



TEAM MANAGERS MANUAL



A. ORGANIZING COMMITTEE

A.1. Address and Telephone Numbers

Organizing Committee – Office at the Venue
2024 Coupe de la Jeunesse
Račice 130, 411 08 Štětí, Czech Republic
Tel.: +42 (0) 416 813 652
Fax: +42 (0) 416 812 295
E-mail info@rowingracice.com
Website: www.racice2024.cz

A.2. Organizing Committee Structure

Michal Kurfírst	Honorary President
Pavel Šebesta	President
Jan Havlíček	President of the Jury
Luboš Došek	Technical Manager
Štěpán Krpata	Transport
Danuše Hůlová	Ceremony
David Kyncl	Media Officer
Lucie Makovičková	Accreditation & Accommodation
Petr Blecha	Boat Area Manager
Josef Johánek	Visa Services
Monika Perglerová	Volunteers and Spectator Facilities
Matouš Bělohávek	NTO Responsible
Michal Slabej	IT Services
Veronika Bartoňová	OC Doctor/Medical Centre
Josef Šinágl	Audio/CCTV

B. COUPE DE LA JEUNESSE EXECUTIVE COMMITTEE (CDJ)

Coupe de la Jeunesse:

President	Gary Harris
Secretary General	Gwenda Stevens
Technical Adviser	Judith Meszaros
Technical Adviser	Michael Zwahlen

CdJ Office is at the 4. floor of the Finish Tower.

C. GENERAL INFORMATION

C.1. Important Telephone Numbers

Emergency	112
Ambulance	155
Fire Brigade	150
Police	158
Regatta Office	+420 416 813 652

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

C.2. General Programm

C.2.1. Official Opening of the Regatta Venue

The Regatta Venue will be open from Wednesday, August 7, from 07:00 – 20:00, training on the own risk, no Rescue.

Official Training days:

Thursday, August 8 training times:

Friday, August 9

Thursday and Friday

08:00 – 19:00

08:00 – 16:30 then 18:30 - 20:00

Training on Racing days:

Saturday, August 10

training times:

Sunday, August 11 training times

Saturday and Sunday

07:30 – 8:30 then 17:45 – 20:00

from 07:00 till crossing the finish line

30 minutes before the start of the first race.

Please note that this timetable may change after all entries have been received.

The complete Provisional Competition Schedule for the 2024 CdJ can be downloaded from the Website: www.racice2024.cz.

C.2.2. Practice Starts

Teams will be able to practice starts on Friday, August 9 from 14:00 to 15:00.

C.2.3. The Draw and Team Managers Meetings

Team Managers Meeting and Draw

The Team Managers Meeting & Draw will take place on Friday, August 9 at 13:00 and on Saturday, August 10 at 18:00, in the Accreditation Office. The presence of all Team Managers is mandatory.

D. TRAINING AND COMPETITIONS ON THE COURSE

D.1. Traffic Rules (Training)

The traffic rules for training will apply at all the times that the Course is open for training (see Appendix).

D.2. Traffic Rules (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).

D.3. Control Commission

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

D.3.1. Crew Changes & Entries

Crew Changes:

All Crew Change Forms (please see the Appendix or click [here](#)) must be submitted electronically to technicaladviser@couperrowing.org. For medical substitutions and withdrawals, please visit the Regatta Doctor first, informing them of your intention, before submitting a crew change form.

D.3.2. Bow Numbers

The Bow Numbers will be distributed to the crews on the outgoing pontoon and collected on the incoming pontoon. The numbers 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.

D.3.3. Boat Weighing

In case of boat weighing, boats may be selected for boat weighing for all events. Each team is responsible for ensuring that their boats meet the minimum weight. The boat weighing is located in the Athlete's area and marked with a sign.

D.3.4 Coaxvain Weighing

Coaxvain weighing is on the same place as boat weighing and will occur in accordance with WORLD ROWING rules and the Coxswain will be weighed in a racing suit.

E. TEAM FACILITIES AND SERVICES

E.1. Boat Storage

The Organizing Committee will assign boat racks per nation for all boats in the boat storage. Team Managers will be informed about the assigned boat racks for their teams.

