

TABLE OF CONTENTS

A. ORGANISING COMMITTEE	1
B. FISA	2
C. GENERAL INFORMATION	3
D. TRAINING AND COMPETITIONS ON THE COURSE	5
E. TEAM FACILITIES AND SERVICES	8
F. MEDICAL FACILITIES AND SERVICES	10
G. TRANSPORTATION AND PARKING SERVICES FOR TEAMS	12
H. ACCOMMODATION	5
I. FOOD FACILITIES AND SERVICES	14
J. ACCREDITATION	15
K. MEDIA	16
M. OFFICIAL CEREMONIES AND SOCIAL EVENTS	17
N. MISCELLANEOUS	18

A. ORGANISING COMMITTEE

A.1. ADDRESS AND TELEPHONE NUMBERS

Regatta Information Office at the Venue
Sea Forest Waterway
Tel: +81 3-5843-0461
Fax: +81 3-5843-0462
E-mail: info@2019wrjch.jp
Website: <https://www.2019wrjch.jp/>

A.2. ORGANISING COMMITTEE STRUCTURE

General Manager	Arata KIMURA
Operation Manager	Masakuni HOSOBUCHI
Sport Manager	Nathalie PHILLIPS
Administration	Nobuyuki AIURA
Event Manager	Ken NAKANISHI
Services Manager	Lotte VLOEDMANS
Marketing PR /Ceremonies & Protocol	Daisuke YASUI
Regatta Course	Kazumasa WATANABE
Competition	Daisuke NAKAJIMA
Competition Technical Advisor	John BIDDLE
Equipment Manager	Hideyuki SAHARA
National Umpires	Koji KUMAMOTO
Volunteer	Kanako YAMAZAKI
Hotel and Transport	Hiromi FUJITA



B. FISA

President	Jean-Christophe ROLLAND
Vice President	Tricia SMITH
Executive Director	Matt SMITH
Treasurer	Gerritjan EGGENKAMP
Council Representative	Patrick ROMBAUT
Council Representative	Rosie MAYGLOTHLING
Council Representative	Lenka DIENSTBACH-WECH
Technical Delegates	Svetla OTZETOVA, Eva SZANTO
President of the Jury	Patrick ROMBAUT
FISA Doctor	Tomislav SMOLJANOVIC

FISA Event Safeguarding Officer: Hannah Every-Hall

All rowers, entourage, coaches, volunteers and staff have a right to participate and work in a non-violent, safe and respectful environment. Behaviour and actions that constitute harassment and abuse shall not be tolerated. If you have concerns regarding harassment and abuse whilst you are at this World Rowing event, please contact the Event Safeguarding Officer Hannah Every-Hall at the event, in the FISA Office, or email safeguarding@fisa.org

C. GENERAL INFORMATION

C.1. IMPORTANT TELEPHONE NUMBERS

Direct emergency number

Police +81 110

Fire and Ambulance +81 119

During the Regatta, please feel free to contact the Regatta Organizing Office for any additional information located 1st floor of Grand Stand [1](#).

C.2. TEAM MANAGERS INFORMATION

C.2.1. Team Information centre

The Team Information Centre [2](#) is located ground floor of the Boathouse.

Opening hours: all times during which the venue is officially open.

C.3. GENERAL PROGRAMME

C.3.1 Official Opening of the Regatta Venue

The rowing course is officially open for training on Sunday, 4th August 2019.

C.3.2 Venue Opening Time

On Training days from 07:30 to 19:30 hrs.

On Racing days from 07:00 to 19:30 hrs. (Final day from 07:00 to 17:30 hrs.)

C.3.3 Course Opening Time

On Training days from 08:00 to 19:00 hrs.

Race days from 7:15 hrs. until 15 minutes before the first start / 15 minutes after last race until 19:00hrs.

C.3.4 Practice Starts

Teams will be able to practice starts with the "Automatic" start system on Tuesday, 6th August from 09:30 to 10:30hrs.



C.3.5 Distribution of start and results lists and other important information.

