



TEAM MANAGER MANUAL

Coupe de la Jeunesse 2013
Lucerne-Rotsee, 2-4 Aug.
Switzerland



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1. Organising Committee

1.1 Address and Telephone Numbers

Regatta information office at the venue 2013:

Rotsee Rowing Centre	
Rotseestrasse 18, 6006 Lucerne, Switzerland	
Telephone contact (until 31 July 2013):	+41 (0)41-660 95 24
Telephone contact (1-4 August 2013)	+41 (0)41-420 17 61
Fax:	+41 (0)41-660 94 43
E-mail:	info@swissrowing.ch
Websites:	www.cdj2013.ch www.couperowing.org www.swissrowing.ch

1.2 Organising Committee Structure

President	René Fischer
Competition	Max Schubiger
Sponsoring	Germaine Bauer
Accommodation & Catering	René Fischer
Logistics & Infrastructure	Heinz Schaller
Finance & Services	Urs Fankhauser
Liaison Swiss Rowing & Coupe Ex.	Christian Stofer

1.3 Other Members of the Regatta Organisation

President of the Jury	Paul Daetwyler
Speaker & Event promotion	Christoph Socin
Ceremonies	Ruth Berchtold
Regatta Doctor	Dr. med. Stefan Steiner

1.4 Coupe de la Jeunesse Executive Committee

President	Geoffrey Brook
Honorary President	Patrick Rombaut
Secretary-General	Christian Stofer
Technical Assessors	Daniël Deweert Bas Labordus

2. General Information

2.1 Important Telephone Numbers

Direct Emergency Number (at the venue)	+41 (0)41 420 17 61
Emergency line	112
Police	117
Fire department	118
Ambulance	144

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

2.2 Team Manager Information

2.2.1 Information & Regatta Office

The regatta office is located in the permanent boathouse building (first floor). The office is open:

Thursday, 1 August 2013, from 13:00 – 20:30 hrs

Friday, 2 August 2013, from 07:30 – 19:30 hrs

Saturday, 3 August 2013, from 07:00 – 18:00 hrs

Sunday, 4 August 2013, from 06:30 – 15:30 hrs.

2.2.2 Team Manager Information

The mail boxes for the team managers are located in the athlete's service centre (blue hut) next to the stairs leading into the rowing centre. Team manager will receive information upon request. There are no keys to be handed out.

The entire start list and results or any other information will be distributed in the mail boxes and will be displayed in the boathouse area.

2.2.3 Holiday

Please be aware that 1 August is the Swiss National Holiday. This means that stores are closed and Sunday timetables are valid for public transport. However, shopping is possible in the main train station in Lucerne and most fuel stations.

2.2.4 Payment / Cash withdrawal

Team Managers are reminded that cash withdrawals will have to take place at any bank. There is no possibility for cash withdrawal at the venue. All payments at the venue have to be done in cash.

2.3 General Programme

2.3.1 Official Training Timetable

The rowing course is open for training at the following times:

Start official training	Thursday, 1 August	15:00 – 20:00 hrs
Official Training	Friday, 2 August	08:00 – 16:30 hrs
	Saturday, 3 August	07:00 – 09:00 hrs
		11:15 – 13:30 hrs
		17:15 – 19:30 hrs
	Sunday, 4 August	06:30 – 08:00 hrs

2.3.2 General Programme

Thursday, 1 August	Opening of the course (start official training)	15:00 hrs
Friday, 2 August	Team Manager Meeting and Draw <i>(in the "Ruderstübl" in the boathouse building)</i>	14:00 hrs
	First Jury Meeting <i>(in the "Ruderstübl" in the boathouse building)</i>	15:00 hrs
Friday, 2 August	Final JW8+	17:00 hrs
	All teams assembled for Opening Ceremony	17:45 hrs
	Opening Ceremony (in front of boathouse)	18:00 hrs
Saturday, 3 August	Heats	09:30 hrs
	Delegate Assembly <i>(in the "Ruderstübl" in the boathouse building)</i>	12:00 hrs
	Finals	14:00 hrs
	Team Manager Meeting and Draw <i>(in the "Ruderstübl" in the boathouse building)</i>	17:45 hrs
	Nations Dinner	20:00 hrs
Sunday, 4 August	Heats	08:30 hrs
	Finals	10:30 hrs
	Closing Ceremony	13:30 hrs

2.4 Team Manager Meeting and Draw

The first official Team Manager Meeting and the Draw will take place on **Friday, 2 August at 14:00 hrs in the “Ruderstübli room” in the boathouse building** at the Rotsee. The presence of all team managers is mandatory. Team managers representing all national federations are requested to confirm their entries at this meeting.

