



Varese, Italy, 15-17 April, 2016

TEAM MANAGERS MANUAL





A scenic view of a lake with a forested shoreline and mountains in the background. The text "WELCOME TO VARESE" is overlaid on the water. The scene is captured from a low angle, looking across the water towards the shore. The water is dark blue with gentle ripples. The shoreline is lined with a dense forest of green trees. In the distance, there are rolling hills and mountains under a clear, light blue sky. The text is centered horizontally and vertically in the middle of the image.

WELCOME TO VARESE



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ORGANISING COMMITTEE

CONTACT DETAILS

Comitato Organizzatore dei Campionati Internazionali di Canottaggio Varese

(Organising Committee for International Rowing Championships Varese)

Via Lungolago dei Canottieri, 21 – 21100 Varese, Italy

Website : www.varese2016wrc.com

Contact person for the OC: Catriona Cameron

Email: vareseocrowing@gmail.com

Tel: +39 339 8410118

ORGANISING COMMITTEE BOARD

Acting OC President / Vice President Canottieri Varese

President of Province of Varese

Mayor of Varese

President of Italian Rowing Federation

President of Canottieri Varese

Board Assistant

Legal Consultant

Claudio Minazzi

Gunnar Vincenzi

Attilio Fontana

Giuseppe Abbagnale

Mauro Morello

Luisella Perin

Carlo Passera

ORGANISING COMMITTEE

General Manager	Luigi Manzo	Infrastructure	Stefano Caragnano
Assistant to GM OC/FISA operational contact	Catriona Cameron	Medical Service	Antonio Satta
Compliance GM activities OC/FISA relations	Ambra Di Miceli	Security	Angelo Gorla
Accommodation	Varese Convention Bureau - Lisa Tondini	Regatta Office	Valentina Castelli
Transport	Silvia Mosele	Exhibitors Assistance	Antonella Perrotta
Administration	Roberto Spotti	Human Resources	Paolo Santopolo
Catering	Claudio Minazzi	Venue Operations	Vincenzo Prina
Competition	Giovanni Calabrese	Local Press Officer	Alessio Montin
Marketing/Event Promotion	6DVision Italia srl - Angela Cucciniello	Environment Officer	Roberto Bonelli
Sponsor	Anna Occhetta		

FISA

EXECUTIVE COMMITTEE

President	Jean-Christophe Rolland
Vice-president	Tricia Smith
Executive Director	Matt Smith
Treasurer	Michael Williams
Council Representative	Patrick Rombaut
Council Representative	Mike Tanner
Council Representative	Lenka Wech

TECHNICAL DELEGATES

Svetla Otzetova

JURY PRESIDENT

Vincenzo Villari

FISA REGATTA DOCTOR

Dr. Piero Poli

FISA OFFICE

FISA Office will be located above the Lido - see venue layout

GENERAL INFORMATION

IMPORTANT PHONE NUMBERS

Police, Fire, Ambulance - EMERGENCY - DIAL 112

Accommodation (9:00-13:00/14:00-17:00) **+39 0332 281944**

+39 334 5826068

Transport **+39 333 1992226**

+39 348 2601156

Medical - please see MEDICAL FACILITIES AND SERVICES page 18

Dentist Dr. Paolo Martegani **+ 39 0332 458415**

Dr. Paolo Castoldi **+39 0332 222311**

Dr. Giorgio Ponti **+39 0332 286424**

TEAM INFORMATION CENTRE

The Team Managers Information Centre will be located in the Boat Park (see the map of the Venue) and will be open at all times when the Venue is officially open:

- from 06:30hrs to 19:30hrs

For language assistance, please contact the OC personnel in the Information centre. The Mail boxes for all National Federations will be located in the TM Information Centre. Information regarding transport services, accommodation and tourism will be available.

A print-on-demand service will be available for Start and Results lists in the TM Information Centre.

GENERAL INFORMATION

GENERAL PROGRAM

The Regatta Venue will be officially open from Wednesday, 13th April 2016 at the following times:

- 06:30hrs to 19:30hrs.

OFFICIAL TRAINING

Training Time Table before the first racing day:

- **Wednesday:** Training from 07:00-19:00hrs
- **Thursday:** Training from 07:00-19:00hrs

Training Time Table during racing days:

- **Training before racing:** beginning 07:00hrs, crews must have crossed the finish line 15 minutes before the start of the first race.
- **Training after racing:** crews can go out on the water for training 15 minutes after the last race has started until 19:00hrs.

