

2025-2028

**World Rowing Indoor
Championships**

Event, Venue, and Competition

Basic Specifications



THE EVENT

World Rowing`s vision for Indoor Rowing

“In the digital age, Indoor Rowing has emerged as a powerful tool, enabling its global community to engage with the sport remotely in the digital/metaverse realm. This innovative approach not only enhances accessibility but also opens new avenues for collaboration and competition, ensuring that Indoor/Connected Rowing remains at the forefront of sports innovation.

The concept of Indoor/Connected Rowing is rapidly growing globally, addressing individuals of all ages, from 5 to 105. This inclusivity not only broadens the reach of the sport but also fosters a sense of community and shared passion that transcends geographical boundaries. Hosting the World and European Rowing Indoor Championships offers a remarkable opportunity to contribute to unleashing the vast potential of Indoor Rowing and to put your town into the center of the dynamically growing excitement.

Alongside the wide-range of age groups that compete at the Indoor Rowing Championships, either in-person or virtually, the newly-created World Rowing *Versa Challenge* was established to offer competitors a unique competition opportunity that can't be replicated at home and which features elements of uncertainty and variability which is exciting for both spectators and competitors, and allows Indoor Rowing competitions to expand to new horizons.

The guidelines outlined in this Handbook describe the basic requirements for hosting a World Rowing Indoor Championships. Our expert staff and consultants stand ready as active partners to help you deliver a great event.”

Best regards and great racing!

World Rowing President
Jean-Christophe Rolland

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THE VENUE – FACILITIES & OPERATIONS

Venue Requirements

Venue Selection

The proposed venue must meet all minimum requirements as stated in this document and set out by World Rowing (WR), and the venue layout must be discussed and agreed upon with World Rowing.

Location

The location of the proposed venue should be easily accessible by individual competitors who may be traveling by public transportation or car.

Accessibility Requirements

All areas of the venue should be accessible to wheelchair users, and individuals using mobility devices (competitors and spectators). Adaptations to the venue will vary based on the venue itself and its existing accessibility.

Venue Branding

Venue branding should be in the same design as and contribute to the overall venue branding, as approved by WR. In principle, all competition areas (the “Field of Play” (FoP)) must be “clean” and free of other local sponsor branding. This includes signage to cover crowd barriers, and to decorate the athlete tunnel. A signage plan will be determined by WR, as advised and agreed upon by the Organiser, and is specific to each venue. All signage must be provided by the Organiser. The OC is requested to contact WR should it be unsure as to what banners/signage/look and feel is permissible under the Event and Rights Agreement. WR is open to discussions regarding an Enhanced Commercial Rights package that may benefit both parties.

Signage

Attention must be given to the signage in the off-floor areas to ensure a smooth pre- and post-competition flow for athletes, as well as for the OC, WR and other groups in these areas. All off-floor areas should be clearly labelled, as well as all accredited area entry and exit points. All signage must be approved by WR. All general or OC partner signage must be provided by the Organiser. WR will provide signage from WR partners.

Security

Security personnel should be used to secure all access points to the venue, as well as all entry and exit points to accredited areas, and any storage areas at the venue. Security must be operational from the official opening of the venue.

Water

Bottled water should only be available in the Doping Control and medical areas. In order to reduce the number of single use plastic bottles at the event, water bottle refill areas/sinks should be provided in the competition and spectator areas.

Field of Play (Competition area)

Race Floor

The race floor on which the ergometers are placed should be a flat, hard surface that can be cleaned easily. The race floor can be neutral coloured or contribute to the venue branding as approved by WR. The minimum requirements are 20m x 35m (general Basketball court size with walk areas). Larger venues will be able to cater for most warm up ergometers and the competition ergometers (e.g.: general Ice Hockey rink of 30m x 60m).

A separate race area on the Field of Play should be designated for the Versa Challenge. This area should be arranged with 12 ergometers linked separately to the official timing provider, and WR Versa branded perimeters that will remain in place for the duration of the event.

Entry Tunnel and Sports Presentation

The entry tunnel is a pathway through which athletes exit the athlete marshalling area and enter the competition floor. As this will be spectators' first view of the competitors, the tunnel should contribute to the 'Look and Feel' of the event. This structure must be approved by WR.

