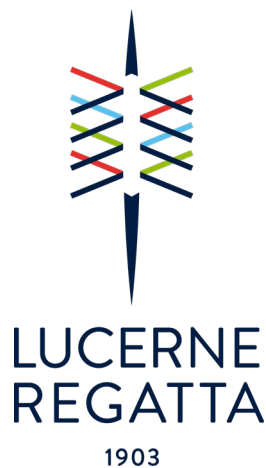


Team Manager Manual

Final Olympic Qualification Regatta
15 – 17 May 2021
World Rowing Cup II Lucerne
21 – 23 May 2021



Lucerne, Switzerland
21-23 May, 2021

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1 Key Personnel

LUCERNE REGATTA Association
CH-6000 Luzern
Switzerland

E-Mail: info@lucerneregatta.com
 Telephone: +41 41 210 43 33
 Telephone: +41 41 420 17 61 (on site)
 Website: www.lucerneregatta.com

1.1 Key Personnel of the Organising Committee

- Andreas Bucher President
- Germaine Bauer Competition
- Heinz Schaller Venue and logistics
- Alain Frank Catering and Events
- Mic Zemp Marketing
- Jörg Baumann Sponsoring
- Annemarie Luethy Volunteers
- Dr. Sigi Reichenbach Regatta Doctor
- Dr. Daniel Wegmann Regatta Doctor
- Marcel Hodel Security and Covid-19 Officer
- Ueli Baertschi Deputy Security Officer
- Francesca Berlini Media Center Manager

1.2 Key Personnel of World Rowing

- Jean-Christophe Rolland President
- Tricia Smith Vice-President
- Gerritjan Eggenkamp Treasurer
- Matt Smith Executive Director
- Rosie Mayglothling Executive Committee Member
- Patrick Rombaut Executive Committee Member
- Eva Szanto Executive Committee Member
- Frida Svensson Executive Committee Member
- Joost De Geus Technical Delegate
- Dr Jo Hannafin World Rowing Doctor FOQR
- Dr Henning Bay World Rowing Doctor WRC II
- Gaby Isenschimid President of the Jury FOQR
- Régis Joly President of the Jury WRC II

2 General Information

2.1 SARS CoV-2

According to the Swiss federal Covid 19 ordinance, sporting events without spectators are currently permissible, provided that an effective protection concept is implemented. A separate Protection Concept has been issued and needs to be followed at any times. This Concept forms the basis on which this Team Manager Manual is laid out. Covid 19 measures are stated in detail in the protection plan which must also be read.

2.1.1 General Covid 19 Measures

- Keep social distance of at least 1.5m from all other people at all times
- Avoid travelling to any location other than the hotel and the venue – do not go to shops, restaurants, cafes, bars, etc
- Wear a face mask over mouth and nose at all times, and especially if social distance is not possible
- Thorough hand washing with soap and regular hand disinfection.
- Avoid shaking hands and any contact with other persons
- No sharing of items eg. Personalized drinking bottles
- Prohibition of open food in shared premises

Please see the COVID Protection Concept for more specific details for each area of the event.

2.1.2 Entering the Venue

- There will be a temperature control check of each person entering each accredited zone. No access to the accredited areas shall be permitted for persons registering a temperature of over 37.5° Celsius.
- Any person showing Covid 19 symptoms will not be allowed entry to the venue.
- All team members are required to have a negative PCR test within 72 hours of arriving at the venue for the first time. This is relevant for both events – if a person is participating in both the FOQR and World Rowing Cup II a second negative PCR test will be required before arriving back at the venue for the World Rowing Cup II after the FOQR.

2.1.3 Venue Set Up

- Three zones are formed, Start Zone, Boat Storage Zone and Finish Zone, and there is a consistent separation of people access by zone. Anyone who has access to one zone does not have access to another zone. Teams will have access to the Boat Storage Zone.
- Accredited persons are not allowed to access the area on the side of the lake between the Boat Storage and the Finish Zone.
- The Boat Storage Zone is enlarged to the edge of the lake. Access is only possible for accredited persons after temperature control. The path along the lake between the pontoons and the children's playground will be closed to the public accordingly.
- The Start Zone will be separated from the general public area of the bathing establishment and is only accessible to accredited persons after temperature control.