Teams are responsible for making sure that their boats are safely secured to the racks at all times and are in no risk of being damaged due to adverse weather conditions.

E.2. Launch Pontoons

Teams must use the launch pontoons for going OUT on the water and coming IN as shown on the traffic circulation map. Only athletes and strictly necessary persons are permitted to access the pontoons. No personal items are to be left on the pontoons.

E.3. Boat Washing

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

E.4. Changing Rooms & Sanitary Facilities

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

E.5. Team tents

Team tents can be placed in the designated part of Athlete' area only.

E.6. Cycle 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 cycle on the Island only.

Please note: only coaches will be allowed to cycle – more info in the Accreditation Office.

Athletes and coaches can view the races from designated part of the uncovered Grandstand.

E.7. Bike Rental

There is a Bike Rental facility provided at the Venue – see map for location.

Rental Fees:

- EUR 20,- per bike and day.
- Passport or identity card will be requested.
- Rental will be paid directly at the Bike Rental.
- Organizing Committee does not held any responsibility for damage, lost or defect.

E.8. Liability

Participants are responsible for acquiring insurance for equipment and persons. The OC shall not be held responsible for any damages in the Regatta Area.

F. MEDICAL FACILITIES AND SERVICES

F.1. Medical Centre

The Medical Centre is located at the Grandboxes next to the Grandstands (please refer to the map) and will start operating from Thursday, August 8. The Centre will be open during the official opening hours.

F.2. First Aid Service & Ambulance, Local Hospital

Local hospital:

PentaHospitals Roudnice nad Labem
Alej 17. listopadu 1101, 413 01 Roudnice nad Labem
tel. +420 416 858 111
www.pentahospitals.cz

OC Regatta Doctor:

Veronika Bartoňová
veronikaskvorova@seznam.cz
tel. +420 731 272 404

The hospital is located 6 km from the Regatta Venue.

F.3. Rescue and Safety

The rescue service will start operating on Thursday, August 8. Two rescue boats will be patrolling in the neutral lane during the training and racing times mentioned in this Manual.

F.4. Doping Control

The Doping Control Centre is located in the basement of terrace (please see the map).

G. TRANSPORTATION AND PARKING SERVICES FOR TEAMS

G.1. Transportation Arrangements for the Teams

G.1.1. General Information, Transportation Office

For the Transportation Office location please see the map. The Office will start operating on Wednesday, August 7 and will be open all the times that the Venue is officially open.

G.1.2. Transportation from/to the Airport to/from the Accommodation

The OC will provide paid transportation from/to 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 to the Regatta Venue is approx. 1 hour.

Team departure details must be submitted to the Transportation Office at the Venue at least 48 hours prior to the flight departure.

G.1.3. Bus Drop off at the Venue

The Bus Drop off is located at the Main Entrance to the Venue.

G.2. Transportation of Boats and Boat Trailers, Parking Arrangements

G.2.1. 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. Trailers can be moved and loaded 30 minutes after the finish of the last race.

G.2.2. Team Cars/Buses

There is a designated parking for team cars and busses at the Venue – see map. Vehicle passes may be collected in the Accreditation Office.

H. ACCOMMODATION

Check-in on the day of the arrival: 14:00

Check-out on the day of the departure: 10:00

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. These costs are to be paid to the hotel.

I. FOOD FACILITIES AND SERVICES

Meal for the Teams

National Federations that have booked their accommodation through the Organizing Committee are on full board basis.

Teams accommodated at the Regatta Venue:

Regatta, Rowing, Scull and Skif hotels

Full board will be served at the Catering facility (please see the map). The meal will be provided based on meal vouchers, which can be picked up by the Team Manager upon arrival at the Accreditation Office.

Meal times at the Regatta Venue:

Breakfast:	06:00 – 09:00
Lunch:	11:30 – 14:30
Dinner:	18:00 – 21:00

Teams accommodated at the Dormitory building in Štětí town:

Breakfast will be provided at the Sport hotel from 06:00 to 9:00, lunch and dinner will be served at the Regatta Venue.