Weather Adaptations

Although not recommended, the field of play should be a covered, well-ventilated area, and well lit. It is possible to create an outdoor competition area for indoor rowing, however consideration must be given to protect the athletes, spectators, equipment, and other technology from the elements (including extreme temperatures).

Number and Type of Ergometers (Competition & Warm up)

A minimum of 80 competition ergometers, and an additional equivalent number of warmup ergometers, should fit into the field of play. The final number is to be agreed upon between WR, the Organiser, and Concept2. These machines will be provided by Concept2, or their designated distributor.

PARA Seats

The OC shall provide 6-10 Para seats for warm up and racing (multi use) depending on numbers of entrants. These seats may be used for and shared with Para Classification prior to the event, if applicable.

Spacing and Arrangement of Ergometers

Arrangement of ergometers will be dependent on the venue and the field of play shape and size. Ergometers should be spaced at a minimum of 1 metre laterally apart (from flywheel centre to flywheel centre). If the ergometers are placed in front of one another (i.e. in rows), there should be a minimum of 2 metres between the back of one ergometer, and the front of the next ergometer. The final arrangement of ergometers approved by WR, in consultation with the ergometer provider.

Ergometer Identification

Ergometers should be numbered with stickers or similar on the front and back for the benefit of officials, competitors and spectators. A hard, transparent "document holder" cover must also be affixed to the front of each ergometer, to hold the identification. Before each race, a sheet of paper with the name of the competitor will be inserted into the sheet cover for the benefit of spectators and media.

Ergometer Fixing

Ergometers should be firmly fixed to the competition floor to avoid slippage during racing. Methods of fixing will depend on the floor surface and each OC should consult with the venue owners to find the best solution.

Competition areas – on the floor

Technical Workspace

(Rowing Ergometer Service Provider, Graphics, Data & Results Service Provider)

A technical workspace must be set up as close to the race floor as possible, with a view of the race floor and at least one of the big screens. This technical area must allow for 7 seated desk positions, with access to electricity (2 outlets per person). This area should be as close to the sport presentation workspace as possible. All service providers will bring their own equipment.

Sport Presentation Workspace

(Sports Presentation Service Provider, Commentators, Sound Producer/DJ)

A sport presentation workspace must be set up as close to the race floor as possible, with a view of the race floor and at least one of the big screens. This technical area must allow for 7-8 seated desk positions, with access to electricity (2 outlets per person). This area should be as close to the technical workspace as possible. All service providers will bring their own equipment.

Media Workspace and Mixed Zone

A secured area for accredited media representatives must be provided with a view of the race floor and race tunnel (if possible). Accredited media personnel will have on-floor access during competition, and will be requested to conduct any short post-race interviews in this area. As such, it should be far enough from the competition ergometers to facilitate interviewing. 10 chairs and 2 tables must be provided. The area should be supervised by a security person to oversee equipment being stored in this area, and manage access.

On Floor Victory Ceremony Area

The Victory Ceremony (VC) at WR events is an important part of each event. In Indoor Rowing, the VC may be different and innovative and designed for fan engagement. For this reason, WR and the WR Sports Presentation team will work with each OC to develop the best and most engaging Ceremony for each venue. Ultimately, WR will determine the final arrangement at WR events. The VC area should be located in an area which is either on the race floor easily viewable by spectators, or in an area away from the main field of play. The VC backdrop is to be designed and paid for by WR. Local/OC partners will be included in the design, and will be agreed between the Organiser and WR. A VC preparation area (a waiting area for 12 athletes and table) should be arranged nearby, but out of the sight of spectators.

Note: a dedicated and separately defined Ceremony area may be required for the Versa Challenge presentation.

Crowd Barriers

The field of play must be kept clear of all spectators, coaches and team staff during competition. Depending on the venue, a temporary crowd barrier may be necessary to separate all on-floor operational and competition areas from the spectator area. Whether a temporary crowd barrier is provided, or the venue includes a natural barrier, all entry points should be managed by a security person to ensure a clean and clear field of play. The crowd barrier should contribute to the venue branding as approved by WR.