- In the Finish Zone, access to the finish tower and media is only available to accredited persons after temperature checks have been carried out.
- The athletes' area in the Finish Zone includes the Victory Ceremony Pontoon, the athletes' waiting area, and the athletes' part of the interview area. This area is separated from the media area by a 1.5 m wide security zone. Access to this athletes' zone is only possible for a limited number of specially accredited World Rowing and OC members and volunteers.

2.2 Important Telephone Numbers

Emergency number at the venue	+41 41 420 11 33
Emergency line	112
Police	117
Fire Department	118
Ambulance	144

2.3 Regatta Office and World Rowing Office

Both the regatta office and the World Rowing office are located on the first floor of the rowing center in the boathouse area.

The regatta office can be reached during official opening hours at info@lucernregatta.com or via telephone +41 (41) 420 17 61. Personal contact should be avoided as much as possible:

- Access to the regatta office or the World Rowing Office is only possible in urgent cases and is only possible via registration at the Info Desk in the foyer at the bottom of the stairs.
- Those waiting, must remain in the waiting area near the foyer until they are called through. They must disinfect their hands before going up to the regatta office.
- Crew Change Forms can be submitted electronically via
- registration@worldrowing.com. For medical substitutions and withdrawals – please call the World Rowing Doctor first informing them of your intention. The number for the World Rowing Doctor will be confirmed closer to the event.

2.4 Info Desk / Information

The Info Desk regulates access to the regatta office (registration/waiting room), to the World Rowing office and to the athletes' catering. There won't be any Teams Mail boxes or notice boards.

All information will be communicated paperless whenever possible via the official communication channels such as WhatsApp group, websites: www.worldrowing.com, www.lucerneregatta.com and mobile apps for iOS and Android. The details for joining the Team Manager's WhatsApp group will be available closer to the event.

2.5 Opening Times

The Regatta Office of the Organising Committee is open the following days:

FOQR

Wednesday, 12 May 2021	16.00 – 18.00 hrs
Thursday, 13 May 2021	08:00 – 19:00 hrs
Friday, 14 May 2021	08:00 – 19:00 hrs
Saturday, 15 May 2021	07:00 – 19:30 hrs
Sunday, 16 May 2021	07:00 – 19:30 hrs
Monday, 17 May 2021	07:00 – 15:00 hrs

WRC II

Tuesday, 18 May 2021	16.00 – 18.00 hrs
Wednesday, 19 May 2021	08:00 – 19:00 hrs
Thursday, 20 May 2021	08:00 – 19:00 hrs
Friday, 21 May 2021	07:00 – 19:30 hrs
Saturday, 22 May 2021	07:00 – 19:30 hrs
Sunday, 23 May 2021	07:00 – 16:00 hrs

2.6 Team Managers Meeting

FOQR

The Team Managers Meeting and Draw will take place on **Friday 14 May; 15:00 hrs** virtually. On Saturday 15 May and on Sunday 16 May Team Manager Meetings will be held 60 Minutes after the last racing start virtually. The link will be provided ahead of the meetings.

WRC II

The Team Managers Meeting and Draw will take place on **Thursday 20 May; 15:00 hrs** virtually. There are normally no Team Manager Meetings on racing days. The link will be provided ahead of the meeting. However, Team Managers Meetings may be called if needed and will be held virtually.

2.7 Confirmation of entries

Team Managers are requested to check their entries upon their arrival. If there are changes in the crews or differences in the spelling of the names, Team Managers are requested to complete the World Rowing Crew Change Form and submit all changes immediately to the World Rowing staff either by email to registration@worldrowing.com for FOQR no later than Friday, 14 May; 12:00 hrs and WRC II Thursday, 20 May, 12:00 hrs respectively.

2.8 Venue Opening Times

FOQR

The official opening of the course is on Thursday, 13 May 2021. Training prior to the official venue opening is not possible. The venue opens 15 minutes before the course.

Additionally, there will be an opportunity on Wednesday 12 May from 16.00 – 19.00hrs for crews to bring boats in to the venue and unload boat trailers. Only accredited persons (including trailer drivers) will be able to enter the venue. There will be no training possible on this day.

