

## Team Managers Manual



FISA Partners

## **Contents**











#### Local Partners







#### Media Partners











#### Public Partners









## Celebrate Rowing!

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## **Organising Committee**

Address: Bosbaan 14, 1182 AG Amstelveen

Telephone: +31 6 21 19 16 61

E-mail: <u>info@amsterdamrowing.com</u>

Website: www.wrch2014.com

**Board** 

Lex van Drooge President
Martijn Arlman Treasurer
Chris IJsbrandy Member
John Worries Member
Henk Markerink Member

**Organising Committee** 

Gerritjan Eggenkamp President

Henk-Jan Zwolle Executive director

Joost de Geus Venue director

Irene Eijs Media, press & sponsoring director

Norbert Chevalier Marketing director
Bouke Marsman Financial director
Jacomine Ravensbergen Regatta director

Managers Telephone numbers as of August 20th

Rogier Lecluse Accommodation & Transport

+31 880 403 321

Iris Wevers Accreditation

+31 6 45434039

Annette Scheper Food services

+31647707900

Juliet Thompson Hochman Media

+31 6 34035305

Martijntje Quik Medical centre
+31 880 403 324

Sibren van den Berg Team Information Centre

+31611179972

Andre Adema Broadcasting
Marije Roozendaal Ceremonies

Remco de Keizer Finance & Ticketing

Thomas Roes IT

Rick Verbree Marketing

Sean Pieters Para-rowing & Sustainability

Arjenne Bastiaansen Side events
Jorn van der Steen Venue
Tessa Knaven Volunteers

## FISA

#### **Executive Committee**

Jean-Christophe Rolland President Tricia Smith Vice-President Matt Smith **Executive Director** 

Michael Williams Treasurer

Council Representative Lenka Wech Council Representative

Mike Tanner Council Representative

#### **Technical Delegates**

Svetla Otzetova Mike Tanner

John Boulthee

#### **President of the Jury**

Stanislaw Komornicki

#### **FISA Regatta Doctor**

Dr. Mikio Hiura

## General information

#### Important telephone numbers

#### Emergency:

Police/ Ambulance/ Fire brigade: dial 112 (location venue: Bosbaan, Amstelveen)

#### Medical:

VU Emergency First Aid: +31 20 444 3636 VU Hospital: +31 20 444 4444

#### **Team Information Centre**

Manager: Sibren van den Berg

The Team Information Centre is located at the athlete entrance (1). The Team Information Centre will be open during the venue opening times.

Mailboxes for all teams can be found at the Team Information Centre. Information includes official announcements, general notices, start lists and results.

The Accreditation office (2) for teams prior to the start of the championships will be in the general entrance for the public. During the racing days inquiries can be made at the Team Information Centre.

#### Hosts/interpreters

There will be a representative from the organising committee in your hotel. They will be able to assist you and help communicate with the hotel staff in your hotel. Upon arrival, a team host will welcome you at Amsterdam Schiphol Airport and guide you to the busses, the hotel and the venue. If you think you need additional (language) assistance after the first day, please contact the organising committee.

#### Crew changes

On arrival, Team Managers will receive a list of their crews as entered. Should there be any changes in the crew composition, seating order or errors in spelling, the Crew Change Form must be completed and submitted to the FISA representative at the Accreditation office 2 before the draw, or at the FISA office 3 after the draw. The deadline for withdrawals or substitutions prior to the draw (other than for medical reasons) is Friday, August 22nd at 12:00hrs (3 hours before the draw).

#### **General programme**

Official opening of the venue: Wednesday, August 20

Competition days: August 24th until August 31st

#### Opening times on training days

The venue opens at 06:30hrs and closes at 20:00hrs The course opens at 07:00hrs and closes at 19:30hrs

#### Opening times on racing days

The venue opens at 06:30hrs and closes at 20:30hrs (Thursday 28th closing at 21:00hrs).

The course opens at 07:00hrs and closes at 20:00hrs (Thursday 28th closing at 20:30hrs).

#### Meetings

All following meetings will be held in the Team Managers Meeting (TMM) room (4) in the Olympic Training Centre, unless indicated otherwise.

