



WORLD ROWING

COASTAL CHAMPIONSHIPS MANUAL

TERMS AND CONDITIONS FOR THE ORGANISATION OF THE

WORLD ROWING COASTAL CHAMPIONSHIPS

2019 Version

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INTRODUCTION – PLANNING AND GENERAL INFORMATION

STAGING A WORLD ROWING COASTAL CHAMPIONSHIP

This World Rowing Coastal Championships Manual (hereafter referred to as the “Manual”) is intended to assist Federations and Organising Committees (“OCs”) that are interested in staging a World Rowing Coastal Championships (the “WRCC”). The Manual must be read in conjunction with the FISA Rule Book and the FISA Regulations in place at the time of the WRCC.

The manual aims to assist OC’s in the bidding process and the planning and execution of the regatta. The manual is complimentary to the “Event and Rights Agreement” that successful bidders are required to agree to with FISA.

Organising Committees should read this Manual as a guide to hosting an event; the Manual does not attempt to cover every definitive aspect of staging a WRCC. Further details can be explained and agreed at the site visit prior to the regatta. The relationships between Governments, Federations, Municipal Authorities, Sponsors and Organising Committees are so different around the world that it is not possible to recommend any one method of arranging the finance, the sponsorship, the administration, the publicity, etc. Where there is a firm requirement for a specific action, the Manual will specify this with appropriate language –

“shall”/“will”/“must” rather than “should”/“recommended” etc.

DOCUMENTION AND INFORMATION

In addition to this Manual the other key document is the FISA Rule Book comprising:

- Statutes and related Bye-Laws
- Rules of Racing and related Bye-Laws

Queries on hosting a future World Rowing Coastal Championships should be addressed to the FISA office at info@fisa.org

ATTRIBUTION OF A WORLD ROWING COASTAL CHAMPIONSHIPS

THE BID PROCESS

World Rowing Coastal Championships shall be attributed to a Federation at least two years in advance. The FISA Council shall confirm the dates of the WRCC at least two years in advance.

The information provided in the bid documents will form part of the agreement between the successful Candidate and FISA. The Bidding Code of Conduct shall prescribe the conduct permissible by bidding Federations during the period of their candidatures.

THE ROLE OF FISA

It is an important principle to recognise that the World Rowing Coastal Championships is a FISA event and that the Organising Committee is the temporary custodian of the event for the year in question. The championships are staged in close co-operation between the Organising Committee and FISA, in particular the FISA Rowing For All Commission. FISA and the Rowing For All Commission will play an overall supervisory role throughout the planning and preparation period. It is recommended that every opportunity is taken to involve FISA and the Rowing For All Commission in all stages, as they can offer valuable advice and guidance based on the experiences of previous Regattas. During the Regatta, FISA will maintain ultimate supervision of the event, working through the Organising Committee.

Following the submission of the preliminary bid questionnaire, the Executive Committee may send to the Candidate cities a group of members from FISA staff and the Rowing For All Commission to evaluate, in reference to the answers given in the questionnaires, the conditions under which the WRCC could best be held. The delegation designated by FISA will inspect the proposed venue, the facilities and the proposed accommodation sites. It is important that the FISA Team meet the key people who will be responsible for the organisation of the event, particularly the person in charge of the course itself. The inspection and meetings can usually be carried out during one or two days. All the costs of the inspection except travel to the host city will be borne by the Candidate.

After the inspection visit the delegation will produce a report evaluating the advantages and disadvantages of the Candidate's proposal. Attention will be drawn to any features that do not comply with the specified standards and potential remedies to improve the situation.

The FISA Council will take into consideration the recommendation of the Rowing For All Commission and will attribute the event and announce it to the FISA Congress two years in advance. The Federation to which the WRCC is attributed shall immediately enter into an Event Agreement with FISA to comply with its undertakings.

BID UNDERTAKING AND EVENT AGREEMENT

During the bid stage, the National Federation and the Candidate are required to submit a written Bid Undertaking (to be provided by FISA) in which they each, jointly and severally agree to enter into the Event Agreement. This undertaking will be legally binding and, irrespective of whether the signatories of the undertaking and/or their relevant political parties should change between the date of its signature and the date of signature of the Event Agreement, shall remain in force until the organisation of the WRCC has been attributed and the Event Agreement has been signed.