Thursday, 13 May 2021	08.15 – 19:00 hrs
Friday, 14 May 2021	08:15 – 19:00 hrs
Saturday, 15 May 2021	07:15 – 19:30 hrs
Sunday, 16 May 2021	07:15 – 19:30 hrs
Monday, 17 May 2021	07:15 – 15:30 hrs

On Tuesday 18 May 2021 the course remains closed, the venue is only open from 16.00 – 19.00 for the arrival and unloading of boat trailers. Only accredited persons (incl. Trailer drivers) will be able to enter the venue. There will be no training possible on this day.

WRC II

The official opening of the course is on Wednesday, 19 May 2021. Training prior to the official venue opening is not possible.

Wednesday, 19 May 2021	08.15 – 19:00 hrs
Thursday, 20 May 2021	08:15 – 19:00 hrs
Friday, 21 May 2021	07:15 – 19:30 hrs
Saturday, 22 May 2021	07:15 – 19:30 hrs
Sunday, 23 May 2021	07:15 – 15:30 hrs

Crews must have crossed the finish line the latest 15 minutes before the start of the first race of the day.

After racing has finished, training starts 10 minutes after the last race has been started. Please follow the instructions of the members of Control Commission.

2.9 Competition Schedules FOQR and WRC II

The competition schedules will be available on the World Rowing Website for the latest versions: www.worldrowing.com

2.10 Crew Photos

Team Managers will be notified of the athletes that have not yet had their photographs taken for the World Rowing athlete database. The preferred method for collecting the photographs will be communicated directly by World Rowing.

2.11 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 in the boat weighing hangar by a team of OC volunteers and by Swiss Timing technicians from Friday 14 May 2021 for FOQR and Thursday 20 May for WRC II. It is the responsibility of the crews to ensure that the 'base plate' is on the boat before the first round of racing.

2.12 Bow numbers

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

2.13 Boat weighing

Boat weighing takes place in the first hangar of the boathouse building. Test scales will be available 24hrs prior to the start of the first race, for FOQR from Friday, 14 May; 09:00 hrs for WRC II from Thursday 20 May, 09:00 hrs, and will be open during the official venue opening times. During racing, test weighing of boats is allowed but the weighing of boats for competition is prioritized. Only one crew at a time is allowed.

2.14 Athlete weighing

Athlete weighing takes place on the ground floor of the boat house building. Test scales will be available 24hrs prior to the start of the first race, for FOQR from Friday 14 May 2021; 09:00 hrs, for WRC II from Thursday 20 May 2021, 09:00 hrs and will be open during the official venue opening times. Only one crew at a time can enter the weighing area for the weighing process.

3 Team Facilities and Services

3.1 Boat Storage

The boat racks are located on the grass field in front of boathouse building. The space on the boat racks will be allocated by the OC for both events separately. Boats and oars only used for FOQR will have to be removed until Monday 17 May 2021 18.00 hrs. Boats only used for WRC II can not be placed before Tuesday 18 May 2021 16.00 hrs.

It is the responsibility of the teams to ensure that all boats are safely tied down to the boat racks and that all oars/material is properly stored in no risk to be damaged due to adverse weather conditions.

3.2 Pontoons

There are two (2) outgoing and two (2) incoming pontoons. Please ensure that they are used as signed. Material containers will be provided on the outgoing pontoons to that athletes can deposit their personal belongings and these can be transported to the incoming pontoons. No loose items may be deposited on the pontoons.

3.3 Boat repair

The boat builders will be located on the grass field in front of the boathouse building.

3.4 Ergometers

Ergometers for training, warming-up and cooling-down will be located in a ergometer tent next to the boathouse. Please clean the ergometers after each workout and follow the COVID-19 protection plan.

3.5 Bag drop-off

The athlete's bag drop-off is located on the ground floor of the boathouse building. The bag drop-off will be open during the official opening times of the venue. The Organising Committee will not accept any liability for lost or stolen belongings. Disinfection of hands must be carried out before and after handing over luggage.

3.6 Changing rooms, showers and toilets

Teams are requested to change clothes and/or shower in their accommodation. In exceptional cases and upon request, the showers on the event site may be used, for example if departing immediately from the venue to the airport. The request needs to be placed with the regatta office by email info@lucerneregatta.com

Toilets are available in the boathouse building and in a toilet trailer on the grass area near the team tent area.

3.7 Rest area

The rest area zones for athletes are located on the ground floor of the boathouse building.