#### Overview

Preliminary Team Managers meeting Thursday 21st , 15:00hrs
Team Managers meeting & draw Friday 22nd, 15:00hrs
Daily Team Managers meetings Sunday 24th-30th:

30 minutes after the start of

the last race.

Umpire seminars Saturday 23th, 09:00 - 10:00hrs

Sunday 24th, 09:00 - 11:00hrs

Team doctors meeting Monday 25th, 08:30hrs
Coaches meeting Tuesday 26th, 09:00hrs

#### **Training**

#### Training times

From 20 August to 23 August 2014: when course is open

From 24 August to 31 August 2014: when course is open until 30

minutes before the first race, and from 15 minutes after the last race until the course closes.

Unofficial training before August 20th is possible, but very limited service and no rescue services will be available. Contact the organization before your arrival for further details.

#### Para-rowing training times

Para-rowing crews are allowed in the middle lanes during para-rowing training times. LTA4+ is allowed to train any time indicated in the lanes according to the traffic rules (see appendix A). Other crews are allowed to train in the outer lanes. For the dates and times, see the latest time schedule on www.wrch2014.com.

#### Practice starts

Crews will be able to practice starts during training on Friday 22nd and Saturday 23rd August from 10:30-11:30hrs.

Practice starts for para-rowing will take place on Friday 22nd from 13:30hrs until 15:00hrs.

Please be aware that the course is blocked at the 1000m point on Friday 22nd from approximately 12:30hrs until 15:30hrs due to the start bridge.

#### Spares races

Spares races will be held from 12:30-13:30hrs on Saturday August 23rd. Entry forms are available in the Accreditation office (2). Entry forms should be submitted to the FISA representative at the Accreditation office (2) by 17:00 hrs on 22 August.

#### Competition

#### Competition

The competition timetable can be found online at www.wrch2014.com

#### Athlete weighing

Athlete weighing will be located in the boathouse  $\odot$ . The weighing scale(s) shall be available to the crews at least 24 hours before the first race of the regatta.

#### Boat weighing

Boat weighing will take place in the boathouse (6). The weighing scale(s) shall be available to the crews at least 24 hours before the first race of the regatta for test weighing of their boats.

#### Boat numbers

Boat numbers will be distributed to crews on the outgoing pontoon and will be collected again at the incoming pontoon.

#### **GPS Devices**

All boats must be fitted with a 'base plate' to hold the GPS timing devices. These plates will be fixed to the boats by a team of OC volunteers from Thursday August 21nd to Saturday August 23rd in the boat weighing area. Please ensure they are in place before the first day of racing.

#### Advertising

Please check the FISA Rules of Racing and related Bye-Laws to ensure that your racing uniforms and boats comply with the advertising rules.

#### Classification of para-rowers

The classification will take place in the boathouse  $\widehat{\ \ }$ . The visual classification will take place in the University Medical centre. Both classifications will take place on Saturday 23rd, from 09:30hrs until 17:30hrs. Transportation will be arranged on request via the transportation request form.

#### Traffic rules competition & training

Traffic rules during training and competition are provided in appendix  ${\bf A}.$ 



## Team facilities and services

#### Boat storage

The boat racks are situated in the boathouse 8 and on the Southern Island 8. The Organising Committee will assign boat racks for all boats. Teams are responsible to make sure that their boats are safely tied to the racks at all times and are at no-risk of being damaged due to adverse weather conditions.

#### Boat repair

Boat builders are at the Northern Island (9).

#### Boat washing

No chemical detergents or other sources of environmental pollutants should be used during boat washing. The boat washing area is in front of the boathouse  $\widehat{a0}$ .

#### Ergometers and indoor bikes

Concept 2 Ergometers and Wattbikes are provided in the warm-up area in the athlete area  $\widehat{\mbox{(1)}}.$ 

#### Changing rooms

The changing rooms are situated in the boathouse 12.

#### Sanitary facilities/toilets

There are toilets and showers in every changing room in the boathouse area. There are also toilets in the athlete restaurant  $(\mathfrak{I})$ , at the start area, and in the spectators' area.