In the Event Agreement, the Federation and the City will undertake to comply with the required standards and conditions for the staging of the WRCC, and for the facilities, together with the appropriate organisational

activities to stage a successful event. The parties to the Event Agreement will be FISA, the National Federation and the Host City, and the Agreement will incorporate inter alia the questions asked and the answers provided in the bid questionnaire.

Technical changes to the WRCC Manual or the FISA Rules that do not result in any significant outlay - financial or other - to the Organising Committee are of immediate effect and shall be applied or implemented forthwith.

The national federation may be required to invite the FISA Umpiring Commission to run an umpires' seminar before or during the regatta. In this event the OC will be responsible for funding the preparations of a suitable room and facilities.

POST-REGATTA REPORT BY THE ORGANISING COMMITTEE

In the interests of transferring knowledge and learnings between organisers of the World Rowing Coastal Championships, the Organising Committee shall submit to the Rowing For All Commission a report by 31 December of the year of the regatta using a template provided by FISA, describing each of the operations and functions listed above. This report shall describe any challenges, shortcomings and any recommendations for the future as a result of the experience of that year's Regatta. In addition, the President of the Jury will submit a report in a form prescribed by that Commission. Furthermore, a detailed Medical report using the template provided shall be submitted.

SITE VISITS

Up to two site visits by three individuals designated by FISA shall be undertaken to inspect the Venue and review preparations with the OC. This visit is paid by the OC, including all flights, accommodation, meals and local transport.

The OC are recommended to send a delegation to the WRCC event immediately preceding the planned WRCC. This will allow the representative(s) of the OC to observe the organisation of the event and meet with FISA and the Rowing For All Commission.

FINANCIAL & COMMERCIAL ASPECTS

BUDGETS

The WRCC budget is an important component of the process to prepare a bid and ultimately a successful Regatta. A realistic budget is required at the bid stage and should be presented with the bid documents. The OC shall submit a budget update to FISA every six months.

EXPENSES

The OC acknowledges that they shall bear the costs set out below, as described in the FISA Regulations:

- The costs associated with the rental boat pool;
- The professional timing and results service;
- The professional fees of the FISA Sports Presentation Team to the amount specified in the Event Agreement;
- Television host broadcast fees and closed-circuit television coverage, if provided;
- Doping Control, to the amount specified in the Event Agreement;
- Farewell Party and medal ceremonies function at the conclusion of racing.

The costs listed below, which are incurred by FISA for the benefit of the WRCC, will be re-invoiced by FISA to the OC to the amounts stipulated in the Event Agreement. Any costs incurred for these items over the stipulated amount (where stipulated) will be paid by FISA.

- International Jury members travel costs;
- Medals and diplomas.

In addition, the OC will cover hotel nights as specified in the Event Agreement, including the following. Any hotel nights above what is specified in the Event Agreement will be paid by FISA:

- FISA Council, Technical Delegates, Rowing for All Commission members and FISA staff: bed and breakfast, single rooms, plus local travel.
- International Jury: half board (breakfast and dinner), single rooms, plus local travel. A recommended alternative to half board for the International Jury members is to provide a per diem to allow them to make their own dinner arrangements rather than this being placed on the OC. The amount of the per diem should be agreed with FISA in advance.
- Sport Presentation Team including FISA commentators: bed and breakfast, single rooms, plus local travel.
- In all instances the individual shall be liable for any extra charges if accompanied by a spouse or other companion.

INSURANCE & INDEMNITY

Adequate event insurance is critical for the protection the officers, staff and volunteers of organising committees, and FISA, from financial and reputational risks as well as to ensure proper compensation for the participants and/or spectators who might be injured at the event. Insurance is also required in the case of Organisers' financial consequences resulting from (for example) cancellation.

In order to establish and put into place the appropriate levels of insurance coverage for each of its events. FISA has appointed one of the most experienced sports risk advisors on the market to advise on minimum insurance

coverage requirements, (including coverage financial levels), and will put into place the necessary Event Liability and Contingency insurance cover at all FISA events as described below, at the cost of the Organiser.

This procedure ensures that the Organisers benefit from the complete and required level of cover for their event and from FISA's preferential premiums and any no-claim discount that FISA receives.

Full details of the insurance policies are explained in the Event and Rights Agreement, and FISA's insurance consultant will be available to answer any questions arising therefrom.