2.5 Entry confirmation

Team Managers are requested to check the entries upon their arrival. Crews have to be entered in the correct boats, in the correct seating order and all names and given names have to be spelled correctly. If there are changes in the crews or differences in the spelling of the names, Team Managers are must complete “Crew Change Forms” and submit them immediately to the Coupe Executive Committee.

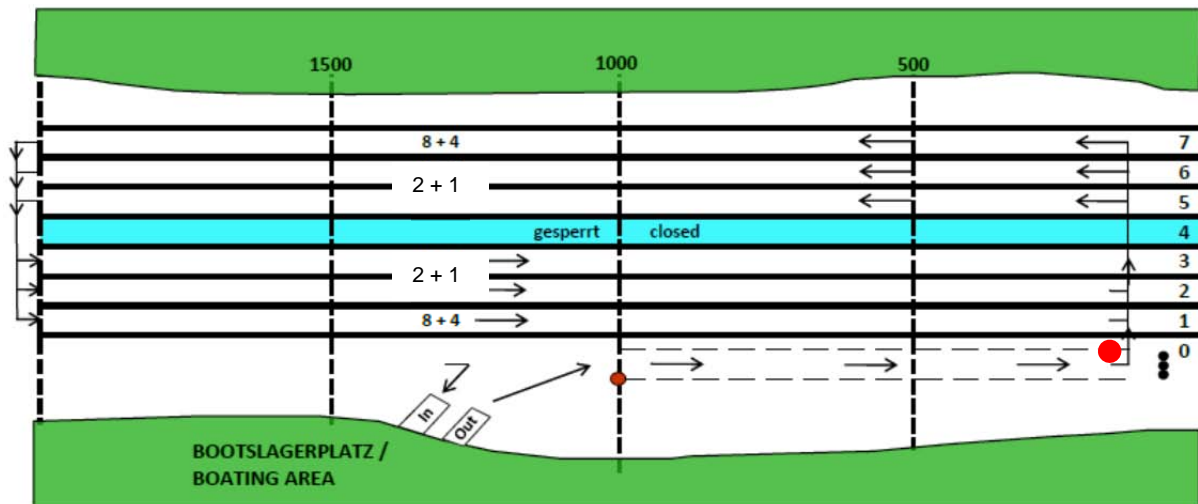
2.6 Nationality check

Team Managers are requested to send passport scans before the event to the Coupe Executive Committee by e-mail. Ideally, the scanned passports are presented by boat. Nevertheless, all Team Managers or Delegates have to present the original passports or identity cards of all rowers to the Coupe Executive Committee. The Coupe Executive Committee office will be located in the permanent boathouse building in the boating area (1st floor, left from the stairs).

3. Training and Competition on the Course

3.1 Traffic Rules (Training)

The traffic rules for training will apply at all times when the course is open for training.



Please be aware that you use the warm-up area to go to the start in training after you have gone afloat. Do not directly go to lane 1 if you are not coming from the finish area.

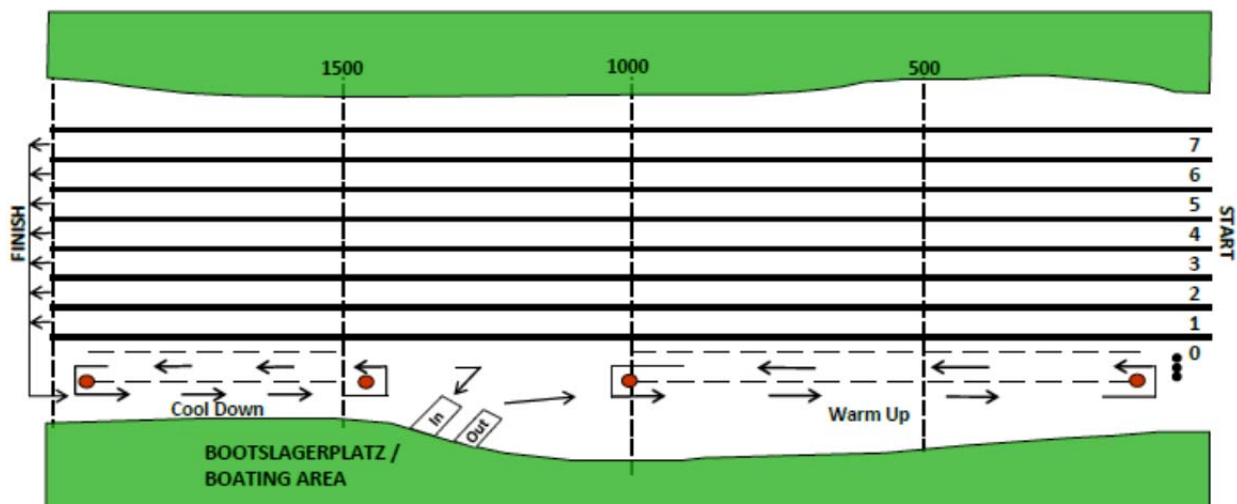
Please use lanes 1-3 to go to the direction of the start and lanes 5-7 to go to the direction of the finish. Small boats (1x, 2x, 2-) use lanes 2 and 3 (towards the start) and lanes 5 and 6 (towards the finish). Big boats (4x, 4-, 4+ and 8+) use lanes 1 and 7. Lane 4 is closed for any training.

