VIP**

1. The applicants for accreditation may be requested to bring a document proving that they have settled the full and final payment of their accommodation.
2. A copy of the first page of all passports or identification documents shall be taken. The copies shall be sorted by country and handed over to FISA.
3. Everyone requiring accreditation must come personally to the accreditation office.
4. Late accreditations
  - All accreditation requests submitted by FISA, Jury, National Federations, FISA VIP and Media and received after the accreditation dead line will be considered as late applications and will be handled by FISA. The applicants for late accreditations must submit a signed Application Form for accreditation on site.
  - All accreditation requests submitted by Organising Committee members, Organising Committee VIP, other will be handled by the Chairman of the Organising Committee or an authorised by him senior member of the OC.

After all procedures as listed above have been carried out, the applicants for accreditation proceed to the Accreditation distribution desk.

Accreditation badges shall be handed out.

## **Volunteers**

There have to be foreseen approximately 10 - 12 Volunteers to be available in the Accreditation centre during peak times (the 2 - 3 days preceding the first racing day).



## Appendix C.4.3.c Application for Accreditation on site

Event Logo

### Application for Accreditation at the Site

Please complete this form and submit for approval. Please report to the accreditation centre the following morning for an answer. If positive, the accreditation card may be issued at this time.

<b>Federation or Organisation:</b>					
Last name: _____		First name: _____			
Date & place of birth: _____				Nationality: _____	
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>					
Street & no: _____					
City: _____		Postal code: _____		Country: _____	
Tel: _____		Fax: _____		E-mail: _____	
<b>Type of Accreditation Requested</b>					
<input type="checkbox"/> Team	<input type="checkbox"/> FISA	<input type="checkbox"/> OC	<input type="checkbox"/> Media	<input type="checkbox"/> VIP	<input type="checkbox"/> Other
Function _____					
Date: _____		Signature of applicant: _____			

### Approval of Team Manager or NF Secretary General (if Team Accreditation is requested)

Name: \_\_\_\_\_

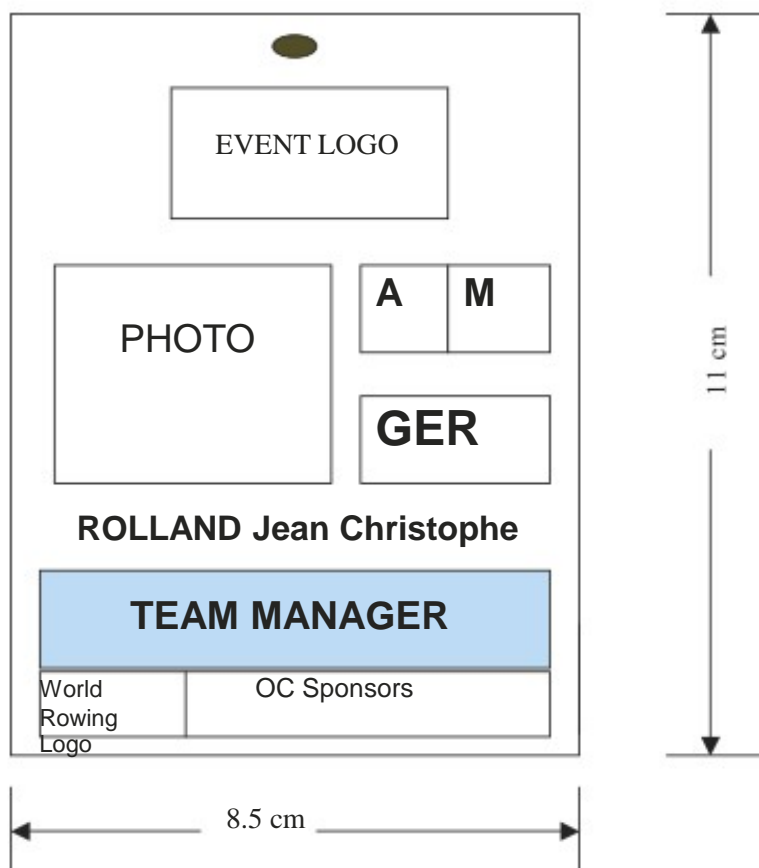
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>Approval by FISA or OC:</b>					
<b>Accreditation approved for issue:</b>					
<input type="checkbox"/> Team	<input type="checkbox"/> FISA	<input type="checkbox"/> OC	<input type="checkbox"/> Media	<input type="checkbox"/> VIP	<input type="checkbox"/> Other
Function _____					
Date: _____		Signature of applicant: _____			
<b>Approved Access:</b>					
<input type="checkbox"/> A	Venue Access and Athletes Area		<input type="checkbox"/> M	Media Areas	
Approved by FISA (Team, FISA, Media, VIP)			Approved by Organising Committee (OC, VIP, Other)		
Matt Smith (FISA): _____			(OC): _____		
Date: _____					



## Appendix C.4.3.d Accreditation Card

### ACCREDITATION CARD (example)





## Appendix C.4.3.e Accreditation Chart

	Responsible Person				Venue Access and Athletes Area	Media Areas
					A	M
Accredit. Categ.		Colour	Groups	Access to Zones	Authorised by:	
			FISA		FISA Executive Director	
1	DO	Red	FISA Council	A, M	A	M
2	DO	"	Technical Delegate	A, M	A	M
3	DO	"	FISA Commission	A, Media Pass*	A	M
4	DO	"	International Jury	A	A	
5	DO	"	FISA Staff / Consultant	A, Media Pass*	A	M
6	DO	"	Future FISA Organising Committees / Bid OCs	A	A	
			Teams		NF Team Manager	
11	DO	Blue	Rower	A	A	
12	DO	"	Team Manager	A, Media Pass*	A	
13	DO	"	Coach / Support	A	A	
14	DO	"	NF Delegate	A	A	
			Organising Committee		OC Director General	
21		Green	OC Members	A, M	A	M
22	OC	"	National Technical Official	A	A	
23	OC	"	OC Volunteer	A	A	
24	OC	"	Technical Staff	A	A	
25	DO	"	Boat Repair	A	A	
26	DO	"	Service Provider	A	A	
			Media		FISA Comm. Manager	
31	MG	Yellow	Media	A, M	A	M
32	MG	"	Photographer	A, M	A	M
33	MG	"	Host Broadcaster	A, M	A	M
34	MG	"	Rights holding TV	A, M	A	M
35	MG	"	Radio/TV Commentators	A, M	A	M
36	OC	"	Media Centre Staff	A, M	A	M
			Other			
		White	FISA Guests		FISA Executive Director	
41	DO	"	FISA Guest	A	A	
			OC Guests			
42	OC	"	OC Guest	A	A	
			National Federations			
43	DO	"	NF Guest	A	A	
			Umpires			
44	DO	"	Candidate / Renewal	A	A	

»» Team Managers may obtain a numbered Media Pass from the Media Centre.

»» Access to all Grandstand and Hospitality areas is through a ticket only except for service providers in these areas.

»» DO - Daniela Oronova (FISA)

»» MG - Marion Gallimore (FISA)



## Appendix C.5.7. National Technical Officials

The Officials that are recommended to be national umpire license holders are marked with **N.O.** and the Organising Committee is responsible for their appointment to duties.

1. **N.O.** - Responsible for all National Officials

### In the Start Area

2. **N.O.** - Technical Aligner
3. **N.O.** - Assistant Starter
4. **N.O.** - Responsible during racing for the Start area on land
5. Timing Assistant in Aligner's Hut

\* A Support official with basic computer knowledge and basic English speaking for assisting the Timing system in the Aligner's Hut

6. Timing impulse back up

\* A Support official for the back up start impulse

### For the Timing services

#### At 500m

7. Timing Official for the timing impulse
8. Timing Official for the lane input
9. **N.O.** for the lanes recording and the communication with the Timing provider Officials in the Finish Tower

#### At 1000m

10. Timing Official for the timing impulse
11. Timing Official for the lane input
12. **N.O.** for the lanes recording and the communication with the Timing provider Officials in the Finish Tower

#### At 1500m

13. Timing Official for the timing impulse
14. Timing Official for the lane input
15. **N.O.** for the lanes recording and the communication with the FISA Timing provider Officials in the Finish Tower

It is requested that 3 Officials are used at each intermediate timing position (accuracy of the information appearing on the score-, video boards and on the TV screen is vital during the regatta).