Teams accommodated at the Official hotels:

Oáza, Sport, Ludmila, Olympionik, Active Stadium, Magnolia, Sport Lípa, Duo hotels

Breakfast and dinner will be provided at the hotel, lunch will be served at the Regatta Venue.

Standard meal times at the hotels:

Breakfast:	06:00 – 09:00
Dinner:	18:00 – 21:00

Teams whose can not match with the breakfast time can ask for breakfast package at least 24 hours ahead at the hotel's reception.

Please be advise that the tap water is drinkable so athletes are encouraged to use reusable bottle.

J. ACCREDITATION

J.1. General

All participants in the Event will get accreditation card, in case of NFs the cards will be handled over after fulfillment of all financial duties.

The Accreditation Office (please see the map) will start operating from **Wednesday, August 7, at 12:00**

J.2. Accreditation office opening times:

Wednesday, August 7, at 12:00

Thursday – Saturday, August, 8 - 10 08:00 – 18:00

Only the Team Manager will be allowed to enter the Accreditation Office.

K. MEDIA

Media Centre

The Media Centre is located in the Grandboxes near Grandstands (please see the map).

Local Media Officer: David Kyncl (kyncl@veslo.cz)

M. OFFICIAL CEREMONIES

M.1. Opening Ceremony

Opening ceremony will be held in front of the Grandstands at 17:30 on Friday, August 9 just after spare races. On that day the Venue will be closed for training from 16:30. All federation are kindly requested to delegate their members in national uniform for the parade.

M.2. Victory Ceremony

Victory ceremony will be held in front of the Grandstand. The flag will be raised and the anthem of the winner will be played.


M.3. Closing Ceremony

Closing ceremony will take a place at 14:30 on Sunday, August 11.

M.4. Reception

Reception (invited only) will take place at 19:00 on Saturday, August 10 at the Accreditation Building.

N. EVACUATION PLANS

In case of adverse weather when the training or race would be interrupted by Executive Committee decision, please follow on water evacuation traffic rules attached in appendix. The teams should gather in changing rooms (marked by ) , where they can safely wait until the unsafe weather conditions are gone.

Please do not forget about securing the boats properly on the racks as mentioned in Section E.1.

