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# **FISA CONTINENTAL EVENTS MANUAL**

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**Guidelines and information for Organising Committees.  
- Conducting an excellent Rowing event –**

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## **A. INTRODUCTION**

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### **A.1. General introduction**

This FISA Continental Events Manual (the Manual) provides information and guidelines to Organising Committees of continental or regional rowing events. It is targeted at major international or multi-nation events where relatively high levels of logistics and organisation are required, for example a Continental Senior or Junior Rowing Championships. For the organization of a Continental Games, which is the highest level of continental event, additional requirements will be necessary and the advice of the Technical Delegate should be sought at the earliest stage of organization.

FISA has relied substantially on the **FISA Events Manual for World Rowing Championships** in the construction of this Continental Events Manual. Parts of the FISA Manual have been copied directly where they relevant to a continental event. For example, what happens at the start of a race, or the set up of a safe and effective rowing course is universally applicable, no matter what the level of the event. FISA welcomes and acknowledges the input of Continental Confederations, National Federations and Organising Committees for the substantial contribution they make to the ongoing improvement of rowing events at continental and regional level. FISA welcomes the opportunity to collaborate with and provide advice to all those involved in planning and organizing such events.

#### **Aim of the Manual**

The aim of this document is to provide information, guidance and understanding for Organising Committees to plan, organize and conduct successful continental or regional rowing events.

#### **A.1.1. STAGING A CONTINENTAL or REGIONAL LEVEL ROWING EVENT**

##### **General**

This Manual is intended to assist Continental Confederations or National Federation Organising Committees (OC) that are interested in staging a Continental or Regional level event. Such an event might be Continental or Regional rowing championships. When the event is a Continental Games, the Continental Association of NOCs is the governing body overseeing and funding the event – for example, for the Pan American Games the Pan American Sports Organization (PASO) is the event's governing body. In Asia, the Olympic Council of Asia (OCA) fills a similar role for the Asian Games and in Africa the Association of National Olympic Committees of Africa (ANOCA) is the relevant organisation. The Continental Confederation for each sport will then be responsible for the sport-specific and competition aspects. The FISA Executive Committee has the authority under International Rowing Rules to appoint Technical Delegates to these events, which it will normally do in consultation with the Continental Rowing Confederation. In this Manual, to make for ease of understanding, FISA, as the International Rowing Federation, is referred to as the body 'governing' the event. Although as described above, in most continental events, the Continental Confederation is responsible to directly oversee the event.

Continental Rowing events are defined as (but not limited to):

- Continental Games (for example, Asian Games, African Games, Pan American Games)
- Continental and regional Rowing Championships
- Other 'Multi-Nation' events conducted by Continental Confederations (such as Continental Rowing Cup, etc.)

This Manual may also be used by national federations wishing to 'standardise' the organisation of their National Championships and major local events.

This Manual provides guidance for the improvement and upgrading of existing venues to bring them to a standard suitable for continental rowing events. However, any planning for building of a completely new and permanent venue, should refer directly to the **FISA Events Manual**, which provides additional guidance on the design and layout requirements for such courses. Both Manuals must be read in conjunction with the FISA Rule Book (and where designing a national course, the relevant the national federation Rule Book). When designing a new course, the national federation concerned should consult with the FISA office to obtain current advice on design and facilities.

The Manual does not attempt to cover in detail every aspect of staging an international event. The relationships between Governments, Federations, Municipal Authorities, Sponsors, etc. are very different in each country and it is not possible to recommend any one method of arranging finance, sponsorship, administration, publicity, etc.

The promotion of the sport of rowing, through its Continental (and National/Local) level events is a vital element in the future success and development of the sport. As such, promotional aspects are given prominence in this Manual.

### **The event basics**

In any rowing event, no matter what the size and standard of competitors, there are several key basics that an Organising Committee should focus on to ensure the best chance of success. These four basic areas should also help shape the structure of the OC itself and guide how each day is planned. The four key basics of any good event are:

- **Accommodation** (simple, but clean rooms with long single beds, plus adequate 'comforts' including rooms WiFi, TV, Fridge (ideally), Clothes washing facilities, etc)
- **Food** (wholesome, healthy food in large amounts provided at the hotel and venue).
- **Transport** (simple but clean buses, reliable timetable, well informed drivers, adequate capacity to provide emergency transports)
- **The Field of Play** (the competition water and surrounding boat park - safe, fair, logically setup, meet FISA standards of competition conditions - managed by teams of well informed and adequately trained volunteers and staff)

Making sure that these four areas are managed well, will ensure that athletes, coaches, and OC personnel can all perform to their highest level and leave the event with a positive impression of the experience.

## **A.1.2. DOCUMENTATION**

This Manual should be studied by Bidding Committees and Organising Committees at the earliest possible date. This Manual, the FISA Events Manual and other technical information is available to any national federation or organizing committee on request. In addition to this Manual, the other key document relevant to an Organising Committee is the latest version of the FISA Rule Book.

**For a continental event, if a national federation or OC cannot meet the normal specifications for courses or other facilities as described in this Manual, they should discuss with the Technical Delegate or with FISA to clarify if the proposed standard is acceptable for the planned event. FISA recognizes that not all venues will be able to meet these standards and in some cases, in the best interests of promotion of rowing, it might be possible to accept some alternatives.**

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

In the early stages of planning and organising of the proposed event, there should be a visit to the venue by the FISA appointed Technical Delegate accompanied if possible by a representative of the Continental Confederation. If a Technical Delegate has not yet been appointed by FISA then the Continental Confederation should appoint a suitably qualified person to conduct this visit.

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 Organising Committee, an existing venue, a new event etc.

The responsibility for paying the costs of such visits, including flights, board and lodging and internal transport, will be different depending on the event and should be discussed and agreed before any visit takes place. For Continental Games, the cost of Technical Delegate visits will normally be paid by the Games Organising Committee budget.

## **A.2. ATTRIBUTION OF A CONTINENTAL OR REGIONAL EVENT**

### **A.2.1. THE EVENT AGREEMENT**

The 'owner' of the event, which in the case of a Continental Championships will be the Continental Confederation, will enter into a formal agreement with the host national federation and its Organising Committee that will outline the key requirements expected of each party. Generally these will include;

- The provision of the venue and all facilities
- The supply & delivery of resources/services for the event (technical, human, logistical)
- financial outlays required of each party, including any fees
- The split up of any revenues or profit returned by the event
- Requirements for Sponsors
- Reporting lines

The Event Agreement between the Continental Confederation and the national federation to which the event is attributed, shall include the requirement that the national federation must comply with the specifications and standards contained in the latest version of this Manual. National federations should carefully study and understand the contents of this Manual before bidding to organize a continental or regional event. 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 event, and for all the facilities, together with the appropriate organisational actions to stage a successful Championships. The parties to the Event Agreement will be Continental Confederation (in the case of continental championships), the national federation and the City.

### **A.3 FINANCIAL & COMMERCIAL ASPECTS**

#### **A.3.1. BUDGETS**

The event budget is a critical tool in the process to prepare a successful event. Many plans for past events have failed due to inadequate budgeting or because of unrealistic expectations and insufficient resources. It is therefore critical that a realistic budget be prepared well in advance so that realistic plans can be made for the size and level of the event. Commitments on income must also be received well in advance.

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

In order to assist in the process, a Budget template for continental events can be provided to Organizing Committees by FISA.

Once awarded the right to host an event, the Organising Committee should provide the Continental Confederation with an updated budget every six months, from the date that the event was allocated.

Note: Costs incurred to improve the venue infrastructure should generally *not* be included in the event budget but should be budgeted separately. Venues are assumed to be 'ready' to receive an international level event.

#### **A.3.2. ORGANISING COMMITTEE INSURANCE**

##### **A.3.2.1 CIVIL LIABILITY INSURANCE**

The Federation and City (where relevant) shall warrant to Continental Confederation that they shall enter into insurance contracts providing for full coverage of their civil liability in connection with the organisation and staging of the Championships and naming the Continental Confederation and the Confederation's representatives - including but not limited to the



members of the Confederation's Executive and other Committee members, officers, contractors and other representatives - as co-insured.

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

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

#### **A.3.2.2 INDEMNITY**

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

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

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

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

#### **A.3.3. GUARANTEES**

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

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

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

All Commercial Rights as well as any revenue derived, will be specified in the Event Agreement.

## **A.4. THE ORGANISING COMMITTEE AND THE CONTINENTAL CONFEDERATION**

### **A.4.1. THE ORGANISING COMMITTEE (OC)**

#### **General**

Each Organising Committee (OC) will operate in its own way. The differences in the structure and operation of various Organising Committees will be due to many factors - geography, government, personalities - and there is no single, perfect method of organisation. However, the range of tasks, functions and responsibilities necessary for the staging of a continental or regional event is wide but generally similar. One full year is the absolute minimum recommended time for an Organising Committee to be fully formed and at work.

There are several key roles that are critical to the startup process and guidance of the OC in an operational sense. These two positions are 1. the Competition Manager (CM) and 2. the Administration Manager (AM). These two people will play a crucial role from the start of the OC's management of the event to its end. To assist in defining the workload of an Organising Committee some examples of structures and responsibilities are included in the FISA Manual.

#### **OC Staffing numbers**

To run a successful rowing event requires large numbers of staff, volunteers and officials. Prior planning and preparation will ensure that adequate numbers of people can assist the OC stage the event. All people need notice to schedule and plan their work, family and social agenda.

Minimum conditions of working (hours, food etc) are often guided by local government regulations, however as a guide it should be remembered that volunteers give their time freely and in return should expect a level of respect, care and understanding from the OC and its staff. The provision of the basic needs of every human, should be the highest priority for the Staffing Coordinator. These include water, food, shelter and adequate information.

Recommended staffing numbers for a large Continental level event of several hundred athletes over 4-7 days are outlined below. Smaller and shorter events could use approximately 50% of these totals.

At a large Continental event, National Technical Official (NTO), Staff and Volunteer numbers are outlined below. :

- Staffing (paid or voluntary)
  - OC Board Directors (Chairman, Finance, Marketing/Sponsoring, Local Govt, Media, Administration, Competition Manager)
  - 1 x Competition Manager
  - 1 x Administration Manager
  - 1 x Field of Play Coordinator (main on-water coordinator). Possibly 2 people
  - 1 x Boat Park Coordinator (main off water coordinator)
  - 1 x Athlete Services Coordinator (toilets, tents, rest areas etc)

- 1 x Transport Coordinator
  - 1 x Technology Coordinator
  - 1 x Catering Coordinator
  - 1 x Staffing Coordinator (volunteers, staff, NTO welfare)
  - 1 x VIP Coordinator (all VIP, VVIP coordination)
- Officials (NTOs)

Note: in this area, depending on the event level, many positions normally filled by volunteers at a local regatta - are classified as NTO's. This ensures adequate numbers of trained volunteers are available throughout the regatta.

- At a large Continental event over 3-5 days: up to 30 NTOs (including positions at the start, control commission, boat drivers, timing assistants, etc)
  - At international events, NTOs are supervised by International Technical Officials (ITOs). ITOs are appointed by either FISA or the Continental Confederation.
- Volunteers
- At a large Continental level event over 3-5 days: up to 100 volunteers
  - Most volunteers are generally on duty for ½ day. Some key positions often work longer.

#### **A.4.2. THE ROLE OF THE CONTINENTAL CONFEDERATION**

Continental or regional championship events are staged in close co-operation between the Organising Committee, the national federation and the Continental Confederation. The Continental Confederation will play an overall supervisory role throughout the planning and preparation period and during the event, working through the Organising Committee. In general, a successful event will comply with the specifications and standards contained in this Manual.

The Technical Delegates (T.D.) will be appointed either by FISA (for Continental Multi-sport Games) or by either FISA or the Continental Confederation for continental and regional championships. The TDs are the formal link from the authority of FISA or the Continental Confederation to the OC. The T.D.'s understand that each OC will operate differently. There are many ways to achieve the same outcome for less cost, or by doing things in a different way. The T.D.'s will be able to assist the OC in making the right choices. However, late or altered decisions can have serious implications. They can be avoided by proper planning and good communication.

The Chairman of the OC must ensure that all the people responsible for each of the areas described in this Manual (e.g. competition facilities, boathouse facilities, team facilities, etc,) have been given copies of the relevant sections from this 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.5. EVENT PROMOTION**

Promoting Rowing to existing and new potential members is the task of all rowers, however, it is recognized by FISA that 'events' where rowing races can be showcased are the best way to advertise our sport. OC's at a Continental Confederation and Regional or National level are in the best place to make the greatest impact. As such, each OC should devote resources to the promotion of their event – in order to bring new rowers into their national federation. Continental Confederations are encouraged to work closely with FISA to stage development training camps before their Championships and develop and welcome new national federations to rowing.

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

The Organising Committee should consider entering into a contracted relationship with a professional public relationships agency. Such an agency should be experienced in the promotion of national and international sports events, and should be able to draw on international, national or local tourism resources to develop successful local promotions for the event. It is advised that this relationship should commence at least 12 months prior to the event to ensure an effective and sustainable build up of local and international promotion.

In many cases the relationship that a Federation can build with its local Tourism authority will mean that this agency will assist in performing this function for the event.

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

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

The plan must list all promotional materials and activities which are to be used in the promotion of the event. 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, involvement of schools (either by linking to visiting national teams or by inviting students as spectators on different days), promotional stands at other rowing or non-rowing events in the region, etc...), and the publication of brochures/flyers/posters and timely articles in local and national press, etc.

The promotions plan must take into consideration the following aspects:

- The promotional objectives of FISA, the Continental Confederation and the OC
- The promotional objectives laid out by the Continental Confederation for the event
- Promotional activities prior to the event
- Promotional activities targeting specific groups e.g. general public, the rowing families, media, sponsors.
- Hospitality plans
- Additional attractions during the event e.g. music, entertainment, market place.
- Note: The draft event budget provided by the Continental Confederation should include a provision for the cost of this PR service in each event.

#### **A.6. ENVIRONMENTAL GOOD PRACTICE**

FISA is committed to promoting practices within the sport of rowing which are environmentally sustainable. Environmental sustainability in rowing includes social, cultural, economic and ecological responsibility which fulfils present needs while allowing future generations to meet their needs. FISA expects that international rowing events are organised and run in a way that protects environmental and social conditions in and around the venue.

For more details on FISA's environmental sustainability policies and guidelines please consult the FISA's web site: <http://www.worldrowing.com/environment/fisa-environmental-policy> .

## **B. THE VENUE - FACILITIES & OPERATIONS**

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### **B.1. PLANNING AND DESIGN**

#### **Survey of Course**

The absolute 'on water' priority in any rowing course - is that the start and finish lines are parallel. This ensures that all competitors race the same distance. 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 500m intermediate timing point and of the finish line. Although of a lesser importance, all 250m points must also be marked. All points must be marked permanently on the ground on both sides of the course and be accessible for checking at any time. These are:

- The location of the four 'corners' of the 0m-2000m surveyed course – on both sides of the course
- Lines 'transposed' from the same 2000m point, that clearly indicate the axis along which the following items can be exactly related to that same line
- the sight boards (including the vertical accuracy)
- the sight wires for officials (including the vertical accuracy)
- photo finish camera
- Permanent survey marks must be shown on the ground at all surveyed points and also at the top and bottom of all sight wires to ensure accuracy of all lines, in both horizontal and vertical planes. The TD will inspect these marks, together with the official survey plan.

#### **The Finish Area**

This area should accommodate:

- The Finish Tower and the associated support facilities.
- The Competition Management working areas.
- The Venue Management areas (in case there is not sufficient space these could be placed in the Boathouse area).
- The Spectators' seating area and services, the VIP, Media, and Team seating.
- The Media Centre and Mixed Zone.
- The VIP and Hospitality areas.
- The Scoreboard(s) and Video Board(s) (if applicable).
- The Television Broadcast Compound (if applicable).
- 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 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 Continental Games - separate for Rowing and Canoeing where the venue is used by both sports)
- Control Commission
- Boat weighing
- Athletes weighing
- Boat repair
- Boat washing
- Doping and Medical facilities and services
- Team facilities and services such as changing and toilet facilities.
- Team equipment and bags storage areas
- Massage areas (if applicable)
- 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).

#### **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 safe maneuvering 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**. Establishing an early relationship between the OC and local Police is therefore essential.
- Spectators’ access to the venue - Experience from previous major regattas has shown that where large numbers of spectators are expected to arrive by private car, providing a **shuttle bus transportation system for the spectators** is much more efficient than allowing parking adjacent to the sport facilities. It is recommended that the large parking areas for the spectators should be located away from the rowing complex with a shuttle bus connection to the venue.
- Separate entrances should be provided for the different groups e.g. teams, media, VIPs, spectators.

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

## **Parking**

At the venue, large parking areas - for the shuttle buses, for the team buses, for the media, for VIP and sponsors, boat trailers and competition management - are essential, with an easy traffic flow system between the car parks and main roads.

## **Roads**

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 the TD or other officials during racing.
- The cars for the TV coverage and for regatta commentary (if applicable).
- The minibuses for the coaches to follow the races (if applicable).

## **B.2. THE COURSE**

### **B.2.1. COURSE DIMENSIONS**

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

For a continental or regional championships the competition course must be exactly 2,000m long, between 6 and 8 lanes wide with each lane of equal width, either 12.5m or 13.5m wide and with sufficient warm up and cool down areas as relevant to the type of event. However, FISA recognizes that this situation is not always available to an OC. In certain situations, FISA can approve a venue with less than 2,000m and less than 6 racing lanes. However, this is not the standard situation and the Continental Confederation should discuss this with FISA prior to bidding for an event.

In all lengths of courses, the start line and the finish line must be exactly parallel and their vertical planes must be transferred exactly to the vertical sight wires on the Aligner's Hut and on the Finish Tower. See below.

### **B.2.2. THE 'ALBANO' SYSTEM OF BUOYS**

The Albano system of buoys described here is the international standard and is a requirement for FISA events. For Continental and Regional Championships, it is recognized that some venues may have different designs of buoy installations instead of a full albano system. Such different designs will be acceptable on the condition that the course and buoy dimensions and layout are fully met and are maintained at all times during the competition without disruption and have the agreement of the event TD.



The albano system of wires is constructed as follows:

## **Wires**

### **Longitudinal wires**

- The buoys are attached to longitudinal wires – recommended 3 – 4 mm diameter stainless steel (inox) cables, breaking load 750 kg, fixed 1.5m below the water surface. Alternatively Kevlar cables can be used (eg; from 6mm Spectra Speed cable). The accurate positions of the longitudinal wires are provided through the special girdles fixed to the cross-wires at 13.5m distance (or 12.5m where lanes are 12.5m wide). The longitudinal wires pass through these girdles and are anchored to the bank at both ends of the course if the banks are close to the course. If the banks are far away from the course then the wires are fixed at both sides of the course, beyond the Start and Finish lines.
- On lakes an additional wire - 6–8 mm, fixed outside the racing lanes (minimum 10m away) can be installed for supporting advertising banners (where applicable).

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

### **Cross-wires**

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

## **Buoys**

- The space between buoys along the long axis of the course should be 10m (preferred) or 12.5m, except in the Start Zone (0-100m) where it should be 5m. The buoys may be spherical or square in shape but must 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. The diameter of these buoys should not exceed 15cm (or 15cm square) and the surface of the buoys must be pliant (not hard).
- No buoys should be placed on the start or finish lines.
- Colours of the buoys:
- The colour of buoys shall be the same in all lanes at each point in the course.
- The colours should be bright and easily visible in all weather conditions – usually red, white, bright yellow or bright orange.
- Their colour, shall be the same in all lanes except as follows - in the Start Zone and at every 250 metre mark, the colour of buoys shall be a clearly different colour from the buoys in the majority of the course. In the last 250 metres the colour of buoys shall be the same as those in the first 100m, or such other colour which is clearly distinct from the colour of buoys in the majority of the course.

### B.2.3. COURSE INSTALLATIONS

#### Timing Huts

- Location – placed on the lines of the intermediate distances at the 500m, 1000m, 1500m marks.  
There must be a clear view of the course. Alternative positions could be:
  - a) On-water - 15m away from the nearest lane
    - fixed on piles to the bed of the lake or canal
    - anchored by wires and anchors to the bottom of the lake or canal to minimize any movement which might affect the timing accuracy
    - attached to individual cables across the lake or canal (not to the Albano system of cables), again with provision to minimize movement
  - b) On land – placed on a platform. On artificial courses – behind the road alongside the course.
- Construction – temporary or permanent  
Ideally the Timing Huts should be permanent structures if the course is designed to host major events, such as Continental Games or FISA events.
  - A covered platform minimum 5 – 6 m<sup>2</sup>.
  - Protection against wind and rain must be provided.
  - If requested, a provision for a platform for a TV camera on the top of the timing huts has to be foreseen. The roof has to be designed accordingly.
  - Before the final design of Timing Huts is decided, the TD should be consulted to ensure the design and location meets the requirements of the competition.
- Dimensions – minimum 2 m x 2.5 (3) m.
  - If the course is going to be used for canoeing regattas the timing huts at the 1000m and 1500m marks will also serve as start towers for canoeing. They have, therefore, to be larger – 3m x 3m and with two levels (upper and lower).
- Equipment
  - Vertical sight wire (1 mm diameter) located exactly on the Surveyors marks to ensure accuracy in both longitudinal and vertical planes
  - Radio and telephone (or other ‘hard wire’) communication to the timing officials in the Finish Tower (proposals for any proposed use of wireless communications for timing purposes should be clarified with the TD to ensure 100% reliability and priority over all other users)
  - The timing system equipment
  - Electrical Power supply
  - Tables, chairs
  - WC
- Operation
  - Three officials are required to take the intermediate times at each timing point – one pushes the timing button and calls the numbers of the crews crossing the intermediate distance line, the other enters through the timing keyboard the boat numbers in the timing system, the third writes down the order of the

- crews. (This arrangement will depend on the design of the timing system and should be discussed with both the TD and with the main Timing Provider.)
- The timing officials in the timing huts must be very experienced and proficient. They should be briefed by the main Timing Provider at least one day before racing starts and should be in place for the Technical Dress Rehearsal. It is strongly recommended that the same 'team' should remain unchanged (as much as possible) throughout the event in these positions.
  - When Para-rowing is included in the event program the 1000 m Timing hut may be used as the Aligner's hut for the starting procedure at the 1000 m Para start line. The arrangements for para-rowing must be discussed very early in the planning stages with the TD.

### Sight Markers

The purpose of the sight markers are 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 100 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). (See Appendix XX). 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.2.1.
  - For Para-rowing events where the start is at the 1000m point, all the above requirements will apply to the Para-rowing start line.
- 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 100 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.
  - If advertising banners are placed in front of the site marker then at least 100 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:

- 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.
- 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).

### **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.

### **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.

#### **B.2.4. TRAFFIC RULES**

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

The Technical Delegate is responsible for planning the Traffic rules, in consultation with the Organising Committee (OC).

The OC is responsible for providing the officials or volunteers for the control of the traffic rules at all times the venue is open for training/racing. The traffic rules must cover:

##### **Traffic Rules for Training**

At least one clear lane of water must be identified as a neutral lane between crews rowing in opposite directions.

On an 8 lane course, the arrangement of the course is generally:

- 3 lanes to travel to the start
- 1 neutral lane
- 4 lanes available to train on from start to finish

On a 6 lane course, the arrangement of the course is generally:

- 2 lanes to travel to the start (plus areas outside the course if suitable)
- 1 neutral lane
- 3 lanes available to train on from start to finish

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 crews from non-pa crews, either by having separate training times or a separate training area. The TD's advice should be sought for this purpose.

##### **The traffic rules for training apply:**

- 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 up to 30 minutes before the start of the first race.
  - From after the finish of the last race of each session to 30 minutes before the first race in the next session (eg: if a lunch time is scheduled).

- From 30 mins after the finish of the last race in the afternoon, to the **official** closing of the course in the evening.

### **Neutral lane**

Large buoys (suggested – 40 cm diameter and red or bright orange colour), should be placed in the middle of the neutral lane at both ends of the course (located approximately at the 30m and 1,970m marks) and at the 1000m mark, should be placed in the neutral lane during the training periods.

### **Traffic Rules for Racing**

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

The traffic rules for racing are valid:

- From 30 minutes before the first race of each racing session to 15 minutes after the finish of the last race of each racing session. Note: members of the Jury (Control Commission) will give the 'all clear' for crews to depart from the OUT pontoon.

**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. For that reason, 30mins is allowed for the OC to change the course from training to racing and 15 minutes to change back from racing to training configuration.

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 by OC workers 30 minutes before the start of the racing session. They must be replaced immediately after the last race in each session.