3.8 Team tents

To ensure compliance with COVID regulations, team tents will be set up and provided by the OC. Teams are not allowed to bring and set up their own tents. Teams had been able to order tents by 15 April 2021. The tents will be allocated by the OC and assigned separately to the Teams.

Small teams (up to 3 persons) are able to apply for a space in the athlete's rest area via email info@lucerneregatta.com until 30 April 2021.

3.9 Ice Baths / Massage tables

To ensure social distancing no ice baths/pools are allowed at the venue.

Massage tables are offered by the OC for use in the team massage area at the boathouse. It is the responsibility of the teams to ensure that all surfaces in the team massage area are disinfected after they are used.

3.10 Coaches viewing

Coaches can view races on the bank at the coaches corners in the boating area. Access to the finish area is not allowed.

3.11 Athlete Water Distribution

As it is not possible for coaches or other team members to be at the Finish Area to distribute water to crews after they finish racing, the organizer will make available water in single use bottles that crews can collect from the Victory Ceremony Pontoon after their race before they move in to the cool-down traffic pattern. This does not apply to A-Finals when only medal winning crews will be invited to the Victory Ceremony pontoon.

3.12 Cycling

No cycling is allowed in the whole venue on either side of the course. Cycling on the grass field or in the boat park area is strictly forbidden. Do not bring any bikes into the team tent area, the team rest area and leave them outside the venue.

3.13 Internet

There will be WiFi available in the boating area. More information can be collected from the Regatta Office in the boating area.

WIFI Login information

network: Lucerne Regatta
password: abcd4545ef

4 Medical Facilities and Services

Medical facilities and services are provided during the opening times of the venue. A medical center with first aid included will also be located in the finish area behind the finish tower during racing.

4.1 First aid and medical centres

A first aid service will be situated in the Medical Centre in the rescue headquarters on the ground floor of the rowing center.

During racing, first aid points will be situated at the motorboat center (at the 1000m mark), in the Medical Centre on the ground floor of the rowing center and in the finish area medical centre in the medical container behind the finish tower.

4.2 Local Hospitals

The regatta hospitals are the „Kantonsspital Luzern“ (three minutes from the regatta venue) or the private hospital Hirslanden Klinik St. Anna (ten minutes from the regatta venue).

Medical assistance (24 hours)	phone	+41 41 420 11 33
Kantonsspital Luzern Spitalstrasse 6004 Luzern	phone	+41 41 205 11 11
Hirslanden Klinik St. Anna St. Anna-Strasse 32 6006 Luzern	phone	+41 41 208 32 32

Please note that all expenses for any medical treatment in Switzerland are the responsibility of the patient. Payments with credit cards will be accepted. All national federations are responsible for adequate insurance of their team members according to World Rowing Rule 15 (World Rowing Rules of Racing).

4.3 Antidoping Control

The doping control centre is located in the boathouse building (ground floor, next to Medical Centre). For all information on the Doping Control procedures, Therapeutic Use Exemptions etc., please refer to the World Rowing Rule Book or consult the World Rowing representatives in the World Rowing Office. Further information is available on the website www.worldrowing.com

4.4 Covid 19 Testing Facility

A testing facility will be set up at the venue outside of the accredited Boat storage zone for teams to book PCR tests for their return travel after the event. More information and booking details are available at www.worldrowing.com.

5 Transport and Parking

5.1 Transport Office

In principle, there will be no transport service provided. All teams are requested to book accommodation in the city area. You will receive a guest card from the hotel, which allows you to use the public bus free of charge. These bus rides usually take 5 - 10 minutes.

If a team nevertheless wishes to have its own means of transport, the OC will assist them in organising the transport, provided the need is notified to the OC before 1 May 2021. These transports are subject to a fee. Please contact info@lucerneregatta.com for this purpose.

5.2 Parking

There is no parking possibility directly at the venue. Team Parking will be in the Schachenstrasse (Ebikon). Team Managers will receive a limited number of parking passes for this parking lot. Please order them by email to info@lucerneregatta.com until 30 April 2021. Parking for delegates and other officials will be the „Kantonsspital“ parking or in the public parkings around.

5.2.1 Trailer parking

Boat trailers must be parked in Ebikon „Do-it-yourself-Parking“. Maps are attached. Boattrailers must be unloaded as soon as they arrive and the boats have to be placed on the boat racks as allocated by the OC. Please be aware that trailers drivers have to be accredited before entering the boathouse area.