### In the Finish Tower

16. **N.O.** for the timing impulse
17. **N.O.** for the lane input
18. **N.O.** Assistant to Timing provider in Finish Tower - a Support official speaking English to support the communication between FISA Timing provider and the Timing Officials.

- \* Two Judges from the International Jury. One of them is the Senior Judge of the Finish responsible for the approval of the results from the Photo-finish camera
- \* One official checking all the lists and responsible for the FISA progression system (from the International or National members of the International Jury)
- \* In addition - 2/3 Runners to distribute start/results lists

## Marshals

Members of the Control Commission supervising the traffic rules.

### During Training

19. - 22. Support Officials - Marshals in two shifts in the neutral lane from two boats \*It is possible that the duties of the Marshals in the neutral lane are carried out by a member of the rescue team that has been instructed accordingly.

23. - 26. Support Officials - Marshals on In and Out pontoons during training on land

- \* Two shifts in operation all the time the course is officially open for training

### During Racing

27. **N.O.** Marshal during racing near to the beginning of the rowing cooling down in a boat or on the bank

28. **N.O.** Marshal during racing near to the end of the rowing warm up area in a boat or on the bank

29. - 30. **N.O.** Two Marshals during racing on the water or on land facing the warm up area and the Racing Course

- \* During the Victory Ceremony - two Victory Ceremony marshals taken from the International Jury

## Control Commission

31. - 32. **N.O.** Two Control Commission Supervisors

- \* Two shifts operating all the time the course is officially open

33. - 34. **N.O.** for Boat weighing

- \* Two shifts operating all the time the course is officially open

35. **N.O.** Athletes weighing supervisor during racing

36. - 38. Three Support Officials assisting the Athletes weighing during racing

39. Support official responsible for the Boat numbers distribution during racing

- \* A representative of the International jury is responsible for the control commission during racing.

In addition:

- \* Four Volunteers for the placing and collecting of the boat numbers on the pontoons.
- \* Seven chaperones for the doping control - 4 male, 3 female. With the new Anti-Doping Standards, these should be provided by the testing agency but might be requested if there are last minute problems.



**Motorboat drivers**

40. - 45. **N.O.** Six Drivers of Umpire catamarans (with basic English knowledge)

46. - 48. **N.O.** Three Drivers of TV catamarans (with basic English knowledge). FISA will discuss with the Organising Committee the provision of experienced TV catamaran drivers and the fee and expenses for these drivers which would be the responsibility of FISA.

In total: 30 National Officials (recommended national umpire license holders) and 18 National Officials without national umpire license.



## Section D : Logistical aspects



## D.1. ACCOMMODATION

### »» Numbers

At the World Championships the following bookings are expected:

- World Championships  
Teams - up to 1,500  
NF Delegates and Guests - up to 250  
FISA, Jury and FISA VIP / Guests - up to 100  
FISA Staff and Consultants - 20  
Media - up to 150  
Spectators - up to 3,000 - 4,000
- At Junior and U 23 Championships  
Teams, NF Delegates and Guests - up to 1,200  
FISA, Jury and VIP / Guests - up to 60  
FISA Staff and Consultants - 10  
Media - up to 50  
Spectators - up to 1,000

### »» Length of Stay

- For a World Championships the majority of Teams will need accommodation for 10 to 12 nights.
- For a World Junior and U23 Championships the majority of the Teams will need accommodation for 6 to 8 nights.

### »» Advance Information

- FISA and the Federations must be informed in advance about the accommodation options offered during the Championships (see Appendix C.2.1.1. for contents outline of Bulletin 1 and Bulletin 2).
- A contact person or an agent - telephone, fax, address and e-mail address - must be published to the Federations at least one year prior to the Championships.

### »» Location

- The accommodations should be located as close to the course as possible. Ideally, travel time should be less than 20 minutes. A journey of between 20 and 40 minutes is acceptable, but anything more than 40 minutes becomes unacceptable.
- It is recommended to choose accommodations that are located in close proximity to one another, to minimise the number of bus lines and bus stops. One bus stop may cover more than one accommodation. A walking distance time of 10 minutes is acceptable.
- The accommodations should be located in quiet surroundings, to allow Competitors to sleep from approximately 9:00 pm.

### »» Facilities and Services

- There will be a requirement for:
  - Single rooms for the FISA Council
  - Single rooms for FISA Commissions and for the International Jury
  - Single rooms for FISA Staff and Consultants
  - Single rooms for the media
  - Single and twin double rooms for the Spectators
- A notice board should be placed in a clearly visible position in the Reception Area of the hotels for information on transport timetables, racing timetables, start lists, results lists, weather forecasts and any other important information.
- The Organising Committee must make sure that this required information is provided from the arrival of the first participants, until the day after the finish of the Championships.
- The majority of the Athletes will be accommodated in twin rooms.

## D.1.1. TEAMS

The majority of team support staff (doctors, physiotherapist, Team Managers, etc.) will request single rooms.

### »» Types and Costs

- The Teams can be accommodated in hotels, colleges (universities), military bases (good conditions) or hostels.
- The Federations must be informed about the type of accommodation available, the number of persons in one room, the price - full board - in single rooms, twin rooms or rooms with three or more beds, the distance of the accommodation from the course, both in km and minutes.
- The offer per person, in Euros, must include:
  - Allowance for the type of accommodation.
  - All meals each day and drinks with every meal.
  - The Organising Committee must clarify the arrangements (any additional cost, transport and logistics) for lunch arrangements at the venue, where full board accommodation and catering has been offered separately.
  - Free transport from/to the airport (or train station).
  - Free transport each day between the accommodation and the venue.
- There must be a separate bed for each competitor.
- There should normally be only 1 or 2 people per room.
- Each room must have its own toilet and shower or bath.
- If there are more than 2 people per room and the rooms are without individual toilet and shower a large price reduction per person must be applied.

### »» Facilities and Services

- If a large number of rowers are accommodated at the same place, a hospitality service should be provided - with well informed liaison persons available at all times, to deal with all the Teams' questions and problems.
- In hostels there must be sufficient toilets, baths and showers to minimise queuing e.g. for 5-6 persons - 1 shower head, 1 wash basin, 1 toilet + 1 urinal.
- Rooms for Team Meetings shall be available in all the Team accommodation but may be charged to the teams for use/hire.
- There must be a majority of extra long beds for 2m tall Competitors, or there should be ways of fixing extensions to the beds.
- Federations must be informed in advance if there are no towels provided in the hostels or universities.
- If there are no TV sets in the rooms, there should be TV sets available in communal areas or common rooms for general use.
- Team Managers prefer to have the whole Team accommodated together - men and women, juniors and lightweight; and if possible on the same floor or close by.
- There should be extensive clothes drying facilities for every Team (in wet conditions there could be two complete sets of wet kit per person!).

Note: There may also be Teams that make their own arrangements.

## D.1.2. NF DELEGATES and GUESTS

### »» Requirements

- Ideally, all the FISA representatives, the Jury and the Congress Delegates should be accommodated in the same hotel.
- If necessary, two or more hotels of different standards should be offered for choice of Congress Delegates and guests, ideally located in close proximity.
- Many of the Congress Delegates of the National Federations will stay only for the finals days of the Championships.

#### »» Types and Costs

- The standard of the hotels should be 3\* or 4\* (not 5\*).
- FISA and the Federations must be informed about the type of accommodation available, the price - Bed and Breakfast only or half board (bed, breakfast and evening meal) - in single, twin bed or double bed rooms, the distance of the accommodation from the course, both in km and minutes.
- The offer per person, in Euros, must include:
  - Allowance for the type of accommodation,
  - Bed and Breakfast or half board.
  - Free transport from/to the airport (or train station)
  - Free transport each day between the accommodation and the venue.