The traffic rules must be distributed and displayed as follows:

- Traffic Rules boards, approximately 0.7m x 1.5m, must be produced and placed on display near to the Control Commission hut and near the IN/OUT pontoons, before the first training day. They must show the traffic pattern during training and during racing.
- To all Team Managers on A4 format (not the architectural drawing).
- Produced in digital format for computer projection in the Team Managers Meeting.
- Published in the Team Managers Manual.
- Additional copies must be available at the Information Centre at the course.

### **IN/OUT Signage**

'Road traffic type directional arrow signs (no text) fixed on each pontoon should identify the 'going out' (OUT) onto the water pontoons and the 'returning' (IN) to the land from the water pontoons.

The reverse sides of these signs should show a 'No Entry' symbol.

## **Safety Swim lines**

It is recommended that the various zones (warm up, cool down) should be marked with floating swimming line type ropes. Bigger buoys should mark the ends of these zones and turning points, if any.

Swimming lines also separate the IN/OUT pontoons where there is danger of crews overlapping.

During training, a swimming line should be placed across the lanes which crews use to go towards the start, approximately 30 meters in front of the start fingers. This prevents crews from accidentally colliding with the start pontoon and fingers during training.

## **Big Buoys (turning)**

Big buoys should be placed approximately 20 – 30 metres beyond the Finish line to mark the turning points for the rowing boats after crossing the Finish line during racing and training. These buoys should be red in colour and approximately 40 cm diameter and placed in line with each lane.

Two big buoys may 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. These will mark a 'Gate' through which the crews must enter the racing course and is a good way to control the entry of crews into the course before their race.

## **Marshals**

FISA has developed a set of guidelines that address in detail the on water requirements for marshals and rescue services. These are outlined below.

Medical and Safety/Rescue requirements are set out at Section B.9 of this Manual. The TD will advise the OC on the implementation of these requirements at specific courses.

## **B.3. THE START AREA**

The entire Start area must be provided with Electrical power (either mains power or generator).

### **B.3.1. THE START TOWER**

#### **Location of the Start Tower**

Located between 40 – 50 meters behind the start line, in the centre of the course, on land or on the water. If on water, there are several options:

- Fixed on piles to the bed of the lake or canal
- A floating platform anchored to the bottom of the lake or canal
- A floating platform attached to cables across the lake or canal (not to Albano main cables)

## Construction of the Start Tower

### Temporary or permanent

- A covered platform approximately 9 - 12 m<sup>2</sup> - the floor level must be a minimum of 3m and a maximum of 5m above the water level. There must be a clear view of each of the start pontoons and the Aligner's Hut.
- Protection against wind and rain must be provided which still allows the Starter to perform their duties without obstruction 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 so that a Starter's flag can be used).
- A platform for a TV camera above or underneath the Starter's platform.
- If the Start Tower is on water, it should ideally be constructed on a platform - minimum size 6 x 6m - connected to the Start Bridge by a floating walkway. If such a walkway is not provided, a small boat shuttle must be provided during all racing hours between the Start Tower and the Start Bridge.

### Equipment in the Start Tower

- One large clock - visible from a minimum distance of 70 m - showing the official regatta time - synchronised with clocks in the Finish Tower and the Boathouse Area.
- Second large clock - at the back of the Start Tower, only if the warm up area is behind the Start Tower.
- Small clock for the Starter - placed in front of him - linked to the large clock(s) to show precise regatta time, preferably digital format showing hours, minutes, seconds.
- Microphone of "hands-free" type, either on a flexible stand or as part of a headset

The microphone should be connected:

- To the loudspeakers (fixed either on the start bridge for each start finger, or on the sides or front of the Start Tower) for the Starter's instructions to the rowers on the start pontoons and in the Start Zone, provided with on/off switch.
- To the loudspeaker facing the warm up area (if applicable) by separate switch.
- A backup PA system for the Starter (a *large* megaphone is suitable if powerful enough)

Note that wireless microphones are not ideal due to interference and generally poorer reliability than cabled microphones.

- Switch box for the 'Traffic Lights' system. This box must be placed in a position on a table in front of the Starter and easily within his reach. The race must be started by operating just one button controlling:
  - The green visible signal,
  - The sound signal,
  - The start of the timing system,
  - The freezing of the video picture for the Judge at the Start (where provided),



- The release of the automatic start mechanism (holding the bows of the boats), where provided.
- A separate communication link between the Starter and the Judge at the Start. This can be a radio, headphones or a telephone line, or dedicated mobile phone.
- Elevated chair for the Starter so that he can clearly see the whole Start Zone and start area if sitting down in between races.
- Elevated table for the Starter with sloping top and a clear Perspex cover beneath which his Start List can be placed and be clearly visible – 110 cm height, 40 cm width, 100 cm length.
- Notice board for announcing to crews any alterations in the racing program - facing the crews, visible for at least 100 m, and thick water based markers for writing on the notice board.
- Bell
- Flag – red with white diagonal cross (75 cm x 50 cm)
- Table and chairs
- Telephone
- Walkie talkie radio
- Megaphone for back-up if the Starter's PA system fails or for urgent communication with Start Pontoon officials.
- A visual signal (white and red lights), to be used by the Judge at the Start to inform the Starter that the crews are aligned (white light) or that there is a false start (red light). The lights are controlled by the Judge at the Start (sitting inside the Aligner's Hut) through a switch box and are visible to the Starter. For FISA events this system is obligatory. For continental events, these signals can be given by use of white and red flags.  
In the Start Tower the unit with the white and red lights should be placed on the top of the Table with the sloping top in front of the Starter, ideally next to the small clock. Alternatively, the white and red light may be installed on the side of the Aligners Hut, but must be bright and clear enough to be visible to the Starter in all light conditions.
- Flashing light (operated by the starter) for the indication to umpire boats and TV boats coming back towards the start that the race will start within two minutes. Must be visible from a minimum distance of 500m.

### **Operations in the Start Tower**

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

All technicians must be at their positions at least 1 hour before the start of the first race and make a full test of the entire equipment. All other race officials in the Start Tower must be in position at least 30 minutes before the start of the first race and must test the equipment again upon their arrival.

Officials requiring access to the Start Tower are as follows:

- Starter –appointed from the International Jury.  
The Starter conducts the start procedure according to the FISA Rules of Racing. He is in direct telephone communication with the Judge at the Start (in the Aligner's Hut), with

the Judge at the Finish (in the Finish Tower) and with the Control Commission in the Boathouse Area. He is in radio communication with the President of the Jury.

- Starter's Assistant  
The Starter's Assistant is appointed by the Organising Committee. He supports the Starter in carrying out his duties. He establishes the link between the Starter and the Organising Committee's officials.
- Technicians for the timing system, traffic light system and automatic start system (where provided). 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 and racing). 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.
- The TV camera operator – (if applicable).

### **B.3.2. START PONTOON**

The start pontoon and moveable start fingers must allow an exact alignment of the bows of the boats on the Start line, allowing for all boat types, each of which may have different lengths.

#### **Location of Start Pontoon**

Approximately 21 - 22 meters behind the Start line.

- The start pontoon must be located on water when the land behind the Start line is too far away. The start pontoon is a floating bridge structure connecting the start fingers. It can be:
  - Fixed on piles in the lake or canal
  - Anchored to the bottom of the lake or canal
  - Attached to cables across the lake or canal
- On land - for lakes and artificial courses – when the Start structure is constructed on the land behind the Start line, the start fingers should slide into tunnels (ideally covered), constructed into the land behind the Start area.

#### **Construction of Start Pontoon**

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

- The Start pontoon is a walkway bridge approximately 1.5 – 2.0m wide, linking the start fingers. (The start pontoon the essential working conditions for the installation of the equipment and operation during racing, including access for TV and photographers.
- The pontoon should ideally be connected to the Start Tower by a floating walkway, or when the land is close enough to the start bridge (up to 60 – 80 meters) the bridge shall be connected to the land through a floating walkway. (Where such connection is not possible, a suitable boat must be provided for dedicated shuttle service at all times officials are at the Start.
- Design Options:

- A 'straight' start pontoon installation – without a bay (recommended for Continental events).
- A start bridge installation with a small bay, approximately 9 m wide and 5 - 6m deep, for the Umpires' boats to wait before the start. The bay should be located in line with the centre of the course.
- Pontoon Fingers:
  - Starting fingers – one for each lane. Width 80 – 100 cm, minimum 16m long (suitable for 8+ and 1x boats), fixed exactly in the centre of the lanes, always perpendicular to the start line and absolutely firm, even in strong side winds.
  - Movable – with a backwards and forwards movement of 10 meters, with marked positions for the different boat types and able to be locked in position to avoid movement during a start.
  - The front part of the fingers (1.00 m – 1.50 m) should be lifted by 40 cm – 50 cm above the water level to allow the stern of a boat to fit under the finger.
  - There are many different designs of start pontoons. The event TD and FISA can advise on the most suitable option for each venue.

#### Equipment on Start Pontoon

- **Traffic lights starting system** – provides the visible start signal and the audible start signal.
  - Specification:
    - The boxes containing the visible signals and the loudspeakers emitting the audible signal must be fixed adjacent to each start pontoon. One for each lane and one extra facing the starter. If available, an additional box should face 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 approximately 2.5 m from the centre line of the start pontoon, on the side nearest to the centre of the course.
    - The visible signal must operate in only three positions:
      - A neutral position (no light signal)
      - A red light signal
      - A green light signal (go)
    - The order of the signals:
      - Neutral (no signal),
      - Red light signal, (*if necessary, return straight from red back to neutral*)
      - Green light signal and a simultaneous sound signal audible to crews
    - Both the red and the green light signals must be clearly visible to the bow person in an Eight, even in conditions of bright sunlight.
    - The electrical system must be provided with a duplicate, back-up system.
    - Additional Traffic Lights boxes must be located so that the Starter and the Judge at the Start can see them during the start procedure.

- **Loudspeakers for the Starter**

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

EITHER

located on the start pontoon beside each start finger facing the crew – 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 pontoon.

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. 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/Red Card' Marker**

- A 'Yellow/Red Card' marker for each start lane, must be supplied. The 'cards' should be approximately 20cm x 30cm in size and made of material which is waterproof (plastic or metal). Alternatively round disk would be acceptable. The colour must be bright enough to be clear to crews on the start. When a crew is awarded a False Start by the Starter an official on the Start pontoon should display the Yellow Card (or Red Card as applicable) so that it is clearly visible to all members of the crew concerned at the Start, to Judge at the Start and to the Starter. For the purpose of correct display of Yellow/Red Cards, a suitable card holder should be installed at each start finger.

- **Steering Aids at the Start**
    - The lane buoys must be placed at 5 meter intervals from the start pontoon to the 100m mark (the first 100m) of the course in each lane. Note: No buoys should be placed on the exact start line
    - No additional steering aids are required at the Start.
  
  - **Headsets** - For the wireless radio communication from the Aligner to the boat holders for the alignment of boats the following headsets should be provided:
    - One for each boat holder
    - One for the coordinator in charge of the start bridge
    - Minimum of two spare sets in case of malfunction or loss
  
  - **Spare boat (bow numbers)** – a minimum of two sets of 1-6 should be kept on the start pontoon (or at the repair pontoon) during racing in case crews lose their bow number on the way to the start.
  - **Lane Number signs** – each start finger should have a large 3 or 4 sided lane number sign (located on the front side of the start pontoon) 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
- The numbering of lanes should normally be from left to right for the Starter. For 6 lanes, the numbering is 1 – 6; for 7 lanes, numbering is either 0 – 6 or 1 – 7; for 8 lanes, numbering is 0 – 7.
- **Walkie talkie** – on the Organising Committee channel and held by the official in charge on the start pontoon
  - **Megaphone** – for urgent communications within the start area

### Operations on the Start Pontoon

There must be strict security enforced and limited access to the start pontoon 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. All other race officials in the start area must be in position at least 30 minutes before the start of the first race and must again test the equipment upon their arrival. Access of photographers to the start pontoon during racing should be welcomed. The TD will advise on the number of photographers allowed on the pontoon but it should be remembered that such photographs do a lot to promote the sport of rowing. All photographers should not walk around within 2 minutes of the start and should be sitting down once the roll call begins. They should not position themselves too close to the traffic lights.

- **The boat holders** – For large or long regattas, 2 teams of 6-8 boat holders and their coordinator are provided by the Organising Committee.

#### Requirements:

- There should normally be two boat holders allocated to each start finger. One will hold the boats and the other will assist in adjusting the start finger and placing the Yellow or Red Card markers when required.
- The boat holders work under the instructions of the Aligner sitting in the Aligner's Hut. He gives them their instructions using the wireless headsets in the language of the host country.
- The boat holders must be well-trained and disciplined, responding immediately to the instructions.
- They should be physically capable of holding the biggest 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 (same color as start traffic lights).
- The coordinator must control the photographers on the start bridge.
- The coordinator may also undertake repairs if required

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

#### **Location of Aligner's Hut**

Placed exactly on the start line.

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

#### **Construction of Aligner's Hut**

The Hut may be temporary or permanent

It must be an absolutely firm structure that does not move. If it is on water, it should not move with the water. The TD can advise the OC if certain constructions are suitable for each specific event.

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

If on water, the Hut has to be constructed on a platform, minimum 6 x 6 m, on pylons in a manner which will allow no movement and connected to the start pontoon and to the repair pontoon. (Note: If it is not possible to connect to the start pontoon, then a boat must be provided for a shuttle service.)

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, wind and sunshine must be provided (air-conditioned is optimal if permanent.)
- A platform for a TV camera (if required) must be provided, in line with the Start line, at a suitable place (not obstructing the view towards the Start line).

#### **Layout of Aligner's Hut**

- The Judge at the Start sits at the front of the Hut, exactly 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 freeze frame system (if utilized) and computer equipment sits beside the Judge at the Start.

#### **Equipment in Aligner's Hut**

- 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 (where applicable).
- 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 monitoring the start alignment - fixed behind a vertical wire marking the start line which picture is shown on the two video monitors. 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.
  - If possible, 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.

- It is recognized that some timing systems do not have this monitor or a 'freeze frame' capacity that allows the Judge at the Start and Aligner to see 'close ups' of the bows of all boats (behind a computer generated start line).
- If a monitor is not provided for the Aligners Hut by the Timing & Results contractor, a video camera filming the start should be set up and connected to a monitor, that allows the Judge at the Start to review any False starts. This video camera is fixed as described above and behind a vertical wire marking the start line.
- 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.
- A separate communication link between the Starter and Judge at the Start – radio, headphones or a telephone line - has to be provided.
- Red and white flag.
- The Judge at the Start in the Aligner's Hut controls the red/white lights placed in front of the Starter by activating the buttons of the control unit placed in front of him.  
For Continental level regattas it is possible to use red and white flags instead of the lights for this visual communication with the Starter.
- Vertical Wire – marking the start line, directly over the surveyed start or '0' 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 during racing and easily fixed back again in order for the position of the camera to be checked at any time.
  - The Aligner and the Judge at the Start should be able to use the lower part of the wire at all times by sighting against the start marker on the far side of the course during the start procedure as a check and as a back up of 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. After it has been proved that the video camera is in the correct position the front wire has to be removed.

The vertical wires, which will be constructed in the Aligner's hut in front and behind the video camera, must be exactly in line both vertically and horizontally 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 through their headsets.
- Telephone – on the internal network.
- Walkie talkie – on the Organising Committee channel
- Megaphone as back-up and to give instructions in special cases.



### **Operation in Aligner's Hut**

Access to the start area and in particular to the Aligner's Hut should be restricted.

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

- The Judge at the Start – at continental championships from the international 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.
  - Communicates to the boat holders in the host country language to conduct the aligning procedure under the instructions from the Judge at the Start.
  - Should be very experienced and have good communication and understanding with the boat holders.
  - Ideally there should not be more than two Technical Aligners working throughout the Championships, thus ensuring continuity and consistency in this critical operation.
- Two volunteers provided by the Organising Committee with basic computer knowledge for assisting the Timing system in the Aligner's Hut and for the back up start impulse.

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

- Repair pontoon – approximately 3m x 6m, located near to the Aligner's Hut to be used for urgent repairs to boats or equipment at the start.
- Optional Anemometers - for measurement of the wind speed at both sides of the start area fixed close to the water. (For internal use only, the information is not printed on the result sheets). This equipment is not obligatory but provides valuable for the Fairness Commission.
- Tools and spare parts - for small repairs of rowing boats to be located at the repair pontoon.
- Portable WC
- Service shuttle boat if there is no land or pontoon access to the Start Tower or the start installations.
- Tent for the boat holders, officials, volunteers and media at the start (tables, chairs, drinking water) - providing protection against sun and rain.

### **B.4.1. THE FINISH TOWER**

#### **Location of the Finish Tower**

Exactly on the finish line, as close as possible to the course but not less than 27m from the racing lanes, not obstructing the view from the grandstands towards the finish line.

## Construction of the Finish Tower

Temporary or permanent, absolutely firm construction

For continental events the Finish Tower **should ideally** be a permanent (or semi permanent) structure.

- Must provide internal protection against sun (Venetian blinds), rain and wind.
- Should be air-conditioned if the weather is hot – to protect computer equipment.
- There should be large windows facing both the finish line and towards the start, to give the timing and photo-finish officials and judges a clear view of the course and the finish line.
- It is also recommended that there is a window on the side that would give the officials a view of the area beyond the finish line.
- All telephone and electrical power cables should be installed in a conduit, which is laid from the top down to the bottom of the building. This is necessary for the following reasons:
  - The Photo-finish cameras at the top level of the tower must be connected through a cable with the Photo-finish computer and monitor at the Jury level of the tower.
  - The Commentary Information System (CIS) monitor in the Commentators' room must be connected through a cable to the Timing system at the Jury level (if provided).
  - If possible, the printers in the copying centre(s), in the Control Commission, in the Media Centre, in the Continental Confederation Office should be connected to the timing equipment at the Jury level. The alternative for a continental or regional event is to provide volunteer "runners" to deliver the results immediately to the copying centre and then to the Information Centre, Media Centre and all other distribution points.
  - The Timing cables must be brought from outside the finish tower and connected to the timing system at the Jury level.
- The Finish Tower should normally be 50 – 60 m<sup>2</sup> per floor (staircase not included), the longer working side parallel to the course.
- Ideal Layout (Continental Games or Major International events):
  - Level 1 (Ground floor)
    - Regatta control, Technology
    - WC
    - Storage
  - Level 2
    - Judges & Timing officials seats (3 seats at 3 levels exactly on the finish line)
    - 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).
  - Photo finish camera
- On the Roof
  - Enclosed support structure for the Photo-finish cameras
  - A platform for a TV camera and/or a VIP terrace.

Note: For a Continental Championships it would be sufficient to have a Finish tower of 2 levels plus roof top. In such cases, the photo finish camera should be installed at the appropriate height to give an angle of between a minimum 6° and maximum 12° to the centre of the course

- Minimum standard Finish Tower could be constructed in two stages.
  - First stage – Should provide the minimum conditions for staging a regatta. The Ground and the First floors should be sufficient for these requirements. This would be sufficient for a Continental Championships.
  - Second stage – Should provide the optimal conditions for staging major International regattas or Continental Games. The second floor and a roof or a terrace able to accommodate the photo-finish and TV cameras should then be
  - constructed. The foundation of the tower should be designed accordingly if there is any chance to organize such an event in the future.

#### **Equipment in the Finish Tower**

- Wire – marking the finish line, maximum 2 mm thick and black colour.  
The vertical wires, which will be constructed in the Finish tower in front of the photo-finish cameras and in front of the timing officials, must be in line with the horizontal finish line.
- The wires must be vertical and fixed absolutely firmly and tight, positioned between the photo-finish video cameras and the horizontal finish line, and divided in two (vertical) sections:
  - The upper part of the wire, which is in front of the video cameras, has to be removed during racing and easily fixed back again in order for the position of the camera to be checked at any time.
  - The Judges at the finish and Timing officials should be able to use the lower part of the wire by sighting against the finish line marker on the far side of the course at all times during the regatta.
- Photo-finish system, plus desktop color copier for printouts (high quality paper)
- Timing system
- Results system
- Score board operation (if applicable)
- Commentary – minimum 2 commentary positions
- Public address system
- White flag (for the Judge at the Finish to acknowledge the signal from the race Umpire).  
Optimal: Instead of the white flag it is recommended that a white light, clearly visible to the Umpire, be provided at the front side of the Finish tower. This shall be operated by the Judge of the Finish instead of the White flag. The white flag should still be provided as back-up.

- Megaphone to make emergency contact with crews on the water or the race Umpire
- Hooter - operated by the timing button, producing a signal clearly audible to the crew in the furthest lane, to signify when each crew has finished the race.
- Telephone lines: minimum 3 analogue lines – one of them international
- TV monitor(s) - at the Jury level and in the Commentary room (if TV signal available)
- CIS (commentary information system) monitors in the commentary area

### **Operations in the Finish Tower**

- There must be limited access to the Finish Tower.
- All technicians must be at their positions at least 1 hour before the start of the first race and make a full test of the entire equipment.
- All other race Officials in the Finish 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 the results and timing contractor overseeing all the timing procedures will be in the Finish Tower and is in direct radio communication with the President of the Jury and TD.

All Results and Start Lists must be checked and approved by the Responsible Judge at the Finish before being passed to the Results Distribution Service. Start lists should be checked for correctness and signed off by the TD before distribution.

## **B.4.2. ANNOUNCING, COMMENTARY AND PUBLIC ADDRESS**

### **General**

Experienced Announcers and Commentators greatly enhance the atmosphere at an event and provide valuable information to spectators and teams within the venue during racing.

Generally at a continental or regional championships event, there should be at least two Announcers, one for local language and one for the official language of the Continental Confederation. The Announcers make general announcements, give the results and introduce the medal ceremonies.

- In addition to the Announcers, there should be at least two Commentators, whose role is to commentate on the progress of each race for the information of spectators and teams, using the local language (60-70% of the time) and the official language of the Continental Confederation (30 – 40% of the time). The Commentators should be very familiar with rowing and with the venue. They should be provided with information on the venue and local conditions, on champion athletes who are competing, on the expected performance of participating crews, weather conditions and other local information. PA 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 area
- It should be organised for the Starter's roll call and the start signal for each race to be relayed through the PA system in the spectator and boathouse areas. This adds considerable interest for spectators.

### **Location of Announcers and Commentators**

- Announcers should be located in the Finish Tower on the top floor. Good visibility of the entire course and the finish area must be provided.
- Commentators should, where possible, follow races either by car or in a catamaran. In such cases, consideration should be given to having two commentary teams, to allow time for every race to be followed and the commentary team to return for the next following race. High quality communication equipment is essential to provide a clear voice signal to the PA systems. FISA can provide advice on such equipment. ALTERNATIVELY, if there is no possibility for Commentators to follow the races, then commentary can be made at points along the course or by the Announcers in the Finish Tower, either by binocular observation or TV monitor (where TV coverage is provided).
- Announcers and/or Commentators may alternatively be located in a facility outside the Finish Tower. In this case, suitable communications and technology to connect to the the Finish Tower shall be provided.

### **Equipment**

- High quality equipment - with a back up system
- The Public Address System (PA).
  - Ideally, it should be possible for messages to be announced only in the boathouse area by having a separate switches for the PA system to this area.
  - In order for the Announcers, Commentators and the PA operator to be able to co-ordinate their functions, it is essential that the PA facilities and the PA system are located in the same room. Where Commentators are following the races then a Director should be stationed in the PA area to coordinate the functions.
- TV monitor
  - To show TV coverage of the races (if applicable).
- A Commentary Information System (CIS) monitor (for commentators if they are located in the Finish Tower instead of following the races)
  - 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 to obtain immediate information on cases such as race delays, penalties to crews, etc., for announcing or commentary purposes.
- A microphone (wireless with stand and lecturn) for the official opening and closing ceremonies – to be located close to the presentation stage.

## Operations

For a continental or regional championships there should be a team of 2 persons (at any one time) in the Tower to make announcements. They may also provide the race commentary if there is no separate provision for Commentators to follow races. :

- **2 Announcers** - experienced and well prepared with agreed script (TD should discuss and agree the script with Announcers before the first day of racing).
  - introducing the next race before handing over to the Commentators (if relevant)
  - announcing the race results
  - confirming the qualified crews for the next rounds
  - making all public announcements
- **1 technician**
  - operating all the sound equipment
  - making the changes between microphones (Starter, Commentators (if following races), Tower Announcers, music, etc)
  - playing recorded music for ceremonies
  - playing agreed music in between announcements/commentary and before and after racing. (Music in the venue can greatly enhance the experience of teams and spectators. The type of music will depend on the type of event and should include at least some local music. Music rights should be fully respected by the OC.)
- **Note re changes to program**
  - The Announcers and Commentators have to be informed promptly about all changes in the racing program, entries, and other information affecting the competition. Once authorized by the OC and TD, these announcements are made over the PA to the public.

