

**FISA**   
**MANUAL**  
2017 Edition

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## A.1. INTRODUCTION

### A.1.1. STAGING WORLD ROWING EVENTS AND OLYMPIC AND PARALYMPIC REGATTAS

This Manual is intended to assist Federations and Organising Committees (“OCs”) that are interested in staging a World or European Rowing event or an Olympic or Paralympic Regatta. 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 and for matters pertaining to marketing, sponsorship and television, please refer to the appropriate Marketing Manual. As course developments and commercial rights 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 Rowing event 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 42 to 44 at Appendix 4 to the Rules of Racing).

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, European Rowing Championships and other Continental Rowing Championships.

The Manual does not attempt to cover in detail every aspect of staging a World Rowing Championships or an Olympic Games. The relationships between Governments, Federations, Municipal Authorities, Cities, 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. OCs 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 Rowing Championships and Olympic Games is a vital element in the future success and development of the sport. Suitable priority and attention must be given to promotional aspects of the event to ensure that all opportunities are maximised to promote the sport and the event in the broadest possible way.

This 2017 Manual replaces the FISA Manual for Rowing Championships 4th Edition, published in January 2010.

### 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 are available on the World Rowing website. 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

### A.2.1. THE BID PROCESS

FISA World Rowing events are attributed up to four years in advance. The Council shall decide the dates of the Championships at least two years in advance.

FISA will invite expression of interest from Member Federations for hosting World Rowing events.

Once a Member Federation has decided to become a candidate for organising a future World Rowing Championships, 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 (in MS Word format). The information provided in the documents will eventually form part of the formal Event 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 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 Member Federation representatives, government and city officials, environmental organisations and the person for the development of the venue itself. The inspection and meetings can usually be carried out during two or three days. All the costs of the inspection visit will be borne by the candidate city.

After each inspection the delegation will produce a report highlighting the strengths and weaknesses, if any, of the candidates' proposals. Attention will be drawn to any features that do not comply with the specified standards.

Candidate Federations will normally be invited to attend a meeting of the FISA Council to present all the details of their bid and to answer questions from the Council. The Council will select the most suitable candidate(s) and propose it (them) to the Congress for final approval. The Congress will elect the selected candidate, or 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 which have satisfied the minimum requirements will be eligible.

The Federation to which the World Rowing event is attributed shall immediately enter into an Event Agreement with FISA to comply with its undertakings.

The Bid Process for other FISA events is similar but can be different according to the event. Please refer to FISA for specific details.

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

The Event and Rights Agreement between FISA and the Member Federation to which the event is 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 World Rowing Events.

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

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

The National Federation and the Host 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 and the Event Agreement (subject to any amendments approved by FISA) has been duly executed 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 Championships. 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 as commitments to be met.

## A.3 FINANCIAL & COMMERCIAL ASPECTS

### A.3.1. BUDGETS

The Championships budget is a critical tool in the process to prepare a successful Bid and then successful Championships. Inadequate budgeting or unrealistic expectations can create significant problems for bids and events. 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 requires that the Bid Committees 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 all related services such as transport, accommodation and hospitality also need to be identified. The Bid Committee must 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, an Operating Budget Template for World Rowing Championships Candidates is included – see:

[Appendix A.3.1. - Operating Budget Template](#)

Once awarded the right to host a World Rowing 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.

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#### A.3.1.1 FOREIGN EXCHANGE RISK

Successful bidders for World Rowing 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 Euros. If FX rates for the local currency against the Euro change between the time of the bid and the Championships (typically 4 years), the OC 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. OCs 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 OC 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 OC can substantially reduce its exposure to FX risk.

Important note:

While the decision as to whether to hedge or not rests with the OC, FISA will not accept any subsequent proposal from an OC 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. INSURANCE & INDEMNITY**

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### **A.3.2.1 EVENT LIABILITY INSURANCE**

Unless otherwise agreed in writing by FISA, FISA shall affect the necessary public liability insurance to indemnify FISA and FISA's Representatives (including FISA's employees, elected Council and Commission members, jury members, consultants, contractors and/or agents) and the Organisers of a World Rowing Event against their liability arising out of the Event to pay damages (including claimants' costs, fees and expenses) in respect of:

- (i) bodily injury or death suffered by any third party
- (ii) loss, destruction of or damage to any third-party property

The cover shall show Territorial Limits as "Worldwide" and include claims arising from USA/Canada.

Full details of this Event liability insurance cover are explained in the Event and Rights Agreement, and FISA's insurance consultant will be available to answer any questions arising therefrom.

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### **A.3.2.2 INDEMNITY**

The Organisers shall indemnify and keep FISA (and FISA's representatives as defined in A.3.2.1) harmless against any and all claims of third parties arising out or connected with the organisation and staging of the World Rowing event as well as costs including reasonable attorneys' fees incurred by FISA and/or FISA's representatives in connection with such claims.

The Organisers shall further indemnify and keep FISA (and FISA's Representatives) harmless against any financial consequence not covered by Contingency Insurance and/or due to causes within the control of the Organisers. This includes but is not limited to lack of ticket sales, lack of funding, financial failure of the Organisers or financial failure of a key supplier.

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### **A.3.2.3 CANCELLATION INSURANCE COVER**

Unless it has been otherwise agreed by FISA, FISA shall undertake to effect Contingency Insurance in respect of the financial consequences of the Organisers of a World Rowing Event (except to the extent that they arise as a result of the wilful misconduct and gross breach or negligence of Organisers) in the case of cancellation, abandonment, postponement, interruption, curtailment or relocation of the Event for any cause beyond the control of FISA or the Organisers ("Contingency Insurance"). This shall include but not be limited to lack of ticket sales, lack of funding, financial failure of the Organisers or financial failure of a key supplier.

The Organisers shall be responsible for the payment of the applicable premium for its own cover. FISA shall provide the Organisers a copy of the policy document stating the cover that it has put in place for the Organisers on the Organisers' behalf. The Organisers shall also be responsible for their own financial consequence resulting from any excluded perils such terrorism, communicable disease, etc.

Full details of these insurance covers are explained in the Event and Rights Agreement, and FISA's insurance consultant will be available to answer any questions arising therefrom.

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### **A.3.2.4 EMPLOYERS LIABILITY OR WORKERS COMPENSATION**

The Organisers accept the obligation to have in place and in due time the necessary insurance (Employers Liability or Workers Compensation) to cover their legal obligations to employees whilst carrying out their duties at the Event in accordance with the relevant local statutory requirements. Such cover should include volunteers and

other persons working on behalf of the Organisers regardless of the absence of payment for services provided.

### **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” means any and all commercial and intellectual property rights of any kind whatsoever, whether now known or hereafter invented/developed, existing at any time anywhere in the world, in any and all media, arising from and/or in connection with the World Rowing event and any part or aspect of them (including, but not limited to, all sponsorship rights, advertising rights, licensing/merchandising rights, concession rights, ticketing rights, hospitality rights, catering rights, publishing rights, data rights, Broadcasting Rights (as defined above), media rights, multimedia rights, interactive rights 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 the World Rowing event. Please contact FISA to receive the appropriate Marketing Manual for the specified event/year.

## 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 World Rowing event 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 three examples of structures and responsibilities are included in this Manual. As best practice see:

[Appendix A.4.1a. Eton 2006 Organisation Chart](#)

[Appendix A.4.1b. Belgrade 2017 Organisation Chart](#)

There is a very real difference between a World Rowing 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

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

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

The Event Agreement 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 commitments 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 and the Rules of Racing.

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 OC and agreed between FISA and the OC 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 Event Bidding and Preparation Regulations (Appendix 16), the section "Preparation Expenses" states that "The organisers of the events will be responsible for the entire expenses of inspection visits after the event is attributed by individuals designated by FISA to inspect the venue and review

preparations with the Organising Committee prior to the event". The number of person visits for each event is specified. These visits could be in groups or as individuals. However, the OC is responsible for the specified number of individual flights with the accompanying hotel nights and meals and local transport.

FISA will take a leading role in these visits and inspections. FISA will appoint the Technical Delegate to liaise with the OC on all technical matters.

FISA will ensure 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 the World Rowing event 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**

It is important for the future of world rowing that every encouragement is given to the developing Federations to participate in World Rowing events. To this end FISA invites the Organising Committee of World Championship regattas to commit to giving as much assistance as possible to 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 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 developing Federations shall be co-ordinated with FISA and should not be negotiated directly with individual Federations 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 50 persons for World Rowing Junior and U23 Championships and 100 persons for World Rowing Championships from developing Federations.

## A.5. EVENT PROMOTION

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

FISA recommends that 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. This plan should be submitted to FISA for its approval, in advance of any implementation. FISA's own marketing and communication teams will liaise with the Organisers on these matters.

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, involvement of schools, 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 PR service in each candidate's bid.

## A.6. ENVIRONMENTAL GOOD PRACTICE

FISA is committed to promoting practices within the sport of rowing which are environmentally sustainable. To reinforce this increasingly important aspect of rowing and the staging of events, all Organisers of World Rowing events must refer to FISA's Environmental Sustainability and Policy Guidelines" (available for download from [www.worldrowing.com](http://www.worldrowing.com)).

Environmental sustainability in rowing includes social, cultural, economic and ecological responsibility which fulfils present needs while allowing future generations to meet their needs. In particular, all Organisers are required to refer to FISA's strategic partnership with WWF (Worldwide Fund for Nature) which focuses attention on Clean Water, a subject and an element which are both crucial to our sport, also to our planet-more generally.

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 international, national, federal, regional and local legislation.
- Check and confirm that any rowing activity will not impact a natural World Heritage site or its associated buffer zone, in accordance of FISA's policy on natural World Heritage sites which can be found here:  
[Appendix A.6. – Policy on natural World Heritage Sites](#)
- 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 ([www.worldrowing.com/environment](http://www.worldrowing.com/environment)).

## B.1. INTRODUCTION

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 OF NEW VENUES

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#### 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 should 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. This will require consideration of many factors, including prevailing wind direction, strategic planting of trees for the future, etc.
- 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 Para-rowing), canoeing, dragon boating, roller-blading, (motor) biking, summer ski trekking, volleyball, beach volleyball, basketball, triathlon, long distance swimming competitions, fishing, etc
  - Other sports and public recreation and relaxation in general.
  - Other activities, such as meetings, seminars, etc.
  - The options for providing some form of on-site 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.

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#### 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 regatta course 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 regatta course.
- The water quality and any possible sources of pollution. The quality of the water is ideal if it is suitable for swimming, however at a minimum the water quality should meet local standards for secondary contact.
- The conditions for development of micro-organisms and the natural limitations on growth of vegetation (reeds, weeds, etc.). It is important to strictly limit the future growth of reeds/weeds in the regatta course as these can severely limit the future use of the course for international competition and can be very costly to bring under control or remove. There should be a control strategy in place from the earliest planning of the regatta course. Good examples are available but these will often depend on local conditions.
- The future method(s) of control of vegetation (reeds, weeds etc.)

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## 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.

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## 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.

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## GENERAL LAYOUT PRINCIPLES

- The design and layout should be based on the long term, day to day use of the venue to ensure a sustainable legacy. The needs of major events, such a World Rowing event or Olympic Games, should be provided by overlaying permanent and temporary facilities to this layout.



- 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.

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## GENERAL GROUND LEVEL

- The ground level of the entire venue should be planned to be as low as possible but ideally no more than 1 meter above the water level for a distance of 100m around the entire racing course. The ground level of the land adjacent to the water should be ideally approximately 30 cm above the high water mark. This will keep to a minimum any “wind shadow” on the regatta course and will therefore provide a fairer course.

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## 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.

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## 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.

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## 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 areas 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(s).
- The VIP and Hospitality areas.
- The Scoreboard(s) and Big Screen(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.

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### 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
- Anti-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).
- 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, can improve the wind conditions on the water considerably if carefully planned. 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 water edge, all have to be investigated very carefully (ideally in a wind tunnel).

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### ARTIFICIAL COURSES (CHANNELS)

- Second channel
  - For major rowing events (World Rowing Championships and Olympic Games) it is recommended that a second channel is provided, parallel to the main course. 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 5m of a clear strip of water between the lanes and the bank on both sides). The span of 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. The 50m space is needed when there is two-way traffic of boats 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.

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### 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.

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## 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 the main roads.

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## 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 there may be provided a second road recommended 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 but 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 World Rowing events.
- The cars for the TV coverage and for regatta commentary.

If the surface of the roads is of good quality they could be used for other sports activities e.g. roller-blading, cycling (triathlon), etc.

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

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## 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 at both sides of the course, in the finish tower and in the aligner's hut for the vertical wires and accessible for checking at any time. Further updated surveys and certification shall be provided to FISA, upon request, and shall be available for inspection of the Technical Delegate at the time of the event.

- The Start & Finish lines must be set exactly 2,000m apart and must be square and parallel.
- These points must be positioned to an accuracy of at least + or – 20mm.
- The Intermediate 500m, 1000m and 1500m timing lines must be set exactly at 500m intervals and must be square and parallel.
- The racing lanes must be surveyed and be parallel and perpendicular to the start and the finish lines.

An official survey certificate of the racing course must be provided by an authorised company and must show the coordinates and accurate locations of all survey markers as listed above.

The survey certificate should be showing the following additional information:

- the equipment that has been used for the survey
- declare the allowance / tolerance for the measurement of the 2000m distance
- declare the allowance / tolerance for the measurement of the vertical lines in the aligner's hut and in the finish tower.

For details see Appendix B.1.1. "[Planning New Venues - Survey Procedure](#)". Please also see [the example photos of Survey Points](#).

## 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.

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 from structures, trees or natural features
- 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.

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#### LENGTH OF WATER BODY

The minimum length of water body 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, in special cases (with the approval of FISA) the space beyond the finish line may need to be as short as 90m.

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#### WIDTH

The standard international course shall be at least 108m wide i.e.

$$= 13.5\text{m} + (6 \text{ lanes} \times 13.5\text{m}) + 13.5\text{m} = 108\text{m}.$$

The minimum recommended width of the course for regattas for all World Rowing events shall be at least 135m i.e.

$$= 13.5\text{m} + (8 \text{ lanes} \times 13.5\text{m}) + 13.5\text{m} = 135\text{m}.$$

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 and Paralympic Games shall be 162 m i.e.

$$= 27\text{m} + (8 \text{ lanes} \times 13.5\text{m}) + 27\text{m} = 162\text{m}.$$

This width allows for traffic movements of boats beside the racing lanes and for TV coverage from the water.

In exceptional cases (with the approval of FISA) the width of the lanes could be 12.5m, and therefore the ideal recommended width of the course:

$$= 15\text{m} + (8 \text{ lanes} \times 12.5\text{m}) + 15\text{m} = 130\text{m}.$$

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 be 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.

A number of old, artificial courses were constructed with an even depth of 2 metres. As long as they remain with an equal depth at all points on the course then they can still be accepted as a standard international course.

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

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## SIDES OF THE COURSE (SLOPE)

The sides of the course should be graded (sloped) in order to absorb all wash and waves so that there is no interference or impact on the course from reflected 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.
- Different methods of wave absorption are available for different situations. FISA should be consulted on the best solutions for different venues.
- 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. Plant growth in the regatta course is a major issue and careful planning is necessary to keep this under control.

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## 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, however in special circumstances the width of each lane may be reduced to 12.5m with the approval of FISA.

For a standard course it is recommended that there should be eight buoyed lanes (minimum is six).

For Olympic and Paralympic regattas, World Rowing events 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.

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### WIRES

For details see Appendix B.2.2. "[The Course - Albano Wires and Buoys](#)".

- Longitudinal wires
  - The buoys are attached to longitudinal wires – recommended 3–4 mm diameter stainless steel (inox) cables, 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 (or 12.5m) 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 where land-based advertising banners would be (in FISA's opinion) too distant from the television cameras, an additional wire of 8 mm diameter (or 2 wires x 4mm), fixed outside the racing lanes (minimum 20m away) will be required for supporting the advertising banners.
  - **Recommendation:** The wires should be tensioned on land 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 (or 2 wires x 4mm), 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).

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### BUOYS

For details see Appendix B.2.2. "[The Course - Albano Wires and Buoys](#)" and "[Appendix B.2.2. Albano Course Details](#)". [Please also see the example photos.](#)

- Spherical or cuboid in shape, 15 cm diameter or square.
- In the Start Zone – the first 100 meters - buoys should be at 5m intervals beginning from the Start Bridge, and at 10m (preferred) or at 12.5 m intervals throughout the remainder of the course. The surface of the buoys shall be pliant (not hard) and shall be of such material and design that when struck by an oar or boat they will deflect easily and not cause damage or undue interference to the boat or crew.
- No buoys should be placed on the start or finish lines so that the view of the Aligner and the view of the photo finish are not interfered with.
- 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, but other colours are acceptable. The colours should allow the buoys to be easily visible in all weather conditions.
- The colour of buoys at each point of the course shall be the same in all lanes. In the Start Zone - the first 100 meters - and for the line across the course at every precise 250-meter mark, the colour of buoys shall be a clearly different colour from the buoys in the majority of the course. In the last 250 meters the colour of buoys shall be the same as those in the first 100 meters, or such other colour which is clearly distinct from the colour of buoys in the majority of the course. Except for the Start Zone and each 250-meter mark, each alternate line of buoys may be of alternating colours where this will assist television presentation. The colour of the buoys to be used for a World Rowing event should be submitted to FISA for approval prior to their acquisition.

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## ADVERTISING BANNERS

- At World Rowing events advertising banners may be installed at different locations around the racing course.
- FISA usually provides the advertising banners. The OC shall provide 4 helpers, sufficient land-space (accessible by car and with easy access to the water) and 1 (2 if required by FISA) boats for the installation and servicing of the advertising banners and their supporting inflatable structures, if the banners are floating). The same help and support is necessary after the last race for the dismantling of the banners. During the racing days the OC shall provide 1 – 2 helpers and 1 (2) boats for maintenance of these installations (if on water).
- OC advertising banners are 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.
  - [See the enclosed example photos.](#)

## B.2.3. COURSE INSTALLATIONS

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### INTERMEDIATE TIMING POSITIONS

See Appendix B.2.3. "[Intermediate Timing Positions](#)" and the [enclosed example photos](#).

- **Location** – placed exactly on the lines of the intermediate distances at the 500m, 1000m, 1500m marks; 15m – 75m away from the nearest lane (special cases to be considered)

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

- Floating – minimum 15m away from the nearest lane and with no or minimum movement to ensure accuracy of timing.
- 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)
- On land – placed on a platform. On artificial courses – behind the road alongside the course, so as not to block the view of the TV vehicle as it passes the position.
- **Construction and Dimensions** – temporary or permanent

- A covered platform minimum 2m x 3m, with the exception of the Olympic Games (3m x 3m).
- The floor of the timing point must be minimum 1.5 m above water level (if floating) or above the ground (if on land).
- Protection against wind and rain must be provided and internal blinds to limit the glare of the sun.
- If television cameras are to be installed on the top of the timing points the design and structure should be considered. The roof has to be designed accordingly.
- For Olympic Games all the intermediate timing positions must be minimum 9 m<sup>2</sup>.
- If the course is going to be used for canoeing regattas the timing huts at the 1000m, the 1500m and the 1800m marks will also serve as start towers for canoeing. They have, therefore, to be larger – 3m x 3m (as per Olympic Games requirements) and with two levels (upper and lower).

