



WORLD ROWING COASTAL CHAMPIONSHIPS MANUAL

TERMS AND CONDITIONS FOR THE ORGANISATION OF THE
WORLD ROWING COASTAL CHAMPIONSHIPS

SECTION C: THE VENUE

2019 Version

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C.1. WEIGHING AND CONTROLS

C.1.1. WEIGHING OF COXSWAINS

Covered space should be provided with an electricity supply, one table and two chairs for the official weighing of the coxswains. Such premises shall be equipped with calibrated weighing scales, which should measure to 1 decimal place (0.1kg). Test weights should be provided (10kg and 20kg – a minimum test weight of 40kg) to check the scales at the beginning of each day or at any time required. The weighing scales should be positioned on a level, solid surface to ensure correct operation.

A separate calibrated test weighing scale should be available for coxswains to check their weight at all times the course is open, including training.

The Organising Committee shall provide the coxswains with the necessary material for deadweight if they are required to carry extra weight.

C.1.2. WEIGHING OF BOATS

A covered area, permanent or temporary, with an electricity supply and an appropriate calibrated scale measuring to 1 decimal place (0.1kg) shall be provided by the Organising Committee and shall be open 24 hours prior to the first race and at all times the course is open to enable rowers to weigh and control their boats. Test weights should be provided (2 x 20kg, which may be also used for testing the athlete scales) to check the scales at the beginning of each day or at any time required. The weighing scales should be positioned on a level, solid surface to ensure correct operation.

The Jury shall be responsible for supervising the official weighing of boats in accordance with the Rules of Racing.

A member of the Organising Committee (NTO) should assist the Jury members during the competition hours and be present in the boat weighing area during the times the scales are open to crews testing their boat weight to ensure their correct operation.

C.2. INFORMATION CENTRE AND MEETING ROOMS

C.2.1. INFORMATION CENTRE

An Information Centre or desk for participating athletes, crews and teams shall be set up on the competition site. The information centre should include persons who speak fluent English and the language of the host country.

The Information Centre shall be open a minimum of two days prior to competition starting and shall remain open during venue opening hours for the duration of the regatta.

It should be able to provide, directly or indirectly, all information requested by a participant. The Information Centre can include regatta operation functions such as accreditation, boat registration and crew registration number distribution, and crew registration. The centre shall be equipped with internet access.

C.2.2. CREW CAPTAINS' MEETING

A room shall be provided for the Crew Captains' meeting. It shall accommodate approximately 200 people seated in theatre style with space for a head table seating approximately 6 representatives from FISA and the OC. The location of the Crew Captains' Meeting shall be clearly indicated in the Crew Captains' Manual.

Access to the room should be limited to crew captains, the Jury, NTOs, FISA representatives and key OC personnel. A reception area with tables and chairs shall make it possible to obtain the signatures of the crew representatives and distribute information, and if necessary, control access to the meeting.

A PA sound system and an overhead projector or similar equipment shall enable the presentation of information. The information should be provided in English, and the language of the host country if required.

The OC shall provide an additional location for an emergency Crew Captains meeting in or near to the launching area, if the above location is some distance from the launching area. This may be a raised platform and a mobile PA system.

C.2.3 FISA OFFICE

A room shall be provided for a workspace for FISA representatives, with desk space for at least 12 people. It shall have power, supplied internet, a supply of stationary and a high-speed printer available to all using the office. An English-speaking volunteer should be provided to manage the FISA office, including controlling access and being able to solve any issues that may arise.

Ideally water, tea, coffee and snacks would be available in the FISA office.

C.2.4 JURY ROOM

A room shall be provided for use by the Jury, seating at least 25 people theatre style for pre-competition Jury meetings which include the NTOs. The room should be able to be locked to allow the Jury to store their bags and equipment while they are on duty. Ideally the room should be able to be equipped with a screen and projector for an umpire's seminar, however this could be run in a separate location if need be.

C.2.5 MEETING ROOM

A small meeting space should be available for daily Coordination meetings between FISA and the OC or other required meetings, with seating space for at least 12 people. This space could be included in the FISA Office if there is sufficient room, or in a separate location near to the FISA Office.

C.3. TEAM FACILITIES AND SERVICES

C.3.1. POOL BOATS

All crews must be able to freely participate with their own boats and oars and store their own boats and oars in the boat park. Nevertheless, the Organising Committee must be able to provide 'pool' boats for participants on request. The boats should be competitive and must meet the FISA Regulations for Racing (see Appendix 22).

The minimum number of boats to be provided are:

- 16 4-man quadruple sculls boats with oars
- 16 2-man double sculls boats with oars
- 16 solos with oars

The pool boats may be provided directly by the OC, or directly by a boat manufacturer.

The OC will ensure that all the 'pool' boats have had their weight checked at least 12 hours prior to the start of the first race. All pool boats should carry the obligatory safety material on board as specified in Appendix 22 (life jackets, towline, etc.).