Sanitary facilities for para-rowers are in changing room  $G(\mathfrak{A})$ , and there are temporary sanitary facilities in front of changing room  $A(\mathfrak{A})$ .

#### Rest areas

There is a designated athlete rest area 15.

#### Team Tents

Teams can place their tents in the team area (16) upon their first arrival, accompanied by a venue staff member.

#### Bag storage

There will be a secure area in the boathouse area for athlete's bag storage  $\widehat{(1)}$ . The bag drop-off will be open during the opening times of the course.

#### Coach viewing

During training, coaches can cycle on the lower path on the south side of the venue  $\widehat{\ \ }18$ .

Bikes can be rented near the Team Information Centre (1).

From Sunday, August 24 to Sunday, August 31, closed circuit television will be provided on big screens and television monitors.

From Sunday, August 24 to Wednesday, August 27, coaches may follow racing by bicycle on the upper road on the south side of the regatta course.

From Thursday, August 28 to Sunday, August 31, unfortunately, cycling is not possible. The OC will provide a minibus for one coach per crew to follow each race.

#### Viewing for Athletes

Athletes can view the race from the fan zone area ②, or from the grandstand ② on non-final days.

## Medical services

#### Emergency

In case of an (medical) emergency, immediately call 112 (Location venue: Bosbaan, Amstelveen).

#### Medical centre

Manager: Martijntje Quik
Telephone: +31 880 403 324

The University Medical Centre, Vrije Universiteit, is located one kilometer from the Bosbaan.

First aid will be available in the fan zone and near the picnic area during the opening times of the venue.

#### Local hospital

At 1 kilometre from the Bosbaan, the University Medical Centre, Vrije Universiteit, is located.

Address: VU Medisch centrum,

De Boelelaan 1117, Amsterdam

Telephone number: + 31 20 444 44 44 (general)

+ 31 20 444 36 36 (first aid)

Opening hours: 24/7

#### Dental services

Teams should contact the Team Information Centre ① if they require contact details for dental services.

#### Pharmacy

Boots apotheek Loevestein

Address: Arend Janszoon Ernststraat 589 B

Telephone number: +31 20 642 18 28

Note: the expenses for any medical treatment are the responsibility of the patient. All national federations are responsible for adequate insurance of their team members according to Rule 15 of the FISA Rules of Racing.

#### Rescue and safety

There will be an on-water rescue team in charge of on-water rescue during official opening times of the course.

#### Anti-doping

The doping control test centre is located in the boathouse 23. All doping control tests will be conducted in accordance with WADA and FISA requirements. For all information about the Anti-Doping controls and procedures, please refer to the World Anti-Doping Code and International Standards available on the website <a href="https://www.wada-ama.org">www.wada-ama.org</a> and the FISA Anti-Doping Bye-Laws. Useful references can also be found on the FISA website <a href="https://www.worldrowing.com">www.worldrowing.com</a>.

#### Massage

The massage facility is located in the athlete area (24). The Organising Committee does not provide physiotherapists.

## Logistics

#### **Transportation office**

The transportation office 25 is located in the Team Information Centre 1.

Manager: Rogier Lecluse
Telephone: +31 880 403 321

E-mail address: rogier.lecluse@amsterdamrowing.com

#### Transportation

Transportation is free of charge only for the teams that booked their accommodation through the organizing committee.

1) Bus transfer from Amsterdam Schiphol Airport to the hotels At Amsterdam Schiphol Airport, a host will welcome the teams to guide them to their hotel shuttles. All teams are requested to share their travel details with the OC. Each team will be contacted by the OC to confirm their transfer.

#### 2) Bus transfer to and from the opening ceremony

All teams will be requested to complete a 'transportation request form' prior to their arrival. Busses will run to and from the opening ceremony from both the course and the hotels. Each team will be contacted by the OC to confirm their transfer.

#### 3) Bus transfers from the hotels to the course and back

Part 1) Up to August 19th 2014:

Transportation will only be provided upon request and will

come with additional costs. All teams will be requested to complete a 'transportation request form' prior to their arrival.

Part 2) August 20th to August 23rd 2014:

Transportation will be on request and if available. All teams will be requested to submit a 'transportation request form' at the transportation desk before 16:00 hours, the day before the use of transport.