The complete Provisional Competition Schedule for the 2016 World Rowing Cup I can be downloaded from the World Rowing website www.worldrowing.com

Thursday, 14 April:	
Team Managers Meeting and Draw	16:00hrs
Friday, 15 April:	
Heats	From 09:30hrs
Reps & Quarterfinals	From 15:00hrs
Saturday, 16 April:	
Semis & Reps	From 09:30hrs
FD - FC	From 09:55hrs
Semi Finals	From 13:00hrs
Reps	From 15:20hrs
Sunday, 17 April:	
B Finals	From 09:30hrs
A Finals	From 10:52hrs

GENERAL INFORMATION

IMPORTANT NOTICE FOR TEAMS

Please be informed that any teams training on and/or off the water, before the Venue of the 2016 World Rowing Cup I is officially open, do so at their complete risk and responsibility.

Furthermore the Organising Committee cannot guarantee that the race course will be accessible at all times due to the preparations for the event.

The use of catamarans and/or launches must be kept to an absolute minimum moreover the Organising Committee reserves the right to prohibit such use.

The venue will be officially open from Wednesday, 13 April. Official training will begin from 07:00hrs and there will be medical safety and rescue services in operation from that time.

For all enquiries please contact the OC at: varesecrowing@gmail.com

MEETINGS

The Team Managers Meeting and Draw will take place in the Albergo Mariuccia (see Venue Layout) as follows: Thursday, 14 April at 16:00hrs.

TRAINING AND COMPETITION AT THE COURSE

TRAFFIC RULES – TRAINING

See page 32

TRAFFIC RULES – RACING

See page 33

CONTROL COMMISSION

The Control Commission is located between the incoming and outgoing pontoons. The Control Commission will be in operation during all times the course is officially open.

ATHLETES REGISTRATION

An athlete registration process will be run at all 2016 World Rowing Cup regattas starting on Wednesday morning at 8:00hrs and finishing on Thursday at 17:00hrs. All new athletes (those participating for the first time at a World Rowing regatta.) must present themselves with their passports at the Accreditation Centre at the Venue.

TRAINING AND COMPETITION AT THE COURSE

CREW CHANGES

On arrival, Team Managers will receive a list of their crews as entered. In case of any changes before the Draw in the crew composition, seating order or errors in spelling, the Crew Change Form (available at the Accreditation Centre) must be completed and submitted to the FISA representative in the Accreditation office before the Draw. For changes after the Draw contact the FISA office.

Team Managers must confirm their crews by 12:00hrs on Thursday, 14 April 2016.

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 should report to the accreditation centre and have their photographs taken and passports scanned prior to issuing accreditation.

BOW NUMBERS

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

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 by a team of OC volunteers and by Swiss Timing technicians on Wednesday, 13 April and Thursday, 14 April at the boat weighing area. Please ensure they are in place before the first day of racing.

ADVERTISING

Please check the FISA Rules of Racing and related Bye-Laws to ensure that your racing uniforms and boats comply with the advertising rules.

BOAT WEIGHING

Boat weighing will take place in the Boat Storage area - see the venue layout

Test scales will be available from Wednesday, 13 April, afternoon and will be open at all times that the venue is open, except during racing.

ATHLETE WEIGHING

Athlete weighing will be located in the Athletes Area - see the venue layout Test scales will be available from Wednesday, 13 April, afternoon and will be open during opening hours of the venue.

TEAM FACILITIES AND SERVICES

BOAT STORAGE

The boat racks are situated in the boathouse area - see the venue layout. The Organising Committee will assign boat racks for all boats. Please respect the rack allocation. Teams are responsible to make sure that their boats are safely tied to the racks at all times and are in no-risk of being damaged due to adverse weather conditions.

SERVICE PROVIDERS AND BOAT REPAIR

Boat builders are located in the Boat Park - see the venue layout.

LAUNCH PONTOONS

There are two outgoing pontoons and two incoming pontoons located in front of the boat storage area.

BOAT WASHING

The location of the race course is a protected environment and teams are required to wash all their boats before going on the water. Facilities will be provided for washing boats on arrival at the venue including biodegradable detergents. No chemical detergents or other sources of environmental pollutants should be used during boat washing. The boat washing area will be close to the boat storage area.