3.2 Traffic Rules (Racing)

The traffic rules for racing will apply from 30 minutes before the start of the first race until 10 minutes after the finish of the last race.

It is not allowed to use the warm-up loop for cooling-down. All crews cooling down have to use the cool-down area. Please note that there is a narrow passage while rowing back from the cool-down area to the incoming pontoon. Please pay attention.

Traffic Rules Racing



Please note:

No training is allowed during racing. The jury may award warnings (indicated by a yellow card) to a crew that is training on the course in the 30 minutes period before the first race. This warning is valid for the next race of the crew and will have the same effect as one given for a false start.

3.3 Bow Numbers

Bow numbers will be put on your boat by volunteers at the outgoing pontoon. Bow numbers will not be handed out to coaches, athletes or other officials beforehand. The bow numbers will be collected again at the incoming pontoon after the crew has completed the cool-down.

3.4 Coxes Weighing

The weighing of coxes will take place in the permanent boathouse building in front of the regatta office (1st floor). Athlete identification will be checked via the coxes' passport or his/her ID card. Weigh-in will take place not less than one hour and no more than two hours before their first race of each event in which they are competing, on each day of competition. The scale may be used as a test scale before the official weigh-in.

Please be aware of rule 8 of the Rules of Competition of the Coupe de la Jeunesse: The JW8+, the JM4+ and the JM8+ may be coxed by a competitor of either sex. However the cox must be of the weight for that event (i.e. JW8+ 50kg minimum, with

a maximum of 10kg dead weight and JM8+ 55kg minimum, likewise with a maximum of 10kg dead weight).

4. Team Facilities and Services

4.1 Boat Storage

The Organising Committee will provide boat racks for all boats in the boat storage area. The Organising Committee can't be held responsible for any damages or losses. We remind all teams about Rule 22 of the FISA Rules of Racing about insurance obligations.

4.2 Cleanliness on the Site

Numerous bins have been placed on the sites and in the boathouse area for the collection of rubbish. A recyclable container system enables the separation of recyclable goods (plastic bottles, aluminium cans, cardboard and paper). The use of glass bottles is forbidden in the boathouse area. We appreciate your support to keep the Rotsee area clean. Please be reminded that the Rotsee is also a nature reserve area. Please do not throw any water bottles in the lake.

4.3 Pontoons

Teams must use the launch pontoons for going OUT on the water and coming IN as shown on the traffic circulation maps. No plastic bottles are to be left on the pontoons after training or racing as they can be blown away.

4.4 Toilets / Showers / Changing rooms

Toilets are available in the permanent boathouse building and in some toilet containers in the boating area and the finish area.

Showers for males and females can be used in the permanent boathouse building.

Changing rooms for males and females are available in the permanent boathouse building.

4.5 Tents

Team tents have to be placed on the grass area behind the boat trailers or along the walking path if the place is not indicated to be used for promotional activities. The exhibition stands of manufacturers have the priority. Any instruction given by members of the Organising Committee to reallocate team tents need to be respected.

4.6 Observation Areas for Coaches

During training coaches can observe the training from the paths at both sides of the course. During racing teams will have free access to all standing viewing areas. No tickets are needed for the grandstand.

Cycling forbidden

No bicycles are permitted on the whole venue on both sides of the lake. Cycling in the venue is strictly forbidden. Do not bring any bikes with you into the venue.

4.7 Luggage Storage

The Organising Committee is offering a luggage storage service for all athletes and officials who wish to bring the luggage to a guarded place.

The luggage service counter will be open:

Thursday 1 August 2013	14.45 – 20:30
Friday, 2 August 2013	07:45 – 18:30
Saturday, 3 August 2013	06:45 – 19:45
Sunday, 4 August 2013	06:30 – 15:00

The Organising Committee will not accept any liability for lost or stolen belongings. The luggage storage is located in the ground floor of the main building.

4.8 Internet

4.8.1 Internet at the venue

There will be Internet access in the boating area (WLAN). Team Managers can collect more information and the Password from the Regatta Office.

4.8.2 Accommodations in Lucerne and Kriens

A WLAN is provided in the military accommodation in Lucerne and Kriens. Please find the corresponding log-in information in section 5, Accommodation.

4.8.3 Accommodation in Stans

The Team Manager Rooms will have a direct internet access. Additional access points (LAN) may be activated on request (price: CHF 30 from 1 to 4 August 2013).