Part 3) August 24th to August 31st 2014:

Transportation of the teams will run according to a prearranged schedule at 30-minute intervals. The proposed shuttle schedule will be published on www.wrch2014.com

4) Bus transfer from the hotels to Amsterdam Schiphol Airport
All teams will be requested to complete a 'transportation request
form' for their return transfer to Amsterdam Schiphol Airport latest
Thursday August 28th. Each team will be contacted by the OC to
confirm their transfer.

Teams that have not booked accommodation through the Organizing Committee can not use the transport services provided by the Organizing Committee.

#### Transportation for para-rowers

Transportation for para-rowers will be provided as above. All pararowing teams will be contacted by the OC to share possible extra needs due to the use of wheelchairs or other special equipment.

#### Team vehicles

Due to limited parking space at the venue, teams will be allowed limited use of their own transportation from the hotels to the venue and are advised to use the shuttle service. Each team bringing their

own vehicle(s) will receive accreditation(s) for this depending on the size of their team and the available places. This vehicle pass(es) may be collected from the accreditation office.

#### Transportation of boats

After teams have unloaded their boats at the boathouse area, the trailers must be moved immediately to the trailer parking area 26. Trailers will only be allowed access to the boathouse area again on Friday 29 and Saturday 30 August from 19.30, and on Sunday 31 August from 30 minutes after the final race.



## Accommodation

#### Accommodation office

Manager: Rogier Lecluse
Telephone: +31 8 80 403 321

E-mail address: rogier.lecluse@amsterdamrowing.com

The accommodation office is located in the Team Information

 $\text{Centre}\, \textcircled{1}.$ 



#### List of accommodations

	Name	Address +telephone
1	Mercure Amsterdam Airport	Oude Haagseweg 20 1066 BW Amsterdam 0031 20 721 9177
2	Novotel Amsterdam City	Europaboulevard 10 1083 AD Amsterdam 0031 20 721 9179
3	A4 Hotel van der Valk	Rijksweg A4 Nr. 3 2132 MA Hoofddorp 0031 252 675 335
4	Park Plaza Amsterdam Airport	Melbournestraat 1 1175 RM Lijnden 0031 20 658 0580
5	Ibis Amsterdam Airport	Schipholweg 181 1171 PK Badhoevedorp 0031 20 721 9171
6	lbis Budget Amsterdam Airport	Schipholweg 185 1171 PK Badhoevedorp 0031 20 721 9170

#### Information desk at hotels

In each hotel, a host will be present. Please contact the host at your accommodation for all questions regarding accommodation and food services.

#### Regatta information board

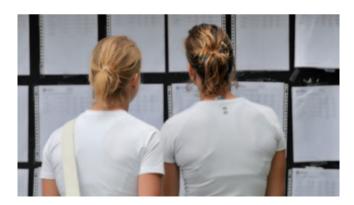
In each hotel an information board will be present with all the latest weather forecasts, startlists etc.

#### **Facilities**

Each hotel has its own facility arrangements. An introduction folder will be provided to the teams to explain all specific hotel details. For arrangements please contact your host or the reception desk at your hotel.

#### Meeting rooms

Meeting rooms can be rented/requested in the hotels. Please ask your host for more information and reservations.



## Adverse weather scenarios

The Bosbaan regatta course is, as with other man-made rowing courses, sensitive to adverse weather which might produce unequal conditions across the lanes.

In the preparation for the championships, a research project was launched ("The Bosbaan Weather Model" supported by FISA, the Free University of Amsterdam, Innosport and the Dutch Rowing Federation, to model the Bosbaan in order to be better informed about and be able to anticipate possible unequal conditions.

The result is a process consisting four parts:

- Weather forecast Professional meteorologists have been and will be making the weather forecasts; the forecast will be published during the regatta as usual.
- Fairness assessment The weather forecast will be entered in the "Bosbaan Weather Model" which shows the way the wind and water usually react based on data from the last two years.
- Decision making The above information will be considered by the Fairness Committee in making decisions on the fairness contingencies provided in FISA Rule 71.
- Communication The decisions that are made are communicated to the teams together with the weather and other relevant information.

