



Fédération Internationale des Sociétés d'Aviron
International Rowing Federation

FISA MASTERS COMMISSION

FISA WORLD ROWING MASTERS REGATTA MANUAL

TERMS AND CONDITIONS FOR THE ORGANISATION OF THE FISA WORLD ROWING MASTERS REGATTA

Prepared by the FISA Masters Commission
for use by Organising Committees of
FISA World Rowing Masters Regattas from 2013

October 2009 Revision
This edition wholly replaces all previous editions

TABLE OF CONTENTS

SECTION

A	COURSE
B	REGATTA ORGANISATION
C	BULLETINS
D	COSTS
E	ORGANISING COMMITTEE OBLIGATIONS
F	ACCOMMODATION
G	SOCIAL EVENTS
H	ENTRIES
I	PROGRAMME
J	FACILITIES AT COURSE
K	REGATTA OFFICE
L	TRAINING
M	MIXED CREW EVENTS
N	PRIZES
O	SOUVENIRS
P	BIDDING TO HOST A FISA WORLD MASTERS REGATTA

APPENDICES

- A. SAMPLE START LIST
- B. SAMPLE ENTRY FORM
- C. REGULATIONS in English and in German
- D. SAMPLE BOAT RENTAL FORM
- E. SAMPLES OF REQUIREMENTS FOR DRAW
- F. MEDICAL NOTIFICATION FORM
- G. CREW CHANGE (SUBSTITUTION) FORM
- H. CREW WITHDRAWAL FORM
- I. PROTEST FORM
- J. APPLICATION TO HOST FISA WORLD MASTERS REGATTA

NOTE: THIS REGATTA MANUAL IS TO BE READ IN CONJUNCTION WITH THE FISA RULE BOOK AS AMENDED FROM TIME TO TIME. IT IS THE FISA WORLD MASTERS REGATTA ORGANISING COMMITTEE'S RESPONSIBILITY TO OBTAIN A COPY OF THIS REGATTA MANUAL FROM ITS NATIONAL FEDERATION OR FROM FISA.

A COURSE

The Course should comply as closely as possible to Category A as provided in the FISA bye-laws. The following are minimum requirements which must be adhered to:-

1. Seven or preferably eight racing lanes are required.
2. Start pontoons shall be provided that allow the bows of boats to be aligned evenly, but the pontoons may be stationary and should permit the bows to be aligned to the 1000m start line as nearly as is practical given the different lengths of boats.
3. There shall be an aligner on the start line, supervised by the judge at the start, with suitable means of communicating with the starter in the event of a false start.
4.
 - (a) There shall be a start tower between 30m and 50m behind the start line. The tower shall be equipped with a platform for the starter which shall not be less than 3m and not more than 6m above the water level, depending on the distance from the start line.
 - (b) There shall also be a prestart platform, at least 1m above water level, with weather protection and loudspeaking equipment for marshalling crews before each race. In addition there shall be a marshal, with appropriate megaphone or loudspeaking equipment, in a motor boat in the prestart area between the 0m line (i.e. the start line of the 2000m course) and the prestart platform.
 - (c) The distance between the start and the prestart shall be determined by the Organising Committee in consultation with the Masters Commission.
 - (d) The construction of the start pontoons will allow crews to row through from the prestart area into the start position in their own lane and will not be a solid pontoon.
 - (e) Loudspeakers will be provided at the 500m mark of the 2000m course.
5. A full 2000m Albano buoing system is required in accordance with the FISA bye-laws.
6. Distance markers shall be provided at each 250m either by clearly visible boards of a minimum size 2mx1m on the banks, or by 1m cubes on the water.
7.
 - (a) Training and racing circulation patterns shall be prepared for approval by the Commission. Where appropriate they should clearly indicate the patterns for warming up, cooling down, presentations, embarkation, etc. A copy shall be given to every crew competing and it shall be displayed on a large board at a prominent position in the embarkation area.
 - (b) The circulation pattern should allow users of hire boats to return to the pontoon for adjustments, if at all possible.
 - (c) A sufficient number of pontoons for embarkation and disembarkation shall be provided by the OC or otherwise at the reasonable direction of the MC. These pontoons must be clearly marked.
 - (d) If possible, a pontoon should be reserved for "hotseating" – quick personnel changes in crews with closely timed races.
8. Timing shall be provided for all crews at 500m and the Finish.
9. Photofinish shall be provided.
10. Rescue motor boats shall be provided at suitable positions to be agreed with the Commission, but certainly including one in the warmup area and another in the Finish area.

The crews of these boats shall be suitably qualified for rescue duties and on the day before the regatta starts a test of the rescue system should be carried out.

11. There shall be a First Aid post at the Regatta and a doctor and ambulance shall be in attendance throughout the hours of racing. Suitable safety arrangements shall be made for training periods, and all competing crews shall be made aware of the extent of such arrangements and the hours during which they are available.
12. During the nominated hours of racing spare parts, including oars, sculling blades, and tools must be available at the prestart pontoon.
13. Synchronised clocks shall be provided in the boat embarkation area and at the start.
14. The Organising Committee shall make available for hire an adequate number of boats and oars in all categories and of racing quality.
15. Facilities shall be available for the weighing of coxswains, although coxswains will be weighed only on an exceptional basis.
16. A pontoon is required to enable medals to be presented after each race, suitably integrated into the circulation pattern of the course.
17. Technical changes, which do not result in any significant outlay to the Organising Committee, to the Regatta Manual or the FISA Rules are of immediate effect and shall be applied or implemented.
18. Bow numbers allocated to a crew will be a letter followed by a number. The letter indicates a race and the number indicates a crew's lane in that race.
19. Around the course and the boating area there must be sufficient space for boat storage and movement. The Masters Commission will supply statistics of recent regattas for guidance, but as an example, more than 1,300 boats and more than 3,500 competitors are likely to be on site.