EVENT LIABILITY INSURANCE

Unless otherwise agreed in writing by FISA, FISA shall effect the necessary public liability insurance to indemnify FISA and FISA's Representatives (including FISA's employees, elected Council and Commission members, jury members, consultants, contractors and/or agents) and the Organisers of a World Rowing Event against their liability arising out of the Event to pay damages (including claimants' costs, fees and expenses) in respect of:

- (i) bodily injury or death suffered by any third party
- (ii) loss, destruction of or damage to any third-party property

The cover shall show Territorial Limits as "Worldwide" and include claims arising from USA/Canada.

INDEMNITY

The Organisers shall indemnify and keep FISA (and FISA's representatives as defined in A.3.2.1) harmless against any and all claims of third parties arising out or connected with the organisation and staging of the World Rowing event as well as costs including reasonable attorneys' fees incurred by FISA and/or FISA's representatives in connection with such claims.

The Organisers shall further indemnify and keep FISA (and FISA's Representatives) harmless against any financial consequence not covered by Contingency Insurance and/or due to causes within the control of the Organisers. This includes but is not limited to lack of ticket sales, lack of funding, financial failure of the Organisers or financial failure of a key supplier.

CANCELLATION INSURANCE COVER

Unless it has been otherwise agreed by FISA, FISA shall undertake to effect Contingency Insurance in respect of the financial consequences of the Organisers of a World Rowing Event (except to the extent that they arise as a result of the wilful misconduct and gross breach or negligence of Organisers) in the case of cancellation, abandonment, postponement, interruption, curtailment or relocation of the Event for any cause beyond the control of FISA or the Organisers ("Contingency Insurance"). This shall include but not be limited to lack of ticket sales, lack of funding, financial failure of the Organisers or financial failure of a key supplier.

The Organisers shall be responsible for the payment of the applicable premium for its own cover. FISA shall provide the Organisers a copy of the policy document stating the cover that it has put in place for the Organisers on the Organisers' behalf. The Organisers shall also be responsible for their own financial consequence resulting from any excluded perils such terrorism, communicable disease, etc.

Full details of these insurance covers are explained in the Event and Rights Agreement, and FISA's insurance consultant will be available to answer any questions arising therefrom.

EMPLOYERS LIABILITY OR WORKERS COMPENSATION

The Organisers accept the obligation to have in place and in due time the necessary insurance (Employers Liability or Workers Compensation) to cover their legal obligations to employees whilst carrying out their duties at the Event in accordance with the relevant local statutory requirements. Such cover should include volunteers and other persons working on behalf of the Organisers regardless of the absence of payment for services provided.

GUARANTEES

If national, regional or local governmental authorities or any other entities, including the national federation, are financial participants or guarantors to the budget of the event, they must each confirm their financial contribution in writing. These letters of guarantee must be legally-binding, unconditional and, irrespective of whether the signatories of the guarantees and/or their relevant political parties should change between the date of its signature and the date of signature of the Event Agreement. The letters of guarantee shall remain in force until either the delivery of the Regatta, should the event be awarded to the candidate providing them, or until the organisation of the WRCC is awarded to one of the other candidates.

COMMERCIAL RIGHTS

“Commercial Rights” means any and all commercial and intellectual property rights of any kind whatsoever, whether now known or hereafter invented/developed, existing at any time anywhere in the world, in any and all media, arising from and/or in connection with the World Rowing event and any part or aspect of them (including, but not limited to, all sponsorship rights, advertising rights, licensing/merchandising rights, concession rights, ticketing rights, hospitality rights, catering rights, publishing rights, data rights, Broadcasting Rights (as defined above), media rights, multimedia rights, interactive rights and internet related rights of any sort).

All Commercial Rights as well as any revenue derived from them are the exclusive property of FISA. However, there are certain commercial rights that FISA allows the Organising Committee to purchase from FISA and then exploit for its own benefit, or in another scenario, be granted at no cost and then be exploited for the shared benefit of FISA and the Organising Committee. These rights and the manner in which they may be exploited are described in the FISA Marketing Manual for the World Rowing event. Please contact FISA to receive the appropriate Marketing Manual for the specified event/year.

MERCHANDISING AND LICENCING

All merchandising and licensing rights in connection with the WRCC (including the design and ownership of the event logo) are FISA’s exclusive property and FISA has a defined policy relating to merchandising for the World Rowing Events. The details of the policy are contained in the document entitled “Marketing Manual for the World Rowing Coastal Championships” issued with the bid.