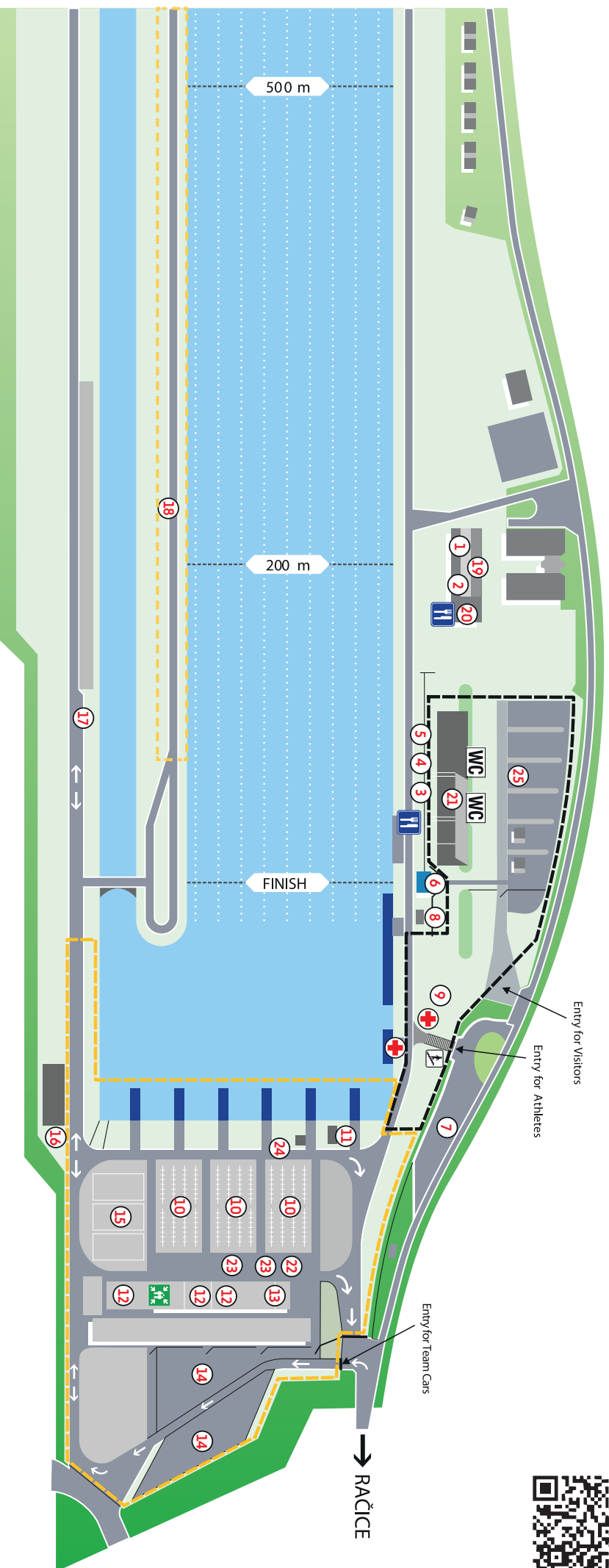
O. MISCELLANEOUS

N.1 Internet & Wi-Fi

At the Venue there is free Wi-Fi for teams - Athlete-2021 – password racice2021

Each hotel has its own Wi-Fi arrangements – please contact reception desk.

RAČICE REGATTA VENUE PLAN



- | | | | | |
|-------------------------|---------------------------|-------------------------------------|-----------------------------------|---------------------------------|
| 1 Accreditation | 6 Finish Tower, EC | 11 Control Commission | 16 Bike Rental | 21 Uncovered Grandstands |
| 2 Catering | 7 Shuttle Bus Stop | 12 Changing Rooms, Rest Area | 17 Parking for Trailers | 22 Boat Washing |
| 3 Media Centre | 8 Mixed Zone | 13 Boat & Coxvain weighing | 18 Bike Road for Coaches | 23 Tap Drinking Water |
| 4 Medical Centre | 9 Water Rescue | 14 Parking for Teams | 19 Administration Building | 24 Bow Numbers |
| 5 Doping Control | 10 Boat Storage | 15 Area for Team Tents | 20 Labe Arena Restaurant | 25 Parking for Visitors |