B REGATTA ORGANISATION

1. The President of the Jury, who shall be the holder of a current FISA umpiring licence, shall be appointed by the Organising Committee, subject to the approval of the Commission. The President of the Jury must be a member of the Jury at the previous FISA World Masters Regatta.
2. The Masters Commission, with the assistance of the President of the Jury, shall appoint a Jury of up to 24, all holders of current FISA umpiring licences. In addition to this Jury, a number of national umpires will be required for further duties in connection with the Jury. The Organising Committee should write to each Jury Member within two weeks of their selection with full details on the regatta dates, accommodation provided, and other essential details.

3. In view of the long hours of racing this number of officials is intended to allow for two separate teams to alternate duties during the day. This allows time for rest periods and for moving from one duty to another.
4. The duties of the FISA Jury are as follows:
President of the Jury
 1. Prestarter
 2. Starter
 3. Judge at start
 4. Static umpire 100m
 5. Static umpire 500m
 6. Static umpire 750m
 7. Judge at the finish
 8. Control commission 1 (Senior)
 9. Control commission 2
 10. Control commission 3
 11. Marshall behind prestart
 12. Traffic Master*

* Traffic Master to be positioned in front of the embarkation/disembarkation point depending on the traffic rules

The duties of the National Umpires are as follows

1. Assisting prestarter
2. Assisting starter
3. Assisting at the finish
4. Assisting at the finish
5. Assistant control commission
6. Assistant control commission

The number of umpires will be discussed one year before the regatta and may be reduced from 24 in conjunction with the Organising Committee.

5. Static umpiring positions shall be used, in order to eliminate the nuisance of wash from motor boats. It may be possible to reduce the number of Jury members at some venues and this possibility will be discussed one year before the regatta.
6. No motor boats shall follow the races, and the number of such boats on the water shall be the absolute minimum for the efficient operation and maintenance of the course and for safety.
7. A meeting of the Jury will take place at least two hours before the first race and this meeting shall be announced well in advance in order that all umpires may make suitable travel arrangements. A full attendance of all members of the Jury, and all National Umpires assisting, is essential at this meeting. The FISA Umpires Commission will normally run an Umpires Seminar before the regatta begins.
8. Sufficient walkie talkies (or such equivalent equipment), probably 25 or more with 12 hours' capacity, shall be provided to ensure that appropriate levels of communication can be maintained between the President and the members of the Jury. The units shall be allocated to:-

(a) President of the Jury

- (b) Marshall before prestart (e.g. 0m to prestart platform)
 - (c) Prestart
 - (d) Start
 - (e) Judge at the start
 - (f) Finish tower
 - (g) Head of Control Commission
 - (h) President of the Organising Committee
 - (i) Chair of the Masters Commission
 - (j) Each member of the Masters Commission and any other person deemed to need access to such facility by the Chair of the Masters Commission, the Chair of the Organising Committee or the President of the Jury, including the Rescue Team.
9. The Masters Commission and the Jury shall be accommodated by the Organising Committee in one and the same hotel or accommodation unit. The Jury members shall not be accommodated in any more than one hotel or accommodation unit.
 10. The Organising Committee will provide suitable and regular transport for Jury and Commission members between their accommodation and the course at times suitable to the Jury members and Commission members.
 11. The Organising Committee will supply transport to and from the nearest airport or railway station for members of the Jury and for Commission members.
 12. Preparations must be made for the possibility that anti-doping controls will be applied. The form in the Appendices must be readily available for competitors to complete and hand in to the Organisers. It should be kept confidential and destroyed after the regatta if not required. Developments continue to be made in this area and it may be that an authorised letter from a competitor's medical doctor will be sufficient.
 13. A crew which sustains broken equipment before the start, or in the first 100 meters of the race, must repair the equipment using the facilities or spare parts available at the Start or Prestart. The Starter is not obliged to delay a race more than 10 minutes to accommodate a crew with broken equipment.

C BULLETINS

1. The dates for posting of Bulletins shall be agreed with the Commission.
2. The Organising Committee shall staff an information stand at the preceding Regatta, and at this Regatta shall distribute Bulletin No.1, which is a provisional document inviting Clubs and individuals to be placed on the mailing list for subsequent bulletins.
3. Bulletins shall be sent to all interested clubs and individuals, to all FISA Federations, and to all known rowing magazines. An effective website will reduce the postage requirements.
4. The main Bulletin No.2 shall be printed at least in English and German languages. Draft copies shall be sent to all members of the Commission for comment at the time specified by the Commission. It shall include the following:

- (a) The programme of events including racing and training times, office hours and social events.
- (b) The programme of racing as agreed with the Commission.
- (c) The Regatta regulations provided by the Commission, together with any appropriate local regulations.
- (d) Details of entry fees, boat hire charges for racing (with boats to be hired for a period of 1 hour maximum) and for training with instructions that only entries made on the official FISA entry form will be accepted.
- (e) Details of all social events, and accommodation.
- (f) The address of the Organising Committee, together with telephone, telex, and fax numbers and website and e-mail address.
- (g) Details of the method of payment and advice regarding bank transfer costs to be met by the entrants.
- (h) Plan of the regatta site.
- (i) An area location map, showing location of course, hotels, airport, etc.
- (j) A pack of forms including the standard FISA entry form for Masters, and suitable forms for booking social events and accommodation.
- (k) Information for entrants about papers required to cross borders with boats and trailers and any known restrictions.
- (l) A notice that In the event of cancellation of the regatta due to events out of the OC's control, such as adverse weather, entry and other fees will not be refunded.
- (m) Other relevant information.