It is critical to start the regatta with heats which are raced in equal conditions. If conditions are unequal then time trials might have to be

used in the place of six lane heats in order to establish a fair basis for the following rounds of racing. In addition, teams are reminded that they should achieve the best possible placing in every round. If contingency plans are required for later rounds, these may be based on the results of previous rounds.

In the case of a forecast of adverse weather which was judged to potentially create unequal conditions, races might be postponed to another time or another day. This will affect the request forms for lunch and transport. If there is a change, Team Managers will be requested to submit their requirements based on the likely rescheduled race times.



## Food facilities and services

#### Meal times

In every hotel following meal times are available:

Breakfast: 6:00 - 10:30hrs

Lunch: 12:00 - 15:00hrs

Diner: 18:00 - 21:00hrs

Lunch at the regatta venue:

August 24th - August 31st: 12:00 - 14:00hrs

#### General information

Teams who have booked their accommodation through our travel agent ATPI reside at selected hotels on a full-board basis. Breakfast, lunch and dinner are accounted for at the accommodation. Lunches at the venue have to be ordered one day in advance before 9:00hrs am via e-mail (see further).

Breakfast-, lunch- and dining room facilities for teams in selected hotels will be separate from the other guests at the accommodation. Hotel staff will control access to these rooms. At your arrival in the hotel, the system to identify athletes used in your hotel will be explained (e.g. vouchers/namelist check/ badges).

Food boxes are available at the accommodations for athletes who wish to eat at different times.

Please be advised that tap water in the Netherlands is drinkable. Athletes are encouraged to use their reusable water bottles, which will be provided by FISA.

In the athletes' restaurant  $(\mathfrak{B})$  there are (energy) bars for sale, to be bought with cash money  $(\mathfrak{E})$  only.

Please note that in the Fan zone and the picnic area you can only pay with World Championships coins.

#### Lunches at the venue

The athletes' restaurant  $(\mathfrak{I})$  at the regatta venue is located on top of the boathouse.

Team managers are responsible for ordering lunches for their athletes at the regatta venue. To do this, Team managers need to submit their registrations for each racing day before 9:00 am one day in advance to rowing.netherlands@atpi.com, specifying the total number of lunches to be consumed at the venue. Please come to the Team Information desk in your hotel or to the Team Information Centre at the venue 1 for help with sending the e-mail.

#### Change requests

We will accept change requests for lunch registrations after 9:00 am only for those athletes whose performance on the next day is dependent on their lunch location, and only if this was impossible to communicate before 9.00 am. For all other athletes, change requests received after 9:00 am cannot be granted, and will be at an additional cost of  $\le 15$ .-

Team managers will receive a registration form in the mail two days in advance of each separate day at  $\pm 16:00$  pm, starting Friday 22th.

Our catering officer will send text messages early in the morning to help Team Managers remember to register for lunch at the venue.

For teams that have not booked accommodation via the Organising Committee, lunches at the venue can be purchased for  $\le$  15,00 per lunch per person 24 hours in advance from the Team Information Centre  $\widehat{\ 1}$ ).

#### Collection of lunch tickets

Late afternoon the day before or early in the morning on the day itself, Team Managers can collect lunch vouchers at the ATPI-information desk in the lobby of their hotel, upon presentation of a valid ID. Access to the lunch buffets in the athlete's restaurant  $(\mathfrak{I})$  at the venue is granted upon presentation of these lunch vouchers. The caterer will not allow access if the proper lunch voucher for that specific racing day cannot be presented.

#### Case of adverse weather

In case of adverse weather, Team Managers are asked to fill in two lunch forms, one for the original scenario and one for the adverse weather scenario. Should the bad weather scenario come into effect, the lunches will automatically be served at the location specified for the bad-weather scenario.

## Accreditation

#### Accreditation office

Manager: Iris Wevers
Telephone: +31 6 45434039

E-mail address: <u>iris.wevers@amsterdamrowing.com</u>

The accreditation office is located at the public entrance of the venue (2), and is opened during opening times of the venue.