5. Accomodation

Check-in for all accomodations is **in the regatta office at the venue** during the respective opening times (see 2.2.1.).

Check-out happens at the reception of the respective location (Lucerne, Kriens, and Stans) on Sunday from 06:30 hrs onwards. Team Managers are kindly requested to hand in badges (keycards) or keys collectively to the team liaison of the Organising Committee or directly to the reception at the accommodation.

No deposit will be required for room badges or room keys. However, any losses must be covered by the teams. If keycards or keys will be lost, they will be invoiced directly on site at the regatta office before leaving of the teams. The costs for a replacement of a badge or a key are between CHF 50 and CHF 150 depending on the accommodation.

Please find the access plans and maps in the appendix section.

5.1 Military base Lucerne

The accommodation in Lucerne is the **Armee-Ausbildungszentrum (AAL)**. Access through the motorway, exit "Luzern, Kriens". Then follow the road signs "AAL".

Address:

Armee-Ausbildungszentrum

Murmattweg 6

CH - 6000 Luzern

(Address valid for GPS devices).

Phone: 0041 (0) 41 317 44 11 (24h)

Fax: 0041 (0) 41 317 44 10 (24h)

For any information or further help, do not hesitate to contact the regatta office, phone: +41 (0) 41 420 17 61.

Access to the accomodation

The access is guaranteed at anytime with the room badges. The entrance is guarded by the security team 24/7.

Internet access

Internet access is possible via *Swisscom* Hotspot

1. Open browser and enter the following address (may load automatically):

<https://www2.pwlan.ch/portal/login-de.aspx>

2. Choose payment : Value Card; credit card.

Price:

30 minutes	CHF 5
3 hours	CHF 15
30 hours	CHF 45.

Parking

All team vehicles (cars, minibus, coaches) can be parked in the parking area according to the instructions of the security service.

Accessibility via public transport

Bus no. 1 from Rotsee (Rotseestrasse) to the Lucerne central station, then bus no. 20 to „Allmend“. The accommodation is then within a 2 minutes walk.

5.2 Military base Kriens

The accommodation in Kriens is the Kommando Generalstabsschule (Gst S). Access through the motorway, exit “Luzern, Kriens”. Then follow the road signs “Gst S”.

Address:

Kommando Generalstabsschule

Eichwilstrasse 5

6010 Kriens

(Address valid for GPS devices).

Phone: 0041 (0) 79 360 67 22 (24h)

For any information or further help, do not hesitate to contact the regatta office, phone: +41 (0) 41 420 17 61.

Access to the accommodation

The access is guaranteed at anytime with the room badges. The entrance is guarded by the security team 24/7.

Internet access

Internet access is possible via *Swisscom* Hotspot

1. Open browser and enter the following address (may load automatically):

<https://www2.pwlan.ch/portal/login-de.aspx>

2. Choose payment : Value Card; credit card.

Price:

30 minutes	CHF 5
3 hours	CHF 15
30 hours	CHF 45.

Parking

All team vehicles (cars, minibus, coaches) can be parked in the parking area according to the instructions of the security service.

Accessibility via public transport

Bus no. 1 from Rotsee (Rotseestrasse) directly to bus stop „Kupferhammer“. The accomodation is then within a 5 minutes walk.

5.3 Stans (Stans-Oberdorf)

The accommodation in Lucerne is the SWISSINT base (SWISSINT). Access through the motorway, exit “Stans Süd”. Then follow the road signs “SWISSINT”.

Address:

SWISSINT

Kasernenstrasse

6370 Stans-Oberdorf

(for GPS devices: look for Oberdorf, NW (Nidwalden); Kasernenstrasse).

Phone: 0041 (0) 41 619 55 14 (24h)

Fax: 0041 (0) 41 619 55 80

For any information or further help, do not hesitate to contact the regatta office, phone: +41 (0) 41 420 17 61.

Access to the accomodation

- Access to the accomodation in the newer building is guaranteed anytime with the room badges.

- The larger bedrooms in the casern may be locked. However, only one key per room can be released.
- The reception at the main gate is guarded by the security service 24/7.

Internet access

For all one and two bed rooms an internet access can be activated at the reception desk. The costs of CHF 5 per day must be covered when asking for the service.

Parking

All team vehicles (cars, minibus, coaches) can be parked in the parking area according to the instructions of the security service.

5.4 Damages and losses

We remind all Team Managers about their responsibility to make sure that no damage is done to any buildings, furniture or installations at the accommodation or at the regatta venue by team members. Teams will be held responsible for any damage or loss that occurred through team members.

6. Medical Facilities and Services

6.1 First Aid Service and Rescue Service

During official Training

First aid will be situated in the medical centre in the permanent boathouse building (ground floor).