The distribution of the results and start lists and other important information will be in the Team Information Centre. Each nation will find the information in their personal pigeon hole there please refer to the map for the location of the Team Information Centre. Also, the results summary and start list for the next day will be displayed on the notice boards in the official team hotels.

C.3.6 The Draw and Team Managers Meetings

Team Managers Meeting and Draw

The Preliminary TM Meeting will take place in the Team Manager Meeting Room ③ on the first floor of the boathouse building on Monday, 5th August at 15:00hrs.

The Team Managers Meeting & Draw will take place on Tuesday, 6th August at 15:00hrs in the Team Managers Meeting Room.

The presence of all Team Managers is mandatory.

IMPORTANT:

Team Managers are requested to check the entry forms that are submitted to them upon their arrival. If there are changes in the crews or differences in the spelling of the names, they must complete Crew Change Forms and submit them immediately to FISA.

Team Managers Meetings

On racing days:

The Team Managers Meetings on racing days will take place 30 minutes after the start of the last race of the day in the Team Managers Meeting room.



D. TRAINING AND RACING

D.1 The Course

TRAFFIC RULES (Training)

See Appendix I.

TRAFFIC RULES (Racing)

See Appendix II.

D.3 CONTROL COMMISSION

The Control Commission is located between the incoming and outgoing pontoons.

D.3.1 Crew Changes

All Crew Change Forms must be submitted to FISA – in the Accreditation centre before the Draw and in the FISA office after the Draw. The forms must be signed by the team manager, by the responsible FISA representative and, if for medical reasons, by the FISA Doctor.

D.3.2 Crew photos

Team managers will be notified of the athletes whose do not have their photos in FISA database. These athletes should report to the Accreditation centre ④ and have the photos taken and passport scanned prior to being issued accreditation.

D.3.3 Boat Numbers & GPS

The boat numbers will be distributed to the crews on the outgoing pontoon and collected on the incoming pontoon. The numbers and GPS devices will be fixed onto the boats by volunteers before leaving the launch pontoon, no earlier than 45 minutes before the crew is due to race.

D.3.4 GPS Devices

The GPS Units are separate from the bow number. The “base plate” will be installed on the boats on Monday, 5th August and Tuesday, 6th August by a team of OC volunteers and OMEGA technicians in the boat weigh-

ing area. The GPS devices must be in place before the first days of racing at the Boat weighing area located Ground floor of the Boathouse.

D.3.5 Boat Scale

Boat weighing will take place at the Boat weighing 5 area in the Boathouse.

The scales will be available from Sunday, 4th August and will be operational during all the official opening hours of the course, except during racing sessions.

D.3.6 Coxswains Weighing

Coxswains weighing 6 will take place in the boathouse. A test scale will be available from Sunday, 4th August and is available during all the official opening hours of the course. Athletes do not need to present their passports at official weigh-in.

D.3.7 Youth Commission

The Youth Commission tent is located near the Finish tower.

D.3.8 Spare races

Spare races will be held on Tuesday 6th August at 11:00hrs. Entry forms are available from the FISA desk in the Accreditation office. Entry forms should be submitted to FISA by Monday 5th August at 16:00hrs at the latest.

The spares' races will be run in both a side-by-side and a time trial format. More information will be provided by FISA at the Preliminary Team Managers' meeting at 15.00 hrs on Monday, 5 August.





E. TEAM FACILITIES AND SERVICES

E.1 BOAT STORAGE

The Organizing Committee will assign boat racks for all boats in the Boat house. Team managers will be informed about the assigned boat racks. Teams are responsible to make sure that their boats are safety tied to the racks at all times and are in no-risk to be damaged due to adverse weather conditions.

E.2 LAUNCH PONTOONS

There are two out-going and two in-coming pontoons. Teams must use the launch pontoons for going OUT on the water and coming IN as shown on the traffic circulation map.

E.3 BOAT REPAIR

Boat builders will be located in the boat repair area behind of the Boathouse.