VIP & Hospitality Area

The Organiser should encourage attendance of VIP guests or sponsors. If the Organiser chooses to arrange such an area, it must meet the minimum requirements as outlined below to maintain consistency with other WR events. The size of the VIP area should not distract from the field of play, and is to be agreed upon by WR and the Organiser in advance based on the size of the venue. If the VIP & Hospitality area is provided on the race floor, 12 access passes must be provided to WR to support WR sponsors and VIPs.

If provided, the suggested guidelines for this area are:

- Covered tables and chairs
- Decorations to match the venue branding (flowers, flags, banners, etc.)
- Hosts/Hostesses at the entrance and inside
- Television monitors for live action viewing if the field of play and big screen is not easily viewable
- Daily schedules and previous results
- Snacks and water/coffee/tea/soft drinks
- Secure area for coat, small bag storage

Public Address & Sport Presentation Equipment

Please refer to Appendix 10 of the bid documents. WR and its Sports Presentation provider will help advise the OC in this area (as with all areas of the event`s presentation).

First Aid Area

The on-floor first aid area should be set up as close to the race floor as possible with a clear and direct path to the Ambulance parking area (in the event of an emergency).

Technology

Event Modus, including Hybrid events

The standard WR Indoor event is conducted in-person. This is where all participants take part inside the hall or arena. In recent years, with the development of connected events (using the Cloud to link ergometers in a digital way), many events have been conducted "virtually". WR has also developed a "hybrid" event, where in-person athletes race virtual athletes in the same race, in real time. This mode adds a level of complexity that must be fully discussed with WR.

Generally, in either version of the event (in-person or hybrid) the WR technology provider (Timing & Results) will attend the event and deliver this service. This is backed up by the local ergometer provider, who will assist the Timing & Results Provider to connect all ergometers.

The Technology Manager from the OC (outlined below) plays a key role in ensuring a seamless interface between all services.

Big Screens

Big screens are critical to this event, as they share valuable information regarding ongoing races. As such, the Organiser must provide a minimum of two big screens on (or above) the field of play, visible to spectators. These should be placed so that all spectators have a clear view of at least one of the big screens.

The size of the big screens will depend on the venue, and subject to agreement between WR, the Organiser, and Concept2. As a guide, the screen should be 6m x 3m, able to display two separate inputs, 15m x 30m field of play. The Organiser must budget a minimum amount for the big screens. This amount will be advised by WR and is venue dependent.

Depending on the venue, the Organiser may choose to provide multiple (2-3) big or small screens to enhance spectator and participant experience. These may be placed, for example, in the athlete rest area, vendor area, additional spectator areas (if any), or the VIP area (optional). A minimum of 4 large TV monitors should also be provided for the Versa Challenge area, (see section below regarding Versa).

Walkie-talkies (radios)

10 radios should be provided for WR use during the event.

Broadband Internet Service

Please refer to Appendix 11 of the bid documents.

Photocopying Service

The Organiser must provide 2 colour printers (medium laser capacity), one of which has photocopy capabilities, to support the registration/accreditation service. An additional printer/photocopier should be provided at the spectator information desk.

Competition areas – Back of House

Registration/Accreditation Area

This area should be the first point of contact for those people collecting accreditation, and thus should be located near the entrance to the venue. The Organiser should design the accreditation system in consultation with WR. The Organiser will be responsible for the management of accreditation distribution. The accreditation system is recommended to be simple and to use different categories (colours) for different days and zone accesses of non-transferrable wristbands. Wristbands (or other non-transferable accreditations) should be supplied by the Organiser.

Athlete Weighing

It is the Organiser's responsibility to provide the facilities, the equipment/scales, and the Officials for athlete weighing. The scales must be provided by a supplier approved by WR and must be of a WR-approved type and accuracy. The OC is required to calibrate the scales in advance of the event, and store them in a secure area. The OC should also have a gauged weight on hand to test the scales regularly. Athlete weighing should occur in a space 60-70m² at the venue. The space should include a waiting area for 15 people, and a weighing area separated by a curtain or screen. If no room or permanent infrastructure is available, a temporary tent or container is a possibility, however the floor must be absolutely flat, hard, and level, to ensure the accuracy of the scales. World Rowing weigh in rules apply.

