

Team Manager Manual

FISA 2016 European Continental Olympic
Qualification Regatta and
Final Olympic Qualification Regatta
22-24 May 2016
World Rowing Cup II Lucerne,
27-29 May 2016

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1 Key Personnel

Lucerne Regatta Association	E-Mail: info@lucerneregatta.com
Regattaverein Luzern	Telephone: +41 41 210 43 33
CH-6000 Luzern	Telephone: +41 41 420 17 61 (on site)
Switzerland	Website: www.lucerneregatta.com

1.1 Key Personnel of the Organising Committee

- Andreas Bucher President
- Christian Stofer Competition
- Heinz Schaller Venue and logistics
- Peter Krummenacher Catering and Events
- Peter W. Ottiger Marketing
- Jörg Baumann Sponsoring
- Michael Morger Volunteers
- Dr. Sigi Reichenbach Regatta Doctor
- Dr. Daniel Wegmann Regatta Doctor
- Ueli Bärtschi Water rescue
- Armin Camenzind Transport Manager
- Thomas Felber Security
- Eliane Waser Media Center Manager

1.2 Key Personnel of FISA

- Jean-Christophe Rolland President
- Tricia Smith Vice-President
- Mike Williams Treasurer
- Matt Smith Executive Director
- Mike Tanner Executive Committee Member
- Lenka Wech Executive Committee Member
- Patrick Rombaut Executive Committee Member
- Svetla Otzetova Technical Delegate
- Dr. Juergen Steinacker FISA Doctor WRC II
- Dr Jo Hannafin FISA Doctor FOQR
- Dr Mike Wilkinson FISA Doctor FOQR
- Régis Joly President of the Jury

2 General Information

2.1 Important Telephone Numbers

Emergency number at the venue	+41 41 420 11 33
Emergency line	112
Police	117
Fire Department	118
Ambulance	144

2.2 Team Information and FISA Office

The Team Information Center is located in the regatta office on the first floor of the rowing center in the boathouse area. During the races, a mobile information center will be open on the ground floor in the covered area of the main entrance to the boat-house building as well.

The FISA Office is located on the first floor of the rowing center in the boathouse area.

2.3 Opening Times

The Regatta Office of the Organising Committee is open the following days:

Tuesday, 17 May 2016	08:00 – 16:00 hrs
Wednesday, 18 May 2016	08:00 – 16:00 hrs
Thursday, 19 May 2016	08:00 – 16:00 hrs
Friday, 20 May 2016	08:00 – 20:00 hrs
Saturday, 21 May 2016	08:00 – 20:00 hrs
Sunday, 22 May 2016	06:30 – 20:00 hrs
Monday, 23 May 2016	08:00 – 20:00 hrs
Tuesday, 24 May 2016	08:00 – 20:00 hrs
Wednesday, 25 May 2016	08:00 – 20:00 hrs
Thursday, 26 May 2016	08:00 – 20:00 hrs
Friday, 27 May 2016	06:30 – 19:30 hrs
Saturday, 28 May 2016	06:30 – 19:00 hrs
Sunday, 29 May 2016	06:30 – 20:00 hrs

Please note, that Thursday, 26 May 2016 will be a public holiday – Corpus Christi – in Lucerne and all around Central Switzerland. This means that most shops will be closed and the official Lucerne busses will operate on Sunday schedules.

Additionally, beginning approx. at 10:00 hrs, there will be a catholic procession through the old town between the Franziscan Church and the Hofkirche (near by the Lions monument), so traffic will be interrupted from time to time. Also in the morning cannons shots will occur.

2.4 Mail boxes

The mail boxes for the Team Managers are located in the information center next to the stairs leading to the first floor of the rowing center. Team Managers can collect all official information, start lists and result lists from there.

2.5 Notice Boards

The Start lists and Results will be displayed on the official notice boards in the boat-house area and the finish area.

2.6 Team Manager Meeting

2.6.1 Final Olympic Qualification Regatta

The Team Manager Meeting and Draw for the Final Olympic Qualification regatta will take place on **Saturday, 21 May 2016; 15:00 hrs** in the Athlete Catering area, first floor of the rowing center in the boathouse area.

There will be a Team Manager Meeting on each racing day 30 minutes after the start of the last race of the day from 22 – 24 May 2016.

2.6.2 World Rowing Cup II / Lucerne Regatta

The Team Manager Meeting and Draw for the World Rowing Cup II will take place on **Thursday, 26 May 2016; 15:00 hrs** in the Restaurant area, first floor of the rowing center in the boathouse area.

There are normally no Team Manager Meeting on racing days. However, Team Manager Meetings may be called if needed.

2.7 Confirmation of entries

Team Managers are requested to check their entries upon their arrival. If there are changes in the crews or differences in the spelling of the names, Team Managers are requested to complete the FISA Crew Change Form and submit all changes immediately to the FISA staff in the FISA Office no later than Saturday, 21 May 2016; 12:00hrs for the Final Olympic Qualification Regatta and no later than Thursday, 26 May 2016; 12:00 hrs for the World Rowing Cup II.

2.8 Venue Opening Times

The official opening of the course is on Friday, 20 May 2016; 10:00 hrs for the Final Olympic Qualification Regatta and on Wednesday, 25 May 2016 for the World Rowing Cup II. Training prior to the official venue opening is possible, but it is at the full responsibility of the team. If crews go for training outside the venue opening times

and official training times, they do it at their full and own responsibility. The Organising Committee shall not be held liable in case of damage, accident or any other incidents. No on-water rescue service will be in place outside official training times.