E.4 BOAT WASHING

No chemical detergents or other source of environmental pollution should be used during boat washing. The boat washing area is in front of the Boathouse.

E.5 ERGOMETERS

Ergometers for training and warming up or cooling down will be provided at the 1st floor of the boathouse.

E.6 CHANGING ROOMS

The changing rooms [7] are situated on the Grand floor of the boathouse. More changing rooms are situated behind the boathouse.

E.7 SANITARY FACILITIES

The showers and toilets are located next to the changing rooms in the boathouse. Teams are requested to keep the facilities tidy and clean.

E.8 REST AREA

There is a provided designated Athlete Lounge [9] in the 1st floor of the temporary building next to the boathouse. The team tent area is provided behind the boathouse.

E.9 ATHLETE BAG STORAGE

All teams have the opportunity to leave luggage and valuables in the Team Bag drop [10]. It is also possible to collect "lost and found" items there.

E.10. COACHES AND ATHLETE VIEWING

During training coaches may cycle on the Television Road (please see the venue map.) of the course. During racing it is not permitted to cycle and follow races.

Athletes and coaches can view the races from the Spectators area.

E.11. BIKE RENTAL

There is a Bike rental facility [11] provided in front of the Boathouse. Rental fee is JPY 1,000 per day.

E.12. LIABILITY

Participants are responsible for acquiring insurance for equipment and persons. The OC shall not be held responsible for any damages in the regatta area.

F. MEDICAL FACILITIES AND SERVICES

F.1. MEDICAL CENTRE

The Medical Centre ⑧ is located at the Ground floor of the Boathouse will start operating from Sunday, 4th August. The centre will be open during the official opening hours.

F.2. FIRST AID SERVICE & AMBULANCE, LOCAL HOSPITAL

A first aid service will be provided in the medical centre.

Local hospital :

Showa University Koto Toyosu Hospital
5-1-38 Toyosu Koto-ku, Tokyo 135-8577 JAPAN
tel. +81 3

The hospital is located 7 km from the venue.

F.3 RESCUE AND SAFETY

There will be an on-water rescue team in charge of on-water rescue during the official opening hours of the regatta course.

F.4 ANTI-DOPING CONTROL

The Anti-Doping Control Centre is located at the Ground floor of the Boathouse. All anti-doping control tests will be conducted in accordance with WADA and FISA requirements.

For information about Anti-Doping controls and procedures, please refer to the World Anti-Doping Code (available at www.wada-ama.org), the FISA Rule Book (or at www.worldrowing.com) and the most current list of Prohibited Substances and Methods (available at www.wada-ama.org).

F.5 MASSAGE

The space for massage is located behind the boathouse.



G. TRANSPORTATION AND PARKING SERVICES FOR TEAMS

G.1 TRANSPORTATION ARRANGEMENTS FOR THE TEAMS

G.1.1 General Information, Transportation Office

The Team Information Centre will operate from Sunday, 4th August and will be open all the times that the venue is officially open. The Team Information Centre is located on the ground floor of the boathouse building.

The Sports Information Centre will start operating on Sunday, 4th August and will be open all the times that the venue is officially open.

G.1.2 Transportation from/to the Airport to/from the Accommodation

The OC will provide the transportation from/to the Haneda/Narita Airport, as well as from/to Tokyo/Shinagawa Station, for all teams which have booked their accommodation through the Organizing Committee. Team departure details will be asked before your arrival but must be submitted to the Sports Information Centre at the venue at least 48 hours prior to the flight departure for the final confirmation.

G.1.3 Transportation between the Accommodation and the Regatta Venue

The official shuttle bus between the hotels and regatta venue will operate from Sunday, 4th August to Sunday, 11th August according to the timetable provided. Transportation is free of charge only for teams which have booked accommodation through the Organizing Committee.

Teams requiring transport must submit a transport request form to the transport office in the Team Information Centre by 13:30hrs the day before.