5.2.2 Team vehicles

Parking space at the Rotsee is very limited. It is recommended to use the public transportation system whenever possible. The staff in the regatta office can help to find a professional travel company if you need regular transport or airport transfers for your teams. The cost will be at the expense of the National Federation booking this service.

The parking area for team cars and team buses is located in the „Schachenstrasse“ in Ebikon. Team Managers may obtain parking permits from the regatta office. Bus drivers must drop off their team members at the former bus station „Rotseestrasse“ and must park their vehicles in the „Schachenstrasse“ in Ebikon.

It is forbidden to park outside the designated parking areas. Police will remove cars and/or team buses that do not respect this. Please be aware that police will be very strict on illegal parking. Heavy fines and inconveniences will be the consequence of illegal parking. Please do not use private parking spaces (yellow line markers).

6 Accommodation and Catering

6.1 Accommodation

6.1.1 Team Accommodation

Teams normally book their own accommodation in Lucerne directly with the hotels. If you need additional rooms or would like to profit from the services of our accommodation partner, then please contact the following company:

Bucher Travel
 Ms Lena Huerlimann
 Pilatusstrasse 27
 CH-6036 Dierikon-Lucerne
 Switzerland
 Tel.: +41 41 418 55 44
 Fax: +41 41 418 55 00
 E-Mail: booking@buchertravel.ch
www.buchertravel.ch
 Please mention „World Rowing Cup Lucerne“ while booking.

6.1.2 Low Cost accommodation

A limited number of rooms and beds for low cost accommodation were made available from the Organising Committee until 8 April 2021.

6.2 Catering at the course

6.2.1 Athlete Catering

Due to Covid 19 measurements, we highly recommend to organize all meals (incl. lunch) with your hotel (accommodation).

We will only offer a limited selection of food in pre-packed packages at the venue for the special price of 18 CHF per meal. The meal details will follow closer to the event but will consist of a healthy, athlete friendly selections.

Please use the booking forms provided on the website www.lucerneregatta.com (Teams) and send it by e-mail to info@lucerneregatta.com

Orders for these meals must be made:

- before 30 April 2021 for the Final Olympic Qualification Regatta and
- before 7 May 2021 for the World Rowing Cup II

6.2.2 Opening Times of the athlete catering area

Due to Covid 19 restrictions and depending of the number of meals, you might be allocated one of three time slots for your lunch meal (11.30 – 12.15 – 13.00). We will contact Teams closer to the event to get their time slot preference

6.2.3 Other Catering

There are no public catering facilities at the venue

7 Accreditation, Tickets, Ceremonies and Social Events

A separate accreditation is needed for every person attending one or both events. Accreditation will be separate for the two events – if a person is participating in both events they will be required to collect new accreditation prior to the World Rowing Cup.

The accreditation office will be set up outside of the boat storage area, outside the event area in a tent. All persons entering Switzerland need to fill in the "Entering Switzerland" form and the pre-event health declaration ([www.lucerneregatta.com/Teams/SARS Cov 2](http://www.lucerneregatta.com/Teams/SARS%20Cov%202)), and present the forms together with a negative PCR-Test not older than 72 hrs printed to paper to collect accreditation in the accreditation tent. Teams who have stayed in Switzerland for Training before the Events need also to apply for a new test (Host clubs should be able to help with Test center details). Persons participating in both events need to present a negative PCR-Test between the two events to collect the accreditation for the World Rowing Cup.

7.1 Team Accreditation

Accreditation needs to be made through the World Rowing platform. Each member of the team needs to fill in the the pre-event health declaration and needs to present a negative PCR-Test which is not older than 72 hrs to collect accreditation. As the risk country definition may change instantly, the completed 'Entering Switzerland' form should also be presented at the accreditation centre by each team member. The Team Manager / Teams Covid officers needs to collect all accreditation cards by presenting the forms together with the PCR-tests in paper and in alphabetical order (last name) at the accreditation centre. Please be aware that there will be no access to the venue for boat transports unless the driver and accompanying staff have been properly accredited.