Bag Drop

A bag storage area must be provided for competitors, and should be supervised by OC volunteers for the duration of the event (from the official opening to closing of the venue). The bag storage area should include sufficient space to organise and store 400 small bags, and any materials required to enable a bag check (i.e. numbered slips). The OC should design a reliable system for checking bags in and out.

Athlete Changing Area and Showers

Athlete changing areas and showers, including accessible changing areas and showers, must be provided to competitors in the accredited area. The changing areas should have the capacity to be used by 30 athletes at one time and meet all local health regulations.

Toilets & Sanitary Facilities

Sufficient toilets, including accessible toilets, to meet all local health regulations should be provided in the accredited area. Toilets must be cleaned regularly throughout the event.

Hand sanitiser must be provided throughout the venue for participants.

Athlete Rest Area

The athlete rest area should be a large space (to accommodate 50 – 60 athletes at one time) inside of the accredited area of the venue with stretching mats, chairs, and wifi.

Athlete Warm Up Area

The athlete warm up area should be located in an area with a clear path to the competition floor. This area should have sufficient space for all 80 warmup ergometers, as well as some floor space for stretching. 40 stretching mats should be provided for athlete use. The warm up area should be well ventilated, and have a hard, flat covered floor. Additional warm up equipment, such as Bike Ergs, will be provided by Concept2. Hand steriliser and cleaning materials should be provided by the OC, monitored by a volunteer. Machines should be cleaned by each athlete after each use.

Athlete Marshalling Area

The athlete marshalling area is the space in which athletes are lined up prior to entering the competition floor. This area should lead into the entry tunnel, and should not be viewable to spectators. Ideally, the marshalling area would connect the warm up area to the entry tunnel and competition floor. OC volunteers should be stationed in the marshalling area to assist with the athlete line up. Temporary stickers on the floor indicate positioning. Numbers 1-40 are required.

Off-floor Victory Ceremony

As not all Victory Ceremonies will occur on the floor during competition, an off race floor victory ceremony space/area must be provided. The requirements for this area are the same as the on-floor victory ceremony. This area should be sheltered from the sound of the competition floor, and should include a small speaker system, microphone and appropriate lighting. WR will approve the arrangement of this area.

Classification Areas

See Appendix 12 for requirements. Physical Impairment (PI) Classification would take place at the venue; Visual Impairment (VI) Classification must take place at a local, registered vision clinic or hospital. The OC must provide transport between the venue/hotel to the vision clinic.

It is the responsibility of the Organiser to provide all necessary materials for the classification area, and all local logistic arrangements for classifiers. It is the responsibility of WR to select classifiers, cover the accommodation and international travel costs of the classifiers, and determine the classification schedule. Both a VI and PI classification should be budgeted for in the bid budget. WR will confirm with the Organiser no later than 9 months prior to the event whether or not a VI and/or PI classification will occur.

Offices & Meeting Rooms

Office / Meeting Space (OC)

The Organiser should consider its office space and meeting space needs in the venue setup. This includes a volunteer rest and bag storage area.

Office / Meeting Space (WR)

An office/meeting space must be provided to for WR for to use during the duration of the event. This area should include 5 individual-use workstations, as well as a larger meeting table which can seat 10 people. A printer should be provided in the office, as well as dedicated Wi-Fi network and ample power outlets for each workspace.

Video Production Workspace

A small, closed room in close proximity to the field of play, with power, 4 workspaces with 2 outlets each, and cabled internet access.

Medical facilities & services

First Aid Area

In principle, the first aid service and areas are used to stabilize patients until an ambulance arrives if required. The on-floor first aid area should be set up as close to the race floor as possible with a clear and direct path to the Ambulance parking area (in the event of an emergency). Depending on the size of the first aid area, a second first aid room might be required for longer term care until the ambulance arrives. This is venue specific and should be determined after consultation with WR. The spectator first aid service is separate and extra to the competitor first aid service.

