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# 2018 WORLD ROWING JUNIOR CHAMPIONSHIPS

**7.-12. 8. 2018**  
LABE ARÉNA RAČICE



Great Champions start as Juniors.

## TEAM MANAGERS MANUAL



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## TEAM MANAGERS MANUAL

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**1** = location on the map

# A ORGANIZING COMMITTEE

## ADDRESS AND TELEPHONE NUMBERS

### **Organizing Committee – office at the venue**

2018 World Rowing Junior Championships  
Račice 130, 411 08 Štětí, Czech Republic

**Tel.:** +42 (0) 416 813 652

**E-mail:** info@rowingracice.com

**Website:** www.wrjch2018.com

**Contact person:** Lucie Makovičková  
makovickova@rowingracice.com

## ORGANIZING COMMITTEE STRUCTURE

Jiří Kejval	<i>Honorary President</i>
Dušan Macháček	<i>President</i>
Pavel Šebesta	<i>Executive Director</i>
Zdena Norková	<i>FISA Liaison</i>
Luboš Došek	<i>Technical Manager</i>
Barbora Vařeková	<i>Assistant FISA Office</i>
Simona Hanousková	<i>Logistics &amp; Catering</i>
Zdeněk Krpata	<i>Transport</i>
Jana Hellerová	<i>Ceremony</i>
Alena Mašková	<i>Local Media Manager</i>
Michal Kurfirst	<i>Marketing</i>
Lucie Makovičková	<i>Accreditation &amp; Accommodation</i>
Pavel Dědek	<i>Course</i>
Alexandra Vařeková	<i>Boat Area Manager</i>
Josef Johánek	<i>Development Programme, Visa Services</i>
René Vondrák	<i>Team Information Centre</i>
Jan Plachý	<i>Volunteers and Spectator Facilities</i>
Stanislav Ježek	<i>IT Services</i>
Renata Poncová	<i>Medical Centre</i>
Josef Šinágl	<i>Audio/CCTV</i>

## FISA

<i>President</i>	Jean-Christophe Rolland
<i>Vice-President</i>	Tricia Smith
<i>Executive Director</i>	Matt Smith
<i>Treasurer</i>	Mike Williams
<i>Council Representative</i>	Mike Tanner
<i>Council Representative</i>	Patrick Rombaut
<i>Council Representative</i>	Lenka Dienstbach-Wech
<i>Sport Director</i>	Colleen Orsmond
<i>Technical Delegates</i>	John Hedger
<i>President of the Jury</i>	Vladimir Meglic
<i>Senior Event Manager</i>	Nathalie Phillips
<i>FISA Regatta Doctor</i>	Dr. Mikio Hiura

## IMPORTANT TELEPHONE NUMBERS

<i>Emergency</i>	<b>112</b>
<i>Ambulance</i>	<b>155</b>
<i>Fire Brigade</i>	<b>150</b>
<i>Police</i>	<b>158</b>
<i>Regatta office</i>	<b>+42 (0) 416 813 652</b>

During the Regatta, please feel free to contact the Regatta Organizing Office for any additional information located in Administration Building **34**.

## TEAM INFORMATION CENTRE

The Team Information Centre is located in one of the hangers in the boathouse **21**.

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

# GENERAL INFORMATION

## GENERAL PROGRAMME

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### **Official Opening of the Regatta Venue**

The rowing course is officially open for training on **Sunday, August 5.**

### **Venue opening time**

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Venue opening **7:00 a.m.** closing **8:00 p.m.**

### **Course opening time**

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*Training days* **7:15 a.m. – 7:30 p.m.**  
*Please note that on Tuesday, August 7 the course will be closed at 7:00 p.m. due to the Opening Ceremony.*

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

### **Practice Starts**

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Teams will be able to practice starts with the "Traffic Light" start system on **Wednesday, August 8 from 10:30 a.m. to 11:30 a.m.**

### **Distribution of start and results lists and other important information**

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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 **21** – 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.

## **The Draw and Team Managers Meetings**

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### **Team Managers Meeting and Draw**

The Preliminary TM Meeting will take place in the Team Manager Meeting Room **31** on Monday, August 6 at 3:00 p.m.. The Team Managers Meeting & Draw will take place on Tuesday, August 7 at 3:00 p.m. in the same place (location 31 on the map).

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 COMPETITIONS 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).

**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).

## CONTROL COMMISSION

The Control Commission **16** 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 & GPS

The boat numbers **17** 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.