7.2 Media Accreditation

Journalists and photographers must undergo separate accreditation for attending one or both events. Such accreditation can be requested online on the World Rowing Website: <http://www.worldrowing.com/mediacenter/>. Accreditation needs to be collected at the accreditation center. Each journalist or photographer needs to fill in the entering Switzerland form, the pre-event health declaration and needs to present a negative PCR-Test which is not older than 72 hrs. All forms need to be in paper.

The Media Centre is located in the Media Grandstand in the Finish area.

7.3 Grandstand

No spectators are allowed at both events. No access to a grandstand will be granted. Accredited team members are not allowed to use the path along the lake to the finish area and are not allowed in the finish area.

7.4 Victory Ceremonies

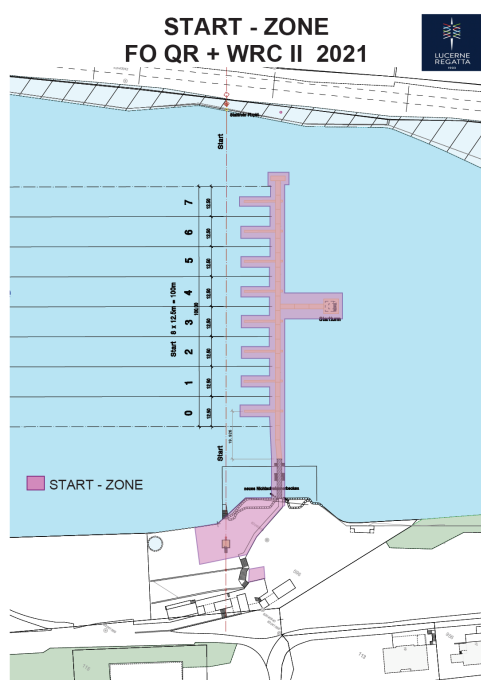
The Victory Ceremonies will take place on the Victory Ceremony pontoon in the finish area in front of the grandstand tent. Victory Ceremonies will be held after each A-Final for both the FOQR and World Rowing Cup. The medal presentation will be contactless. Medal tables will be prepared on the pontoons.

7.5 Nations Dinner and other functions

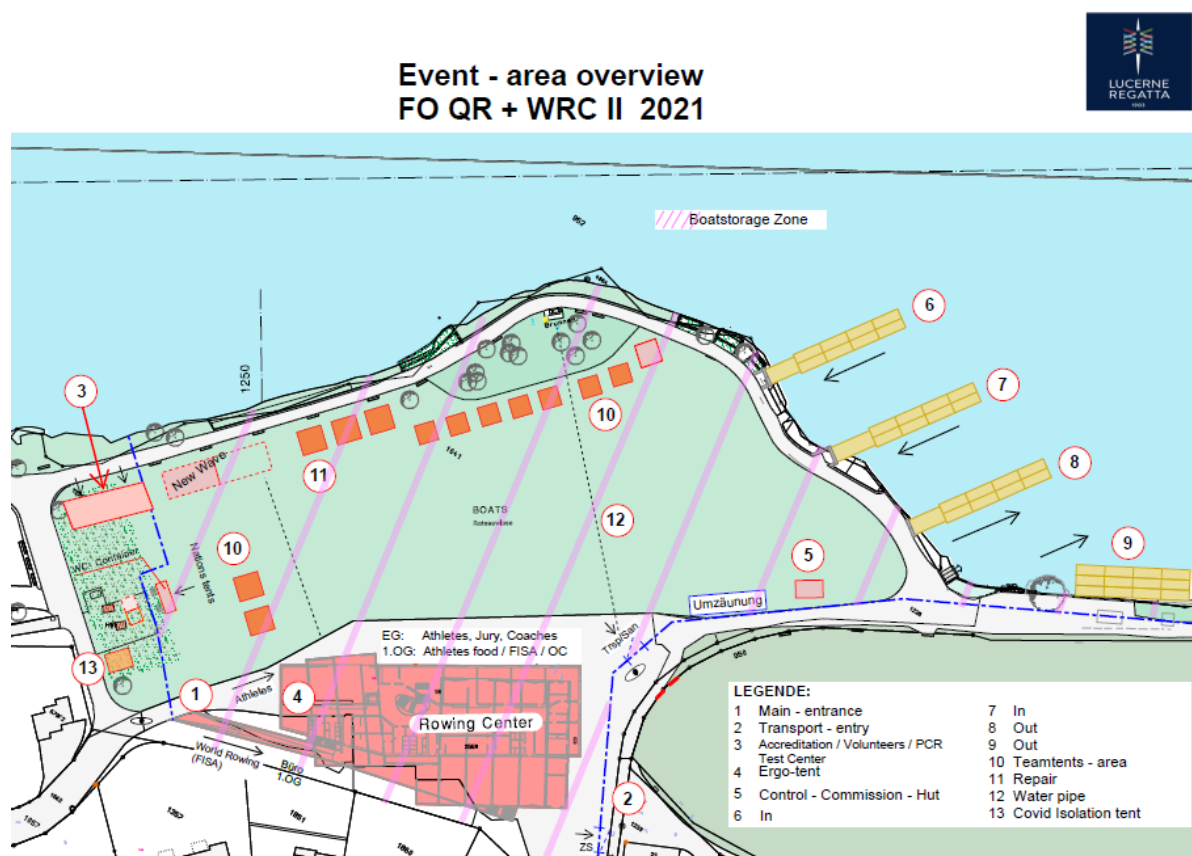
To eliminate all issues of social distancing and transmission at a non-necessary event, no social function or ceremony such as the Nations Dinner or Jury Outing shall be held.