5. A website should be in preparation two years in advance of the regatta with general information about the regatta venue. One year in advance, more detailed information should be provided. After its provision by the Masters Commission, the Start List of Events should also be put on the website, along with the ability to make entries to the regatta. A modern website can minimise use of the post or facsimile and telephones and is the preferred option. It also makes the task of accepting crew entries much easier as the entrant can be made to provide all the necessary details in the necessary format. It is very important to keep the website up to date.

6. The Start List will normally provide for racing on Thursday, Friday, Saturday and Sunday; the Start List is developed by the Masters Commission one year in advance of the regatta and then supplied to the Organising Committee.

D COSTS

The following shall be agreed with the Commission prior to the publication of Bulletin No. 2:

- 1. Entry fees.
- 2. Hiring fees for boats for racing and for training.
- 3. Cost of social events.
- 4. One Euro is to be added to the entry fee; it will be used to support FISA's Youth Development work. The Organising Committee will collect these Euros as part of the entry fee and after the regatta will transmit them to the FISA Youth Development Fund. The OC will also allow for competitors to make optional donations to this Euro Fund, as well as including the deposits from rejected protests. The Masters and Youth Commissions will agree on which project(s) to support each year.

E ORGANISING COMMITTEE OBLIGATIONS

1. The Organising Committee will pay the expenses associated with the Masters Commission as follows:-
 - (a) accommodation and airfare/travel expenses for all members of the Commission for the inspection/detailed meetings one year before the regatta.
 - (b) accommodation and airfare/travel expenses for up to three members of the Commission for up to three nights for the inspection/draw meetings one month before the regatta.
 - (c) accommodation and airfare/travel expenses for all members of the Commission for up to six nights for the regatta itself.
 - (d) accommodation and airfare/travel expenses for selected Commission members for any exceptional visits required.
 - (e) the cost of the final dinner/banquet for each member of the Commission.
2. At the conclusion of the detailed meetings one year before the regatta between the Commission and the Organising Committee, each party should sign the Minutes of the meeting as a true record of matters discussed and agreement reached in relation to the staging and conduct of the regatta. A contract between the Organising Committee and FISA will also require to be signed. Staff with computer expertise should be at this meeting to amend circulation maps, etc. so that they can be checked at the time.
3. In addition, the Organising Committee shall meet the accommodation costs for four or five nights and final dinner/banquet costs for each member of the Jury.
4. The Organising Committee shall send to the two FISA World Masters Regattas preceding its regatta the person or persons who are charged with the administration of the regatta in an executive capacity for the purposes of observing the conduct of the Regatta.
5. The Organising Committee shall send to all members of the FISA Executive and Council, not less than four months before the published date of the Regatta, an invitation to attend the FISA World Masters Regatta.
6. The Organising Committee shall supply, at no charge, sites for following host cities/venues at the regatta course from the Sunday preceding the regatta to the closing Sunday, inclusive.
7. The Organising Committee shall conform to FISA's Environmental parameters wherever possible.
8. The Organising Committee shall arrange adequate insurances for the event.

F ACCOMMODATION

1. Adequate accommodation will be required in all categories as close as possible to the course and venues for social functions. The Organising Committee shall ensure that the ability to procure suitable accommodations is readily available to overseas competitors, either by booking through the Organising Committee or through an equivalent convenient

means. The Commission will wish to visit typical accommodation in its inspections one year before the regatta.

2. Details of the costs of accommodation shall be submitted to the Commission for approval.
3. Camping sites recommended must have good facilities.

G SOCIAL EVENTS

The Commission will welcome new ideas from the Organising Committee for social events, but the following is the usual format:

1. Welcome Party. This should be on the Thursday evening of the regatta, and is simply a meeting place where all competitors and their friends can come without cost. Some entertainment should be provided, and this may take the form of music; or the event may be held in a museum, art gallery etc. If possible some free drink and snacks should be available, but a charge may be made provided this is made clear in the bulletin, although there should not be a charge for admission.
2. Programme for non participants. There is a very small demand for these events, but if possible some programme should be available.
3. Masters Party/Regatta Dinner
 - (a) Speeches shall normally take place before the meal. They shall be strictly limited and agreed with the Commission. It is most important to make arrangements for the microphone to be disconnected immediately following the speeches in order to prevent unauthorised use. The Organising Committee should refuse all requests for other speeches unless these have first been approved by the Commission.
 - (b) The Masters Party should provide a meal and dancing at an agreed cost for 1,000 people until late (about 1am). Some form of seating plan could be devised to enable groups booking together to be seated together if they so wish. The arrangements for seating should be made clear in the bulletin.
 - (c) A public address system should be installed to enable speeches and announcements to be clearly heard in all parts of the hall.
 - (d) Good music by a live band should be provided for dancing, without excessive amplification.
 - (e) Food should be of good quality and plentiful.
4. The FISA flag and FISA anthems will be provided by FISA for use during the regatta.

H ENTRIES

1. The closing date for all entries shall be agreed with the Commission.
2.
 - (a) All entries must be made on the official FISA Masters Entry form as approved by the Commission and distributed by the Organising Committee. Entries made on any other form of entry will not be accepted.
 - (b) All entries must be typed or, if hand written, written in block capital letters.

(c) The Organising Committee must endorse the entry form with the following words NO HANDWRITTEN ENTRIES ACCEPTED: USE TYPEWRITER ONLY.