Should video cameras (provided by the FISA Official Timing provider) be used at the Intermediate Timing points, then the appropriate support structure for the video cameras must be provided by the Organising Committee at each of the intermediate points. A vertical wire must be installed, minimum 1 meter in front of the video camera. [See the enclosed examples.](#)

- Equipment
  - Vertical sight wire, colour black (1 mm diameter)
  - Radio and telephone (or other “fixed line”) communication to the timing officials in the Finish Tower to be provided by the Organising Committee
  - The timing system equipment to be provided by the Official Timing provider.
  - Uninterrupted Electrical Power supply
  - Tables, chairs
  - WC
- Operation
  - Three officials (1 NTO and 2 timing volunteers) are required in each intermediate timing position to take the intermediate times – one timing volunteer pushes the timing button, the NTO calls the numbers of the crews as they cross the intermediate distance line, the other timing volunteer enters through the timing keyboard the boat numbers in the correct ranking order in the timing system and writes down the order of the crews.
    - Note: If the Official Timing Provider provides a new timing technology (video camera) at each intermediate timing position, then the NTO and the 2 timing volunteers are not required at the intermediate timing positions.
  - The timing officials in the intermediate timing positions must be very proficient. It is strongly recommended that the same “team” should remain unchanged (as much as possible) throughout the regatta in these positions.

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### SIGHT MARKERS

The purpose of the sight markers is to mark the Start, Finish and the intermediate timing points. They are positioned only on the opposite side of the course to the race officials at each point.

- At the Start Line
  - Sight marker – fixed as close as possible to the water edge, on the opposite side of the course to the Aligner’s Hut exactly on the start line. If the opposite bank is too far away, the marker can be

fixed on a structure very firmly fixed in the water – such structure should not have any movement under any conditions.

- Dimensions – 150 – 200 cm height, 100 - 150 cm wide. If advertising banners are placed in front of the site marker then at least 50 cm of the site marker should be visible to the Aligner above the banners.
- The marker should be painted in two vertical halves, one bright yellow (direction of start) and one black (direction of finish). 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 down its full height and shall be consistent with the survey certificate described in B.1.1, Section “SURVEY”.

[See the enclosed example photos.](#)

- Intermediate Points (500m, 1000m, 1500m):
  - At each intermediate point, it is required to have a clear sight marker, identical to that used at the Start, for reference by the intermediate timing officials and situated only on the opposite side of the course to the intermediate timing position.
  - If advertising banners are placed in front of the site marker then at least 50 cm of the site marker should be visible to the timing officials above the banners.
- At the Finish Line
  - Sight marker – fixed on the opposite side of the course to the Finish Tower, exactly on the Finish line. If the opposite bank is too far away, then the marker must be placed on a structure very firmly fixed in the water – such structure should not have any movement under any conditions.
  - Dimensions – 150 – 200 cm height, 100 - 150 cm wide. The marker should be painted in two vertical halves, one bright yellow (direction of start) and one black (direction of finish). Where the colour changes from black to yellow shall be the finish line. The line where this colour change occurs shall be exactly vertical down its full height.
  - Recommended maximum distance from the course – 50 meters.
  - If advertising banners are placed in front of the site marker then at least 50 cm of the site marker should be visible to the Finish judge above the banners.

### DISTANCE MARKERS

In addition, on both sides of the course, distance markers shall show the distance from the Start displayed on two angles so that they are visible to crews both approaching and moving away from the intermediate mark.

Two options are available:

- (1) Floating – one-metre cubes attached to the outside wires of the “Albano” system at each 250 metres, minimum 5m away from the outside lanes, on both sides of the course. Large numbers on clearly contrasting background (for example, black numbers on white background) should show the respective distances along the course.
  - (2) On land – signs fixed on the bank at each 250 metres on both sides of the course. Large numbers on clearly contrasting background (for example, black numbers on white background) should show the respective distances along the course. The sight marker, identical to that used at the start, showing the precise distance mark for timing purposes, may be included on this sign or a separate structure.
- Specification – The numbers on the distance markers should at least 70 cm high and clearly visible to the crews.

NOTE: The distance markers must show the distance from the Start line. No distance number shall be placed at the Start line (0m) or at the Finish line (2,000m).

[See the enclosed example photos.](#)

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## START ZONE

The start zone is the first 100m of the course, from the start line to the 100m line. Within the start zone, the Albano course buoys shall be at 5m intervals and shall be of a different colour from those marking the majority of the course.

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## FINISH LINE

A red flag shall be used to mark the finish line on each side of the course. These flags may be fixed on water or on land, placed exactly on the finish line, a minimum 5m away from the outside lanes. The size of these flags shall be 40 cm x 60 cm.

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## BUBBLE LINE

See Appendix B.2.4. "[Bubble Line](#)" and [enclosed example photos](#).

The bubble line is a requirement only for the Olympic Games and the World Rowing Championships. The bubble line is optional for World Rowing Cups, World Rowing Under 23 and Junior Championships, and European Rowing Championships.

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 and for spectators and 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 location of the generator for the compressed air has to be considered carefully to avoid any noise and 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 all rowing boats on the water have to be published in advance of the event. During the event the Traffic Rules must be distributed to Team Managers, Jury, National Technical Officials, Safety and Rescue teams, Marshals, Organising Committee and FISA. They must also be clearly displayed in the Boathouse Area.

The Organising Committee is responsible for submitting a proposal for the Traffic Rules to the FISA Technical Delegate for comments and approval.

The Organising Committee is responsible for providing the necessary officials to ensure that crews are following the correct traffic rules at all times.

The traffic rules must cover: training, racing, practice starts, victory ceremony.

For the Olympic Games traffic rules must also include provision for shared use of the course with canoeing and for the Time Trials format.

## TRAFFIC RULES FOR TRAINING

Training shall be carried out on the course with the lanes on one side used for crews going towards the start, one neutral lane in the middle and lanes on the other side for crews going towards the finish.

One clear lane of water must be identified as a neutral lane between crews rowing in opposite directions. Large buoys (40-50cm diameter) shall be placed in this neutral lane – one at approx. 60m from the Start Bridge and the other close to the Finish line.

In addition, at the Start a swimming line (continuous buoyed rope floating on the water surface should be placed in front of the start bridge (approximately 30m from the Start Bridge when the fingers are pulled back) across the lanes in which crews are approaching the Start. The purpose is to stop crews hitting the Start installations during training.

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 Para-rowing crews from other 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.

The large buoys, placed in the middle of the neutral lane at both ends of the course, should mark the neutral lane during the training periods.

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## TRAFFIC RULES FOR RACING

The traffic rules for racing should cover the warm-up area and the cool-down areas, water distribution point for crews after their race, 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.

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 at the time of the changeover, 30 minutes before the start of the racing session. They must be replaced immediately after the last race in each 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 traffic rules must be displayed as follows:

- Large copies of the Traffic Rules, 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. The orientation of the plans displayed should be the same as viewed from the launch pontoons.
- [See the enclosed example photos.](#)
- Produced in digital format for computer projection and explanation in the Team Managers Meeting.
- Published in the Team Managers Manual.

“Road traffic type” directional signs (no text – one side arrow, the other side a “no entry” symbol) should be clearly displayed on each pontoon to identify the “going out” on to the water pontoons and the “returning” back from the water pontoons.

The signs should be placed so as to be clearly visible to crews on the water approaching the pontoons and to crews on the land proceeding to launch boats. **Note: Only those boats that are participating in the Regatta should be allowed on the water during all official opening hours of the venue. This control must be in force from the official opening of the Course until after the last Victory Ceremony is over.**

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## SAFETY LINES BETWEEN ZONES

Where the various zones (warm up, cool down, etc.,) are designed so that boats are traveling in opposite directions with no neutral lane between them, then the zones must be separated by “swimming lines” (continuous buoyed rope floating on the water surface to prevent boats crossing into the other zone. The turning points in the warm up and cool down zones, as well as the ends of these zones, should be marked by big buoys (40 - 50cm diameter).

Swimming lines and big buoys should separate the “coming from the water” area from the “going out on the water” area.

[See the enclosed example photos.](#)

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## LARGE BUOYS

These large buoys should normally be between 40 – 50cm diameter and normally coloured red or orange.

A line of large buoys should be placed approximately 15 – 20 metres beyond the Finish line, with one buoy in line with each of the racing lanes, to mark the earliest turning points for the rowing boats after crossing the Finish line in both training and racing.

Large buoys should also be placed to mark the end parts of the cool down/warm up zones and the turning points.

Two large buoys should also 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.

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## MARSHALS

- Training

During Training, Marshals should control traffic on the water in the following positions:

- In the "Neutral" lane – Preferably two, but minimum one boat with a marshal and driver should patrol in the neutral lane at all times during the training sessions. The marshal 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 except at the designated turning places (normally start and finish), are turning around the big buoys beyond the finish line, 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, either from a boat or standing on the start facilities observing the turning of the boats and alerting crews to any dangerous situations.
- On the launching pontoons - making sure that the crews are using the correct pontoons for embarking and disembarking and following the correct traffic rules when leaving and returning to the pontoons. Crews going out for racing should not leave the pontoon earlier than 45 minutes before their race.

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

During Racing, Marshals should carry out the following tasks in the following positions:

- In a boat or from the bank at the 100m zone, controlling the boats 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, marshals should also be stationed at the 1000 metres, at the 1250 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 and that there is no overlap between warming up and cooling down boats. Note: These positions may vary depending on the course and must be discussed with the Technical Delegate.
- In the case where the warm-up and cool-down is carried out on or alongside the racing course - stopping the crews as races are approaching and passing.
- On Final Days
  - In the Finish area – one or two marshals (usually members of the Jury) in motor boats assisting the Victory Ceremony to control crews after the finish of each race and after the victory ceremonies.
- Equipment
  - All marshals should be provided with Traffic Rules diagram, summary start lists, powerful megaphones, and a diagram showing the colours of the blades of the participating countries. The marshal at the 100m Start Zone during racing should be in radio communication with the Starter.
  - All marshals should have walkie-talkie radios on the OC channel.
  - All marshals should carry sufficient water and clothing for the anticipated weather.

## B.3. THE START AREA

All facilities in the Start area must be provided with uninterrupted electrical power.

### B.3.1. THE START TOWER

See Appendix B.3.1.a. "[Start Tower on land](#)" and Appendix B.3.1.b. "[Start Tower floating](#)".

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#### LOCATION

40 – 50 meters behind the start line, in the centre of the course.

EITHER:

- 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)

OR

- On land

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#### CONSTRUCTION

Temporary or permanent

- A covered platform approximately 9 - 12m<sup>2</sup> in area - the floor level where the Starter stands must be a minimum of 3m and a maximum of 6m 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 to 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.
- The balcony surrounding the Start Tower where the Starter stands should be enclosed in non-transparent material up to the height of the rail. The floor at the Starter level should be of solid non-transparent material.

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#### EQUIPMENT IN THE START TOWER

- One large clock facing crews on the Start Line and visible from a minimum distance of 70 m - showing the official regatta time (hours and minutes) - synchronised with clocks in the Finish Tower and the Boathouse Area.
- Second large clock – if the warm up area is behind the Start Tower, then a second large clock should be erected at the back of 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, and required to show hours, minutes and seconds.
- Microphone (must be “hands free”):
  - With a “one-ear” headset (preferable) and “hands-free” microphone
  - Or
  - Fixed on a flexible arm or an adjustable microphone stand

The Microphone is connected to:

- 1) the loudspeakers for the Starter’s instructions to the rowers on the start pontoons and in the Start Zone, provided with on/off switch. These loudspeakers should be fixed either on the start bridge for each start pontoon, or on the Start Tower; and
- 2) 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 light,
  - 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 is provided by the Official FISA Timing Provider,
- Elevated chair for the Starter to be provided so that if seated between races he can still see the whole Start Zone and start area,
- Elevated table for the starter – 110 cm height, 40 cm width, 120 cm length,
- A white board for visual display to crews any alterations in the racing programme - facing the crews, visible for at least 100 m, and thick markers for clear, easily visible writing,
- Space below Starter’s table for a megaphone,
- Tube (75 mm) fixed to the right hand as holder for the Starter’s flag,
- Bell,
- Flag – red flag with white diagonal cross (75 cm x 50 cm),
- Table and chairs,
- Telephone,
- Radios,
- Large megaphone for communication and also as reserve in case of electrical or speaker failure,

- 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) or there is a false or faulty start (red 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 and is provided by the Official FISA Timing Provider.

In the Start Tower the unit with the white and red lights should be placed on the top of the Table in front of the Starter.

**Option** – As a backup in case of power or equipment failure, white and red flags should be provided for the communication of alignment and false starts from the Judge at the Start in the Aligner's hut to the Starter

- Flashing light (operated by the starter) for the indication of the beginning of the two minutes period to the start of the race. Located at the side or top of the Start Tower in a position that is not distracting to crews who are watching the Starter. The light must be visible to umpires' boats from a minimum distance of 300m. For FISA events this system is obligatory and is provided by the Official FISA Timing Provider.
- [See the enclosed example photos.](#)

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## OPERATIONS

Strict security must be enforced to the Start Tower with access limited to essential officials only. (Television camera operators will also require access where a camera is located on 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 at that time. Any equipment problem must be immediately repaired or otherwise reported to the Technical Delegate and the President of the Jury.

All other officials in the Start Tower must be in position at least 30 minutes before the start of the first race and must again 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. Other officials requiring access to the Start Tower are as follows:

- Starter
- At FISA events the Starter is appointed from the FISA Jury. He 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. He is also in direct radio or telephone communication with the President of the Jury.

- Assistant Starter

The Assistant Starter (National Technical Official) 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.

- Technicians for the "Traffic Lights" and the "Automatic Start" systems
- The technicians responsible for the traffic lights and automatic start systems should be from the companies providing the systems. They must be on duty at the Start for all official activities (for example, practice starts, technical dress rehearsals, racing etc.). The technicians are responsible to ensure that the equipment is operating properly. They are in direct communication with the timing officials in the Finish Tower.
- Spare equipment must be available to replace any faulty units.

- Note: In televised events a TV camera operator may also be located in the Start Tower.
- In case a TV camera is placed at the same level as the Starter then the view of the Starter towards the Aligner's and the start fingers must not be obstructed.

## **B.3.2. START INSTALLATIONS**

The start installations (start bridge / start fingers) must provide the exact alignment of the bows of the boats on the Start line, allowing for boat types with different lengths.

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### LOCATION

Approximately 21 - 22 meters behind the Start line.

#### Option 1

- 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

#### Option 2

- 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.

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### CONSTRUCTION

Temporary or permanent, but must be a strong and rigid construction.

For Option 1 (Floating bridge structure)

- The Start fingers must be linked with a walkway bridge ideally 2m wide.
- Provides the essential working conditions for the installation of the equipment and operation during racing, including access for TV cameras and photographers. It is very important for the quality of the TV coverage and the photographers' 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 to provide easy access for officials and accredited photographers without the need for a boat. Where the distance to the land is too far or no bridge can be provided then a dedicated boat must be available at all times for transfer of all such persons between the start bridge and the land.
- For Option 2 (Structure on land)
- All access will be directly from the land.
- Designs:
  - Either of the following designs are acceptable:

- 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 (Preferred option). See Appendix B.3.2.a "[Start Installation](#)" with a bay.
- A "straight" start bridge installation. See Appendix B.3.2.b "[Start Installation](#)" without a bay.
- Start Fingers:
  - Start fingers – from 6 to 9 in number (8 recommended). Width 80 – 100 cm, minimum 17m 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 12 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 the enclosed example photos.](#)

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### EQUIPMENT AT THE START

- **Traffic lights starting system** – provides the visible start signal and the audible start signal.
  - Specification:
    - Supplier should be approved by FISA:
      - The boxes containing the visible signals and the loudspeakers emitting the audible signal must be fixed adjacent to each start pontoon. (Two additional units shall be provided, one facing and visible to the Starter, and one facing and visible to the Judge at the Start.)
      - 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 3.0m from the centre line of the start finger for each lane, on the side nearest to the centre of the course.
    - The light signals must operate in only four positions:
      - A neutral position (no light)
      - A red light
      - A green light
      - A flashing red light (false start)
    - The order of the signals:
      - Neutral (no signal),
      - Red light, (if necessary, return straight from red back to neutral)
      - Green light and a sound signal audible to crews
    - Both the red and the green lights must be clearly visible in all weather conditions even in bright sunlight, to the bow person in an Eight.
    - A separate button will be provided for the flashing red light (false start).
  - **Automatic Start System** (mandatory for Olympic Games and World Rowing Championships) - optional for lower level World Rowing events).

This system is used for holding the bow of each boat in a fixed position on the Start line until the Starter gives the start signal. The system should be used together with the “Traffic Lights” system. The single button for the Starter to give the start signal will operate both systems simultaneously

- Specification – the provider must be approved by FISA.

[See the enclosed example photos](#)

- **Loudspeakers**

- For the communication from the Starter to the crews in the Start Zone (instructions and the roll call).

- Location:

Loudspeakers EITHER located on the start bridge beside each start finger – one per lane. (These loudspeakers may be fixed to the Traffic Light boxes.)

OR

2 large powerful loudspeakers located on the Start Tower.

- For emitting the audible start signal.

- Location:

One loudspeaker for each lane, located beside each start finger on the start bridge.

Usually these loudspeakers are fixed to the Traffic Light boxes and are provided as part of the traffic light system. The audible sound signal and the visual green light signal for the start must be given at exactly the same time.

- For the warm-up area – if required – for communication to the crews.

Location:

This loudspeaker should be located in the most appropriate position so that crews in the warm up area can hear the Starter. Usually such loudspeakers will only cover the area of the warm up closest to the Starter and where crews are likely to be waiting for their race. A switch should divert the Starter’s microphone to this loudspeaker.

- **“Yellow Card” and “Red Card” (Warning) Marker**

- A “Yellow Card” and “Red Card”, approximately 20 cm x 30 cm should be provided for each start pontoon (a round disk 30 cm in diameter would be acceptable as well), which can be placed in a fixed position 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. When not in use these cards can be laid flat on the start bridge so they are out of sight of the crews.

[See the enclosed example photos.](#)

- **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, to assist crews with their steering at the beginning of the race. (No buoys should be placed on the actual Start Line, so that the view of the Judge at the Start is completely clear.)

- When the course is constructed in a lake and the Albano wires are anchored in a straight line 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.

- Lane Number Signs

- Each start finger there should have a lane number displayed 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

[See the enclosed example photos](#)

- **Headsets**
  - Each boat holder (6) For all World Rowing events, the wireless radio communication from the Aligner to the boat holders the following headsets will be provided by the FISA Contract Partner (a total of 15 headsets):
    - 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 1 to 6.
- **Spare Global Navigation Satellite System (GNSS) Units** – Where GNSS units are attached to boats for the competition, sufficient spare GNSS units should be available at the Start to replace units lost during warm up or not working when a crew arrives at the Start. In such cases, the technician at the Start responsible for the GNSS units will carry out the replacement and initiation of the GNSS unit.
- **Radios**
  - Radios on Organising Committee channel – to be held by the OC official responsible for the Start area.
  - **Megaphone** – to give instructions to crews, officials or motor boat drivers in certain circumstances.

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## 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 1 hour before the start of the first race and make a full test of the entire equipment at that time. Any equipment problem must be immediately repaired or otherwise reported to the Technical Delegate and the President of the Jury.

All officials in the start area must be in position at least 30 minutes before the start of the first race and test the equipment again 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** - 2 teams, each of 12 boat holders, and the senior official responsible to supervise and manage the team during all racing operations. 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 in their local language 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 to avoid conflict with light signals and warning card colours.
- The senior official must control the photographers on the start bridge. Accredited photographers in FISA-issued identification bibs are welcomed on the start bridge, but they should ensure they do not interfere with crew preparation. In particular they should not sit close to the traffic lights and from the time of the 2-minute signal they should be sitting down and not move until after the start signal for the race has been given. FISA will confirm the number of 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.

### **B.3.3. THE ALIGNER'S HUT**

See Appendix B.3.3. "[Aligner's Hut](#)".

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#### LOCATION

Placed exactly on the start line at a distance of ideally between 15m and 30m from the first lane of the course.

- OPTIONS
- (1) On water - fixed on piles to the bed of the lake or canal so as to provide a fully stable platform; OR
- (2) On land

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#### CONSTRUCTION

Temporary or permanent

Fixed, must be an absolutely firm structure.