8 Venue maps

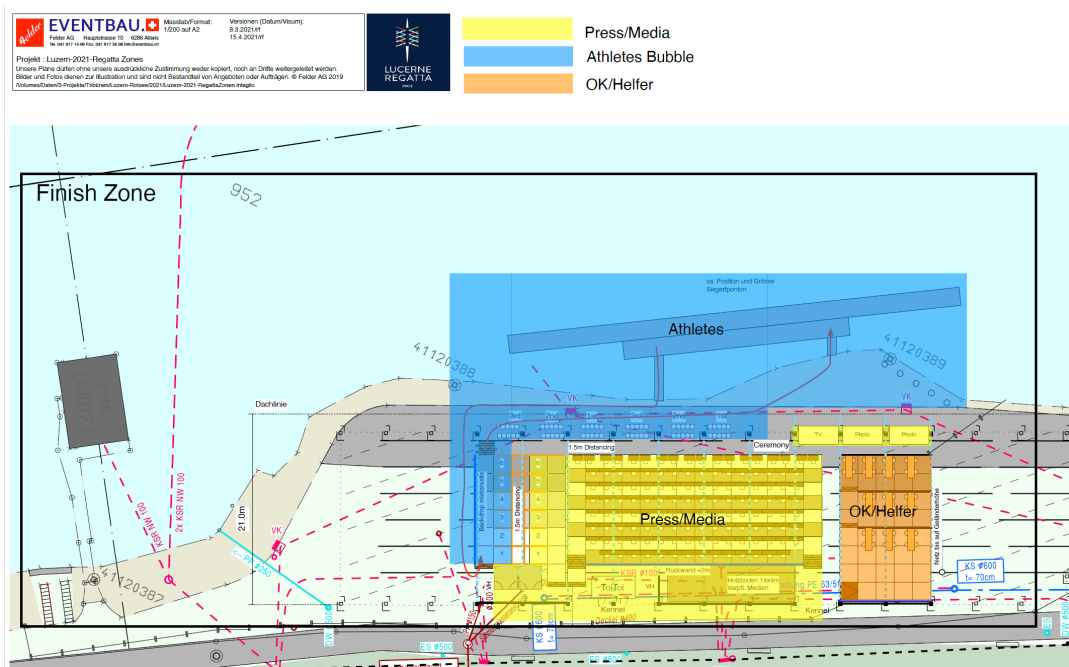
8.1 Start area



Boathouse area



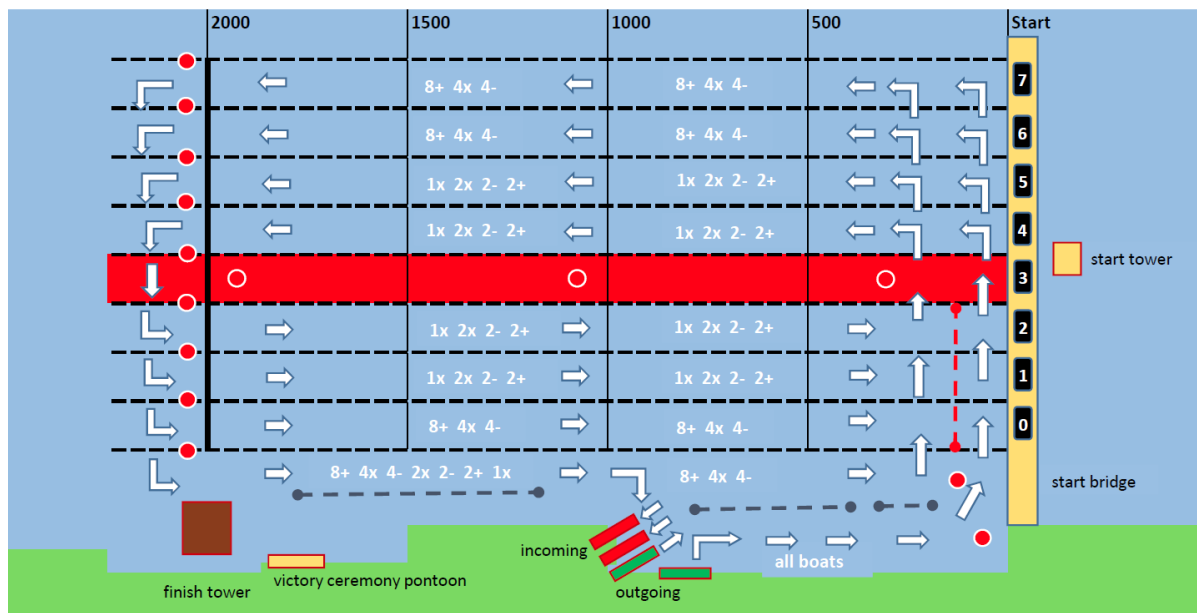
Finish area



9 Traffic Rules