(d) Internet entries are encouraged to be made, but there must be a reliable method of authenticating that the entries were made by a responsible and authorised person.

3. The Organising Committee shall send an acknowledgement of entry immediately on receipt, with confirmation of any hotel accommodation.
4. Immediately on receipt, all entry forms shall be checked for completeness and compliance with the regulations. In the case of incomplete or missing information, the Organising Committee shall take immediate steps to obtain the correct information.
5. One or more members of the FISA Commission will visit the Regatta Office, on a date to be agreed, after the closing date for entries, to check the entry forms and supervise the draw. It is essential that all irregularities regarding entries shall be thoroughly investigated by the Organising Committee before this visit.
6. For the purpose of arranging the draw, the Commission will require a complete list of all entries in each event, arranged in descending order of the average ages of the crews. This list must show all crew names with individual's year of birth and average age.
7. Where possible and subject to available technology, the draw may be conducted by computer subject to the approval of the Masters Commission.
8. When the entry is complete to the satisfaction of the Commission, a list of the clubs competing in each event shall be sent to all competing clubs.
9. Throughout the documentation of the event, the name of each competitor shall always be followed by the last two digits of the year of birth. The average age of a crew shall also always be printed throughout the documentation, in particular for the draw.
10. It should be noted that the age of a competitor is calculated in whole years according only to the year of birth and the year of the event.

In computer terms the formula is as follows:

n = number of rowers in the crew

do i = 1 to n:

 age [i] = current year - year of birth.

end.

average = truncate ((age [1] + age [2] +...+age [n])/ n,0).

Explanation:

For each rower calculate age[i] = current year - year of birth

add up all ages; divide total of ages by number of rowers in the crew, truncating the result.

For example:

age [1] = 1993 - 1933 = 60

age [2] = 1993 - 1933 = 60

age [3] = 1993 - 1933 = 60

age [4] = 1993 - 1934 = 59

total age = 239

average age = 239/4 = 59 (remainder to be lost)

11. The Organising Committee will obtain from the Organising Committee of the preceding World Masters Regatta a computerised register of participating persons and clubs which shall be upgraded, as needs be, by the Organising Committee for the following regatta.
12. The computerised register will contain:-
 - (a) names of competitors
 - (b) names of clubs in full (no abbreviations)
 - (c) the team manager and his/her address
 - (d) relevant national federation to which competitor belongs
 - (e) year of birth of competitors
13. One week before the draw, the Organising Committee will send to the Masters Commission an electronically readable copy of the entry data.
14. During the draw, the original entry data must be available for checking.
15. If scheduled, entries for Adaptive and Unified Rowing events are welcomed and races will be organised with the assistance of the Adaptive Rowing Commission. Competitors must provide their own boats and must be able to show their Classification.

I PROGRAMME

1. The programme shall include:
 - (a) Messages from the Chair and members of the Organising Committee and other local dignitaries if required.
 - (b) A list of the Chair and members of the Organising Committee.
 - (c) The General programme of events.
 - (d) A plan of the course and circulation pattern.
 - (e) A list of the President and members of the Jury.
 - (f) A list of competing clubs, listed under their Countries, using INT as the country code for multi-country composite crews.
 - (g) A timetable of races.
 - (h) A timetable of events by category.
 - (i) The draw of clubs and lane numbers for each.
 - (j) Statistics.
 - (k) Names of members of Masters Commission.

Such information shall be in the form outlined in the Appendices or in a form otherwise agreed with the Masters Commission.

2. There shall also be available, as a supplement to the programme, a complete list of the members of each crew (names and years of birth), and this list shall be kept up to date in the office in respect of notified substitutions. The up to date list shall be available throughout the regatta for inspection by competitors or members of the Jury.
3. Printed result sheets shall be produced, showing finish and intermediate times for all crews. These shall be available during the day as soon as possible after each race. The website should show complete results as soon as possible after each race.

J FACILITIES AT THE COURSE

1. Suitable facilities for spectators should be provided at the Finish.
2. On site catering shall be provided throughout the hours of racing.
3. Adequate changing rooms, showers and toilets shall be provided.
4. Adequate space shall be available for the storage of a very large number of boat trailers.
5. A separate compound shall be provided for Rental Boats.
6. Commentary in relevant languages should be provided.

K REGATTA OFFICE

1. The position and opening times of the regatta office shall be agreed with the Commission, and this information shall be clearly publicised in the main bulletin and with the acknowledgement of entries sent to all crews.
2. Reception arrangements shall be made in the office, with adequate staff to deal quickly with club representatives arriving at the regatta. Part of this reception will include the recording on substitution forms of any crew changes.
3. The Organising Committee should prepare a Press Release at the end of each day to be sent to FISA for publication on the FISA website.

L TRAINING

1. The availability of the course for training during the week preceding the regatta shall be agreed with the Commission. The times shall be clearly laid down in the Bulletin no 2.
2. During the hours of racing, training on the course shall not be permitted. Training times before and after racing shall be clearly laid down.
3. The availability of hire boats for training shall be agreed with the Commission, and made clear in the main Bulletin no 2.

M MIXED CREW EVENTS

1. These will be held on the Sunday morning.
2. Entries shall be accepted by the Organising Committee up to a time to be agreed with the Commission. They may be limited to a number to be agreed with the Commission.

3. They shall be for mixed eights, quadruple sculls and double sculls. In mixed crews, half of crew (excluding the coxswain) shall be women and half men. The coxswain may be either gender.
4. They shall be arranged in the usual age categories.
5. The rule relating to uniform clothing shall not be enforced in the case of mixed crews.