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

- If on water, the Hut has to be constructed on a platform on pylons in a manner which will allow no movement, minimum 6 x 6 m, connected to the start bridge and to the repair pontoon.
- The bottom of the window frames in the Aligners Hut should not be higher than 70cm from the floor and should allow the Aligner to have a clear view of the Starter, the start line and along the course.
- Window frames and any balcony railings should be carefully positioned so as not to block the view of the Aligner and the Judge at the Start.
- Protection against rain and wind must be provided (air-conditioned if required.). Blinds should be provided to protect against glare in case of bright sunshine.
- 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 of the Aligner and Judge at the Start or interfering with the work of the officials).

## 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, also in line with the start line, seated on a higher (minimum 30 cm higher) 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.

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## EQUIPMENT

- A video 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). The monitor should show:
  - 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 video monitor for the Aligner, placed in front of him, showing exactly the same picture as for the Judge at the Start.
- A computer - connected to the monitors and to the video camera.
- A video camera controlling the start alignment - fixed behind a vertical wire marking the start line.
  - Requirements of video camera controlling the start alignment:
    - Highest quality with sun filter.
    - Fixed on an absolutely firm structure and in a manner that does not allow any movement of the video picture under all conditions. (Placing the camera on a tripod is not acceptable!)
    - 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 which will freeze the picture at the instant the Starter presses the button to give the start signal.
    - With a “built-in” facility for a computer-generated vertical line to indicate the Start Line.
- An additional video camera - providing a general picture of the start area. This picture is sent to the Finish Tower as information for the timing officials and other officials. This is required for the World Rowing Championships and for the Olympic Games, optional for lower level World Rowing events.
- 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 will be provided by the Official FISA Timing Provider.
- Red and white flags to be provided as back up for red and white lights to indicate alignment or false start to Starter.

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.

At all World Rowing events the control unit of the Judge at the Start allows him to activate directly the false start signal to crews to stop the race (sound signal and flashing lights) in addition to the Starter.



- Vertical Wire – marking the start line, maximum 1 mm thick and colour black. This wire has to be fixed absolutely firmly and taught, placed between the start line video camera and the start line and fixed in two sections:
  - The upper part of the wire (which is immediately in front of the start line video camera) is used for checking the exact correct position of the video camera. It then has to be removed before racing and should be 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 to the video picture.

**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. "[Aligner's Hut](#)").

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

Note: The vertical wires, which will be constructed in the Aligner's hut in front and behind the video camera, must be exactly 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. For further details see Point B.5.6.1. TELEPHONES.
- Radios – on the Organising Committee channel. For further details see Point B.5.6.2. RADIOS (WALKIE-TALKIES).
- Megaphone as back-up and to give instructions in special cases.

[See the enclosed example photos.](#)

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### OPERATION

There must be strict security enforced and limited access 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 at that time.

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 again 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 he is a member of the FISA Jury.
  - The 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 (National Technical Official)

- Conducts the aligning procedure in the local language 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.
- Two National Officials (working in shifts) provided by the Organising Committee with basic computer knowledge for assisting the Timing system in the Aligner's Hut and the back-up start impulse.

### **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 – used for urgent boat repairs at the Start.
- 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 compulsory for the Olympic Games; non-compulsory for other World Rowing events.
- 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 either the Start Tower or the start installations.
- Tents/Shelter
  - One tent/shelter 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/shelter 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.a. "[Finish Tower](#)" and Appendix B.4.1.b. "[Finish Tower Jury & Timing Level Generic Layout](#)".

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#### 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.

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#### CONSTRUCTION

Temporary or permanent, absolutely firm construction

For Olympic Games and World Rowing Events the Finish Tower **must** be a permanent structure.

- Must provide internal protection against sun (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. Any balcony rails or window frames should be carefully positioned so as not to obstruct the view of the finish judges towards any part of the course.
- 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 there should ideally be a separate tube with outlets at each level of the tower (including for the terrace and going out from the ground level) 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 Media Information System (MIS) 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 – 60m<sup>2</sup> foot print (staircase not included), the longer, working side parallel to the course.
- For the Olympic Games a larger footprint is required – 100 – 110m<sup>2</sup>.
- 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)
- Support structure for the Photo-finish camera (not blocked by window).
- On the Roof
- Enclosed support structure for the Photo-finish cameras (optional)
- A platform for a TV camera and/or a VIP terrace.
- The arrangements for the fixing of the GNSS Transmission Antennas must be foreseen.
- Note: In certain circumstances less than 3 levels would be accepted under FISA approval.

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### EQUIPMENT

- Wire – marking the finish line, maximum 2 mm thick and black colour.  
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 before racing and should be 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 exactly 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 light,  
The white light shall be operated by the Judge at the Finish. A white flag should still be provided as a back-up.
- Megaphone,

- Hooter - operated by the timing button, producing a signal clearly audible to the crew in the furthest lane, to signify when each boat crosses the finish line.
- Telephone lines: minimum 3 analogue lines – one for FISA, one for the Official FISA Timing Provider and one international line.
- TV monitor(s) - at the Jury level and in the Commentary room
- At the Olympic Games a separate TV monitor at the Jury level should show the Start area. MIS (media information system) monitors shall be provided at the Jury level and in the Commentary room.

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## 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 at that time.
- All Officials in the Finish Tower must be in position at least 30 minutes before the start of the first race and test the equipment again upon their arrival.
- During racing there are 2 senior FISA officials observing all the procedures in the Finish Tower. They are in direct radio communication with all relevant parties.

All Results and Start Lists must be checked and approved by the designated FISA person before being passed to the Results Distribution Service. This check is separate from the specific duty of the Senior Judge at the Finish. It is an overall quality check before distribution to check the correctness of all printouts and information, including Start Lists.

[See the enclosed example photos](#)

### **B.4.2. SPORTS PRESENTATION**

Please contact FISA to receive the appropriate “FISA Sport Presentation Guidelines” for the specified event/year

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## GENERAL

The Sports Presentation team must be located in the Finish Tower with good visibility of the entire course and the finish area.

Tower Announcers and Commentators:

FISA will provide the English language tower announcer and two English language commentators.

OC to provide the local language tower announcer and two local language commentators.

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## LOCATION OF TOWER ANNOUNCERS AND COMMENTATORS

- The tower announcer will be located in the Finish Tower. 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, or at various stationary positions on the course as confirmed by FISA.
- The tower announcers will give the introductions before the race, the results and make any announcements.

## EQUIPMENT

- Public address system 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 should be possible for the start procedure and the start commands and start signal to be relayed through the PA system in the spectator and boathouse areas.
- High quality equipment provided with a backup 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 Media Information System (MIS) monitor (provided by Official FISA Timing Provider)
  - 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.
- Cabled internet
- Network printer connected to the Timing System

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## OPERATIONS

For World Rowing events, Sports Presentation will be provided by the Official FISA Presentation Team.

- Changes
  - The Sports Presentation team have to be informed promptly about all changes in the racing programme, entries, etc.

## **B.4.3. PONTOONS AT THE FINISH**

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### VICTORY CEREMONY LANDING PONTOON

- This is where the medal winners get out of their boats after the race for the Victory Ceremony.
- Located in front of the VIP, Media and Team Grandstands
- 3m wide and 60m long, upper edge ideally 10cm above the water surface but no more than 15cm.
- Attached to the Victory Ceremony stage.

### THE VICTORY CEREMONY STAGE

- Options:
  - A pontoon – 3 m wide and minimum 20 m long attached to the landing pontoon
- Or
- On land in front of the main grandstands - 4 m wide and minimum 20 m long.
- When Para-rowing events are 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 ONLY)

- Located 30 - 40 meters beyond the finish line – 3 m wide and 100 m long.

### PHOTOGRAPHERS PONTOON (FOR OLYMPIC GAMES ONLY)

- Located immediately beyond the finish line – 6 meters wide and 20 meters long.

## **B.4.4. OTHER FACILITIES AND EQUIPMENT**

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### FLAG POLES

- Visible to 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 Rowing Championships, European Rowing Championships, Under 23 and Junior World Rowing Championships – up to 6 Flag Poles: up to 3 flag poles for the FISA flag, the national flag and a local flag if appropriate, plus 3 for the Victory Ceremony of the winning crews.
- For World Rowing Cups: 3 flag poles for the FISA flag, the national flag and the local flag.

### ANEMOMETERS (FOR OLYMPIC GAMES ONLY)

- 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 World Rowing events the Timing equipment is provided by the Official FISA Timing Provider.

Please contact FISA to receive the appropriate “Timing Service Catalogue” for the specified event/year.

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#### EQUIPMENT AND REQUIREMENTS

- The main timing system for FISA events is required to be a GNSS positioning system. As a backup a Line Camera System OR a **ONE** button system is required at each timing point.
- The system must be able to:
  - Record all times to 0.01 second and to give the order of all 6 racing boats at the 500 m, 1000 m, 1500 m and 2000 m marks.
  - Indicate the difference from the best time.
  - Rank the times.
  - Time a minimum of two races on the course simultaneously - including the intermediate times at each 500m.
- The main system **must** be capable of meeting the requirements of all racing formats under the FISA rules, including time trials. It 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 500m, 1000m, 1500m and in the Finish Tower.
- The timing system **must** be able to time each racing boat, including the intermediate times, when the race is in the form of a time trial instead of 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.
- The system should be able to display immediately on the score-board the intermediate times (each 500m) 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 the Olympic Games the timing system is linked to the Games central computer.
- All timing information is transmitted to the Media Information System (MIS) monitors in the commentary room and at Jury level and in the media/broadcast booths.
- Communications:
  - A telephone line connecting the Start Tower, the Control Commission and the Aligner’s Hut, the intermediate timing points at each 500m and the timing officials in the Finish Tower (provided by the OC)



- Radio communication for all the locations as listed above - as a backup,
- A computer link to the Internet,
- Cabling

For the requirements and the cabling specifications contact FISA to receive the appropriate "[Timing Service Catalogue](#)", the "[Cable Specifications](#)" and the "[Schematics Rowing Cabling](#)" for the specified event/year.

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## OPERATION

- In the Finish Tower there will be 3 Officials seated one behind the other on stepped seats on the Finish Line:
  - First Step (lowest level)** – Timing official (NTO) from the OC pushing the Timing impulse button which also sounds the horn to tell crews they have crossed the finish line.
  - Second Step (mid-level)** – Timing official (NTO) from the OC entering the order of arrival of the crews into a keypad.
  - Third Step (highest level)** – Judge at the Finish from the International Jury calling aloud the order of arrival of the crews, writing the order down and operating the white light or white flag signal to acknowledge the signal from the Umpire.
- The Senior Judge at the Finish from the International Jury is seated by one Photo-finish monitor provided specifically for his use and is responsible for the confirmation of the official results from the Photo finish and for the checking and signing of the official result sheet.
- The expert from the official FISA Timing Provider responsible for the Photo Finish should be located as close as possible to the 3 Officials who are seated on the Finish Line. The NTOs working in the Finish Tower must be experienced and proficient.
- At a World Rowing Cup the OC must provide an additional 2 volunteers; 1 for the photo finish camera and 1 for the backup timing system. Both volunteers must have good English.
- At the World Rowing Championships and Olympic Games the OC must provide 3 volunteers; 2 for the photo finish camera and 1 for the backup timing system.
- It is strongly recommended that the same "team" should remain unchanged (as much as possible) throughout the event.
- The Official FISA 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 confirmed by the Senior Judge at the Finish.
  - Printing out the first version of the Result Sheet, passing it to the Senior Judge at the Finish for approval and signature.
- Timing officials have to be informed promptly about all changes in the racing programme, entries, withdrawals, rower names etc., so that the system data can be immediately updated.

## B.5.2. PHOTO-FINISH

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### EQUIPMENT AND REQUIREMENTS

The photo-finish of all races should be recorded and should be available for presentation to the Jury 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 FISA events the Official FISA Timing Provider provides both cameras.
- The cameras must be able indicate times at 1/100<sup>th</sup> of a second.
- The cameras must ideally be located at a height that provides a minimum angle of 8 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 calibrated and 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 located together with the Jury at the same floor in the Finish Tower.

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### OPERATION

- All the times are to be taken from the Photo-finish system (recorded to 1/100<sup>th</sup> second).
- Reading of the Photo finish:
  - At all FISA events, the finishing position of all boats on the photo-finish shall first be marked by an experienced specialist technician from the Official FISA Timing Provider under the observation of the Senior Judge at the Finish.
  - The photo-finish must then be checked by the Senior Judge at the Finish whose decision is final at this stage.
- The Senior Judge at the Finish and the representative of the FISA Umpiring Commission are the only Officials responsible for the reading and confirmation of the official results of the Photo finish. All other personnel should stand clear until the result is decided by the Senior Judge at the Finish.
- The Senior Judge at the Finish must be able to examine the Photo-finish on a separate monitor provided for this use, without being disturbed and while the next race is approaching. For this purpose, he should be provided with a separate table and Monitor placed close to the other judges and the Official FISA Timing Provider technician. The Senior Judge at the Finish must be trained and experienced in Finish Tower responsibilities and particularly in reading photo-finish images.
- **Rotating less experienced officials into the Finish tower must be minimised.**
- After the results are confirmed, the result sheet should be printed and must be checked and signed by the Senior Judge at the Finish.
- These official results should then be shown on the scoreboard as “Official”.

## B.5.3. RESULT LISTS AND START LISTS

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### 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 Senior 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 also 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 – 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 FISA Timing Contract Partner 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

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This service covers the production and distribution of Entry Lists, Start Lists, Results Lists, Official 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 organised:

- 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 minimum 30 m<sup>2</sup> of floor area for all World Rowing events.
- 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 minimum 20 m<sup>2</sup> of floor area for all World Rowing events.

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## EQUIPMENT

Team distribution service:

- In the boathouse area, near to the Team 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 copying machine
- 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 Official FISA Timing 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)

[See the enclosed example photos.](#)

In the Finish area for the Media and for the Spectators (in or near to the Media Centre):

- Minimum 2 high-speed copying machines, fitted with collators and staplers in the copying centre and 1 small desktop machine.
- 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 Official FISA Timing 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 wireless multifunctional copying machine (printer, copier, scanner).
- For World Rowing Championships approximately 50 trays shall be provided for distribution of information to FISA officials.

At the Jury level in the Finish tower

- 1 small desktop copying machine for copying urgent information (Official Communications, urgent changes in the start/results lists, etc.

In the Control Commission:

- 1 small desktop copying machine

In the Information Centre

- 1 small desktop copying machine

For the Organising Committee

- The OC shall 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 – see Appendix B.5.3.a “[Result List with Names](#)”.

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 Official 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 the Runners, which are distributing the Start/Results list at the venue need to be planned carefully, taking into consideration that often there would be 5-minutes intervals between the races.

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## DISTRIBUTION SYSTEM

- For the Distribution system for the Teams, for the International Jury and National Technical Officials, for FISA, for the Media (Media Centre and Media grandstands), for the commentators (TV and race commentators) and for VIP areas 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. SCOREBOARDS & BIG SCREENS

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### LOCATION

#### Options:

- (1) Opposite side from grandstand
- (2) At the end of the course on the bank (if not too far from the finish line).
- For a FISA event, the advice of FISA should be sought on the location of the scoreboards and big screen.

#### At Olympic Games

When there are grandstands at both sides of the course, three scoreboards and two big screens 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 scoreboard placed beyond the grandstand for the general public on the other side of the course,
- A big screen looking towards the FISA Family grandstand,
- A big screen for the general public on the other side of the course.

#### At World Rowing televised events

- A big screen must be provided for the spectators in the main grandstand area.

- A scoreboard (minimum 3 lines) must be provided at the World Rowing Championships (not required for World Rowing U23 and Junior Championships, World Cups, European Rowing Championships) visible to the crews on the water as they cross the finish line.

## **For non-televised World Rowing events - (World Rowing U23 and Junior Championships Championships)**

- A scoreboard (minimum 8 lines) must be provided for the spectators in the main grandstand area.

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## REQUIREMENTS

Please contact FISA to receive the appropriate requirements and the specifications of the Big Screens for the specified event/year.

- The big screens must be clearly visible to the spectators in the grandstands.
- They should not obstruct the view of the course, either from the grandstands or from the Finish Tower.
- Power Supply for the big screen - please contact FISA to receive the appropriate requirements.

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## CONSTRUCTION

- The scoreboards and big screens can be either:
  - Permanent; OR
  - Temporary

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## DIMENSIONS

The size depends on the distance between the scoreboard or big screen and the spectators' areas.

- Big screen: 40m<sup>2</sup> – 80m<sup>2</sup>.
- Scoreboard: 35m<sup>2</sup> – 85m<sup>2</sup>
- Big screen: position and size to be discussed with FISA
- Scoreboard: (Only for World Rowing Championships and Olympic Games) – position and size to be discussed with FISA.

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## OPERATION

- The scoreboards and big screens must be linked directly to the timing system. They will be operated by the FISA Contract Partners.

### **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 World Rowing events.

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#### B.5.6.1. TELEPHONES

An extensive telephone system needs to be provided for World Rowing events.

# 2017 FISA MANUAL

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

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## REGATTA ORGANISATION

- Cable telephone lines interconnecting the Start Tower, the Aligner's Huts, Intermediate Timing Positions at each 500 meters, each level of the Finish Tower, the Control Commission, the Medical Centre, the Media Centre, and the Administration (FISA and the Organising Committee) to be provided by the OC.

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## 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 World Rowing events this is provided by the Official FISA Timing Provider.

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## 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, minimum 3 Mbit upload speed.
- Second Floor (commentary and regatta organisation) - 1 telephone line on the regatta organisation circuit

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## GENERAL

Telephone lines for:

- The Organising Committee offices
- The Team Facilities and services:
  - Team Information Centre,
  - Medical facilities,
  - Team Transport and Accommodation services,
  - Accreditation Centre.

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## COPYING CENTRE(S)

- 1 telephone line on the regatta organisation circuit,
- Network LAN line for the printer of the FISA Timing Contract Partner

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## CONTROL COMMISSION

- 1 telephone line on the regatta organisation circuit,
- Network LAN line for the printer of the FISA Timing Contract Partner

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## MEDIA

- Media Centre
  - Network LAN line for the printer of the FISA Timing Contract Partner
  - 1 computers for the media information desk for all World Rowing connected to internet and connected to printers
- FISA Media Workspace
  - 1 x international telephone line
  - 1 x telephone line on the regatta organisation circuit
- Media Grandstand
- If the media centre is at far distance from the media grandstand a telephone line connected to the regatta organisation circuit must be provided at the media grandstand.

### **Note:**

The requirements for the media centre and for the media grandstand vary according to the layout.

The requirements as described above apply for cases where only one media facility is provided e.g. the media grandstand is functioning as a media centre as well.

When the media centre and media grandstand are provided as separate facilities, then the total number of lines can be spread across the two facilities.

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## FISA OFFICES

- 1 telephone line
- Network LAN line for the printer of the FISA Timing Contract Partner

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## TELEPHONE LISTS

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

- Of all telephone numbers on the Regatta organisation circuit
- Of all mobile telephone numbers of the key OC officials
- The contact numbers of all Team Managers. These should be collected by the OC at the Information centre, at the Accreditation centre or at the Team Managers Meetings before the first racing day.

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

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## B.5.6.2. RADIOS (WALKIE-TALKIES)

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### NUMBERS

- A detailed plan of the radio requirements and their distribution should be prepared in advanced and agreed with FISA.
- The number of radios 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.
- Radios (with at least three separate channels) must be provided for:
  - FISA
  - 25 radios shall be provided for FISA.
  - The Regatta Controller from the Organising Committee also has to be on the FISA channel.
  - The radios must be available 48 hours before the first racing day.
  - The FISA radios must be capable of communication between the boathouse area, the Finish Tower and the area behind the start (up to 3000m distance).
  - Medical and Rescue service – for each medical and rescue point. The radios should be distributed as follows:
    - Chief Medical Officer (1)
    - Medical Centre (1)
    - Rescue Boat Controller (1)
    - Rescue Boats (5)
    - First Aid Control (1)
    - Ambulances (2)
    - Organising Committee (1)
    - First Aid posts (1 for each post)
    - Organising Committee

In addition to the radios for the key members of the OC there shall be provided radios for each Umpiring catamaran and each television and commentary catamaran, and able to be switched between the FISA channel and the Organising Committee channel.