A rescue service will be in operation at the regatta course during the official opening times of the venue.

During Racing

First aid points will be situated:

- in the medical centre on the motorboat area (next to the outgoing pontoon)
- in the main medical centre in the permanent boathouse building
- in the finish area (tent behind the finish tower).
- A rescue service will be in operation on the water while racing.

Local Hospitals

The regatta hospital is the “Kantonsspital Luzern” (three minutes from the regatta venue)

Kantonsspital Luzern:

Phone: +41 41 205 11 11

Medical emergency service (24 hours): 144

Please note

The expenses for any medical treatment in Switzerland are the responsibility of the person concerned. Payments with credit cards will be accepted. All national federations are responsible for adequately insuring their team members according to Rule 22 on page 54 of the FISA Rules of Racing (Edition February 2013).

6.2 Anti-Doping Control

In case, that there will be anti-doping testing, the doping control centre (and the waiting rooms) are located in the permanent boathouse (1st floor, left side). The latest WADA list of prohibited substances can be found on www.wada-ama.org. Rowers under treatment with medication containing prohibited substances must obtain a TUE (therapeutic use exemption) before the treatment.

7. Transportation and Parking Services for Teams

7.1 Transport Office

The transport office is located in the “Ruderstübli room” in the permanent boathouse building. The office will start operating from Thursday 1 August 15.00 until Sunday, 4 August 2013, 15.30 hrs.

The transport office can try to help you with transport.

Please contact the transport office one day prior to the requested transport. All transport requests have to be submitted to the transport office in person!

7.2 Parking Arrangements

There is no direct parking possibility at the venue. Considerable parking spaces are available at the “Sedel” and “Kantonsspital”. Team Managers will receive a limited number of parking permissions for team vehicles in the “Schachenstrasse”, Ebikon, what is the official car park during the event.

7.2.1 Boat Trailers

All boat trailers must be unloaded as soon as they arrive and the boats have to be placed on the dedicated boat racks.

Trailers are to be parked, immediately after unloading, on the lawn by the Rotsee, behind the catering tent (near the children’s playground). Please follow the instructions given by the security officers on site. We plan for one trailer per team. If you intend to bring more trailers, please be aware that you might be allocated a different parking place for your trailers.

7.2.2 Team Cars / Buses

The parking area for team cars / busses is located in the “Schachenstrasse” in Ebikon. Team Managers may obtain parking permits from the regatta information office while checkin in. Bus drivers must drop off their team members in the “Schachenstrasse” and must park their vehicles in the “Schachenstrasse” in Ebikon. It is a very short walk from the “Schachenstrasse” parking down to the venue. Please pay attention while crossing the main road and only cross the road when the pedestrian signal is “green”.

Please note:

Parking space is limited, please use whenever possible the public transportation system.

It is strictly forbidden to park outside the designated parking areas. Police will remove cars and/or team buses, which 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 this action. The Organising Committee will not be able to help that given fines are withdrawn and cancelled.

8. Food Facilities

8.1 Catering arrangements

All breakfast and dinner will be served in the accommodation. All lunches will be served in the athlete catering tent in the boating area.

For the public, some snack and drinks will be available from stands in the boating area next to the athlete catering tent and in the finish area.

8.2 Meal Timetable

8.2.1 Breakfast

Thursday, 1 August 2013:	no official breakfast (only on request)
Friday, 2 August 2013:	07:00 – 08:30 hrs
Saturday, 3 August 2013:	06:00 – 08:30 hrs
Sunday, 4 August 2013:	06:00 – 08:30 hrs

8.2.2 Lunch

Thursday, 1 August 2013:	no official lunch (only on request)
Friday, 2 August 2013:	11:00 – 14:00 hrs
Saturday, 3 August 2013:	10:30 – 14:00 hrs
Sunday, 4 August 2013:	10:30 – 14:00 hrs

8.2.3 Dinner

Thursday, 1 August 2013:	18:30 – 20:30 hrs
Friday, 2 August 2013:	18:30 – 20:30 hrs
Saturday, 3 August 2013:	18:30 – 20:30 hrs
Sunday, 4 August 2013:	no official dinner (only on request)

Please respect the announced catering times. Thanks for your collaboration.

8.3 Meal voucher purchase at the venue

Additional meal vouchers can be purchased from the regatta office if needed. Please order your meal tickets well in advance.

All Team Managers will receive the ordered and prepaid meal vouchers while checking-in at the regatta office. Please note that there will be different colours of meal vouchers for breakfast, lunch and dinner.

8.4 Tap water

Tap water at the venue is drinkable.

9. Accreditation

9.1 Accreditation and access passes

No accreditation system will be operated. Nevertheless some separate access passes can be handed out for the accommodation or for specific buildings like the finish tower.