Note: Any information or results announcements that are made to the public must be carefully considered and be viewed as 'official' as they represent the views of FISA, The Confederation and the OC. In particular information regarding weather, evacuation and safety need to be 'pre-scripted' and not made up 'on the run'.

### B.4.3. PONTOONS AT THE FINISH

#### Victory Ceremony Landing Pontoon

- This pontoon is to allow the three medal crews to row to the victory ceremony after their race and get out of their boats close to the victory ceremony area.
- Normally located in front of the VIP, Media and Team Grandstands
- 3m wide and 54m long (if coxed eights (8+) events are included in the regatta). If there are no 8+ events, the minimum length of this pontoon can be 45m. The upper edge is ideally 10 cm above the water surface but no more than 15 cm, attached or adjacent to the Victory Ceremony area.
- Where Para-rowing events are included, there must be wheelchair access from this pontoon to the Victory Ceremony Stage.

### **The Victory Ceremony Stage**

- Options:
  - A pontoon on the water – 3 m wide and 18 – 20 m long attached to the landing pontoon, Or
  - On land in front of the main grandstands.
- When Para-rowing events are included in the event program the Victory Ceremony Stage must 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. Used for mooring of Umpires Catamarans at night, for Umpires changeovers during racing (and also possible to use as an emergency medical rescue landing area).

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

### **Flag Poles**

- Visible both to the spectators in the grandstands and to the competitors on the Victory Ceremony stage as well as to the Commentators.
- Should not obstruct the view of the course, either from the grandstands or from the Finish Tower.
- Located near to the Victory Ceremony stage.
- Usually 3 Flag Poles: for the Continental Confederation flag, for the National flag and a State or City flag. These flag poles can also be used for the Victory ceremony flags if necessary. Alternatively, 3 dedicated flag poles should be provided for the victory ceremonies.

### **Victory Ceremony Preparation Area and Athletes' Victory Ceremony Rest Area**

- Covered tent or rooms with tables and chairs for organising the medals, for changing uniforms, for preparing the flags and for the ceremony team to wait between ceremonies.
- Athletes waiting area – approx. 30 chairs (if the biggest boat is an 8+, otherwise 15 chairs), simple cover (tent or umbrellas) providing appropriate shelter from the sun or rain.
- Should be located near to the Victory Ceremony area.
- There should be a contingency plan for access to a covered area or a room and blankets, providing shelter for the medalists in case of adverse weather conditions.
- Free bottled water is to be made available to all medal athletes on finals days when they arrive at the Victory Ceremony landing pontoon or the athlete rest area (budget for one bottle for every athlete in the first three places. Bottles should be 600 – 750ml size, not 1.5l size)

## B5. TECHNOLOGY

### B.5.1. TIMING

At Continental level events the Timing equipment may be provided by various contractors. The coordination with the Results computer system, the delivery of information to the internet, and overall control of the timing system and equipment will be coordinated by the Timing and Results Operator. This Operator might be a Contractor appointed by the OC for the event or, the OC might provide the Operator for the OC's own system. In either case, the details should be considered and approved by the TD well in advance of the event. Often a simple wireless timing solution might be suitable, depending on the level of event, the venue or event budget. However, before any contractor is engaged for any event, the OC should consult with FISA or the event TD. Note: For a Continental or Regional Games, the Games OC will normally centrally appoint a Timing & Results Contractor for all sports.

The Timing & Results Operator must work closely with the Venue Technology Coordinator (the OC person responsible for overall coordination of information technology (I.T.), power etc at the venue).

#### Equipment and Requirements

- A **ONE** button system is required.
- 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 and for each 500m interval.
  - Indicate the difference from the best time for each following boat at each point.
  - Rank the times.
  - Time a minimum of two races on the course simultaneously - including the intermediate times at each 500m.
  - Take all the times, even when there are 7 or 8 boats in the same race (in cases of contingency scenarios).
- The main system must be provided with a reliable backup system.
- The timing positions:
  - The Starter's button in the Start Tower
  - The timing buttons in the timing huts at the 500 m, 1000 m, 1500 m and in the Finish Tower.
- The timing system **must** also be able to time the racing boats when the race is in the form of a **time trial**.
- 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 or wireless – permanent or temporary.
- Ideally there should be three timing units provided for the timing system in the Finish Tower. The first unit should take the first race, the second unit should take the second race (where two races are in progress simultaneously) and the third unit is the backup.



- The system should be able to display immediately on a score board (where provided), the intermediate times (each 500 m) of the leading boat and the differences between the leading boat and each of the other boats.
- When TV coverage is provided, the timing system should ideally be able to transmit the timing results of each 500m and of the finish to the TV network.
- All timing information is transmitted to a Commentary Information System (CIS) monitor (where provided) in the commentary booths. Note: until the Responsible Judge at the Finish records the race as 'Official', the Commentators will either see 'Un-official' and then 'official' or just a flashing 'Official' note on the CIS screen.

### Communications

- A dedicated telephone line connecting the Start Tower, the timing huts at each 500m and the timing officials in the Finish Tower, is required – alternatively mobile telephone connection
- A dedicated telephone line connecting the Start Tower, the Control Commission and the Aligner's Hut - alternatively mobile telephone connection
- Radio communication for all the locations as listed above - as a backup
- Computer links to the Internet (high speed) for the timing services

### Operation

- In the Finish Tower there will be 3 Officials seated on the Finish Line, one behind the other:
  - **Lowest seating level** – Timing official (NTO) from the OC pushing the Timing impulse button (which also sounds the horn to indicate to crews they have finished the race).
  - **Second level** – Timing official from the OC entering the order of arrival of the crews into a keypad.
  - **Third level** – Judge at the Finish from the International Jury calling the order of arrival of the crews, writing the order down and after the last crew in the race has finished, operating the white light or white flag signal in response to the flag signal from the Race Umpire.  
The Responsible Judge at the Finish from the International Jury is seated by the photo-finish monitor and is responsible for the confirmation of the official results from the Photo finish and for the signing of the official result sheet.
- The Timing & Results contractor should be located as close as possible to the 3 Officials who are seated on the Finish Line. All timing officials must be very experienced and proficient. It is strongly recommended that the same 'team' should remain unchanged (as much as possible) throughout the whole event.
- The Timing and Results contractor is responsible for:
  - Operating and controlling the entire timing system.
  - Ensuring that the timing team is taking the times for up to two races on the course at the same time, with a backup system always available.
  - Inputting the order of the crews at the intermediate points.

- Inputting the order of the crews at the finish, as decided by the Responsible Judge at the Finish.
- Printing out the first version of the Result Sheet, passing it to the Responsible Judge at the Finish for approval and signature.
- Ensuring that the event is delivered to the internet
- Ensuring that all entries, crew changes and withdrawals are correctly made in accordance with the FISA Rules and the agreed regatta management protocols (the TD can advise on this)
- Ensuring good communications with key OC staff (VTM, CM and the TD and President of the Jury).
- Timing officials have to be informed promptly about all changes in the racing program, entries, etc.

#### **Note regarding Time Trials**

Time trials measure the elapsed time between 2 points. Generally this is between the 100m and 2000m marks, although in certain circumstances, they can be from a fixed start (the start line) and the Finish. They may be conducted in cases of adverse weather conditions or other contingency scenarios as provided in the FISA Rules of Racing. Margins between crews can often be very small (hundredths of a second). As such, a **minimum** of 2 timing systems are required to record elapsed times for Time Trials. Ideally, if timing is from the 100m point, start times for each crew should be taken, where possible, using a photo finish camera at start and finish to give the highest level of accuracy, backed up with a push-button timing system. If started from a fixed start, timing will be taken automatically from the Starter's start signal. The TD's advice should be sought on this.

Generally a 'printer stop watch' at both points, will be the final backup system (with elapsed times worked out later via an Excel program). To be safe, two officials at the 100m and 3 at the 2000m point, are required for the printer stop watch back up system. One to 'spot' and record the bow numbers as they cross the line, one to press the timing button and then write this time on a separate sheet.

#### **B.5.2. PHOTO-FINISH**

The finishes of all races must be recorded from the photo finish camera and saved to disk. They must be backed-up on a separate computer and should be available for presentation to teams if requested or for use in cases of appeal.

#### **Equipment and Requirements**

- The Photo-finish cameras (minimum one, but for Continental or Regional Championships a back-up camera should be provided if available) should be fixed to an absolutely firm structure. It must be protected from the sun, rain and the wind.
- The cameras must be able to take a minimum of 100 pictures per second (to indicate times at 1/100<sup>th</sup> of a second).

- The cameras must be located exactly on the Finish Line at a height that provides an angle of 8 degrees (minimum angle of 6 degrees, maximum 12 degrees) between the horizontal and the line drawn from the cameras to the centre line of the course.
- There should not be glass in front of the Photo-finish cameras.
- Once the exact location of the cameras has been checked and their position fixed, the section of the wire marking the finish line and in front of the camera should be removed (this is so that the picture taken by the camera does not have to “look through” the wire). The camera must be checked by the Timing & Results Operator before each racing session to ensure that it is in the correct position.
- The photo-finish equipment must be connected to the timing/computer system and be able to transfer the results directly to the computer system of the timing equipment.
- The photo-finish **monitors** and the computer should be placed along with the Jury at the same floor in the Finish Tower.

### Operation

- All the official times are to be taken from the Photo-finish system. There must be at least one back up system operating for every race.
- Reading of the Photo finish:
  - The photo-finish must be checked by the Responsible Judge at the Finish.
  - The Responsible Judge at the Finish is the only Official responsible for the reading and confirmation of the official results of the Photo finish.
  - Rotating less experienced officials into the Finish tower should be minimized to avoid inconsistency.
  - After the result is confirmed, the result sheet must be signed by the Responsible Judge at the Finish.
  - The **official** results should then be shown on the scoreboard (if provided).

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

#### Start Lists for the Heats

- The Summary Start List for the Heats will be produced immediately after the official Draw
- Following this, the Start Lists by Name must be produced (for use by Officials and Commentators, Doping Control, etc)

#### Start Lists after the Heats

- The official results of each race are processed by the Computer System to produce the Start Lists for the **next** round of each event, in accordance with the requirements of the FISA Progression system.

These draft Start Lists must be checked and approved by T.D., before being passed to the Results Distribution Service.

#### Result Lists

- The Timing & Results Computer System produces a Result List after every race.
- Once it is approved by the responsible Judge at the Finish, the Result List is passed to the Results Distribution staff for copying and distribution
- The Results System must also produce, at the end of each session of racing (morning and afternoon), the results for each race and the Daily Results Summary
- After the Finals the Results System must produce the completed Result Summary by Event, for all rounds of each event, including the Finals

#### **B.5.4. DISTRIBUTION SERVICE (Printing)**

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 near to the Finish Tower

##### **Equipment**

- In the Copying Centre –
  - For a continental or regional championships, 1 high-speed copying machine (60-70 copies per minute) and 1 additional machine for peak demand or for back-up, fitted with collators and staplers, and
  - 1 small desktop machine - for master copies or quick use whilst mass prints are being done
  - Trays for the Start/Results lists – approximately 50 sorting trays.
  - Tables for stacking and sorting the documents – recommended 2 tables 0.9m x 2.0m.
- In the Team Information Centre:
  - 1 small desktop copying machine.
  - Approximately 30 - 50 distribution trays, (or one per team) in the event, plus extras for staff, etc for important communications).
- In the Continental Confederation work area: 1 small desktop copying machine and one distribution tray for each Continental Confederation official attending the event, including one tray for the members of the International Jury (President of Jury should arrange for a Jury member to clear this tray each day before the Jury meeting and after racing each day for distribution to individual Jury members).
- At the Jury level in the Finish tower: 1 small desktop machine for copying urgent information (official communications, urgent changes in the start/results lists, etc).

- For OC: The OC needs to decide on the needs for copying machines for their own regatta organisation (separate from results).

### **Operation**

- The copying and distribution of the results begins immediately after the Responsible Judge at the Finish has signed the Official Result
- Options:
  - The approved result sheet is sent via a runner to the copying centre; OR
  - The approved result sheet is directly transmitted via computer link to the copying centre.
- At international regattas, where the progression system provides two options for determining the allocation of crews to the next round, the option to be used for each round of each event shall be decided by random draw, supervised by a member of the International Jury, before the end of the first race of the previous round in that event. The result of the draw of the options shall not be published before the end of all heats in that previous round
- After the finish of each race the first copy of the Result List has to be given to the President of the Jury or TD for checking the draw for the next stage of the progression system. Where a draw is required to allocate lanes between two crews in the following round, this draw shall be supervised by a member of the International Jury.

### **Note regarding Results Runners**

The number of the Runners, which are distributing the Start/Results list at the venue need to be planned carefully, taking into consideration the distance to run and likely interval between races. Whilst this will often be 10 minutes, in some cases it might be as little as 5 or 6 minutes between races on some days. The OC should consult with the TD on the proposed arrangements.

### **Print Distribution System**

The Print Distribution system distributes results (or other important information) to several 'customers'.

These are:

- The Sports Information Center (and the Teams)
- the International and National Technical Officials,
- the Continental Confederation,
- the Media (media centre and media grandstands),
- the commentators and announcers (including TV and race commentators),
- Anti Doping.
- VIPs
- The OC office
- The FISA/Confederation office

In order to reduce the amount of paper used during the event it is recommended that copies of the Start/Results lists should be distributed upon request only and NOT placed in individual mailboxes for each team..

#### **B.5.5. SCORE BOARDS & VIDEO BOARDS**

These are not compulsory at Continental and Regional level events.

However, as noted in A.5 of this Manual, promotion of rowing through continental and regional events is a high priority and each Federation and each OC is encouraged to make every effort to enhance the experience of competitors, visiting team officials, VIP Guests, sponsors, spectators and media at such events. Score Boards and Video boards, although often expensive are a great way to keep spectators and the media informed. At a minimum, the OC should seek to find a workable solution to at least display results on a low cost score board in front of the Grandstand. The event TD and FISA will be able to advise on some low cost options.

Continental Games and multi Nation international events should provide at least 1 score board and if TV is covering any racing, 1 video board. Specifications and details of 'big screens' and score boards can be obtained from FISA or the TD.

#### **B.5.6. COMMUNICATIONS AT THE COURSE**

New 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 continental and regional championship events.

##### **B.5.6.1. TELEPHONE SYSTEM**

A venue wide telephone system must be provided.

All telephone lines must be installed and in operation minimum 4 days before the first racing day. In some temporary venues, there is the possibility of using mobile telephones. If this is proposed it must be discussed with the TD at an early stage.

##### **Location**

- An independent telephone circuit interconnecting the Start Tower, the Aligner's Hut, the Timing Huts at each 500 meters, and the Timing level in the Finish Tower. Further connections include the OC offices, Medical center, Press Center, and meeting rooms etc.
- **In the Start Area**

An entirely independent communication – radio, headphones or a telephone line - must be provided between the Starter and Judge at the Start.

### **Finish Tower**

- Ground floor (regatta organization) – 1 telephone line on the regatta organisation circuit
- First floor (Jury/Timing):
  - 1 telephone line on the regatta organisation circuit (eg Starter to communicate with Finish)
  - High speed Internet Connections for the Timing and Data processing
- Second Floor (commentary and announcing) - 1 telephone line on the regatta organisation circuit

### **Media**

At a continental or regional championships, different media will require different facilities. International media will rely totally on a quality wireless or wired internet network to upload their photos and stories. Telephone communications with offices overseas will often be via Skype or similar facility (again Internet). As such, reliance on the local OC to provide high quality internet access is essential for a good coverage of the event. It is likely that local media will have their own telephones and often their own internet USB facility to load pictures and stories but might still require access to the OC system.

- For the Continental Confederation Media staff (and depending on the expected media attendance numbers)
  - Wireless Network and 2-3 x High speed Internet Connections
  - 1 international telephone line connected to a **fax** machine

### **Notes re Media office requirements**

The requirements for the Continental Confederation Media Desk vary according to the layout and the numbers of media expected to attend.

For the Continental Confederation Offices (at continental and regional level events)

- Wireless Network (preferred) or 2 x High speed Internet Connections

### **Telephone Lists**

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

- List of all telephone numbers at the Regatta venue
- List of all mobile telephone numbers of the key OC officials
- Note: The contact numbers of all Team Managers should be collected by the OC at the Sports Information Centre (Regatta Control). The List should be passed to the

Continental Confederation representative so that individual Team Managers can be contacted at any time.

**Note:** In addition, there may be requests for telephone lines for the TV and Radio commentators. These must be coordinated by the OC's Venue Technology Manager.

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

##### **Numbers**

- A detailed plan of the walkie-talkie requirements, their allocation and disposition should be prepared in advance by the OC and agreed with the T.D..
- The number of walkie-talkies depends upon the course (a natural lake or a course on an artificial channel), and the number of control points necessary to ensure the safe and smooth operation of the event.
- TV trailers and equipment can cause serious problems with the reception of radio signals and this has to be taken into consideration.
- **Continental and Regional Championships require approximately 45 x Walkie-talkies (with at least three separate channels) as follows:**
  - Starter (1)
  - Aligner (1)
  - Finish Tower (1)
  - President of the Jury (1)
  - Control Commission (2) Scales, Pontoons
  - T.D. (1)
  - Each Umpires Catamaran (5 or 6)
  - Rescue boats and Safety Coordinator (minimum 5)
  - Timing & Results contractor (1)
  - Medical Director & Medical Centre (2)
  - Marshal boats (3)
  - Victory Ceremony (2)
  - Continental Confederation Officials (3)
  - Organising Committee (15)
    - Competition manager (1)
    - Field of Play (1)
    - Hospitality (1)
    - Staffing (1)
    - Admin (1)
    - Logistics and Boat park (2)
    - Transport (1)
    - Finance (1)
    - Course and Venue management (1)
    - Spare (1)
- For a Continental Games, 60 or more Radios may be required.
- The walkie-talkies must be available from the day / time the venue is open for training
- The 'radio plan', showing the channels and connections for each radio should be discussed and agreed between the OC and the TD.
- Requirements



- The walkie-talkies must be very reliable and have at least 3km straight 'line of sight' capacity.
- There must be at least three channels available.
- All walkie-talkies are to be provided by the Organising Committee.
- The OC should make arrangements for recharging walkie-talkie batteries at the end of each day.
- Spare walkie-talkie batteries must be available

Note: If TV or radio broadcast of the event is expected, radio (and mobile telephone) connection and capacity is often interrupted at peak racing transmission periods. This should be anticipated and a solution found.

#### **B.5.6.3. COMMENTARY RADIO SYSTEM**

If commentary is to be provided from catamarans or vehicles following the races, 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. Guidelines on such a system are available from the TD or FISA.

#### **B.5.6.4. MOBILE TELEPHONES**

Ten (10) mobile telephones (to be restricted to local calls only) should be provided by the OC for regatta operational purposes for the following officials:

- TD (1)
- President of Jury (1)
- Continental Confederation officials (3)
- Competition Manager (1)
- Start Tower (1)
- Finish Tower (1)
- Control Commission (1)
- Spare (1)

#### **B.6. MOTOR BOATS**

It is vital for the safe and fair operation of any major rowing event, that the **appropriate** motor boats are provided for each of the different functions during a regatta. The type and operation of each group of motor boats must be agreed with the T.D. well in advance.

The movements of motor boats must be strictly and well controlled. Most 'washes' that disturb racing are caused by OC work boats or Rescue boats moving too late into position, or moving uncontrolled to work areas or when they fail to see they are causing washes for upcoming races. Boat drivers should be selected who are familiar with rowing if at all possible. A full briefing of ALL motor boat drivers before the competition will minimise the risk. The TD and President of Jury should attend this briefing. If they are not on duty at the time, motor boat drivers should attend at the beginning of Jury meetings each day.

### **B.6.1. UMPIRES' CATAMARANS**

#### **Purpose**

- to follow races, and
- to observe the traffic rules during the training periods

#### **Number**

- At Continental and regional championships, catamaran-design umpire boats are compulsory in order to minimise wash
- At Continental and regional championships, a minimum of 4 - 5 catamarans and 1 reserve are required. The number will depend on the size of the event and should be discussed with the TD at a very early stage.
- On Finals days (when the race intervals are 10-15mins), 1 of these boats may be used for marshalling the Victory Ceremony crews after races.

#### **Requirements**

- Type – catamarans
- Speed – 25 knots (47 km/h), capable of following an Eight in a race and of rapid acceleration with 2 – 3 people on board. Motor power depends on size of catamaran (30hp is standard)
- Good maneuverability and making as little wash as possible

#### **Specification**

- A sloping table with a hinged clear Perspex top, to hold the Umpire's race program - waterproofed
- A bracket/holder for the bell – attached to the launch at waist level
- A bracket to hold the megaphone
- Two vertical tubes for holding the red and white flags
- Boat Numbers – large numbers (stickers) placed on the umpire boats, on both sides of the boats, clearly visible from a distance of 120m-150m.
- The seat should allow the Umpire to stand level with the driver (not in front of the driver) so that the view of the driver is not blocked during the race when the umpire is standing up.
- A platform for one photographer to sit on the front part of the boat (optional)

#### **Equipment in each boat**

- Life vests (minimum one for each passenger)
- 1 or 2 paddles
- Red flag (60 cm x 40 cm)
- White flag (60 cm x 40 cm)
- Bell
- Megaphone

- Walkie-talkie on the FISA & OC channel
- Esky for water and food (if long racing sessions are planned with no break).

#### B.6.2. TELEVISION CATAMARANS

\*(where a TV Network will cover the event)

##### 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

- Two (2) dedicated Catamarans for TV coverage (unless there is a good road alongside the course to follow races. Even if a TV road is available alongside the course, it is not possible for 1 TV catamaran to properly cover all races (except during Finals when race intervals are generally 15 minutes) because of the time taken to return to the Start.

##### Requirements

- Life vests (minimum one for each passenger.)
- Type – catamaran (specifications should be sought from FISA or the TD – TV catamarans must be designed specifically for this purpose if they are to carry the weight of cameras and TV crews without making so much wash to significantly disturb racing.)
- 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* 2- 3 people.
- Capable to take a weight of approximately 100 kg backpack equipment and approximately 300 kg personnel – total weight approximately 300 - 400 kg. Depending on the weight of TV equipment, 30Hp is adequate if the design of the hull is correct
- Good maneuverability
- Making as little wash as possible

#### B.6.3 OPERATION – UMPIRES, COMMENTARY AND TV CATAMARANS

##### Operation

- The President of the Jury will determine the traffic pattern for all motor boats in consultation with the TD.
- The allotment of the motorboats and duties to the Boat drivers should remain unchanged (as much as possible) throughout the event.
- The most experienced drivers should be driving the Television catamarans (where applicable).
- The OC official in charge of the motor boats is responsible for:
  - Working closely with the President of the Jury and TD.

- Providing the drivers (who should be experienced in driving at National Championships or similar big events) and the proper operation of the launches.
- Ensuring that the launches are maintained and prepared for use daily.
- Ensuring that standby launches (motors) and drivers are available in the case of emergencies or breakdowns.
- Ensuring that the approved boat movements, driving methods and traffic rules are understood and obeyed by all launch drivers.
- Ensuring that the drivers are trained to understand and quickly react to the Umpire's instructions.
- Ensuring that at least a representative of the drivers attends all the FISA Jury meetings.
- A mechanic (technician) must be on call during all the opening times of the course to deal with any problems and emergencies with motor boats and engines.
- The motor boats controlling the traffic rules, operate in the neutral lane during the training sessions. They should be driven very slowly, making as little wash as possible so as not to disturb crews training.
- The Umpires and TV catamarans, after finishing a race, must first slow down the speed of the boat, stop before turning, turn around and proceed back to the Start in accordance with the instructions given by the President of the Jury. Options are:
  - Start back at high speed towards the Start, in the middle lane, OR
  - Drive very slowly outside the racing lanes towards the Start, creating no wash and stopping each time a race is approaching.
- If the Drivers are instructed to drive fast towards the Start, when the next race is approximately 250 metres away they must first slow down, stop before turning, and 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 the approaching race.
- After the boats in the approaching race have passed, the catamaran should move slowly back to the middle of the course, turn at 90 degrees and then continue driving with high speed towards the Start. Approaching the Start area they must proceed the same way as described above.
- The **TV catamarans** should never drive too close or in front of the Umpire's launch.
- During a race, the Race Umpire and his launch have the absolute authority and priority over the TV catamarans.
- The TV catamarans should never drive too close to the racing boats, or creating any wash that affects any crew or puts any crew in unfair conditions. Such action may require a race to be re-rowed, creating significant problems and unfairness to all crews involved.
- The TV and the Umpire's catamaran drivers should be on the same radio network as the Jury (these radios should be capable of switching between the Jury Channel and the OC Channel)

#### **B.6.4 RESCUE & MARSHAL BOATS (see also B.9.7)**

FISA has developed a set of guidelines that address in details the on water requirements for rescue and marshaling services.