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

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

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### B.5.6.3. COMMENTARY RADIO SYSTEM

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

Please contact FISA to receive the appropriate FISA Sports Presentation Guidelines for the specified event/year.

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## B.5.6.4. INTERCOM SYSTEM

- For the communication between the different floors in the Finish Tower to be provided by the OC.
- 

## B.5.6.5. MOBILE PHONES

- For FISA – FISA provides its own mobile phones for World Rowing events.
  - The Organising Committee should provide 20 compatible sim cards.
    - All sim cards are to be provided by the Organising Committee.
    - The sim cards shall be available to make local calls only.
    - The sim cards must be available upon the arrival of the first FISA representatives.
- 

## B.5.6.6. INTERNET

An IT technician shall be available during all the opening times of the venue.

For the World Rowing televised events, the minimum upload bandwidth should be 20 MB. For non-televised events, the minimum upload bandwidth should be 10 MB.

For the Olympic Games the SMTP address for the outgoing e-mail shall be provided by the OCOG.

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## THE OFFICIAL FISA TIMING PROVIDER

The internet line for the Official FISA Timing Provider in the Finish tower must be a Dedicated DSL router with a minimum upload of 3MB.

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## MEDIA

- Media 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.
    - The internet should have a minimum upload capacity of minimum 10 MB. At peak times (after racing) at least 20 photographers upload their heavy files at the same time. The speed of the connection must not be affected by this.
    - At World Rowing Championships – available for up to 200 journalists,
    - At World Rowing Cups - available from 50-100 journalists,
    - At World Rowing U23 and Junior Championships - available for up to 30 journalists,
    - At European Rowing Championships - available for up to 50 journalists.
    - 10 lines for photographers to upload photos (could be exchanged for extra broadband width). Separate lines will be required for TV commentators or Radio broadcasters to be installed in the commentary boxes
    - 1 line for World Rowing Productions – upload of 10MB.
  - FISA Media workspace

- Internet LAN – either 3 x DSL (simultaneous usage) cabled. The SMTP address for the outgoing email shall be provided by the OC. No restriction on number of IP addresses.
- Media 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 Rowing Championships – available for up to 200 journalists,
  - at World Rowing Cups - available for from –50 - 100 journalists,
  - at World Rowing U23 and Junior Championships - available for up to 30 journalists
  - at European Rowing Championships - available for up to 50 journalists.
- FISA offices

High Speed Internet connections for all work stations through Broadband technology – either cabled or wireless. The SMTP address for the outgoing email shall be provided by the OC.
- 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 wifi in 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.

[Please see the enclosed example photos.](#)

### B.6.1. UMPIRES' CATAMARANS

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#### PURPOSE

- To umpire all races.
- To observe the traffic rules on the course during the training periods.

#### NUMBER

- A minimum of 6 catamarans and 1 reserve catamaran (or engine) are required.

#### REQUIREMENTS

- Type – catamarans
- Speed – 25 knots (47 km/h), capable of following an Eight in a race and of rapid acceleration
- Good manoeuvrability
- Making minimal wash
- A sloping table with a hinged clear perspex top to hold the Umpire's race programme – protected from rain
- 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.
- A platform for one photographer to sit on the front part of the boat (obligatory at Olympic Games but otherwise optional).

#### EQUIPMENT

Per boat:

- Paddles
- Red flag (60cm x 40cm)
- White flag (60cm x 40cm)
- Bell
- Megaphone
- Radio on the FISA & OC channel

## B.6.2. TELEVISION CATAMARANS

Not required for non-televised events.

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### 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 will determine the number of television catamarans needed for the event in conjunction with the Host Broadcaster.

---

### 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 minimal wash.

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### SPECIFICATION

- Specification of the TV catamarans must be approved by FISA.

## B.6.3 COMMENTARY CATAMARANS

- Where there is no possibility for races to be followed by car, the commentators may follow races by catamaran if specified by FISA.
- If the Organising Committee wants to provide its own commentary catamarans the specifications must be agreed in advance by FISA to ensure they are suitable for this task. FISA reserves the right to require the use of its own commentary catamarans. Same requirements as for the Umpiring catamarans.
- Two catamarans must be provided for the commentary.

## B.6.4 OPERATION – UMPIRES, COMMENTARY AND TV CATAMARANS

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### OPERATION

- The allotment of the motorboats and duties to the Boat drivers should remain unchanged (as much as possible) throughout the event.
- FISA will normally provide the drivers for the TV catamarans. When provided by the OC, the most experienced drivers should be driving the Television catamarans.
- The motorboat drivers should be able to speak a little English.
- The member of the OC in charge of the motor boats is responsible for:
  - Working closely with the FISA Umpiring Commission and Technical Delegate.

- 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.
- A mechanic 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 minimal wash.
- The Umpires', commentary and TV catamarans, after finishing a race, must first slow down the speed of the boat and stop before turning (to ensure no wash is sent down the course). After turning around they should return towards the start, following the instructions given by the President of the Jury for this purpose:
  - Either
    - Start back at high speed towards the Start, in the middle lane, to disperse wash quickly to the sides of the course
  - Or
    - Drive very slowly outside the racing lanes towards the Start without creating any wash
- 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 very 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 following TV catamarans should never drive too close or in front of the Umpire's catamaran. During a race the Umpire's catamaran has the absolute priority over the following TV catamarans.
- The TV catamarans should never drive too close to the racing boats, or create a wash that affects any crew or put any crew in unfair conditions.
- The TV, commentary and the Umpire catamaran drivers should be on the radio network with the motorboat controller, the Regatta Controller and FISA.

### **B.6.5 RESCUE SERVICE**

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#### NUMBER OF RESCUE BOATS

- 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.

- During training
- Marshal and rescue can be in the same boat.
- Minimum 1 boat during quiet training periods.
- 2 or 3 boats during busy training periods.
- During racing
- Minimum 5 boats during racing. Minimum 6 boats during racing when the warming up area is away from the racing course.

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## REQUIREMENTS

- Type – design and specification must be approved by FISA.
- Manned with a driver and at least one proficient life-saver

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## EQUIPMENT

Per boat:

- Paddles
- Resuscitation equipment
- Radio on medical channel
- Megaphone
- Small bottles of still water (race days only) for emergency use
- Ropes for towing in special circumstances
- Life ring with suitable attached rope
- Other safety equipment as may be required by local regulations

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## 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 patrol 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 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 each 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 required that the rescue teams carry out “rescue rehearsal” before the first day of racing. At World Rowing events the rescue rehearsal is to be observed by the FISA Doctor.

- Rescuers must study racing boats and the specific problems of the sport.
- At the end of races, the rescue boat personnel should instruct the competitors to “sit up and keep moving” in order to recover more quickly 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 immediate action.
- 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. The removal of the rowing boat will always be a lower priority.
- 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 of still water.
- A ramp should be provided for the Rescue 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 except in emergencies.
- Rescue boat personnel must be clearly briefed with an operation plan for rescues which if possible will not unnecessarily interfere with a race in progress if this can be done without risk to the rower being rescued. The operation plan should be approved by the FISA Doctor.

### B.6.6 ORGANISING COMMITTEE BOATS

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#### WORK BOATS ARE USED FOR:

- The installation of the “Albano” system of buoys (usually a pontoon type).
- For placing/removing of the “Swimming lines” and neutral lane “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.
- For marshalling of the traffic on the water during training and racing.
- Advertising Banners when the advertising banners are floating (usually on lakes) two work motorboats (adequate HP) 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, one 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.

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#### 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**

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#### **PARKING AND REFUELLING**

- It is strongly recommended that a special tanking station is provided for fuelling the motor boats.
- 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

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#### 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.
- In the preparation period before the Olympic Games Rowing regatta and during the Olympic Games, separate boathouse facilities for canoeing and rowing must be provided.
- 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 clearly marked water supply points, 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 should not 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 Para-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.

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## OPERATION

- During World Rowing 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 and control of the boat racks.
  - Be responsible for the movements of the boat trailers.
  - Be the liaison person with the boat builders present at the course to provide services to Teams.
- 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**

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### PERMANENT CONSTRUCTION

Indoor storage of boats - see Appendix B.7.2.a [“Boat Storage”](#) and Appendix B.7.2.b [“Oar Racks”](#)

The value and use of the rowing venue will be substantially increased if permanent facilities for the 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, 20m long, and 4m height between the floor and the ceiling.
  - Recommended dimension – 6m wide, 21m long and 6m height.
  - The Rowing 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 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. These facilities will greatly enhance the legacy value of the venue for future training camp and other regular activities.
  - 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 Para-rowing boats is up to 80.
  - Sufficient number of trestles (at least 100 pairs) must be provided for rigging and preparation of the boats for the regatta.

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## 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 Para-rowers is included in the programme the boat racks for the Para-rowing boats shall be placed near to the pontoon that is going to be used for the Para-rowers.
- The boat racks must be fixed firmly to the ground to avoid damage in strong winds.
- 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 straps should be provided in order for all the boats to be tied down.
- A plan showing the layout of the boat racks and the allocation of each rack should be displayed in the Control, Commission Area. This will simplify the tracking of crews and boats for official purposes and will help crews to find their own allocated racks.

[See the enclosed example photos](#)

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## 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.
- The oar racks must be fixed firmly to the ground.
- They should provide safe storage for the oars, even in strong winds.

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## NOTICE BOARDS

- Two notice boards 2m x 4m (1 for Start Lists and 1 for Results Lists) must be placed in the boat house area at a convenient location for athletes and coaches in order to post results, start lists, Official Communications and other important information.
- The Traffic Rules for Training and Racing must also be permanently displayed during the regatta on a special Board close to the OUT pontoon.

[See the enclosed example photos](#)

### **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.

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## 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 permanent bases 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
  - Should be properly controlled
  - Should be kept clean and tidy

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### 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

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#### 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 future number of rowers expected to use the venue on a permanent basis.
- Adequate number of accessible showers and toilets for Para-rowers.

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#### LOCATION

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

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#### NUMBERS

- Showers
  - The total number for a World Rowing event – permanent and temporary - depends on the distance from the accommodation.
  - The following approximate numbers should be assumed if the travel time to the accommodation is more than 45 minutes:
    - **Men** – 15 shower heads
    - **Women** – 10 shower heads
- Toilets
  - **Men** – 20 toilets, 15 urinals, and 20 wash basins
  - **Women** – 20 toilets, 20 wash basins

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#### OPERATION

- Cleaning staff should be available full-time on training and racing days.
- 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 Para-rowing events are included in the event a fifth pontoon accessible for wheelchairs must be provided.

An additional parking dock/pontoon should be provided 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”](#).

[See the enclosed example photos.](#)

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#### DIMENSIONS

- Minimum – 4m wide, 18m long
- Recommended – 6m wide, 20-30m long
- The upper edge of the pontoons must be no more than 15cm above the water level.
- There should be at least 16m of clear water between each pontoon.

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#### OPERATION

- Two of the pontoons are used for crews going out (OUT) on the water.
- Two for crews coming back in from the water (IN).
- The “In” and “Out” signs should be marked with traffic signs only – arrow on one side and “no entry” symbol on the other - (not with words as this can be confusing).
- During 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**

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#### FACILITIES

- A lockable container(s) (1 big or 2 smaller) or a container and a tent in the boathouse area from which to base the Control Commission’s operation and with good visibility over the water and pontoons.

- In some cases, a second location inside a permanent building where there is a more secure access to telephone and to computer lines.

[See the enclosed example photos](#)

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## 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 “Out” and “In” pontoons
  - Or
  - If there is not sufficient space, the location should be nearer to the “OUT” pontoons (crews going out onto the water).
  - 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

- 12 – 15m<sup>2</sup>
- 

## EQUIPMENT IN THE CONTROL COMMISSION HUT

- Electrical Power points
- One telephone line
- Computer link to the FISA Timing Contract Partner’s results system (provided by the Timing Contract Partner)
- 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.
- Binders for the crews’ identification (photos) forms - two full binder sets and one binder for lightweight and coxed crews for athlete weighing. See Appendix B.7.6.b [“Team Identification Form”](#).

Arrangement of binders for Team Identification:

Forms - 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 by country name. The binders should be sorted by event. Two binders will be used for crew identification checking at the OUT pontoons and the third will be used at Athlete Weighing Area to check identities and record weights.

- 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,
- 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).
- At least one large clock, clearly visible displaying official regatta time, based on GNSS signal. Could be rented from the FISA Timing provider.

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### OPERATION

- The Control Commission is appointed by the Organising Committee.
- The Control Commission must be in operation from the first day the course is officially open for training.
- 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.
- The Control Commission Team from the OC should be large enough to allow for:
  - 1 – 2 persons for the preparation of the Team Identification Albums
  - During training - 1 person on each pontoon to observe the In and Out pontoons
  - Minimum 10 volunteers for distributing and collecting boat numbers and GNSS units
  - 5 people for the weighing control of lightweights and coxes,
  - (2 sets of 2 officials for the 2 official weighing scales)
  - (1 official to organise the waiting area)
  - 2 people for the control of boat weighing area.
  - 2 Teams (shifts) of up to 5 Marshals (on land and in boats) for controlling the traffic rules
- 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 double these numbers available for duty in shifts.
- 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 OC officials in this area.
- FISA Umpiring 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:
  - Identification of crew members before the race (by checking photos).
  - The weight of coxswains.

- Any dead weight carried by coxswains, before and after the race.
- The weight of lightweight crews.
- Crews returning late from training before racing and notifying the President of Jury.
- Recording the crews that leave the pontoons for “Warming up”.
- Recording the crews that return after “Cooling down”.
- Boats and equipment:
  - provision of a bright white ball on the bow of each boat.
  - GNSS modules and Bow numbers (issued and collected using 'runners').
  - possible use of unauthorised communication or other electronic equipment.
  - possible use of unauthorised substances or structures on the boats.
  - minimum weights of boats.
  - advertising on boats and oars.
  - correct painting of oar blades on both sides.
  - "quick-release" safety mechanism for shoes.
  - minimum thickness of the blades of oars and sculls.
- Uniform clothing of competitors and the rules regarding advertising.

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### 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 Doctor.
  - 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 one day (ideally 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 for checking.
  - At the latest 3 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 correct any mistakes in the spelling of the competitors' names.
  - All the Change Forms must be numbered with consecutive numbers upon receipt.
  - Two copies of each Crew Change Form must be produced – one for the FISA office and one for the Timing & Results 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 Doctor for approval if medically related.

- After the formal decision is made on the proposed change – to accept or to reject – the changes must be notified officially to the Timing & Results officials and the Start List records updated.
- If any changes or withdrawals would cause changes in the Racing programme or in the Draw, then new Start lists (summary and with names), clearly marked as ‘REVISED’ and showing the date and time of revised printing, will be immediately produced by the Timing & Results provider and must be copied and distributed to:
  - Teams (summary lists only),
  - FISA office,
  - Control Commission,
  - Doping control,
  - Athlete Weighing,
  - President of Jury and Members of Jury,
  - Tower Announcer in the Finish Tower and Race Commentators,
  - TV Commentators
  - Media.
  - The new lists must be shown on all notice boards and other highly visible locations.

## **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. For World Rowing events, FISA will normally provide the athlete weighing scales, however, where it is agreed that the Organising Committee will provide the scales, these must be provided by a supplier approved by FISA and must be of a FISA approved type.

The OC 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.

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### LOCATION

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

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### DIMENSION

- Minimum required space approximately 60 - 70m<sup>2</sup>
- For World Rowing Junior Championships, where only coxswains are weighed, approximately 10m<sup>2</sup>.

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### REQUIREMENTS

See the latest edition of the FISA Rule Book, “Weighing of Coxswains” and “Lightweights”.

- The scales will be installed and calibrated by FISA.
- 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 placed in the waiting area
  - Two official scales placed in the official weighing area
  - A clock showing the official regatta time **displayed in the Waiting Area**
  - The scales should indicate the weight of the athlete to 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 for checking the accuracy of the scales
- 

### OPERATION

- Opening times – the test scale should be open during all times that the venue is open for use.
- All the scales, **including the test scale**, will be calibrated at the beginning of every day with calibrated weights.
- The test scale – placed in the waiting area - should be in function and the athletes should have free access to **the test scale** as from at least 24 hours before the first day of racing.
- The official weighing:
  - An official from the OC 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 the 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 with the calibration weight and the crew weighed again. If the crew is again above the limit the crew, the coach and the President of Jury have to be informed. The Jury member responsible will take the decision in consultation with the President of the Jury.
- At any time before the race or immediately upon return after the race, the dead-weight of the coxswain may be checked as instructed by the President of the Jury or by a Jury member.
- The Control Commission officials at the OUT pontoon and the Starter should be informed by the Jury member responsible for athlete weighing which coxswains are carrying dead-weights.

### B.7.8. BOAT WEIGHING

See the latest edition of the FISA Rule Book for the [Boat Weighing Regulations and Minimum Weights](#).

See the following appendices:

- Appendix B.7.8.b [“Diagram - Installation of Boat Scales”](#) and
- Appendix B.7.8.c [“Instructions for Installation of the FISA Boat Scales”](#)

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### RESPONSIBILITIES

See the Rule Book, latest edition – Weight of Boats

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

For World Rowing events, FISA will normally provide the boat weighing scales, however, where it is agreed that the Organising Committee will provide the scales, these must be provided by a supplier approved by FISA and must be of a FISA approved type.

- It is the Team’s **own** 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, **or otherwise as decided by the President of the Jury**, after each race under the direction of a Jury member and/or a FISA **Equipment and Technology** Commission.

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### LOCATION

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

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### 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 to allow for the easy handling and turning of boats being weighed

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### REQUIREMENTS

- FISA will install and calibrate the scales at the beginning of each day.
- An Organising Committee volunteer is responsible to supervise the scales during test weighing during the official opening times of the venue.
- 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.

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### EQUIPMENT

- Weighing scales, the electronic equipment for the recording of the weight of the boats, with a digital display screen and printer.
- The scales should read in increments of 0.1kg. 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 **–weighing requirements under the Rules of Racing** should be posted at a visible place near the scale.
- **Gauged** weights for calibrating the scales.
- **Two** Trestles – **1 trestle** fixed on **each** scale to hold the boats during weighing.
- Table, chairs
- Electrical Power points, Telephone line or radio communication.

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### OPERATION

- If a boat is under the weight limit, the scales must be checked, **in the presence of the Jury member responsible**, using the calibrated weights and then the boat weighed again. If the boat is again under the limit the crew, the coach and **the President of Jury** have to be informed. The **Jury member responsible for boat weighing** will take the decision in consultation with the **President of the Jury**.
- If there are doubts about any equipment being carried in a boat then the member of Equipment and Technology Commission present, in conjunction with a Jury member, will advise.

#### **B.7.9. PARA-ROWING CLASSIFICATION**

Required when Para-rowing events are included in the event programme.

Classification for athletes with physical disability is carried out at the venue and suitable facilities must be provided.

Classification for visually impaired athletes will normally be carried out at a separate facility (e.g. hospital) and arrangements should be made in cooperation with the Para-rowing Commission.

---

### CLASSIFICATION EVALUATION ROOM

Closed room where the actual classification of athletes takes place.

- Requirements
  - Shall be organised close to the boathouse and team facilities.
  - There shall be approximately 40m<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 para-rowing seat and strapping (2)
  - Antiseptic cleaning wipes

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## CLASSIFICATION ADMINISTRATION AREA

Area for preparation and processing of classification.