#### General

Accreditation badges can be collected from 20 August 2014 at the Accreditation office (2) near the main public entrance. Team Managers are requested to make an appointment with personnel in the Team Information Centre (1) to prevent long queues in the Accreditation centre (2). Team managers that have made an appointment will be given priority. Accreditation for teams that have booked accommodation via the OC can only be collected if the fees for the accommodation are paid.

Those athletes who have not participated at World Rowing Event before will also have to have their photograph taken for their accreditation badge.

Accreditation requests received after the accreditation deadline will be considered as late applications and will be handled by FISA. The applicants for late accreditations must submit a signed application form, which will be available in the accreditation office (2).

#### Before 20 August

Teams arriving before 20 August should contact the Organising Committee for entrance to the venue at info@amsterdamrowing.com.

#### FISA biography and commitment forms

All competitors and team officials who have not already done so are required to sign the FISA Commitment Form and athletes should complete the Athlete Biography form. These forms will be distributed to the Teams by FISA and should be returned to the FISA representative at the Accreditation Office  $\begin{picture}(2)\end{picture}$  before the draw and at the FISA office  $\begin{picture}(3)\end{picture}$  after the draw.

#### Crew photos

Team Managers will be notified of the athletes that have not yet had their photographs taken for the FISA athlete database. These athletes should report to the Accreditation Office (2) and have their photographs taken and passports scanned prior to issuing accreditation.



### Media

#### Media center

Manager: Juliet Hochman
Telephone: +31 6 34035305

E-mail address: juliet.hochman@amsterdamrowing.com

The Media centre (2) is located close to the finish line and the media grandstand (28).

#### Accreditation

Media centre (27).

All media should seek accreditation through FISA. Accreditation application closes August 1st. All media can pick up accreditation at the Accreditation office (2) from Friday August 22nd.

#### Interviews & press conferences

Information on interview requests, press conferences and the mixed zone will be available in media information packets available at the pick-up of the accreditation at the accreditation office ②. A press conference area is available within the Media centre ②7, which can be reserved by Team Managers for press conferences at the

The FISA media staff will inform Team Managers ahead of time for interview requests to interview athletes after the heats, repechages, semi-finals and finals.

#### Mixed Zone

After A-Finals, the order of priority for interviews with medal winning crews in this area is:

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

The Mixed Zone manager will manage the interviews.

#### **Broadcasting**

All races will be recorded and broadcast in a closed circuit system. The first four days of Heats and Repechages will be shown on the video boards located within the regatta Venue. The last 4 days of semi-finals A/B and Finals A/B will be broadcasted by the Dutch Host broadcaster, NOS.



## Miscellaneous services

#### Banking

The currency in the Netherlands is EURO (€). There will not be a foreign exchange banking service at the regatta venue. There are numerous ATM's in Amsterdam and at Amsterdam Schiphol Airport. The ATM nearest to the venue is located in front of the hospital (VUMC, De Boelelaan 1117, Amsterdam).

Banknotes of €100, €200 and €500 are NOT accepted at the venue.

#### Internet & Wi-Fi

Each hotel has its own arrangements concerning Wi-Fi. Please contact your host or the reception desk at your hotel.

At the venue, free Wi-Fi is available for teams in the athlete area.

#### Lost and Found

The lost and found facility is located in the Team Information centre  $\widehat{\ 1}$ ).

#### Car rental

Visit the Team Information Centre 1 for the possibilities concerning car rental.

#### Shops/markets

Numerous shops and markets are located in the area surrounding the venue.

The supermarket nearest to the venue is named 'Jumbo', located at Buitenveldertselaan 184 (±15 minutes walking).

For supermarkets near your hotel, contact your host at the hotel.

#### Religious services

Almost all religions can be found in Amsterdam. For specific details, contact the Team Information Centre  $\widehat{\ 1}$ .

#### Tourist information

You must see Amsterdam!

For information about (and tours inside and outside) Amsterdam, contact the tourist information stand at the entrance area for the public, or visit the Team Information Centre  $\widehat{\ 1}$ .

Also look at www.wrch2014.com, go to I amsterdam.

#### Trash

When on the venue, please deposit your trash in the designated trash bins. We would like to reduce the environmental load of our consumption behaviour by separately collecting the waste produced on site. Your help is much appreciated.