## GPS Devices

The GPS Units are separate from the bow number. The "base plate" will be installed on the boats on Monday and Tuesday by a team of OC volunteers and Swiss Timing technicians in the boat weighing area. The GPS devices **17** must be in place before the first days of racing.

## Boat Scale

Boat weighing will take place in one of the hangars – see map in the permanent boathouse building **23**. The scales will be available from Monday, August 6 and will be operational during all the official opening hours of the course, except during racing sessions.

## Coxswains Weighing

Coxswains Weighing will take place in the boat storage area **25**. A test scale will be available from Monday, August 6 and is available during all the official opening hours of the course. Athletes do not need to present their passports at official weigh-in.

## Youth Commission

The Youth Commission is located near the Team Managers Meeting Room **36**.

## TEAM FACILITIES AND SERVICES

### BOAT STORAGE

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The Organizing Committee will assign boat racks for all boats in the boat storage area **15**. Team managers will be informed about the assigned boat racks.

### LAUNCH PONTOONS

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

### BOAT REPAIR

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Boat builders will be located in the boat area **9**.

### BOAT WASHING

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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 **24**.

### ERGOMETERS

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Ergometers for training and warming up or cooling down will be provided **18**.

### CHANGING ROOMS

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The team's changing facilities are located in the building in the boat storage area **22**.

### SANITARY FACILITIES

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

### REST AREA

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There is a provided designated athlete Rest Area **20** in the boathouse building.

### ATHLETE BAG STORAGE

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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 **26**.

## TEAM FACILITIES AND SERVICES

### COACHES AND ATHLETES VIEWING

During training coaches may cycle on both sides of the venue and the island (please see the map) of the course. During racing coaches may only cycle on the island **33**.

**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 **13**.

### BIKE RENTAL

There is a bike rental facility provided at the course **29**.

### 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.

## MEDICAL FACILITIES AND SERVICES

### MEDICAL CENTRE

The medical centre **4** is located at the bottom of the temporary grandstands will start operating from Sunday, August 5. The centre will be open during the official opening hours.

### FIRST AID SERVICE & AMBULANCE, LOCAL HOSPITAL

A first aid service **14** 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: pnsnp@pnsnp.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 Sunday, August 5, 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.

### ANTI-DOPING CONTROL

The Anti-Doping Control Centre **5** is located in the basement of tribune.

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

### MASSAGE

The space for massage is located in the boat area **19**. 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 **21**. The office will start operating on Sunday, August 5, 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 Sunday, August 5 to Sunday, August 12 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 August 5, please contact transportation office by email at [transport@rowinggrace.com](mailto:transport@rowinggrace.com). There will be 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 **11**. 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 **30**. Trailers can be moved and loaded 30 minutes after the finish of the last race on Saturday, 11 August and Sunday, August 12.

### Team Cars/Buses

There is a designated parking for team cars and busses at the venue – see map **27**. 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.

**Check-in on the day of the arrival: 2:00 p.m.**

**Check-out on the day of the departure: 10:00 a.m.**

Upon arrival the hotels may request a deposit according to a size of teams directly from the individual as guarantee for any eventual damage caused or any extra service. The hotel will refund the deposit on departure deducting minus the actual cost incurred!

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

## FOOD FACILITIES AND SERVICES

### MEALS FOR THE TEAM

The menu has been approved by the Organizing Committee, FISA and a nutritionist and will be the same in all official hotels and at the venue <sup>2</sup>.

### Teams accommodated at the Račice village and at the regatta course

#### Hotels Regatta, Skif, Scull, pensions Veronika and Helena, Bungalows Račice

Full board will be served at the Catering tent <sup>2</sup>. The meal will be provided based on meal vouchers, which can be picked up by team manager upon arrival at the Main office located at the Administration Building <sup>34</sup>.

#### Učiliště Štětí

Breakfast will be served at the Učiliště, lunch and dinner at the Catering tent <sup>2</sup>.

#### Meal times at the venue:

Breakfast: 6:30 a.m. – 9:00 a.m.  
Lunch: 11:30 a.m. – 2:30 p.m.  
Dinner: 6:00 p.m. – 8:00 p.m.

Please note, due to the Nations Dinner, dinner for teams on Saturday, August 11 will be served at the Labe Restaurant located next to the Administration Building <sup>34</sup>.