- Requirements
  - Shall be organised next to or very close to classification room(s)
  - There shall be approximately 40m<sup>2</sup> available.
- Equipment
  - Table (1m x 2m)
  - 6 chairs
  - Telephone line
  - Access to fax, copier and printer
  - Internet access

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## CLASSIFICATION WAITING AREA

Area immediately next to administration and/or classification areas, for athletes & team officials waiting for classification

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

## **B.7.10. ERGOMETERS**

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

The Ergometers shall be placed in an area (120 – 150m<sup>2</sup>) protected from the sun and rain.

Disinfectant sprays and wipes must be provided in the ergometer area together with disposal bins.

If para-rowing events are included in the event programme, an additional 2 - 3 rowing Ergometers with fixed para-rowing seats shall be provided.

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

### **B.7.11.1. BOAT REPAIR**

Boat repair service at World Rowing events is provided by boat builders (minimum six). The arrangements for this service will be confirmed by FISA for each event.

[Please see the enclosed example photos.](#)

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#### **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's areas but outside the accredited areas.

---

#### **DIMENSIONS**

- Usually there is a need to provide open space (average 80m<sup>2</sup>) for each boat builder. Sufficient space must be provided for a trailer or a mobile workshop behind or alongside each boat builder's tent.
- The space for boat builder's tents should allow for them to be placed minimum 5m apart.

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#### **REQUIREMENTS**

- The list of the boat builders will be determined by FISA in advance.
- Only boat builders who are providing free of charge repair service to the teams would receive permission for 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.
- Internet access to the boat builder area could be provided– but with the Boat Builders paying the appropriate charges.
- 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 OC 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

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### 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 two places in the boathouse areas.
- The ground drainage in these areas has to be considered accordingly.
- Environmentally-friendly detergents should be used. All practices must avoid pollution of the water body and surrounding area.

## B.7.12. TEAM INFORMATION CENTRE

This is a communication point providing all required event information and services for the Team Managers.

The Team 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 or tent

### 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:

The mailboxes should be easily accessible from the back in order to speed up the distribution of all the paper information. Mail boxes should be provided for:

- Team Managers – one per Team – approximately 60 – 70

- For future Organising Committees – up to 10
- Trays – up to 100, for the results and start lists
- Small copying machine with sufficient paper.
- Telephone lines.
- Tables, chairs

[See the enclosed example photos](#)

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## OPERATION

- The Team Information Centre provides the following services:
  - Distribution of all the Regatta information, bulletins, start lists, results, Official Communications, weather forecasts etc.
  - Transport information and advice
  - Accommodation information and advice
  - Tourist information
  - Lost and found
  - Answers all the questions from 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

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### B.7.13.1. REST AREAS

To be provided for the crews to rest and relax.

[Please see the enclosed example photos.](#)

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## 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 than the rest area could be organised in tents.

Options:

- **One large tent** – separated in sections up to 200 m2
- or
- **Smaller Tents** – up to 18 tents, approximately 20 m2 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
- Disinfectant sprays and wipes
- Rubbish bins
- Air-conditioned or heated depending on the expected weather conditions.
- Good ground drainage
- TV showing race coverage without sound
- Wifi internet

## 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).

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### B.7.13.2. ATHLETE “KISS & CRY” ZONE

This will be a meeting point for Athletes with their family and friends who are not accredited. This must be outside the accredited area. This is optional for World Rowing Cups but is required at all other World Rowing events and the Olympic and Paralympic regattas.

## LOCATION

- If the space and layout of the Finish area would allow, this 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 - three television sets.

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### B.7.13.3. ATHLETE LOUNGE

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

## B.7.14. COACHES VIEWING

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## 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 World Rowing events is not allowed from the date of the official opening of the course until the end of the event.

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### 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).

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### 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

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#### 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.

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#### 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.

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#### 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 10 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. TEAM MANAGERS MEETING & DRAW**

See Appendix B.8.2. "[Team Managers' Meeting and Draw Room Layout](#)"

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### REQUIREMENTS

- A meeting area must be provided in a permanent building for approximately 150 people (120 at World Rowing Cup regattas, World Rowing U23 and Junior Championships, European Rowing Championships), with the facility to darken the room so that an Overhead Projector can be used.
- Seats for up to 150 people.
- A number of tables and chairs, to seat up to 10 people, at the front of the room.
- A table (with an Electrical power supply near to the table) and chairs for the FISA Timing Contract Partner carrying out the Draw. The technicians carrying out the draw should have unobstructed view towards the front table occupied by FISA and OC officials.

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### 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, the Organising Committee.
- The transportation of the Team Managers, Officials must be carefully planned if the Draw is to take place away from the venue.

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### EQUIPMENT

- A minimum of two microphones (hand held) and a good Public Address system.
- The Draw Computer (provided by the FISA Timing Contract Partner) connected to a computer projector.
- A large Screen so that the Draw can be displayed for all to see.
- A printer (provided by the FISA Timing Contract Partner) 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 copying of the summary start list immediately after the Draw procedure has finished for distribution to Team Managers at the end of the meeting.
- A sufficient quantity of blank pre-printed paper with the event logos in close proximity to the copying machine.
- Electrical power supply.

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### OPERATION

- The List of Entries for all the Events will 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 or his representative
  - Chairman of the Organising Committee
  - Executive Director of FISA
  - President of the Jury
  - Technical Delegate(s)
  - Other key members of the OC – (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.

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## SCENARIO

- The FISA Executive Director conducts a roll call of teams to determine who is present.
- The President of FISA welcomes all participants to the event.
- The FISA Executive Director 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 Executive Director carries out the Roll Call event by event - to confirm the number of crews taking part in each event - followed by the Draw for that event. The roll call and Draw should follow the order of the published Timetable of Racing.
- After the Draw has been finished the FISA representatives provide information on racing and other matters related to the event.
- Comments on other issues will be made by representatives of the OC and FISA - Media and Television, advertising, transport, accommodation, meals, weather, etc.
- By the end of the meeting the Draw Lists must be printed and available for distribution to the Team Managers as they leave the meeting.
- FISA will prepare the minutes of each Team Managers meeting and distribute these to all Team Managers and the Jury and relevant OC representatives.

### **B.8.3. ORGANISING COMMITTEE**

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## FACILITIES

The members of an Organising Committee shall determine their needs for the work areas and offices needed for the smooth running of a World Rowing event.

### **B.8.4. JURY**

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## 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.

- 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
  - A white board and suitable coloured pens

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### 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.
  - A computer projector – to be connected to a computer
  - A large Screen for the computer projector.
  - A large board showing the Traffic Rules.
  - Red and white flags and a bell.
  - A white board and suitable coloured pens

#### **B.8.5. FISA OFFICE**

For the requirements for the FISA office (up to 200 m2) see Appendix B.8.5. "[FISA Work Area & Equipment](#)".

An OC volunteer, with good English, is required for the FISA Office at all times the office is open. This volunteer should have a good understanding of all Venue operations and the OC 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 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 event to have access to the nearest hospital.
- One doctor should be nominated by the OC as the Medical Director for the event, working closely with the FISA 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 the FISA 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 THE ROLE OF FISA REGATTA DOCTOR AT WORLD ROWING EVENTS

It is important to distinguish between the responsibilities of the FISA Doctor and the Medical Director and local medical staff at the event. The Medical Director and local medical staff is appointed by the OC and are responsible for all medical treatments at the venue.

The FISA Doctor is responsible for the following:

- To approve in advance through the Technical Delegate and FISA Events Manager the arrangements at the venue for medical and rescue services. To check, upon first arrival at the venue, that the on-site medical, safety and rescue and related arrangements (including health protection) are in accordance with the agreed plans and that requirements are fully met. He will then monitor these arrangements during the period of the regatta and will immediately raise with the Technical Delegate any areas of concern.
- To give advice to FISA and the Organising Committee on issues of health protection;
- To consider and sign all medical substitution forms in accordance with the Rules of Racing;
- To monitor extreme heat conditions in consultation with the Medical Director and advise FISA in accordance with FISA Guidelines when such conditions require that consideration be given to suspend racing or to take other measures in order to protect the safety of rowers;
- To check the anti-doping process (including athlete selection, identification and testing) in consultation with the Anti-Doping Officer in charge to ensure it is in accordance with the regulations of FISA and WADA.

Attendance at the Competition Venue

- The FISA Doctor should arrive at the regatta course in time to attend the Team Managers Meeting and Draw. Upon first arrival he shall introduce himself to the Medical Director and local medical staff. On each day of competition he or she should be at the course two hours before the first race and should remain at the course until at least one hour after the last race.

### B.9.3 MEDICAL CENTRE

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#### PERMANENT FACILITIES

- Previous experience has shown that the value and use of the entire Rowing venue would be substantially increased if permanent medical facilities were to be planned. Temporary medical facilities should have the same minimum 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 accessible toilet (para-rowing events)
- One washing basin
- Permanent water supply with running hot and cold water.
- Air-conditioning or heating (as appropriate)

#### EQUIPMENT

- The Medical Director is responsible for medical equipment and must provide a list of all equipment to the FISA 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 OC 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 as it is open to all FISA personnel.
- Medications:
  - For the Basic medications that should be available in the Regatta Medical Centre see Appendix B.9.2. "[Basic Medications for the Regatta Medical Centre](#)". The Medical Director should advise on any additional requirements.

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### 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 emergency situations. This plan should be submitted to the FISA office 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 available medical services until the official venue opening and should be given telephone numbers of medical doctors and dentists.
- Team doctors must be allowed to use the medical rooms and other services to treat members of their own team in co-operation with the Medical Director, subject to the host country's laws and regulations on the practice of medicine by foreign doctors.
- If at any stage during the event a competitor is taken to the medical centre, then the Organising Committee representative should immediately advise the concerned team doctor and/or the Team Manager. The OC should obtain this contact information (mobile telephone number, hotel name, e-mail contact from the Team Manager at time of accreditation and a full list of such numbers must be held at the Medical Centre for the duration of the event.
- If the competitor needs to be substituted on medical grounds, the FISA Doctor must examine the competitor and sign the crew change form.

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### MEDICAL PRACTICE OF FOREIGN DOCTORS ON THEIR OWN TEAM MEMBERS

- Different countries will have different laws and regulations governing permission for visiting team doctors to practice on their own national team members in the country where the event is being held.
- At least one year before the event, the Organising Committee should clarify the requirements and notify FISA of the procedures for application and approval of such requests by team doctors, together with the contact details of the Authority responsible for such approvals and a specific contact person to handle the applications related to the event.

### **B.9.4 ANTI-DOPING CONTROL**

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#### LOCATION

The Anti-Doping Control Centre could be located either:

- In a permanent building in the boathouse area.
- 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 anti-doping control is not being conducted or when anti-doping officials are absent.
- A sign outside of the Anti-Doping Control Centre should clearly identify the Anti-Doping Centre.

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### FACILITIES AND EQUIPMENT

#### In-competition testing:

- 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 Anti-Doping processing rooms with tables and chairs - 10-12m<sup>2</sup>
- Large waiting room – 50m<sup>2</sup> with comfortable chairs, 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 water, fruit juices, soft drinks, (not beer or alcoholic beverages). (Some athletes can be in the Anti-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 Control Commission, the President of FISA, the FISA Doctor, the FISA office and the OC office.
- Radios must not be used for discussions on anti-doping matters or procedures.
- For Olympic Games, the Anti-Doping Control area at the Regatta Course should be capable of handling up to 50 people at one time. There should also be 3 toilets and 4 Anti-Doping-processing stations available to handle the busiest periods.

Pre-competition testing - FISA will advise the Organising Committee in advance if pre-competition takes place.

- One lab room (lockable), complete with a table, two chairs, a fridge and a sink – 10m<sup>2</sup>.
- Two separate toilets, (with hot and cold water, sinks, towels and soap).
- Four Anti-Doping processing rooms with tables and three chairs per room - 10-12m<sup>2</sup>
- Large waiting room – 50m<sup>2</sup> with comfortable chairs, a TV set showing the racing and with direct access to the examination room and toilets.

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### OPERATION

- Full details of the requirements and procedures for anti-doping control are to be found in the FISA Rule Book, which refers to the WADA International Standards for Testing.
- 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 procedure must conform to the WADA International Standards for Testing.
- This check must be the responsibility of the Anti-Doping Control Officer and will be monitored by the FISA Doctor and the FISA anti-doping coordinator.
- It is the responsibility of the OC to provide a doping control team from the National Anti-Doping Organisation or a private testing agency to run the Anti-Doping Control Centre during the hours of racing.
- The WADA list of prohibited substances and prohibited methods should be made available to the athletes in the waiting room of the doping control room.

- A member of the FISA Sports Medicine Commission may monitor their procedures.
- The Anti-Doping Control Officer or the Organising Committee upon agreement with FISA will provide adequate "chaperones" (both male and female) to act as escorts to the competitors selected for dope testing.
- These "chaperones" should be clearly identified as official persons, either by a special uniform or with an Identification Badge and will be trained by the Doping Control Officers before the commencement of their duties.
- A late transport service should be provided for the FISA Doctor, athletes and team officials in case the procedure is not completed before the last scheduled shuttle bus has left the venue.

## **B.9.5 PHYSIOTHERAPY AND MASSAGE**

Physiotherapy service is not required for World Rowing events. The Organising Committee should provide a list of contact details for such services which Teams can access at their own cost. The information should be placed in the Team Managers Manual.

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### **B.9.4.1 MASSAGE**

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#### **REQUIREMENTS**

- There should be individual partitions or curtains to separate men and women.
- The OC is not required to provide staffing for massage rooms. Teams are expected to provide their own massage staff.

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#### **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.

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#### **EQUIPMENT**

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

## **B.9.6 FIRST AID**

### **For Spectators:**

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#### **LOCATION**

- A First Aid Post should be located near the Main Grandstands for spectators. The first aid provisions for the spectators should follow the local government regulations.

## OPERATION

- Operates on racing days.
- Provides a general First Aid service to spectators.
- Note: First aid for teams and officials will be provided through the medical services facilities and the Medical Centre.

### **B.9.7 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 without delay, even at busy and congested times.
- A final decision on the number and location of ambulances should be made after discussions between FISA and the OC 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.9.8 RESCUE SERVICES**

## OPERATIONS

Before the start of the official races the FISA Doctor will check all rescue and medical facilities - see Appendix B.9.7. "[Rescue Provisions](#)".

- The Medical Director must appoint a Rescue Officer who will coordinate the rescue services. This Rescue Officer will be in radio contact with the Medical Director, the FISA Doctor, the rescue personnel 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 at least one month in advance of the regatta. The plan should take account of the likely need to conduct rescues during a race and how this might be done with least disturbance to the race if this is possible without putting the rescue at any risk.
- The rescue centre should be located 60–80m beyond the Finish line. 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 immediate 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 in particular photographers and TV camera teams are not allowed near to a competitor in distress.

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## 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 rescue boat should be manned by two rescue personnel (at least 1 and ideally both should be qualified lifesavers) in addition to the boat driver.
- Each rescue boat should be in radio contact with the Rescue Officer and the medical doctor.
- The rescue boats should continuously monitor the traffic on the water.
- The rescue boat teams can operate a shift system throughout the long training days.
- It is required 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 boat designs, fittings and attachments.
- It is also recommended that special training is provided for handling, lifting and transporting of Para-rowing athletes both in and out of the water. Upon arrival at the venue, the FISA Doctor will oversee this rehearsal 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 designated rescue pontoon or ramp as quickly as possible.

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### ON WATER OPERATION – DURING TRAINING

- Prior to the official opening of the Regatta Venue – if a larger number of teams would arrive earlier it is recommended that at least one rescue boat should patrol in the neutral lane. The same personnel could be used for observing the Traffic rules.
- During the official training periods, two 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. These rescue boats can also perform the duties of marshals if necessary.

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### 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, but ready to move instantly if needed - 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, and particularly as races go past their positions. At the finish of the race, the two rescue boats at the finish should circulate slowly behind the finished crews to check carefully whether assistance is required.
- The lifesavers in the launches should all be advised of the importance of making athletes "sit up and keep moving" after the finish of the race in order to recover more quickly - allowing them to lie down backwards in the boat immediately after the race is one of the worst things for recovery.
- 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.

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### SUPPLY OF DRINKING WATER

- The rescue boats should not provide water to crews except for medical emergency reasons.

### **B.9.9 HOSPITALS IN THE AREA**

- The OC shall 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

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#### 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.
- The set-up of the media centre and the service for international media representatives at events is important in order to create a good impression and working environment for the international media. This will help make their job easier in news reporting of the event.
- 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 commentating on site.

#### THE LOCAL PRESS OFFICER (LPO)

- The LPO is appointed by the OC and is responsible for the media operations of the World Rowing regatta. He/she should work in liaison with the FISA Communications team.
- The LPO should be experienced, knowledgeable, helpful and be fluent in English and the local language. He/she should be familiar with the organisational structure of the event and highly knowledgeable about the sport of rowing. He/she should be appointed by the OC at least 18 months in advance of the event (in particular for the World Rowing Championships). The LPO should be intimately involved in the work of the OC from an early stage to build up knowledge of the event and its history. This appointment must be approved in advance by FISA.
- The LPO should be on site from the morning of one day before the first day of racing (two days before for World Rowing Championships), to ensure that the media 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 LPO must be present at all times during the opening hours of the media centre.

#### DUTIES AND RESPONSIBILITIES OF THE LPO:

- 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
- Manage press conferences
- Be available at all times throughout the period of the event (mobile phone)
- Point of contact to the media for the delivery of agreed OC 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 LPO attends the previous year's World Rowing Championships or World Rowing Cup to witness 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 MEDIA CENTRE**

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### LOCATION

- The Media 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 Media Centre should be fully operation from the morning of the day of the Draw and remain open on all competition days.
- 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. However, certain flexibility is needed and later hours may be required depending on the time zone of the host city and the race schedule (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 LPO 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.
- The internet connection should remain active during the entire period of the event and at least three hours after the end of racing on the final day.

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

Note: It is possible to propose a model where a single fully covered and equipped grandstand replaces the separate media centre. In this case, a telecoms cabin, WC, proper area for results service and catering area must be installed at close proximity.

- The media centre must offer the following numbers of tabled work stations:
  - World Rowing Championships: 150, fully equipped with cabled internet access
  - World Rowing U23 Championships: 30, 20 equipped with cabled internet access
  - World Rowing Junior Championships: 30, 20 equipped with cabled internet access
  - World Rowing Cups and European Rowing Championships: 60-90, 50 equipped with cabled internet access
- Each workplace must measure a minimum of 80 cm wide 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
  - Internet connection (wired or wireless)
  - Power adapters should be made available on loan or for sale by the OC.
- The Media Centre must be supplied with adequate numbers (usually a minimum of 2) of closed circuit television monitors (for televised events) 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 one copy provided to the FISA media office.
- An information/welcome desk must be installed preferably near the entrance to the media 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 (only required for World Rowing Championships and Olympic and Paralympic regattas) -preferably a separate room adjoining/near the Media Centre should be available with up to 50 seats, a podium and a PA system, and space for a backdrop.
- The Media Centre administration office (LPO'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 photocopiers 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 media team require a work space, preferably adjacent to the LPO, 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.

## THE MEDIA CENTRE STAFF

- The Media Centre staff should include the following:
  - Local Press Officer (with language skills and rowing knowledge)
  - Multi-lingual person to man the information desk
  - 5 additional volunteers responsible for
    - photocopying (one/two person)
    - on demand result distribution to every journalist in the media centre and media grandstand; (2 – 3 people – runners)
    - placing the results lists in the mail boxes; filing results in ring binders and producing media communications and printed cover sheets (one person)
    - making sure that the mail boxes remains full and that enough competition schedules and collated results lists remain available throughout the day (one person).
  - Sufficient volunteers to control all access points to the media centre and grandstand.
  - 3 volunteers (fluent English, ideally additional languages) to help FISA gather and type up the Quick Quotes on final days.
  - An IT technician to be available for onsite assistance at all times the media centre is open.

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.