Those who need the transport service before 4th August, please contact transportation office by email at accommodation_wrjch2019@jtb.com. There will be an additional cost for this.

Please contact the same e-mail address if you book your transport service to the venue other than Organizing Committee for access permission at the gate.

Please note that the venue is not accessible by public transportation, motorbike, bicycle or foot.

G.1.4 Shuttle Bus drop off at the Venue

The Shuttle Bus Drop off is located in the Team Parking Area.

G.2 TRANSPORTATION OF BOATS AND BOAT TRAILERS, PARKING ARRANGEMENTS

G.2.1 Boat Trailers

Boat trailers must be unloaded as soon as they arrive at the Boat Trailers & Container Storage Area, OC designated. Containers must be unpacked from Thursday 1st August at 9:00hrs. Boats are placed on the assigned boat racks. Trailers can be moved and loaded 30 minutes after the finish of the last race on Saturday, 10th August and Sunday, 11th August.

Any trailer and/or container movement in and out of the venue needs to be coordinated with the OC.

G.2.2 Team Cars/Buses

There is a designated parking for team cars and busses at the venue. Vehicle passes may be collected in the Team Information Centre. Each team will be entitled to one parking pass. Please contact the OC in advance to request the parking pass. Vehicle passes may be collected in the Team Information Centre.





H. ACCOMMODATION

All reservations must be made through the Organizing Committee. The teams that have special requirements for their accommodation are encouraged to state their requests in writing to the Organizing Committee. The Organizing Committee will do everything possible to meet their needs. The accommodation desk is located in the Team Information Center in the boathouse building.

Accommodation contact
e-mail: accommodation_wrjch2019@jtb.com

The Organizing Committee does not take any responsibility for any extra services of the hotels, like mini bar, telephone, parking, laundry, etc. These costs are to be paid directly to the hotel.

I. FOOD FACILITIES AND SERVICES

Full board is provided for the teams who booked accommodation through the Organizing Committee from the lunch on 3rd August to the breakfast on 12th August.

Teams are requested to book lunch locations for the 4–11 August either at the venue or at the hotel, by 21st July. For racing days 8-11 August teams will be able to confirm their final number of lunches by 12:30 hrs for the following day.

Meal Times at the venue: ⑬

Lunch: 11:30 – 14:30hrs

Meal times at the hotels:

Breakfast: 06:00 – 09:00hrs

Lunch: 11:30 – 14:30hrs

Dinner: 18:00 – 21:00hrs

*For teams staying at Sunroute Ariake Hotel, lunch will be served at Washington Hotel which is located within 5 min. walk.

The cost per additional Lunch at the venue is JPY2,500.

Please be advised that tap water is drinkable so athletes are encouraged to use reusable bottle provided by the Organizing Committee.

J. ACCREDITATION

J.1 GENERAL

The Accreditation Centre ⑭ will be located in the ground floor of temporary building behind the Grandstand and will start operating from Sunday, 4th August at 07:30.

J.2 ACCREDITATION CENTRE OPENING TIMES

Sunday, 4th August until Saturday, 11th August 07:30 - 19:30hrs

Sunday, 11th August 07:00 - 12:00hrs

All team accreditation applications must be approved by FISA. Team managers are requested to make an appointment with the Accreditation Centre as early as possible.

