

world rowing[®] cup



Team Managers Manual

2023 World Rowing Cup I
Zagreb, Croatia
5 - 7 May, 2023

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Address and telephone

Address	Croatian Rowing Federation Trg Krešimira Čosića 11, 10 000 Zagreb, Croatia
Phone	+385 1 30 12 350
E-mail	info@zagrebrowing.com
Website	http://www.zagrebrowing.com/

Organising committee

OPERATIONAL ORGANISING COMMITTEE

President	Branimir Bašić
General Manager	Goran Fruk
Deputy General Manager	Zoran Emeršić
Competition Manager	Slavko Mezdijć
Regatta Course	Josip Kostelić
Safeguarding Officer	Mirna Rajle Brodanac
Secretariat & Administration	Zdravko Gajšak
Info Centre	Gordana Šeler
Accommodation & Catering	Ida Gajšak
Marketing	Marina Mihelić
Transportation	Maro Šikić
IT	Marin Furčić
Legal & Finances	Sandra Ježić
Protocol & Ceremonies	Davor Habljak
Volunteers	Miće Mikulić
Press Center	Ivan Jelkić
Medical Center	Marko Kušurin, MD
National Technical Officials & Marshalls	Kristina Džin
Rescue service	Krunoslav Špajdl
Security	Ivan Bralić

WORLD ROWING / EXECUTIVE COMMITTEE

President	Jean-Christophe Rolland
Vice President	Tricia Smith
Executive Director	Vincent Gaillard
Treasurer	Gerritjan Eggenkamp
Council Representative	Patrick Rombaut
Council Representative	Rosie Mayglothling
Council Representative	Eva Szanto
Athletes Commission	Frida Svensson

EVENT OPERATIONS

Technical Delegate	Matt Draper
World Rowing Doctor	Petra Zupet
Event Manager	Christine Jacobsen
President of the Jury	Đuro Ljubić
Fairness Committee	Henk-Jan Zwolle
	Peter Cookson
	Chris Perry

Important telephone numbers

Emergency services	112
Police	192
Fire Department	193
Ambulance	194
Info centre	team.info@zagrebrowing.com

During the regatta, please feel free to contact regatta information office for any additional information.

Safeguarding

All rowers, entourage, coaches, volunteers and staff have a right to participate and work in a non-violent, safe and respectful environment. Behaviour and actions that constitute harassment and abuse shall not be tolerated. If you have concerns regarding harassment and abuse whilst you are at this World Rowing event, please contact the OC Event Safeguarding Officer – Mirna Rajle Brodjanac - or World Rowing Safeguarding Officer - Peter Cookson at the World Rowing office, or email safeguarding@worldrowing.com or call phone number: +385 99 805 10 68.

Team Managers information

Info centre

Info centre is located at boathouse area and will be open during Venue opening hours.

Mail boxes will be at Info centre and will be used only for necessary things. All teams are strongly encouraged to seek all information online on website (www.zagrebrowing.com) or by email (team.info@zagrebrowing.com).

Accreditation

Accreditation centre is located on the first floor of the Grandstand (Otok Univerzijade - Island of Universiade). Please see map.

All Team managers have been provided with a link and password to upload their accreditation information onto the OC portal.

The opening time of the Accreditation Centre is:

Wednesday (3rd May)

08:00 - 19:00

Thursday (4th May) to Saturday (6th May)

07:00 - 19:00

Sunday (7th May)

7:00 - 14:00

To enter the Venue, all participants are obliged to have Accreditation cards that will be delivered to the Team Managers upon arrival to the Venue. Team Managers needs to go to the Accreditation Centre (see map) upon arrival.

Official opening of the Regatta Venue is on Wednesday, 3rd May, 08:00 hrs

Venue opening hours

TRAINING DAYS

Wednesday, 3rd May
8:00 – 19:00

Thursday, 4th May
7:00 – 19:00

RACING DAYS

Friday, 5th May
7:00 – 19:00

Saturday, 6th May
7:00 – 19:00

Sunday, 7th May
7:00 – 15:00

Course opening hours

TRAINING DAYS

Wednesday, 3rd May
8:30 – 18:30

Thursday, 4th May
7:30 – 18:30

RACING DAYS

From 07:30 hrs until 15 minutes prior to the start of the first race and 15 minutes after the last race until 18:30

Note:

Training times are subject to change based on entry numbers.

Provisional regatta programme can be found online at:
<https://worldrowing.com/event/2023-world-rowing-cup-i>

Please note: the racing programme will be confirmed after the entries are final and the draw.

Team Managers Meeting and the Draw

The Team Managers Meeting and the Draw will take place on Thursday, 4th May in Team managers meeting room on the ground floor at the back side of Grandstands at 15:00.