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## 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
    - accreditation desk
    - free coffee, tea, catering
    - transport times between Media Centre and media hotels
    - transport times and bust stop locations for photographers to the start and finish lines.
  - 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).
- Results 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).
- Notice boards: transportation; racing schedule, weather forecast, media centre opening hours etc.

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## OPERATION

## PRE-EVENT PHOTOCOPYING

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- After the Draw has been made the media will expect the competition schedule, the summary start list, and the full media start lists for all of the first rounds of events to be available.

## RESULTS DISTRIBUTION

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- There must be communication between the Media Grandstand and the Media Centre if the two are far apart.
- The LPO should assign one media centre volunteer to the Media Grandstand to co-ordinate the effective distribution of start lists, results lists and other information and to handle queries.
- The LPO 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)
  - Racing programme
  - Official Communications
- Start Lists, Results Sheets and Daily Results Summaries for Media and VIPs should always be printed on paper with colour logo. Collated documents should have a cover sheet.
- When the original results sheet is received, it should be kept in an “originals” file or tray to allow for additional copying if more copies are needed later on.
- In addition:
  - 6 sets of the full Media Start List and Start List Summaries should be put aside every day for FISA media, commentary team and an additional 2 for World Rowing Productions (for televised events)
  - 4 complete sets of the day’s individual results sheets should be reserved for FISA media and commentary team every day.
  - Official Communications 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 Official Communication will 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 Official FISA Timing Provider results printer.

### **B.10.3 MEDIA GRANDSTAND**

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#### 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 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:
  - World Rowing Championships: 100 tabled seats plus 6 – 8 tables for persons with disabilities, each with a helper.
  - World Rowing U23 Championships: 30 tabled seats
  - World Rowing Junior Championships: 30 tabled seats
  - World Rowing Cups and European Rowing Championships: 50 tabled seats

Note: In addition, for televised events, working space must be provided for TV and radio commentator positions.

- The Media Grandstand should be separate from the public areas and controlled to prevent non-accredited access.
- It must be covered to fully protect working media from wind, rain and sun.
- 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.
- Cabled broadband connection, or a minimum of some wireless access should be available in the grandstand
- 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.
- TV and radio 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.

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## MIXED ZONE

- For World Rowing events, a mixed zone is created next to the athlete waiting area. Media can interview athletes in the mixed zone before the medals ceremony.
- For televised events, an additional area for TV interviews is provided adjacent to the mixed zone.
- For the Olympic and Paralympic regattas, a mixed zone (ideally a pontoon large enough to take 3 eights) must be located beyond the Finish Line where broadcast and print media can interview the crews immediately after the finish of the race and before the medal ceremonies.

### **B.10.4 PHOTOGRAPHERS**

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## REQUIREMENTS

- 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 competition.
- 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 World Rowing bib (provided by FISA at all World Rowing events).
- 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 Local Press Officer 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.
- If the umpire catamarans are of a special design to carry a photographer in front of the umpire and if this has been approved in advance by FISA, the Local Press Officer is responsible to prepare a sign-up list for each race and to arrange for photographer transport to the pick-up point.

### **B.10.5 MEDIA ACCREDITATION PROCESS**

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#### MEDIA ACCREDITATION FORM

- The Media Accreditation application form for World Rowing events is drafted by FISA and sent to the Organising Committees for approval before distribution.
- The application form will be distributed to national and international media by FISA two months before the first FISA event of each year.
- The closing date for receipt of media applications is decided by FISA (usually 3 weeks before each event although late applications will be considered according to availability).
- Accreditation requests from national and international media for all World Rowing Events go through the official [www.worldrowing.com](http://www.worldrowing.com) website. Organising Committees may provide a link from their website to the official accreditation Form. International media requests must be approved by FISA.
- Local media requests must be validated by the OC. These will be sent to the OC from FISA.
- 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 the local request list if applicable.
- All requests to film at a World Rowing event must be sent to FISA for its prior and written approval. If approved, and upon arrival on site, the camera teams must then obtain FISA's approval and an accreditation sticker for their equipment. Approved filming equipment needs to be identified with a special event logo sticker which must remain clearly visible for easy inspection.
- The same (prior-written approval) procedure also applies to Coaches and/or Team Managers who wish to film at a World Rowing event. Note that due to rights-issues, FISA reserves the right to withhold its permission if the request is to film racing footage.

## ACCREDITATION CONFIRMATIONS

- Accreditation confirmations must be mailed/faxed by the OC 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
  - LPO contact telephone, fax numbers and E-mail address
  - Media Centre contact telephone, fax numbers and E-mail address
  - Car hire details

NB: A template can be supplied by FISA

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## ACCREDITATION BADGES

- Media credentials are issued from the welcome desk located at the entrance of the main accreditation centre.
- Media credentials should allow access to all media working areas, relevant catering facilities, , 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 – TV cameras marked with the event logo sticker.
  - Radio/TV Commentators
  - Media
  - Photographers



In case of lack of space in the Media Centre and/or the Media Grandstand, a list of priorities needs to be created in consultation with FISA, Please note that international media has always priority over national media. The least prioritized media accreditations are the Media Day Passes.

### B.10.6 TRANSPORT AND ACCOMMODATION

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#### TRANSPORT

- Accredited media (only if booked through the OC) should be able to use the official transport system from the airport to the official hotels if available.
- The OC 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 of the official opening of the media centre. On each day this service should be provided until the closing of the Media Centre.
- Car parking facilities should be available as close as possible to the Media Centre. In the Media car park, priority should be given to photographers because of the heavy 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 OC 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 OC 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 OC should liaise with hotels to ensure that food and drink are available at hours to suit the racing programme.
- The OC is responsible for ensuring that all changes/news 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

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#### MEDIA INFORMATION PACKAGES

- For World Rowing Championships (senior) and World Rowing Cups a media guide will be produced by FISA and made available online. Copies will be provided to the OC and a hard copy should be distributed upon registration of each member of the press at the media centre. The guide also provides information to assist journalists in covering the Championships and to enjoy their stay in the host city. FISA will contact the OC well in advance to request specific information (please see the list below). This information should be supplied by the Organising Committee 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 Local Press Officer: 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)
- Location of the accreditation centre (OC)
- Media transport arrangements and timetables (OC)
- Parking possibilities (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 in the addition of city-oriented materials.

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### MEDIA SOCIAL ACTIVITIES

- Members of the media should be invited to take part in a media outing or specific media gathering (drinks). Due to long working hours the outing should take place close to the regatta venue.
- A sign-up sheet should be made and placed in the media centre.

## **B.11 TELEVISION PRODUCTION**

The broadcast rights (whether for television, the Internet, closed circuit or any other means of transmission of moving images in any technical standard) to all World Rowing events, including the World Rowing Championships, World Rowing Cups and the European Rowing Championships all belong to FISA. They are valuable sources of income which will be used by FISA to finance its development programme and to expand and promote rowing around the world. The income from these sources shall belong to FISA. The exploitation of these rights including all productions and the sale or any other disposal of these rights will be strictly controlled by FISA under the name of World Rowing Productions.

### **B.11.1 TELEVISION REQUIREMENTS**

Please contact FISA to receive the latest version of the “Requirements for the Production of an International Host Broadcast Signal at a World Rowing Event” and the “Closed Circuit TV Requirements” for the specified event/year

### **B.11.2. DISPLAY OF TELEVISION IMAGES AT THE VENUE**

The television coverage of the World Rowing event (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.

Please contact FISA to receive the appropriate guidelines and requirements for the display of the television images at the venue for the specified event/year.

## B.12 SPECTATOR FACILITIES AND SERVICES

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### 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 for – 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.

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### 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 and the environment of the venue.
- 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.

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### 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 allowance 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).

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#### 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 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 and encouraging spectators to utilise the entire length of the course, including by sitting or standing on the grass areas before the main grandstand precinct.
- The grandstands are provided for the following groups:
  - General spectators
  - Persons with disabilities – spectators and media
  - Media (TV and Press)
  - VIPs and Sponsors
  - National Federations Presidents – up to 150 seats (OCs shall provide two free grandstand seats per National Federation plus the option for additional tickets to be purchased).
  - FISA Family – approximately 500-1000 seats at a World Rowing Championships; 300 seats for U23 and Junior Championships
  - Teams seating – approximately 300-500 seats at a World Rowing events. No team seating is required for World Rowing Cups.
  - At the Olympic and Paralympic regattas, in addition to the above groups, an Olympic/Paralympic Family Grandstand should be provided with numbers determined by the IOC.

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### LAYOUT

- The Grandstands should be constructed parallel to the lanes.
- The distance between the grandstands 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.

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### 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.
  - OR**
  - A construction providing both spectator seats 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 World Rowing events and Olympic and Paralympic regattas should be agreed with FISA in advance.
- Temporary Facilities:
  - In addition to the permanent grandstands 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 Rowing Championships and Paralympic Games: 4,000 – 12,000
  - World Rowing Under 23 and Junior Championships, World Rowing Cups, European Rowing Championships: 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”](#)

### B.12.2 SPECTATOR FOOD SERVICES

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#### REQUIREMENTS

- The concept for providing permanent food preparation facilities at the venue should be considered on the long-term use of the course.
- If 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, subject to laws and regulations of the host country).
- 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 SPECTATOR INFORMATION

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#### FACILITIES

These are usually temporary booths or containers placed near the entrances to the spectator area.

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#### INFORMATION SERVICES REQUIREMENTS

- Provides general “Help Desk” services.
- All information materials should be available at least in the host country language and in English.
- The information materials provided for the spectators should include the following:

- The official Event Programme
- Venue maps and plans
- Historical information
- Competition information (summary start lists and summary results lists, etc.)
- Local tourist information and maps

## **B.12.4. MERCHANDISING**

An 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 location of the “sales and exhibition” area should not be one through which spectators pass on their way in or out – but one in which they will congregate, spend time to walk around. Perhaps this will be an area with a large screen, refreshments, seating and some entertainment (when there is no racing, such as end of day).

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### THE FISA MERCHANDISER

- Please contact FISA to receive the latest version of FISA’s World Rowing Event Merchandising Policy for the specified event/year.
- ⊖ The locations of the FISA Merchandiser’s stands have to be agreed with FISA in advance.

## **B.12.5. TICKET SALES**

It is recommended that ticket sales are carried out:

- Through Internet
- Before the event – sales points located in the host city.
- During the event – sales points located near spectators’ entrances.

## **B.12.6 SPECTATOR SANITARY SERVICES**

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### 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 permanent bases.
- Sufficient number of additional toilet and washing facilities should be provided during major international events, usually in temporary, portable units.

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### LOCATION

- At the back of the Grandstands and generally all around the site.

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### OPERATION

- Professional cleaning staff should be available at all times the venue is open to spectators.
- Regular refill of toilet paper, soap and paper towels.
- To be cleaned and maintained on very regular basis – minimum every two hours.

- The necessary “Health Permits” or “Certificates of Cleanliness” must be prominently displayed.

### **B.12.7. BANKING**

A currency exchange and cash service is recommended to be organised at the venue.

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#### 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. Special postcards and even stamps using the Event or venue as a theme are always welcomed by teams and spectators.

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#### 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

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### GENERAL

Often the goodwill of individuals, sponsors, governments, sports federations, etc. is responsible for 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 be involved again with rowing or with future sports events in the host city. Good VIP and sponsor hospitality is also important in showcasing the sport and the host city to potential future sponsors.

### BEFORE THE CHAMPIONSHIPS

- Invitation List:
  - Two to three months beforehand, 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 VIP tickets for FISA's Sponsors and for FISA Council and Commission members, and their guests.

The number of tickets for the respective events should be clarified with FISA in advance.
- 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 OC should assure the easiest possible way through immigration and customs at the arrival airport.

  - A host or hostess should be on hand to greet individually the nominated list of sponsors/VIPs 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 OC 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 OC shall provide airport transportation for all accredited guests/VIPs.
  - The OC 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, VIP guests should be permitted car access for loading and unloading with a 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.)
  - Hosts/Hostesses at the entrance and inside
  - Television monitors for live action viewing
  - Daily schedules and previous results
  - Snacks and water/coffee/tea/soft drinks
  - Food and alcoholic beverages for sale
  - Secure area for coat, 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 1 closed circuit television monitor per 100 Grandstand seats.
  - There should be steady supply of results soon after each race finishes.
- Media Conferences with VIPs/Guests:

Media conferences should be announced in advance by a notice from the Media Centre. 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**

FISA has a defined policy relating to merchandising for World Rowing events.

Please contact FISA to receive the appropriate FISA Guidelines for the specified event/year.

## C.1. EVENT PROGRAMME

### C.1.1. TIMELINES

For the Timelines of the World Rowing events see:

Appendix. C.1.1.a [“Timeline - World Championships”](#)

Appendix. C.1.1.b [“Timeline - Junior and U23 Championships”](#)

Appendix. C.1.1.c [“Timeline - World Rowing Senior and 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 Rowing Championship regattas the Venue shall be officially opened four days before the first racing day.
    - At World Rowing Cup regattas and European Rowing Championships, 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 one day before the official opening day of the regatta venue for the accreditation of volunteers.
- Accreditation of teams should begin on the official opening day of the Venue.
- Information Centre –opening from the first day of the official opening of the regatta venue.
- Control Commission –opening from the first day of the official opening of the venue, controlling the use of the launch pontoons and marshalling the traffic on the water. Where crews are accepted to be training at the Venue before the Official opening day, then the OC should consider providing marshals and other supervision for safety and rescue.
- Rescue service –officially operating from the official opening day of the Venue (in combination with the marshalling on the water).
- Medical service – to start operating on the official opening day of the Venue. OC need to check with local laws and regulations about the provision of ambulance(s) at major sport events; FISA requires the presence of an ambulance at the venue at all times that the venue is officially open.
- Athlete Weighing (test scales) – Test scale shall be available for use of athletes at least 24 hours before the first race.
- Boat Weighing (scales) – Available to teams at least 24 hours before the first race.
- Training Time Table – before the first Racing Day and on Racing Days. FISA decides upon the Training Time Table in consultation with the Organising Committee.
- Racing Time Table – FISA decides upon the Racing Time Table in consultation with the Organising Committee.

- **Opening Ceremony** – usually the day before the first race. Matters to be agreed with FISA: the location; the format; 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.
- **Timing Equipment Test** - two days before the first day of racing all timing equipment and facilities for racing must be tested.

The entire regatta equipment and installations must be in operation. All officials from the OC, which will be involved in the rehearsal, must be available 1 hour before the beginning of the timing equipment test. For the Test the OC should provide one motor boat.

The preliminary training of the Timing officials must be co-ordinated with the FISA Official Timing Provider and should have been completed before the Timing Equipment Test.

- **Spare Races** – one day before the first day of racing. FISA will provide the Entry forms. Spare rowers from all teams will be invited to compete in these races which will be run under full race conditions.
- **Practice Starts**

Two days or one day (depending on the agreed scheduling) before the first day of racing, the OC must arrange a practice session for the crews at the Start so that they can get used to the Traffic Lights System and to the Starter's instructions. The traffic rules should be agreed with FISA beforehand. The time for the practice starts should be agreed with FISA as part of the event programme. The practice starts will be conducted by members of the international Jury supported by NTOs. The OC should provide boat holders, Aligner and marshals to monitor the traffic rules and assist with the control of crews at the start waiting for their turn.

- **Meetings**

- The Draw – two days before the first day of racing at the World Rowing Championships, one day before the first day of racing at the Under 23 and Junior Championships.
- Team Managers Meetings

- Before the first racing day

A preliminary Team Managers Meeting should be held on the day before the Draw to allow Team Managers to raise any problems or concerns with the OC.

The main Team Managers Meeting will be held at the same time as the Draw.

- On racing days

The Team Managers Meetings - 30 minutes after the start of the last race of each day in the Team Managers Meeting room. (There is generally no Team Managers Meeting on the last day of competition.)

- Other Meetings

- FISA Events & Umpiring Commissions handover meeting (about 6 persons) – 3 hours before the Draw.
- Jury Seminar – one or two days before the first racing day in the Team Managers Meeting room.
  - Jury Meeting & Inspection of the Course – usually two days or one day 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. Light refreshments should be provided. The purpose of this meeting is to present key

persons in the regatta operations for FISA and the OC to facilitate recognition and communication during the event.

- Jury Meetings – on racing days, 75 minutes before the start of the first race.
- Umpiring Seminar - time to be confirmed by FISA.
- Coaches' Meeting – in a room for 50 – 60 persons (usually in the Team Managers meeting room) – time to be confirmed by FISA.
- Team Doctors Meeting – in a room for up to 50 persons (usually in the Team Managers meeting room) - Time to be confirmed by FISA.
- Fairness Committee Meeting– usually one day before the first day of racing and then at various times on each racing day.
- **OC & FISA Meetings**
  - FISA & OC – 1 hour before the Draw to prepare for the Draw and Team Managers Meeting.
  - Coordination Meetings - FISA & OC - on racing days - on each racing day immediately after the Team Managers Meeting.

Participants:

- From FISA – the Executive Director, the Technical Delegate(s), the President of the Jury, the Events Manager
- From OC – 2 - 3 key members from OC.

- **Para-rowing**

Applicable for World Rowing events where Para-rowing is included.

- Training – FISA decides upon the training time table in consultation with the Organising Committee. Adequate safety arrangements must be planned in consultation with FISA.
- Para-rowers Classification – two days before the first para-rowing racing day.
- Para-rowers Ergo Spares' Races – usually one day before the first para-rowing racing day, these races may be held if para-rowing teams bring spare rowers.

Victory Ceremony – FISA decides upon the time and the arrangements for the para-rowing Victory Ceremony in consultation with the OC. These will usually be held in the same format as other events but with special attention to accessibility of the Victory Ceremony area, including provision of athletes' wheelchairs and prostheses.

- **FISA Congress** – the day after the last day of racing at Senior World Rowing Championships. For further details see Section E "[CONGRESS](#)".
- **Meteorological Information**

The following information/resources must be available for the duration of the competition:

- **On-site Meteorological service desk:** This is the best option for providing real-time weather information. On-site specialist with direct access to weather forecasting computer. Fairness Committee, President of Jury and Technical Delegates can discuss developing weather trends directly with the official concerned. This is mandatory for the World Rowing Championships, Olympic and Paralympic regattas, but at other World Rowing events the requirement will be subject to the risk of adverse weather as decided by FISA.
- **Hotline:** As an alternative to the on-site meteorology desk - details of the local weather information during an event can be obtained with an expert available to give advice and consultation via a direct 'hotline' telephone.

- **Website:** The best local website for online weather information relevant to the regatta venue that is actual and constantly updated.
- **Printed weather reports:**
  - Hourly weather forecasts: twice per day weather forecast on a hourly basis for the same day should be delivered - morning at 06:30 hrs and afternoon at 12:00 hrs. This report should show date, time of day, general weather, morning and afternoon minimum and maximum temperature (Celsius), relative humidity, wind directions (16-point compass and degrees true), wind velocities (m/s), maximum wind gusts (m/s), potential hazards including electrical storms and high winds, lightning risk and hourly rainfall (mm).
  - Three-hourly weather forecasts: three times every day a weather forecast for the same day and the next two days should be delivered – morning at 06:30 hrs, midday at 12:00 hrs and afternoon at 18:00 hrs. This report should show date, time of day, general weather, morning and afternoon minimum and maximum temperature (Celsius), relative humidity, wind directions, wind velocities (m/s), maximum wind gusts (m/s), potential hazards including electrical storms and high winds, and 3-hourly rainfall (mm).
  - For the World Rowing Championships and the Olympic regatta an additional 5-day weather forecast is required. This report should be delivered daily at 06:30hrs and should show the date, general weather, minimum and maximum temperatures (Celsius), relative humidity, wind direction, wind velocities (m/s) and any potential hazards including electrical storms and high winds.
  - All weather forecasts should specify the time and date of the next forecast of that type.
  - For examples of weather forecasts please see:
    - Appendix. C.1.2. [“Examples – Weather Forecasts”](#)



## C.2 PUBLICATIONS

### C.2.1 OC PUBLICATIONS

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#### C.2.1.1 BULLETINS

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##### NUMBER AND TIMING

- Prior to the actual competition at the World Rowing events (not applicable to World Cups), each Organising Committee is required to prepare and publish at least two separate Bulletins containing relevant information about the event.
- The first Bulletin must be prepared and distributed two years before the event. Copies must be available at the FISA Ordinary Congress in that year.
- The second Bulletin must be prepared and distributed one year before the event. 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. They should also be placed on the event website.
- 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 and phone calls to the Organising Committee can be greatly reduced.