Final Olympic Qualification Regatta

Friday, 20 May 2016	10:00 – 19:00 hrs
Saturday, 21 May 2016	08:00 – 19:00 hrs
Sunday, 22 May 2016	08:00 – 19:00 hrs
Monday, 23 May 2016	08:00 – 20:00 hrs
Tuesday, 24 May 2016	08:00 – 20:00 hrs

World Rowing Cup II

Wednesday, 25 May 2016	09:00 – 19:00 hrs
Thursday, 26 May 2016	08:00 – 19:00 hrs
Friday, 27 May 2016	07:00 – 20:00 hrs
Saturday, 28 May 2016	07:00 – 19:00 hrs
Sunday, 29 May 2016	07:00 – 15:30 hrs

Crews must have crossed the finish line the latest 30 minutes before the start of the first race of the day.

After racing has finished, training starts 10 minutes after the last race has been started. Please follow the instructions of the Members of Control Commission.

2.9 Competition Schedule

The competition schedule for both, the Final Olympic Qualification Regatta and the World Rowing Cup II will be available on the FISA Website for the latest versions: www.worldrowing.org

2.10 Crew Photos

Team Managers will be notified of the athletes that have not yet had their photographs taken for the FISA athlete database. These athletes must report to the FISA registration desk in the FISA Office before the Draw.

2.11 GPS Devices

All boats must be fitted with a ,base plate' to hold the GPS timing devices. These plates will be fixed to the boats in the boat weighing hangar by a team of OC volunteers and by Swiss Timing technicians for the Final Olympic Qualification Regatta from Saturday, 21 May 2016.

For the World Rowing Cup II, you can get the ,base plate' from Wednesday, 25 May in the boat weighing hangar. It is the responsibility of the crews to place the ,base plate' on the boat before the first round of racing.

2.12 Bow numbers

Boat numbers will be distributed to crews on the outgoing pontoon and will be collected again at the incoming pontoon.

2.13 Boat weighing

Boat weighing takes place in the first hangar of the boathouse building. Test scales will be available 24hrs prior to the start of the first race, from Saturday, 21 May 2016; 10:00 hrs, and will be open during the official venue opening times. During racing, no test weighing of boats will be allowed.

2.14 Athlete weighing

Athlete weighing takes place on the ground floor of the boat house of the boathouse building. Test scales will be available 24hrs prior to the start of the first race, from Saturday, 21 May 2016; 10:00 hrs, and will be open during the official venue opening times.

3 Team Facilities and Services

3.1 Boat Storage

The boat racks are located on the grass field in front of boathouse building. It is the responsibility of the teams to ensure that all boats are safely tied down to the boat racks and that all material is properly stored in no risk to be damaged due to adverse weather conditions.

3.2 Pontoons

There are two (2) outgoing and two (2) incoming pontoons. Please ensure that they are used as signed.

3.3 Boat repair

The boat builders will be located in the boathouse area and on the grass field in front of the boathouse building.

3.4 Ergometers

Ergometers for training, warming-up and cooling-down will be located in the tent on the grass field in the boathouse area.

3.5 Bag drop-off

The athlete's bag drop-off is located on the ground floor of the boathouse building. The bag drop-off will be open during the official opening times of the venue. The Organising Committee will not accept any liability for lost or stolen belongings.

3.6 Changing rooms, showers and toilets

The Changing rooms and showers for Men and Women are located on the first floor of the boathouse building in the boating area. Toilets are available in the boathouse building and in a toilet trailer on the grass area near the team tent area.

3.7 Rest area

The rest area zones for athletes are located on the ground floor of the boathouse building.

3.8 Team tents

Teams can place their team tents in the allocated area on the grass field behind the boat racks in the boating area. No team tents shall be placed in the exhibition and boat repair area along the footpath. Please respect any order from the Organising Committee officials to relocate team tents.

3.9 Ice Baths

Teams can place their Ice baths on the terrace on the backside of the new rowing centre. There will be access to fresh water and electricity. Teams will be responsible for the management and operation of their ice baths.

3.10 Coaches viewing

Coaches can view races on the new steps at the coaches corners in the boating area and in the finish area.

3.11 Cycling

No cycling is allowed in the whole venue on either side of the course. Cycling on the grass field or in the boat park area is strictly forbidden. Do not bring any bikes into the team tent area, the team rest area and leave them outside the venue.

3.12 Internet

There will be WiFi available in the boating area. More information can be collected from the Regatta Office in the boating area.

4 Medical Facilities and Services

Medical facilities and services are provided during the opening times of the venue. A medical center with first aid included will also be located in the finish area behind the finish tower during racing.

4.1 First aid and medical centres

A first aid service will be situated in the Medical Centre in the rescue headquarters (at the 1000m mark) and in the Medical Centre on the ground floor of the rowing center.

During racing, first aid points will be situated in the medical centre in the rescue headquarters (at the 1000m mark), in the Medical Centre on the ground floor of the rowing center and in the finish area medical centre in the medical container behind the finish tower.

4.2 Local Hospitals

The regatta hospitals are the „Kantonsspital Luzern“ (three minutes from the regatta venue) or the private hospital Hirslanden Klinik St. Anna (ten minutes from the regatta venue).

Medical assistance (24 hours)	phone	+41 41 420 11 33
Kantonsspital Luzern Spitalstrasse 6004 Luzern	phone	+41 41 205 11 11
Hirslanden Klinik St. Anna St. Anna-Strasse 32 6006 Luzern	phone	+41 41 208 32 32

Please note that all expenses for any medical treatment in Switzerland are the responsibility of the patient. Payments with credit cards will be accepted. All national federations are responsible for adequate insurance of their team members according to FISA Rule 22 (FISA Rules of Racing).

4.3 Antidoping Control

The doping control centre is located in the boathouse building (ground floor, next to Medical Centre). For all information on the Doping Control procedures, Therapeutic Use Exemptions etc., please refer to the FISA Rule Book or consult the FISA representatives in the FISA Office. Further information is available on the FISA website www.worldrowing.com

5 Transport and Parking

5.1 Transport Office

The Organising Committee in cooperation with the Swiss Civil Protection Service organisation is operating a limited transport service on a first come – first served basis for the Final Olympia Qualification Regatta and the World Rowing Cup II.