TEAM TENTS

An area is available for Team Tents - see the venue layout for the location.

ERGOMETERS

Ergometers for training, warming up and cooling down are provided in the Athletes Area - see the venue layout.

CHANGING ROOMS/SANITARY FACILITIES

Permanent changing rooms and sanitary facilities are situated in the Lido — see Venue Layout attachment 2. Additional temporary sanitary facilities will be available throughout the venue - see the venue layout.

BAG STORAGE

There will be a secure area situated near the Athletes entrance for athlete's bag storage. The bag drop-off will be open during the official opening times of the course.

VIEWING FOR ATHLETES

Athletes can view the races from the Spectators standing area or from the grandstands if seats are available. Small screens will be provided and located around the venue giving the possibility of following the races.

BIKE RENTAL

A Bike rental service is available in front of the Canottieri Varese Club House. For further information contact: Lido bike rental service

Email: lidobike@yahoo.it - Tel: +39 346 6220200 / +39 393 7210597

COACH VIEWING

There is no possibility for coaches viewing along the course. Races can be followed on the World Rowing Tracker through the small screens around the venue including TV coverage of the A Finals.

REST AREA

Athletes Rest Area is located in the Boat Park - see the venue layout.

MEDICAL FACILITIES AND SERVICES

MEDICAL CENTRE

The medical centre will be open during the official opening hours of the Venue (06:30 - 19:30hrs) and is situated in the Boat Park close to the emergency ramp and the off-water pontoons. Please refer to the Venue Layout.

The centre will provide initial assessment and treatment for injuries and illnesses.

An ambulance will be on standby in the boat park area for emergencies.

The OC Doctors Team will be present in the Medical Centre as follows and at the following times:

	Morning	Afternoon
Wednesday 13 April	Dr. Satta (+39 3288874771) 09:00 – 11:00	Dr. Vis (+39 3405209069) 16:00 - 18:00
Thursday 14 April	Dr. Martegani (+39 3477773197) 11:00 - 13:00	Dr. Vis (+39 3405209069) 16:00 - 18:00
Friday 15 April	Dr. Martegani (+39 3477773197) 11:00-13:00	Dr. Satta (+39 3288874771) from 17:30
Saturday 16 April	Dr. Satta (+39 3288874771) 09:00 - 11:00	Dr. Vis (+39 3405209069) 11:00 - 18:00
Sunday 17 April	Dr. Satta (+39 3288874771) 09:00 - 11:00	Dr. Satta (+39 3288874771) 14:00 - end of event

MEDICAL CENTRE – CONTACT INFORMATION FOR THE DOCTORS ON DUTY DURING VENUE OPENING TIMES

	Morning 06:30 - 13:00hrs	Afternoon 13:30 - 19:30hrs
Wednesday 13 April	Dr. Fabrizia Elli +393463772473 fabrizia.elli@hotmail.it	Dr. Fabrizia Elli +393463772473 fabrizia.elli@hotmail.it
Thursday 14 April	Dr. Sergio Colombo +393426817627 sg.colombo@hotmail.it	Dr. Chiara Zin +393332971705 chiara_zin@hotmail.com
Friday 15 April	Dr. Antonello Cuccaro +393406648112 antonellocuccaro32@yahoo.it	Dr. Antonello Cuccaro +393406648112 antonellocuccaro32@yahoo.it
Saturday 16 April	Dr. Sergio Colombo +393426817627 sg.colombo@hotmail.it	Dr. Antonello Cuccaro +393406648112 antonellocuccaro32@yahoo.it
Sunday 17 April	Dr. Valentino Bellingreri +393355229876 belva51@libero.it	Dr. Valentino Bellingreri +393355229876 belva51@libero.it

MEDICAL FACILITIES AND SERVICES

LOCAL HOSPITAL

Ospedale di Circolo e Fondazione Macchi
Viale Luigi Borri 57, 21100 Varese
+39 0332 278 111

PHARMACY

Farmacia Salini
Via Francesco Daverio 152

ON-WATER SAFETY SERVICE

An on-water safety service will also operate during the official opening times of the racing course.

ANTI-DOPING CONTROL

For all information on Anti-Doping control procedures, please refer to the FISA rule book or contact the FISA office. Further information is available on the FISA website:

www.worldrowing.com.

The Anti - Doping Control is situated near the Medical centre. All doping control tests will be conducted in accordance with WADA and FISA requirements.