9.2 Passport control

Passports or Identity cards of all competitors will be checked by the Coupe de la Jeunesse Executive Committee. Team Managers and Delegates are kindly asked to present the passports as soon as possible at the Coupe de la Jeunesse Executive Committee office, but no later than Friday, 2 August 2013; 10:00 hrs.

10. Miscellaneous Services

10.1 Lost and Found

The lost and found service is available in the Regatta Office (in the permanent boathouse building, 1st floor, right hand side).

10.2 Team Grandstands and Viewing areas

There is no official grandstand. All access to the standing viewing areas and the seats in the big tent in the finish area will be guaranteed and is free.

10.3 Boat repair

Boat repair can be done through the local boat repair service provider Stämpfli Racing Boat AG. Please contact them at their stand in the boating area in case you need any assistance.

11. Official Ceremonies and Social Events

11.1 Opening Ceremony

The Opening Ceremony will take place on **Friday, 2 August 2013 at 18:00 hrs** in front of the boathouse building in the boating area. There will be no training on the water during the Opening Ceremony.

For the marching parade, all teams are requested to assemble behind the permanent boathouse building on **Friday, 2 August 2013 at 17:45 hrs**. We appreciate if your teams wears uniform clothing. Please report there to the volunteers and Organising Committee members.

11.2 Closing Ceremony

The Closing Ceremony will take place in the finish area on **Sunday, 4 August 2013** immediately after the last race of the day and the last victory ceremony.

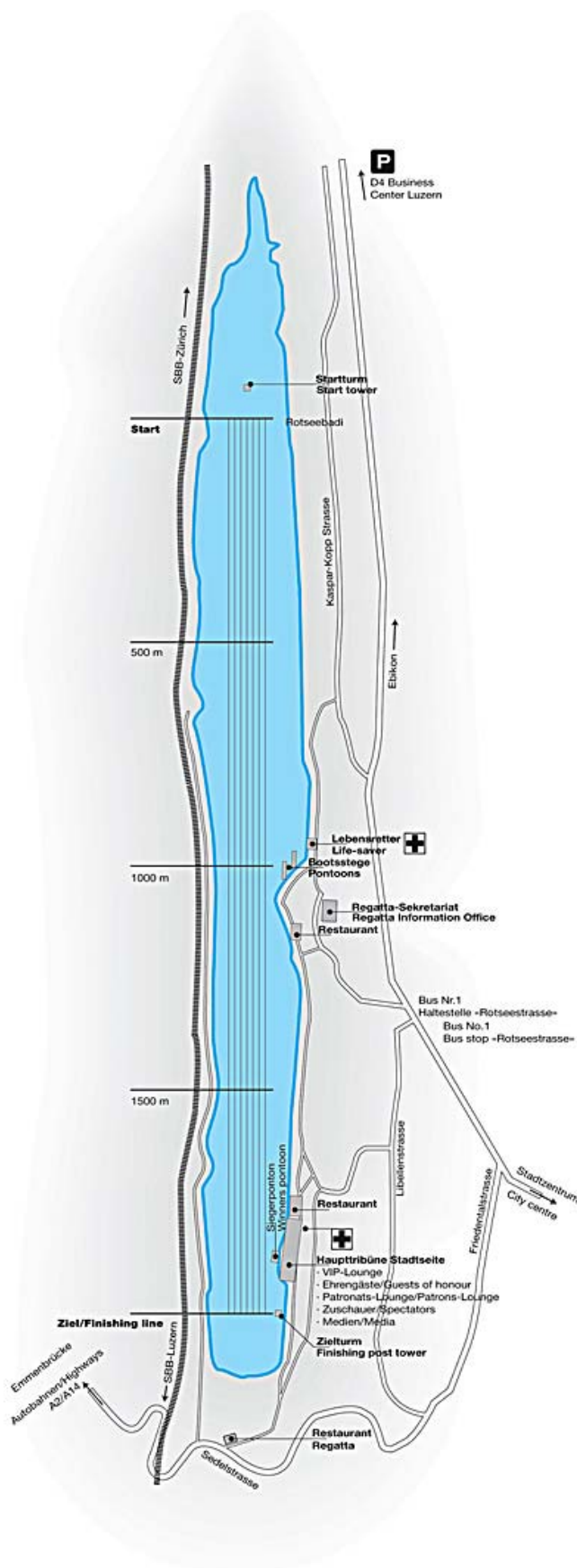
11.3 Nations Dinner

The Nations Dinner of the 2013 Coupe de la Jeunesse Regatta will take place **Saturday, 3 August 2013; 20:00 hrs** in the boathouse of the *Seeclub Luzern*, one of the three local rowing clubs. Sponsors, officials, guests of the OC and two representatives of every nation are invited to this event. The invitations will be distributed to the Team Manager's while checking in.