The OC may charge a fee and a deposit for hire of the 'pool' boats. In such case, the allocation of boats shall take place by draw each day for the following day. The boat allocation should be under the authority of an experienced member of the OC in close contact with the Pool Boat Manager.

The pool boats shall be ready for use from the opening of the venue for training.

C.3.2. BOAT STORAGE

GENERAL BOAT STORAGE

This should be a sufficiently large beach or land area to contain all the boats above the high-water mark. Enough boat resting material shall be provided for all the racing boats; 70 - 100 boats. (Note: car tyres are typically used). Ideally the boat storage area would be fenced for security purposes.

A number of launching trolleys should be provided to allow boats to be moved; at least 10 of the trolleys should be for the C4x+.

If the launching area uses a slipway, there should be sufficient room for moving launching trolleys at peak times. It shall be located in close proximity to the embarkation and disembarkation zone. Such boat park should be different to the vehicle parking areas.

There should be sufficient space for a large number of boat trailers to be parked, which may be in a separate area to the boat storage area and off site from the regatta venue if space is limited.

POOL BOAT/BOAT RENTAL AREA

A specific area of the boat storage area shall be dedicated to the pool boats. Depending on the needs of the management of the pool boats this may include an office or covered area for the management of the pool boats including payment and the checking in and checking out of boats as required.

C.3.3. CHANGING ROOMS, SHOWERS, TOILETS AND DRINKING WATER

Sufficient toilet facilities, showers and changing areas shall be made available to the athletes. Their location must be clearly indicated. Public toilets shall be made available for spectators. All of these facilities shall be cleaned and maintained on a regular basis. Fresh water taps must be provided – a facility should be available to enable athletes to refill their personal water bottles and single use plastic bottles must be avoided in all cases except for medical or emergency use.

C.3.4. BAG DROP

There shall be a facility for athletes to deposit temporarily bags or other property free of charge. This must be accessible during the official course opening times. This facility should be secure and manned by volunteers.

The Bag Drop area should have a series of shelves or racks prepared for volunteers to store bags on in an ordered fashion to allow for quick identification and return of the bag.

C.3.5. ATHLETE WARM-UP AND COOL-DOWN

A space shall be provided for athletes to use for warm up and cool down. This should include at least 6 ergometers, a small number of suitable exercise bikes (e.g. watt bikes or similar) and mats for stretching.

Hand sanitiser must always be available, in addition to supplies for cleaning the equipment.

C.3.6. OFFICIAL FISA MERCHANDISING STAND

The Organising Committee shall provide, free of charge, a sales stand to FISA for the FISA official merchandiser. Such stand should measure at least 6 metres by 6 metres so that merchandise may be exhibited, or size as specified in the Event Rights Agreement/event Marketing Manual.

The stand shall be in a location convenient to the public and to spectators and shall be sheltered from inclement weather. Electricity shall be provided to the merchandiser free of charge.

C.3.7. EXHIBITOR SITES AND STANDS

The Organising Committee shall supply, at no charge and with access to electricity, a site for information booths/kiosks for the subsequent host city/venue of the WRCC if it is requested.

The Organising Committee may provide, for a fee if they choose, sites for additional exhibitions or merchandisers (provided that such merchandisers do not infringe on FISA's merchandising and licensing rights). Any fee charged shall make clear if there are extra charges for common provisions such as electric power sufficient to operate normal business technology. FISA can provide advice and a standard template "Exhibition Agreement" for exhibitors - both of which are aimed at assisting the Organising Committee to navigate the many challenges that can arise in the matters of merchandising and exhibitions.

C.3.8. PARKING

Parking space for competitors, officials, jury members and FISA technicians should be made available. Appropriate officials, jury members and FISA technicians shall receive passes to enable them to park their vehicles in proximity to the finish if required.

C.3.9. SECURITY

Security surveillance of the boat park and the various facilities shall be ensured at night from the close of the venue until the opening of the venue the following morning. Surveillance shall commence on the night prior to the official opening of the venue for training.

C.3.10. BOAT REPAIR

Boat repair service at World Rowing events is provided by FISA approved boat builders. The arrangements for this service will be confirmed by FISA for each event, however it should be expected that space within or adjacent to the boat storage area shall be provided for the approved boat builders for free if they are providing a repair service with provided electricity. The Organising Committee may also make other (non-exclusive) arrangements with any boat suppliers for such service, but no boat supplier should be excluded without FISA approval.

C.4 SPECTATOR FACILITIES AND SERVICES

C.4.1 FACILITIES

Suitable facilities for spectators should be provided at the Finish and anywhere else across the course that provides a view of racing for the public. This includes a seating or grandstand area as well as catering facilities and general amenities.

A detailed plan of viewing areas available in addition to spectator facilities, transport options and ticketing (if required) should be available on the event website.

C.4.2. HOSPITALITY FACILITIES

Hospitality or VIP facilities are not required but can be provided at the discretion of the Organising Committee depending on the local situation and requirements.

If hospitality or VIP facilities are provided FISA shall have the right to receive free of charge a reasonable number of passes per day as specified in the Event Rights Agreement. FISA should provide a list of invitations.