#### »» Facilities and Services

- There will be a requirement for:
  - Single rooms for the FISA Council,
- A notice board should be placed in a clearly visible position in the reception area of the hotels for information on transport timetables, racing timetables, start lists, results lists, weather forecasts and any other important information.
- The Organising Committee must make sure that this required information is provided from the arrival of the first FISA Officials and Delegates, until the day after the finish of the Championships.

### D.1.3. FISA and JURY

#### »» Requirements

- Ideally, all the FISA representatives, the Jury and the Congress Delegates should be accommodated in the same hotel.
- If necessary, two or more hotels of different standards should be offered, ideally located in close proximity.

#### »» Types and Costs

- The standard of the hotels should be 3\* or 4\* (not 5\*).
- FISA and the Federations must be informed about the type of accommodation available, the price - Bed and Breakfast or half board (bed, breakfast and evening meal) - in single, twin bed or double bed rooms, the distance of the accommodation from the course, both in km and minutes.
- The offer per person, in Euros, must include:
  - Allowance for the type of accommodation,
  - Bed and Breakfast or half board,
  - Free transport from/to the airport (or train station),
  - Free transport each day between the accommodation and the venue.

#### »» Facilities and Services

- There will be a requirement for:
  - Single rooms for the FISA Council,
  - Single rooms for FISA Commissions and for the International Jury,
  - Single rooms for FISA Staff and Consultants with the option to upgrade to a twin or double room at individual's personal cost.
- FISA will inform the Organising Committee in advance on the number of rooms - singles, doubles and twins - required for FISA and for the Jury and of their likely arrival dates.

#### »» Length of Stay

- A small number of FISA representatives will be on location up to 5 days before the start of the Championships.
- The majority of the FISA representatives will arrive one to two days before the first day of the Championships.

- Most FISA representatives will attend the Congress and depart the following day, although some will leave shortly after the very last Final race.
- Some of the Delegates will arrive the day before the Congress.

#### **D.1.4. VIPs and SPONSORS**

- »» Good standard hotels (4\* and 5\*) should be offered for VIPs and Sponsors.
- »» These groups are likely to require accommodation only for the last 3 or 4 days of the Championships.

#### **D.1.5. Organising Committee Officials**

- »» The Organising Committee may need to accommodate the many Officials and Volunteers that are required to run a World Championships.

#### **D.1.6. MEDIA**

##### **»» Location**

If necessary, two or more hotels of different standards should be offered, ideally located in close proximity to each other and to the FISA hotels.

##### **»» Types and Costs**

- The standard of the hotels should be 3\* or 4\* (not 5\*).
- The Media must be informed about the type of accommodation available, the price - Bed and Breakfast or half board - in single, twin bed or double bed rooms, the distance of the accommodation from the course, both in km and minutes. The Media typically request accommodations in close proximity of local amenities, restaurants, bars, etc.
- The offer per person, in Euros, must include:
  - Allowance for the type of accommodation,
  - Bed and Breakfast or half board.
  - Free transport from/to the airport (or train station)
  - Free transport each day between the accommodation and the venue.

#### **D.1.7. SpectatorS**

- »» Lists should be prepared showing a wide range of accommodation types available for the visiting Spectators.
- »» A Travel Agent should be recommended by the Organising Committee who can give assistance and advice.
- »» Spectators should be accommodated in hotels different from the Team hotels.

#### **D.1.8. PAYMENT**

- »» The Organising Committee should make the necessary banking arrangements so that Teams, FISA, Delegates and Officials can make payments with all of the modern methods; i.e. by credit cards, by cheque (with a cheque card), by bank transfers, etc.
- »» Teams are usually asked to pay a deposit at the time of their initial booking, with the balance being paid at the time of accreditation, when they arrive at the venue.
- »» FISA, Jury, Press and Delegates arrange their payments direct with the hotels or through the Organising Committee.

- »» The Finance Office should usually be situated next to the Accreditation Office at the Venue or in the Team's Information Centre, usually alongside the accommodation service.
  
- »» The Finance Office must be in contact with the Organising Committee Accommodation Department and/or Travel Agent.



## D.2. FOOD SERVICES

### D.2.1. TEAMS

Food services for Teams are organised at their accommodation and at the course.

#### »» Options

- There are two basic arrangements for the Teams' meals:
  - Breakfast, lunch and dinner at their accommodation (full board).
  - Breakfast and dinner at their accommodation (half board) - lunch at the Course.
- In the large Teams, it is possible that different crews prefer a combination of both arrangements.

#### »» Requirements

- The meals should include:
  - A wide variety of international foods.
  - A choice of both hot and cold main meals, including:
    - Fresh vegetables and salads.
    - Potatoes, rice, pasta, and bread.
    - Fresh fruit or a choice of dessert.
  - A sufficient quantity for 110 kg rowers.
  - Low fat food for 59 kg rowers.
  - Freely available drinks: -
    - Milk - both full cream and skimmed.
    - Water - both natural and carbonated in small bottles, available both in the restaurants and at several points at the venue as well.
    - Juices, tea and coffee.
- The menus have to be co-coordinated with FISA in advance - see Appendix D.2.1. "Menus".
- There should be flexible meal arrangements capable of providing food at almost any time between 05:00 hours and 22:00 hours.
- Food boxes should be available if teams wish to have breakfast or lunch at earlier times.
- The racing programme should be confirmed at least three months before the event so as to give adequate notice to the hotels of the required early breakfast times.
- Instructions should be given to all Teams defining the quality of the local tap water and giving advice as to whether or not it would be safe to drink. Where the water is drinkable, an official certificate from the relevant government authority should be provided to FISA and publicly displayed specifying that the water is safe for drinking.

### D.2.2. MEAL ARRANGEMENTS AT THE COURSE

#### »» General

- Health permits related to food handling should be obtained and publicly displayed.

#### »» Snack Area at the Course

- There should be a large area set aside for crews to be able to obtain drinks and snacks and to sit at tables during all the official opening times of the venue.
- The best location for this service is adjacent to the boathouse area.
- Requirements
  - Simple arrangements
  - Quick service
  - Prices should be low
  - Easy, relaxed atmosphere
  - Access allowed only to accredited persons
  - Every effort must be made to avoid queuing.

#### »» Restaurant at the Course

- If the travel time between the team accommodation and the venue is more than 20 minutes, then a full restaurant service must be provided at the course.
- Recommended dimensions:
  - Main Dining and Serving Tent                      400m<sup>2</sup>
  - Kitchen Tent    20m x 5m
- Requirements:
  - Recommended 300 chairs.
  - Minimum two distribution points.
  - The salad/desert bar placed in a separate location.
  - A strict access control such as tickets.
  - Quick service - queuing is not acceptable.
  - The facility must be cleaned on a regular basis.
  - NON SMOKING!
- Sufficient storage, loading and unloading areas should be provided adjacent to the restaurant.

### D.2.3. FISA AND JURY

- »» The hotels must make arrangements for breakfast to be served as early as 05.30 hrs.
- »» The Organising Committee should provide a free lunch at the venue for the FISA Council members, the Jury and the members of the FISA Commissions directly involved in the regatta.

### D.2.4. VIPs AND SPONSORS

- »» Free food should be provided in the hospitality areas - the type and extent of the food would depend on the available funding.
- »» Every effort should be made to offer a high standard of food and drink to the VIPs and the FISA Sponsors - as appropriate to a major World Rowing Event.

### D.2.5. Organising Committee Officials

- »» The Organising Committee will need to provide meals for the many Officials and Volunteers that are required to run a World Championships.
- »» At the venue, the Officials and Volunteers should take their meals in a separate restaurant from the Competitors.
- »» If it is not possible to have a separate restaurant, then there should be separate lines in the one restaurant - one for Competitors and one for Officials/Volunteers.