#### **Number**

- The number of boats required depends on the nature of the rowing course – for example, a large lake with separate arms for warming-up and cooling-down or if the course has an artificial channel and road access parallel to the race course.
  - Minimum 1-2 boats during quiet training periods.
  - Minimum 3 boats during busy training periods.
  - Minimum 5 boats during racing.

### Requirements

- Type – rigid inflatable (RIB) dinghy type- hard bottom boats with inflatable sides and uppers with suitable outboard motor. The design must be approved by the TD at an early stage. Boats with metal sides are not suitable as rescued athletes are likely to be injured further on hard metal surfaces if it is necessary to pull them into the rescue boat.
- Enough space for a rescued athlete to lie down on the floor
- Speed – 25 knots (47kph), capable of rapid acceleration
- Good maneuverability
- Making as little wash as possible
- Manned with a driver and at least one proficient qualified life-saver person

### Equipment

Per boat:

- Life vests (minimum one for each passenger. Extra recommended)
- Paddles
- Set of resuscitation equipment (recommended)
- Walkie-talkie on medical channel
- Megaphone
- Thermal blanket
- Small bottles of bottled water (race days only)
- Ropes for towing in special circumstances
- Life ring with suitable attached rope
- Other safety equipment as may be required by local regulations

### Operation (se also B.9.7)

#### Rescue - On Water Operation – During Training

- Prior to the ‘official’ opening of the Regatta Venue – rescue services will **not** be provided by the OC. This must be clearly stated by the OC in Regatta Bulletins.
- Following the official opening of the venue and according to the operational plan, rescue boats should patrol in the neutral lane (vacant lane between crews travelling to the start, and those travelling to the finish). The same boats could be used for observing and enforcing the Traffic rules.
- During the official training periods, two to three **rescue** boats (depending on the number of boats on the water) should be slowly patrolling (and also observing the

Traffic rules) in the neutral lane during the official daily opening times of the Course. *The Rescue Coordinator in consultation with the FoP Coordinator may remove these boats from operation if there are no rowers training on the water – provided that they return as soon as athletes start training on the water.*

- Locations: One rescue boat will patrol from the Start area to the first 1000m, and one will patrol between the 1000m and the Finish. The two boats should coordinate their patrol so that when one is at the 1,000m point, the other is at the other end of their patrol to ensure maximum coverage of the course. The third boat should patrol from approximately 700m or so to about the 1400m point once the numbers of boats training on the water increases. The other two rescue boats will reduce their patrol areas respectively.

### **Rescue - On Water Operation – During Racing**

- During racing periods – 5 Rescue boats should be stationed as follows:
- Locations:
  - One rescue boat each at 250m, at 1000m and at 1500m (these boats are also responsible for monitoring boats in the warm-up and cool-down areas if these are nearby)
  - Two boats beyond the finish line (but no more than 50 meters away from the finish line)
- As an alternative to the Rescue Boat at 500m, a Jet Ski (with floating stretcher) may be used instead at that point, given its speed and the distance to be covered to the finish area and rescue pontoon/ramp.
- Note: If the Warming up/Cooling down areas are organised on a separate water area/lake, away from the rowing course (eg a separate return lake), at least one *marshal* boat must also be provided in these areas. One *Rescue* boat will have a clear understanding that they will divert to any accident in that area if requested by the Marshall boat. Normally, this is the rescue boat nearest the warm up lake access route.
- The rescue teams should be highly alert at all times during the racing periods. At the finish of the race, the two rescue boats at the finish should circulate slowly behind the crews to see whether assistance is required. The life-savers in the launches should all understand the importance of instructing competitors "sit up and keep moving" after the finish of the race. Allowing athletes to lie down backwards in the boat immediately after the race, does not assist recovery and is potentially life threatening - should the boat capsize.

**Note:** The rescue teams must be trained to be 'always ready to move' at a moment's notice but to avoid creating large waves when they are required to act. Once a rescue has been completed it is equally important that they 'clear the rescue' over the radio (indicating the rescue is over) and return carefully to their original position, not disrupting other races on the course.

#### **Note: re Para athletes:**

Many Para rowers have a good sense of safety and will be able to train without causing safety issues. However, some (eg ASM1x/ASW1x) will be substantially slower on the water. Depending on the venue layout, the TD may advise to allocate a separate training time for para crews.

### **Marshall boats (traffic control)**

Marshal boats are primarily used to patrol 'danger' areas that have high potential for collisions or traffic violations. They may assist athletes if needed until the rescue boats arrive.

- The Rescue Coordinator and FoP Coordinator will liaise with the Technical Delegate to ensure that the whole water course is monitored with an adequate number of marshal boats – or marshals who may operate from a land location, are in operation. Note; Marshals in boats are **not** rescue boats.
- The role of a Marshall is to provide command and control of crews and athletes on the water in strategic locations deemed to be at risk of accidents on the water (eg: warm-up/ cool-down zones, or at turning points).
- All Marshals shall be in radio contact with other rescue and medical staff and carry a megaphone or whistle to attract attention. Marshals should *ideally* have some basic First Aid training.

### **B.6.5 ORGANISING COMMITTEE BOATS**

**Work Boats** (usually a metal or fiberglass hull) are used for:

- The installation or repair of the 'Albano' system of buoys.
- For placing/removing of the 'Swimming lines' across the course near the Start and the neutral-lane buoys when the Traffic Rules are changing from training to racing pattern and vice versa.
- Servicing the Start area during racing in case there is no land or pontoon access to the Start Tower or the start installations.
- Advertising Banners - when the advertising banners are floating (usually on lakes) two work motorboats with drivers shall be available on installation days and after the last race of the regatta when the advertising banners are dismantled. One boat with a driver shall be available for the maintenance of the advertising banners during all the times the venue is open for training or racing.
- Timing Service – when the Start Tower, the Start pontoon, the Aligner Hut or the Timing Huts are floating, one boat is dedicated for the Timing Provider during all the times the venue is open for training or racing.
- For the transportation of Officials, Television staff, equipment and Photographers in case there is not a road access to the Start area.

### **Operation**

- During the hours of racing, the President of the Jury has full control of all motor boat movements on the venue.
- The transportation of materials 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 work motor boats (except Umpire catamarans, commentary catamarans and TV catamarans) moving on the water. Movements of any work boats at this stage must have the approval of President of the Jury and must be very slow so as not to cause any wash for boats warming up or racing. Note: A work boat must remove the neutral lane buoys and the swimming line at the Start – This work should be done commencing in the Start area at about 35 minutes before the start of the first race and moving towards the Finish to collect the remaining neutral lane buoys as soon after as possible, without causing undue disturbance to crews. This work can also be done by two separate workboats to simplify the removal.
- 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.6.6 FACILITIES FOR MOTOR BOATS**

### **Parking and Refueling**

- It is strongly recommended that a special tanking station is provided for fuelling the motor boats. At least, an authorized 'fuel safe' be purchased for storage of large quantities of fuel.
- 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, including all pollution prevention measures. At very least, no motor boat fuel tanks should be refilled in boats or on the water.
- A dock area for parking all motor 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). Note the medal ceremony pontoon may be used overnight to dock the motorboats
- During an event 1 to 2 tents or other covered space must be provided near to the motorboat docks, for the boat drivers' rest area and for a storage area (clothing, food, drinks etc).

Note: FISA has an Environmental Sustainability Policy. This policy addresses the guidelines related to caring for the environment – in relation to the re-fueling of motor boats, oil spills etc. This can be found at: <http://www.worldrowing.com/environment/fisa-environmental-policy>

### **Workshop**

- Usually one of the permanent boat hangars is used as workshop and storage area for motorboats and other sports 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 BUILDING AND BOAT STORAGE**

#### **Boathouse Building – permanent**



- Usually one or two of the permanent boat hangars are used as a workshop 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. An alternative is for a tent, but a solid base must be provided for the scales and the interior of the tent must be protected from wind.
- 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.
- Well-drained ground around the permanent boathouse buildings and in the temporary boat racking area is absolutely essential.
- When the terrain is not levelled, then an adequate levelled area (approximately 400 – 500m<sup>2</sup>) must be provided for rigging the boats.

Further information on the design and specifications of permanent boathouse facilities is available from FISA.

### **Boat Racking Numbers**

- At a Continental or Regional Championships:
  - the number of athletes expected should be obtained by reference to previous championships and with advice from the Continental Confederation
  - The number of outdoor temporary racks required should be carefully planned. These racks will generally be in pairs, each pair having 2 sides of 4 racks high per side.
  - These supplement any indoor racks provided in a permanent boathouse
- An estimate of the likely boat numbers at the proposed event should be made for each boat type. As an *approximate* indication, the following numbers of boats have competed at previous Continental events:
  - Asian Games (35 Singles, 40 Doubles/Pairs, 35 Fours/Quads, 6 Eights)
  - Pan American Games (20 Singles, 42 Doubles/Pairs, 25 Fours/Quads, 6 eights)
  - Olympic Qualification regattas (30 Singles, 30 Doubles/Pairs)
  - Asian Rowing Cup (25 Singles, 25 Doubles/Pairs, 20 Fours/Quads)
- A sufficient number of trestles (at least 20 pairs) must be provided by the OC for the waiting area near boat weighing or for emergencies at the start etc. and for teams rigging or repairing their boats
- The TD and the Continental Confederation will be able to provide an approximate number of boats expected at the event.

### **Temporary Racking Construction**

Outdoor storage of boats:

- Temporary boat racks should be constructed in front or alongside of the permanent boathouses.
- A simple Scaffold solution is best as it allows for flexible designs

- If racing for para-rowers is included in the program the boat racks for the para boats should be located near to the pontoon that is going to be used for the para rowers.
- The boat racks must be fixed firmly to the ground in case of very 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 lengths of rope should be provided in order for all the boats to be tied down at all times when on the racks in case of strong winds.

#### **The Oar Racks**

- Indoor – in the permanent boat hangars, located near the doors in the front part of the building.
- Outdoor – if provided, they should be placed near the launch pontoons.
- A simple Scaffold solution is best as it allows for flexible designs
- The oar racks must be fixed firmly to the ground.
- They should provide safe storage for the oars, even in strong winds.

#### **Notice Boards**

- A minimum of two Notice Boards must be placed (i) in the boat house area (for results, start lists, and other important information to teams) and (ii) near to the OUTGOING pontoons (to display Traffic Rules for Racing and Training).

### **B.7.3. CHANGING ROOMS**

#### **Requirements**

Separate changing facilities for men and women should be located in the boathouse area and should be provided with:

- Benches – 0.4m length of bench length per person
- Lockers (alternatively, a 'Bag Drop' should be provided where rowers can securely leave bags when they are rowing – this option is preferred rather than lockers, which require a greater level of control and administration.)
- Hooks fixed on the walls
- Mirrors

#### **Temporary Changing Rooms**

- If the permanent changing facilities are not sufficient for the projected number of users at the event, additional temporary facilities must be provided.

### **B.7.4. TOILETS and SHOWERS**

#### **Toilet Numbers**

- Generally, local government regulations will determine how many toilets should be provided at a sporting event. The Continental Confederation or TD will be able to provide the numbers of toilets and showers provided at previous similar sized events. The number of toilets to be provided will depend on the number of athletes and team members, media, VIPs, spectators and others expected to attend the event. Additional showers should be provided if the travel time to accommodation is more than 45 minutes as more athletes will want to shower at the course.
- Provision of accessible athlete toilets and showers is required if para events are included. Accessible toilet(s) for spectators are mandatory
- As a general guide, and subject to local regulations and confirmation of number of athletes, the following may be planned for the boathouse area (but must be confirmed with local regulations and with the TD):

Men – 10 toilets, 10 urinals, and 8 wash basins

Women – 15 toilets, 8 wash basins

### **Toilets Operation and Cleaning**

- Directional signs and toilet signs must be must be well marked
- Toilets must be well serviced, cleaned and restocked with liquid soap, paper towels and toilet paper on a 2 hourly basis during the event
- conveniently placed to allow service vehicle access to the toilets

### **Showers**

This is a very important service and has a critical impact on the overall impression of the event. The number of permanent showers depends on the number of rowers using the venue on a permanent basis. Temporary shower blocks may be required for larger events.

### **Shower Numbers**

- The total number of showers for a major event – permanent and temporary – depends on the number of athletes and the distance from the accommodation.
- As a general guide, and subject to local regulations and confirmation of number of athletes, the following may be planned for the boathouse area for a Continental or regional Championships (but must be confirmed with local regulations and with the TD):

Showers

Men – 8 shower heads

Women – 8 shower heads

### **Showers Operation/Cleaning etc**

- Cleaning staff should be available on call during the event.
- Regular refill of soap.

- To be cleaned and maintained on very regular basis – every 2 hours at peak periods.

The necessary 'Health Permits' or 'Certificates of Cleanliness' must be permanently displayed at all times for toilets and showers.

### **B.7.5. BOATING PONTOONS**

If constructing a new venue, there ideally should be 4 separate pontoons for crews to go on and off the water if large numbers of crews are to use the venue for competition or training. For a continental or regional championships event, it might be sufficient to have two pontoons only, but this should be discussed with the TD at an early stage in the context of the expected number of competing crews. These pontoons should be placed perpendicular to the bank in front of the rowing boathouses and the boat racks. Two (or one) pontoons for going onto the water (OUTGOING) and two (or one) pontoons for coming into the land (INCOMING). If para-rowing is included in the event an additional pontoon accessible for wheelchairs should be provided.

An additional dock or pontoon should be provided for motor boats.

#### **Construction**

- The pontoons should be fixed at one end to the bottom of the lake or canal and the other end to the land.
- The land connection should be 'flexible' so as to allow the pontoon to raise or lower when the water level changes.
- Made of wood, steel, polyester, concrete, etc. The surface should not be slippery in any weather conditions and should not become too hot in hot conditions.
- There should not be any permanent structures or obstacles on the surface of pontoons obstructing the smooth and safe embarkation and disembarkation of the boats. Take care to note the safe construction of the corners and edges of the pontoon which should have smooth surfaces to prevent any boat damage.
- The design and size and location of these pontoons should be discussed and agreed with the TD.

#### **Dimensions**

- The recommended dimensions for each pontoon are 6m wide X 20 – 30m long.
- If there are four pontoons or if the event has only a small number of crews, the minimum size of pontoons can be 4m wide X 18 m long. (Any proposal for pontoons less than these dimensions should be discussed with the TD.)
- The upper edge of the pontoons should be no more than 10 cm above the water level.
- Distance between each pontoon – 16m.

#### **Operation**

- Two (or one) of the pontoons are used for crews going out (OUT) onto the water.
- Two (or one) of the pontoons are for crews coming back into the land (IN).

- Each pontoon must have displayed a clear sign marked with traffic ARROW signs only (*not* with words) to indicate the use of the pontoon (going out to the water or coming back in to the land). On the reverse side of each sign must be a “No Entry” symbol.
- During competitions, officials from the Organising Committee must control the traffic on the pontoons from the first day that the venue is officially open.

#### **B.7.6. CONTROL COMMISSION**

##### **Facilities**

- A container(s) or tent, in the boathouse area from which Control Commission officials (International Jury members and national technical officials) can base their operation and with good visibility over the water and the pontoons.

##### **Construction**

- A covered facility opened from two sides – towards the boathouse area and towards the pontoons, with covered floor. It should be weatherproof in case of adverse weather conditions. Construction may be permanent or temporary.

##### **Location**

- Usually located near the waters edge *between* the ‘OUT’ and ‘IN’ pontoons or if there is not sufficient space, the location should be nearer to the “IN” pontoons.

##### **Equipment in the Hut**

- Electrical Power (ideally)
- Telephone line (this can be replaced with mobile phone if necessary)
- Computer link to the Timing provider’s results system (provided by the Timing provider) (if available)
- Diagrams showing the colors of the blades and the uniforms of the participating teams
- 20 sets of bow numbers 1-6 plus 6 sets of numbers 7-8 for contingencies. Bow numbers are provided by the OC.
- Measuring instruments – metal tape measures in centimeters – (one for each pontoon) for checking the thickness of oar blades, for checking the identifications on uniforms and equipment, etc.
- Good quality black or white duct tape for covering unauthorized identifications on equipment and uniforms, white paint for discolored bow balls
- Binders for the crew photos - one full binder set for each OUT pontoon and one binder for athlete weighing (lightweight crews and coxswains only. (Note: These binders should be sorted by Event and by country name. The crew photos for each event are placed in one binder by country name. The binders should be sorted by event. One or two binders will be used for crew identification checking at the OUT pontoon(s) – depending on whether there is one or two OUT pontoons (one binder for each OUT pontoon) - and the additional binder will be used at the Athlete Weighing Area to check identities.)
- 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 bottled water, small baskets for carrying the dead weights.
- Notice Boards – for Entry list, Start lists and Results lists.
- At least one large clock, clearly visible to all the crews displaying official regatta time.
- Traffic Rules Boards (Training, Racing) – approximately 70 x 150 cm placed near the 'OUT' pontoons

## Operation

- The Control Commission are members of the International Jury (ITOs), supported by national technical officials (NTOs) appointed by the OC. The senior (Responsible) member of the Control Commission during competition hours will be appointed by the President of the Jury from the International Jury.
- The Control Commission must be in operation a minimum 1 day before the first racing day.
- The Control Commission should be manned 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 for national technical officials (NTOs) working in the Control Commission area.
- The senior member of the Control Commission must be provided with both radio and telephone communication.
- 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 against the official Start list).
  - The weight of coxswains
  - Any dead weight carried by coxswains, before and after the race.
  - The weight of lightweight crews.
  - Correct strapping and other requirements for para-rowers (in consultation with classifiers or other para-rowing advisers)
  - Licences or passports of junior competitors.
  - Crews that are returning late from training before racing (and notifying the President of the Jury). In such cases the President of Jury will decide if a Yellow card should be issued by the ITO at Control Commission.
  - Recording the crews that leave the pontoons for "Warming up".
  - Recording the crews that return after racing and "Cooling down" so that at all times there is a record of crews which are on the water.
  - Boats and equipment, including:
    - provision of a white ball on the bow of each boat.
    - lane numbers (normally issued and collected by volunteers).
    - Any possible use of unauthorised radios or other electronic devices.
    - possible use of water soluble chemicals on the boats.
    - minimum weights of boats and oars.
    - identifications on equipment.
    - correct painting on both sides of oar blades.
    - "quick-release" safety mechanism for shoes.

- minimum thickness of the blades of oars and sculls.
- Uniform clothing of competitors and the rules regarding identifications.

### Crew Changes

- General
  - At the event, crew changes and corrections such as spelling errors may only be accepted at the Continental Confederation Regatta office.
  - Crew Changes for medical reasons must be approved by the Continental Confederation doctor. If there is no official doctor representing the Continental Confederation, arrangements should be made for any athletes to be examined by the OC Medical Director or their delegate before medical substitutions are agreed if this is possible.
- After the first racing day
  - All crew changes must be submitted on the official Crew Change Form by the Team Manager concerned to the Continental Confederation Regatta office for approval in accordance with the FISA Rules.
  - Changes once approved, must be immediately notified to Control Commission and a new crew photograph provided with the replacement rower or new seating order. Changes must also be notified officially to the Finish tower officials (if related to the current racing session).
  - The President of the Jury will decide if new (Revised) Start Lists should be prepared or if the crew change can just be reflected in the Results List.
  - \* If a withdrawal causes a change in the progression system the President of the Jury will decide if a new Draw is required under the FISA Rules. A new Draw will be conducted under the supervision of a member of the International Jury and **revised Start lists** (summary and with names) will be immediately produced by the Timing provider and must be copied and distributed to:
    - Start lists and Results notice boards
    - Teams (summary lists only)
    - Control Commission
    - Doping control
    - Athletes Weighing
    - Members of the Jury
    - Continental Confederation office
    - OC members concerned (including Competition Manager)
    - Commentators in the Finish Tower
    - Media
  - The new lists must be clearly marked as 'REVISED' with a time/date stamp.

### B.7.7. ATHLETE WEIGHING

It is the Organising Committee's responsibility to provide the facilities, the equipment and the extra Officials for the Athlete's weighing. The scales may be provided by a local supplier, however the scales must be calibrated and a certificate of accuracy produced – that must be

displayed at the weigh-in venue. The OC is responsible to arrange for their secure storage, set-up and supervision at the venue.

### Location

- In one of the permanent Boathouse facilities, or
- In a temporary tent (solid floor under the scales) or container in the Boathouse area

### Dimension

- Minimum required space approximately 10m x 5m (depending on the number of athletes required to weigh in)
- For Continental or Regional Junior Championships, where only coxswains are weighed, an area of approximately 10m<sup>2</sup> is sufficient.

### Requirements

See the latest edition of the FISA Rule Book

- The OC is responsible that the scales are supplied and installed and are properly calibrated and checked prior to the official opening of the athlete weighing area (at least 24 hours before the first race).
- The scales must be placed in a covered facility on absolutely level, *solid* ground.
- The athletes weighing facility shall be divided into two areas separated by a wall or privacy curtain or screens:
  - Waiting area
  - Official weighing area
- The scales must be calibrated each day at the time the course opens, using gauged calibration weights.
- A specialist from the supplier should be on call if needed to repair or adjust the scales at short notice.

### Equipment

- One test scale placed in the waiting area
- Two official scales placed in the official weighing area (for a Junior Championships, where there are no lightweights and only the coxswains are weighed, one official scale is sufficient. The separate test scale must still be provided.)
- A clock showing the official regatta time
- The scales should read increments of 0.1 kg.
- Dead-weights for the coxswains - sand or other heavy inert material, placed in sealed bags. Note: If sand is used, it must be completely free of moisture so it will not lose weight when exposed to the sun.
- Start lists – summary and by name
- 2 Tables, 4 chairs for the official weighing area
- Chairs or benches (for up to 25 waiting athletes), hooks on the walls in the waiting area



- Posters showing the weight limits for the athletes posted at a visible place near each scale, including the test scale
- A Notice above the test scale reading “TEST SCALE”.
- Calibration weights (to be kept in the official weigh in area), so that at any time, the scales’ accuracy may be re-checked.

### Operation

- All the scales must be calibrated at the beginning of every day with guaged weights.
- The *test* scale – placed in the waiting area - should be working and available to athletes a minimum of 24 hours before the first day of racing and then available during all times that the venue is open. The official scales must not be used except during official weighing.
- The official weighing:
  - A member of the International Jury will supervise 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 that are waiting must 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.
  - The weights of all the competitors have to be recorded and after the final race of each day the records must to be given to the President of the Jury.
  - If a crew or any crew member is above the weight limit, the scales have to be re-checked and the whole crew weighed again. If the crew or any rower in the crew is again above the limit the crew, the coach and the President of the Jury must be informed. The member of the International Jury responsible for athlete weighing will take the decision in accordance with FISA Rules.
  - 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.
  - 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.

### B.7.8. BOAT WEIGHING

#### Responsibilities

See the latest edition of the FISA Rule Book

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

- It is the Team's responsibility to check the weight of their boats before racing. For this purpose the weighing scale(s) shall be available to the crews at least 24 hours before the first race of the regatta for the test weighing of their boats.
- On racing days the weights of boats are checked, normally on a random basis as instructed by the President of the Jury after each race under the direction of a member of the International Jury.

#### **Location**

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

#### **Dimension**

- Minimum space/tent required is approximately 4m x 18m (if the largest boat at the regatta is an 8+).
- The minimum height requirement for this facility is 3m. Where existing boat storage bays are used, sufficient space must be created (perhaps resulting in the removal of existing boats stored) to allow for the easy handling of boats being weighed

#### **Requirements**

- The OC is responsible that the scales are supplied and installed and are properly calibrated and checked prior to the beginning of the official opening of the weighing area (at least 24 hours before the first race).
- A fully covered floor is not necessary, however, the scales themselves must each be placed on a concrete 'pad' to ensure stability. The pads should be flat and a minimum of 1m x 1m square
- The scales must be calibrated each day at the time the course opens, using gauged calibration weights.
- A specialist from the supplier should be on call if needed to repair or adjust the scales at short notice. The Organising committee is responsible for providing the officials to assist the crews in the test weighing and to assist the International Jury to carry out the official weighing.
- The easiest possible access has to be provided for the boats to move on to and away from the weighing scales.