J.3 LATE ACCREDITATIONS

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

K. MEDIA

ACCREDITATION

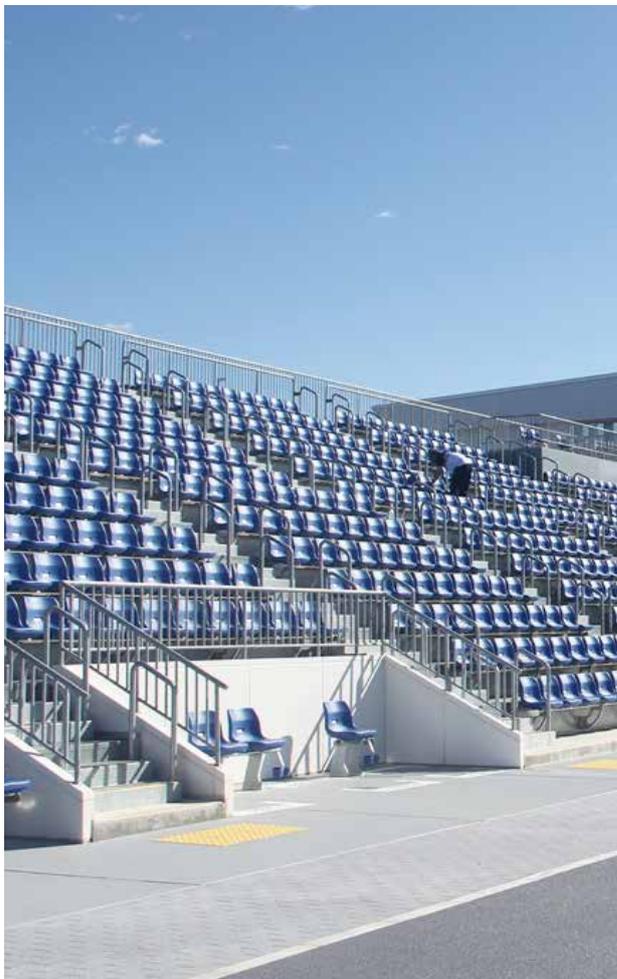
All media can pick up accreditation cards from the Media Centre  located in the 1st floor of the temporary building behind the Grandstand and starting Tuesday, 6th August. Media accreditation requests should be made online through <http://www.worldrowing.com/mediacenter/>.

Opening Hours of the Media Centre.

Tuesday 6 th August	08:00–17:00hrs
7 th – 10 th August	07:30–17:00hrs
11 th August	07:30–17:00hrs

Local Media Officer: Kenji YOSHIDA

Mixed Zone After final races interviews can be done in this area.



M. OFFICIAL CEREMONIES AND SOCIAL EVENTS

M.1 OPENING CEREMONY

The Opening Ceremony will take place on Tuesday, 6th August at 18:00hrs, in front of the Grandstand. We kindly ask all teams to attend in team uniforms.

M.2 PRESIDENTS GRANDSTANDS

Each Nations Federation are entitled to two President Grandstand tickets. Tickets will be distributed to team managers at the Team Information Centre.

M.3 NATIONS DINNER

The Nations Dinner will be held on Saturday, 10th August, at 19:00hrs at the Tokyo Prince Hotel. Two delegates per Nations Federation will be invited for free. National Federations are required to confirm their attendance by Thursday, 8th August by 14:00hrs at the Team Information Centre.

For those who have booked accommodation through the OC, transport will be provided from the hotels to the Nations Dinner and back following the dinner.



N. MISCELLANEOUS

N.1 BANKING

The currency is Japanese Yen (JPY), there is a currency exchange car at the venue.

Please note Japan is predominantly a cash country. The acceptance of credit cards is limited, and most places will not accept debit cards as a method of payment. ATM's which accept international cards can commonly be found in convenience stores and post offices.