## Grandstands

#### Presidents Grandstand

National Federation Presidents have an area set aside in the grandstand near the finish line (29).

Each national federation is entitled to two Presidents Grandstand tickets for all racing days. These free tickets will be distributed to Team Managers at the Accreditation office at the pick-up of the accreditation.

Additional tickets can be bought at the Ticket Information Centre for €250, including parking.

Presidents Grandstand tickets do not provide access to the VIP area.

#### FISA Family

The FISA Family Grandstand 30 is an area in the grandstand for the families and close friends of the athletes and will have the privilege of being seated in the best location, close to the finish line and victory ceremony pontoon.

If tickets are still available, Team Managers can buy extra FISA family tickets in the Team Information Centre  $\widehat{\ 1}$ .

#### Public grandstand

Tickets for the public areas and grandstand (21) can be bought at the ticket sales offices at the main public entrance (2) or can be bought via www.wrch2014.com.

From Sunday to Wednesday the general admission tickets offer free access to the grandstands with free seating (first come first serve basis) with exception for the FISA family part of the grandstand. From Thursday onwards a specific grandstand ticket is required for the grandstands.

#### Aegon Fan Zone

Access to the Aegon Fan Zone is free for accredited people.



## **Hospitality services**

#### **VIP Lounge**

The VIP lounge will provide a hospitality service for the sponsors and the supporters of the event. It will be located near the finish line  $\widehat{(31)}$ , and will be operated from August 24th to August 31st from one hour before the first race until 19:00. Entry to this area is limited to those with a Hospitality Card.

Tickets for the VIP Lounge cost €150 per person per day until August 29th and €200 for August 30th and 31st. The tickets can be bought at the Team Information Centre (1).



## Ceremonies, social events

#### Opening ceremony

The Opening Ceremony will take place on Museumplein, in the heart of Amsterdam, on August 23rd from 17:00 to 18:00hrs. Teams are asked at the preliminary Team Managers Meeting how many people from their team will visit the opening ceremony. Transportation will be provided in accordance. Teams will be back in the hotels before 19.30hrs.

#### Victory ceremony

Victory ceremonies will be held in front of the grandstand near the finish line (32), immediately after each A-Final.

#### Fan Zone Celebration

Celebrate Rowing! Is the slogan of this event when, after the last final of each day, all medal winners of that day are invited in the Fan Zone to come on stage and celebrate their medals surrounded by rowing fans. The organising committee and FISA have decided to give the medal winners - the true heroes of our sport - an extra celebration moment together with their fans. This is not an official ceremony and is completely voluntary. But it will be fun!

We need your help to prepare everything.

Each finals day a short time schedule will be given to the Team Managers to check with the crews, in advance, to see which crews (if they do get one of the top three places) would like to come to the

Fan Zone after their races. And if they are interested, what languages they speak in case the presenter wants to ask a question. That way we will know whether we need translators.

Needless to say, all other team members are welcome in the Fan Zone during this celebration to cheer as well.

During the finals days, the medal winners will receive an invitation in the holding area with a time stamped on it. This is the time when those who like to celebrate in the Fan Zone will be met at the athlete area near the boathouse. Team managers will be informed about the pickup time as well.

Thanks in advance for your support.

#### Closing ceremony

The closing ceremony will be held in front of the grandstand near the finish line, after the last race of the tournament, 31st August at approximately 14:45hrs.

#### Farewell celebration

The farewell celebration will be in the Fan Zone 20 at the venue on 31 August, starting from 16.00hrs.

#### Nations Dinner

The Nations Dinner will be held on August 30th at 19:30hrs, at the Scheepvaartmuseum in Amsterdam, Kattenburgerplein 1. Transportation will be provided from the venue and hotels. Each National Federation will receive two complimentary tickets that can be collected from the Team Information Centre (1). Additional

tickets can be bought in the Team Information Centre for €200, including transportation.

#### **FISA Congress**

The FISA Congress will be held on September 1st from 09:00 until 17:00hrs at Novotel, Europaboulevard 10. Registration will start from 08:00hrs.