11.4 Farewell party

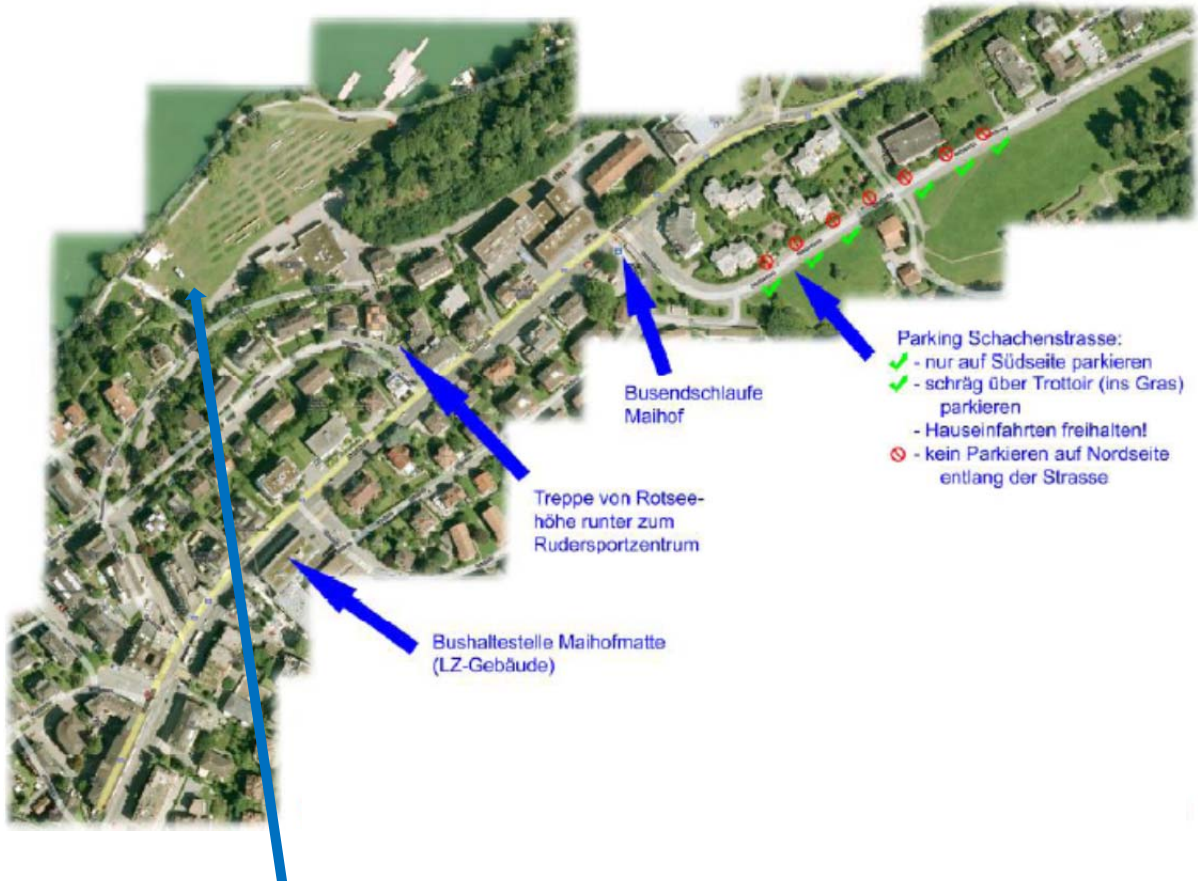
There will be no team farewell party after the event.

12. Overview map Rotsee area



13. Parking Team cars/buses/coaches

Situation Rotsee - Anreise / Parking



Boat trailers, in the corner of the lawn.

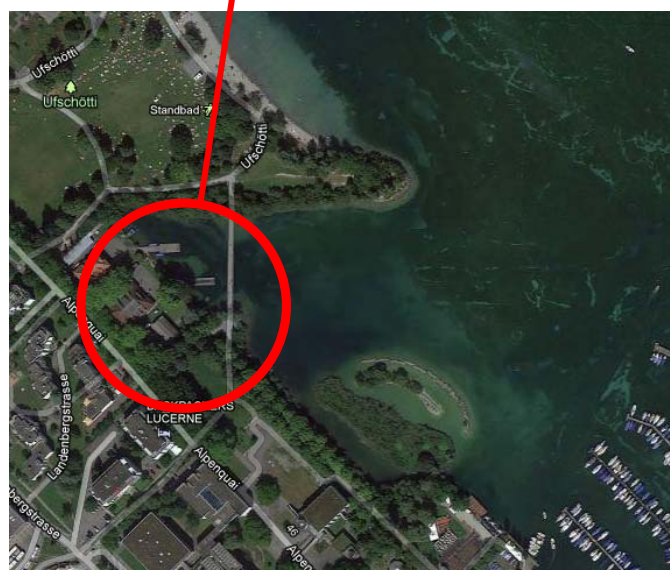
14. Seeclub Luzern: Nations Dinner

The Boathouse of the Seeclub Luzern is easily accessible from the train station of Lucerne (ca. 1km, 10min. walk). The address is **Alpenquai 33, 6005 Luzern**. Some parking lots are available on the street by the boathouse. See the map below:

Train station

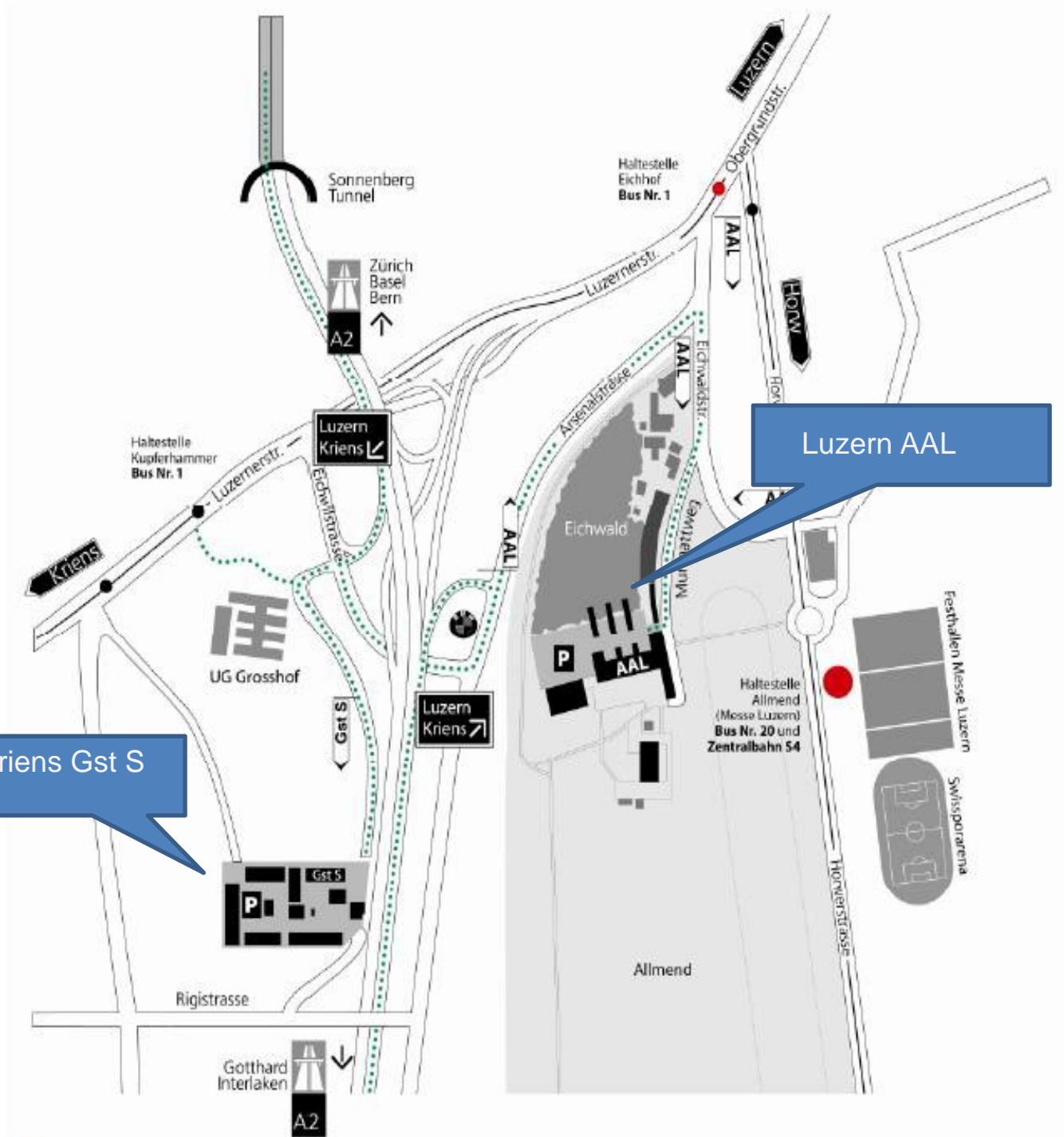


Boathouse



15. Accommodation

Lucerne and Kriens



Stans-Oberdorf



Picture 2: Approach of Stans-Oberdorf via national highway "A2/E35". Upon leaving the highway please follow the yellow "SWISSINT" signs. #



Picture 3: Approach of the SWISSINT base in Stans-Oberdorf. #