The service starts on Friday, 20 May and lasts to Sunday, 29 May 2016.

Transport request forms

All transport requests have to be submitted to the Organising Committee in writing by using the transport request form. The transport requests can be submitted to the Organising Committee by e-mail until Thursday, 19 May 2016; 17:00 hrs.

(info@lucerneregatta.com). From Friday, 20 May 2016, teams are obliged to book their transport requests directly at the transport office desk on the ground floor of the new rowing centre (backside of the building). Transport requests need to be confirmed by the transport office. All transport requests have to be submitted by 17:00 hrs for the next day.

Transport office desk

The transport office is located on the backside of the new rowing centre in the same boat hangar as the boat scales are located. The entrance to the transport office is through the backdoor of this hangar on the ground floor of the boathouse building.

Prices

The transport service is at the costs of the teams. We are able to provide all transports on a cheap rate. The Organising Committee will invoice the transport services to the teams after the event based on the bookings and the transport services provided:

Outer circle: (destinations outside the city of Lucerne, such as Nottwil, Sursee, Sarnen, Zug etc.): CHF 20.- per transfer per vehicle (regardless of the number of athletes/officials in the vehicle). Vehicles can load persons up to the allowed maximum number of seats.

Inner circle: (destinations inside the city of Lucerne, Kriens, Horw, Gisikon and Emmenbrücke): CHF 10.- per transfer per vehicle (regardless of the number of athletes/officials in the vehicle). Vehicles can load persons up to the allowed maximum number of seats.

The transport system only runs on the previously booked transport routes. No other instructions during the trip will be accepted by the drivers. The transport system only operates for athletes and officials. No material transport is offered.

5.2 Parking

There is no parking possibility directly at the venue. Team Parking will be in the Schachenstrasse (Ebikon). Team Managers will receive a limited number of parking passes for this parking lot. Parking for delegates and other officials will be at the „Sedel“ or the „Kantonsspital“ parking or in the public parkings around.

5.2.1 Trailer parking

Boat trailers must be parked in Ebikon „Do-it-yourself-Parking“. Maps will be available in the regatta office. Boat trailers must be unloaded as soon as they arrive and the boats have to be placed on the boat racks.

5.3 Team vehicles

Parking space at the Rotsee is very limited. It is recommended to use the public transportation system whenever possible. The staff in the regatta office can help to find a professional travel company if you need regular transport or airport transfers for your teams. The cost will be at the expense of the National Federation booking this service.

The parking area for team cars and team buses is located in the „Schachenstrasse“ in Ebikon. Team Managers may obtain parking permits from the regatta office. Bus drivers must drop off their team members at the former bus station „Rotseestrasse“ and must park their vehicles in the „Schachenstrasse“ in Ebikon.

It is forbidden to park outside the designated parking areas. Police will remove cars and/or team buses that do not respect this. Please be aware that police will be very strict on illegal parking. Heavy fines and inconveniences will be the consequence of illegal parking. Please do not use private parking spaces (yellow line markers).

6 Accommodation and Catering

6.1 Accommodation

6.1.1 Team Accommodation

Teams normally book their own accommodation in Lucerne directly with the hotels. If you need additional rooms or would like to profit from the services of our accommodation partner, then please contact the following company:

Bucher Travel
 Ms Larissa Schelbert
 Pilatusstrasse 27
 CH-6036 Dierikon-Lucerne
 Switzerland
 Tel.: +41 41 418 55 44
 Fax: +41 41 418 55 00
 E-Mail: booking@buchertravel.ch
www.buchertravel.ch
 Please mention „World Rowing Cup Lucerne“ while booking.

6.1.2 Low Cost accommodation

A limited number of rooms and beds for low cost accommodation is available from the Organising Committee. If you would like to profit from low cost accommodation, then please contact the Organising Committee office by posting your request to the following address : info@lucerneregatta.com

6.2 Catering at the course

6.2.1 Athlete Catering

The Athlete Catering is located in the Regatta Centre first floor at the boathouse area. Meal vouchers can be purchased from the regatta office. Please order your meal vouchers in advance.

6.2.2 Prices pre-booked and on-site

The price per meal voucher is CHF 18.00 for lunch or dinner if pre-booked by 20 May 2016 for the Final Olympic Qualification regatta or by 23 May 2016 for the World Rowing Cup Regatta. If you purchase your meal vouchers at the regatta office counter during the event, the price per voucher will be CHF 22.00 for lunch or dinner if not pre-booked.

Please use the booking forms provided in the event bulletin and send it by e-mail to info@lucerneregatta.com

6.2.3 Opening Times of the athlete catering area

	Lunch	Dinner
Thursday, 19 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs
Friday, 20 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs
Saturday, 21 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs

Sunday, 22 May 2016	12:00 – 14:30 hrs	18:00 – 19:30 hrs
Monday, 23 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs
Tuesday, 24 May 2016	12:00 – 13:30 hrs	18:00 – 20:00 hrs

	Lunch	Dinner
Wednesday, 25 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs
Thursday, 26 May 2016	12:00 – 13:30 hrs	18:00 – 19:30 hrs
Friday, 27 May 2016	11:00 – 15:00 hrs	18:00 – 20:00 hrs
Saturday, 28 May 2016	11:00 – 14:30 hrs	17:30 – 19:30 hrs
Sunday, 29 May 2016	11:00 – 15:00 hrs	---

6.2.4 Other Catering

There are several snack bars and restaurants in the venue that offer drinks and food on site. Please do note that no breakfast is provided as there was no demand any-more in the previous years.

7 Accreditation, Tickets, Ceremonies and Social Events

7.1 Team Accreditation

Teams do not need accreditation for the Final Olympic Qualification Regatta and the World Rowing Cup I in Lucerne.

