2017 european rowing Championships

Račice
Czech Republic

2017 EUROPEAN ROWING CHAMPIONSHIPS

26 - 28 MAY 2017
RAČICE, CZE

www.racice2017.com



TEAM MANAGER MANUAL

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1 = *location on the map*

A ORGANIZING COMMITTEE

ADDRESS AND TELEPHONE NUMBERS

Organizing committee – office at the venue

2017 European Rowing Championships
Račice 130, 411 08 Štětí, Czech Republic

Tel.:	+42 (0) 416 813 652
Fax:	+42 (0) 416 812 295
E-mail:	hanouskova@racice2017.com
Website:	www.racice2017.com
Contact person:	Simona Hanousková

ORGANIZING COMMITTEE STRUCTURE

Jiří Kejval	*Honorary President of the Organizing Committee*
Dušan Macháček	*President of the Organizing Committee*
Pavel Šebesta	*Executive Director*
Zdena Norková	*ERMB & FISA Liaison*
Luboš Došek	*Technical Manager*
Barbora Vařeková	*Assistant FISA Office*
Simona Hanousková	*Logistics & Finance*
Zdeněk Krpata	*Transport*
Jana Šebestová	*Awards Ceremony*
Alena Mašková	*Local Media Manager*
Michal Kurfirst	*Marketing*
Lucie Makovičková	*Accreditation*
Pavel Dědek	*Course*
Libuše Bruncvíková	*Boat Area Manager*
Josef Johánek	*Development Programme, Visa Services*
René Vondrák	*Team Information Centre*
Jan Plachý	*Volunteers and Spectator Facilities*
Stanislav Ježek	*IT Services*
Barbora Kamerlová	*Ticketing & Visitors Info*
Jiří Bachr	*Medical Centre*
Josef Šinágl	*Audio/CCTV*

B FISA – EUROPEAN ROWING MANAGEMENT BOARD

FISA

President	Jean-Christophe Rolland
Executive Director	Matt Smith

ERMB

Chair	Ryszard Stadniuk
Members	Dag Danzglock
	Nebojsa Jevremovic
	Algirdas Raslanas
	Patrick Rombaut
	Eva Szanto
	Roland Weill
Technical Delegates	Svetla Otzetova
	Eva Szanto
President of the Jury	Vladimir Meglic
FISA Regatta Doctor	Tomislav Smoljanovic

C GENERAL INFORMATION

IMPORTANT TELEPHONE NUMBERS

Emergency	**112**
Ambulance	**155**
Fire Brigade	**150**
Police	**158**
Regatta office	**+42 (0) 416 813 652**

During the Regatta, please feel free to contact the Regatta Organizing Office for any additional information located in Administration Building 38.

TEAM INFORMATION CENTRE

The Team Information Centre is located in one of the hangers in the boathouse 24.
Opening hours: all times during which the venue is officially open.

GENERAL INFORMATION

GENERAL PROGRAMME

Official Opening of the Regatta Venue

The rowing course is officially open for training on **Wednesday, May 24.**

Course opening times

Venue	*opening*	**7:00 a.m.**	*closing*	**7:30 p.m.**
Course	*opening*	**7:30 a.m.**	*closing*	**7:00 p.m.**

Training Time Table

Training days	**7:30 a.m. – 7:00 p.m.**
Race days	**from 7:30 a.m. until 30 minutes before the first start / 15 minutes after last race until 7:00 p.m.**

Practice Starts

Teams will be able to practice starts with the "Traffic Light" start system on
Thursday, May 25 from 10:30 a.m. to 12:00 a.m.

Distribution of start and results lists and other important information

The distribution of the results and start lists and other important information will be arranged in the Team Information Centre. Each nation will find the information in their personal pigeon hole in the Team Information Centre 24.

The Draw and Team Managers Meetings

Team Managers Meeting and Draw

Team Manager Meeting and the Draw will take place on Thursday, May 25 at 3:00 p.m. in the Team Managers Meeting room 35. The Team Managers Meeting room will be located at the Main Administrative building 38.

The presence of all Team Managers is mandatory. Team Managers representing all national federations are requested to confirm their entries at this meeting.

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 ANDCOMPETITIONS ON THE COURSE

TRAFFIC RULES

Training The traffic rules for training will apply at all the times that the course is open for training (see Appendix, page 24).