### D.2.6. MEDIA

- »» There should be a restaurant available for the Media representatives, if possible located near to the Media Centre.
- »» A refreshment area - for Media use only - should be located within or immediately adjacent to the Media Centre. This should provide a minimum of coffee/tea, soft drinks and sandwiches. Refreshments should be supplied free of charge.

### D.2.7. SpectatorS

- »» Adequate numbers of restaurants, cafeterias, ice-cream stands and drinks (hot and cold) serving locations should be provided in the Spectator areas.
- »» These services should be located behind the grandstands or along the water front where possible.

## D.3. TRANSPORTATION AND PARKING SERVICES

### D.3.1. TEAMS

#### D.3.1.1. General

- »» The quality of the travel and transport arrangements for the Teams is one of the key parameters for judging the success of any major FISA event.
- »» There should be an official Transport Office at the venue.
- »» The Transport Office should, ideally, be located near to the Teams' drop off area and bus parking area.
- »» The Transport Office should be manned from the opening time of the course until the closing time of the course each day.
- »» If the Transport Office is too far away from the boathouse area, the transportation service could be organised in the Information Centre in the boathouse area. It must be in direct communication with the Transport office.
- »» The Transport Office should be equipped with telephones, radios, timetables, lists of local car hire companies, etc.
- »» There should be rest facilities provided for the drivers.
- »» Provision of transport for adaptive Athletes e.g. specialist/dedicated vehicles for non-transferable Athletes must be foreseen.

#### D.3.1.2. Team Travel - International Arrival

- »» A formal reception service should be organised at the main international airport or train station.
- »» The people operating this service should be clearly "visible" - a Championships uniform, flags, banners, posters, etc.
- »» Language assistance in Spanish and Russian is recommended.
- »» A free bus service must be provided to take the Teams from the airport (or railway station) to their accommodation.
- »» The Organising Committee should make arrangements for the transportation to the venue of any oars, sculls, riggers or other equipment that arrive with the Team.

#### D.3.1.3. Team Travel To The Venue - Official Bus Service

##### »» General

- Aim - minimum travel time from the accommodation to the rowing course.
- Less than 20 minutes is ideal while 20 to 40 minutes is acceptable.
- A journey of over 40 minutes, and certainly one over 60 minutes, is not acceptable.
- A long journey time will prompt the need for additional services and facilities at the regatta venue e.g. additional rest areas, showers, restaurants etc.
- The buses should be high standard "Luxury Coaches" for any journey taking more than 20 minutes.
- No smoking is allowed on Team buses.
- The transportation service must be very reliable and must run strictly on time.
- There must always be enough room on the Team buses to cater for the peaks.
- Depending on the travel time and the number of bus lines a minimum of 16 - 24 buses (50 seats), 10 minibuses and 12 cars shall be planned.

- Additional buses must be available to the Transport Manager for emergencies bus breakage, peak times or changes in the racing program.
- All Team buses must have either radios or mobile phones.
- At the venue, there must be a covered waiting area (with seating benches) at the bus stop.
- The Team's drop off areas should be located close to the boathouse area and the rowers should not have to cross any main roads with heavy traffic.
- When planning the bus routes - the following should be considered:
  - The number of bus stops on one line should be reduced to the minimum - each bus stop increases the travel time.
  - One bus stop can cover more than one accommodation - 10 minutes walking distance is acceptable.
- If possible, free access should be arranged to the public transport system for all accredited participants in the Championships.

#### »» **Timetable and Maps**

- The Timetable must be published in advance and given to the Team Managers when they first arrive at the airport.
- The Timetable should be placed in high visibility places at the Team's accommodation and at the course.
- Maps with the bus routes and bus stops should be published in advance in the Team Managers Manual and placed also at high visibility places at the Team's accommodation.
- Team Managers have to be warned about expected traffic "jams".
- For a World Championships, the formal transport service should start to operate from the date of the official opening of the course. Teams wishing to use the Organising Committee transport system before this date shall order their transportation in advance and make an agreement with the Organising Committee on the payment conditions.
- At peak times on racing days, the buses should run at not more than 30-minute intervals, both to and from the course - usually in the mornings from 06:00 to 09:00 hrs, at lunch time from 12:00 to 14:00 hrs and in the afternoons from 16:00 to 18:00 hrs. Outside peak times, the interval can extend to an hourly service, provided that signage is clearly posted to show this.
- The first bus in the morning should leave the accommodation at 06.00 hrs (possibly earlier, depending upon the Start of the first race).
- The last bus at night should leave the course at the time of the official closing of the venue.
- There should always be a reserve minibus at the course, available at the end of the day, for collecting those who have duties that require them to stay longer at the course and to miss the last bus.
- The Organising Committee shall require Teams to announce in advance to the transport manager in the Information Centre the number of Athletes and the times, when they should be transported to/ from the venue on each day - see Appendix D.3.1.3.
- Special arrangements must be planned for the transportation services for the Opening Ceremony, for the Social events, for the Congress, for the Farewell Party.
- If required, there should be a regular shuttle bus service between the boathouse area and the Grandstand area.
- If required, there should be minibuses (minimum 2) for the coaches' viewing of the races - on the road alongside the course.

#### **D.3.1.4. Team Travel To The Venue - Private Vehicles**

- »» Some Teams will have their own transport - cars, minibuses or even large buses.
- »» If space allows, then the Teams should be allocated a certain number of passes to gain access to park at the venue itself.
- »» The parking area for the Team vehicles should be organised as close as possible to the boathouse area. There must be sufficient parking space provided for the Team private buses and cars, ideally next to the bus stop or to the entrance to the boathouse area. The Venue may have to restrict the number of vehicles and buses permitted to park due to lack of space. In this case, all teams must receive communication prior to arriving at the Venue.

- »» The more space that can be allocated to Team vehicles, in car parks near to the boathouse area, the fewer people who will need to be carried on the official buses.

### D.3.1.5. Traffic Control

- »» There should be a good system of traffic control on the access roads to/from the Venue.
- »» Priority should be given to the Competitors - both to the official buses and to authorised, individual Team vehicles.

### D.3.1.6. Trailers

#### »» Location

- Ideally, there should be sufficient space for the trailers, and any large towing lorries, to be parked near to the boathouse area.
- For a World Championships, the area required for the trailers and for the towing vehicles is approximately 4,000 m<sup>2</sup>.
- The Organising Committee should collect information from the teams about the number of trailers to allow them to plan for parking space allocation. Larger teams may arrive with more than one trailer and several larger support vehicles. Where space allows, teams will typically seek to park their trailers as close as possible.

#### »» Operation

- The Teams will be required to take their trailers out of the boathouse area once the trailers have been unloaded.
- Teams should be allowed to remove the boats from the boathouse area immediately after the Finish of their race.

## D.3.2. NF DELEGATES and Guests

- »» One day before the first racing day a regular bus service must be provided between the Delegate's hotels and the venue.
- »» The transport timetable must be clearly displayed at the Delegate's hotels.
- »» If required, there should be a regular shuttle bus service between the boathouse area and the grandstand area.
- »» The Delegates drop off area should be located close to the grandstand area.

## D.3.3. FISA AND JURY TRANSPORTATION

### D.3.3.1. Transportation

- »» All FISA Officials should have access to the official transport system from/to the airport/train station.
- »» The Timetable for the FISA vehicles must be published in advance and placed at visible places at the FISA accommodations.
- »» If required, there should be a regular shuttle bus service between the boathouse area and the Grandstand area.
- »» The following vehicles shall be provided for the use of FISA personnel:

Transport between the accommodation and the venue:

FISA President	1 Car + driver
FISA Executive Director	1 Car

FISA Events Commission	1 Car
FISA Umpiring Commission	1 Minibus
FISA Jury	2 Minibuses
FISA Council	Minibuses or a Bus

Internal transport at the venue:

Fairness Committee	1 Car
Umpiring Commission	1 Car
Events Commission	1 Car (not exclusive use)

### D.3.3.2. Parking And Access

- »» There should be parking spaces for all the official FISA vehicles, usually located near to the Finish area.
- »» If there is a road alongside the course, then 3 special access passes should be provided, allowing FISA to use their vehicles on this road.