### Teams accommodated at the official hotels

#### Hotels Oáza, Sport, Vavřinec, Ludmila, Lindův Dvůr, Liška, Roosevelt, Apollon, Labe, Koliba, Lev, Hejtmanský dvůr, Duo, Clarion Congress

Full board will be provided at the hotel, please ask for the opening hours at the hotel reception.

#### Standard meal times at the hotels:

Breakfast: 6:30 a.m. – 9:00 a.m.  
Lunch: 12:00 a.m. – 2:30 p.m.  
Dinner: 6:00 p.m. – 9:00 p.m.

Due to the Opening Ceremony on Tuesday, August 7, 7:30 p.m., please consider whether you are going to have your dinner at the hotel or at the venue.

The OC offers to rowers a lunch at the regatta venue. Teams may change their lunch place between the venue and the hotels. **Changes are accepted and lunch vouchers have to be ordered at least 48 hours in advance at the Main office located at the Administration Building <sup>34</sup>.** No changes will be accepted after this deadline.

The cost per additional lunch is EUR 20.

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

# J ACCREDITATION

## GENERAL

The Accreditation Centre <sup>1</sup> will be located at the Main Building 34 (please see the map) and will start operating from Sunday, August 5 at 8:00 a.m.

## ACCREDITATION CENTRE OPENING TIMES

Sunday, August 5	8:00 a.m. – 7:00 p.m.
Monday, August 6	8:00 a.m. – 7:00 p.m.
Tuesday, August 7	8:00 a.m. – 5:00 p.m.
Wednesday, August 8	8:00 a.m. – 5:00 p.m.
Thursday, August 9	8:00 a.m. – 5:00 p.m.
Friday, August 10	8:00 a.m. – 5:00 p.m.
Saturday, August 11	8:00 a.m. – 5:00 p.m.
Sunday, August 12	8:30 a.m. – 12:00 p.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

All media can pick up accreditation cards in Accreditation Centre <sup>1</sup> starting Tuesday, August 7.

## Opening Hours of the Media Centre <sup>3</sup>

Wednesday, August 8	12:00 a.m. – 8:00 p.m.
9 – 12 August	7:00 a.m. – 7:00 p.m.

**Local Media Officer:** Alena Mašková

**Mixed Zone <sup>12</sup>** After final races interviews scan be done at this zone.

## OFFICIAL CEREMONIES AND SOCIAL EVENTS

### OPENING CEREMONY

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The Opening Ceremony will take place on Tuesday, August 7 at 7.30 p.m., in front of the grandstands **13**. We kindly ask all teams to attend in team uniforms.

### PRESIDENTS GRANDSTANDS

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Each Nations Federation are entitled to two President Grandstand **13** tickets for all racing days. Tickets will be distributed to team managers at the Accreditation Office.

### NATIONS DINNER

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The Nations Dinner will be held on on Saturday, August 11, at 7:00 p.m. at the regatta venue at the Catering tent **2**. Two delegates per Nations Federation will be invited for free.

Transport will be provided from the venue to all official following the dinner.

## MISCELLANEOUS

### BANKING

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The currency is Czech Crown (CZK), there is a currency exchange office at the venue **8**. All booths accept EUR, however return change in CZK.

### INTERNET & WI-FI

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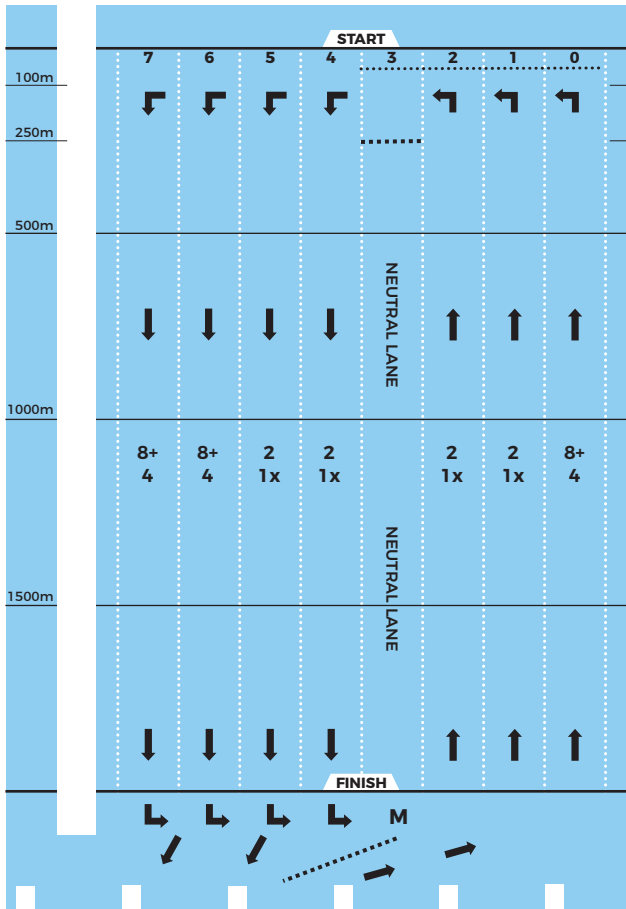
At the venue there is free Wi-Fi for teams. Each hotel has its own WI-FI arrangements – please contact reception desk.