For all information about the Anti-Doping controls and procedures, please refer to the World Anti-Doping Code and International Standards available on the website www.wada-ama.org and the FISA Anti-Doping Bye-Laws. Further information is available on the FISA website:

www.worldrowing.com

MASSAGE

The massage facility is located in: see venue layout.

A professional Physiotherapy service will be provided for the teams on request - the rates will be available in the Massage area.

TRANSPORTATION AND PARKING SERVICES FOR TEAMS

TRANSPORT OFFICE

The transport information desk will be located in the Team Managers Information Centre in the Boat Park and will be open during the official opening hours of the venue (06:30 - 19:30hrs)

Transport will be available for Teams and must be booked through the Organising Committee. Transfers on arrival and departure will be guaranteed from/to Milano Malpensa Airport and Gallarate Train Station.

Transfers to other airports will be available on request and additional costs will be applied.

A Shuttle service will be provided between the Hotels and the Regatta Venue. The shuttle service will start from [Wednesday, 13 April 2016](#) and will end on [Sunday, 17 April 2016](#).

Important Note: Team Managers will be required to complete the transportation form at the Venue by 18:00hrs the previous day.

The costs for Transfers and the Shuttle service are as follows:

- Airport or Station transfer and Shuttle service to/from the Regatta Venue: 120 euro per person.
- Shuttle service to/from the Regatta Venue: 80 euro per person.
- Airport or Train Station transfer to/from the official hotels: 40 euro per person.

Transport requests must be made by completing the following forms:

- “Airport Station Transfer Booking Form” – for Airport or Station transfer
- “Shuttle Hotel Venue Booking Form” – for Shuttle service

Payment conditions:

- 100% on booking (non refundable)
- A Booking Confirmation and payment details will be sent to the National Federation by the Transport company.
- If payment is not received in due time, we reserve the right to cancel the respective booking

Important note:

- Any delays, changes of schedule or flight cancellations for arrivals must be communicated to the Organising Committee immediately.

Team departure details must be submitted to the Information Centre at the venue at least 48 hours prior to departure.

One day prior to departure, teams will receive notification of the exact transportation time.

Transport contact: Silvia Mosele

Telephone: +39 333 1992226

Autolinee Service no. (Luciano): +39 348 2601156

Email address: transport.2016wrcupvarese@gmail.com

TRANSPORTATION AND PARKING SERVICES FOR TEAMS

PARKING ARRANGEMENTS

Boat trailers

There will be a designated area for the boat trailers parking behind the Boat Park - see the map of the Venue.

Team cars/buses

Parking space will be available for Team cars/buses. Passes can be requested in advance from the Organising Committee.

Please contact the Organising Committee at vareseocrowing@gmail.com or the Accreditation Centre at the Venue.

Shuttle bus drop off at the venue

The shuttle bus drop off is close to the venue entrance - see the map of the Venue.

ACCOMMODATION

All reservations must be made through the OC. The teams that have special requirements for their accommodation are encouraged to state their requests in writing to the OC. The OC will do everything possible to meet their needs.

ACCOMMODATION OFFICE

The Accommodation Information Desk will be located in the Team Managers Information Centre in the Boat Park and will be open during the official opening hours of the venue (06:30 – 19:30hrs)

Accommodation Contact Lisa Tondini – Varese Convention Bureau
Telephone: +39 0332 281944 (09:00-13:00/14:00-17:00)
+39 334 582 6068
E-mail address: accommodation.2016wrcupvarese@gmail.com

FOOD FACILITIES AND SERVICES

MEAL TIMES

Lunch at the regatta venue:

The Athletes Restaurant will be open from 11:00 to 15:00hrs

GENERAL INFORMATION

Lunch at the Venue is available for Teams at 20 euro / lunch per person, to be ordered and paid on booking at the Team Managers Information Centre at the Venue by 18:00hrs on the previous day.

Lunch Tickets that have been booked and paid for are not refundable if not used.

Please note: Lunches at the hotel must be organized directly with the hotel and must be paid for at the hotel before departure.

Breakfast and Dinner will be provided at the hotel according to the agreement between the Team and the Accommodation structure.

Food and drinks can also be purchased at the Grill Area in front of the Canottieri Varese Clubhouse from 10:00hrs.

Please be advised that tap water at the Venue is drinkable. Athletes are encouraged to use their reusable water bottles.