Training and Competition

Traffic Rules – Training

The traffic rules for training will apply at all times when the Course is open for training. Be aware that on racing days all crews must leave the course 15 minutes before the first race start (see map).

Traffic Rules – Racing

The traffic rules for racing will apply from 15 minutes before the start of the first race, until 15 minutes after the finish of the last race (see map).

Control Commission

Located next to the „outgoing“ pontoons (see map). The Control Commission will be in operation during all the times the course is officially open.

Crew Changes

Upon arrival, Team Managers are requested to check their crew entries at the Registration and Accreditation centre. In case of any changes in the crew's composition, seating order or spelling of the names, they must complete the Crew Change Form and submit to Monika Briedyte at the World Rowing registration desk at the regatta venue. For medical substitutions and withdrawals after the draw, please see the World Rowing Doctor at the World Rowing office followed by submission of the crew change form.

Crew photos

Team Managers will be notified of the athletes that have not yet had their photographs taken for the World Rowing athletes database. These athletes should report to the accreditation centre and have their photographs taken and passports scanned prior to issuing accreditation?

Bow Numbers

The bow numbers will be distributed to the crews on the outgoing pontoon and collected at the incoming pontoon by OC volunteers

Country Code Stickers

For safety reasons crews will be required to have their country code stickers on the boats before being allowed onto the water, both for training and racing. OC volunteers or NTOs will assist the crews to fix the stickers on the boats. Please plan for sufficient time for the fixing of the stickers before the first training session.

Blades Identification

As described in the WR Rules, from the time that the venue is officially open for training, National Federations are required to ensure that all blades be painted in NF colours - before going on the water. NTO's from the OC will enforce this guideline.

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 and by Swiss Timing technicians from Wednesday, 3rd May in the Boat Weighing area (see map). Please ensure they are in place before the first day of racing.

Advertising

Please check the WR Rules of Racing and related Bye-Laws to ensure that all racing equipment complies with the advertising rules.

Boat weighing

The boat weighing is located in the outside boathouse structure (see map). Test scales will be available on Wednesday (3rd May) and Thursday (4th May) and will be open at all times that the venue is open.

Athletes Weighing

Athletes (including coxswains) weighing will take place in the Boathouse (see map) and according to the WR rules. A test scale is available during the official opening hours of the Venue. Athletes needs to present their accreditation at the official weigh-in.

Weather updates

During the regatta, an on-site meteorologist will monitor weather conditions and provide weather forecasts. These forecasts will be made available via publication boards that are found at the Info Centre and the Control Commission hut (see map).

Boat Storage

The Organising Committee will provide boat racks in the boat storage area. The racks will be labelled according to boat category (1x, 2x/2-, 4x/4-, 4+, 8+), and will be assigned to specific crews. The Organizing Committee will not be held responsible for any damage or losses. Teams are responsible for ensuring that boats are securely tied down at all times.

Boat repair

Boat builders and boat repair workshops will be located near to the Info Centre.

Launch Pontoons

Teams must use the 'out-going' and 'in-coming' pontoons as shown on the traffic circulation maps (see maps). No plastic bottles are to be left on the pontoons after training or racing. Coaches are required to remove athlete's shoes away from the outgoing and incoming pontoons – and onto the grassed areas for safety reasons.

Boat washing

The boat washing area is in front of the boathouse. No chemical detergents or other sources of environmental pollutants should be used for boat washing.

Team Tents

Due to limited space at the Venue, the area available for team tents is restricted. Team tents may only be set-up in the designated area as indicated on the map. Any request from the Organising Committee to relocate team tents must be respected. All teams please ensure that a minimum of 2 meters space between tents is maintained.

Warming-up area

Warming-up area is provided on the Island of Universiade (Otok Univerzijade) and Island Tresnjevka (Otok Trešnjevka) near boathouse area. Ergometers and bikes are located in the outside boathouse structures (see map). Please clean and disinfect ergometers and bikes before and after use.

Changing Rooms, Showers and Toilets

There are changing rooms, showers and toilets located at various points in the boat park (see map). These facilities will be cleaned regularly.

Massage

Massage area is located in Ground floor of Boat house (see map). The OC does not provide physiotherapist or massage services. Please clean and disinfect massage area before and after use.

Coaches Viewing

Coaches can observe training on bikes from the TV Road along the lake on the opposite side of the Finish Tower only. Biking would be allowed to follow races on Friday 5th May. Biking may be allowed on Saturday/Sunday but not confirmed as TV and commentary cars would be using the road. Further details will be given at the Team managers meeting on Thursday 4th May.

During racing, teams will have free access to the grandstands.