■ Visitors

■ Accredited zone



Rowing

Coupe de la Jeunesse

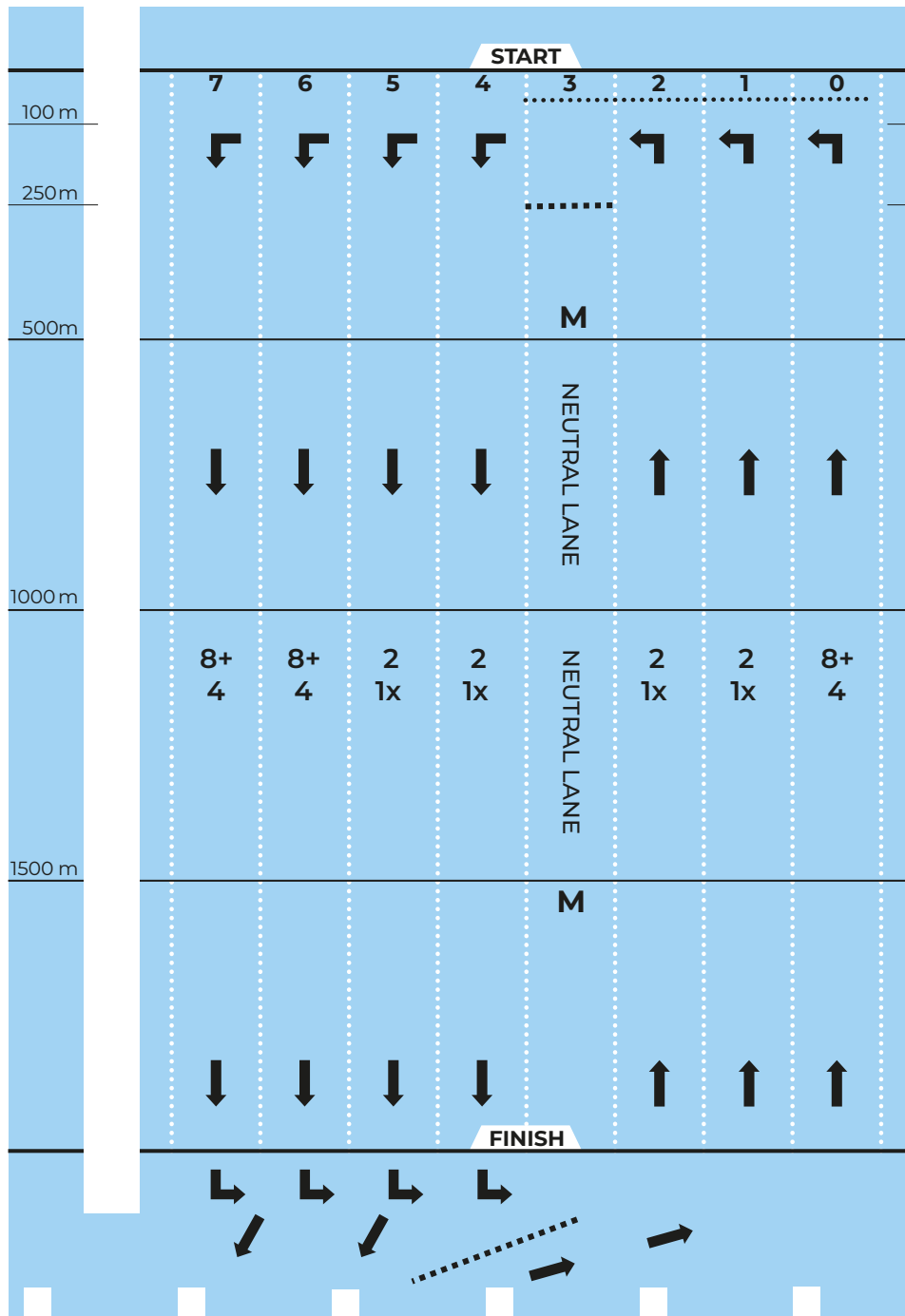
Račice (CZE)

