



WORLD ROWING COASTAL CHAMPIONSHIPS MANUAL

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

SECTION F: PUBLICATIONS

2019 Version

CONTENTS

F.1. ORGANISING COMMITTEE PUBLICATIONS	3
F.1.1. BULLETINS.....	3
F.1.2. CREW CAPTAINS' MANUAL	3
F.1.3. SOUVENIR PROGRAMME	4
F.2. FISA EVENTS BULLETIN	5

F.1. ORGANISING COMMITTEE PUBLICATIONS

All Organising Committee publications must be sent to FISA for checking and approval prior to publication. The use of the official event logo as well as the World Rowing logo is subject to strict guidelines. These guidelines are contained in the 'World Rowing Brand Identity Manual' which can be requested from FISA.

F.1.1. BULLETINS

Prior to the actual competition at the WRCC, each Organising Committee is required to prepare and publish at least one (ideally two) separate Bulletin containing relevant information about the Regatta. Bulletins are to be in English and at least one local language, if required.

The Bulletin shall be published at least one year in advance of the WRCC and shall be available for distribution at the WRCC in the year preceding.

Bulletins shall be published on the event website and accessible by all interested clubs and individuals, all national federations, and other rowing publications. The Bulletin shall be posted in appropriate downloadable form (such as PDF) on the website. It is not a requirement for Bulletins to be printed.

The Bulletin must be approved by FISA before publishing.

The Bulletin shall include the following:

- The programme of events including racing and training times, office hours and social events.
- The programme of racing as agreed with FISA.
- Local information and attractions as relevant
- Details of boat rental bookings and fees
- Details of all social events, and accommodation.
- The email address and website of the Organising Committee, together with telephone number.
- Map of the WRCC Venue (ideally this should include the provisional course design, but this could be published separately at a later time)
- An area location map, showing location of the course, hotels, airport, etc.
- Details for making entries
- Historical weather information for the venue including temperature, wind speed and direction, water swell (if relevant), rainfall, etc
- Other relevant information.

F.1.2. CREW CAPTAINS' MANUAL

There is a great deal of practical information that should be given to Crew Captains', and this information should be collated into the Crew Captains' Manual.

In principle the Crew Captains' Manual should include all information as the Bulletin, in greater detail if necessary and including the specific course design with GPS coordinates. The time and location, including directions, for the Crew Captains' Meeting shall also be included in the Manual.

This Manual must be sent in final draft form to FISA in MS Word format two months before the beginning of the event, for checking and approval before it is printed and distributed. Copies should be printed - for participating federations, all international jury and FISA, as well as copies for key OC personnel (see distribution below).

The Manual must be in English and is recommended to be pocket size format (A5 to A6 or similar). It should be published on the event website at least two weeks before the event and sent by e-mail to FISA for onward transmission to international Jury members and other FISA officials in advance of the event.

F.1.3. SOUVENIR PROGRAMME

The Organising Committee may produce a souvenir programme to be sold to spectators or distributed to sponsors, government authorities and others. If produced, it should include the following information:

- Messages from the Chair of the Organising Committee and other local dignitaries if required;
- A message of welcome from the FISA President (to be provided by FISA);
- A list of the Chair and key members of the Organising Committee;
- The racing programme;
- A detailed plan of the course and circulation patterns;
- A list of the President and members of the international Jury;
- Information about the local area;
- Information about coastal rowing;
- Any other stories or articles about coastal rowing, the local area or competing athletes which may be attractive or interesting;
- FISA shall be provided a number of pages in the programme to advertise its sponsors and partners, as specified in the Event Rights Agreement.

The draft Souvenir Programme must be sent to FISA for approval prior to publication.

Advertising in the souvenir programme must comply with FISA's advertising policies.

F.2. FISA EVENTS BULLETIN

By the end of February each year, FISA will publish a World Rowing Events Information Bulletin on the World Rowing website. FISA will contact the Organising Committee to request the following information for inclusion in this Bulletin:

- Latest contact information of the Organising Committee
- Address, telephone/fax numbers, e-mail address, web site address, contact person
- Accommodation booking information
- Entry deadlines
- Provisional race schedule