### APPENDIX

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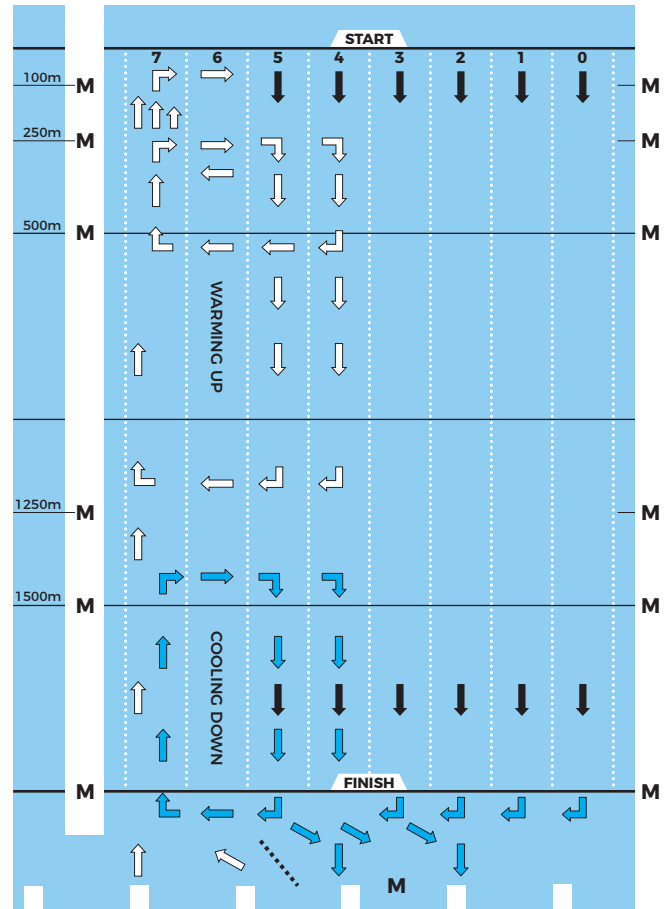
- I Traffic rules – Training
- II Traffic rules – Racing | Lanes 0-5
- III Traffic rules – Racing | Lanes 1-6
- IV Traffic rules – Racing | Lanes 2-7
- V Venue layout