Racing The traffic rules for racing will apply from 30 minutes before the start of the first race until after the finish of the last race of each racing session (see Appendix, page 25-27).

CONTROL COMMISSION

The Control Commission 19 is located between the incoming and outgoing pontoons.

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 Regatta Doctor.

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 1 and have the taken and passport scanned prior issuing accreditation.

Boat Numbers

The boat numbers 20 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.

GPS Devices

The GPS Units are separate from the bow number. The "base plate" will be installed on the boats on Wednesday and Thursday by a team of OC volunteers and Swiss Timing technicians in the boat weighing area. The GPS devices 20 must be in place before the first days of racing.

Boat Weighing

Boat weighing will take place in one of the hangars – see map in the permanent boathouse building 26. The scales will be available from Thursday 25 May and will be operational during all the official opening hours of the course, except during racing sessions.

Athletes Weighing

Athlete weighing will take place in the boat storage area 28. A test scale will be available from Thursday 25 May and is available during all the official opening hours of the course. Athletes do not need to present their passports at official weigh-in.

TEAM FACILITIES AND SERVICES

BOAT STORAGE

The Organizing Committee will assign boat racks for all boats in the boat storage area 18. Team managers will be informed about the assigned boat racks for their teams.

LAUNCH PONTOONS

Teams must use the launch pontoons for going OUT on the water and coming IN as shown on the traffic circulation map.

BOAT REPAIR

Boat builders will be located in the boat area – see map 40.

BOAT WASHING

No chemical detergents or other source of environmental pollution should be used during boat washing. The boat washing area is located at the northern end of concrete hangar 27.

ERGOMETERS

Ergometers for training and warming up or cooling down will be provided 21.

CHANGING ROOMS

The team's changing facilities are located in the building in the boat storage area 25.

SANITARY FACILITIES

The showers and toilets are located in the building in the boat area. Teams are requested to keep the facilities tidy and clean.

REST AREAS

There is a provided designated athlete rest area in the boathouse building (please see the map) 23.

ATHLETE BAG STORAGE

All teams have the opportunity to leave luggage and valuables in the Bag drop. It is also possible to collect "lost and found" items there 29.

E TEAM FACILITIES AND SERVICES

COACHES AND ATHLETES VIEWING

During training coaches may cycle on both sides of the venue except the island (please see the map) of the course. During racing coaches may only cycle on the Finish Tower side of the course until the last 200m. 37

Please note: only coaches will be allowed to cycle during racing – more info in the accreditation office. Athletes and coaches can view the races from the uncovered grandstand. 15

BIKE RENTAL

There is a bike rental facility provided at the course 32.

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

MEDICAL CENTRE

The medical centre 5 is located and the bottom of the temporary grandstands will start operating from Wednesday, May 24th. The centre will be open during the official opening hours.

FIRST AID SERVICE & AMBULANCE, LOCAL HOSPITAL

A first aid service will be provided in the medical tent marked with the Red Cross next to the Finish Tower. (please see the map).

Local hospital: Podřipská nemocnice s poliklinikou
Roudnice nad Labem, s.r.o.
Alej 17. listopadu 1101
413 01 Roudnice nad Labem
Tel.: +420 416 858 111
E-mail: pnsp@pnsp.cz

The hospital is located 6km from the venue.

F MEDICAL FACILITIES AND SERVICES

RESCUE AND SAFETY

During Training: The rescue service will start operating Wednesday, May 24, rescue boats will be patrolling in the neutral lane during all the times that the course is officially open for training.

During Racing: Five rescue boats will be stationed along the course and in the warming up and cooling down area. They will start operating 30 minutes before the start of the first race of the day until after the finish of the last race.

DOPING CONTROL

The Doping Control Centre is located in the basement of tribune 6.

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***).

MASSAGE

The massage tent is located in the boat area 22.
The OC does not provide physiotherapists.

G TRANSPORTATION AND PARKING SERVICES FOR TEAMS

TRANSPORTATION ARRANGEMENTS FOR THE TEAMS

General Information, Transportation Office

The transportation office is located at the Team Information centre 24. The office will start operating on Wednesday, May 24, and will be open all the times that the venue is officially open. ***Every day by 2:00 p.m.***, the Team Managers must submit their transport request form for the following day based on the official bus schedule service.