2024



TRAFFIC RULES

I. TRAINING

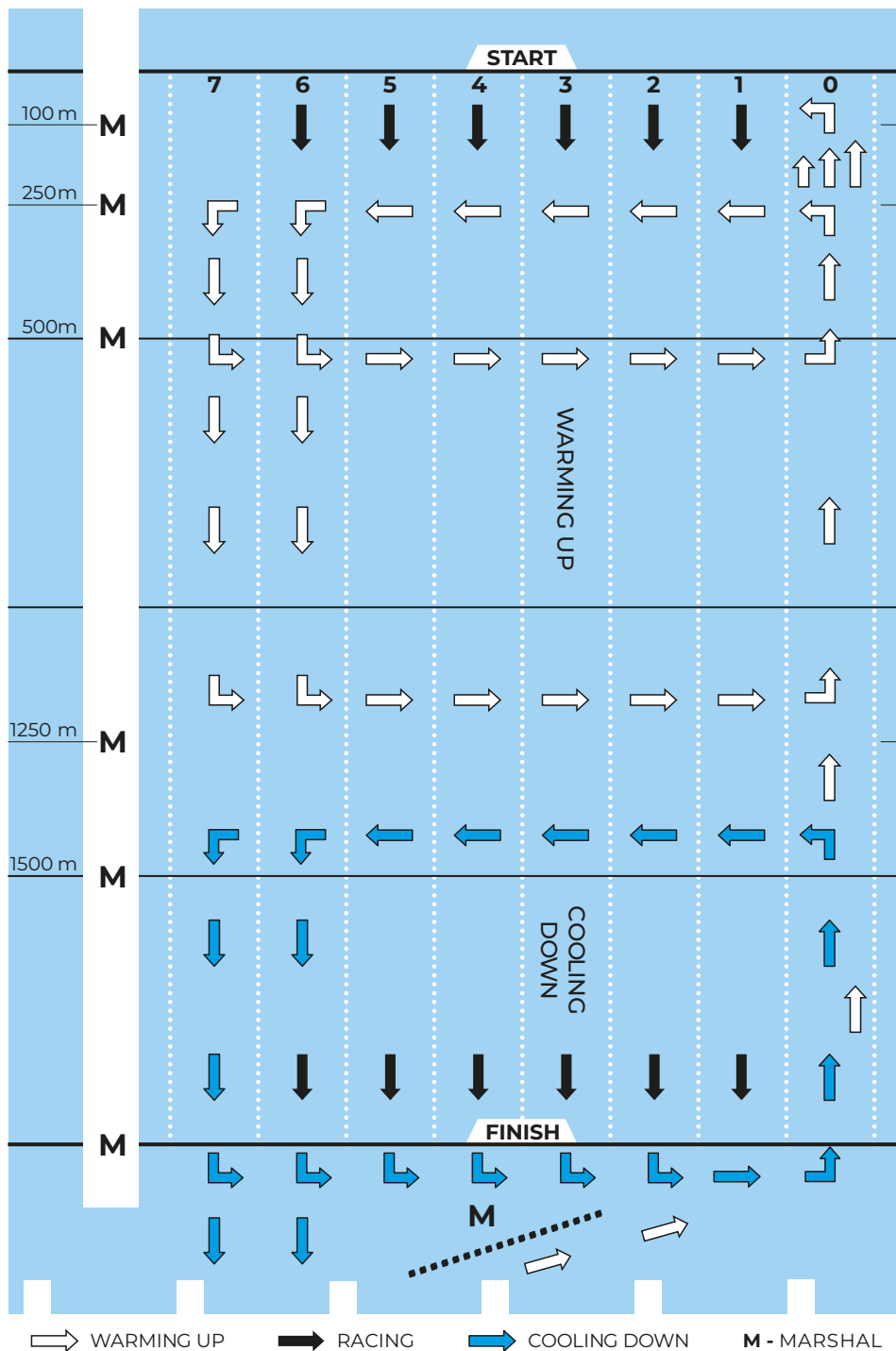


M - MARSHAL



TRAFFIC RULES

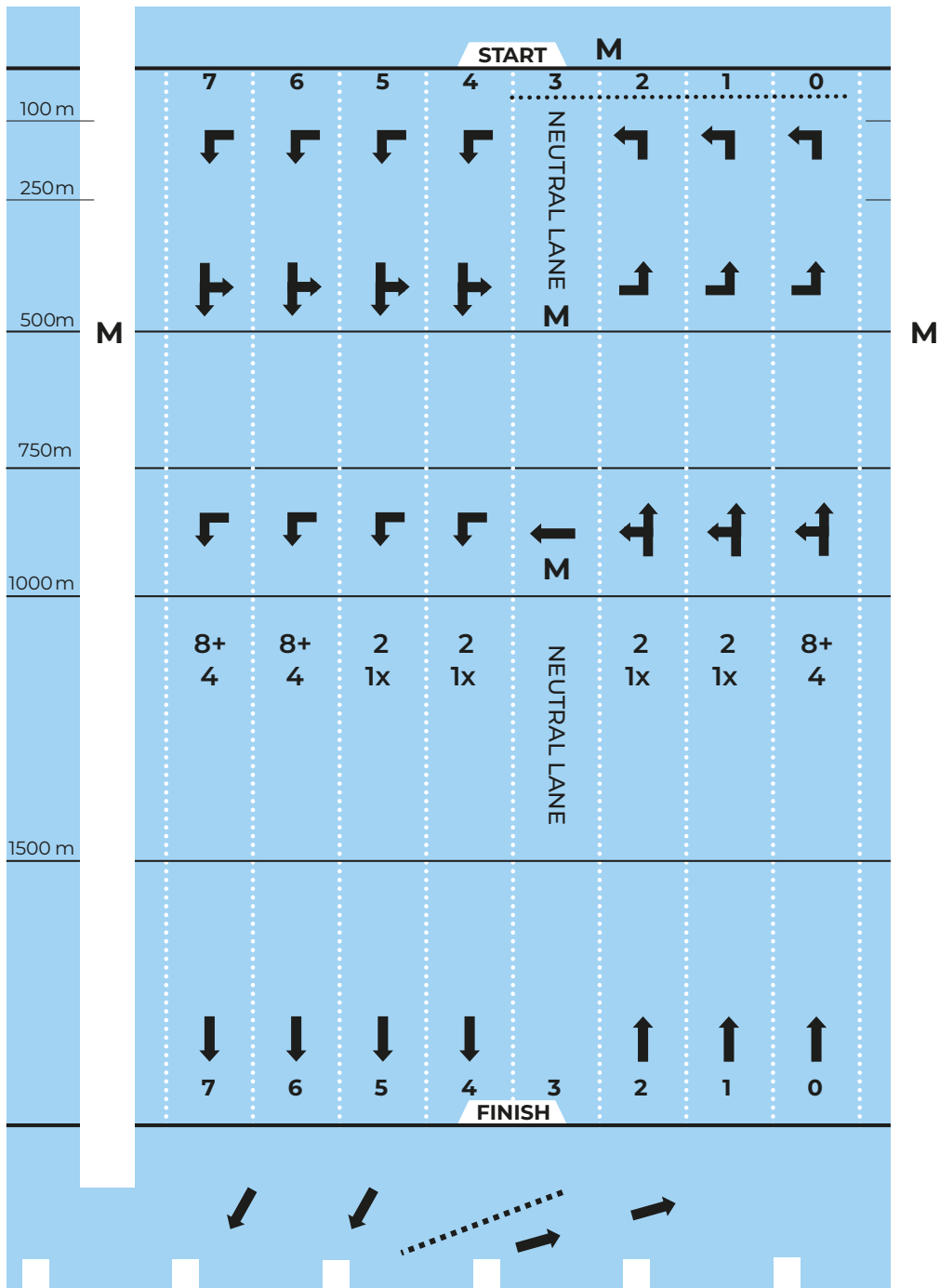
II. RACING - LANES 1-6





TRAFFIC RULES

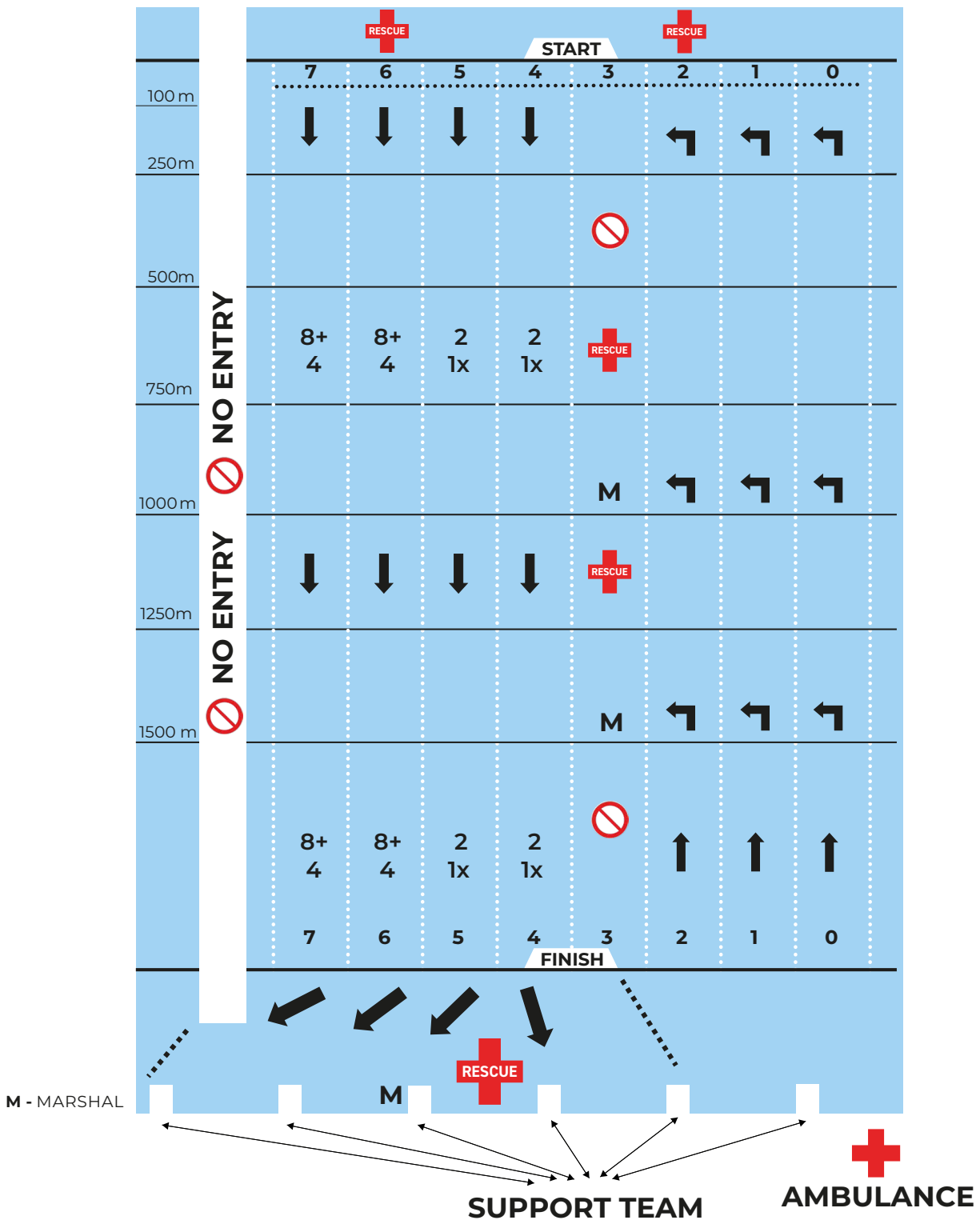
PRACTISE STARTS





TRAFFIC RULES

TRAINING - EVACUATION PLAN



CREW CHANGE FORM

- Withdrawal, Rule 47
- Changes of Rower(s), Rule 48 and 49
- Medical Substitution, Rule 48 and 49
- Change Seating Position(s) of Rower(s)
- Spelling

Event No:
e.g. 107

Event:
e.g. JM 8+

Bow No:

Nation:

Entered Crew