THE ORGANISING COMMITTEE

THE ORGANISING COMMITTEE

The following are key functions within the Organising Committee, including but not limited to:

- Organising Committee Chair
- FISA Relations Officer
- Safety Officer
- Public relations and Media
- Information technology
- Regatta Office and administration
- Accommodation
- Transport
- Infrastructure
- Course layout and maintenance
- Motor boat supervision and maintenance
- Boat and Equipment Rental
- Information Desk and bag drop

Please see [Appendix A.4.1 Belgrade World Cup I Organising Committee Structure](#) for an example structure of an Organising Committee.

Dedicated volunteers and National Technical Officials (NTOs), are essential to the success of the event. It is important to have sufficient volunteers with the appropriate skills and attributes; a minimum of 150 volunteers is recommended but variable based on the specifics of the individual venue. Given long the days, volunteers should ideally work in shifts, with two to four shifts per day, depending on the type of work. The following are some of the areas where volunteers may be required:

- Assisting umpires and marshals on outgoing and incoming pontoons
- Managing issuance of boat stickers
- Boat drivers and marshals in warming up area and racing course
- Finish tower time keeping and administrative duties
- Regatta office and Information Centre. They should have computer skills and language skills (English is vital, French and Italian are strongly recommended). The busiest days are before racing starts, during registration.
- Boat rental - to assist boat supplier if required
- Medal ceremonies – tray bearers and marshals, ceremony preparation
- Athlete bag drop facilities
- On site cleaning services (unless contracted to separate company)
- General venue accreditation checking and directing spectators

NTOs, who should have at least a national umpire's license (FISA umpires who are not on the Jury are especially useful in this role), are drawn from the host country or if necessary from neighbouring countries, and assist the Jury in several ways, including but not limited to the following:

- Marshals in starting area, warming up area and racing area.
- Assisting the Starter
- Assisting the Senior Finish Judge
- Assisting in the Control Commission

RACE DIRECTOR

The Organising Committee shall appoint a Race Director who is very familiar with local water conditions and who has experience of Coastal Rowing events. The Race Director shall be responsible for all communications with the local maritime authority and shall ensure that all safety requirements, including rescue services, are in place before the start of races and that all local maritime rules and regulations are met. The Race Director shall cooperate closely with the President of the Jury and shall participate in any decisions in case of adverse weather conditions. In any case where the Race Director and the President of the Jury are not in agreement on an issue regarding safety, the decision of the President of the Jury shall prevail.

EVENT PROMOTION

SUBCONTRACTING A PUBLIC RELATIONS AGENCY

The Organising Committee may wish to enter into a contracted relationship with a professional public relationship agency. Such an agency should be experienced in the promotion of international sports events, and should be able to draw on international, national and local resources to develop successful local promotions for the Regatta.

PROMOTIONS AND MEDIA PLANS

A detailed promotion and media plan should be prepared to ensure a consistent and efficient promotion of the event across all target groups well in advance.

The plan should list all promotional materials and activities which are to be used in the promotion of the Regatta. This might include timely press conferences, promotional events (e.g. promotional ergometer competitions in a local shopping mall, special promotional activities with national rowing stars, promotional stands at other rowing or non-rowing events in the region, etc.), and the publication of brochures/flyers/posters, timely articles in local and national press, etc. The promotions plan should take into consideration the following aspects:

- The promotional objectives of the National Federation and the Organising Committee.
- The promotional objectives laid out by FISA
- Promotional activities prior to the Regatta.
- Promotional activities targeting specific groups e.g. general public, the rowing family, media, sponsors.
- Hospitality plans.
- Additional attractions at the event e.g. music, entertainment, market place.

ENVIRONMENTAL GOOD PRACTICE

FISA is committed to promoting practices within the sport of rowing which are environmentally sustainable. To reinforce this increasingly important aspect of rowing and the staging of events, all Organisers of World Rowing events must refer to FISA's Environmental Sustainability and Policy Guidelines" (available for download from www.worldrowing.com).

Environmental sustainability in rowing includes social, cultural, economic and ecological responsibility which fulfils present needs while allowing future generations to meet their needs. In particular, all Organisers are required to refer to FISA's strategic partnership with WWF (Worldwide Fund for Nature) which focuses attention on Clean Water, a subject and an element which are both crucial to our sport, also to our planet-more generally.