7.2 Media Accreditation

Journalists and photographers must have accreditation which can be requested online on the FISA Website: <http://www.worldrowing.com/mediacenter/>

The Media Centre is located in the Media Grandstand in the Finish area.

Athletes are encouraged to speak to the press when required. World Rowing Productions will be present at World Rowing events to make video and news clips to promote the athletes and the sport. They will be posted on the World Rowing Youtube Channel (www.youtube.com/WorldRowingFISA) and all our main social media platforms. The World Rowing Press Officer may contact you to schedule interviews and we request your cooperation in this matter – especially the prompt arrival of your athlete(s) at any pre-arranged interview.

7.3 Grandstand tickets

Every federation will receive two free grandstand tickets for the FISA Grandstand. These tickets have to be collected at the regatta office by the Team Manager.

Free and unrestricted access to all standing places. However, to access the grandstand on Sunday, 29 May 2016, tickets for the numbered and unnumbered grandstands are required. Tickets can be purchased at the ticket counter in the finish area. You can also book your tickets by sending your ticketing request by e-mail to info@lucerneregatta.ch

7.4 Opening and Closing Ceremonies

There will be no Opening Ceremony and no Closing Ceremony for this event.

7.5 Victory Ceremonies

The Victory Ceremonies will take place on the Victory Ceremony pontoon in the finish area in front of the grandstand tent. Victory Ceremonies will be held after each A-Final of the Final Olympic Qualification Regatta and the World Rowing Cup II.

7.6 Lucerne Rowing Night (Nations Dinner)

The Lucerne Rowing Night will be held on Saturday, 28 May 2016 at 19:30hrs at Hotel Palace, Haldenstrasse 10, Lucerne.

Every National Federation will receive 2 free tickets. Please confirm the names and attendance of your delegates in advance, but no later than Friday, 27 May 2016

(12:00 hrs) to the Organising Committee in the regatta office in the boathouse building. The names of your delegates will be added to the guest list and tickets will be checked at the entrance of the Palace Hotel. Additional tickets can be purchased from the regatta office at a price of CHF 160.- per ticket.