Bag Drop

The bag drop facility is located in the Boathouse (see map). The bag drop will be open at the times that the Venue is open. The OC is responsible only for things left in Bag Drop.

Lost and Found

The lost and found facility is located at the OC Secretariat (see map).

Cleanliness on the Site

A number of rubbish bins have been placed on the site and in the boathouse area for the collection of trash. All participants are encouraged to use the recycling bins throughout the Venue.

Cycling

Cycling is permitted on lower road by the lake ONLY during training. During races, cycling on lower road (near course) is PROHIBITED

To participants who disobey this instructions, their accreditation can be revoked and access to the Venue can be banned for them during the Event takes place.

Cycling in Athletes and boats area is prohibited! In these areas, please push your bike by your side.

Medical Centre

The Medical Centre is located in the Boathouse area (see map). The Centre will be open at all times that the Venue is open.

Doping Control

Doping Control Centre is located on the First floor of Boathouse (see map). For all information on the Doping Control procedures, please refer to the WR Rule Book. The latest WADA list of prohibited substances can be found on www.wada-ama.org

First Aid Service, Ambulance and Local Hospital

An ambulance will be located next to the Medical Centre at all times that the Venue is open. During racing an additional ambulance will be located near the Victory Ceremony area.

The official hospital for all 2023 World Rowing Cup I participants is the Clinical Hospital Centre Zagreb (KBC Zagreb), Kišpatićeva ulica 12, 10 000 Zagreb, located 20 minutes from the Regatta Venue.

Medical assistance telephone contact number (24 hours) phone is: 194

Transport Office

The Transport Office is located at Info Centre (see map). The Transport Office will be open during the opening hours of the Venue. Transport coordinators will also be stationed at the Hotels prior to the first departure each day.

Transfers – Marko Šikić (+385 99 228 2654)

Any other transport – Ida Gajšak (+385 98 877 506)

All transport inquiries can be sent to Info Centre by Team Manager. Team Managers are encouraged to use accommodation email address for any inquiries regarding transport: accommodation@zagrebrowing.com. Transport Shuttle time table would be published on <https://www.zagrebrowing.com/>

Transport to and from the Airport

Transport will be provided from the airport to the hotels or Venue for those teams who provide arrival/departure details at least 24 hours in advance. Teams should inform Transport Office of any oversized baggage (eg. oars).

There will be volunteers at the airport, at arrivals gate, holding the sign I World cup Zagreb, Croatia. Volunteers will escort teams to the official shuttles.

Hotel Bus Shuttle – Teams

Official shuttle transport will operate from 03.05.2023. till 07.05.2023..

On Wednesday from 7:30 till 19:00.

From Thursday till Saturday from 6:30 till 19:00

On Sunday from 6:30 till 15:00

Transport before/after this days will be available upon request.

Shuttle bus schedule is available on this link: <https://www.zagrebrowing.com/teams/transport/>

Team Parking Arrangements

There is a limited parking at the Venue. Team Managers will receive a parking pass at the OC Accreditation Centre (see map) for a team vehicle, that is bringing the equipment, to enter the park area at Jarun lake. Vehicles with equipment are permitted to drive to boathouse area to unload equipment and then return to team vehicle parking.

The parking for Team with parking pass (provided at Accreditation) is located near Boat house area (see map).

Boat Trailers

Trailers are allowed to go to boathouse area to unload boats and equipment. Trailers need to be parked at designated space for trailers near the fence in Boat house area. The Venue Manager will coordinate the positioning of the trailers. All boats must be removed from the boathouse area by 20:00 hrs on Sunday, 7th May.

Team Cars / Buses

Team buses, cars and technical vehicles without an access pass will not be allowed to enter the Venue.

An accommodation info desk will be open in the Accreditation Office at the Regatta Venue.

Addresses of the official hotels:

HOTEL INTERNATIONAL

Miramarska Cesta 24, 10000 Zagreb, Croatia
Phone: +385 52 808 800

HOTEL NOVI ZAGREB

Ive Robića 2, 10000 Zagreb, Croatia
Phone: +385 99 493 0611

HOTEL ZONAR

Trg Krešimira Čosića 9, 10000 Zagreb, Croatia
Phone: +385 52 808 400

HOTEL ANTUNOVIĆ

Zagrebačka avenija 100, 10000, Zagreb, Croatia
Phone: +385 1 2041 200

Extra charges:

Additional meals which are not previously included in the rooming list reservation; phone calls; mini-bars; laundry service.

Please refer to the contract with your OC hotel for further clarification.

There are food services at the Venue where drinks and food can be purchased.