FISA expects that World Rowing Coastal Championships events are organised and run in a way that protects environmental and social conditions in and around the proposed venue.

Event organization should consider the following:

- Undertake an assessment of all aspects of environmental sustainability related to the preparation, hosting and decommissioning of the event as outlined in the following sections.
- Based on the above assessment, develop a simple environmental sustainability management system, which clarifies the goals, objectives for environmental sustainability for the event, outlines the plan of action and how that plan will be monitored and reported on.
- Consult and involve local community and stakeholders affected by your event in your planning.
- Ensure that the event meets the environmental requirements of international, national, federal, regional and local legislation.
- Check and confirm that any rowing activity will not impact a natural World Heritage site or its associated buffer zone, in accordance of FISA's policy on natural World Heritage sites which can be found here:
[Appendix b. – Policy on natural World Heritage Sites](#)
- Develop educational materials on how the event is working towards environmental sustainability.

For more details on FISA's environmental sustainability policies and guidelines please consult the environmental page on FISA's web site (www.worldrowing.com/environment).

DETAILED MANUAL SECTIONS

Section A: Event Operations

Section B: The Racing Course and Competition Requirements

Section C: The Venue

Section D: Medical, Anti-Doping and Rescue

Section E: Media and Broadcast

Section F: Publications

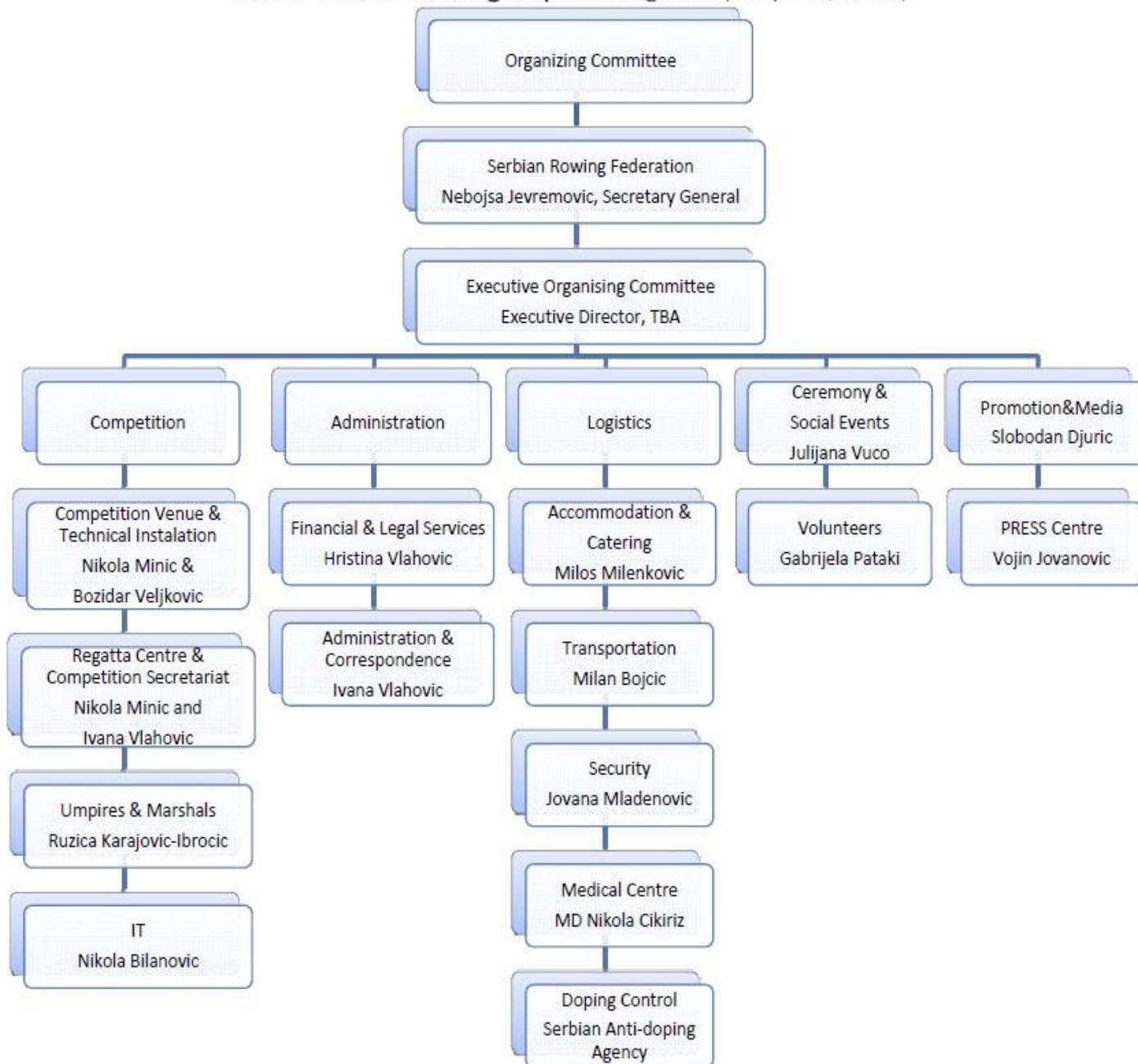
Section G: Logistics

Section H: Sports Presentation and Ceremonies

Section I: Development

APPENDIX A. – BELGRADE 2017 ORGANISATION CHART

2017 World Rowing Cup I – Belgrade (May 5-7, 2017)



APPENDIX B. – WORLD ROWING POLICY ON NATURAL/MIXED WORLD HERITAGE SITES

WORLD HERITAGE SITES

1.1 UNESCO

The United Nations Educational, Scientific and Cultural Organization (UNESCO) seeks to encourage the identification, protection and preservation of cultural and natural heritage around the world considered to be of outstanding value to humanity. This is embodied in an international treaty called the Convention concerning the Protection of the World Cultural and Natural Heritage, adopted by UNESCO in 1972.

1.2 Natural heritage

Natural heritage refers to outstanding physical, biological and geological formations, habitats of threatened species of animals and plants and areas with scientific, conservation or aesthetic value. Sites selected for World Heritage listing are inscribed on the basis of their 'Outstanding Universal Value' as the best possible global examples. World Heritage sites inscribed on the World Heritage List of sites¹ under natural criteria reflect the wealth and diversity of the Earth's natural heritage.

1.3 World Rowing Natural World Heritage site policy