N PRIZES

The design of the prize medals shall be subject to the approval of the Commission.

O SOUVENIRS

1. The Organising Committee shall respect any exclusivity given by FISA to a licensee for the use of the FISA logo and shall not infringe the terms of that agreement when promoting its own regatta merchandise.
2. In addition to the above, the Organising Committee shall arrange with the company currently holding the FISA souvenir concession to sell their products.
3. The Organising Committee shall co-operate in its merchandising plans with FISA's licensee in order to avoid duplication.
4. The Organising Committee may market a suitable range of souvenirs.

P BIDDING TO HOST A FISA WORLD MASTERS REGATTA

1. Federations which bid to host a FISA World Masters Regatta shall do so in accordance with this Section.
2. All applications to host a FISA World Masters Regatta shall be made on the application form appearing as an Appendix to this document.
3. The application is conditional upon the federation agreeing to comply with the terms and conditions set out in this document.
4. Prior to the making of a decision in favour of candidate federations in any year, each federation agrees to meet the airfare and accommodation for a maximum of two nights for two members of the Masters Commission to attend the venue and inspect same in company with a person or persons who has/have knowledge of the venue, facilities and accommodation in the area.
5. The application is to be made not less than three years from the year in which the regatta is being bid, e.g. in 2009 for 2012.
6. Each federation is entitled to lodge one bid only for any year.

7. FISA will invite applications in its August/September circular each year, along with a closing date.
8. FISA will prepare a contract for agreement and signature by FISA and the Organising Committee.

APPENDIX A

START LIST – SUBJECT TO CHANGE IN NOVEMBER EACH YEAR

FISA WORLD MASTERS REGATTA 2009 – VIENNA, AUSTRIA

RACE SCHEDULE											
THURSDAY			FRIDAY			SATURDAY			SUNDAY		
101	WD	4+	201	F	2x	301	G	2-	401	MIX D	2x
102	H	2-	202	WC	8+	302	WA	8+	402	MIX G-J	4x
103	B	4-	203	J	1x	303	I-J	4-	403	MIX C	8+
104	WG-J	2x	204	WF	4x	304	WD	2x	404	MIX F	2x
105	E	4+	205	A	4+	305	D	4+	405	MIX B	4x
106	WB	8+	206	D	4-	306	WG	1x	406	MIX E	8+
107	I-J	4x	207	WA	2x	307	G	4x	407	MIX A	2x
108	WE-J	2-	208	G	8+	308	WB	2-	408	MIX D	4x
109	C	1x	209	WD	1x	309	B	2x	409	MIX G-J	8+
110	WC	4x	210	B	2-	310	E	4-	410	MIX C	2x
111	A	2x	211	E	2x	311	WE	4x	411	MIX F	4x
112	WA	1x	212	WG-J	8+	312	WC	1x	412	MIX B	8+
113	D	8+	213	H	1x	313	H	2x	413	MIX E	2x
			214	C	4-	314	C	2-	414	MIX A	4x
			215	WB	4+	315	WF-J	4-	415	MIX D	8+
			216	F	4x	316	F	8+	416	MIX G-J	2x
			217	I-J	8+	317	I	1x	417	MIX C	4x
			218	WE	2x	318	WA	4+	418	MIX F	8+
			219	A	4-	319	A	4x	419	MIX B	2x
			220	WC	2-	320	D	2x	420	MIX E	4x
			221	D	4x	321	WD	8+	421	MIX A	8+
			222	WF	1x	322	G	4+			
			223	G	2x	323	WG-J	4x			
			224	WA	4-	324	B	1x			
			225	B	8+	325	E	2-			
			226	E	1x	326	WB	4-			
			227	WD	4x	327	H	4x			
			228	H	4-	328	C	8+			
			229	C	4+	329	WE	1x			
			230	WH-J	1x	330	F	4-			
			231	F	2-	331	WC	4+			
			232	I	2x	332	J	2x			
			233	WB	4x	333	WF	8+			
			234	A	1x	334	A	2-			
			235	WE	4-	335	WA	4x			
			236	D	2-	336	D	1x			
			237	WC	2x	337	G	4-			
			238	G	1x	338	WD	2-			
			239	WF-J	4+	339	B	4+			
			240	B	4x	340	E	4x			
			241	E	8+	341	WB	2x			
			242	WA	2-	342	H	8+			
			243	H	4+	343	WE	4+			
			244	WD	4-	344	C	4x			
			245	C	2x	345	WC	4-			
			246	F	4+	346	F	1x			
			247	WB	1x	347	I-J	4+			
			248	I-J	2-	348	WF	2x			
			249	WE	8+	349	A	8+			



Inscription / Entry Form / Meldung

FISA WORLD MASTERS REGATTA

Course: Course No:
 Event: Event Nr:
 Rennen: Rennen Nu:

Equipe No: (En cas d'inscription de plusieurs équipes à la même course)
 Crew Nr: (If more than one crew entered in the event)
 Mannschaft Nu: (Bei Meldung mehrerer Boote für dasselbe Rennen)

Club:

Adresse:
 Address:
 Adresse: Tel:

Délégué/Team manager/Obmann: e-mail:

EQUIPE- CREW-MANNSCHAFT Remplir un formulaire pour chaque équipe – Complete one form for each crew – Für jede Mannschaft ist ein besonderes Formular zur zufüllen

	Nom Name Name	Prénom First Name Vorname	Année de naissance Year of birth Geburtsjahr	nom et pays de club (si composé) Name & Country of Club (if composite) Name und Land der Vereins (wenn Zusammensetzung)	
1	Rameur de tête/Bow/Bugmann				
2					
3					
4					
5					
6					
7					
8					
	Barreur/Cox/Steuermann				

Déclaration – Declaration – Bestätigung

Je certifie que l'équipe et les compétiteurs susmentionnés ou ceux qui pourraient leur être substitués correspondent aux prescriptions du Code de courses de la FISA. En faisant cette entrée, nous convenons que le Tribunal Arbitral du Sport à Lausanne Suisse est la seule autorité compétente au delà de FISA pour résoudre des conflits liés à notre participation à ce regatta.