Transportation from/to the Airport to/from the Accommodation

The OC will provide the transportation from/to the Vaclav Havel Airport Prague (or railway station) for all teams, which have booked their accommodation through the Organizing Committee. The travel time from Prague Airport and the regatta venue is approx. 1 hour.

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

TRANSPORTATION AND PARKING SERVICES FOR TEAMS

Transportation between the Accommodation and the Regatta Venue

The official shuttle bus between the hotels and regatta venue will operate from Wednesday, May 24 to Sunday, May 28 according to the timetable provided.
Transportation is free of charge only for teams which have booked accommodation through the organizing committee.

Those who need the transport service before May 24, please contact transportation office by email at ***transport@racice2017.com***. There will an additional cost for this.

Shuttle Bus drop off at the Venue

The Shuttle Bus Drop off is located at the main entrance to the venue 12. The last bus leaves according to the timetable.

TRANSPORTATION OF BOATS AND BOAT TRAILERS, PARKING ARRANGEMENTS

Boat Trailers

Boat trailers must be unloaded as soon as they arrive and the boats placed on the assigned boat racks, and after which the trailers must be moved immediately to the assigned parking area 34. Trailers can be loaded again 30 minutes after the finish of the last race on Sunday, May 28.

Team Cars/Buses

There is a designated parking for team cars and busses at the venue – see map 30. Vehicle passes may be collected in the accreditation office.

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.

FOOD FACILITIES AND SERVICES

MEALS FOR THE TEAMS

Lunches at the venue must be ordered by 12:00 a.m. the previous day at Administration Building 38. Meal vouchers will be provided.

Meal times at the venue 3

Breakfast:	7:00 a.m. – 9:00 a.m.
Lunch:	12:00 a.m. – 3:00 p.m.
	(Sunday 12:00 a.m. – 4:00 p.m.)
Dinner:	6:00 p.m. – 8:00 p.m.

Meal times at the accommodation

Breakfast and dinner will be provided at the hotel, please ask for the opening hours at your hotel – standard times are:

Tuesday – Wednesday

Breakfast	7:00 a.m. – 8:00 a.m.
Dinner	6:30 p.m. – 9:00 p.m.

Thursday – Sunday
(Štětí, Hoštka, Roudnice n/L, Mělník)

Breakfast:	6:30 a.m. – 8:30 a.m.
Dinner:	6:30 p.m. – 9:00 p.m.

Thursday – Sunday
(Litoměřice, Terezín, Praha, Kralupy, Ústí n./L)

Breakfast:	6:00 a.m. (5:30 a.m.) – 8:30 a.m.
Dinner:	6:30 p.m. – 9:00 p.m.

Lunch at the hotel is made to order.
The standard time is 12:00 a.m. – 2:00 p.m.

Please be advise that the tap water is drinkable so athletes are encourage to use reusable bottle provided by FISA.

Additional lunch vouchers can be purchased at the Administrative centre. The cost per lunch is EUR 20.

J ACCREDITATION

GENERAL

The Accreditation Centre will be located in the tent at the Main Entrance to the venue 1 and will start operating from Wednesday, May 24th at 8:00 a.m.

ACCREDITATION CENTRE OPENING TIMES

24 – 25 May	8.00 a.m. – 7.00 p.m.
26 - 27 May	8.00 a.m. – 5.00 p.m.
28 May	8.00 a.m. – 12.00 a.m.

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.

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

Application accepted till Wednesday, May 18 only. All media can pick up accreditation cards in Accreditation Centre 1 starting Thursday May 25.

Opening Hours of the Media Centre

Thursday 25 May	open 12:00 a.m. – 7:00 p.m.
26-28 May	open 7:00 a.m. – 7:00 p.m.
Local Media Officer:	Alena Mašková

Mixed Zone 13 After Final A, the order of priority for interviews with medal winning crews in the area is:

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

The interview will be managed by the Mixed Zone Manager.

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/WorldRowingFIS) 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.

M OFFICIAL CEREMONIES AND SOCIAL EVENTS

OPENING CEREMONY

The Opening Ceremony will take place on Thursday, May 25, 6.00 p.m., in front of the Grandstands 15.