8 Venue maps

8.1 Start area



8.2 Boathouse area

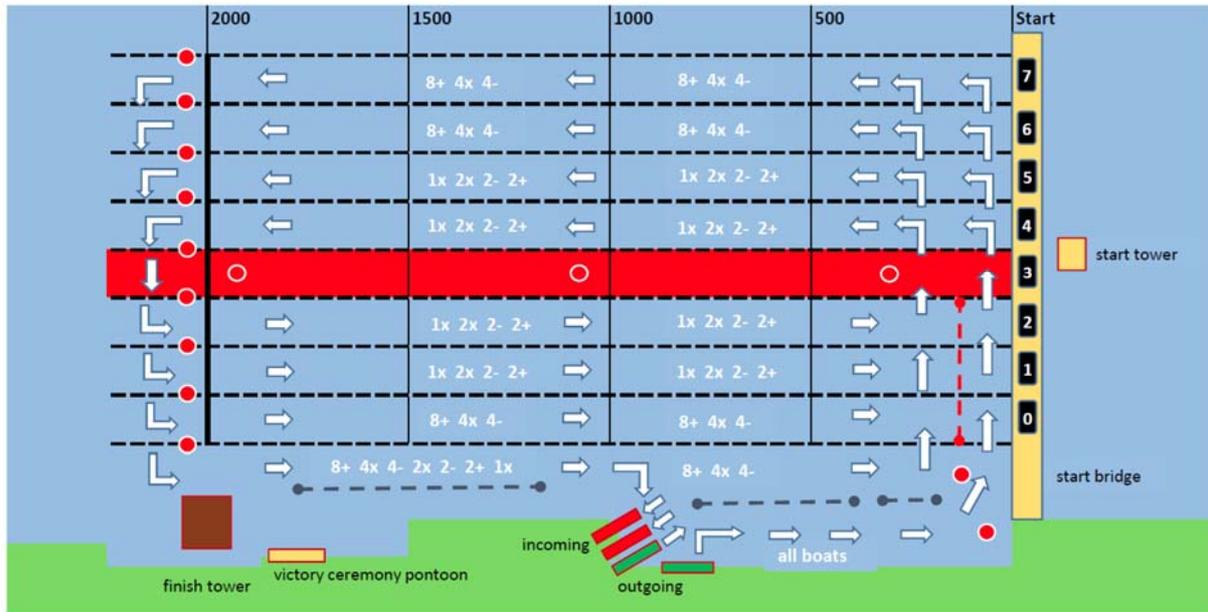


8.3 Finish area

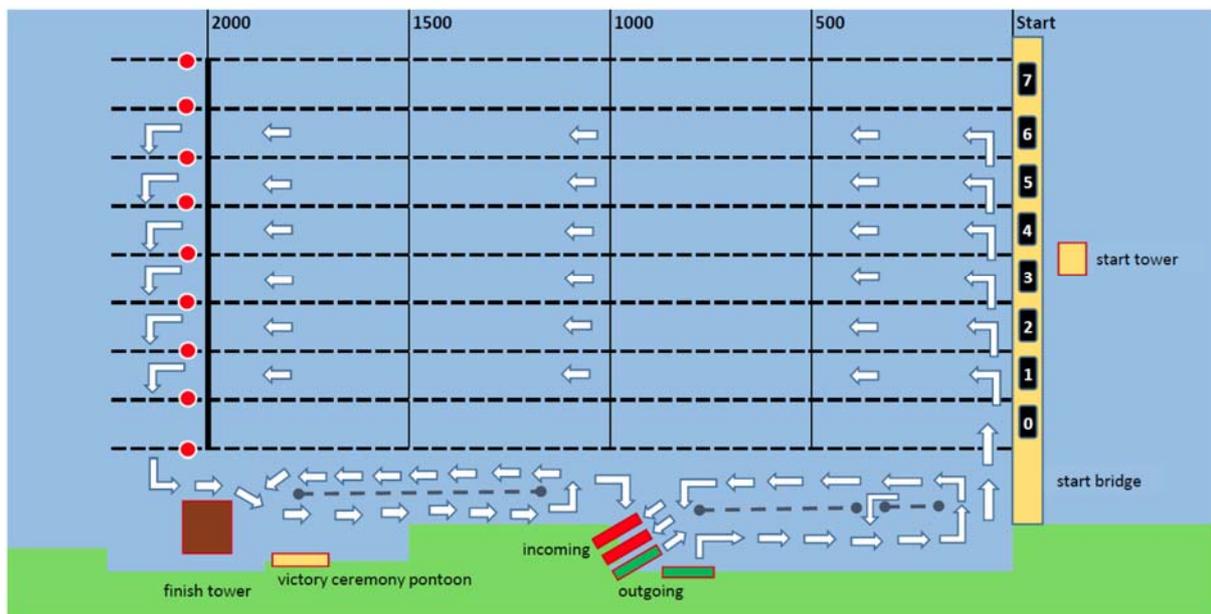


9 Traffic Rules

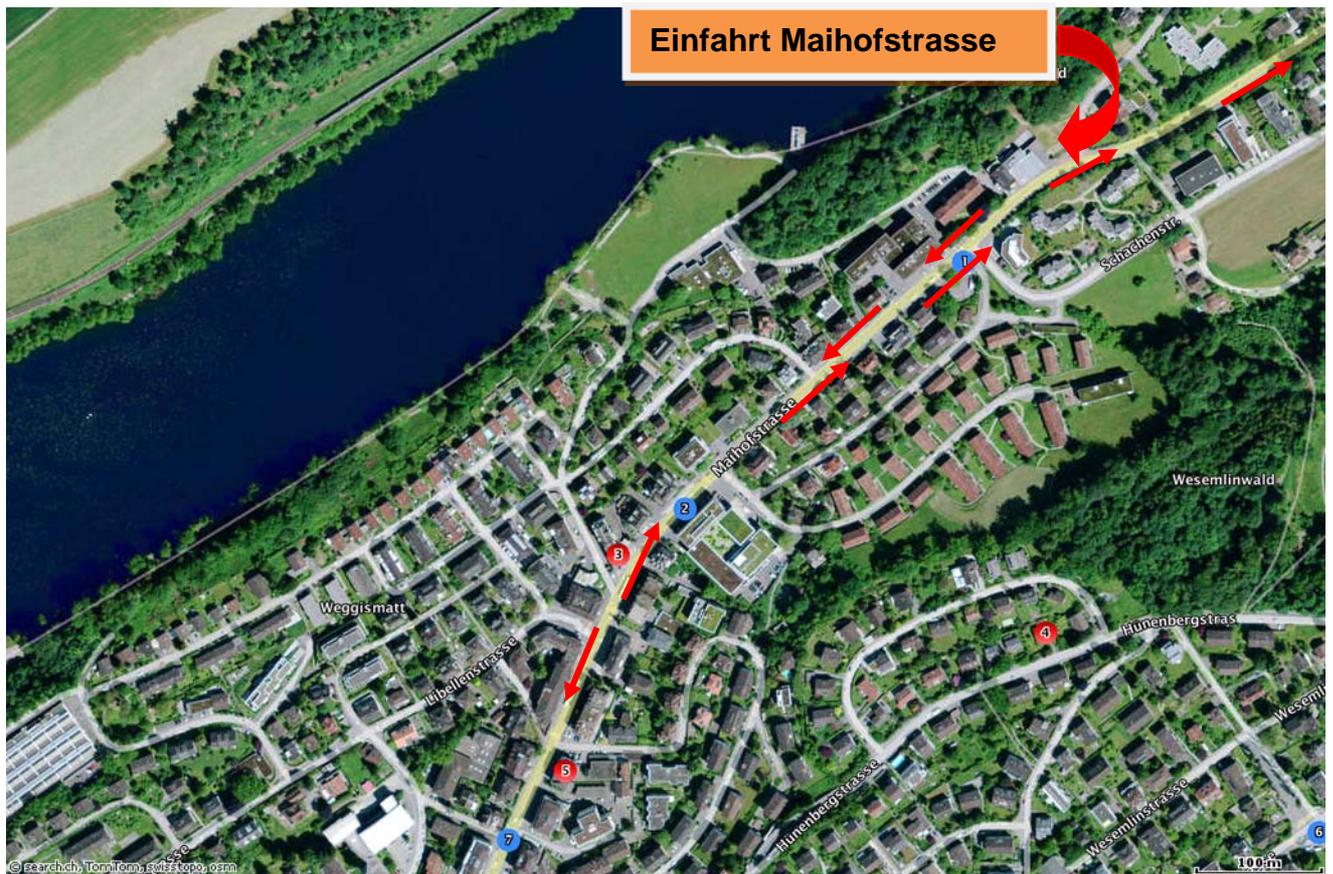
LUCERNE - ROTSEE
Traffic Rules: Training