I certify that the crew and competitors named above, and any substitutes that may be named later, are entered in accordance with the Rules of Racing of FISA. In making this entry, we agree that the Court of Arbitration for Sport in Lausanne, Switzerland, is the only competent authority beyond FISA to resolve conflicts related to our participation in this regatta.

Ich bestätige, daß die Mannschaft und die Ruderer auf diesem Formular gemeldet, und jeder möglicher Ersatzmann, der später genannt werden kann, den Bestimmungen mit den Richtlinien des courses der FISA entsprechen. Wenn wir diese Eintragung bilden, stimmen wir darin überein, daß das Gericht der Schlichtung für Sport in Lausanne, Schweiz, die einzige zuständige Behörde über FISA hinaus ist, zum auf den Debatten zu entscheiden, die auf unserer Teilnahme an diesem regatta bezogen werden.

Lieu et date Signature du délégué
 Place and date Signature of team manager
 Ort und Datum Unterschrift des Obmanns.....

Location de bateaux: mettre une X
 Boat Hire: please mark with an X
 Bootsvermietung: nötig X

Droit d'inscription
 Entry Fee
 Meldegeld

Total

APPENDIX C

REGULATIONS – ENGLISH

Races will be held under the FISA Rules of Racing as amended from time to time.

A rower may compete as a Master from the beginning of the year during which he attains the age of 27.

A competitor or crew shall be placed in the age category corresponding to the age attained during the current year.

Age categories:	A	Minimum age	27 years or more
	B	Average age	36 years or more
	C	Average age	43 years or more
	D	Average age	50 years or more
	E	Average age	55 years or more
	F	Average age	60 years or more
	G	Average age	65 years or more
	H	Average age	70 years or more
	I	Average age	75 years or more
	J	Average age	80 years or more

Age categories do not apply to coxswains.

Female coxswains will be permitted in men's crews and vice versa.

In mixed crew events half the crew, excluding the coxswain, shall be women and half men. The coxswain may be of either gender. The minimum weight of coxswains in mixed crews is 50 kg.

Each competitor shall be responsible for his own health and fitness and must be in a position to prove his age by production of an official document.

Members of the same crew shall compete wearing uniform clothing (vest, shorts and any additional garments). The regulation regarding uniform clothing will not be enforced in mixed crews.

Special notes:

Where the number of entries in an event exceeds the number of racing lanes, the entry will be divided into two or more finals. Prizes will be awarded to the winners of each final.

A separate classification will take place and prizes will be awarded for each age category, even when the race is held together with other age groups. This applies to both men's and women's events.

Entries must be made in the name of a bona fide club registered with its national federation. No competitor may compete for two different clubs or federations at the same regatta.

APPENDIX C

REGELN - DEUTSCH

Die Rennen werden nach den FISA-WettkampfregeIn durchgeführt.

Ruderer/Ruderinnen können vom Anfang jenes Jahres, in dem sie das 27. Altersjahr erreichen, als Master am Wettkampf teilnehmen.

Für die Zuweisung in eine Alterskategorie gilt das Alter, das der Teilnehmer im laufenden Jahr erreicht.

Alterskategorien:	A	Mindestalter	27 Jahre
	B	Durchschnittsalter	36 Jahre
	C	Durchschnittsalter	43 Jahre
	D	Durchschnittsalter	50 Jahre
	E	Durchschnittsalter	55 Jahre
	F	Durchschnittsalter	60 Jahre
	G	Durchschnittsalter	65 Jahre
	H	Durchschnittsalter	70 Jahre
	I	Durchschnittsalter	75 Jahre
	J	Durchschnittsalter	80 Jahre

Im Durchschnitts- und Mindestalter ist der Steuermann nicht inbegriffen.

Steuerleute müssen nicht das Geschlecht der Mannschaft haben.

Gemischte Teams (Mixed-races)– müssen zur Hälfte aus Frauen und zur anderen Hälfte aus Männern bestehen (Steuerleute werden nicht mitgerechnet).

Das Mindestgewicht für Steuerleute beträgt 50 kg.

Jeder Teilnehmer und jede Teilnehmerin ist für seine/ihre Gesundheit und Fitness persönlich verantwortlich.

Jeder Teilnehmer muss durch Vorlegen eines offiziellen Dokuments sein Alter nachweisen.

Mitglieder derselben Besatzung müssen beim Wettkampf gleiche Trikots tragen (Hemden, Hosen und etwaige zusätzliche Bekleidung). Dies gilt nicht bei Mixed-Rennen.

Spezielle Hinweise:

Wenn die Anzahl der Meldungen die Zahl der Bahnen übersteigt, wird in mehrere Läufe aufgeteilt. An die Sieger jedes Laufs werden Preise verliehen.

Eine getrennte Wertung (einschließlich Medaillen) wird für jede Alterskategorie vorgenommen, wenn die Rennen mit anderen Altersgruppen zusammengelegt werden.

Meldungen können nur von Klubmitgliedern vorgenommen werden, deren Klub Mitglied in einem nationalen Ruderverband ist. Jeder Teilnehmer darf nicht für mehr als einen Klub oder Ruderverband gemeldet werden und rudern.