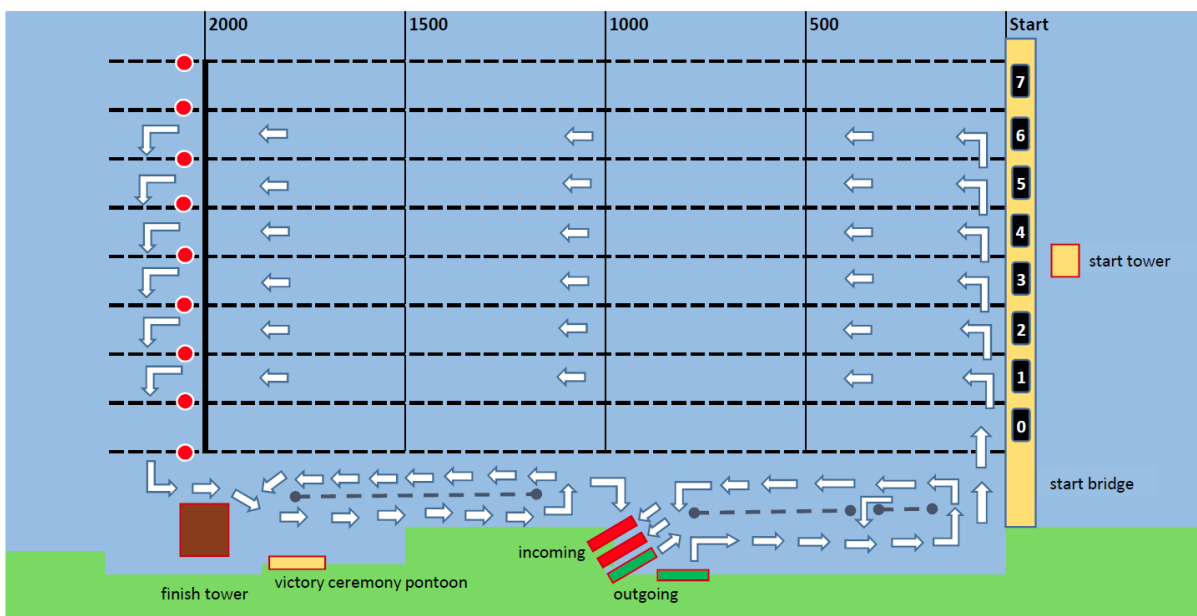
LUCERNE - ROTSEE

Traffic Rules: Training



LUCERNE - ROTSEE

Traffic Rules: Racing



10 Trailer parking map