#### **Equipment**

- Weighing scales, the electronic equipment for the recording of the weight of the boats, with a digital display screen and printer.

- The scales should read in increments of 0.1 kg. with a central read-out from the two scales showing the weight of the boat
- Posters showing the weight limits for each boat type and the –weighing requirements under FISA Rules should be posted at a visible place near the scales.
- Gauged 'Test' weights for calibrating the scales.
- Trestles – 1 pair fixed on the scales to hold the boats during weighing.
- 2 Table and 2 chairs
- Electrical Power points, Telephone line or radio communication.

### Operation

- The weighing scales must be installed and available to crews at least 24 hours before the first racing day.
- Opening times – during all the times that the venue is open for official training and racing.
- One technical official (NTO) provided by the Organising Committee should be present at all times to supervise the *unofficial* operation of the scales when the crews are checking the weight of their own boats. Note: This official should not advise crews on the correctness or otherwise of their boat weights, as this is solely the responsibility of the crew and any advice from officials might cause misunderstanding if the boat is later found to be underweight. Only a member of the International Jury may judge the correctness (or not) of boat weights. A member of the International Jury shall be available to supervise the *official* test weighing procedure during racing.
- The scales must be calibrated at the beginning of every day with gauged calibrated weights.
- The President of the Jury (or his delegate) will conduct the draw to determine which boats shall be subject to official weighing. This draw shall be conducted before the beginning of each racing session and delivered to the member of the International Jury in the Control Commission. The draw should be strictly confidential within authorised officials in the Control Commission until the weighing of each selected boat is completed. The President of the Jury may decide that additional boats should be weighed if there is reason to believe that any boats might be less than the minimum weight.
- The Control Commission is responsible for bringing the selected boats directly as they come off the water after their race to the scales for weighing.
- The official weights of each boat must be recorded and after the final race of each day the records must be given to the President of the Jury.
- Boat weighing must be carried out strictly in accordance with the latest version of the FISA Rules
- Spare trestles should be provided outside the weighing area for boats waiting to be weighed

### B.7.9. PARA ROWING CLASSIFICATION AREA

\* Required only when Para athlete events are included in the program. Note: If a Classification workshop is held in conjunction with the event, or if a large number of classifications are to take place, larger facilities and more equipment may be required. The OC should consult the TD.

### **Classification Evaluation Room**

- Requirements
  - Closed private room where the actual evaluation of athletes takes place.
  - In a room close to the boathouse and team facilities.
  - There shall be space enough for an ergo, a physiotherapist bed (plinth), table and 5 chairs.
- Equipment
  - Medical bench (plinth)
  - Pillow
  - Chairs (5 – 6)
  - Table (1m x 2m)
  - Electrical power
  - Concept 2 rowing Ergometer with fixed para seat and strapping (1)
  - Antiseptic cleaning wipes

### **Classification Waiting Area**

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

- Equipment
  - Table (1m x 2m)
  - 6 – 8 chairs
  - Telephone line
  - WC in close proximity

### **B.7.10. ERGOMETERS**

- For Continental or regional Championships, (10) Ergometers should be provided at the venue and available to rowers. (Note: If very adverse weather is expected or if racing or training is cancelled on any days, additional ergometers are likely to be required.)
- The Ergometers shall be placed in an area (60 – 80 m2) 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 should be provided.

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

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

At Continental or Regional Championships, boat builders and oar makers should be encourage/invited to be present to provide repair services to teams. The number should be coordinated with the Continental Confederation, which may have specific partnerships with boat builders and equipment suppliers. In general, all boat builders likely to have boats at the

event and willing to provide such a service should be accepted at the venue if there is sufficient space.

#### **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 exhibition area should be close to the boathouse or spectator's areas but outside the accredited areas.

#### **Dimensions**

- Sufficient space must be provided for a small 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.
- Minimum length – 19m for an Eight able to be placed near or in a tent
- The OC should consult the TD for agreement on the location and space given to boat builders. The Continental Confederation should be consulted on the priorities for position at the venue between different equipment suppliers, but in general the suppliers with the most equipment being used during the competition should be given the priority locations.

#### **Requirements**

- Only boat builders who agree to provide a free repair service to the teams would be given free access to the boathouse area.
- All other builders will be required to purchase 'floor space' from the OC for exhibition or display space
- The financial conditions for all repairs should be arranged directly between the boat building companies and the Teams concerned. There is no OC involvement in these transactions.
- Free electrical power must be provided for each Boat Builder.
- Boat builders will supply their own tents and repair equipment
- It is the responsibility of the OC to make logistical arrangements for arrival and departure with Boat Builders
- Note: The Continental Confederation may reserve the right to determine the accreditation list of Boat/Oar Builders entitled to receive accreditation into any Continental Championships 'venue.

#### **B.7.11.3. BOAT WASHING**

FISA has developed guidelines regarding safeguarding the environment – in particular the use of detergents and chemicals close to water bodies. Generally, the use of detergents at regattas is to be discouraged.

Find the Guidelines at: <http://www.worldrowing.com/environment/fisa-environmental-policy>

- There should be taps, hoses and buckets (supplied by the OC) 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.

#### **B.7.12. TEAM INFORMATION CENTRE**

The Team Information Center is an important part of the venue, providing all required event information and services for Team Managers. As such great care should be taken to ensure it is staffed by experienced rowing volunteers. The Team Information Centre should only provide information to the teams. Spectators should be provided with a small and separate information booth in the non-accredited area.

##### **Construction**

- Permanent – in a permanent administrative building or in the permanent boathouse building. OR
- Temporary – in a container, tent or large caravan

##### **Location**

Located in, or near to, the boathouse area – easily accessible for the Team Managers and Coaches.

##### **Dimensions**

Approximately 30 – 50m<sup>2</sup>.

##### **Equipment**

- Distribution Trays – one for each team, plus also for the results and start lists
- Small copying machine with sufficient paper.
- Telephone lines (Link to ROMS and normal telephone line)
- Tables, chairs, office products etc
- Notice Board for information display

##### **Operation**

- The Centre provides the following services:
  - Team Managers information
  - Distribution of all the Regatta information, bulletins, Start lists, results etc.
  - Transport information and advice
  - Accommodation information and advice
  - Message handling service or collecting mail.
  - Athletes 'Lost and Found'

- Answers all the other problems posed by the Team Managers and Coaches
- Operation times – at all times that the Venue is officially open for use
- The OC staff in the Information Centre must be very well prepared and well informed.

### **B.7.13. REST AND RELAXATION AREAS**

#### **B.7.13.1. REST AREAS**

To be provided for the crews to lie down and rest prior to their race or between training sessions. This rest area is obligatory at all Continental level events.

#### **Construction**

Preferably in a permanent facility – in an existing gymnasium, marquee, or in one of the boathouse hangars. If no permanent facility is available then the rest area could be organised in tents.

Options:

- **One large tent** (depending on the numbers of athletes)
- **Smaller Tents** - approximately 5m x 5m each (a larger number of smaller tents might also be acceptable and this should be discussed with the TD).
  - 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**

- Dry floor (particularly important in rainy weather) with good ground drainage
- Chairs, tables
- Litter bins
- TV showing race coverage without sound (if applicable)
- Wifi internet access (if possible)
- Free water available

#### **Tents owned by Teams**

- Space should be available for the Teams - near to the boathouse area for the erection of their own team tents.

- Layout and erection of the tents must be strictly controlled by the OC to ensure safe access and thoroughfare/exit for all athletes and wheelchairs. (to be agreed with TD)

### **B.7.13.3. ATHLETE LOUNGE**

This is a requirement for Continental Games and some international level events. It should be located in the boathouse area. In a permanent building or in a tent approximately 10 x 20m, tables, chairs, TV sets, internet, snacks & soft drinks, etc. The Lounge is not usually a requirement for Continental or regional Championships.

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

#### **General**

- *Before* the official opening of the venue, conditions for using motorboats for coaching (if such use is permitted) should be outlined by the OC in Bulletins 1 & 2.
- *After* the official opening of the venue, the arrangements for the coaches to watch their crews during training and racing will be determined by the TD in consultation with the OC and be set out in the Team Managers Manual. On most courses this will be done from the land. If the course is on an open lake or similar, with no possibility to view crews from the land, other arrangements might be considered in consultation with the TD. Such arrangements must ensure there is no interference with other crews and that all coaches have an equal opportunity to use any such facility. In many cases it will not be possible to provide this service.
- Coaching from any motor boats during the event is forbidden from the date of the official opening of the course until the end of the event.

#### **Coaches Viewing on an Artificial Course**

- During training – from the roads alongside the course
- During racing :
  - From the roads alongside the course, normally by bicycle
  - From the Grandstand seats in the finish area
- The safety measures and the control of traffic on the roads will be determined by the TD in consultation with the OC and be set out in the Team Managers Manual.

**Coaches Viewing on Lakes** – The OC should make arrangements for coaches to observe their crews during training. This can be done in several ways. For example:

- Via a booking system, take coaches out onto the water in stationary OC motor boats located in the neutral lane.
- Via a booking system, locate coaches on a viewing platform/pontoon moored close to the competition course. Note: Safety must be given the highest priority. The number of coaches allowed at any one time on the pontoon, must equal the seats available (at any one time) in the 'dedicated' transportation motor boats.
- During racing, this location is not available to coaches.



Note: In Continental level events, **if there is no possibility for coaches to follow crews** in either training or racing, then **the OC should make every effort to provide CCTV (on course) 500m split times for every race screened directly from the official timing system - to large TVs** located in the Boathouse area and around the venue. This or other solutions should be discussed with the TD.

## **B.8. OFFICES AND MEETING ROOMS**

### **B.8.1. MEETING ROOMS**

#### **General Requirements**

- Meeting rooms should wherever possible be in a permanent building to provide a quiet environment. At a Continental or Regional Championships, Meeting Rooms must be provided for:
  - The Draw\*
  - Team Managers Meetings\*
  - Coordination Meetings (TD, President of Jury, OC, Continental Confederation)
  - Continental Confederation Meetings Jury Meetings\*
  - OC Meetings
  - National Technical officials (NTOs) Meetings
  - Umpires' Seminar (if applicable)\*
  - Athletes' Meeting (if requested)\*
  - Other Meetings (as requested)

Note: With good planning, those meetings marked \* can be held in the same room, because they will normally be held at different times. The TD should be consulted on room allocation.

#### **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 cost, publicity for the Meeting and for the transport arrangements of all the participants.

### **B.8.2. THE DRAW AND TEAM MANAGERS MEETINGS**

#### **The Draw**

#### **Operation**

- The Draw will take place at the first Team Managers Meeting usually one day before the first day of competition.

- Withdrawals or crew changes to the official entry before the Draw must be submitted to the Continental Confederation office – all such changes must be in accordance with FISA Rules.
- The DRAW may be conducted either by computerized random draw (where the TD is satisfied that the proposed system is acceptable) or by manual draw..
- Immediately following the DRAW, the Team Managers Meeting will provide important information for the Teams regarding training/racing, transport, catering, accommodation, safety, etc.
- Copies of the DRAW will be distributed immediately after the Team Managers Meeting by the Print Distribution system and posted on the various locations in the venue and team accommodations and on the Event and Continental Confederation websites.

### **Requirements**

- The Draw will normally be conducted one day before the first racing day (in events such as Continental Games, the Draw might be scheduled 2 days before the first racing day). (The TD should be consulted on the timetabling of all meetings.)
- To be held in the Team Managers Meeting Room
- Seating should be provided for between 50 and 75 persons (expected 1 to 2 persons per team, the International Jury, OC officials, some national technical officials (NTOs), media representatives, etc..)
- Tables and chairs at the front of the room should be available for 6 – 8 persons (TD, President of Jury, Continental Confederation Official, Host City representative (if present), OC representatives)The Team Managers Meeting and Draw will normally be conducted either by the Continental Confederation representative present or by the TD.

### **Team Managers Meetings**

- Team Managers Meetings will be held 30 minutes after the start of the last race on each day of competition (except on the last day of competition).
- Under FISA Rules, all Teams must appoint a Team Manager - attendance at Team Managers Meetings is compulsory for all Team Managers.

(Note: In some cases a Preliminary Team Managers Meeting may be held 1 or 2 days before the Team Managers Meeting and Draw. At this Preliminary meeting, specific issues such as traffic rules, and problems relating to transport and accommodation and other administrative matters can be discussed. The TD will advise if such a Preliminary meeting should be scheduled.)

### **Equipment for Team Managers Meetings**

- Tables and chairs to seat up to eight people, at the front of the room.
- Data projector /computer with maps showing the venue, traffic rules, and for the DRAW
- A minimum of one cordless microphone and a suitable public address system.

SPECIAL NOTE-

At a Continental or Regional Championships or similar event, it is also possible for the TD and President of the Jury to conduct a direct briefing for Athletes and Coaches on the day before the first racing day. The advisability of such a briefing will depend on the experience and familiarity of athletes and coaches with international competition and FISA Rules. The purpose of the briefing should be general education of coaches and athletes in the requirements of international rowing.

The briefing (approximately 45mins) may brief athletes and coaches on a range of matters, including:

- Traffic rules including training and racing differences
- Emergency evacuation procedures (adverse weather/electrical storms, etc)
- Special requests related to the venue (eg: cycling rules, accredited areas, athletes seating in grandstands, likely media interview requests,etc.)
- Crew change rules
- Rules on no withdrawals except for medical reasons after the heats
- Drinking water
- Racking and boat storage and washing requests
- Boat and athlete weighing locations, times etc
- Confirm venue open and venue close times
- Confirm 'last bus' transport times
- Other important information as required
- Questions from coaches and athletes

### **B.8.3. ORGANISING COMMITTEE REGATTA OFFICE**

#### **Facilities**

The members of an Organising Committee shall determine their needs for their work areas and offices needed for the smooth running of a Continental or Regional Championships.

### **B.8.4. JURY MEETINGS AND UMPIRES SEMINAR**

#### **Jury Meetings**

- Requirements
  - A meeting area with seats and tables for approximately 20-30 people, with the facility to darken the room so that a computer projector can be used.
  - A number of tables, to seat up to five people, at the front of the room.
- Equipment
  - A microphone and PA system
  - A computer projector.
  - A large Screen (or white wall) for the computer projector.
  - A large board showing the venue Traffic Rules (instead of a display board, the computer projector can be used to display traffic rules for discussion during Jury meetings).

- Red and white flags and a bell (for demonstration purposes)
- Radio to demonstrate radio procedures
- A white board and coloured markers

#### **Umpires' Seminar (if organized at the Event)**

- Requirements
  - The same requirements as for Jury Meetings.
- Equipment:
  - The same equipment as for Jury meetings

#### **B.8.5. CONTINENTAL CONFEDERATION REGATTA OFFICE**

At a Continental or Regional Championships, office space must be provided for Continental Confederation officials responsible for the Championships – Secretary-general, President or Vice-President (if present). The TD can also be accommodated together with the Continental Confederation officials. Team Managers and national federation officials will need to have access to this office, so it should be in a convenient location at the venue. The office should ideally have a view over the course for easy monitoring of the competition.

- Seating and desks for up to 6 persons should be provided (Continental Confederation (2), TD (1), Volunteers supporting Confederation (2), President or Vice-President (1 or 2).
- A meeting table area should also be provided in this office for small ad hoc meetings.
- Reliable internet connections are required.
- If TV coverage is provided for the event a TV should be provided in this area.

#### **B.9. MEDICAL & RESCUE**

##### **General Aim**

The aim of this section is to provide a practical guide to OCs in quantifying and providing medical, rescue and safety services at a Continental or Regional Championships. It takes into account relevant factors and the 'intensity' of international level racing. In addition to these guidelines, national or local regulations should be fully respected and met by the OC.

This document may be updated from time to time to cater for changes in current trends, needs or standards.

##### **National Events**

National Federations may refer to these guidelines in assessing their own requirements for national level events.

##### **International Regattas – making a situational assessment.**

A rowing regatta is a unique event in comparison to other sporting and non-sporting events in relation to the need to provide adequate levels of rescue and medical coverage. The potential for drowning following collapse and/or capsizing during or after training or racing is of primary

concern. However, in considering the level of service for the whole event, the OC must take into account a range of factors – as well as those that are unique to the location of the venue and type/size of the water body available for training and racing. Some considerations are:

- Is the water body limited to the rowing course itself (2,300m long & 120m wide), or is it connected to a separate warm-up lake. This impacts in the proximity of warming-up and cooling-down athletes to those crews who are racing
- Are the warm-up and cool-down areas adjacent to the racing lanes, or even within the racing course itself
- Is there a dedicated warm-up loop. Note: a potential for collision between two eights to be approaching each other at high speed from opposite directions – separated only by a swimming line. Note: A Men's 8+ may weigh in total up to 900kg and travel at 22kph
- Is the racing course located on a lake or man made channel (ease of medical access to water areas / access by ambulance at all points of the course)
- The likely weather conditions at the time of the regatta (noting extremes of hot/cold weather)
- What is the standard and experience of all crews racing and the general demographics of competitors Juniors / Seniors (at a national regatta there might be young juniors and old masters rowers also competing and this is a further consideration – all of varying fitness and ability).
- Are the 'outcomes' of the competition rated as 'high' for athletes – (eg Continental or Regional Championships) – indicating the high level of commitment of athletes – and noting the ability/likelihood to 'push themselves to the limit, particularly in repechages, semi-finals and finals
- Are experienced and less-experienced crews on the water at the same time (large differences in boat speeds and ability)
- Are para-crews competing at the event –an increased risk during weather extremes and the potential for life threatening on-water incidents (eg capsized of 'AS Single Sculls athletes and extreme differences in boat speeds)
- Is there vehicle and cycle access to warm-up / cool-down / racing areas during training and racing. Careful consideration must be given to the interaction of coaches/athletes on bicycles and vehicles moving around the venue – and the potential for accidents between the two
- Are athletes and teams self catered (meals), *or* under the 'control' of a general caterer for all meals (hotels or venue). This will impact in the potential for the outbreak of food poisoning, cross infections and gastro-intestinal issues during the regatta. Any such cases must be dealt with as the absolute highest priority to prevent any cross infection and limit the number of persons affected. Local health officials should immediately be informed of any such cases.
- The number expected spectators
- Are there VIP's attending the event
- The proximity in distance and travel time of the venue to hospitals and medical services
- Is official Doping Control in operation - (doping officials should be fully separate from medical staff at the venue to ensure that rescue and medical services are always given priority.
- Are teams accommodated in a multiple of locations
- Is there other 'entertainment' happening during or post racing (Note: at any farewell party, alcohol should be very strictly limited)

- Is parking and vehicle access in close proximity to athletes/spectators. This impacts on the safety of pedestrians around or inside the venue
- Is the venue equipped with adequate hazard and warning system (evacuation for lightning, public emergencies, etc)
- Are there zoned areas (fences) or natural geographical barriers that may limit access for medical staff to operate effectively or hinder venue evacuation in emergencies

As outlined above, international rowing events are multi-faceted and potentially high risk given that rowing is a water sport and the wide range of interacting factors.

#### **General over-view - Planning required**

- Notify local hospital / health care provider
- Minimal prior notification period of the event to all agencies (police, hospitals, fire services, etc)
- Provision of emergency and other transport arrangements for athletes to hospital if required
- Provision of first aid personnel
- Provision of first aid points and medical centre
- Provision of fully manned on-water rescue services with qualified personnel
- Provision of paramedics
- Provision of on-site regatta doctor
- Public information and health notices

## **B.9.1 MEDICAL FACILITIES AND SERVICES**

### **General requirements**

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 and traffic control and marshalling operation.
- A special arrangement to allow participants in the Championships to have access to the nearest hospital.

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.

The Organising Committee will appoint a Medical Director and a Regatta Doctor (may be the same person). Ideally the doctor should be a specialist in sports medicine and will work closely with other medical service providers to ensure the delivery of quality medical services at the event.

\* 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. All teams should carry their own medical and travel insurance to cover their medical costs in addition to this primary care.

## **B.9.2 THE ROLE OF A CONTINENTAL CONFEDERATION DOCTOR**

Where possible, the Continental Confederation should appoint a Regatta Doctor for a Continental or Regional event. (For a Continental Games, such a Regatta Doctor should always be appointed.) If a Regatta Doctor is appointed by the Confederation, there are important differences between the responsibilities of this Doctor and the Medical Director appointed by the OC and local medical staff at the event. The Medical Director and local medical staff are appointed by the OC and are responsible for all medical treatments at the venue.

The Confederation's Regatta Doctor will not be responsible for any medical treatment and normally is not licensed to carry out such treatments in the host country. He is responsible only for the following:

To approve in advance through the TD 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 any areas of concern with the TD.

- To give advice to the Continental Confederation, the TD and the Organising Committee on issues of health protection;
- To consider and sign all medical substitution forms in accordance with the FISA Rules;
- To monitor extreme heat conditions in consultation with the Medical Director and advise the TD and President of the Jury in accordance with FISA Guidelines and local Regulations 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 Continental Confederation 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 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. During racing, he will normally be stationed in the Continental Confederation Regatta Office in order to manage medical substitutions, etc.

### **B.9.3 MEDICAL CENTRE**

#### **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 minimal requirements as permanent facilities. The medical facilities must be air-conditioned and must have a free and easy access from the medical centre out and onto the public roads.

#### **Layout**

Ideally, the medical centre should contain the following facilities. It is realised that some of these facilities are not available when temporary accommodation is in place. These issues need to be discussed and resolved with the TD, in the early stages of planning of the event.

- One waiting room
- One treatment room
- One Doctor's room
- One toilet either in the facility or very near the treatment/doctor's room
- One accessible toilet (if there are para-events)
- One wash basin
- Permanent water supply with running hot and cold water
- Air-conditioning or heating (as appropriate for the expected weather)



## Medical Center Equipment

The Medical Director is responsible for medical equipment and must provide a list of all equipment to the TD (and, where appointed by the Continental Confederation, the Regatta Doctor) prior to the event. 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 as required for treating a person who has been rescued from drowning or who has collapsed from exhaustion.
- Pulse ox, tubes LMA
- ECG equipment
- Resuscitation trolleys are required to move heavy athletes from the ambulance to the Medical Centre.
- An 'all-round' privacy screen in the medical area.
- A reliable and regular supply of ice. Team doctors and team physiotherapists require a plentiful supply of ice to treat the competitors for minor injuries and strains.
- A telephone (outside line, or mobile) and a walkie-talkie radio should be provided for direct communication with the Rescue service, ambulances, first aid posts in the venue, the President of the Jury, the OC Regatta office, the Continental Confederation Regatta Office, regional hospitals and other emergency organisations.
- The Medical Director must hold a radio on the same channel as the Continental Confederation Regatta Doctor so that each can communicate in the case of emergency (not to be used for discussions on medical issues). (*Note Communications section below*)
- Mops for cleaning contaminated spills or general clean
- Other suitable cleaning materials for constant bench cleaning
- Anti-Bacterial Hand cleanser
- Medical Gloves
- Clinical waste disposal unit
- Wheelchair

The OC is required to ensure one fully accredited and equipped ambulance with suitably qualified personnel is on duty at the venue at all times the venue is open for training. During the hours of racing, two ambulances are required to be stationed at the venue.

## Medications

The type and amount of basic medications that should be available in the Regatta Medical Center are the responsibility of the Confederation Medical Doctor (or Event Doctor if relevant) The Medical Director should advise on any additional medications to be available.

## **Operation**

The medical and rescue services must be provided for teams from the first day the venue is officially open for training. The Medical Centre must remain in operation and staffed during all opening times of the venue – training & racing.

Any teams arriving before the official opening of the Venue are responsible for their own safety and medical treatment. They should be informed about the local medical services available and should be given telephone numbers of medical doctors, physios and dentists, etc.

- During training sessions, at least one doctor must be on duty at all times the venue is open. During racing hours, there must be 2 doctors on duty. (see section below on Ambulances and emergency personnel).
- The Organising Committee and Medical Director must produce a medical operations plan to include actions to be taken in an emergency. This plan must be submitted to the TD at least one month before the event.
- Team doctors must be allowed to use the medical rooms and other services in cooperation with the Medical Director, but only for treatment of their own team members and only if they are authorized to provide such treatment in the host country.
- If an athlete of team member is taken to the Medical Centre, the athlete's team doctor and/or team manager must be notified as soon as possible. To support this process, the OC will obtain this contact information (e.g. mobile telephone number, etc.) from team staff during team registration and should provide a copy of such contact numbers to the Continental Confederation Office, the TD and the Medical Director.