## D.3.4. VIPs AND SPONSORS

- »» Special arrangements (passes) should be made to allow VIP and Sponsor cars to come as close as possible to the VIP Grandstand in order to allow the persons to be dropped off and then collected later.
- »» If possible, up to 10 parking spaces should be reserved for VIPs and Sponsors near to the VIP Grandstand.

## D.3.5. Organising Committee Officials

- »» The majority of the Organising Committee's vehicles will be at the venue from very early in the morning until late at night. They should, generally, not use the high priority car parks near to the Finish area.
- »» The Organising Committee will need to make arrangements for the transportation of all their staff, contractors and Volunteers. This must NOT be on the Team buses.

## D.3.6. MEDIA

- »» If required, there should be a regular shuttle bus service between the Press Grandstand & Media Centre and the boathouse area.
- »» One day before the first racing day a regular bus service must be provided between the Press hotels and the venue.
- »» The first Media bus should arrive at the Venue at least one hour before the Start of the first race and the last Media bus should leave up to four hours after the last race. (This will depend on the time zone of the venue).
- »» A regular bus should be provided to take journalists and photographers to the Start area.
- »» A minibus or a car should be available at the main Press Centre to collect journalists that had not finished their work when the last bus has left the venue.
- »» The transport timetable must be clearly displayed at the Press accommodation and in the Media Centre.
- »» The Press drop off area should be located close to the Media Centre.
- »» Car parking for up to 60 media vehicles should be provided (if possible) near to the main Media Centre at the venue.

- »» Photographers should have priority for car parking passes (because of the amount of equipment they have to carry).
- »» If no parking is available near to the Media Centre, photographers should be allowed loading and unloading access.

## **D.3.7. SpectatorS**

### **D.3.7.1. Spectator Access To The Venue**

- »» Experience from previous major regatta events has shown that providing a shuttle bus transportation system for the Spectators is much more efficient than allowing parking adjacent to the sport facilities.
- »» It is recommended that the large parking areas for the Spectators should be organised away from the rowing venue, with a good shuttle bus service.
- »» If there is a railway station near to the venue then the Spectators should be persuaded to use this service, again with the Organising Committee providing a shuttle bus to the venue.

### **D.3.7.2. Spectator Drop Off And Bus Parking Area**

- »» A drop off location should be defined, behind the general public grandstand area.
- »» There should be an official Transport Office at the venue.
- »» This office should be manned during the hours of racing each day.
- »» The office should be equipped with telephones, radios, timetables, lists of local car hire companies, etc.
- »» Rest facilities should be provided for the drivers.

### **D.3.7.3. Traffic Control And Parking**

- »» There should be a good system of road traffic signs to direct visitors to the course from the road system in the area.
- »» All access routes to the different areas must be able to cope with peak crowds.
- »» Spectator traffic should be directed to the off-site parking areas and kept away from the venue, particularly from the access routes for the Team buses.

## D.4. DEVELOPMENT pROGRAMME

### D.4.1. ACCOMMODATION

At the World Championships FISA strongly encourages the Organising Committee to provide free accommodation for FISA designated development teams as follows:

- »» **World Championships:** 100 to 150 (in year of Qualification Championships) beds for 10 nights with food and transport.
- »» **Junior and U23 Championships:** 75 to 100 beds for 7 nights with food and transport.
- »» The accommodations for development teams should be of a university, college or hostel standard with 2 to 3 persons per room, clean sheets, towels and air conditioning or heating.
- »» Catering either at the accommodation or at the venue should be of the same standard as the other teams.
- »» Transport should be of the same standard as the other teams.
- »» The accommodations should be located in quiet surroundings, to allow Competitors to sleep from approximately 9:00 pm.
- »» Please defer to the requirements in the Manual sections on accommodation (Section D.1.) and transport (Section D.3.) for general guidelines.

### D.4.2. ADVANCE INFORMATION

- »» The Organising Committee should establish at least two years in advance a dialogue and direct contact with the government office in the host country responsible for issuing of visas to visitors and establish the following information:
  - A full list of countries requiring visas to enter the host country.
  - The timeline for issuing of visa invitations.
  - The requirements for issuing visa invitations.
  - The contact office or person in each country that can be contacted regarding visas.
- »» FISA recommends that the Organising Committee have a designated Development Contact Person or Team to liaise with the FISA Development Manager and the development Teams.
- »» FISA will distribute to the designated development programme countries an invitation 5 to 6 months before the Championships asking for their response with intended team size and entries, full names, birthdates and passport details and establish contact between the National Federations and the Development Contact Person(s) in the OC.
- »» FISA will make the final decision on the size of teams but will generally encourage teams assisted through the development programme to limit their size to 5 persons (4 Athletes and 1 coach). However, in some cases teams will be smaller or larger.
- »» Once FISA has approved the request from the development Team, the contact person from the Federation will be put in contact with the development person from the Organising Committee to coordinate on the following:
  - Visa invitations, when necessary.
  - Names of team, dates of birth, passport number, expiry date of passport and role in team (e.g. Athlete, Coach, Delegate, etc.).
  - Arrival and departure of team.
  - Any special needs.



- »» For visa invitations, the Organising Committee Development Contact Person should be in contact with the Ministry of Foreign Affairs for the host country to identify potential participating countries requiring visas at least a year before the event. The necessary timeline for receiving visas for countries taking part in the event should be established and communicated to FISA at least six months before the event.

### **D.4.3. PRE-TRAINING CAMP AND EQUIPMENT**

- »» When possible, a pre-event training camp hosted by the host Federation in cooperation with their clubs is strongly encouraged. This allows developing nations and the host nation to have an exchange and for the Teams to be better prepared for what in many cases may be one of their first international experiences. Previous programmes have been run with 5 to 10 host clubs hosting 5 to 7 persons from development Teams for a 5 to 10 day period before the event.
- »» FISA will provide a certain number of 1x and 2x/- boats for use by development teams during the event and possibly before. The Organising Committee may be asked to organize some equipment (free of charge if possible) for teams if the request for equipment exceeds what is available through FISA.



# Section D - Appendices





## Appendix D.2.1. Menus

### Suggested Menus for World Rowing Championships

Prepared by  
Marjorie T. Hagerman, MS, RD, LD

#### **BREAKFAST**

##### Fresh Fruit

Bananas                      Pears  
Oranges                      Plums  
Apples                        Grapes  
Kiwi                            Peaches  
Fresh fruit in season (e.g., melons, berries, etc.)

##### Dried fruit

Raisins  
Apricots  
Assorted dried fruit

##### Breads

Whole wheat  
White enriched  
Rye  
Bagels  
Hard rolls  
English muffins  
Croissants  
Flavored muffins (blueberry, raisin-bran)  
Pancakes  
Sweet rolls (fruit/cinnamon)  
French toast

##### Cereals

Hot rice  
Hot oats (oatmeal)  
Hot wheat (Cream of Wheat)  
Cold oats (Cheerios)  
Cold wheat (Wheaties)  
Cold corn (corn flakes)  
Muesli

##### Meat/Meat Alternatives

Poached eggs  
Scrambled eggs  
Bacon  
Canadian bacon  
Lean Smoked ham  
Breakfast sausage  
Low fat cheese

##### Spreads/Condiments

Margarine  
Butter  
Cream cheese (reduced fat)  
Jam/preserves

##### Beverages/Dairy

2% fat milk  
Skim milk  
Plain low fat yogurt  
Hot chocolate (with skim milk)  
Hot tea  
Coffee

##### Fruit Juice

Apple (fortified with Vitamin C)  
Cranberry (fortified with Vitamin C)  
Pineapple  
Orange  
Grapefruit  
Prune  
Grape

## LUNCH

### Soups

Cream-based [made with reduced fat (1% or 2% fat) milk]

Tomato

Another vegetable (broccoli, potato, celery, pea)

Chicken

Broth-based (chicken, beef, or vegetable-based)

Chicken noodle or rice (with vegetables)

Beef noodle or rice (with vegetables)

Vegetarian (vegetable stock with carrots, celery, onions, tomatoes, peas corn)

### Sandwich fillings

Peanut butter with fruit jelly/preserves

Tuna fish, egg, salmon, chicken, or

ham salad (one or more)

Chicken or turkey (cold, sliced breast)

Lean cooked ham (cold, thinly sliced)

Low fat cheese (1 ounce slices)

### Vegetables/Pasta/Salads

Rice

Beans

Pasta (heated, with tomato sauce)

Potatoes

Cabbage salad

Mixed green salad (with optional Hummus spread fresh vegetables)

### Fruit

Fresh fruit(apples, bananas, oranges, pears, grapes, peaches)

Canned fruit (pineapple, applesauce, grapefruit)

Fresh fruits in season (melons, berries, etc.)