APPENDIX D Rev. 12/08

FISA WORLD MASTERS REGATTA

BOAT HIRE FORM / LEIHBOOTE

Complete One Form per Event / Bitte ein Formular pro Boot ausfüllen

Note that equipment must be reserved and paid prior to the regatta. Without payment, rental will not be guaranteed. We suggest each team bring their own oars. Hire period is 60 minutes. Hire fee € 22 per period per rower.

Bedarf an Leihbooten ist schriftlich anzumelden und die Leihgebuer fuer die gewuenschte. Zeit im voraus zu bezahlen. Aendemfalls kann die Verfuegbarkeit der Boote nicht gewaehrleistet werden. Die Ausleihdauer betraegt hoechstens 60 Minuten. Die Leihgebuehr betraegt € 22 pro Ruderer pro Stunde. Wir empfehlen eigene Ruder mitzubringen.

Club: Verein:	Team Member/Manager: Mannschaftsmitglied / Obmann:
Your Fax No: <i>Ihre Fax Nr.:</i>	Your e-mail: <i>Ihre e-mail:</i>

Boat Hire Prices / Leihgebuehren

These prices are agreed with FISA Masters Commission; the hire fee and the entry fee are in Euro only:

Diese Preise wurden mit der FISA Masters Kommission vereinbart – Leihgebuehren, als auch Meldegebuehren, sind in Euro einzuzahlen:

Type of boat / Bootsart	8+	4+	4-	4X	2-	2X	1X
Cost / Leihgebuehren in €	176	88	88	88	44	44	22

**Competitors please provide the following information:
Wettkämpfer – teilen Sie uns bitte folgende Angaben mit:**

Please select from the range (>80 kgs, <80 kgs) the boat size for the average weight of crew.
Waehlen Sie bitte die entsprechende Bootsgroesse fuer das Durchschnittsgewicht Ihrer Mannschaft (>80 kgs, <80 kgs).

Type of boat / Bootsart	8+	4+	4-	4X	2-	2X	1X
Weight (in kg)							

TRAINING	2 Sep	3 Sep	4 Sep	5 Sep	6 Sep	7 Sep
0700-0800						
0800-0900						
0900-1000						
1000-1100						
1100-1200						
1200-1300						
1300-1400						
1400-1500						
1500-1600						
1600-1700						
1700-1800						
1800-1900						

RACING	4 Sep	5 Sep	6 Sep	7 Sep
Event No. Rennen Nr.				
Boat type Bootstyp				
Special features Besonderheiten				

Total Periods / Gesamtzeit _____ x Boat Cost / Bootsleihgebuehr = EUR _____

Please enter the total sum in the summary form.
Bitte tragen Sie die Gesamtsumme im überblick- Formular ein.

APPENDIX E

SAMPLES OF REQUIREMENTS FOR DRAW

1. PAGE(S) OF ENTRIES FOR EACH EVENT

For each event, one or more pages showing, in descending sequence of average age:-

<u>Event</u>	<u>Cat.</u>	<u>Boat</u>	<u>Nat.</u>	<u>Club</u>	<u>Name1</u>	<u>Age1</u>	<u>Name2</u>	<u>Age2</u>	...	<u>Name8</u>	<u>Age8</u>	<u>Average</u>
103	C	2x	DEN	Friborg	Henrik	1948	Borge	1945				56.50
103	C	2x	PER	Lima	Puente	1941	Vito	1954				55.50
103	C	2x	NOR	Christiana	Ranborg	1949	Broymer	1948				54.50
103	C	2x	GBR	UTRC	Skinner	1957	Hunter	1941				54.00
103	C	2x	GER	Tubingen	Heusel	1947	Moll	1952				53.50
103	C	2x	FRA	Rouen	Legard	1952	Vincent	1948				53.00
103	C	2x	GBR	Glasgow	Hewitt	1949	Smith	1953				52.00
103	C	2x	NED	De Maas	Bouman	1953	Nekkers	1955				49.00
103	C	2x	LAT	Riga	Pilveris	1958	Kalnberz	1950				49.00
103	C	2x	GER	Breisach	Weber	1959	Bitsch	1951				48.00

Entries per nation GBR 2 GER 2 DEN 1 FRA 1 LAT 1 NED 1 NOR 1 PER 1

Number of crews in this event 10. Number of heats in this event 2.

2. SAMPLE SUMMARY SHEET FOR HEATS ON EACH DAY

Event	Cat.	Boat	Friday 5 th	Heat 1	Heat 2	...	Heat 15
			No. of entries				
101	E	8+	24				
102	WA	4-	38				
103	C	2X	10				
143	A	4-	45				

The draw will be done manually and the computer software must be capable of allowing crews to be moved easily from one heat to another depending on average ages, number of entries per country, number of crews from same club, etc.

A printout of the crews in each heat in each event is required for checking after the draw.

FISA
ANTI-DOPING PROGRAMME

Annual Medical Notification Form
Formulaire de notification médicale
annuelle 2004

COMPETITOR'S NAME/ *NOM DU CONCURRENT*:

FROM (FEDERATION)/ *DE (FEDERATION)*:

NAME OF SUBSTANCE ADMINISTERED/
NOM DE LA SUBSTANCE ADMINISTREE:

DOSAGE/ *POSOLOGIE*:.....

ROUTE OF ADMINISTRATION/
VOIE D'ADMINISTRATION:.....

DURATION OF ADMINISTRATION/
DUREE D'ADMINISTRATION:.....

DIAGNOSIS/ *DIAGNOSTIC*:.....