Doping Control

The Doping Control area should include:

- One doctor's room, complete with a table, four chairs, a fridge and a sink (10m²).
- Two separate toilets, (with hot and cold water, sinks, towels and soap), adjacent to the Doctor's room. At least one toilet should be accessible.
- Two Anti-Doping processing rooms with tables and chairs (10-12m²).
- Large waiting room (50m²) with comfortable chairs and with direct access to the examination room and toilets.
- Plentiful supplies of bottled and sealed liquids such as water, fruit juices, soft drinks, (not beer or alcoholic beverages). Some athletes can be in the Doping Control Centre for up to 4 hours.
- The drinks for the competitors must be kept in a separate and secure fridge from the one holding the samples.
- The Doping Control area must be accessible by one door only, and that door should be kept locked and secured when Doping Control is not being conducted or when Doping Control officials are absent.
- A sign outside of the Doping Control Centre should clearly identify the Doping Control Centre.

It is the responsibility of the Organising Committee (normally in coordination with the Member Federation) to liaise with the NADO or local agency to perform the testing. WR will coordinate this aspect initially with the International Testing Agency (ITA).

Water

Sealed, bottled water must be available in the Doping Control and medical areas.

Ambulances

2 staffed ambulances must be present at the venue during all official opening hours of the venue.

Spectators / Hospitality

Fan engagement and Festivalisation

WR is committed to delivering an exciting spectator and competitor experience for Indoor Rowing events. This can be done in a range of innovative and `local` ways that add to the cultural and national identity of the host city. Organising Committees (OC) are encouraged to consult with WR staff who are able to advise on various initiatives that have been delivered at other events. Commercially, the OC has the opportunity to develop an *"enhanced commercial rights package"* that enables greater visibility for local sponsors and agencies.

Spectator Ticket Sales

The Organiser may choose to charge a spectator ticketing fee. (Athletes and officials with accreditation must not be charged for venue entrance). If so, the OC should indicate ticket prices and propose any hospitality packages or VIP ticket concepts to WR.

Seating and Standing Area

Grandstand seats should be available to spectators. An accessible seating area should also be provided. It is also an option to create standing areas for spectators.

Food & Water

Food and beverages must be available for purchase by spectators (this can be included in the sales and exhibition area). Consideration must be given to using sustainable containers and utensils. In order to minimise the use of single-use plastic at events, ample water bottle refill areas/sinks should be made available to spectators.

Spectator Information/Ticket Services

A spectator information desk should be provided and staffed by the Organiser. If the event is ticketed (optional) the Organiser may double the spectator information desk as a spectator ticket services desk.

Sales and Exhibition area – Fan Zone

This is a critical area for the event`s success. A sales and exhibition area should be located in the non-accredited area, and include a variety of vendors, services, and exhibitors. Food vendors are permitted and encouraged if permitted by the venue. The Organiser is responsible for soliciting vendors to participate in the event. If they choose to, the Organiser may place an additional big screen in the sales and exhibition area in order to create additional viewing opportunities, and to encourage spectators to spend time in the sales and exhibition area. The Organiser may choose to charge vendors for their use of space in the sales and exhibition area, however these rates must be agreed upon with WR.

Please review Appendix 9, the Merchandising and Licensing Policy, for additional information on the sales and exhibition area, as well as on the WR merchandiser. The location of the WR Merchandiser stand(s) must be agreed with WR in advance.

Toilets & Sanitary Facilities

Sufficient toilets, including accessible toilets, should be provided in the non-accredited area. Toilets should be cleaned throughout the event and meet all local health requirements. Hand sanitiser should be provided throughout the venue for spectators.

VIP & Hospitality area

The Organiser should encourage attendance of VIP guests or sponsors. If the Organiser chooses to arrange such an area off-floor, the same guidelines as outlined in the above section on floor VIP & Hospitality area would apply to this off-floor area.

EVENT OPERATIONS

Competition Schedule

WRICH Events (to be determined by World Rowing)

The events and competition schedule of the event are to be determined by WR on an annual basis. The WRICH will take place over two days. If the WRICH is combined with an existing competition, as approved by WR, the event may be extended over 3 days.

Combining with Local/Existing Competition

The Organiser may request to merge a local or existing competition (for example, a National Championships) into the World Rowing Indoor Championships. This must be indicated to WR during the bid phase. Additional events will not be included in the competition schedule during official competition days unless approved by WR. In instances where the local rules and WR rules do not agree, the WR rules would prevail. All non-WRICH victory ceremonies would occur at the off-floor victory ceremony area.