PRESIDENTS GRANDSTANDS

Each national federation are entitled to two Presidents Grandstand 14 tickets for all racing days. Tickets will be distributed to team managers at the Accreditation Office.

NATIONS DINNER

The Nations Dinner will be held on Saturday, May 27, at 6:30 p.m. at the regatta venue 3. Two delegates per National Federation will be invited for free. Invitations to the National Dinner will be distributed at the Team Information Centre at the regatta centre.

Please confirm your attendance in advance by Friday at 4:00 p.m. Transport will be provided from the venue to hotels following the dinner.

EUROPEAN NATIONS GENERAL ASSEMBLY

The European Nations General Assembly will be held on Saturday 27 May at 4pm in the Team Managers Meeting room in the main administrative building at the regatta venue 35. Delegates who have booked accommodation through the Organising Committee are requested to use the local shuttle buses to the venue.

N MISCELLANEOUS

BANKING

The currency is Czech Crown (CZK), there is a currency exchange office at the venue 9. All booths accept EUR, however return change in CZK.

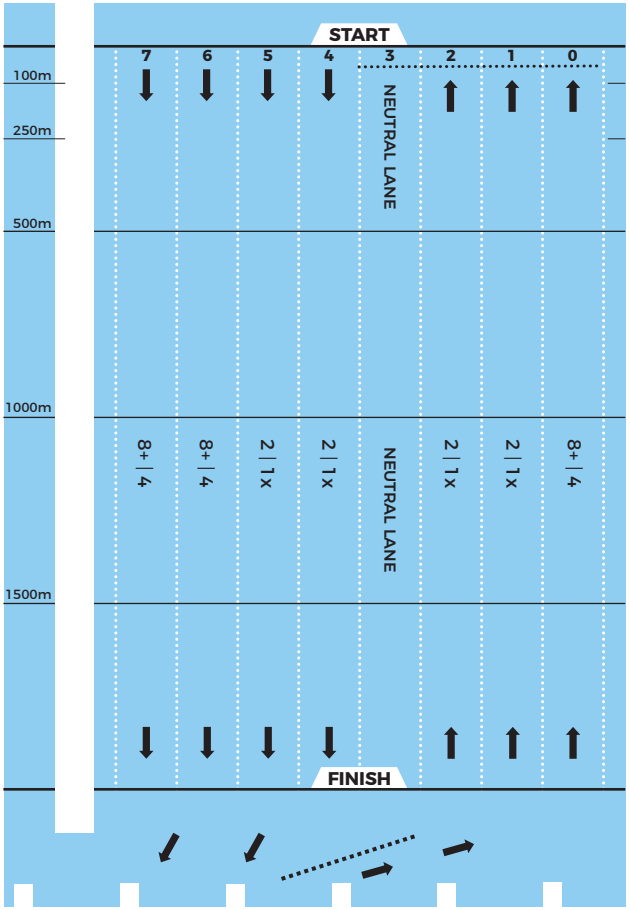
INTERNET & WI-FI

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

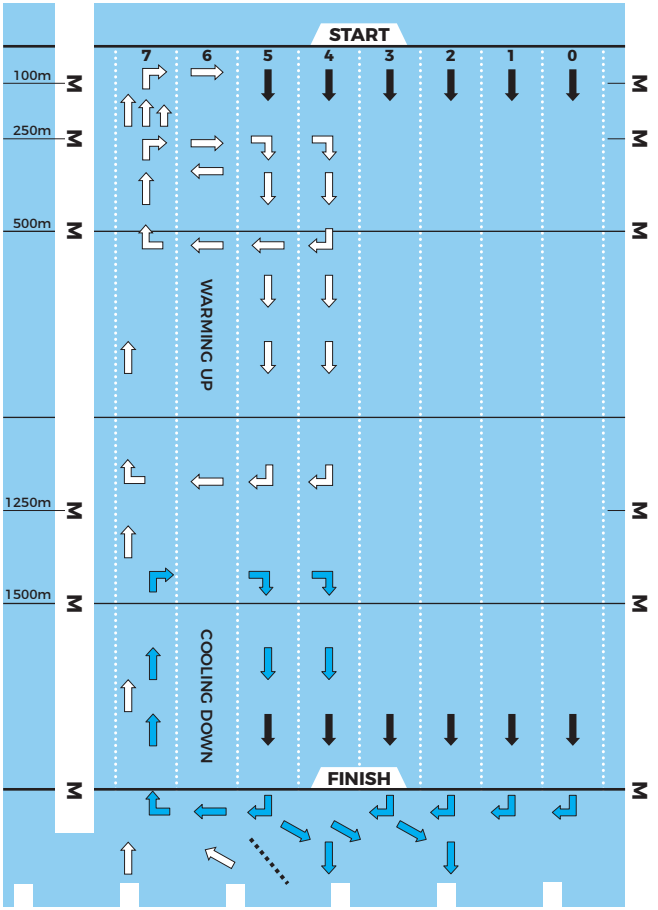
APPENDIX

I Traffic rules – Training
II Traffic rules – Lanes 0–5
III Traffic rules – Lanes 1–6
IV Traffic rules – Lanes 2–7
V Venue layout