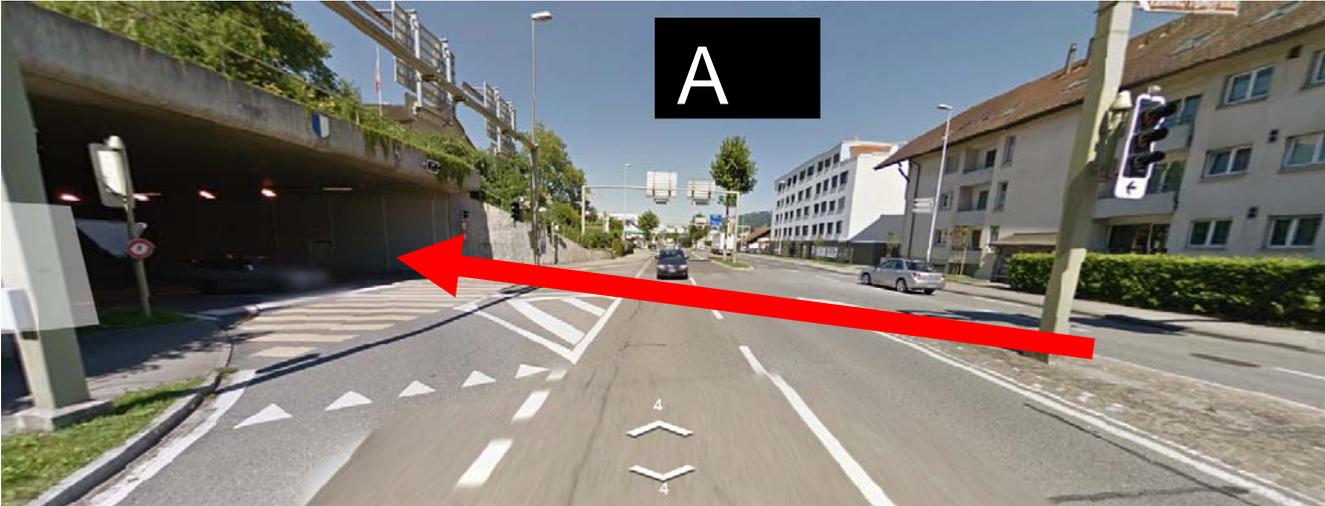
LUCERNE - ROTSEE
Traffic Rules: Racing

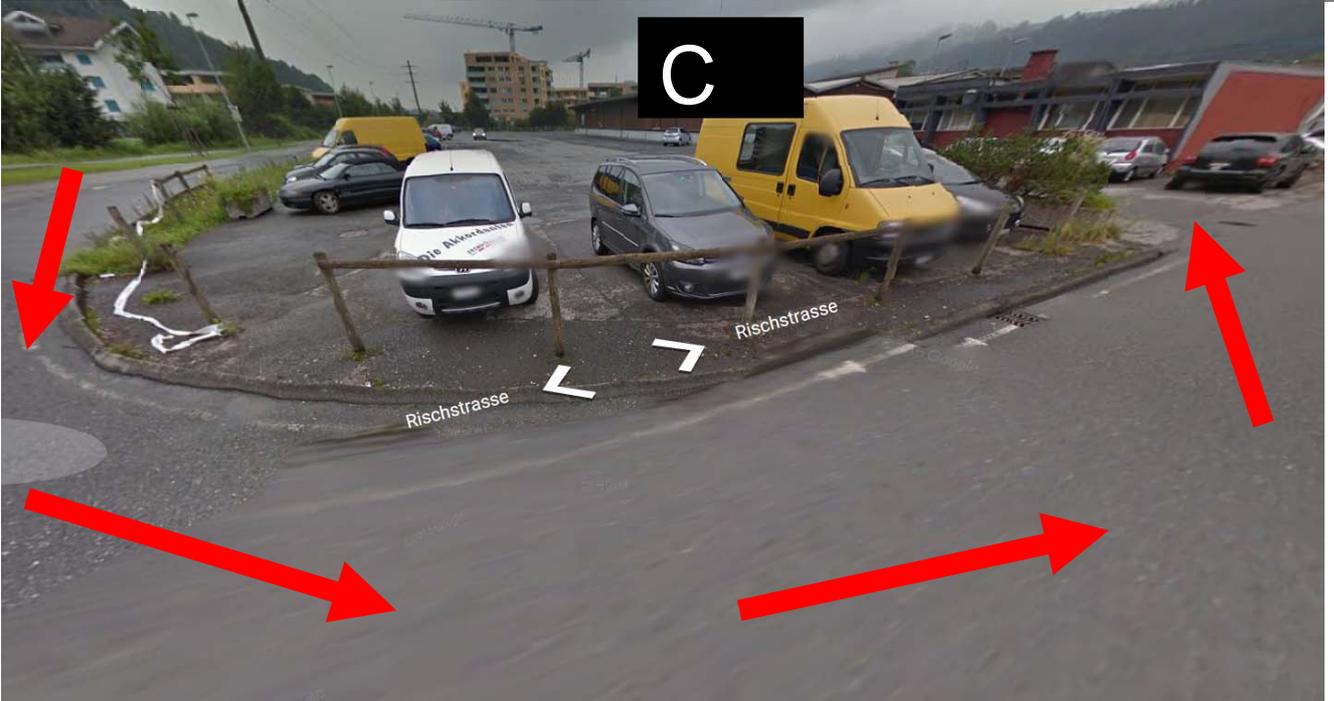


10 Trailer parking map



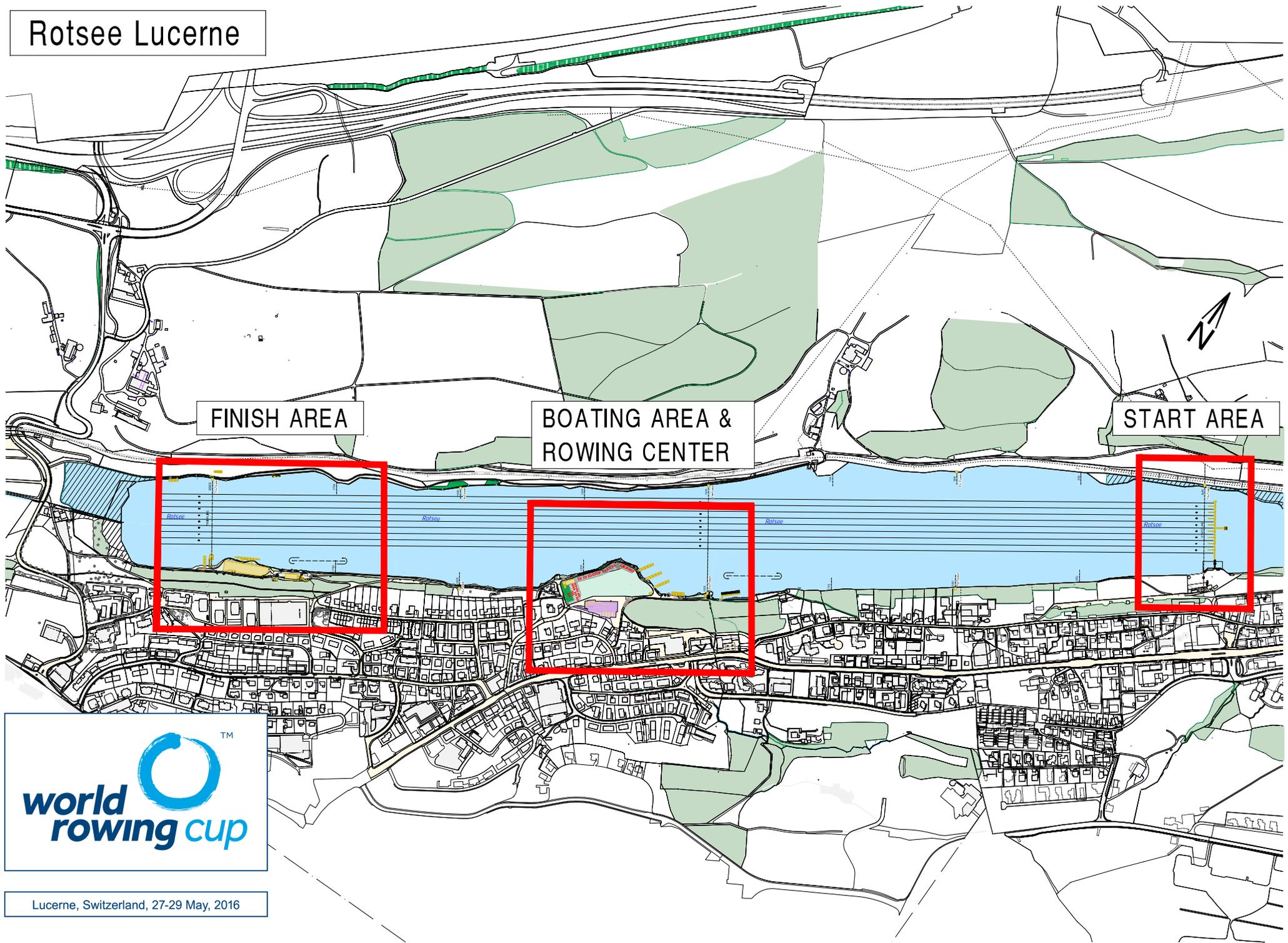






11 Detailed Venue maps

Rotsee Lucerne



FINISH AREA

BOATING AREA &
ROWING CENTER

START AREA



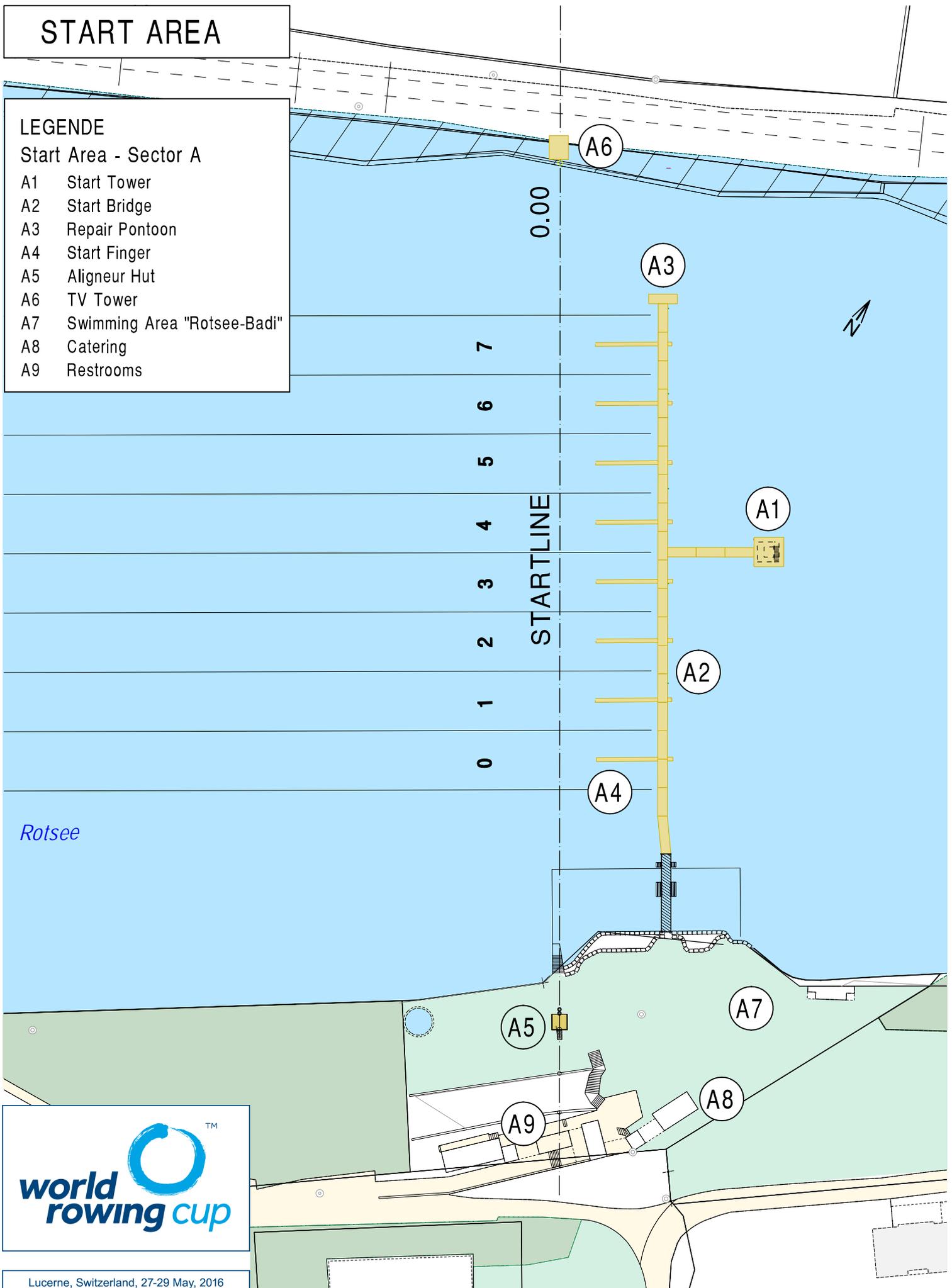
Lucerne, Switzerland, 27-29 May, 2016

START AREA

LEGENDE

Start Area - Sector A

- A1 Start Tower
- A2 Start Bridge
- A3 Repair Pontoon