Entries

Entries Timeline

Entries should open a minimum of 4 months prior to the event with the release of the event bulletin. It is possible to have different phases of registration (i.e. 'Early Bird' registration, late entry, etc) and caps on entries. This may vary depending on the organiser and should be agreed upon by WR and the Organiser in advance.

Entry Fees

A large source of revenue for the Organiser will be the collection of competitor entry fees. The regular, single person entry fee (in-person or virtual) for this event shall be set at €40 for each individual entry and €120 per team for team or relay events (or equivalent in local currency for hosts outside of Europe). This must be confirmed however by WR for each event. In cases where there are various phases of registration (see above), the various prices of these entry fees are subject to approval by WR.

OC Publications

Event Website and Information

WR requires that the Organiser set up a website in connection with the event. This website should be updated regularly to contain relevant information and updates about the event, as well as information for spectators, participants, and other key stakeholders. Please refer to *Appendix 8: Digital Media Policy for Organising Committees of World Rowing Events* for more information.

Bulletin Timeline

The event bulletin should be published a minimum of 4 months prior to the event by the organiser. This should include competition information (including, but not limited to, the location of the event, key dates, registration/accreditation information, entry system information, day-of event information, race categories, accommodation and transportation information, and para classification information). Bulletin content must be approved by WR.

Ceremonies & Social Events

Event Opening and Closing Ceremony

The event should open and close with a short, informal ceremony. The Opening Ceremony would include a short speech from a WR representative, as well as a member of the OC. The Closing Ceremony would include the same two short speeches, as well as a flag handover to the future Organiser. It is optional to include some entertainment in these ceremonies, however the ceremony plans must be approved by WR to ensure that they match the tone of the event.

WORLD ROWING/OC reception (Optional)

The Organiser has the option to organise an informal reception between WR and the OC prior to the competition. If arranged, the WR Event Manager will provide a list of attendees on behalf of WR.

Farewell party (Optional)

The Organiser has the option to organise a farewell party for the competitors and their spectators.

EVENT LOGISTICS

Accommodation & Food

Accommodation Teams

Competitors will be responsible for securing their own accommodation for the event. The Organiser must provide information about nearby accommodation options across a range of pricing, and ensure that sufficient accommodation exists for **approximately 1200 competitors, and 70 accessible rooms**. The Organiser may choose to work with hotels, or local tourism agencies, to offer hotel packages for competitors. The additional costs (shuttle to venue etc.) may be included in the accommodation package.

Official Hotels

The Organiser may designate one or more hotels as official event hotels, and arrange for additional services to be available at the hotel (such as an erg room, shuttle service between the venue and hotel, etc.).

Accommodation for World Rowing

Accommodation for WR staff and certain WR contactors must be provided at the OC's cost, in single rooms, in a minimum of 3-star quality, including bed and breakfast. This number includes WR Staff, Council members, contractors, and jury members. Jury members (5) should receive a dinner per diem, or have dinner included in their hotel booking. All others only require bed and breakfast. The number of room nights, detailed in the Event and Rights Agreement, must be provided by the Organiser. Additional hotel bookings requested (that exceed the numbers expressed) will be paid for by WR.

Food Services

Lunches

The Organiser must provide lunches at the venue for all WR staff, WR Council, Jury, and World Rowing Service Providers.

Drinking Water Analysis

If required, or requested by WR, to ensure the potability of the water available at the venue, the Organiser may need to arrange for a drinking water analysis.

Transportation

World Rowing Transport

All airport and local transport must be provided for all members of the WR group. If convenient, it is an option for this group to use public transportation.

Airport and Local Transport for Competitors

The Organiser may offer an airport pickup/drop off service for competitors. If offered, this option should include accessible transportation.

ADDITIONAL INFORMATION

World Rowing Service Providers

Rowing Ergometer Provider

The rowing ergometer provider will be appointed by WR. The provider will arrange for the delivery and setup of all machines, however require a minimum of 12-15 volunteers to assist with setup.

The Organiser is responsible for identifying buyers and facilitating the local sale of all competition and warm up equipment supplied by the provider as part of a local sport legacy effort. Equipment should be sold in advance of the event so that it is available for collection at the conclusion of competition. The provider may be able to support this process through providing a discount on equipment, and connecting the Organiser with their local network (if applicable).