The athletes' restaurant at the regatta venue is located in the Boat Park – see layout

ACCREDITATION

ACCREDITATION OFFICE

Manager: Valentina Castelli

Telephone: + 39 3475530435

E-mail address: valentinacastelli.92@gmail.com

GENERAL

The Accreditation Centre opens on Wednesday 13 April and is located near the Finish Area.

The opening times of the accreditation centre are as follows:

- Wednesday 13 April and Thursday 14 April from 06:30 - 19:30hrs
- Friday 15 April and Saturday 16 April from 06:30 - 19:30hrs
- Sunday, 17 April from 06:30 - 16:00hrs

Team Managers are requested to make an appointment with the Accreditation Centre as early as possible.

Late accreditation requests received after the accreditation deadline will be considered as late applications and will be handled by FISA.

ENTRIES

Entries close on Friday, 1 April 2016.

Entries can be submitted online via the FISA Extranet

For instructions or further information, please contact Daniela Oronova at:

Daniela.oronova@fisa.org

FISA BIOGRAPHY AND COMMITMENT FORMS

All competitors and team officials who have not already done so are required to sign the FISA Commitment Form. These forms will be distributed to the Teams by FISA and should be returned by the Draw to Daniela Oronova in the Accreditation Office and after the Draw in the FISA Office.

MEDIA

MEDIA CENTRE

Local Press Officer: Alessio Montin

Email: media.2016wrcupvarese@gmail.com - Tel. Number: +39 348 5117815

The Media Centre is located near to the Finish Area. The opening times are Thursday, 14 April from 12:00hrs – 18:00hrs and on racing days (15 – 17 April) from 1 hour before the start of the first race until 3 hours after the last race.

The media grandstand seats are located near to the finish line.

WORLD ROWING PRODUCTIONS

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 You Tube 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. Thank you.

ACCREDITATION

Both national and international journalists are required to apply online through the World Rowing Media Centre www.worldrowing.com/mediacenter.

The specific link to the media accreditations for the World Rowing Cup in Varese is the following: <https://rowingtwo.sportresult.com/Accreditation/Media/632f001f-7e9c-4937-9542-93964bf1f1fd>

Once accredited, you can collect your documentation at the Accreditation Centre, next to the Media Centre.

Please note that FISA revised the media accreditation policy and the daily or temporary media passes will no longer be issued. National Federation officials and Team Managers wishing to receive media accreditation need to apply through the Media Centre on the World Rowing website: www.worldrowing.com/mediacenter/

INTERVIEWS & PRESS CONFERENCES

Information on interview requests, press conferences and the mixed zone will be available in media information packets available at the pick-up of the accreditation in the accreditation office. The FISA media staff will inform Team Managers ahead of time for interview requests to interview athletes.

PHOTO/TV BIBS

Note on the identification of approved photographers / TV cameramen:

In order to simplify the control of photographers and TV cameramen at the regatta course and especially during the medal ceremony, bibs will be handed out in order to distinguish them from private/non-professional photographers or TV cameramen. These bibs must be worn throughout the entire event and they are handed out upon a deposit (50 Euros). Filming equipment needs to be approved by FISA and to be identified with a special event logo sticker which must remain clearly visible for easy inspection. Therefore accredited

camera teams must contact FISA in the media centre upon arrival on site and sign a Filming Request Form in order to receive an accreditation sticker for their equipment

MIXED ZONE

After Final A, the order of priority for interviews with medal winning crews in this area is:

1. Host Broadcaster
2. Rights-holding television
3. Right-holding radio
4. Print

The interview will be managed by the Mixed Zone manager. Athletes are encouraged to speak to the press when required.

TELEVISION/RADIO

Broadcasting: The A Finals of the World Cup events on Sunday will be broadcasted live.

MISCELLANEOUS SERVICES

INTERNET & WI-FI

Team staff and athletes can connect to the internet through the “RowingPublic” wifi, available specifically for the event. Details will be available at the TM Information Centre.

LOST AND FOUND

The lost and found facility is located at the Accreditation Centre.

TOURIST INFORMATION

For information about Varese, contact the tourist information stand on the entrance area for the public, or visit the Team Information Center.

GRANDSTAND

The Grandstands are located near the finish area.

Grandstand tickets may be purchased in advance from the Organising Committee online or by email to vareseocrowing@gmail.com until Friday 8 April 2016. Tickets will also be on sale at the Venue starting from Wednesday 13 April 2016 (subject to availability).