### **B.9.4 DOPING CONTROL (Anti Doping Agencies)**

#### **Location**

The Doping Control Testing Centre could be located either:

- In a permanent building in the Boathouse Area.
- In a prefabricated, air-conditioned container, located in the Boathouse Area.
- It must be accessible by one door only and that door should be kept locked and secured when testing is not being conducted or when doping control officials are absent.
- A sign outside of the Doping Control Centre should provide a clear description of the facility.

#### **Facilities and Equipment**

Note: The OC shall liaise with the relevant accredited National Anti Doping Agency (NADA) to ensure the facility (and procedures) will fully meet their requirements. The OC will provide:

- One Doctor's room, complete with a table, four chairs, a fridge and a wash basin
- Two separate toilets, (with hot and cold water, wash basins, towels and soap), adjacent to the Doctor's room.
- Two Anti-Doping processing rooms

- Large waiting room – with comfortable chairs, a TV set (showing the racing where applicable) and with direct access to the examination room and toilets.
- Plentiful supplies of bottled (and sealed) liquids such as fruit juices, soft drinks, spring and mineral water (no beer or alcoholic beverages) must be made available. (Some athletes can be up to 4 hours in the doping centre).
- The drinks for the selected athletes awaiting testing must be kept in a separate *lockable* fridge from the one holding the samples.
- The OC will provide a minimum of 2 walkie-talkie radios for Anti-Doping officers/chaperones
- In some Agencies, the OC will be required to provide volunteer Chaperones to escort the athletes to the testing area. This should be clarified by the OC in their discussions with the NADO as part of the planning process.

\* Walkie-talkie radios must not to be used for discussions on anti-doping testing problems or procedures or specific athletes.

#### **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. However, during the preparation phase and on site, the NADA Coordinator will advise the OC and the Medical Director of all Anti Doping related requirements for the event. It is vital that all of the details are complied with fully, to ensure the validity of the testing procedure cannot be challenged.
- Athletes may take a long time to produce the required sample. In such cases, special transport arrangements should be available for the athletes if the last transport has departed by the time they have finished the testing procedures.

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

The OC is not required to provide physiotherapy services to teams at Continental or regional Championships. The OC should make available to teams on request the telephone numbers of physiotherapists and massage therapists in the local area. However, the OC may provide massage tables at the venue for self-use by teams (not staffed by OC). There should be partitions or curtains to Men and Women if this facility is provided. (This facility must be provided at a Continental Games event.)

#### **B.9.6 SPECTATORS FIRST AID**

##### **Location**

A First Aid post for spectators should be located near the main spectator areas.. The first aid provisions for spectators should follow local government regulations.

## Operation

Operates on racing days only and provides a general First Aid service to spectators during the hours spectators are in the venue.

### B.9.7 EMERGENCY PARAMEDIC SERVICES & AMBULANCES

One Ambulance/Paramedic or dedicated vehicle (with qualified Emergency practitioner) should be available at the venue at ALL times during official training. Two such ambulances should be on site during racing. These medical services shall work with the venue Medical Director and doctor to ensure a 'seamless' provision of emergency and 'regular' medical services.

The emergency vehicle should be parked outside the Medical Centre so that a patient can be transported there easily. There must also be a free and easy access from the medical centre out onto the public roads.

A final decision on the number and location of any ambulances should be made after discussions between the TD 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, number of spectators, nearby hospital facilities, etc.

### B.9.8 RESCUE AND SAFETY SERVICES (see also B.6.4 above)

#### Aims

Both during official training and during racing there should be a fully proficient team of qualified lifesavers in suitable rescue boats provided for the rescue service for athletes on the water. For a Continental or Regional Championships, a total of 5 rescue boats of the required design should be provided (see also para. B.6.4).

- The OC must appoint a Rescue Coordinator who will coordinate the rescue services and be the central contact for information distribution for the OC regarding schedules, management issues, operational planning, coordination with Medical Director and medical services, etc. The Rescue Coordinator will be in radio contact with all rescue boats, the Medical Director, the Regatta Doctor, President of the Jury and other rescue and ambulance staff.
- The Rescue Coordinator (in conjunction with the Medical Director and Field of Play Coordinator or Competition Manager) should develop an **operations plan** including the positions of rescue boats, ambulances, rescue personnel and actions to be taken in case of rescue. This plan should be submitted to the TD for approval at least one month before the start 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 landing area (in cases of emergency) in most cases is to be located beyond the Finish line and close to the Finish tower or other area agreed between the OC and TD. (The finish area is always the area with the highest risk for the competitors). There must be a clear landing area – a pontoon or ramp - provided for the rescue boats to bring ashore athletes who have been rescued from the water in emergency cases. This

area must be kept clear and reserved exclusively for the use of the rescue boats and medical staff. An ambulance should be stationed adjacent to this rescue landing area during racing.

The area around the rescue ramp/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.

**Note:** Any proposal by the OC, the Medical Director or Rescue Coordinator to vary the numbers of Rescue and Marshal boats outlined in this Manual must first be discussed with the TD.

### **On Water Operations – General**

Each rescue boat should be manned by two rescue service personnel. At least one, and ideally both, should be qualified lifesavers

Each rescue boat must be in direct radio contact with the Rescue Coordinator and the Medical Centre. The rescue boats should must regularly monitor the traffic on the water. The Rescue Coordinator can operate a shift system for rescue personnel throughout the long training days.

A rescue rehearsal should be carried out either 1 day or 2 days before the first race. The rehearsal should include the actual rescue of an athlete (volunteer) collapsing in a boat and another of an athlete falling out of a boat into the water, to ensure that rescue teams are familiar with racing boats and technologies which might impact on effective rescues. This rehearsal shall be observed by the TD, the Medical Director and the Continental Confederation regatta Doctor (if appointed). It is also recommended that the training also emphasise the rescue, lifting and transporting of para athletes both in and out of the water (if para events are included in the regatta).

In an emergency the first priority of the rescue boats must be to *keep the athletes head above the water* and then get the patient to the rescue ramp/pontoon as quickly as possible. Where available and logistically possible, the ambulance or paramedic vehicle may arrange by radio to meet the rescue boat and patient at location closer to the incident (eg 1,000m mark) – if that is deemed to be faster and more effective. Such arrangements must be part of the agreed Rescue Operations Plan

### **Equipment**

Each rescue/safety boat should contain an approved rescue flotation device with rope, emergency water supplies, radio, boat paddles, thermal blanket, spinal board (recommended), or other equipment as planned by the Rescue Coordinator and Medical Director or as required by local regulations.

### **Rescue - On Water Operation – During Training**

Prior to the official opening of the Regatta Venue – rescue services will not be provided by the OC. This must be clearly stated by the OC in Regatta Bulletins. However, if a large number of teams would arrive earlier it is recommended that at least one rescue boat should patrol in the neutral lane during busy training periods. The same personnel should be used for observing the Traffic rules. The costs of this service during “pre-opening” period should be negotiated by the OC with the teams concerned.

From the first day of the official opening of the venue rescue boats should patrol in the neutral lane (vacant lane between crews travelling to the start, and those travelling to the finish). The same boats should 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. One boat should patrol the first 1,000m and the other the second 1,000m - both working in cooperation to ensure that they are providing the maximum coverage of the course at all times. (The Rescue Coordinator in consultation with the Competition Manager may rest these boats from operation if there are no crews training on the water – provided that they return immediately when crews go on the water.)

Note: In very busy training periods, 3 boats can be on duty in the neutral lane, each patrolling slowly in a designated section of the course. For very busy periods, consideration should also be given to placing a marshall on the Start pontoon with a megaphone to control crews turning in the Start area.

### **Rescue - On Water Operation – During Racing**

- During racing periods – 5 Rescue boats should be stationed as follows:
  - 1 Boat (call sign RESCUE 1) at the 250m point
  - 1 Boat (call sign RESCUE 2) at the 1000m point
  - 1 Boat (call sign RESCUE 3) at the 1500m point
  - 2 Boats (call signs RESCUE 4 and RESCUE 5) just after the Finish line (no more than 50 metres) should circulate slowly behind the finished crews immediately the race is finished to check carefully whether any rowers need assistance.
- These rescue boats are also responsible for monitoring the Warming up / Cooling down areas where these are close to their positions.
- Note: A Jet Ski (with floating stretcher) can be an alternative to the rubber-type rescue boat to be located as RESCUE 1 or 2, or can be an addition to the rescue service, given their speed and the distance to be covered to the finish area and rescue ramp/pontoon. A jet ski must also be manned by two qualified personnel.
- If the Warming up/Cooling down areas are organised on a separate water area/lake, away from the rowing course (such as a connected return lake), a rescue boat must also be provided in this area. Other rescue boats must be always alert and ready if they are

called to assist with any incident in that area. Normally, this would be the rescue boat nearest the warm up lake access.

- The rescue teams should be highly alert at all times during the racing. At the finish of the race, the rescue boat(s) at the finish should circulate slowly behind the finished crews, checking the faces of the rowers to see if assistance is required. The rescue teams should all understand the importance of instructing competitors to "*sit up and keep moving*" to assist recovery after the finish of the race (allowing athletes to lie down backwards in the boat immediately after the race, is potentially life threatening should the boat capsize). Athletes are often distressed after racing. The best indication that there is a potential problem is to look into the eyes of the athletes and ensure they are able to 'focus' on their surroundings.
- Rescue boats should concentrate fully on their duties. The rescue boats at the finish should not provide water to crews after the race except in cases of medical emergency. Other arrangements should be made, in consultation with the TD, for crews to get water from their coach after their race.

Note: 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.

**\* Para events - Rescue boats may be tasked to follow a para race from start to finish - in order to ensure the safety of vulnerable athletes in the event of a capsize. Rescue teams must understand the increased risks for para crews created by their strapping and in the event of a capsize it is imperative that they arrive at the capsized boat with no delay whatsoever and take immediate and decisive action to rescue the rower from the water.**

#### **B.9.9 MARSHALL BOATS (TRAFFIC CONTROL)**

The Competition Manager will agree with the TD a plan for marshals to be positioned in critical locations on the course, either in boats or on land, to monitor traffic rules and in particular those areas where there might be some danger for crews, such as turning points in the Warm-up / Cool-down areas or at the Start or Finish.

All Marshals shall be in radio contact with rescue and medical staff and carry a megaphone or whistle to attract attention.

Note; During large events or where the Warm-up areas are separate from the competition lake – appropriate marshals shall operate in the Warm-up / Cool-down areas.

#### **B.9.10 SUPPLY OF DRINKING WATER**

The rescue boats should not provide water to crews after races except in medical emergencies because:

- Water bottles take up space in the rescue boat potentially needed for athlete rescue;
- Water delivery distracts the rescue crews from monitoring safety on the water.

### **B.9.11 HOSPITALS IN THE AREA**

The OC must co-ordinate with a designated nearby hospital to ensure that full emergency services are available at all times during the opening times of the course and the hospital is fully briefed about the event and the medical and rescue services.

Discussions should include the Ambulance service and any other special requirements dictated by geography and location, including the possibility of a helicopter service if the regatta site is remote or if certain specialist treatments are not available at the nearby hospital.

### **B.10. WRITTEN MEDIA**

#### **B.10.1. MEDIA CENTRE**

##### **General requirements for Continental or Regional Championships**

- The media operations service is the responsibility of the OC. The Continental Confederation will support and advise in the planning process.
- The media operations should meet the media's needs and should provide a uniform, professional standard at all Continental events.
- These requirements concentrate on the needs of the written and photographic media.

##### **Venue Media Coordinator**

- The VMC is appointed by the OC and is responsible for coordinating all media operations of the event. He/she should work in liaison with the Continental Confederation Media and Communications consultants/contractors.
- The VMC should be experienced, knowledgeable and helpful. He/she should be familiar with the organisational structure of the event and knowledgeable about the sport of rowing.
- The VMC should be closely involved in the work of the OC from an early stage to build up knowledge of the event and its history and to understand the 'selling' points of the event and how best to market it.
- The VMC should be on site from one day before the first day of racing, to ensure that the media area is set up and ready.
- Volunteers should be available to assist with copying and set-up of the media center.
- During the event, the VMC must be present at all times during the opening hours of the media centre.
- The TD should be kept informed of all media planning arrangements and must be consulted on problem issues.

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

- Provide the necessary press services to all members of the media (print, broadcast and photographers)
- Liaise with the Continental Confederation and the TD on media issues and accreditation process



- Set up and manage the media centre working areas
- Oversee distribution of information to the media
- Manage the media centre staff team (volunteers)
- Organise media transportation service (if applicable)
- Manage media area catering and services
- 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 *Note: This plan should be submitted to the Continental Confederation and to the TD in advance for approval.*

Note: It is strongly recommended that the VMC attends at least one FISA or Continental event to experience the level of service provided at these events and to learn from the on-site experience of others.

#### **Location**

- The Media Centre should ideally be located close to the Finish Line and to the reserved VIP Grandstand area and within easy access of the transport facilities.

#### **Opening Hours**

- The Media Centre should be open for use one day before the first day of racing and remain open on all competition days until the last journalist or staff member (OC or FISA) has finished work (or the venue closes).
- Each day, the Media Centre must open two hours before the commencement of racing and remain open until at least two hours after the end of racing. Later hours may be required. The VMC will manage this issue.
- Official hours of operation of the Media Centre should be clearly advertised and notified to the journalists in advance.
- The VMC must be present at all times during the opening hours of the press centre.
- The Media Center is not open to coaches and athletes and other members of the OC other than senior staff

#### **Media Facilities Requirements**

The Continental Confederation and the TD will assist in the design of the layout of the Media Centre. Plans of previous centres are available from FISA. The actual size and number of seats will vary from event to event, however as a minimum guide:

- Size:
  - 10m x 5m is minimum
- 5 work stations
- Each workplace must measure a minimum of 80 cm for each position (desks and chairs).
- All tabled work stations must be supplied with:
  - access to an individual electrical power outlet

- adequate number of extension cables
  - Broadband internet connection (wired or wireless)
  - Photocopier (no need to be networked), fax machine
- In line with FISA policy, NO SMOKING is permitted anywhere within the Media Centre.
  - If the event is televised, the Media Centre should have sufficient TV sets for journalists to follow the racing in closed circuit TV.
  - An information desk must be located inside the Media Centre and manned by an OC volunteer, ideally with some media experience.
  - Basic refreshments should be provided to media free of charge – coffee, tea, biscuits or local snacks
  - A notice board should display general information for media, including hotel transport schedules, transport arrangements for photographers to the Start, weather forecast, Media Centre opening hours, etc.

Note: Mixed Zone - For Continental and regional event a Mixed Zone should be created next to the Victory Ceremony athlete waiting area. Media can interview athletes in the mixed zone before the medals ceremony. In addition, the need for another Mixed Zone should be discussed with the TD as this will depend on several factors, including the accreditation zoning arrangements and the number of media present. (For a Continental Games, two Mixed Zones will be normally be required.)

#### **Distribution Boxes for Start Lists, Results and Official Communications**

- Copies of entries by country and by event, Media start lists, summary start lists, results and daily results summaries and other communications should be delivered to the Media Center and placed in dedicated distribution boxes. There should be one tray per event plus additional trays for summaries for this purpose.
- The original documents should always be kept in an originals file to allow for further photocopying when required.
- Official Communications issued by the TD, President of Jury or other officials reporting crew changes and withdrawals should be posted on a notice board in the Media Centre as well as distributed and put into distribution 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.

#### **B.10.2 PHOTOGRAPHERS**

##### **Requirements**

- The OC should appoint a local experienced rowing/sports photographer to work with the OC in the planning of all photographers' positions and facilities.
- The VMC manages all photographic matters during the event. These responsibilities include the daily allocation of priority positions (if necessary).
- The TD will advise the OC and Competition Manager of any locations or times where photographers are not allowed. Likewise, the TD will agree the procedure to be followed in key areas such as the start pontoon and the Victory Ceremony.

- All photo positions in key areas must be approved by the TD.
- Accredited photographers must be issued with a Photographers Vest that clearly identifies them as an official working within the OC
- A tent should be provided in the start area for photographers to rest out of the sun or rain, or deposit their equipment. Table and chairs should be provided. The area will also be accessed by other OC staff and Volunteers as needed.
- The VMC is responsible for organising transport for photographers to the Start area before racing each day and for a shuttle service during racing. (A sign-up list should be completed on a day-to-day basis for transport to the Start).

### **B.10.3 MEDIA ACCREDITATION PROCESS**

#### **Media Accreditation Form**

- The Media Accreditation application form for Continental and Regional events should be distributed by the VMC prior to and during the event to media outlets. Primarily, the form is gathering data to identify which media visit the venue each day, with contact details for follow up if needed. Copies of these details should be passed to the Continental Confederation for future promotion of rowing.

#### **Accreditation Confirmations**

- Accreditation application ‘confirmations’ should be returned by e-mail to requesting media outlets by the VMC as soon as completed. Supplementary information will then be provided by the VMC in an information pack. This should include:
  - 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 (if requested) 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
  - VMC contact telephone, fax numbers and E-mail address
  - Media Centre contact telephone, fax numbers and E-mail address
  - Power, telephone jack and modem set-up specifications
  - Car hire details
  - Other info as requested

#### **Accreditation Badges**

- Media credentials issued by the OC will mirror athlete and coach accreditation, but may include VIP upgrade passes. The Continental Confederation and TD should be informed on all such issues so that advice can be given to the OC.

## **B.10.4 MEDIA TRANSPORT AND ACCOMMODATION**

### **Transport**

- Accredited media should be able to use the official shuttle transport system (if supplied) from official hotels, free of charge.
- Car parking facilities should be available for media in the Team parking areas.
- Media and photographers must be allowed loading and unloading access to the venue at all times. This is coordinated by the VMC

### **Accommodation**

- Media will be responsible for their own accommodation costs, but the OC should identify a range of hotels (at least two price categories) and should facilitate booking arrangements through the OC booking system.
- The OC should arrange that competition information, including any changes, is displayed on a notice board in the media hotels.

## **B.10.5 OTHER MEDIA ISSUES**

### **Media Information Packages**

- The OC and VMC should prepare Media Information Packages.
- A hard copy should be distributed upon registration of each member of the press at the Media Centre. The package should include information to assist journalists in covering the event and to enjoy their stay in the host city/country.
- The Media Information Package should contain the following items:
  - Provisional timetable
  - List of confirmed entries
  - The official Souvenir program
  - Introduction to media volunteers: staff names and contact numbers
  - Media Centre hours of operation
  - Media Centre communication facilities and charges
  - Timetable of any official press conferences
  - Invitations to media functions (OC arranged)
  - Map of the venue, venue seating locations and photographers' positions
  - Media transport arrangements and timetables
  - General rowing information supplied by TD or Continental Confederation or FISA
  - City guide information including:
    - Restaurant recommendations
    - Other public transport
    - Map
    - Bank/currency exchange locations
    - Shopping locations
  - Telephone directory of useful numbers (OC)
  - Past results of key athletes

- A free invitation to any official functions.

OCs should collaborate with their local tourism authorities to provide helpful tourist information materials which will help to promote the city and the region.

## **B.11 BROADCASTING AND TELEVISION**

The television rights to Continental Confederation Events and the other commercial rights (advertising sponsorship, use of Confederation/OC logos) belong to the Continental Confederation. They are valuable sources of income which will be used by the Continental Confederation to finance its Events and development program. Rights and obligations of both Continental Confederation and the OC in respect of media rights, marketing and publicity – should be clearly identified in the Event Staging Agreement.

Continental Confederations may consult FISA on this if they wish to seek further advice on the allocation of these rights and the value of them.

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

- The OC should make all possible efforts to have the event televised. The actual commitment of the OC to this will be the subject of agreement with the Continental Confederation.
- of the extent of television coverage to be provided by a host broadcaster will depend on the agreement in this respect – ideally it should at least provide an international quality broadcast of all finals
- Closed circuit coverage of all races at the course should also be provided. If provided, discussion with the Timing & Results provider should determine if this system can be linked to the regatta timing system to display 500m split times as part of the TV signal
- The OC will be required to locate a sufficient number of TV monitors around the course in order to provide a good service to spectators, competitors, press and officials if the event is televised. A big-screen display also adds significantly to the enjoyment of the event.

Note: It is recognized that TV production of an event is a significant budgetary expense for an OC. As outlined in the introduction however, the publicity of the event and of rowing is very beneficial to both rowing general in the Continent or region and also to the host city and the OC.

All efforts should be made to provide *at a minimum* an 'on course' coverage of the event using CCTV cameras (see B.11.2) or local providers. TV coverage of the event adds significant professionalism for rowing and delivers a product to the media that has come to be expected of many major sporting events.

#### **Requirements**

- Depending on the contractual arrangements, a National TV Broadcaster would require a very minimum of 5 cameras to adequately cover a 2000m course. One camera at the Start; one at the 1000m; one at the Finish Line; one camera in a suitable catamaran (or

in a TV vehicle if there is a suitable road alongside the course to follow the races) and one camera roving around the venue. For full coverage, additional cameras would be needed and this should be discussed with the TV provider.

- The OC is normally required to provide scaffolding (if required) for TV Cameras in fixed positions – at a level to be agreed prior to the event.
- Broadcast providers will require car parking permits close to the finish area
- Accreditation for all staff of all providers – who are in operation at the venue
- Full access to the Media Center
- Cabling is provided by the Broadcaster, however power requirements are to be coordinated with the venue technology manager (VTC) – and the venue owner. Power costs are in most cases within the total budget of the broadcast.
- Parking suitable for an 'OB' van (outside broadcast van) if required

Note: Key contacts for the broadcaster should be with the VTC and the Timing and Results contractor and any PA system staff. At Continental and Regional events, the production of the event (Sports Presentation) should be coordinated by a Sports Presentation person who should be experienced in this field. This group must ensure a seamless interface of services to ensure the needs of all areas are met. For example:

- TV telecast and Internet telecast
- On course CCTV and Results to CCTV
- Radio
- PA broadcast to the venue by commentators

#### **B.11.2. TELEVISIONS AT THE VENUE**

The television coverage of the event (closed circuit production, or the international/national host broadcast signal for Internet or TV if applicable) should be available for viewing around the entire site for spectators, competitors, officials, and VIPs.

##### **Viewing Requirements**

- Minimum of 3 Large TVs around the Boat Park area
- Minimum of 1 large TV in the VIP area
- Minimum of 1 large TV in the Athletes Lounge
- Minimum of 1 large TV in the Media Centre
- A small TV in the Anti-Doping Testing Centre

##### **Big Screens**

At Continental and Regional Championships, Big Screens are not a mandatory requirement. However, they are a very positive addition to a televised event if it is possible to provide them.. These can also double as a score board displaying race results. The FISA Sports Presentation consultant and TD can advise the OC of the most suitable screen size given the venue, the number of spectators expected and the cost. Local solutions will be welcomed and should be discussed with the TD in the early planning stages of the event. (Note: For a Continental Games, Big Screens should be a mandatory provision.)

Where an event is televised but no Big Screen is available, coverage of the event at the venue using smaller TV's located around the venue is recommended.

## **B.12 SPECTATOR FACILITIES AND SERVICES**

### **General**

When planning the final layout of the spectator facilities (tents, grandstands, food and souvenir stalls etc), the following conditions should be considered:

- The justification of the investment:
  - This should be carefully evaluated, taking into account the *future* use to which the facilities will be put– permanent and temporary.
  - The expected number of spectators
- Before the detailed design can start, analyses and investigations must be provided on the effect of the spectator facilities (particularly the Finish grandstand) on the wind conditions on the water – will it affect the fairness of different lanes.

### **Requirements**

The key principles when planning the spectator facilities are:

- To ensure a simple, low maintenance design.
- To provide the appropriate conditions for staging major sporting events (not just for rowing)
- 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 with a large number of people attending.

### **Layout**

- The spectator facilities and services could be constructed:
  - On one side of the course. Normally this is on the finish tower side to aid in easy communications and optimizing infrastructure usage.
  - OR
  - On both sides of the course. The 'other side' of the course often uses tents to accommodate food outlets, restaurants, facilities – given that most events will not require such a large level of infrastructure.
- 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).
- At some venues, instead of large grandstands, consideration can be given to providing tables and umbrellas and chairs for spectators on flat ground overlooking the course. Such arrangements should be discussed with the TD to ensure adequate provision is made for the expected number of spectators.

### **Capacity**

Estimates for the expected number of spectators should be discussed with the TD. It can be based on previous experience at the venue together with experience from previous similar events. The OC should make every effort to encourage spectators daily from the local community, including schools, community groups and other sports organisations.

The final planning for grandstand seating and other spectator facilities will closely depend on accurate forecasting of the number of spectators likely to attend.