##### TIMELINE AND STANDARDS

- The timeline for these publications includes the following important points:
  - FISA and the OC are the partners in the preparation of the Bulletins.
  - The Bulletins must be in English. FISA must approve all Bulletins before printing.
  - As in all official publications, the World Rowing Championships logo (the logo agreed between the OC and FISA and approved for use) must appear on the bulletin cover and the correct name for the event must be used; “The <year> World Rowing Championships” or “The <year> World Rowing Junior Championships”, etc.
  - The OC 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 OC and sent to FISA at least **two (2) months** before the publication 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 MSWord format.
  - The OC will incorporate the changes to the Bulletin, send a final draft for FISA approval and upon receiving FISA’s approval shall have 250 copies printed.
  - The Bulletins must be published on the OC Website, distributed to the delegates at the FISA Ordinary Congress and during World Rowing events.

For the contents outline of Bulletin 1 and Bulletin 2, see Appendix C.2.1.1. [“Outline of Contents for Bulletins 1 and 2”](#).

## C.2.1.2. TEAM MANAGERS' INFORMATION

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### THE TEAM MANAGERS' MANUAL

- There is a great deal of practical information that should be given to Team Managers at every event.
- This information should be collated into the Team Managers' Manual.

Please contact FISA to receive the appropriate guidelines for the contents of the Team Managers' Manual for the specified event/year

- This Manual must be sent in final draft form to FISA in MS Word format two months before the beginning of the event, for checking and approval before it is printed and distributed. Copies should be printed - for participating federations, all international jury, international classifiers (where applicable) and FISA, as well as copies for key OC personnel (see distribution below).
- The Manual must be in ENGLISH and recommended to be pocket size (A6) format.

### DISTRIBUTION

- The Team Managers' Manual should be published on the OC Website at least one month before the event.
- The Team Managers' Manual must also be issued 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 (50 copies) upon arrival at the venue and to OC members (OC to decide number) so that everyone involved has the same information.

## C.2.1.3. SOUVENIR PROGRAMME

- The souvenir programme offers the OC an opportunity to generate revenue for itself, both through sale of the programme to the public and through advertising sales.
- The OC may sell advertising within the programme to its suppliers and partners but the provisions of exclusivity for FISA sponsors should be protected and pages (number to be determined) for FISA's sponsors will be reserved.
- FISA and the OC 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 each year, FISA will send out the World Rowing Events Information Bulletin by e-mail to all National Federations, FISA Council, Commissions, Staff members and consultants, the International Jury and Classifiers (where applicable) 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/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.

Please contact FISA to receive the appropriate Website Agreement for the specified event/year, which is signed at the time of the bid.

- 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 to two weeks 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

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### AT THE EVENT

- The provisional Time Table, based on the Official Entry, and all Entry lists must be distributed to the Media as they arrive at the Championships

## C.4. ENTRIES AND ACCREDITATION

### C.4.1. ENTRIES AND PROVISIONAL TIME TABLE

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#### C.4.1.1. BEFORE THE CHAMPIONSHIPS

Entries for the World Rowing Championships, World Rowing Cup regattas, World Rowing U23 Championships, World Rowing Junior Championships and European Rowing Championships are made directly online. National 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 send scans of the passport face page of all new athletes who will participate in World Rowing regattas to FISA.

Soon after the closing of entries, a list of the federations entered in each event will be sent by FISA to all federations concerned as well as to the Organising Committee.

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#### PROCEDURES

For the procedures see Appendix C.4.1.1.a [“Entry Procedures and Crew Changes”](#).

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#### ACCREDITATION INFORMATION

At least one month before the accreditation deadline, FISA will send Accreditation forms to the National Federations. The forms must be returned to FISA by email.

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#### PRE-PRINTED PAPER

- All results and start lists for Media and VIPs should be produced with colour logos, either on pre-printed paper or printed directly on site with the World Rowing Championships logo on the top and sponsors/funding organisations on the bottom in colour. All other results and start lists may be produced with either colour or black and white logos on either pre-printed or directly printed paper at the discretion of the OC.
- The layout of these lists must be coordinated with and approved by FISA – see Appendix C.4.1.1.b [“Lists Layout”](#).
- The OC shall send in advance by 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 Rowing Championships is approximately 50,000 pre-printed plus approximately 20,000 clean sheets of paper. This does not include paper for spectators which is not obligatory.
- For Junior and U23 World Rowing Championships and World Rowing Cup regattas the requirement is approximately 25,000 pre-printed paper and approximately 20,000 clean sheets of paper.

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#### C.4.1.2. AT THE CHAMPIONSHIPS

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##### ENTRY LISTS AND TEAM LISTS

- FISA has set standard formats for the various entry lists and team lists which are required for a Championships:

Appendix C.4.1.2.a – [“Entries by Event”](#)

Appendix C.4.1.2.b – [“Entry List by Event \(with Names\)”](#)

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 OC 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, including spelling and seating order.
- 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.

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## PROVISIONAL TIME TABLE

The provisional Time Table, 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 REGISTRATION

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### GENERAL

- Athletes will be instructed to have their photographs taken at the time of their accreditation. These individual photographs are used to compile the crew photographs (team identification forms). The FISA Official Timing Provider will already have photographs of many athletes on record and only those missing photos will need to be taken.

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### LOCATION

- A separate area for the team registration and photographing the athletes should be identified within the Accreditation Centre.

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### FACILITIES

- There should be two tables and three chairs for the persons organising the team registration and the crew photographs.

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### EQUIPMENT

- The equipment is provided by the FISA Official Timing Provider.
- Three sets of Crew Photo Albums (see Appendix B.7.6.b [“Team Identification Form”](#)) should be produced and placed in three separate albums (two full sets and one set with the lightweight crews and coxed crews only, for athlete weighing). These will be given to the Control Commission for checking the crews on the pontoons (two full sets) and for checking the Athlete weighing. The Team Forms 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 OC members of the Control Commission.

## C.4.3. ACCREDITATION

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### GENERAL

- The entire accreditation system is prepared by the FISA Official Timing Provider and is co-ordinated with the Organising Committee and FISA in advance.
- At World Rowing Championships, the accreditation cards of the athletes are required to include photos.
- At European, World Rowing Junior and U23 Championship regattas photos are not required on accreditation cards.
- There is no Accreditation required for World Rowing 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](#)"

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### 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.
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### FACILITIES

- In a permanent building or in a container(s).
  - Required space – minimum 80m<sup>2</sup>.
  - At World Rowing Championships at least two accreditation work stations and four management desks must be provided. At World Rowing U-23 and Junior Championship regattas, three work stations and three management desks.
  - 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 two accreditation stations and the management desks should be equipped with:
    - Table and chairs.
    - The Accreditation Forms for the "Late Accreditations" of the Teams and Officials - see Appendix C.4.3.c "[Application for Accreditation on Site](#)"
    - Telephone, Internet, sufficient electrical power points.
  - There should be sufficient waiting space with chairs, ideally separated from the actual accreditation procedure.
    - The OC must provide the lanyards for accreditation. Approximately 2,000 - 2,500 accreditations at World Rowing Junior and U23 Championship regattas and approximately 4,000 accreditations for a World Rowing Championships will be required.
- 

### OPERATION

- Preparation before the Championships

- 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.
- For the World Rowing Championships, European Rowing Championships, World Rowing Under 23 and Junior Championships, the Official FISA Timing Provider and FISA will prepare the accreditation cards and transport them together with the needed equipment to the venue at least two days before the opening day of the accreditation centre. The Organising Committee should provide 10-12 volunteers for the accreditation centre operation and appoint an accreditation manager. They all should be available at least two days before the official opening of the accreditation centre and until the draw. After the draw 3-4 volunteers are sufficient.

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### 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.b "[Accreditation Chart](#)".
  - This Plan must be approved by FISA. The Plan must be followed by the OC 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 1 day before the official opening of the regatta venue.
  - After the draw the number of required accreditations will reduce significantly.
  - The Team Managers of the larger teams should be advised to book a time in advance with the Accreditation Centre.
  - The passports of all new rowers will be checked by a FISA authorised person for nationality and for age (Juniors and U23) during the athlete registration process and scanned for the official record.
  - All Team members are obliged to have signed the "CAS Agreement" Form and the FISA Commitment Form, before receiving their accreditation cards.
  - The national federation must have certified for each rower that the rower has undergone pre-competition health screening as required by Rule 99 of the FISA Rules of Racing. Without such certification, an accreditation card should not be issued.
  - All accredited persons must be advised to carry their accreditation cards at all times when they are at the Venue.
  - Language assistance in Spanish and Russian is recommended in the Accreditation Centre.
  - 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

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#### FISA INSPECTION

The Technical Delegate(s) 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.

At least two days before the first day of racing **all** the installations and equipment should be inspected by members of the responsible FISA Commissions.

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. TIMING EQUIPMENT TEST

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#### OPERATION

- To be held in the morning, two days and one day before the first day of racing.
- To be a full test of the following:
  - All the equipment at the Start, including the Aligning Equipment, alignment and movement of start fingers, Traffic Lights, communications, Telephone lines, freeze frame video, etc.
  - Test of the GNSS system with minimum 6 modules.
  - 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 under simulated race conditions (no actual racing boats will be used).

#### RESCUE REHEARSAL

- To be held two days or one day before the first day of racing under the supervision of the FISA Doctor.
- To be a full test of a rescue situation, with a volunteer rower provided by the OC. The rescue rehearsal should simulate an actual rescue as closely as possible, with the rescue boat starting from its usual stationary position until the rower gets into difficulty. The rower should be rescued and transported to the rescue ramp or pontoon where land-based rescue/medical teams will take over.
- The FISA Doctor will advise on the scenario to be rehearsed.
- All aspects of the rescue process should be tested, including communication and ambulance readiness.

### C.5.3. SPARES' RACES

Not applicable for World Rowing Cup regattas.

## OPERATION

- To be held on the day before the first racing day.
- 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.
- Spares races will be run under full competition conditions by the international Jury, including weighing of lightweight crews.

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## RESPONSIBILITIES

- FISA will provide the Entry Forms for the Spares' Races to be distributed to the Team Managers by FISA.
- Team Managers must submit the entries for the Spares' Races to the FISA Office.
- The FISA Umpiring Commission will supervise the Draw for the Spares' Races.
- The FISA Umpiring Commission will produce the list of Race Officials and will supervise the races.
- The international Jury will officiate.
- The Organising Committee must provide all the National Officials necessary to run these races under full competition protocols.

### C.5.4. FISA DUTIES ON RACE DAYS – COUNCIL MEMBERS AND COMMISSION MEMBERS

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## FISA COMMUNICATIONS WITH ORGANISING COMMITTEE

In order to ensure the communications between FISA and the OC are clear and accountable, the following FISA persons shall be the channel through which all communications are officially conducted with the OC throughout the regatta:

1. Issues involving administrative arrangements, including TV, sponsorship, advertising, VIPs, sponsors, future organisers, programme, etc. – **FISA Executive Director**
2. All matters involving regatta infrastructure, installations, results, systems and any change in previously agreed procedures or facilities, etc. – **Technical Delegate(s)**
3. Racing and Rules issues relating directly to the competition at the event – **President of Jury**

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## MEETINGS

- On each racing day the following meetings should be held, ideally in a room near to the Finish Area:
  - Preparation Meeting - 5 minutes after the start of the last race each day the Executive Director, the Technical Delegates, The President of the Jury and the key members of the OC should meet and discuss any problems during the racing session to prepare for the Team Managers meeting.
  - Team Managers Meeting - 30 minutes after the start of the last race of each day the Executive Director, the Technical Delegates, the President of the Jury and the Chair of the OC attend the Team Managers Meetings.
  - Coordination Meeting – Immediately after the Team Managers meeting each racing day, the Executive Director, the Technical Delegates, the President of the Jury and the key members of the OC meet and discuss any problems to be solved for the day. The updated weather forecast for the current day and the following day must be available at the beginning of the meeting.

## **C.5.5. JURY DUTIES ON RACE DAYS**

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### COMPOSITION OF JURY

- The Jury is appointed by FISA and consists of 18 FISA Umpires. (At 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 work of 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.

## **C.5.6. ORGANISING COMMITTEE OFFICIALS - DUTIES ON TRAINING DAYS AND TRAINING PERIODS**

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### 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 least 30 minutes before the opening 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 close attention being exercised by all the Marshals and officials at the times that the Traffic Rules are changing from Training to Racing.
- 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 by the OC.
- The Boat Drivers (except those on the water at that time) should 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 OC shall provide an updated weather forecast to the FISA office in accordance with the agreed requirements (see Meteorological Section C.1.2. EVENT PROGRAMME)
- The OC will provide officials (national umpires, experienced officials and helpers) to assist the FISA personnel in organising and controlling the racing at the Championships. The national umpires and other officials are usually referred to as National Technical Officials – NTOs.
- The OC officials must be on duty during all the times the Venue is officially open for use.
- The OC will have appointed a person to take responsibility for all aspects of the competition which are under the control of the OC. This person (often given the title of Competition Manager) will work in

close cooperation with the senior members of FISA, the Technical Delegate(s), President of the Jury, and the Umpiring Commission.

- The teams of people in each area must be well trained and experienced.
- The best training is for all the teams to be involved and observe major regattas.

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 the Timeline documents as listed in 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 Venue and control of access. This requires considerable thought and planning during the months leading up to the Event.
- The entire access and control system must be well designed and properly controlled during the Event.
- Accreditation procedures and security controls are a critical area in the management and presentation of the Event. Security controls must be taken seriously and be appropriate for the situation in that location. However, the officials responsible for the implementation should not be too officious and restrictive in their control.
- An Event will be well remembered if it can create 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 Event.
- 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 Event.

## C.7. OFFICIAL CEREMONIES AND SOCIAL EVENTS

### C.7.1. CEREMONIES

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#### C.7.1.1 GENERAL

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##### 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.

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##### PROTOCOL RANKING

The protocol ranking within FISA is as follows:

- President
  - Vice President
  - Treasurer
  - Executive Director / Secretary-General
  - Commission Chairmen on the Executive Committee
  - Continental Representatives
  - Chairmen of Commissions
  - Commission Members
- 

##### GENERAL PROVISIONS

The Organising Committee shall submit to FISA for its prior approval, all the detailed proposals for the Opening Ceremony, Victory Ceremony, Closing Ceremony, as well as the programme for any receptions or other functions six months before the start of the event.

For World Rowing Championships, FISA will provide the OC with national anthems but it is the OC's responsibility to provide national flags of all national federations entered. The anthems and flags must be those officially recognised by the International Olympic Committee.

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#### C.7.1.2. OPENING CEREMONY (NOT APPLICABLE FOR WORLD ROWING CUPS)

At the World Rowing Championships (and World Rowing Junior and U23 Championships and European Rowing Championships) the Opening Ceremony will have two parts; a formal part and an entertainment part.

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##### FORMAL PART

- 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 representative 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.

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### 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 for approval no later than six months before the Event.

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### C.7.1.3. VICTORY CEREMONY

#### VICTORY CEREMONY PREPARATION AREA

- Covered area or rooms with tables and chairs for organising the medals, for changing uniforms, for preparing the flags and for waiting between Ceremonies.
- There should be a lockable storage area located in close proximity.

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#### ATHLETES WAITING AREA

- Approx. 30 chairs, simple cover (tent or umbrellas) providing shelter from the sun or rain.
- Should be located near to the Victory Ceremony stage.
- Small bottles of still water to be provided for athletes.
- Jackets or blankets should be available in the Waiting Area for the competitors in the case of cold weather. Shade or fans should be available in case of hot weather and shelter in case of rain.

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#### 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 row to the cooling down area or directly back to the boathouse area after their race.
- The Victory parade is marshalled by a member of the Jury in a motorboat, provided with a summary start list, a radio and a megaphone.
- As soon as the official results have been announced the medal crews will be instructed by the Jury member to row directly to the Victory Ceremony pontoon.
- The three crews shall land their boats at the Victory Ceremony pontoon.

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#### IN THE VICTORY CEREMONY AREA

- The boat holders shall be at their positions on the Victory Ceremony pontoon immediately after the first final race of the day has crossed the Finish line ready to hold the boats of the medal crews as soon as they arrive.
- The medal crews shall be led from their boats to the athlete waiting area where they should be allowed to sit down, provided with water and warm blankets if the weather is cold. Authorised media may interview the medallists in the Mixed Zone adjoining the waiting area.
- The Chief of the Protocol from the OC leading the Victory Ceremony procession, followed by the three medal bearers, then the FISA medal presenter (and flower or souvenir presenter if appropriate) and the National Federation medal carrier will wait near the Victory stage as the next race reaches approximately the 1800m point.
- Three flag bearers should be ready to take place in the procession as instructed by FISA Sports Presentation Contract Partner.
- The 6-8 boat holders will hold the boats at the pontoon. As soon the official part of the Victory Ceremony begins, the boat holders should kneel down while holding the boats so as not to distract attention from the ceremony.
- 4 volunteers for the Victory Ceremony backdrop, which is raised when not in use for the Victory Ceremony, so that it does not block the spectators' view of the race. The backdrop should be lowered so that it is visible behind the Victory stage as soon as the last boat of the race has passed the stage. As soon as the official part of the Victory Ceremony begins, the backdrop volunteers stand behind the backdrop so as not to be visible to spectators. Once the Ceremony is over the backdrop should be rolled up again to provide a clear view of the course for spectators.

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### ON THE VICTORY STAGE (CARPET)

- There should be another senior person (stage coordinator), 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.
- FISA will provide a Victory stage back-drop for media and promotional purposes.

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### THE VICTORY CEREMONY

Please contract FISA to receive the appropriate "FISA Sport Presentation Guidelines" for the specified event/year.

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### THE CLOSING CEREMONY (NOT APPLICABLE FOR WORLD ROWING CUPS)

- The Closing Ceremony will take place after the Victory Ceremony for the last race of the Championships.



- 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 Men's Eights.
- As soon as the National Anthem of the winning crew is over (with the crews remaining in place on the Victory ceremony stage):
  - The President of FISA,
  - The Chairmen of the OC,
  - The Chairmen of the next year's OCwill 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 OC. 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) OC and handed to the Chairman of the next OC of (name of City)
- The Chairman of the OC then passes the flag to the FISA President who then hands 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 of the medal crews in the final race should be brought to the FISA President who will present the Federation Medals for that event.
- The three Presidents then go to congratulate their crews.
- The FISA President, the Chairmen of both OCs and all persons involved in the Closing Ceremony leave the Victory Stage.
- The crews, with their medals, are then available to the photographers and may move to the Flash Interview area.

There are no other speeches and no-one, other than those named above, will go onto the Stage.