Graphics, Data & Results Provider

The graphics, data and results provider will be appointed by WR. The cost of this service will be capped for the OC, any cost over and above would be covered by WR.

Entry System/Platform Provider

The entry platform provider will be appointed by WR. This provider is to be confirmed. The cost of this service will be capped at 5% per entry for the OC, any cost over and above would be covered by WR.

Sports Presentation

The sports presentation provider will be appointed by WR. The cost of this service will be capped for the OC. Any cost over and above would be covered by WR. Please refer to Appendix 10 for more information.

Livestream Provider

World Rowing Productions will provide the Livestream for the World Rowing Indoor Championships.

OC Structure and Staffing

The OC should, within 3 months of signing the Event and Rights Agreement, send WR a full organisation chart, including all proposed OC staff and volunteer roles.

WR would recommend, as a minimum, the following key roles :

OC Event Manager (World Rowing Liaison)

This OC Event Manager will act as the main point of contact between all OC appointed individuals and the appointed WR event manager. This individual will oversee all event and competition related logistics and operations, and communicate with all OC service providers. This individual should be one of the first OC individuals to be identified.

Field of Play Coordinator

This individual is responsible for the competition delivery, layout, and set up of the FOP. They are the key contact for co-ordination with OC and WR Contractors (For example: Concept2, Graphics Provider, Sport Presentation provider). They oversee and manage all race-floor volunteers at the event.

Technology Manager

The technology manager can either be connected to the event venue itself, or be part of the OC. This person has a key role in ensuring a seamless link between WR service providers, the venue technology capabilities, broadcast partners and the OC – with respect to Technology. This includes a good understanding of venue capacity with regards to Wi-Fi, Broadband, power connections with the city and electricity within the venue, etc.

Communications Manager

The media/communications manager will act as the main point of contact with WR's communications team, and will be responsible for the promotion of the event in collaboration with WR. This individual will also act as the main point of contact for any media or press related requests.

Accreditation/Registration Manager

The accreditation/registration manager will act as the main point of contact for the OC as it relates to registration for the event. This individual will also oversee the athlete registration at the event, as well as any accreditation setup and distribution.

Additional Roles

Additional roles, not limited to those listed below, can be held by individual people, or combined with other roles:

- Sales and Exhibition Area Coordinator
- Competition Area Coordinator
- Ticket Coordinator (if applicable)
- Sustainability Coordinator
- Para Coordinator
- VC Coordinator
- Safeguarding Officer
- Logistics Coordinator (transport & accommodation)
- Volunteer Coordinator
- Medical Officer
- Communications & Marketing Coordinator
- VIP & Hospitality Coordinator
- Partnerships Coordinator (funding agencies and sponsors)

Volunteer & Other Roles

Volunteers

Volunteers are critical to the success of the event. Some volunteers may begin to work with the OC upon attribution, while others may only be involved with the event during competition. As an OC develops their staffing plan, it is important to also define the number of volunteers that will be needed at the event, as well as the competencies required for each role.

Emergency Medical Services (including ambulances)

The OC Medical Officer should establish a relationship with the local hospital and emergency services prior to the event. At all times of competition, 2 ambulances must be onsite. In addition to this, the Organising Committee should arrange to have an emergency medical teams (minimum 3 persons) at the venue during competition. This team will be located on the field of play in the first

aid area. The OC Medical Officer and medical services onsite should have a direct communication channel (radio or mobile phone) during the event

National Technical Officials

3 National Technical Officials must be appointed by the Organiser and support the International Technical Officials (ITOs). ITOs make up the Jury, and are appointed by World Rowing.

DJ/Sound Producer

Please refer to Appendix 10 of the bid documents.

Off floor VC announcer (local language and English)

The off floor announcer should have public speaking or presenting experience. In cases where the local language is not English, the ideal candidate would be able to present in both English and the local language. In cases where this is not possible, the OC should arrange for both an English and a local language announcer.

On floor VC announcer/commentator (local language)

This commentator and on floor VC announcer should have a strong understanding of indoor rowing, and have experience commentating or presenting at events. The ideal candidate would be able to connect with a variety of spectators and athletes, both from inside and outside of the on-water rowing community. The ideal candidate would also have some understanding of English so as to better communicate with the World Rowing Sport Presentation Team.