 $\label{thm:continuous} Transportation \ will be provided upon request via the transportation request form.$ 



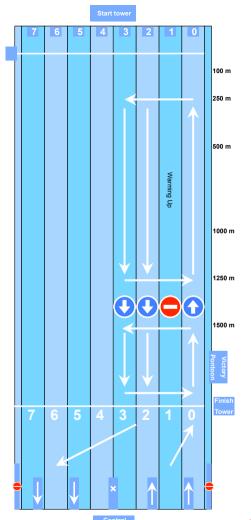
#### Appendix A:

## **Traffic rules**

In the following pages you'll find the most used traffic rules. It is possible that other scenarios are necessary. These will be explained during team managers meetings en drawings will be visible in the boat area.

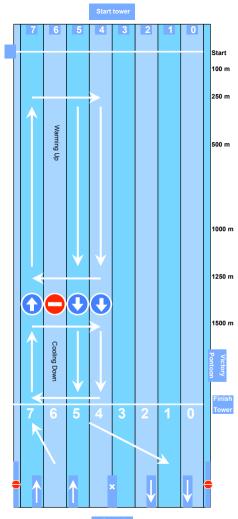


Traffic rules racing lanes 2-7

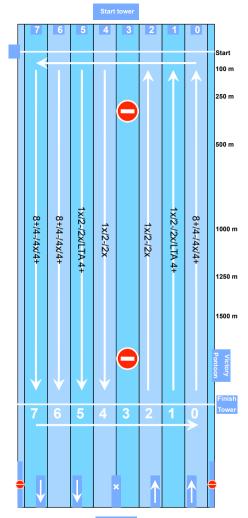


40 Commission

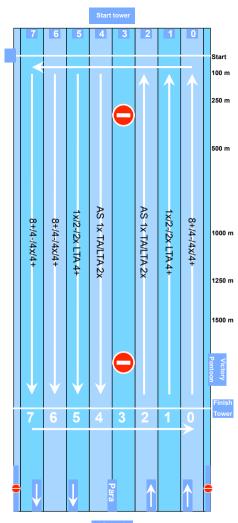
# Traffic rules racing lanes 0-5



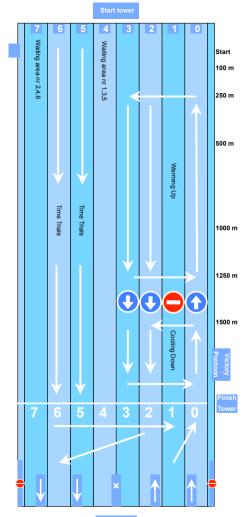
## Traffic rules training



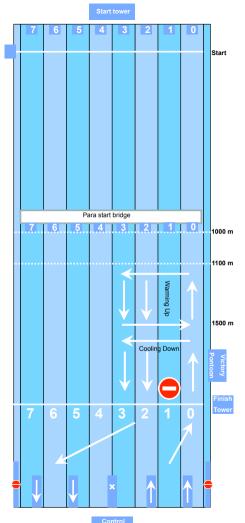
Traffic rules training shared with Para-rowing



Traffic rules time trials in two lanes



# Traffic rules racing Para-rowing





#### Appendix B:

## The venue

- (1) Team Information Centre
- (2) Accreditation office
- (3) FISA office
- (4) Team Managers meeting room
- (5) Athlete weighing
- 6 Boat weighing
- (7) Classification para-rowers
- 8 Boat racks (2x)
- (9) Boat builders
- 10 Boat washing
- ①1 Warm-up area
- (2x) Changing rooms (2x)
- (13) Athlete restaurant
- (14) Sanitary facilities for para-rowers (2x)
- (15) Athlete rest area
- 16) Team tents
- (17) Bag storage
- (18) Cycling during training
- (19) Cycling during racing
- 20) Aegon Fan Zone
- 21) Public grandstand
- (22) Medical centre
- 23 Doping control
- (24) Massage facility

- (25) Transportation office
- 26) Trailer parking area
- (27) Media centre
- 28) Media grandstand
- (29) Presidents grandstand
- 30) FISA Family Grandstand
- 31) VIP Lounge
- 32 Victory ceremony (pontoon)
- 33 Mixed zone
- 34) Picnic area