Breakfast and dinner will be served at the hotel. Lunch will be served at the hotel or at the venue depending on the details that Team manager provides to OC. Any changes should be made 24hrs before to accommodation@zagrebrowing.com.

Last minute meal requests will not be accepted. Entering to Food service area is controlled by tickets. Pre-ordered lunch tickets can be picked up at Registration desk.

Additional lunches at the venue can be purchased for 25 € per lunch, per person, 24 hours in advance at Info centre in Athletes and boats area.

Lunch area at Venue is located near Boat house (see map).

Meal hours

BREAKFAST

06:00 – 09:00 hrs (at the hotels)

LUNCH

11:30 – 14:30 hrs (at the hotels)

11:30-14:30 hrs (at the venue)

DINNER

18:30 – 21:00 hrs (at the hotels)

Tap water in Zagreb is drinkable. The OC is encouraging all participants to use reusable water bottles and these can refill these at several water taps at the venue.

Internet

Free Wi-Fi is available for all teams in the boat park and the athlete rest areas. Login details will be provided in the Info Centre and will be displayed on the info boards.

Grandstands

Teams will have free access to the designated grandstands during racing.

The grandstand for spectators: Grandstand on the both sides of the finish. Grandstands for spectators are free of charge. No tickets will be issued.

All spectators are encouraged to act in sports manner and to cheer for teams without any kind of abuse (including verbal, physical or emotional).

Nations Dinner

The Nations Dinner will be held on Saturday at 19:00 at venue above the Boat house. Each team will get invitation for two persons. Dress code is smart casual.

Official transport from Hotel to venue and back will be provided. Transport is needed to book at Info Centre.

The Media Centre is located in tent near Finish Tower (see map). The media grandstand seats are located in the grandstands near to the Finish Tower.

Local press office: Ivan Jelkić

E-mail: press@zagrebrowing.com

Media Accreditation

International and local media should seek accreditation through **World Rowing Media Accreditation**.

All media can pick up their accreditation in the Media centre. At the entrance of the Regatta Centre will be a list of accredited press.

Athletes are encouraged to speak to the press when asked.

Medical Insurance

All participants should have adequate medical insurance to cover their medical expenses, while they are in Croatia.

2023 World Rowing Cup I

Zagreb, Croatia

5 - 7 May, 2023

Team Managers Manual



- | | | |
|--|------------------------------------|---------------------------------------|
| 1 Athlete weighing (GROUND FLOOR) | 14 Meals | 27 Bus station / turnover |
| 2 Massage (GROUND FLOOR) | 15 Health service | 28 VIP parking |
| 3 Baggage room (GROUND FLOOR) | 16 Control Commission | 29 TV OB van / SNG |
| 4 Antidoping testing (FIRST FLOOR) | 17 Info Center | 30 Health service |
| 5 | 18 New Wave | 31 Mix zone |
| 6 World Rowing Offices (FIRST FLOOR) | 19 Boat service | 32 Medal ceremony waiting area |
| 7 OC offices (FIRST FLOOR) | 20 Boat service | 33 Media Center |
| 8 Health service - ordination (GROUND FLOOR) | 21 Service and Equipment Providers | 34 Accreditation Center (FIRST FLOOR) |
| 9 Men Changing room (GROUND FLOOR) | 22 Trailer parking | 35 Meeting room (GROUND FLOOR) |
| 10 Women Changing room (GROUND FLOOR) | 23 Boat racks | 36 Main Grandstands |
| 11 Boat weighing | 24 Team tent | 37 Small Grandstands |
| 12 Warm Up area - bikes | 25 OC / Official cars parking | 38 Commentary positions |
| 13 Warm Up area - ergometer | 26 Team parking | |



TRAFFIC RULES TRAINING

R Rescue Boat
M/R Rescue / Marshall Boat
M Marshal Boat
M/NTO Marshal / National Technical Official





TRAFFIC RULES RACING

Time Trials Formats

TIME TRIALS MAY BE APPLIED IN CASE
OF BAD WEATHER.

MORE INFORMATION WILL BE SHARED
IN THE TEAM MANAGERS WHATSAPP
GROUP.

R Rescue Boat
M/R Rescue / Marshall Boat
M Marshal Boat
M/NTO Marshal / National Technical Official
U Umpire
AS Assistant Starter





TRAFFIC RULES RACING

R Rescue Boat
M/R Rescue / Marshall Boat
M Marshal Boat
M/NTO Marshal / National Technical Official



world rowing[®] cup



GRAD
ZAGREB



REPUBLIKA HRVATSKA
Ministarstvo
turizma i sporta



Zagreb
CROATIA

CROATIA
Full of life



JANAF

JutarnjiLIST



ROTUS Novosel
official TOYOTA partner