- A4 Start Finger
- A5 Aligned Hut
- A6 TV Tower
- A7 Swimming Area "Rotsee-Badi"
- A8 Catering
- A9 Restrooms



BOATING AREA & ROWING CENTER

LEGENDE

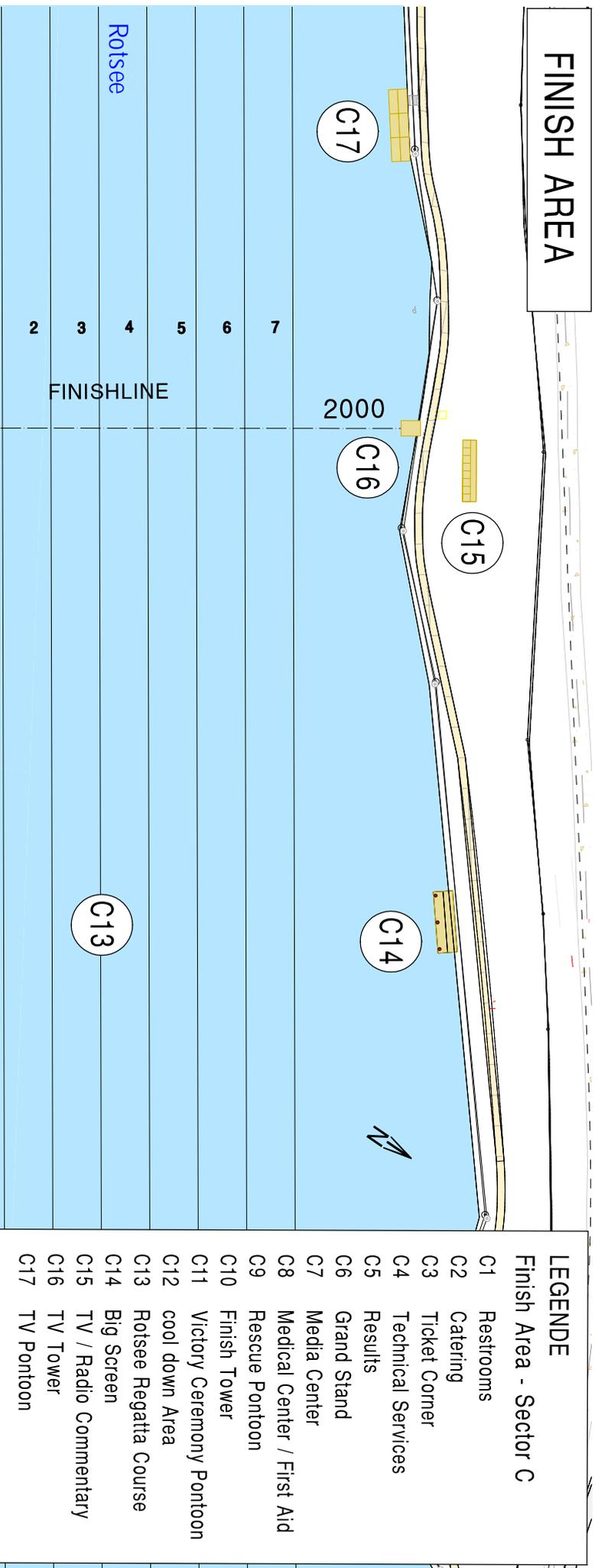
Boating Area and Rowing Center - Sector B

B1	Motorboat Pontoon	B6	Coach Viewing Area	B11	Restrooms
B2	Rescue Service / Medical Centre	B7	Sales Area	B12	Children Playground
B3	Outgoing Pontoon	B8	Ergometer Tent	B13	Rowing Sport Center
B4	Incoming Pontoon	B9	Catering	B14	Boat Racks
B5	Control Commission Hut	B10	Team Tent	B15	warm up Area

0 1 2 3 4 5 6



FINISH AREA



LEGENDE	
Finish Area - Sector C	
C1	Restrooms
C2	Catering
C3	Ticket Corner
C4	Technical Services
C5	Results
C6	Grand Stand
C7	Media Center
C8	Medical Center / First Aid
C9	Rescue Pontoon
C10	Finish Tower
C11	Victory Ceremony Pontoon
C12	cool down Area
C13	Rotsee Regatta Course
C14	Big Screen
C15	TV / Radio Commentary
C16	TV Tower
C17	TV Pontoon



Lucerne, Switzerland, 27-29 May, 2016