### Breads

Whole wheat

White enriched

Rye

Crackers

Bread sticks

Hard rolls

### Sweets

Biscuits/cookies

Gelatin (with fruit)

Pudding (rice, bread, cornstarch, tapioca)

Cakes

Pies/tarts

Yogurt (fruit or flavored)

### Spreads/Condiments

Protein/yeast spread (e.g., Marmite)

Margarine

Butter

Ketchup

Mustard

Mayonnaise (reduced fat)

Salsa

Vinegar/Oil salad dressing

Mayonnaise-type salad dressing

Plain lowfat yogurt

### Beverages

2% fat milk

Skim milk or 1% fat milk

Lemonade

Fruit juice

Hot coffee

Hot and iced tea

Soft drinks (regular and diet)

Water (regular and mineral)

**DINNER**Soups

Cream-based (repeat lunch suggestions)

Broth-based (repeat lunch suggestions)

Pea/Bean

Salads

Mixed salad of leafy greens (spinach, romaine lettuce, leaf lettuce)

Mixed fresh fruit salad

Pasta salad

Potato salad

Sliced tomatoes, cucumbers, green/red peppers

Cabbage salad

Breads

Whole wheat

Rye

Crackers

Hot yeast rolls

Hard rolls

Entrees (minimum of 2 to 3)

Meat sauce (tomato-based) for pasta

Baked chicken

Roast pork

Baked ham

Poached or broiled salmon or other fish

Spreads/Condiments

Protein/yeast spread (e.g., Marmite)

Margarine

Butter

Ketchup

Mustard

Sweets

Biscuits/cookies

Stewed fruit

Fresh fruit (apples, bananas, oranges, pears, grapes, peaches)

Fresh fruits in season (melons, berries, etc.)

Beverages

2% fat milk

Skim milk or 1% fat milk

Lemonade

Fruit juice

Starches/Vegetables

peas, corn, broccoli, green beans, White enriched carrots, cauliflower, spinach (2)

Baked, mashed, or boiled potatoes or sweet potatoes

Rice, pasta, noodles

Dried peas, beans

Tortillas, rice, refried beans

Roast beef/veal

Roast turkey

Meat loaf/hamburgers

Mayonnaise (reduced fat)

Salsa

Vinegar/Oil salad dressing

Mayonnaise-type salad dressing

Plain low fat yogurt

Frozen yogurt/ice cream

Cake/pastry

Hot coffee

Hot and iced tea

Soft drinks (regular and diet)

Water (regular and mineral)

## Food & Drink (example from British International Rowing)

### General

1. Rowers, like other Athletes, **do not need large** portions of meat/chicken/fish on their plates - their portion should be 'normal'. They **do** need larger portions of carbohydrates. They also need vegetables, fruit and lots of water. Refer to 'basic ideas' folder enclosed.
2. Rowers who do not eat meat, fish or chicken must be catered for by offering egg dishes or dishes containing beans or lentils and vegetables.
3. **Water jugs must be on every table** - on average allow at least 1/2 litre per person during the winter; 1 litre per person during the summer. Access to refill water jugs must be easy and not restricted.
4. **Bread or bread rolls** must always be available. Butter, margarine or low fat spread must be separate.
5. A variety of fresh fruit must be available at each meal - one of the choices **must be banana**.
6. Alcohol can be used to flavour sauces.
7. Sugar is allowed to be used freely in cooking.

### Breakfast

8. Low fat fruit yoghurt **must** be available at breakfast.
9. Rowers should be allowed to take away some breakfast items to supplement or replace the evening dinner - this is particularly important for our lightweight rowers.
10. A variety of **breakfast cereals** should be available, one of which must be muesli. **Bread/toast and a selection of jams and honey** should always be available. Bananas should be available at breakfast plus other seasonal fruit whenever possible.
11. Semi-skimmed milk **must always** be available and skimmed milk should be available if requested e.g. as long life or dried skimmed milk powder if not fresh.

### Buffet salads

12. A salad buffet should be available: half of the salads **must** include either pasta, rice, buckwheat, couscous, potato or beans (raisins, dried apricots, sweet corn and peas in the recipe will increase the carbohydrate content further).
13. If a salad is offered in the summer months as a main course, **more than half** of the salad choices must be based around carbohydrate-containing ingredients e.g. potato salad, pasta salad, rice salad, bean salad etc. Just green salad, tomatoes etc are not acceptable.
14. Some of the salads offered in the buffet must be vegetarian i.e. contain no meat, chicken or fish.
15. **Regular mayonnaise must** be used sparingly on salads. Some salads should be offered without a dressing e.g. lettuce, cucumber, tomatoes, grated carrot etc.
16. At least **one low fat dressing** must be available and **clearly labelled**.

### Main Courses

17. Where meat, fish, chicken or vegetables are served with a sauce e.g. hollandaise, creamy herb sauce, these sauces should be served separately. Some rowers need to control their weight and sauces may be too high in fat for them to have a large portion.



18. Many Athletes are vegetarian. It is essential that dishes selected are not high in fat (quiche, spring roll, pastries are high in fat and are **not** suitable).
19. Athletes with larger energy requirements must be allowed to request **extra portions** of pasta, rice, noodles.
20. **Cooking methods must aim to achieve the lowest fat content without detriment to quality of the Finished dish.** Menu adaptation e.g. use of less oil, butter, cream, mayonnaise and careful selection of suitable meals is essential. This is left to the discretion of the chef.
21. **Potatoes could be cooked so that they are low or lower in fat.** Roast potatoes could be 'dry' roasted - refer to '**basic ideas**' folder for details. Mashed potatoes could be mashed with milk, pepper and salt only **not** with added butter/margarine/oil. Chips/French fries must be **cut thick**, not thin.
22. Butter or oil should **not** be added to vegetables once they are cooked.

### Desserts

23. **Ice cream or sorbet** should always be available as a dessert choice, even as a standby if not as a choice.
24. Desserts must include a 'light' choice e.g. sorbet, ice cream, fruit or yoghurt when a 'richer', or more substantial choice is offered.



## Appendix D.3.1.3. Transportation Request Form

### Transportation Request Form

(to be completed and returned to Info Center by ... hrs. on ...-...-...)