N.2 INTERNET & WI-FI

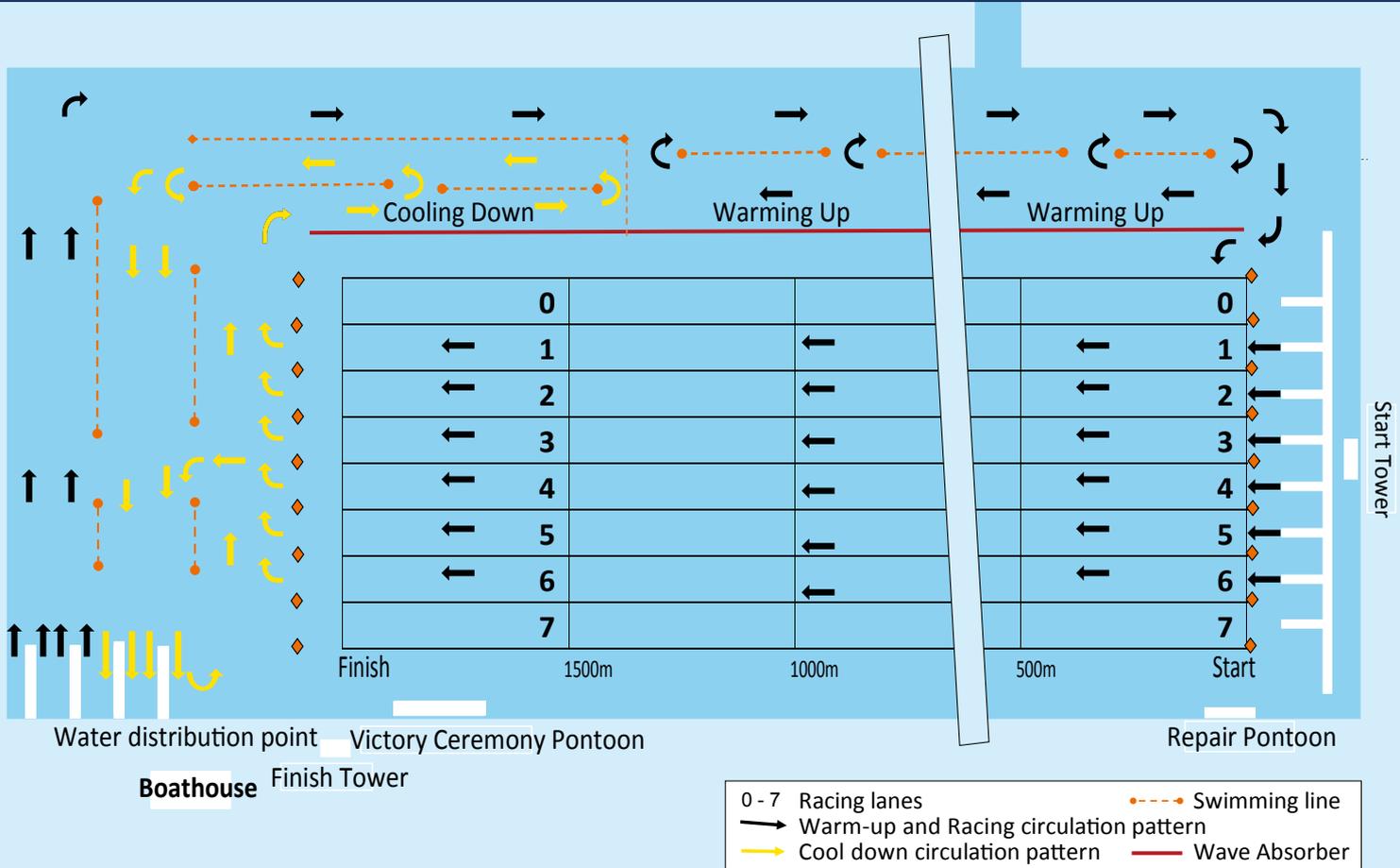
At the venue there is free Wi-Fi for teams. Each hotel has its own Wi-Fi arrangements – please contact reception desk.

APPENDIX

- I Traffic rules – Training
- II Traffic rules – Racing
- III Venue layout



JUNIOR WORLD ROWING CHAMPIONSHIPS TRAFFIC RULES RACING



Appendix III Venue Layout

TOKYO - Sea Forest Waterway

REGATTA COURSE - TOKYO



- | | | |
|------------------------------|------------------------|------------------------|
| 1. FISA Office(1F) | 6. Athlete Weighing | 11. Bike Rental |
| 2. Information Centre | 7. Changing Room | 12. Media Centre(1F) |
| 3. Team Manager Meeting Room | 8. Medical Centre | 13. Athlete Dining(1F) |
| 4. Accreditation Centre | 9. Athlete Lounge (1F) | |
| 5. Boat Weighing | 10. Team Bag drop | |