	Family Nme	
B	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
S	<input type="text"/>	<input type="text"/>
Cox	<input type="text"/>	<input type="text"/>

Changed Crew

	Family Nme	First Name	
B	<input type="text"/>	<input type="text"/>	B
2	<input type="text"/>	<input type="text"/>	2
3	<input type="text"/>	<input type="text"/>	3
4	<input type="text"/>	<input type="text"/>	4
5	<input type="text"/>	<input type="text"/>	5
6	<input type="text"/>	<input type="text"/>	6
7	<input type="text"/>	<input type="text"/>	7
S	<input type="text"/>	<input type="text"/>	S
Cox	<input type="text"/>	<input type="text"/>	Cox

Team- Manager:

Date:

Time:

d/m/jj

hh:mm

CdJ Ex. Comitee:

Date:

Time:

- Forward to:
- Finish Tower / Jury
 - Database
 - Media Center

Send to: technicaladviser@couperowing.org

WE LOOK FORWARD TO SEEING YOU IN RAČICE.



ČESKÝ VESLAŘSKÝ SVAZ
CZECH ROWING ASSOCIATION

střední ústecký kraj



NATIONAL
SPORT
AGENCY

NATIONAL
OLYMPIC
CENTRE
OF WATER SPORTS

FCC Environment

LA
ARÉNA
BE

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