# I | TRAFFIC RULES - TRAINING



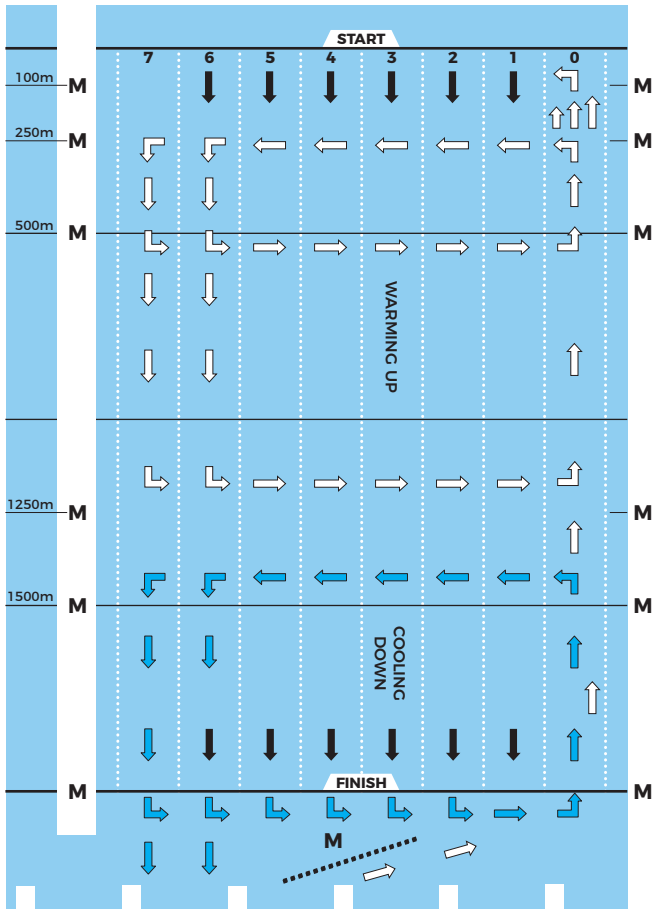
M - MARSHAL

# II | TRAFFIC RULES - RACING | LANES 0-5

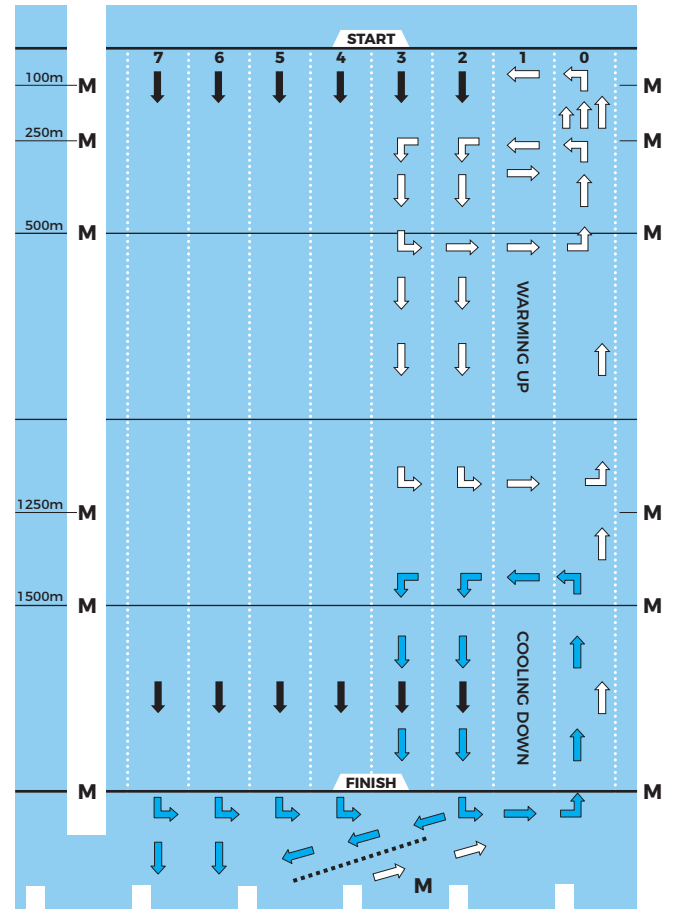


⇨ WARMING UP    ⇨ RACING    ⇨ COOLING DOWN    M - MARSHAL

### III | TRAFFIC RULES - RACING | LANES 1-6



### IV | TRAFFIC RULES - RACING | LANES 2-7



⇨ WARMING UP    ↓ RACING    ⇨ COOLING DOWN    M - MARSHAL

⇨ WARMING UP    ↓ RACING    ⇨ COOLING DOWN    M - MARSHAL

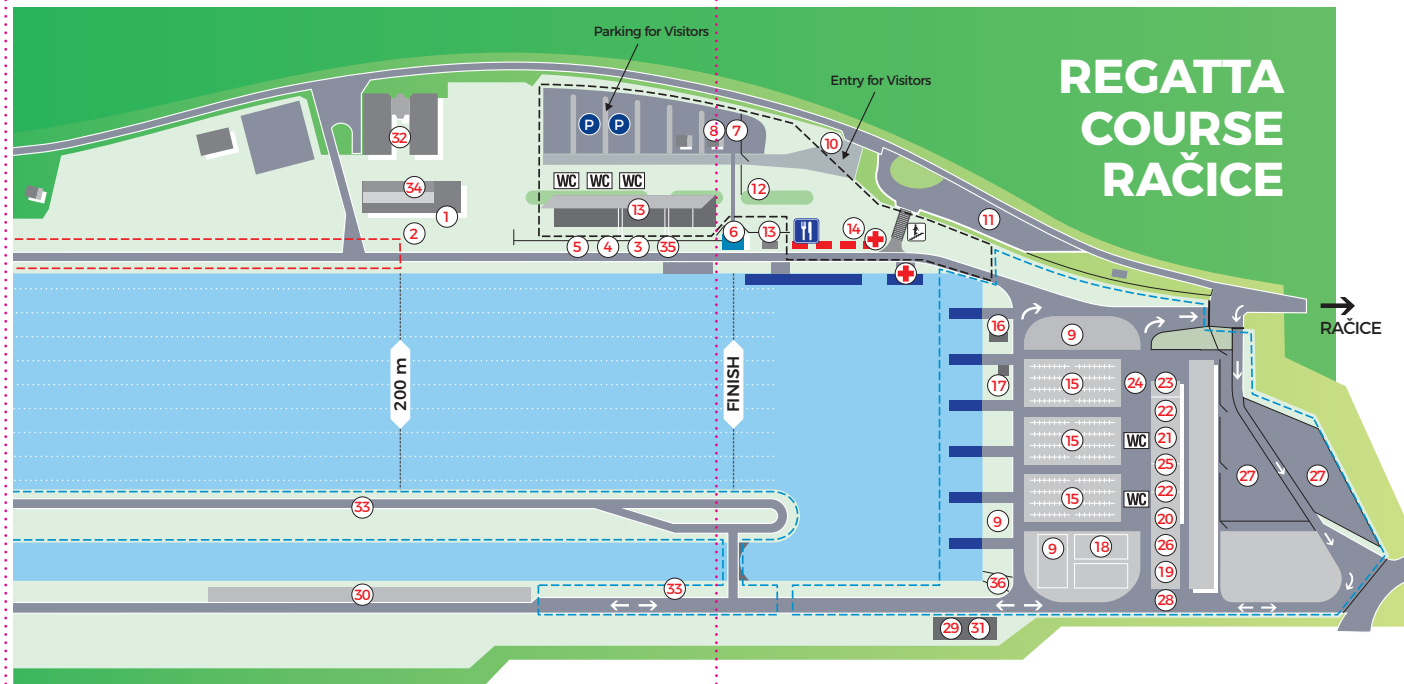
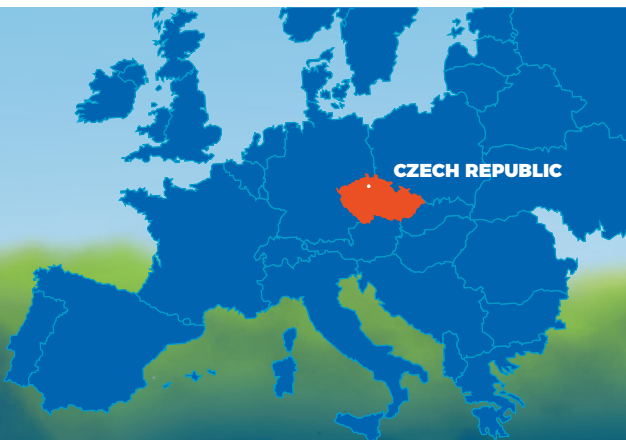


# 2018 WORLD ROWING JUNIOR CHAMPIONSHIPS

7.-12. 8. 2018  
LABE ARÉNA RAČICE



Great Champions start as Juniors.



Zones: ■ Spectators ■ Accredited zone ■ TV

1 Accreditation	9 Boat Repair	17 Boat Numbers & GPS	25 Coxwains Weighing	33 Bike Road for Coaches on Island
2 Catering	10 Transport management Office	18 Ergometers	26 Bag Drop + Lost & Found	34 Administration Building
3 Media Centre	11 Shuttle Bus Stop	19 Massage	27 Parking for Teams	35 Team Managers Point
4 Medical Centre	12 Mixed Zone	20 Rest Area	28 Area for the Teams Tents	36 Youth Commission
5 Anti-Doping Control	13 Grandstands	21 Teams Info	29 Bike Rental	
6 Finish Tower	14 First Aid	22 Changing Rooms	30 Parking for Trailers	
7 Visitors Info	15 Boat Storage	23 Boat Scale	31 Team Managers Meeting Room	
8 Currency Exchange	16 Control Commission	24 Boat Washing	32 Parking Media, OC, FISA	





V | VENUE LAYOUT  
← REGATTA COURSE RAČICE