### C.7.2. SOCIAL EVENTS

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#### GENERAL

The extent of the social programme depends upon a number of factors:

- Number of persons
- Number of functions
- The number of days of the event

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#### REQUIREMENTS

As a guide the following events should form the basis of the minimum social programme at World Rowing Events:

- After the Draw and before the first racing day (except for World Rowing Cups & European Rowing Championships) – simple welcome and introduction drink for FISA, Jury and OC – approximately 40 - 60 persons.
- The first racing day or the day thereafter – dinner for FISA, Commissions and OC – approximately 100 persons (World Rowing Championships. Juniors and U23).
- At each World Rowing events there should be a gathering for the National Federation leaders and OC officials, Jury and FISA which allows them to discuss and exchange views (with drink and food). The format and timing should be agreed with FISA.
- On the day before the last day of Finals – “Nations Dinner” for approximately 250 – 400 persons.
- During the Championships at suitable days there are recommended functions to be considered for the Media and the Jury.
- On the last Finals day – an optional Farewell Function for all teams and international and national officials and volunteers – approximately 2000 persons.
  - A very relaxed and informal event.
  - The OC should offer soft drinks or non-alcoholic beer.
  - The function is recommended to be organised at the venue, approximately 1 hour after the finish of the last race with a duration of maximum 2 hours so the athletes can return to the hotel in time for dinner. This function can be in the form of a simple grill party or just some snacks, and sandwiches or local light foods.
  - Special attention should be paid to the security of the function.
  - OCs wishing to organise an athletes function in any form other than described above must discuss this well in advance with FISA and must obtain FISA’s prior approval.
- If a Congress is staged in conjunction with the Championships, 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 are encouraged to provide information about cultural or other national or local events happening at the time of the Championships in the closest town or areas and which might be of interest to visitors and promote the host country or city.

It is essential that all social events are carefully planned, a list of invitations is prepared and an efficient distribution system is carried out.

## D.1. ACCOMMODATION

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### NUMBERS

At the World Championships the following bookings are expected:

- World Rowing Championships
  - Teams – up to 1,500
  - NF Delegates and Guests – up to 100
  - FISA – up to 130
  - Media – up to 150
  - Spectators – up to 3,000 – 4,000
- At World Rowing Junior and U 23 Championships, World Rowing Cup & European Rowing Championships
  - Teams, NF Delegates and Guests – up to 1,200
  - FISA – up to 80
  - Media – up to 50
  - Spectators – up to 1,000

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### LENGTH OF STAY

- For a World Rowing Championships the majority of Teams will need accommodation for 10-12 nights.
- For a World Rowing Junior and U23 Championships the majority of the Teams will need accommodation for 6-8 nights.
- World Rowing Cups & European Rowing Championships – 5-6 nights

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### ADVANCE INFORMATION

- FISA and the Federations must be informed in advance about the accommodation options offered during the event (see Appendix C.2.1.1. [“Outline of Contents for Bulletins 1 and 2”](#)).
- A Contact person or an agent – Telephone/Fax, Address and E-mail address – must be published to the Federations at least two years prior to the event.

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### 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.

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### FACILITIES AND SERVICES

- There will be a requirement for:
  - Single rooms for the FISA
  - Single rooms International Jury
  - Single and twin/double 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 OC 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.

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#### 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 (only for Championships) half board for World Rowing Cups - 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,
  - OCs 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 (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 to 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.

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#### 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 accommodation such as 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 lightweights; 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 wish to make their own accommodation arrangements.

## **D.1.2. NF DELEGATES AND GUESTS**

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### 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 (World Rowing Cups only) or Half Board (bed, breakfast and evening meal – World Rowing Championships, U23, Junior and European Rowing Championships) - 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 (Train Station).
  - Free transport each day between the accommodation and the Venue.

### FACILITIES AND SERVICES

- 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 forecast and any other important information.

- The OC 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**

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### 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 (breakfast and dinner).
  - Free transport from/to the Airport (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 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. OC OFFICIALS

- The Organising Committee may need to accommodate the many national technical officials (NTOs) and volunteers that are required to run a World Rowing Championships.

## D.1.6. MEDIA

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### 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.

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### 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 to the visiting spectators.
- A Travel Agent should be recommended by the OC who can give assistance and advice.
- Spectators should be accommodated in hotels different from the Team hotels.

## D.1.8. PAYMENT

- The OC 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 Telephone and Fax communication 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.

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#### OPTIONS

- There are two basic Full Board arrangements for the Teams' meals:
  - Breakfast, lunch and dinner at their accommodation
  - or
  - Breakfast and dinner at their accommodation – lunch at the Course.
- Note - it is possible that a Team might prefer a combination of both arrangements for different crews.

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#### REQUIREMENTS

- The menus have to be approved by 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

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#### GENERAL

- Health permits related to food handling should be obtained and publicly displayed.

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#### 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.

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## LUNCH 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.
- If the venue is located less than 20 minutes from all hotels then the OC can choose to provide lunch at either the course or the hotels only.
- Recommended dimensions for World Rowing Championships:
  - Main Dining and Serving Tent: recommended up to approx. 400m<sup>2</sup>.
  - For World Rowing U23, Junior Championships and European Rowing Championships: recommended up to approx. 300m<sup>2</sup>
  - Kitchen Tent: recommended up to approx. 100m<sup>2</sup>
- Requirements:
  - Recommended 300 chairs
  - Minimum two distribution points.
  - The salad/desert bar placed in a separate location.
  - A means of strict access control such as tickets.
  - Quick service – queuing is not acceptable.
  - The facility must be cleaned on a regular basis.
  - Disinfection sprays
  - Hand sanitizer
  - Efficient transport service at Lunch time (especially if lunch is provided only in one location).
  - 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 OC should provide a free lunch at the venue for the FISA Council members, the Jury and the members of the FISA Commissions and staff 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. OC OFFICIALS

- The OC will need to provide meals for the many national technical officials (NTOs) 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 light snacks or 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's 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 Despatch office.
- The Transport Office should be equipped with telephones, radios, timetables, lists of local car hire companies, etc.
- Rest facilities should be provided for the drivers.
- There shall be foreseen provision of transport for para athletes e.g. specialist/dedicated vehicles for non-transferable athletes.

#### 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 OC 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, for World Rowing Championships the number of buses, minibuses and cars will vary. The number of vehicles must be discussed/approved by FISA in advance.
- A minimum of 16 – 24 buses (50 seats), 10 minibuses and 12 cars should be planned, but numbers must be discussed/approved by FISA in advance.
- 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 should 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.
- 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.
- 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.

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### TIMETABLE AND MAPS

- Maps with the bus routes and bus stops should be published in advance in the Team Managers Manual.
- The Timetable must be published in advance and given to the Team Managers when they first arrive at the airport.
- The Timetable should be displayed in highly visible places at the Team's Accommodation and at the course.
- Team Managers have to be warned about expected traffic "jams" which might delay the Teams' travel time on any day.
- 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 OC transport system before this date shall order their transportation in advance and make an agreement with the OC 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 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 time 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 OC shall require Teams to notify in advance to the Transport Office at the venue 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. "[Transportation Request Form](#)".
- 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.

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### 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.
- 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 parking area for the Team vehicles should be organised as close as possible to the boathouse area.
- 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.

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### 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.

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### D.3.1.6. TRAILERS

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#### 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 Rowing Championships in Europe the area required for the trailers and for the towing vehicles is approximately 4,000 m<sup>2</sup>. Events held in other continents might require less trailer space and this should be discussed with FISA.
- The OC 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 TRANSPORTATION**

- 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 displayed at visible places at the FISA accommodations and in the FISA Office at the venue.
- 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 Staff, FISA Executive Committee (FISA to determine allocation as required): 3 cars
    - FISA Jury: 2 Minibuses
    - FISA Council, other FISA staff, consultants: Minibuses or a bus
  - Internal transport at the venue:
    - Fairness Committee: 1 Car (depending on venue)
    - Umpiring Commission: 1 Car (depending on venue)
    - Events Commission: 1 Car (depending on venue)
    - Jury transport to the Start
    - Photographers' shuttle to the Start
    - Coaches viewing (where applicable)

#### 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 there should be 3 special access passes provided – allowing FISA to use their vehicles on this road at all times.

## **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 OC'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 OC 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 Media 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 Media 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 Media accommodation and in the Media Centre.
- The Media 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 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 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 OC providing a shuttle bus to the venue.



## D.3.7.2. SPECTATORS' 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 Despatch 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.

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## 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 Rowing Championships:** 100 (up to 150 in the year the Championships serve as Olympic Qualification) beds for 10 nights with food and transport
- **World Rowing Junior and U23 Championships:** 50 to 75 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. Locking doors on all rooms is required.
- Opportunities for wheelchair accessible rooms when requested as Para-rowing athletes from development teams are also included in the development programme.
- 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. Availability of special cultural, religious or other menus should be an option on request as in other accommodations.
- 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 and transport (Sections D.1 and D.3) for general guidelines.

### D4.2. 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 development programme teams (and others) 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 under the development programme, 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 Contact 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 OC 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-EVENT 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 teams 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/- for use by development teams during the event and possibly before. The OC 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.

## E.1 THE FISA CONGRESS

### E.1.1 GENERAL INFORMATION

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#### 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 Rowing Senior and Junior Championships. In this case, the tasks described in the present guide become the responsibility of the Organising Committee of the World Rowing 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 Rowing Championships. In this case, the tasks described in the present guide become the responsibility of the Organising Committee on behalf of the NF.

The bid for hosting an Extraordinary Congress is made to FISA by the National Federation concerned within a period of one year before the Congress.

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#### USE OF THIS CONGRESS GUIDE

This 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 National Federation and the Host City in terms of this organisation. The provisions of this guide constitute the minimum obligations of the National Federation and Host City. In this respect, the content of the guide is binding upon the National Federation (Organising Committee) and Host City and forms an integral part of the contract to be signed between FISA, on the one hand, and the National Federation and Host City on the other.

The content of the present guide will be complimented 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.

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#### 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 National Federation and Host City. In the event of any dispute or disagreement, the FISA Executive Committee shall decide.

### E.1.2. PROCEDURE

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#### 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 OC will work together to settle on a suitable Venue for the Congress.

The FISA Executive Committee, taking into consideration the OC's recommendation, makes the final choice.

## **E.1.3. PREPARATION BEFORE THE CONGRESS**

The FISA Executive Director together with the OC 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 convening notice 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.

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### E.1.3.1. THE CONGRESS ROOM

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#### LAYOUT

See Appendix E.1.3.1. ["Congress Room Layout"](#)

- Area of approximately 400m<sup>2</sup> with 200 seats at tables and 50 seats for observers with the facility to darken the room so that an Overhead Beamer 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. The signs will be provided by FISA.
- A Speaker's desk placed at one side of the front table on the "Stage".
- A minimum of 16 seats from the front rows, classroom style, reserved for the FISA Council.

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#### EQUIPMENT

- Microphones
  - A minimum of two microphones (hand held) but ideally 7 conference type in front of each Executive Committee member, placed on the front table.
  - Ideally, but not necessary, a minimum of two microphones placed on the first row of tables which is designated for the FISA Council members.
  - A minimum of two microphones (wireless, hand held) for general use in the Congress hall.
  - A microphone for the "Speaker's" desk.
- A good Public Address system.
- Audio recording equipment – the session must be recorded on MP3 file
- State-of-the-art audio-visual equipment
  - Video projector for laptop presentation. One cabled broadband internet connection for the laptop table. An audio cable is required as part as the AV supplied from the laptop to the AV speaker
- One or two computer projectors, as necessary to the large screens

- Two large screens allowing for the furthest seating participants to see. It is placed usually on either side of the Executive Committee's table.
- 2 LCD screens to be placed in front of the Executive Committee's table.
- Two simultaneous interpreting booths at the back of the meeting room French/English. Headset available for each participant.

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## DECORATION

- The FISA flag must be hanging on or near the top table.
- A large banner which identifies the date, name and location of the Congress along with the FISA logo. To be positioned behind the head table. FISA to provide artwork, OC to print and hang.

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### 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 registration forms. The other is for collecting 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 Companies directly.
- An area that will accommodate approximately 200 delegates during coffee breaks.

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### 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:

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## DELEGATES AND FISA COUNCIL

- The Delegates of the National Federations (normally up to 3 Delegates per NF, approximately 180 persons)
- The FISA Council (approximately 20 persons)

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## GUESTS

- FISA guests
- NF guests
- OC guests in agreement with FISA

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## 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.

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## MEDIA

- International media invited by FISA
- Local media invited by the OC

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## STAFF

- FISA consultants
- FISA staff
- Volunteers as necessary – OC secretarial administrative support for FISA (with knowledge of English)
  - 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) 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.
  - Ideally, but not necessary, two volunteers – for Russian and Spanish. Amateur interpretation could be provided for Spanish and Russian (OC to propose local options, FISA to appoint interpreters and OC to pay for travel, accommodation, meals and pocket money).

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## OTHERS

- FISA partners and suppliers.
- Representatives of cities bidding to host future World Championships.

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### 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.

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## 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 OC 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 OC 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.

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## E.1.3.5. ACCREDITATION

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### LOCATION

At the Congresses the Accreditation of the participants is organised at the Congress Venue.

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### REQUIREMENTS

Close co-ordination with the FISA Executive Director.

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### 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.

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## E.1.3.6. SECURITY

Contact with municipal authorities is important to ensure the necessary security. Responsibility for this lies with the host city.

Organisation and control of access to the hotel, meeting rooms, offices, according to zones and accreditation categories defined by FISA.

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## E.1.4. CONGRESS FACILITIES

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### COUNCIL MEETING ROOM

Required only at Extraordinary Congress.

Area of approximately 100 m2 with 25-30 seats around tables in a U-shape.



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## MEETING ROOMS

Required only at Extraordinary Congress.

Several rooms for various Commissions and other meetings (seating: approximately 5 each), depending on the programme.

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## 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 OC administrative support for FISA.

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## REQUIREMENTS

Requirements – to be provided by the OC:

- Furniture: Desks, tables, chairs, waste paper baskets, cupboards, etc.
- Office equipment:
  - Photocopiers – one office type machine and one high speed machine (could be the same machine), paper for photocopiers.
  - Office supplies for each workstation: e.g. paper, pen, etc.
- Technical equipment and other facilities:
  - Broadband Internet (cabled or wireless) access
  - Electric sockets, adapters

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## WELCOME

- Organisation, equipping and installation of welcome desks:
  - At airport or arrival points - desk manned by OC representative and hostesses.
  - At the hotel - desk in the lobby of the Congress to be manned by a representative of the OC, FISA and hostesses responsible for dealing with all questions, modifications and confirmations of participants' travel plans.

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## 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 emblem.
- 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.

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### TRAVEL AGENCY (FOR THE EXTRAORDINARY CONGRESS ONLY)

Travel Agency – appointed 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 participants' travel plans.

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### 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. Coffee beaks should be provided (one in the morning, one in the afternoon) for the Congress delegates during the period of the Congress in addition to receptions and official events.

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### WELCOME GUIDE (FOR THE EXTRAORDINARY CONGRESS ONLY)

Welcome Guide – provided by the OC.

Preparation, printing and distribution of an official welcome guide, in English, including all useful information about the official programmes, cultural activities, services and transport, maps, plans, telephone numbers, etc.

## **E.1.5. CONGRESS OPERATIONS**

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### 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 OC's responsibility.
- On the evening before the Congress it is recommended to organise a simple reception for all participants with simple snacks, 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 advance.
- Receptions to be organised preferably in the form of a buffet, except in special circumstances.

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### COFFEE BREAKS

Coffee breaks are the OC's responsibility:

- To be organised for every meeting.
- Drinks to be provided in meeting rooms and offices, according to FISA's instructions.

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## E.1.5.2. SIMULTANEOUS INTERPRETING

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### REQUIREMENTS

- Recruitment of an interpreter(s) for simultaneous interpreting into the local language, if this is not one of FISA's working languages - provided by the OC.
- Professional simultaneous interpreters for French and English appointed by FISA.
- Possibility of local amateur Interpreters for Russian and Spanish

## E.1.6. FINANCE

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### E.1.6.1. EXPENDITURE – OC

The costs inherent in an event of this scale will be negotiated by the OC 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, including 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)
- The OC will provide accommodation for the FISA Council (twenty-three persons) and two Staff members, a total of twenty-four persons, in single rooms for 3 days (5 days for Extraordinary Congress).
- 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.

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### E.1.6.2. MARKETING

The Organising Committee of a FISA Congress is authorised/entitled to obtain sponsorships for the Congress 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 OC 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 OC 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 OC will be subject to the prior approval of the FISA Marketing Department.

## F. APPENDICES & DOWNLOADS

### APPENDICES - SECTION A

[App. A.3.1. - Operating Budget Template.pdf](#)

[App. A.4.1.b - Eton 2006 Organisation Chart.pdf](#)

[App. A.4.1.c - Belgrade 2017 Organisation Chart.pdf](#)

[App. A.6. – Policy on natural World Heritage Sites.pdf](#)

### APPENDICES - SECTION B

[App. B.2.2. - The Course - Albano Wires and Buoys.pdf](#)

[App. B.2.2. - The Course - Albano Course Details 1.pdf](#)

[App. B.2.2. - The Course - Albano Course Details 2.pdf](#)

[App. B.2.3. - Timing Hut.pdf](#)

[App. B.3.1. - Start Tower.pdf](#)

[App. B.3.2.a - Start Installation.pdf](#)

[App. B.3.2.b - Traffic Lights System.pdf](#)

[App. B.3.3. - Aligner's Hut.pdf](#)

[App. B.4.1. - Finish Tower.pdf](#)

[App. B.5.3.a - Result List with Names.pdf](#)

[App. B.5.3.b - Daily Results Summary.pdf](#)

[App. B.5.3.c - Results Summary by Event.pdf](#)

[App. B.5.3.d - Summary Start List.pdf](#)

[App. B.5.3.e - Start Lists by Name.pdf](#)

[App. B.5.3.f - Media Start Lists.pdf](#)

[App. B.5.4. - Distribution System.pdf](#)

[App. B.7.2.a - Boat Storage.pdf](#)

[App. B.7.2.b - Oar Racks.pdf](#)

[App. B.7.5. - Boat pontoons.pdf](#)

[App. B.7.6.a - Bow Number.pdf](#)

[App. B.7.6.b - Team Identification Form.pdf](#)

[App. B.7.6.c - Crew Change Form.pdf](#)

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[App. B.7.7. - Athlete Weighing.pdf](#)

[App. B.7.8.b - Diagram - Installation of Boat Scales.pdf](#)

[App. B.7.8.c - Instructions for Installation of the FISA Boat Scales.pdf](#)

[App. B.8.2. - Team Managers' Meeting and Draw Room Layout.pdf](#)

[App. B.8.5. - FISA Work Area and Equipment.pdf](#)

[App. B.9.2. - Basic Medications for the Regatta Medical Centre.pdf](#)

[App. B.9.7. - Rescue Provisions.pdf](#)

## APPENDICES - SECTION C

[App. C.1.1.a - Timeline - World Championships.pdf](#)

[App. C.1.1.b - Timeline - World Junior and U23 Championships.pdf](#)

[App. C.1.1.c - Timeline - World Rowing Senior and Junior Championships.pdf](#)

[App. C.1.2. – Examples – Weather Forecasts](#)

[App. C.2.1.1. - Outline of Contents for Bulletins 1 and 2.pdf](#)

[App. C.2.1.2. - Team Managers' Manual.pdf](#)

[App. C.4.1.1.a - Entry Procedures and Crew Changes.pdf](#)

[App. C.4.1.1.b - Lists Layout.pdf](#)

[App. C.4.1.2.a - Entries by Event Sample.pdf](#)

[App. C.4.1.2.b - Entry List by Event \(with Names\).pdf](#)

[App. C.4.1.2.c - Entry List by Federation and Event \(with Names\).pdf](#)

[App. C.4.1.2.d - Table of Entries.pdf](#)

[App. C.4.3.a - Accreditation and Team Registration - Procedures.pdf](#)

[App. C.4.3.b - Accreditation Chart.pdf](#)

[App. C.4.3.c – Application for Accreditation on Site.pdf](#)

[App. C.5.7. - National Technical Officials.pdf](#)

## APPENDICES - SECTION D

[App. D.2.1. - Menus.pdf](#)

[App. D.3.1.3. - Transportation Request Forms.pdf](#)

## APPENDICES - SECTION E

[App. E.1.3.1. - Congress Room Layout.pdf](#)