### **Grandstands**

Grandstand or other spectator facilities are required for the following groups:

- General spectators
- Persons with disabilities – spectators and media
- Media (TV and Press)
- VIPs and Sponsors
- National Federations Presidents – (OCs should provide two free grandstand seats per National Federation plus the option for additional tickets to be purchased (if tickets are sold) or reserved (if tickets are free of charge).
- Visiting supporters of competing teams
- Teams seating – for athletes when they are not racing

#### **B.12.1 SPECTATORS FOOD SERVICES**

##### **Requirements**

- The concept for providing *permanent* food preparation facilities at the venue should be based on the long-term use of the venue.
- Additional temporary facilities should be provided during major sporting events.
- The food facilities for the spectators should be located in close proximity to the grandstands.
- The financial return from food vendors should be carefully investigated. Either return a % of the profit, or charge the vendors a 'site fee' plus a smaller % of the profit. The second is less risk for the OC.
- All vendors must hold the necessary and current licenses and approvals under local regulations.
- The OC should ensure that great care is taken in relation to food poisoning and food preparation and storage etc.
- Coffee carts, ice cream carts, local foods and snacks - as well as the usual hot/cold food always do very well at sports events. The proposed range of foods should be discussed with the TD, but the OC will have a good understanding of what will be welcomed by local spectators.

Note: The OC of the previous year's event might provide a detailed description as to the type and numbers of food vendors, take up, profit, contracts, etc. to assist the following year's OC. The TD and Continental Confederation should coordinate such contact. The next year's OC



should wherever possible attend the previous year's event and have a schedule to discuss all, such issues at the time.

### **B.12.3 SPECTATORS INFORMATION**

#### **Facilities**

These are usually temporary booths, tents or containers placed near the entrances to the spectator area. (Note that spectators will not have access to the Team Information Center which is reserved for teams.)

#### **Requirements**

- Provides general 'Help Desk' services.
- The information materials provided for the spectators should include the following:
  - The official Championship Souvenir Program
  - Venue maps and plans
  - Historical and competition information
  - Progression system explanations
  - Competition information (start and results summary lists, etc.)
  - Newspapers, periodicals, books, travel guides, maps, Tourist information, lost & found service

### **B.12.4. MERCHANDISING AND BANKING**

#### **General**

Merchandising contracts are generally for the OC to arrange to supplement income for the event. There are, however, likely to be ongoing Continental Confederation relationships that will require servicing at such events. Generally the requirements will be outlined in the Event Staging Agreement.

#### **Requirements**

- An easy access should be provided for the spectators to vendor sales points (usually temporary) that are ideally located in close proximity at the back of the grandstands and food outlets.

#### **Souvenirs**

- Sales points should be provided at various locations (entry locations, in spectator stands, etc) around the site and sell various regatta items including:
  - Souvenir Program
  - OC Regatta Souvenirs
  - FISA items (if applicable)
  - Special event stamps and envelopes can be very popular and could be combined with a small postal service for visiting rowers and supporters.

- Event souvenirs should also be available for sale in the boathouse area for athletes and teams.

### **Banking / Currency Exchange**

A banking/currency exchange and cash service at the venue is usually very welcome for visiting teams and spectators. 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 can follow the official working times in the host country.

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

The OC should decide if tickets for the event are to be sold or are to be distributed free of charge, or a mixture of the two methods.

If tickets are to be sold, it is recommended that ticket sales are carried out in two stages:

- Through Internet and/or telephone, direct mail to Federation clubs, or through the OC itself
- At the event – sales points located just outside spectators' entrances. Note: great care should be taken when placing the ticket booth if the OC expects large crowds. In such situations, it is recommended that the OC consult ticketing professionals for their guidance.

Note: If the OC is planning that ticket sales form a major part of the events income, then it is wise to consult experts in that field. Likewise consider the average income of similar events held by the Continental Confederation or National Federation over the past several years. It should be noted that unlike from some national events, **most** international rowing events do **not** attract large numbers of spectators unless there are special circumstances. The OC should discuss such plans with the TD and Continental Confederation.

### **B.12.6 SPECTATORS SANITARY SERVICES (see also B.7.4)**

#### **Toilet Numbers**

- The number of toilets to be provided will depend on a number of factors and should meet local regulation requirements for the event and the number of spectators expected.

#### **Toilet locations**

- Locations should be clearly signposted and well marked
- Convenient to majority of spectators and available to all spectator areas
- conveniently placed to allow service vehicle access to the toilets

**Other considerations for toilets are**

- Toilets for people with disabilities
- 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.13 HOSPITALITY FACILITIES**

### **General**

Often the goodwill of individuals, sponsors, local and regional or state governments, national sports federations, etc. is responsible for funding and supporting the event. Good treatment of these important individuals is, therefore, of common interest for the OC and the Continental Confederation and for the sport of rowing, 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 their investment in the event was ‘good value’, and that they want to be involved again with rowing. Good VIP and sponsor hospitality management is also important in showcasing the sport to potential future sponsors, both for future rowing events in the host country and for continental and international events.

### **VIP Coordinator**

- The OC should appoint a VIP Coordinator to ensure that all matters related to VIPs are well managed, coordinated and that all communications are timely, accurate and regular.
- The VIP Coordinator should be experienced in Rowing and in high level hospitality.

### **Before the Event**

- Invitation List
  - Two to three months beforehand, the Continental Confederation will provide a list of their VIPs to be invited to the regatta. The list might include IOC members of the country in which the regatta takes place, the Presidents of other sports federations in the host country, Executive Committee members FISA and the Continental Confederation, continental-wide sponsors and well known persons interested in the sport, who could bring some publicity to the event.
- Follow-up information to initial invitation
  - Importantly, 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.

### **VIP’s at the Event**

- Airport Arrival and Transportation
  - Where possible an OC host or hostess will be on hand to greet individually the 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 guest(s) and OC logo on it.
  - 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.
  - 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 event or their stay.
  
- VIP/Sponsor Accommodation
  - Sponsors and special VIP guests should be accommodated together at a suitable Official Hotel
  - If there are Official Sponsors, they 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 should provide transport for VIP guests at the regatta site on a schedule from the Official hotel.
  - For those driving their own cars, there should be VIP parking facilities close to the venue.
  - If adjacent parking cannot be provided, guests should be permitted car access for loading and unloading.
  
- VIP/Local Sponsor Hospitality Area
 

A VIP/Local Sponsor Hospitality Tent shall be erected near the Finish Tower and the finish line. It should consist of the following amenities:

  - Carpet or artificial grass
  - Covered tables and chairs
  - Decorations (flowers, flags, Continental Confederation/State logo banners, etc.)
  - Hosts/Hostesses at the entrance and inside
  - Television monitors (at least 1) for live action viewing if the event is televised
  - Daily schedules posted and previous results
  - Free snacks and water/coffee/tea/soft drinks
  - Free snacks, drinks and alcoholic beverages (where appropriate) shall be available from 1 hour before the start of racing
  - Secure storage area for coats, small bags etc
  
- VIP Grandstand Area
  - The VIP Grandstand should be located near the finish line and VIP area and can be a reserved section in the main grandstand or alternatively a small dedicated grandstand.
  
- Medal Presentations with VIPs/Guests
 

VIPs will often be invited to participate in medal ceremonies, usually by presenting

flowers or souvenirs to athletes. (Medals are usually presented by the Continental Confederation officials, but VIPs and national federation Presidents can be invited to also present medals if this is agreed by the Continental Confederation.) The OC VIP Coordinator should be made clearly aware of the protocols surrounding Medal Ceremonies as noted in **Section C.7** below.

## C. EVENT OPERATIONS

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### C.1. EVENT PROGRAMME

#### C.1.1. GENERAL

FISA oversees and provides advice and expertise for the organisation of international rowing regattas. Within the authority of the FISA Rules of Racing, the Continental or Regional Confederation concerned will determine when and where Continental or Regional Championships will take place and will establish procedures and guidelines for national federations wishing to bid to host such events.

Note: OC's can view the latest digital version of the FISA Rules at:  
<http://www.worldrowing.com/fisa/publications/rule-book>

#### C.1.2. EVENT TIMELINES

- **Close of Entries:** determined by the Continental Confederation. The list of entries and provisional program should be available within seven days after the closing of entries. (Note: after the closing date for entries, any withdrawals or substitutions must be strictly in accordance with FISA Rules.)
- **Official Opening of the Regatta Venue**
  - The OC in consultation with the TD will determine the date and time the venue will officially open for training. For a Continental or Regional Championships this should be at least 3 days before the first day of racing
- **TD arrival:** usually 5 days before the first day of racing (in some cases this might be 3 days)
- **TD final inspection of all facilities and equipment** – two days before the first day of racing.
- **Technical Dress Rehearsal** – two days or one day before the first day of racing all technical equipment and facilities for racing must be tested. The entire regatta equipment and installations must be in operation. All officials from the OC, which will be involved in the rehearsal, must be available 1 hour before the beginning of the test. The preliminary training of the Timing officials must be co-ordinated with the Timing provider.
- **Spares Races** – (if any) should take place 1 day before the first day of racing
- **Practice Starts** – should take place 1 day before the first day of racing
- **The Official opening and closing times** of the venue. These will be determined by the TD in consultation with the OC for each day of the event – both on training days and on racing days.
- **Meetings**
  - TD and OC meetings (Coordination Meetings)– begin on the day of TD's arrival and then daily. On competition days, the Coordination Meeting will be held directly after the Team Managers Meeting
  - First Jury Meeting – usually 1 day before the first day of racing
  - Preliminary Team Managers meeting (if held) – 2 or 3 days before the first day of racing

- Team Managers Meeting and DRAW – usually 1 day before the first day of racing)
- Jury Meetings – on racing days 75 minutes before the start of the first race of the day
- Team Managers meetings – 30 minutes after the start of the last race each day (except the last day)
- Coordination meetings (TD, President of Jury, Continental Confederation representative, Competition Manager, OC officials) – directly after the Team managers meeting on each racing day.
- **Team Information Centre** – to operate from the official opening day of the venue.
- **Transport service** – team transport to operate from the official opening day of the venue.
- **Control Commission** – must be manned by national technical officials (NTOs from the official opening of the venue.
  - Athlete Weighing (test scales) – 1 day before the first racing day.
  - Boat Weighing (scales) – 1 day before the first racing day and supervised by a national technical official (NTO) from the OC
- **Rescue and Marshal boat service** – will begin from the first official training day.
- **Medical service** – will begin operating from the first official training day.
- **Confirmed racing schedule** – available following the DRAW and the printing of the Start list of the first day of racing.

### C.1.3. METEOROLOGICAL INFORMATION (WEATHER FORECASTS)

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

Website: The best local website for online weather information that is actual and constantly updated.

Printed weather reports (to be provided to the TD and President of Jury and posted on Notice Boards and at Sports Information Centre). The forecasts should as far as possible relate to the local area at the venue.

- Daily general forecast (posted in the evenings and updated daily)
- Three-hourly weather forecasts for the current day and the following day
- Hourly weather forecasts for the current day
- Emergency weather warnings (posted as needed) updated hourly

These forecasts should be provided at 07:00hrs, 12:00hrs and 17:00hrs each day from the day of arrival of the TD and should show the following information:

- maximum and minimum temperature
- humidity
- rainfall
- wind strength – maximum wind gust, average wind speed
- wind direction
- risk of electrical storms

- extreme weather (should immediately be brought to TD's and President of Jury's attention)

#### **C.1.4. PARA ROWING - SPECIAL LOGISTICAL CONCERNS**

- Training – The TD in consultation with the OC will decide the training timetable for para athletes. It is likely that para training will be at a different time from other training to ensure safety of para crews which are sometimes considerably slower than other crews.
- Para rowers classification – to be clarified with FISA Classifiers responsible, but usually starts two days before the first racing day.

### **C.2 PUBLICATIONS**

#### **C.2.1 EVENT BULLETINS**

##### **Number and Timing**

- Prior to the actual competition each Organising Committee is required to prepare and publish at least two separate Bulletins and a Team Managers Manual containing relevant information about the event.
- Bulletin 1 must be prepared and distributed at least 15 months before the event.
- Bulletin 2 must be prepared and distributed at least 9 months before the event.
- The Team Managers Manual must be prepared and distributed at least 3 months before the event and available online- and at the venue.

##### **Distribution**

- These Bulletins must be distributed to all the groups participating in the event including national federations, media representatives, Continental Confederation Executive Committee and Committee Chairs, Event OC, as well as local and national officials. It should also be available for general inquiries from interested parties.
- These publications will also be useful tools for the regatta team itself (staff and volunteers). An important point to remember in preparing these bulletins is that, if prepared properly, the number of enquiries, phone calls and faxes to the OC can be greatly reduced.

##### **Content**

- The Event logo (the logo agreed between the OC and the Continental Confederation and approved for use) and the Confederation Logo must appear on the bulletin cover.
- **Bulletin 1** should be available at least 15 months before the event and will include:
  - Welcome messages from the Government or Host City representative and from the Chairman of the OC
  - the regatta dates and the official venue opening date and time
  - list of events, specifying Groups A & B events entry deadlines and entry process
  - general map of the venue and the city
  - plan of the course and venue layout



- boat rental costs and booking arrangements
- expected weather conditions
- preliminary information on travel to the host country and city
- information on official hotels, including star rating, half board and full board costs including tax and a contact for making reservations
- information on import and re-export of boats and oars for the regatta and contact details of the person responsible to assist with logistics, together with details of any appointed agent.
- information on obtaining entry visas and contact details of the responsible person in the OC who can respond to questions and provide invitation letters where necessary
- Latest contact information of the Organising Committee.
- Address, telephone and fax numbers, e-mail address, web site address, contact person.
- **Bulletin 2** should be available at least 9 months before the event and will include updated information (of the above) for Team Managers, coaches, athletes and spectators. Plus
  - Entry admission for spectators
  - Souvenir program cost
  - Tourist info
- **The Team Managers Manual** must be available at least 1 months before the event and available online and at the venue. Included in it is information regarding:
  - Team facilities including:
    - 
    - Arrival information at airport or train stations
    - Transport arrangements to accommodation upon arrival, including transport of oars
    - Official Venue open date and time
    - Date, place and arrangements for allocation or draw for rental boats
    - Team registration requirements upon arrival at venue
    - Training times
    - Toilets and showers
    - Catering
    - Team tents location arrangements
    - Team Information Centre
    - Medical and Emergency details
    - Team Managers Meeting and Draw details
    - Ergometer use
    - Boat storage and racking
    - Boat washing
    - Equipment repair
    - Security and bag storage (bag drop)
    - Boat trailer/ containers unload/load details
    - Venue parking
    - Accommodation arrangements and hotel contact numbers and addresses
    - Meal arrangements (hotels and/or venue)

**Comment [MD1]:** Need to update the order of these items

- Shuttle Bus (accommodation – venue) information and schedule for Teams and Media
  - Traffic rules (including para training) - maps and explanations
  - Accreditation process
  - Coaching information during training and racing
  - Bicycle hire
  - Expected weather conditions
  - Statement that FISA Rules and Progression system is used
  - Results - where to collect, any website or apps
  - Boat weighing/Athletes weighing
  - Crew changes
  - Bow numbers
  - Para Boats information, including training times for para crews
  - Para Classification sessions
  - Racing Uniform and blade colours requirements
  - Media coverage
  - Medal Ceremony details
  - Anti-Doping information
- As in all official publications, sponsors (Government and commercial) should be acknowledged.

### **C.2.2. SOUVENIR PROGRAMME**

- The souvenir program offers the OC an opportunity to generate a small amount of revenue for itself, both through sale of the program to the public and through advertising sales.
- The OC may sell advertising within the program to its suppliers and partners but the provisions of exclusivity for the Continental Confederation sponsors should be protected and pages (number to be agreed in the Event Agreement) for Confederation's sponsors should be reserved.

The final content and 'look' of the program must be approved by the Continental Confederation, but the OC is encouraged to make this Programme as attractive as possible to promote the rowing, the event, the national federation, the host city and the region or country.

### **C.2.3. WEBSITE**

- The Organising Committee is required to establish an event website. The site should contain a link to the Confederation's own website.
- In principle, the website should include, at a minimum, all of the information contained in Bulletins 1 & 2.
- The event website must be well maintained and should display on all pages the official Championships logo.

### **C.3. ENTRIES AND ACCREDITATION**

#### **C.3.1. BEFORE THE CHAMPIONSHIPS**

- The OC should discuss with the Continental Confederation and the TD the arrangements for accepting entries electronically.

#### **C.3.2. ATHLETE ACCREDITATION**

##### **General**

- The entire accreditation system must be well prepared and agreed with the Continental Confederation in advance. It should be noted that especially for a Junior Championships, the OC may consider to provide accreditation cards with no photographs. This should be discussed with the Continental Confederation and the TD.
- Accreditation zones should be agreed with the TD. Spectators are not allowed access to the boathouse areas and specific areas (as identified by the TD) should have controlled access.
- Accreditation will normally be cards and lanyards. Additional upgrade cards can be issued for access to special areas (VIP zone etc).
- Spectators enter using tickets.
- Note: Some Para rowers need carers or support persons to assist them for day to day activities including racing. This may include Vision Impaired and Intellectual Disability athletes. Such support personnel should be given the same accreditation as their athletes upon confirmation of their status by the Team Manager

##### **Location**

- Team Accreditation takes place at a dedicated accreditation center. The TD will advise the OC on the most suitable location..

##### **Facilities**

- A separate area for the team registration and photographing the athletes should be identified in the Accreditation Centre.
- There should be two tables and three chairs for the persons organising the team registration and the crew photographs.

##### **Equipment**

The equipment is provided by the OC

- Photographic equipment including cameras and lighting or flash if required
- Printer for printing photographs on accreditation cards (if required)
- Laminator for laminating accreditation cards
- Three sets of Crew Photo Albums (to be compiled by the OC - two full sets and one set with the lightweight crews and coxswains only, for athlete weighing). Once compiled these will be given to the Control Commission. The crew photos must be placed in event order, with all crews in an event being grouped together in alphabetical order of national federation within that event.)

## Operation

- At least one month before the accreditation deadline, the OC should send Accreditation forms to the national federations. The forms must be returned to the OC by email.
- Team Managers of large teams should make a reservation time at the accreditation centre for the accreditation process.
- Upon arrival at the venue, teams should report to the accreditation centre, all team members together with their passports or official document
- Athletes will have their photographs taken at the time of their accreditation. These individual photographs are used to compile the crew photographs (team identification forms).
- Copies will be taken of all passports and eligibility will be checked for junior or U-23 rowers
- Identity of athletes will be checked against the official entry forms

Note: For the Crew Photo Albums to be used at Control Commission and Athlete weighing, the OC can EITHER arrange to compile the individual athlete photos into their crews for printing each crew photo, OR arrangements should be made to take crew photos on the two days before the first racing day.

## Numbers

- The expected number of accreditations in each category should be agreed by the OC with the Continental Confederation based on previous events and OC expectations.

## C.4 RACE ORGANISATION

### C.4.1. TECHNICAL DELEGATES (TD) INSPECTION

The TD will usually arrive at the venue between 5 days and 3 days before the first day of racing. Two days before the first day of racing **all** the installations and equipment must be ready and operational in accordance with the FISA Rules of Racing and this Manual. The TD will check all areas for compliance and readiness. In this regard the TD will work in close collaboration with the OC. The TD's checklist will include:

- The 'Albano' system of buoys including buoy colours and accurate layout
- The Traffic Rules, including buoy lines, turning buoys and accuracy of the agreed layout
- The Course installations, including sight markers, distance markers
- The Start installations – Start Tower, Start pontoon, Start fingers
- the Aligner's Hut
- All equipment at the Start
- Start area communications
- The Finish Tower
- Timing and photo-finish equipment and procedures
- The scoreboard operation (if to be utilised)
- TV arrangements – land, water – location of cameras, movement of TV boats and/or car
- The arrangements for Para classification, training and racing

- Arrangements for weather forecasting and reports
- The arrangements for adverse weather conditions
- The Continental Confederation and Jury work areas
- Accreditation arrangements
- The communications at the course (fixed line phones, walkie-talkie radios, mobile phones)
- Team Information Centre
- The Boathouse area facilities
- Boat storage arrangements
- Allocation of rental boats
- Team Facilities
- Athlete weighing and Boat weighing, including set-up and calibration of boat scales and athlete scales
- Transportation and parking arrangements
- Advertising around the course
- Meeting Rooms
- Arrangements for Team Managers Meeting and Draw
- Arrangements for crew changes, including Crew Change Forms
- Control Commission
- Distribution of bulletins, information, start lists and results
- VIP and Hospitality arrangements
- The Commentary and Public address system
- Arrangements for Photographers, including transport to Start
- The arrangements for the Victory Ceremony
- Boat repair facilities
- Arrangements for Boat Builders and Oar Makers
- Medical Centre set-up and operation
- Anti-Doping control facilities and arrangements
- First Aid and Ambulances
- Rescue services and Marshals, including equipment and boats and rescue plans
- Umpires catamarans and equipment
- Hygiene check of the Team Facilities
- Food vendor arrangements
- Media centre facilities and arrangements
- Internet arrangements

Upon arrival, the **President of the Jury** will check:

- Umpires' launches (check instructions)
- Safety launches (check instructions)
- Facilities and equipment for Jury meetings
- Facilities and equipment for Umpires seminar
- Equipment for Control Commission
- Check the correct application of the Advertising rules

Note: Prior to the event, it is wise that the OC work closely with the TD to address each of the areas outlined above. Proactive communication with the TD will clarify and quantify what is *actually* required, where costs can be minimised and overcome any issues the OC is facing.

Clearly also, the expense associated with last minute planning can be avoided. FISA recognizes that in many cases a 'local' solution to event requirements will save money, and minimize time in the event build up, but non-standard solutions must always be agreed in detail with the TD before implementation to ensure they will meet the requirements of the event, the Continental Confederation standards and the FISA Rules.

#### **C.4.2. TECHNICAL DRESS REHEARSAL**

Two days or one day before the first day of racing all technical equipment and facilities for racing must be tested. The entire regatta equipment and installations must be in operation. The TD will oversee the rehearsal. Representing the OC, the Competition Manager and other key personnel must be available 1 hour before the beginning of the test. The training of the Timing officials/volunteers must be coordinated with the Timing provider *before* this rehearsal and usually this can be arranged one or two hours before the rehearsal.

##### **Operation**

- To be a full test of the following:
  - All the equipment at the Start, including the Aligning Equipment, full movement of start fingers, Traffic Lights, Telephone lines, Starter's p.a., false start alert and yellow cards/red cards, all back-up systems.
  - Timing, including intermediate times, full simulation of two races on the course at the same time.
  - Photo-finish, examples, quality of picture, accuracy of cameras, etc.
  - Results – producing a series of result sheets, a summary results sheet, demonstrate the distribution system.
  - Commentary – communication with Jury Room, checking volumes, quality and areas covered, etc.
- All the equipment should be tested live, ideally under simulated race conditions (no boats will be used in this simulated test).

#### **C.4.3. CONTINENTAL CONFEDERATION DUTIES ON RACE DAYS**

- At a Continental Championships, the Continental Confederation, represented by the President or his delegate or by the Secretary-General, will coordinate or decide on issues which are the responsibility of the Confederation in respect of its Championships.
- Some responsibilities will depend on the Rules of the Continental Confederation, for example, the authority to hear and decide on appeals – if the Confederation is not specifically authorized by its own Rules to hear appeals, then these should be heard in accordance with the FISA Rules by the FISA Executive Committee).
- The Continental Confederation will take responsibility for matters including:
  - Officiating at Opening and Closing Ceremonies
  - All administrative arrangements which might impact upon the financial standing of the Confederation or in respect of legal or constitutional matters related to the Confederation

- All matters which are subject to the Statutes and Rules of the Confederation except those which are the specific responsibility of the TD and the President of Jury.
- Medal Ceremonies including presenters and ceremony protocol
- VIP Coordination (in consultation with the OC)
- On site at least two days before the first FINALS day
- Monitors Media and the overall presentation of the event
- Arrange meetings with future OCs for meetings with the TD

#### **C.4.4 JURY DUTIES ON RACE DAYS**

##### **Composition of Jury**

- For a Continental or Regional Championships, the Jury is usually appointed by the Continental Confederation and will comprise of between 15 and 18 international umpires, including President of Jury, depending on the size of the Championships (number of events, number of athletes).

##### **Duties of Jury**

- The Jury ensure that the regatta is run according to the FISA Rules of Racing.
- The Jury must check that all clocks are synchronised and show the official regatta time.
- The Jury will attend the Draw and all subsequent Team Managers' Meetings.
- The Jury will meet every morning usually one hour and 15 minutes before the time of the first race.
- Every morning, 30 minutes before the start of the first race, the President of Jury or his delegate will check and confirm the official regatta time over the Jury radio channel. All clocks showing the official regatta time must be checked and synchronised.