(to be confirmed at Team Managers Room)

Route 1		Route 2		Route 3		Route 4		Route 6		Route 5	
Hotels:		Hotels:		Hotels:		Hotels:		Hotels:		Hotels:	
From Hotels to Regatta	No. of Persons	From Hotels to Regatta	No. of Persons	From Hotels to Regatta	No. of Persons	From Hotels to Regatta	No. of Persons	From Hotels to Regatta	No. of Persons	From Hotels to Regatta	No. of Persons
06:00 hrs		06:00 hrs		06:00 hrs		06:00 hrs		06:00 hrs		06:00 hrs	
06:30 hrs		06:30 hrs		06:30 hrs		06:30 hrs		06:30 hrs		06:30 hrs	
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21:00 hrs		21:00 hrs		21:00 hrs		21:00 hrs		21:00 hrs		21:00 hrs	

Team Manager's NAME: \_\_\_\_\_

SIGNATURE and DATE: \_\_\_\_\_

MOBILE TEL. \_\_\_\_\_

## CALCULATION FORM

[illegible]

[illegible]

## Transportation Schedule

Route 1	Route 2	Route 3	Route 4	Route 5	Route 6
Hotels:	Hotels:	Hotels:	Hotels:	Hotels:	Hotels:
From Hotels to Regatta	From Hotels to Regatta	From Hotels to Regatta	From Hotels to Regatta	From Hotels to Regatta	From Hotels to Regatta
06:00 hrs	06:00 hrs	06:00 hrs	06:00 hrs	06:00 hrs	06:00 hrs
06:30 hrs	06:30 hrs	06:30 hrs	06:30 hrs	06:30 hrs	06:30 hrs
07:00 hrs	07:00 hrs	07:00 hrs	07:00 hrs	07:00 hrs	07:00 hrs
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From Regatta to Hotels	From Regatta to Hotels	From Regatta to Hotels	From Regatta to Hotels	From Regatta to Hotels	From Regatta to Hotels
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## Section E : The FISA Congress



## E.1.1. GENERAL INFORMATION

### »» The Congress

Delegates shall meet annually as an Ordinary Congress, preferably at a time and place at which a FISA World Rowing Championship regatta is to be held.

This is an annual meeting when the holding of the Congress as such gives rise to a series of other meetings before, during and sometimes after the actual Congress together with the FISA World Rowing Championships. Usually then the tasks described in the present guide become the responsibility of the Organising Committee (OC) of the World Rowing Championships.

In the years when the Olympic Games take place, the Congress is usually held in connection with the World Senior and Junior Championships. In this case, the tasks described in the present guide become the responsibility of the Organising Committee of the World Senior and Junior Championships.

In the year after the Olympic Games there is an Extraordinary Congress held usually at the beginning of the year at a place different from the place of Olympic Games or World Championships. In this case, the tasks described in the present guide become the responsibility of the Organising Committee on behalf of the NF.

The request for hosting an Extraordinary Congress is made to FISA by the NF concerned within of one year before the Congress.

### »» Use of this Guide

The present guide is intended for National Rowing Federations (NFs) wishing to submit a bid on behalf of a city to organise the World Championships or a Congress. It sets out the principal respective obligations of FISA, the NF and the Host City in terms of this organisation. The provisions of this guide constitute the minimum obligations of the NF and Host City. In this respect, the content of the guide is binding upon the NF (OC) and Host City and forms an integral part of the contract to be signed between FISA, on the one hand, and the NF and host city on the other.

The content of the present guide will be completed by specific provisions, taking into account the particular nature of a given Congress, in the form of a document which will include, inter alia, a full description of needs and the greatest possible amount of technical and practical information, plans and lists appropriate to the scale of the event and the importance of the discussions.

The present guide is in no way restrictive; FISA reserves the right to modify it in accordance with the contract.

### »» Organisation principles

FISA is the supreme authority with regard to the organising of Congress. It delegates, to an extent that it shall decide, certain organisational tasks to the NF and Host City. In the event of any dispute or disagreement, the FISA Executive Committee shall decide.

## E.1.2. PROCEDURE

### Choice of Congress venue

The FISA Congress itself chooses the Host City for the Congress.

»» A City and NF, when bidding to host a Congress shall propose a choice of possible venues for the Congress.

»» FISA and the Organising Committee will work together to settle on a suitable venue for the Congress.

The FISA Executive Committee, taking into consideration the Organising Committee's recommendation, makes the final choice.

### E.1.3. PREPARATION BEFORE THE CONGRESS

The FISA Executive Director together with the Organising Committee will work on the set-up of all facilities and equipment for the Congress according to the FISA requirements.

At least four months before the date of the Congress, the FISA Executive Committee will send out a note to all FISA member Federations.

The Executive Committee shall send out the Agenda for the Congress no later than two months before the date of the Congress.

#### E.1.3.1. The Congress Room

##### Layout

See Appendix E.1.3.1. "Congress room layout"

- »» Area of approximately 400m<sup>2</sup> with 250 seats at tables and 50 seats for observers with the facility to darken the room so that an Overhead Projector can be used.
- »» A number of tables, sufficient to seat 7 people (Executive Committee), at the front of the room on a higher level (stage). On the table there shall be placed signs with the names of the members of the Executive Committee.
- »» A speaker's desk placed at one side of the front table on the stage.
- »» A minimum of 20 seats from the front rows reserved for the FISA Council.
- »» The seats shall be labelled with the names of the Council members.

##### Equipment

- »» Microphones
  - A minimum of two microphones (hand held) but ideally 7 conference type, one in front of each Executive Committee member, placed on the front table.
  - A minimum of two (ideally four) microphones (wireless, hand held) for general use in the Congress hall.
  - A microphone for the speaker's desk or lecturn.
- »» A good public address system.
- »» Audio recording equipment.
- »» State-of-the-art audio-visual equipment:
  - Video projector for laptop presentation.
  - VHS Video recorder.
- »» An overhead projector.
- »» A large screen allowing for the furthest seating participants to see. It is placed usually on the stage behind the Executive Committee's table.
- »» Four simultaneous interpreting booths.
- »» International standard simultaneous interpreting and recording equipment.

### **Decoration**

- »» The FISA flag must be displayed, usually on the wall behind the front table on the stage.
- »» A large sign indicating the name of the event placed usually on the wall behind the front table on the stage.

### **E.1.3.2. Facilities adjacent to the Congress Room**

Sufficient space should be provided (approximately 100-120m<sup>2</sup>) for:

- »» Welcome desk before the entrance to the main conference room - two large tables, placed at 1-2m distance from each other. One is for the Delegates' signatures on the inscription forms. The other is for collecting all the documentation and the headsets for the simultaneous interpreting.
- »» Sufficient exhibition space for future organisers of major regatta events or rowing equipment should be provided ideally in the same area. Details to be co-ordinated with the Organisers or equipment manufacturers directly.
- »» An area that will accommodate approximately 200 people during coffee breaks.

### **E.1.3.3. Participants**

The participants are invited by FISA. The number of participants varies according to the scale, number and type of meetings to be held alongside the Congress. They can be defined as follows:

#### **»» Delegates and FISA Council**

- The Delegates of the National Federations, accompanied by a guest (normally up to 3 Delegates per NF, approximately 180 persons).
- The FISA Council and Commission members (approximately 40 persons).

#### **»» Guests**

- FISA guests.
- NF guests.
- Organising Committee guests in agreement with FISA.

#### **»» Delegations**

- The type and number of delegations will depend on the meetings to be organised at the Congress, i.e. delegations reporting to the Council and the Congress, Organising Committees of future World Championships and Congresses, Commissions, and cities bidding to host the World Championships for which the election will take place during the Congress.

#### **»» Media**

- International press invited by FISA.
- Local press invited by the OC.

#### **»» Staff**

- FISA consultants.
- FISA staff.
- Volunteers as necessary - Organising Committee secretarial administrative support for FISA (with knowledge of English and/or French):
  - To be recruited and delegated according to necessity.
  - Linguistic expertise required.
- Hostesses - provided by the OC:
  - Appointment of a pool of hostesses (4 - 6 with knowledge of at least English or French) for welcome service and secretariat at the disposal of the Organising Committee and FISA.
  - Designation to certain members, according to FISA.

- Interpreters
  - Two - for French and English appointed by FISA, but whose professional costs and expenses are paid by the OC.
  - Two Volunteers - for Russian and Spanish.

#### »» Others

- FISA partners and suppliers.
- Representatives of cities bidding to host future World Championships.

### E.1.3.4. Accommodation

Names of hotels capable of hosting a Congress and accommodating all the participants will be submitted to FISA by the OC.

If possible, all the NF Delegates and the FISA Council should stay at the same hotel - the "FISA" hotel.