World Rowing understands the value and importance of natural / mixed World Heritage sites and commits to respect and preserve their Outstanding Universal Value. This will be achieved through the careful assessment of any potential impact on the conservation of the sites and their buffer zones arising from World Rowing-sanctioned events, development and other official activities. Additionally, World Rowing will raise awareness across the wider sport of rowing (beyond World Rowing-sanctioned activities) so that National Federations, governing bodies, clubs and regattas understand how to avoid negative impacts on the Outstanding Universal Value of natural World Heritage sites and their buffer zones.

1.4 Investigative processes and due diligence

- World Rowing policies, including bidding and operational guidelines, require a designated authority - including World Rowing's agents, Organising Committees, bid companies, national governing bodies and rowing clubs - to investigate whether any proposed World Rowing-sanctioned activity (and associated developments) is in or near to a natural World Heritage site or associated buffer zone².
- Where a proposed activity (and associated developments) is near to a natural World Heritage site or its buffer zone, conservation experts, and/or UNESCO, should be consulted regarding any potential impact. If necessary, a report should be provided demonstrating that the Outstanding Universal Value of the natural World Heritage site will not be compromised by the proposed activity.
- If it is not possible to make the checks and investigations outlined above, the presumption should be that the rowing activity (and associated developments) cannot take place in that location

1.5 Existing venues, courses, events and training camps

World Rowing, including its agents, Organising Committees and similar bodies, should find new locations for rowing activities (and associated developments) unless identified risks of conflict with natural / mixed World Heritage sites can be fully addressed, with verification by UNESCO World Heritage Centre and IUCN.

1.6 New facilities, venues, and development proposals

World Rowing, including its agents, Organising Committees and similar bodies, should reject proposals for new locations for rowing activities (and associated developments) where potential of impact on the Outstanding Universal Value of natural / mixed World Heritage sites has been identified.

1.7 Tentative natural World Heritage sites

Where new or existing rowing activities (and associated developments) are planned in an area that has been identified on the Tentative World Heritage List³, World Rowing (or its agents, Organising Committees and similar bodies) should work with the national government where the site is situated to investigate whether rowing use (and associated developments) is compatible with the natural heritage value of the nominated site.

¹ <http://whc.unesco.org/en/about/>

² <http://whc.unesco.org/en/list/?&type=natural>

³ <http://whc.unesco.org/en/tentativelists/>