#### **C.4.5. ORGANISING COMMITTEE (OC) DUTIES**

From the first moment of the official Opening of the Venue, the OC is required to provide a number of personnel to conduct certain event operations and to supplement the technical operations of the Jury. The OC is required to:

- Provide a sufficient number of suitably experienced national technical officials (NTOs) to assist and control the Boathouse Area, boarding pontoons, boat storage area, Athlete Weighing, Boat weighing, etc.
- Provide sufficient number of Marshals to control the Traffic Rules on the water as agreed with the TD.
- Ensure there are adequate numbers of Rescue Boats on the water during all the official hours of training and racing, as per the Rescue Plan agreed with the TD.
- Provide experienced boat drivers for all Umpires catamarans, Marshall boats and, where relevant, Rescue boats.. A representative of boat drivers should attend all the meetings of the Jury.

- Every morning, 30 minutes before the start of the first race, the President of Jury or his delegate will check and confirm the official regatta time over the Jury radio channel. All clocks showing the official regatta time must be checked and synchronised.
- The key members of the Organising Committee must attend the Team Managers meetings
- The OC shall provide an updated weather forecast for the venue three times per day in accordance with the requirements in this Manual.
- The OC officials/staff/volunteers must be on duty during all the times the Venue is officially open for use (the OC Management will control the scheduling of all personnel – a shift system may be required for long days).

Note: The TD will assist the Competition Manager of the OC in outlining roles to be conducted by various OC personnel, NTOs and Volunteers.

## **C.5. SECURITY**

### **General**

- One of the most important issues facing the OC is the security of the Championship Venue and control of access. This requires careful thought and planning during the months leading up to the event and should be planned in consultation with the TD.
- The entire access and control system must be well designed and properly controlled during the event.
- The main aim should be to have regulations which are easy to understand and which make the minimum restrictions consistent with an efficient but safe event.

Note: The OC must ensure that the Local Police, Fire and Ambulance Services are consulted at an early stage in the event preparation. Failure to do this at an early stage can cause delays and incur large financial costs for the OC. In particular, the OC needs to plan and discuss:

- Access Control
- Venue security
- Fire and Evacuation procedures
- Major incident/ safety plan
- Health and Safety issues
- Security and cash handling arrangements
- Structures safety
- Traffic Management

Note: city or local government authorities may have their own regulatory requirements and they should be consulted as part of the planning for the event.



## **C.7. OFFICIAL CEREMONIES AND SOCIAL EVENTS**

### **C.7.1. CEREMONIES**

#### **Authority in Protocol Matters**

The Executive Committee of the Continental Confederation will decide all matters of protocol arising at events and competitions under their control. Decisions of the Executive Committee are considered final.

The protocol ranking within the Continental Confederation is as follows:

- President
- Senior Vice President
- Vice Presidents
- Secretary-General
- Treasurer
- Commission/Committee Chairs
- Committee Members

### **C.7.2. OPENING CEREMONY**

At Continental and Regional Championships, the Opening Ceremony should normally be in two parts; a formal part and an entertainment part.

#### **Formal Part**

- The formal part of the Opening Ceremony should consist 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 government authorities of the city, region or country. The third speech will be from the President of the Continental Confederation, or where necessary, his replacement from the Executive Committee.
- At the end of his speech, the Confederation President where relevant will declare the Championships open. The respective Anthem will then be played whilst the Confederation 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, if any, and who afterwards, for example each carrying an oar will stand behind the speakers facing the audience.

## Entertainment Section

Note: If the OC wishes to provide entertainment in the Opening Ceremony, this section must be carefully controlled from a financial and logistical perspective. This programme should not last more than 30 minutes. The Organising Committee shall propose a programme to the Continental Confederation or to the TD no later than three months before the Championships.

### **C.7.2. VICTORY CEREMONY**

The Victory Ceremony is an important occasion. Media and VIP's will often be in attendance. As such, attention to detail and practice is critical. Each Victory Ceremony is important to every athlete. The ceremony must be dignified and 'professional' in appearance.

National flags shall be raised and National anthems played for all Victory ceremonies at Continental and Regional Championships. In all such cases the flags and anthems shall be those approved by the International Olympic Committee (IOC) for this purpose.

The OC Victory Ceremony Coordinator and all ceremony staff should be well dressed. If there are no official OC 'Ceremony uniforms', then it is recommended that:

- Men: When weather permits, a Navy Blazer or Suit jacket with beige or fawn trousers and white shirt
- Women: as per men, but with Skirt or Slacks as desired.
- Sponsors Polo shirts are able to replace the above, however, trousers/skirt are required.

#### **On the Water**

- The Victory Ceremony of each event will take place after the end of the next following race.
- The Ceremony involves the three medal winning crews only.
- The crews placed 4th, 5th and 6th should paddle away to the cooling down area or proceed directly back to the boathouse area.
- The medal crews are marshaled by an Umpire from a motorboat, with a summary start list, a walkie-talkie and a megaphone
- As soon as the official results have been determined by the Finish Judge, the marshaling Umpire must be told (by walkie-talkie) the finishing order of the medalist boats.
- The marshaling Umpire should then control the medal winning crews and send them to the victory ceremony pontoon.
- The three crews shall land their boats at the Victory Pontoon with care being taken by volunteers to ensure they do not interrupt another victory ceremony in progress.

The marshaling Umpire, should pay close attention to the safe movement of ALL boats on the water near the finish line and ceremonies area.

**Para athletes:** Medal presentations for para events should be done in the same manner as for other events. However, some additional volunteers might be needed to assist with transfers from the boats. Coaches should be allowed onto the pontoon area to assist with chairs,

prostheses, aids and transfers. A level of dignity when alighting from the boats onto the pontoon is extremely important and athletes should only be assisted if they request assistance

### **In the Victory Ceremony Area**

\* An OC medical officer should be in attendance at the Victory Ceremonies (Doctor or Paramedic) at all times.

- The OC will provide 6 – 8 volunteers as boat holders on the Victory ceremony pontoon to hold the medal boats while the crews are attending the ceremony. These volunteers shall be at their positions on the Victory pontoon when the first final race of the day crosses the Finish line.
- Bottles of water (sealed) should be available to athletes at all times in the Victory ceremony area, both on the pontoon and in the waiting area.
- 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 OC Protocol person leading the Victory Ceremony procession, followed by the three medal bearers, then the Continental Confederation medal presenter (and the 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 the OC Victory Ceremony Coordinator.
- 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.

### **On the Victory Stage (Carpet) – arrangements of position**

The Presentation Manager should:

- Ensure that all athletes are correctly dressed. Racing uniform must be worn unless the weather is cold in which case official team tracksuits or tops can be worn.
- Clothing items should strictly comply with FISA Rules and must not conflict with event or OC sponsorship commitments.
- 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..
- once the athletes are correctly placed on the stage then the Presentation Manager should move to one side, out of the picture of the photographers, but continue to monitor the crews constantly for any sign of distress, provide water or medical assistance if necessary.

## How to move into position for the Victory Ceremony

Medal Party (minimum required):

- Organising Committee Presentation Manager
- 3 Medal Carrier(s) (Gold, Silver, Bronze) are provided by the OC
- 3 Flower or souvenir carriers (if provided) are provided by the OC
- Medal Presenter
- Flower or Souvenir presenter (if provided)
- in addition, the flag raising party, who will march directly to the flag poles

As soon as the Commentator announces the official results of the last race:

- the 3 medal crews should be instructed to move into position in the Victory Procession with the Medal Party, as per the arrangements described above
- the Presentation manager will instruct the music to begin and the Victory Procession shall march in to the Victory Stage, (positions as seen from the grandstands):
- Athletes in the centre,
- Presentation Manager and the Medal Carriers on the left,
- Medal and Flower/Souvenir Presenters on the right,
- The Medal Carriers and Presenters should stand in a line diagonal to the grandstands and crews.

## The Victory Ceremony

Once all people are in position, the Ceremony Fanfare is played.

- The Announcer introduces the Ceremony, and the FISA Medal Presenter, by saying the following:
- “Victory Ceremony of (the Continental Confederation)” for the (Event)
- “The medals will be presented by (name), (position in the Confederation)”
- (if provided) “The flowers/souvenirs will be presented by (name), (position/title)”
- - (Pause) –
- “*The Bronze Medal - (Country name!)*”
- The medal Presenter presents the bronze medals to the crew, beginning with the bow rower, at the same time as the announcement of the name of each rower. He then returns to his position.
- “*The Silver Medal – (Country name!)*”
- The medal Presenter presents the silver medals to the crew, beginning with the bow rower, at the same time as the announcement of the name of each rower. He then returns to his position.
- “<< *The Gold Medal and (Year) (Continent)Champions - (Country name!)*”.
- The medal Presenter presents the medals to the crews, beginning with the bow rower, at the same time as the announcement of the name of each rower. He then returns to his position.

After the last gold medal has been presented and the Medal Presenter has returned to his position, the Announcer says:

- *“Please rise for the national anthem of (the gold medal country)”*.
- The Anthem is played (60 seconds) and the three flags are raised on the flagpoles.
- The Regatta Commentator then announces:
- *“Ladies and Gentlemen, the (year) (Continent) Medalists”*.
- This marks the end of the Victory Ceremony.
- The Regatta Commentator begins to introduce the Start of the next race, (the TV also moves down to the next start).
- The Presentation Manager invites the crews to have photos taken and the OC Media person responsible controls the photographers who are allowed to come forward to take photos.
- The Medal Party moves off the Stage.

#### **After the Ceremony**

- The crews, with their medals, are then available to the photographers or may move to the Flash Interview Pontoon (where in place). This should be kept to a maximum of 2 minutes so that they will remove their boats from the Victory Pontoon to make room for the boats from the next race.

#### **Notes:**

The Presentation Coordinator should take overall control of the Ceremony in consultation with the TD and the Continental Confederation officials and should liaise with the relevant media and presentation providers to deliver a simple, yet tasteful and professional production.

If the medal ceremony runs late for any reason the following protocols should be followed:

- If the race has passed the 1000m mark (1000m to race) the medal ceremony **should not begin** – otherwise the race will ‘cross’ the ceremony.
- Following the Ceremony - If the next race has already crossed the 1500m mark (, the crews must remain in their boats at the medal pontoon, then row away after the race has crossed the finish line
- If any athlete is unable for medical reasons to take part in the ceremony, the presentation will not be rescheduled
- Note: Doping Control authorities understand the requirement to attend medal ceremonies and should make provisions for athletes to take part in good time. In cases where they have not yet provided a sample, the athlete should be accompanied by an anti-doping chaperone to the ceremony and afterwards return directly to the Anti-doping room.

### C.7.2.1 CLOSING CEREMONY

The Closing Ceremony will take place after the Victory Ceremony for the last event

- The Continental Confederation President and the Chairman of the current Organising Committee wait near the Victory stage for the conclusion of the last Victory Ceremony.
- As soon as the national anthem of the winning crew is over, the President of the Confederation and the Chairman of the Organising Committee, take up their positions for the Closing Ceremony. A microphone should be made available in the centre of the Victory Stage. (The crews from the final event will remain on stage.
- The President of the OC moves to the centre of the Ceremony area, and gives a short speech to congratulate and thank the Volunteers and athletes etc.
- The Confederation President then moves to the centre of the Ceremony area, and gives a short speech to congratulate the OC and the athletes and thank the Volunteers and officials, etc.
- The President then declares the Championships closed.
- The President, the Chairman of the OC and all persons involved in the Closing Ceremony leave the Victory Stage.
- Photographers are then invited to photograph the crews of the last final with their medals.

### C.7.2. SOCIAL EVENTS

#### General

The extent and format of the social program depends upon a number of factors:

- Budget
- Age of the athletes Number of persons
- Number of other functions
- The time available during the event

Sponsors, Governments, Local Municipalities, other National Federations, etc. will often request the right to host social functions for visiting teams and officials or to support some social functions. The occasion of a Continental or Regional Championships is also an opportunity to promote friendship between national teams, develop cooperation between countries and to expose visiting teams and officials to local or national culture and experiences.

#### Requirements

As a guide below, the following events might form the basis of the *minimum* social program at a Continental or Regional Championships:

- **Welcome reception** - After the Draw and before the first racing day – simple welcome reception for all Continental Confederation officials, Jury and OC officials.
- **Nations Dinner** - On Friday or Saturday evening, this can take one of several forms – EITHER a sit down dinner or buffet dinner at a hotel or restaurant; OR an informal

barbecue type dinner at a suitable location. Invited guests should include: two representatives of each visiting Team, plus local officials and other invited guests and special VIPs, International Jury, OC and host national federation officials plus any sponsor or supporting organization representatives which the OC wishes to invite.

- **Farewell Party for all participants.** A very relaxed and informal event organised at the venue, approximately one hour after the Finish of the last race in the form of a simple BBQ or just some snacks, and sandwiches and non-alcoholic drinks. There should be plenty of suitable dancing music.. Special attention should be paid to the security of the party, particularly if the event is a Junior Championships.

It is essential that all social events are carefully planned. The list of invitations must be coordinated between the Continental Confederation and the OC and should be discussed with the TD.

## **D. LOGISTICAL ASPECTS**

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### **D.1. ACCOMMODATION FOR CONTINENTAL CONFEDERATION AND THE JURY**

#### **General**

- At a Continental or Regional Championships, Continental Confederation personnel, Technical Delegate, the International Jury, VIP invitees and other visiting regatta officials and personnel should if possible be located in the same Hotel
- The accommodations should be located as close to the course as possible. Ideally, travel time should be less than 20 minutes.
- As a policy, 3-star or 4-star hotels are adequate and no '5-Star' accommodation will be used

#### **Facilities and Services**

- There will be a requirement for:
  - Single rooms for the Continental Confederation officials
  - Single rooms for Technical Delegate and President of Jury
  - Single or twin rooms for the International Jury
  - Twin rooms for Continental Confederation Staff
- A notice board should be placed in a clearly visible position in the Reception Area of the hotel 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.

#### **Continental Confederation, Technical Delegate and International Jury Costs**

- Details of the accommodation and arrangements for the Continental Confederation officials and staff with direct responsibility for the management of the event, the TD and the International Jury will be outlined in the Event Staging Agreement. The Jury will have a portion of their costs paid for by the OC. This includes:
  - Free accommodation, breakfast, lunch and dinner
  - Free local transport from arrival to departure
  - These costs apply only to the official attendance at the regatta, including between one and three days before the first day of racing (as required by the event) and one to two days after the last day of racing. Any private stay or tours before or after the event are strictly at the cost of the individual.
  - Subject to the policy of the Continental Confederation, the OC might be required to pay a partial subsidy for international travel for the Jury.
- The costs of the TD's economy class international travel, local transport and accommodation and meals shall be paid by the OC.
- The Continental Confederation officials and staff having direct working responsibility for the event on behalf of the Confederation (usually 1 or 2 persons) should be provided with free local transport and accommodation and meals by the OC.



- For a Continental Games, the provision and responsibility for costs will follow the policy of the Games for all officials.

## **D.2. FOOD SERVICES**

### **D.2.2. MEAL ARRANGEMENTS AT THE COURSE**

#### **General**

Health permits related to food handling should be obtained and publicly displayed at all sale points. Likewise anti-bacterial gels of hand lotion should be freely available at the entrance and exit to all food areas. At the beginning of the event as teams become accustomed to the venues schedules, an OC volunteer should be stationed at these two locations to encourage people to sterilize their hands. Cross infection (transfer of viruses between people via food utensils, or plates and glasses etc) is one of the greatest dangers to a successful event and the OC – especially when all teams eat at the same location.

### **D.2.3. CONTINENTAL CONFEDERATION OFFICIALS AND JURY**

- The hotel should be requested to make arrangements for breakfast to be served as early as 06.00 hrs., depending upon the racing schedule and the travel time to the venue. On racing days, the TD and Continental Confederation officials will usually arrive at the venue at the time it officially opens and not later than 2 hours and 15 minutes before the first race.
- The OC should provide a free light lunch at the venue for the Jury and Continental Confederation officials and staff.

### **D.2.4. VIPS AND SPONSORS**

- Note also Section B regarding Hospitality

#### **VIP/Local Sponsor Hospitality Tent**

- A VIP/Local Sponsor Hospitality Tent shall be erected near the Finish Tower and the finish line. At a minimum, it shall consist of the following amenities:
  - Carpet or artificial grass
  - Covered tables and chairs
  - Decorations (flowers, flags, Continental Confederation/State/Event logo banners, etc.)
  - Hosts and hostesses at the entrance and inside
  - Television monitors (at least 1)
  - Daily schedules posted and previous and current results
  - Snacks and water/coffee/tea/soft drinks
  - Free snacks and alcoholic beverages shall be available from 1hour before the start of the A Finals on Finals days
  - Secure area for coat and small bag storage

### **D.2.5. OC OFFICIALS**

- The OC will need to provide meals for the many technical officials and volunteers that are required to run the event.
- At the venue on racing days, the officials and volunteers should take their meals in a 'rotation' with other shifts to ensure the event operates to schedule.

### **D.2.6. MEDIA**

- The hotel should make arrangements for breakfast to be served as early as 06.00 hrs. depending on the race schedule and the travel distance to the venue.
- The OC should provide free light refreshments in the Media Center at the venue for the Media. For example, Tea/Coffee (hot water urn on tap), biscuits and light snacks throughout the day.
- All meals should be paid by Media themselves

## **D.3. TRANSPORTATION AND PARKING SERVICES**

### **D.3.1. General**

- The quality of the travel and transport arrangements for the Teams, spectators, OC volunteers and OC staff is one of the key parameters for judging the success of any major event.
- A shuttle bus service should be provided by the OC to transport teams between the hotels and the venue. The schedule for this bus service should be discussed with the TD and a bus booking system should be introduced so that the service operates effectively. The number of buses, the number of routes and the schedules will depend on several factors, including the number of hotels and their proximity to each other.
- As an important part of the OC structure, a transport coordinator should be appointed. This role is of critical importance primarily in ensuring:
  - Interface between transport companies and the OC
  - Planning and monitoring of team transport service
  - Coordination with traffic control staff
  - Coordinating parking volunteers and staff
  - Allocating VIP parking areas
  - Coordinating VVIP parking

### **D.3.2. TEAM SHUTTLE BUS SERVICE**

#### **General**

Visiting Teams and athletes must be offered a free shuttle service from official hotels to the venue (and return). The shuttle is run at set intervals throughout the day. Peak periods generally occur before and after racing and during the lunch breaks.

The transport system need only be simple, however it must be effective and well coordinated. The OC should plan well in advance with experts in this regard, as costs can be significant.

Note: A separate shuttle bus system may be required where parking restrictions and parking capacity near the venue are an issue. Each venue is different and access to parking areas may change, depending on the 'profile' of the event. A Shuttle-Bus system is often used to shuttle spectators and others between a carpark and the venue for those people who arrive in their own vehicles and if the carpark is located some distance from the course.

There are several key issues to consider when planning a shuttle bus service:

- The ideal travel time for athletes shuttle buses is 20 – 30 minutes or less. The maximum acceptable shuttle travel time for athletes is 45mins.
- No smoking is allowed on buses.
- The transportation service must be very reliable and must run strictly on time.
- There must always be adequate planning to cater for the peaks in the regatta program.
- All bus drivers must have either radios or mobile phones for direct communication.
- At the venue, there must be a covered waiting area at the pickup and drop off area (umbrellas at least, preferably a tent).
- The Venue may have to restrict the number of vehicles and buses permitted to park due to lack of space. In this case, all competitors and spectators must receive information in Bulletin # 2 and the Team Managers Manual prior to arriving at the Venue.
- Teams with their own vehicles, should be allocated free bus and or vehicle parking slots at or near the venue

It is recommended that if possible, free access should be arranged to the local public transport system for all accredited participants (athletes, coaches, media, officials) in the Championships.

### **Timetable and maps**

- At peak times on Finals racing days, the buses should run at shorter intervals, both to and from the course
- Peak times of shuttle buses (back to the off-site parking area) are usually in the mornings from 06:00 to 09:00 hrs, at lunch time from 12:00 to 14:00 hrs (as athletes return to the hotels or spectators go home) and in the afternoons from 16:00 to 18:00 hrs.
- Outside peak times, the bus intervals can extend to a longer interval, (provided time table signage is clearly posted to show this).
- The last bus at night should leave the venue at the time of venue closing. This should generally be 30 minutes after the official closing of the course (depending on the race schedule).
- The Bus shuttle Timetable must be agreed with the TD and must be published in advance and given to the Teams and supporters in the Team Managers Manual and be displayed on the event website and at all official hotels.
- The Timetable should be placed in highly visible places at the venue
- Maps with the bus routes and bus stops should be published in advance in the Team Managers Manual.
- There should always be a reserve minibus available for unexpected or urgent transport requirements.

#### **D.3.1.2. TRAFFIC CONTROL**

- There should be a good system of traffic control on the access roads to and from the Venue. Often, local authorities or Police will require a specific 'traffic management plan' to be lodged prior to the event. This will incur a cost as both the preparation of the document and then the staffing of the traffic management plan will incur costs.
- Priority should be given to the competitors - both to the official buses and to authorised, individual Team vehicles – in the drop off zone.

#### **D.3.1.3. CONTAINERS AND BOAT TRAILERS**

##### **Location**

- A suitable space and location must be planned for containers which bring boats from overseas for the event. Access must be arranged for container vehicles to deliver and unload before the event and then to load and remove the containers after the event.
- If any boats will be brought by boat trailer, there should be sufficient space for parking of boat trailers, and their towing vehicles, to be parked as close as possible to the boathouse area.
- The OC should collect information from the teams on the expected number of containers and trailers well in advance of the event. This will allow the OC to plan for parking space allocation.

##### **Operation**

- Teams bringing their own boats in containers or on trailers will be required to unload their boats and place them on the designated racks provided. Trailers should then be taken out of the boathouse area to designated parking areas.
- Teams should remove the boats from the boathouse area after the finish of their events.

Teams should arrange with the Transport Manager when re-loading may take place or for collection of their containers.

#### **D.3.1.4 CONTINENTAL CONFEDERATION, TD AND JURY TRANSPORTATION**

The following vehicles shall be provided for the use of Technical Delegate and the Jury:

- Technical Delegate: 1 car with driver (dedicated to TD – for transport between hotel and venue and also for use within the venue)
- International Jury: 1 or 2 Minibuses with drivers (for transport between the Jury hotel and the venue - can also be used for Jury transport inside the venue).
- Continental Confederation Personnel – 1 car with driver for those Confederation officials and/or personnel with direct working responsibility for the event on behalf of the Confederation.

#### **D.3.3.5 VIPS AND SPONSOR PARKING**

- Special arrangements (VIP 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.
- VVIP Parking - Heads of State, etc., must be reserved as close to the VIP Tent and Grandstand as possible. Note: Stable footing (carpet or sheet flooring) should be arranged from the VVIP parking area.

#### **D.3.3.6. ORGANISING COMMITTEE**

- The majority of the OC's staff will be at the venue from very early in the morning until late at night.
- The OC should make arrangements for the transportation of all their staff, contractors and volunteers.

## E. FINANCE & PROMOTION

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### E.1. EXPENDITURE – OC

FISA has developed a budget template that will assist OC's in ensuring that all normal costs are anticipated and budgeted for. This can also be applied to Continental and Regional Championships. Past OC's will assist with a *Transfer of Knowledge* in this respect through the Continental Confederation.

Note: Some key details pertaining to budget income and expenditure will be outlined in detail in the Event Staging Agreement. In particular these relate to:

- Any sponsorship revenue
- Expectations for payment of certain duties / roles (eg travel costs for TD and allowances for the international Jury)
- Any payments to the Continental Confederation of a %fee for Intellectual Property rights for the event
- Other items of note pertaining to the event

The costs inherent in any event 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 should be outlined in the budget. Where ever possible costs should be known well prior to any event, with income already 'in' the accounts. **For this reason, the Finance Coordinator is a key member of the OC and should be well informed and attentive during the preparation phase of the event.**

Unexpected costs can affect greatly the success of an event. These can include items such as:

- Extra infrastructure needed due to failure of crucial field of play items (lane cables etc)
- Bad weather means that large amounts of dry flooring materials are required (eg; muddy grassed areas in the car park)
- Extra transport costs (are expensive and very seasonal)
- Extra technology items (expensive and often need to be ordered especially in)
- Too great a reliance on 'last minute' ticket sales for income (bad weather for example can greatly affect spectator numbers)

### E.2. MARKETING

The OC of a Continental or Regional Championships is authorised/entitled to obtain sponsorships for the event as a means of reducing its costs either through cash contributions or the procurement of goods and services.

The Continental Confederation will provide the OC with written guidelines 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 Continental Confederation.