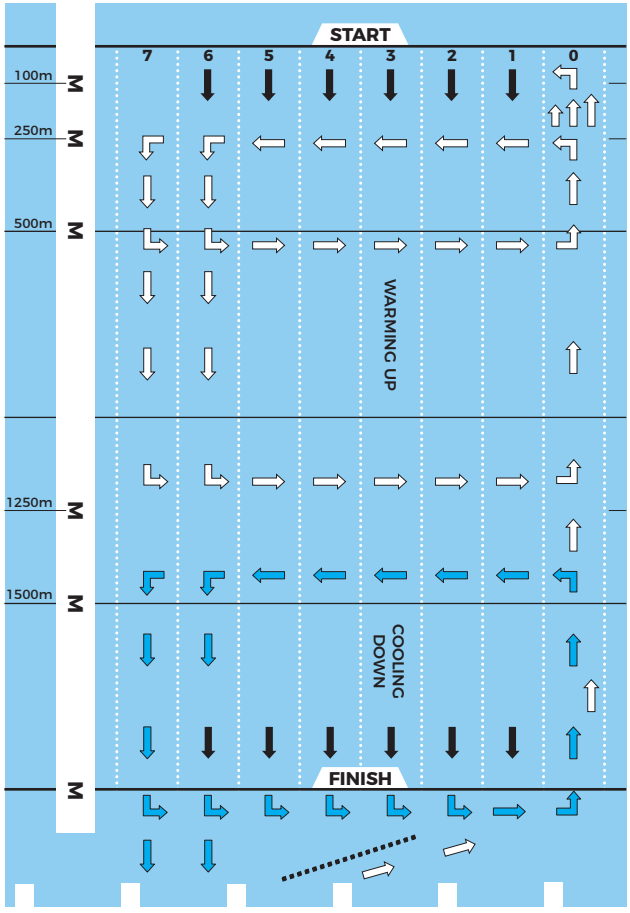
I | TRAFFIC RULES – TRAINING



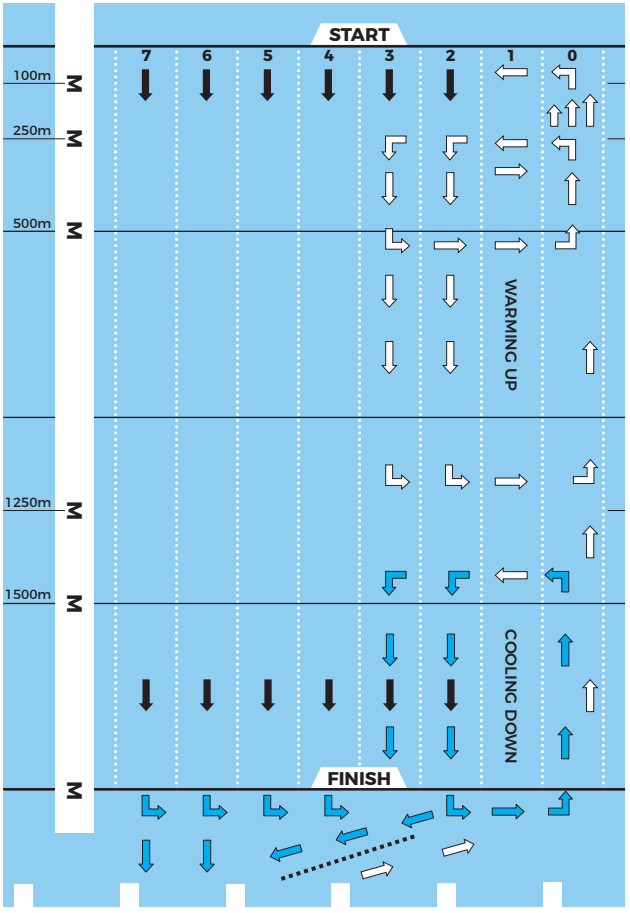
II | TRAFFIC RULES – LANES 0-5



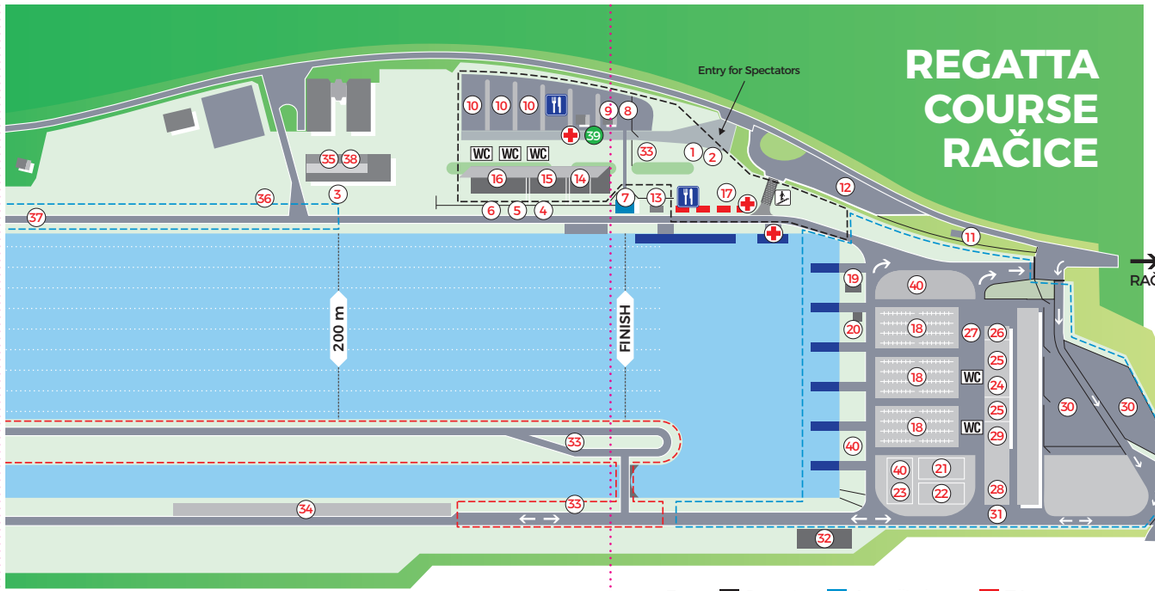
III | TRAFFIC RULES – LANES 1-6



IV | TRAFFIC RULES – LANES 2-7







Zones: Spectators | Accredited zone | TV

1	Accreditation	9	Currency exchange	17	First Aid	25	Changing rooms	33	TV compound
2	Ticket office	10	Market place + refreshment	18	Boat storage	26	Boat weighing	34	Parking for trailers
3	Catering	11	Transport info	19	Control commission	27	Boat washing	35	Team Manager Meeting Room
4	Media Centre	12	Shuttle bus stop	20	Boat numbers + GPS	28	Athletes weighing	36	Parking media, OC, FISA
5	Medical Centre	13	Mixed zone	21	Ergometers	29	Bag drop + Lost & Found	37	Bike road for Coaches
6	Doping Control	14	Presidents grandstands	22	Massage	30	Parking for teams	38	Administration building
7	Finish tower	15	Grandstands	23	Athlete rest tent	31	Area for team tents	39	Police
8	Vistors info	16	Roofed grandstands	24	Team info	32	Bike rental	40	Boat Repair







V | VENUE LAYOUT

REGATTA COURSE RAČICE



world rowing | european rowing | WWF | Kafue River & Rowing Centre

ČESKÝ VESLAŘSKÝ SVAZ | LABE ARÉNA ÚSTECKÉHO KRAJE | SPORTCENTRUM RAČICE | SPORT INVEST

Local Official Partners

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