Prices for tickets during the 2016 World Rowing Cup I are as follows:

- Friday: Free of charge
- One day ticket (Saturday or Sunday): 10 euro per person
- Two day ticket (Saturday and Sunday): 15 euro per person

All tickets are valid for both uncovered and covered grandstands on a first come first served basis.

Feel free to contact the Organising Committee if you have any questions or need any clarification at:
vareseocrowing@gmail.com

OFFICIAL CEREMONIES AND SOCIAL EVENTS

NATIONS DINNER

The Nations Dinner will be held on Saturday 16 April at 19:30hrs at Hotel Villa Borghi, Piazza Borghi 1, 21020 Varano Borghi (VA)

Two delegates from each National Federation are invited. Invitations to the Nations Dinner will be sent by email and must be confirmed by 17:00hrs on Wednesday, 13 April 2016

VENUE LAYOUT

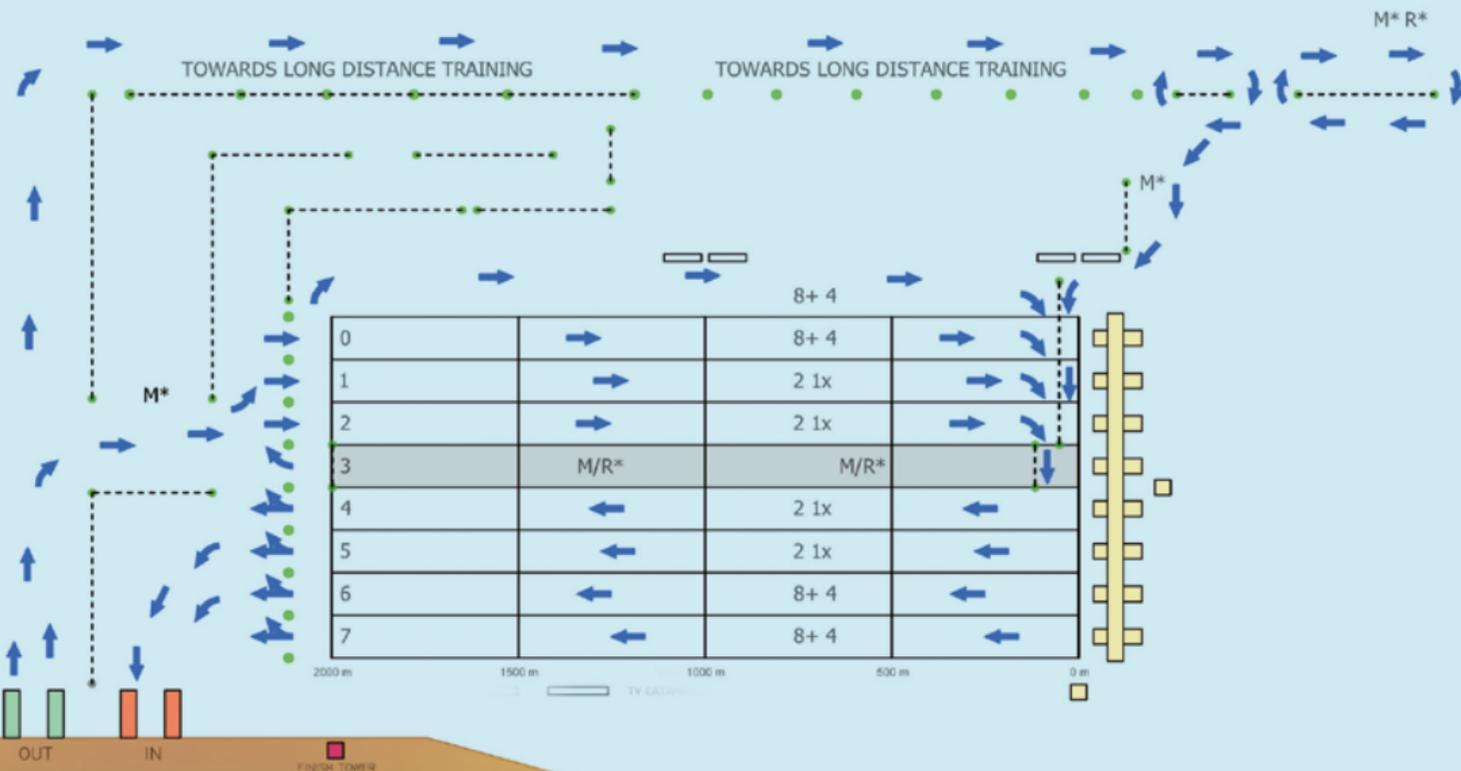


TRAFFIC RULES: TRAINING

TRAFFIC RULES TRAINING

LEGEND

- M* Marshal
- R* Rescue
- Big Buoys
- Swimming Line

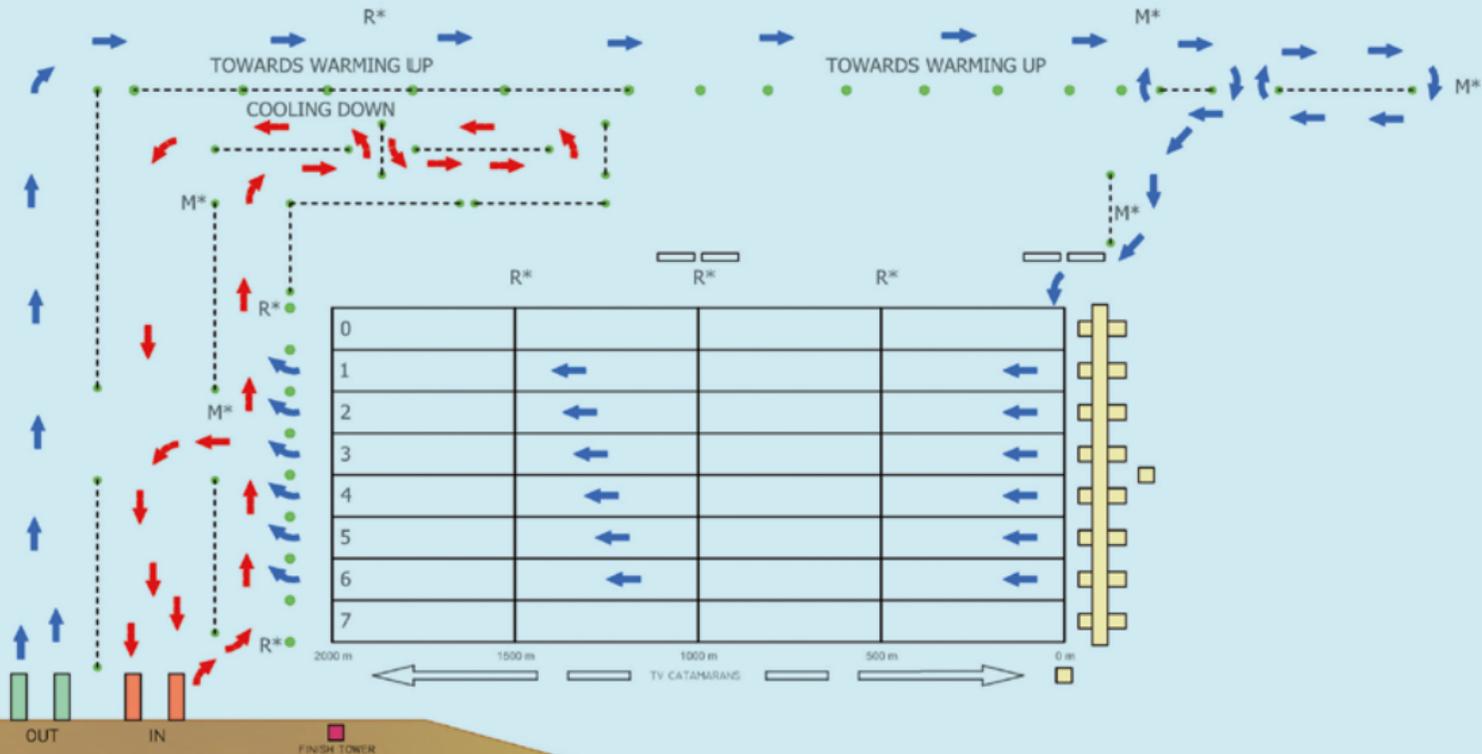


TRAFFIC RULES: RACING

TRAFFIC RULES RACING

LEGEND

- M* Marshal
- R* Rescue
- Big Buoys
- Swimming Line





Varese, Italy, 15-17 April, 2016



www.varese2016wrc.com