#### »» Requirements

- The "FISA" Hotel
  - Wherever possible, all the meeting rooms, offices and other premises needed to hold the Congress will be located in the official hotel.
  - Approximately 200 beds must be available.
  - The hotel must have the necessary infrastructure and experience in hosting large delegations.
  - A reasonable rate for Bed & Breakfast must be negotiated and submitted for FISA's approval.
  - A contract covering accommodation and other facilities must be signed between the Organising Committee and the official hotel, with FISA's prior agreement.
  - No promotional activity will be authorised in the official hotel by firms other than those agreed by FISA. The Organising Committee must ensure that the execution of any pre-existing agreements is suspended during the period of the Congress if FISA so requires.
- Other Hotels
  - Other hotels close to the main hotel should be designated for the accommodation of participants.
  - Further rooms should be available, depending on the scale of the event.
  - A reasonable accommodation rate should be negotiated and submitted to FISA for approval.

### E.1.3.5. Accreditation

#### »» Location

At the Congress the accreditation of the participants is organised at the Congress venue.

#### »» Requirements

Close co-ordination with the FISA Executive Director and staff.

#### »» Transport

A service is to be provided between the airport, the hotels and the Congress venue.

- »» Provision of a carpool with drivers, some cars to be dedicated according to a list provided by FISA.
- »» Drivers should have good language skills (at least English) and a sound knowledge of the area.
- »» Council / Delegates / Guests:
  - Bus services
  - Transport for all organised events taking place outside the hotels.

»» Media:

- Bus services between the airport, hotels and Media Centre.

### E.1.3.6. Security

Contact should be made with the municipal authorities to ensure the necessary security. Responsibility for this lies with the Organisers.

Organisation and control of access to the hotel, meeting rooms, offices, according to zones and accreditation categories defined by FISA.

## E.1.4. Congress FACILITIES

»» **Council meeting room** (required only at Extraordinary Congress)

Area of approximately 100 m<sup>2</sup> with 25-30 seats around tables.

»» **Meeting Rooms** (required only at Extraordinary Congress)

Several rooms for various Commissions and other meetings (seating: approximately 5 each), depending on the programme.

»» **Offices** (required only at Extraordinary Congress)

Fitted out as office space, close to the Congress hall and the Council meeting room.

- Office - for the FISA administrative staff - 2-3 working places.
- Office - for the Organising Committee administrative support for FISA.

»» **Requirements**

To be provided by the Organising Committee:

- Furniture: Desks, tables, chairs, waste paper baskets, cupboards, etc.
- Office equipment:
  - Three computers with Laser Printers, software to be determined.
  - Photocopiers - one office type machine and one high speed machine, paper for photocopiers.
  - Supplies of paper, envelopes, notepads, etc. printed with the Congress logo.
  - Office supplies for each workstation: e.g. letter trays, Post-its, staplers, pencils, etc.
- Technical equipment and other facilities:
  - Broadband Internet (cabled or wireless) access.
  - Telephones with direct international lines.
  - Fax machines.
  - Document shredder.
  - Electric sockets, adaptors.

»» **Welcome**

Organisation, equipping and installation of welcome desks:

- At airport or arrival points: desk manned by Organising Committee representative and hostesses.
- At the hotel: desk in the lobby of the FISA/Delegates hotels - to be manned by a representative of the OC, FISA and hostesses.

»» **Visual Identification**

- Decoration
  - All access points (airport, station, etc.), welcome and reception areas, working rooms, lunchrooms and offices must be decorated.
  - A proposal for decorating the town would be welcome.
- Identification
  - Creation of a Congress logo, with FISA's approval.
  - Development and production of visual identification and other badges, pins, etc. with the Congress logo.
  - Installation of signs indicating the name of the event at welcome areas, in the Congress and Council rooms and all other meeting rooms.
  - Installation of signs indicating the location of meeting and reception rooms and FISA offices.

»» **Travel Agency** - provided by the OC

Arrangement to be made with a local travel agency, who will be responsible for dealing with all questions, modifications and confirmations of Delegates' travel plans.

»» **Catering**

- Meals:
  - Breakfast - to be included in the rate negotiated with the hotel.
  - Shall be an international breakfast, preferably a buffet.
- Lunch / dinner:
  - A catering service should be available for all participants' meals, in addition to receptions and official events.

»» **Welcome Guide**

Preparation, printing and distribution of an official welcome guide is the responsibility of the Organising Committee. This guide must be provided in French and English, and should include all useful information about the official programmes, cultural activities, services and transport, maps, plans, telephone numbers, etc.

## E.1.5. THE CONGRESS

### E.1.5.1. Programme

- »» The duration of an Ordinary Congress is usually one day. The duration of an Extraordinary Congress could be two or more days.
- »» Receptions - to be co-ordinated with FISA - are Organising Committee's responsibility.
- »» On the evening before the Congress it is recommended that a simple reception be organised for all participants with simple snacks and drinks.
- »» On the Congress day, lunch must be provided for all participants, ideally in close proximity to the Congress Hall.
- »» Choice of menus to be submitted for FISA approval following the programme of receptions established in advanced.
- »» Receptions to be organised preferably in the form of a buffet, except in special circumstances.
- »» **Coffee Breaks** are the Organising Committee's responsibility
  - To be organised for every meeting.
  - Drinks to be provided in meeting rooms and offices, according to FISA's instructions.

### **E.1.5.2. Simultaneous Interpreting**

#### **»» Requirements**

- Recruitment of an interpreter for simultaneous interpreting into the local language, if this is not one of FISA's working languages is to be provided by the OC.
- Professional simultaneous interpreters for French and English are appointed by FISA.
- Amateur Interpreters for Russian and Spanish - can be provided by FISA, however the costs are paid by the Organising Committee.

### **E.1.5.3. Photographer(s)**

#### **»» Requirements**

- Provided by the Organising Committee.
- An official photographer shall be appointed.
- Immediate developing and distribution of copies to members and guests on the spot.

## **E.1.6. FINANCE**

### **E.1.6.1. Expenditure - Organising Committee**

The costs inherent in an event of this scale will be negotiated between the Organising Committee and third parties and committed appropriately in order to ensure the smooth running and success of the event. Details of these costs will be submitted to FISA for approval.

»» The Organising Committee will cover all the financial costs of the following:

- Official ceremonies.
- Congress.
- Expenses and fee of the two professional Interpreters (French and English) appointed by FISA.
- Programme for accompanying guests.
- Sports and cultural events (optional).
- Accommodation of FISA President, Executive Director, Executive Committee and Staff members for 3 (5 for Extraordinary Congress) days.
- Rental, installation, decoration of meeting rooms and offices.
- Broadband Internet.
- Supply and installation of audio-visual equipment, recording and simultaneous interpreting facilities.
- Rental and installation of technical facilities for the media.
- Expenses relating to security and access.
- Simultaneous interpreting and local interpreter.
- Office fittings.
- Transport.
- Welcome guide.
- Decoration.
- Visual identification.
- Installation and dismantling.
- Personnel.
- Photographer.
- Any unexpected expenses, subject to agreement with FISA.

### **E.1.6.2. Marketing**

The Organising Committee of a FISA Congress is authorised/entitled to obtain sponsorships for the event as a means of reducing its costs either through cash contributions or the procurement of goods and services. The rights shall extend only to the host territory of the Congress, and be co-ordinated with the National Federation.



The FISA Marketing Department will inform the Organising Committee of the Sponsors and product categories whose exclusivity must be respected. The goods and services (copying, accreditation, etc.) provided by FISA Sponsors will be financed by FISA out of its receipts from the FISA Marketing Programme unless agreed otherwise with the FISA Marketing Department.

The FISA Marketing Department will provide the Organising Committee with written guidelines and its full support on the rights that can be granted to sponsors of the event. All sponsorship contracts entered into by the Organising Committee will be subject to the prior approval of the FISA Marketing Department.



# Section E - Appendices





Appendix E.1.3.1. Congress Room Layout