MEDICAL FILE ATTACHED / DOSSIER MEDICAL CI -JOINT: YES/OUI NO/NON

DATE:.....

NAME OF HEAD PHYSICIAN OF NAT'L FEDERATION OR TEAM DOCTOR
NOM DU MEDECIN DE LA FEDERATION NATIONALE OU DU MEDECIN DE L'EQUIPE

.....

SIGNATURE:

Reminder : Only the use of

- certain beta 2 agonists (Salbutamol, Salmeterol, Formoterol and Terbutaline)
 - local anaesthetics
 - and glucocorticosteroids when administered by local or intra-articular injection
- require the submission of this form to the FISA office or the regatta office **before** the start of racing.
As far as beta 2 agonists are concerned, this completed form is valid for all FISA events.

Rappel: *Seule l'utilisation de*

- *certain beta 2 agonistes (Salbutamol, Salmétérol, Formotérol et Terbutaline)*
 - *anesthésiques locaux*
 - *et glucocorticoïdes administrés par injection locale ou intra-articulaire*
- nécessite l'envoi de ce formulaire au secrétariat de la fisa ou au bureau de la régata **avant** le début des courses.*
En ce qui concerne les bêta 2 agonistes, ce formulaire complété est valable pour tous les événements FISA.

BEWARE THAT THE FINAL VERSION OF THIS FORM MAY BE CHANGED.



APPENDIX G Rev. 12/08
FISA WORLD MASTERS REGATTA

CREW CHANGE FORM

Lieu et date:
 Place and date:
 Ort und datum:

Des substitutions peuvent être faites pour jusqu'à 50% des rowers (pas comprenant le barreur). Les substitutions ne doivent pas changer la catégorie d'âge de l'équipage. Un équipage peut substituer un rower plus ancien mais la catégorie d'âge pour l'entrée ne sera pas changée. Des changements peuvent se composer à une heure avant la période programmée de la course.

Substitutions may be made for up to 50% of the rowers (not including the coxswain). Substitutions must not change the age category of the crew. A crew may substitute an older rower but the age category for the entry will not be changed. Changes may be made up to one hour before the scheduled time of the race.

Es kann bis 50 % der Ruderer ersetzt werden (Steuermann nicht inbegriffen). Der Ersatz darf nicht die Alter Kategorie der Mannschaft ändern. Eine Mannschaft kann einen älteren Ruderer ersetzen, aber die Alter Kategorie für die Eintragung wird nicht geändert. Die Änderungen können spätestens bis eine Stunde vor der zeitlich geplanten Zeit des Rennens durchgeführt werden.

Course: Course No:
 Event: Event Nr:
 Rennen: Rennen Nu:

Equipe No: (En cas d'inscription de plusieurs équipes à la même course)
 Crew Nr: (If more than one crew entered in the event)
 Mannschaft Nu: (Bei Meldung mehrerer Boote für dasselbe Rennen)

Club:

Délégué/Team manager/Obmann:

	Personne étant remplacée Rower being replaced Person die ersetzt wird	Nouveau rameur New Rower Neue ruderer	Année de naissance Year of birth Geburtsjahr
1	Rameur de tête/Bow/Bugmann		
2			
3			
4			
5			
6			
7			
8	Barreur/Cox/Steuermann		

Lieu et date Signature du délégué
 Place and date Signature of team manager
 Ort und Datum Unterschrift des Obmanns



FISA WORLD MASTERS REGATTA

WITHDRAWAL FORM

Lieu et date:
Place and date:
Ort und datum:

Course: Course No:
Event: Event Nr:
Rennen:..... Rennen Nu:
.....

Equipe No: (En cas d'inscription de plusieurs équipes à la même course)
Crew Nr: (If more than one crew entered in the event)
Mannschaft Nu: (Bei Meldung mehrerer Boote für dasselbe Rennen)

Club:

Délégué/Team manager/Obmann:

L'ÉQUIPAGE QUI EST APPELÉ CI-DESSUS SE RETIRE DE RACE.

THE CREW NAMED ABOVE HEREBY WITHDRAWS FROM THE RACE NAMED.

DIE OBENGENANNT MANNSCHAFT TRITT VOM RENNEN ZURUECK.

Nous avons appris qu'une fois soumis, un retrait est irrévocable, et que des honoraires d'entrée ne seront pas remboursés.

We understand that once submitted, a withdrawal is irrevocable, and that entry fees will not be refunded.

Wir verstehen, dass einmal eingereicht, eine Zurücknahme unwiderruflich ist und dass Meldegeld nicht zurückerstattet werden.

Lieu et date Signature du délégué
Place and date Signature of team manager
Ort und Datum Unterschrift des Obmanns



APPENDIX I Rev. 12/08
FISA WORLD MASTERS REGATTA

PROTEST FORM

Lieu et date:
Place and date:
Ort und datum:

NOUS, L'ÉQUIPAGE AVONS APPELÉ CI-DESSOUS, PROTESTONS LA COURSE DÉCRITE CI-DESSOUS:
THE CREW NAMED BELOW LODGES A PROTEST CONCERNING THE FOLLOWING RACE:
DIE UNTENGENANNTEN MANNSCHAFT PROTESTIERT DAS FOLGENDE RENNEN:

Course: Course No:
Event: Event Nr:
Rennen: Rennen Nr:

Equipe No: (En cas d'inscription de plusieurs équipes à la même course)
Protesting Crew Nr: (If more than one crew entered in the event)
Mannschaft Nu: (Bei Meldung mehrerer Boote für dasselbe Rennen)

Protesting Club:

Délégué/Team manager/Obmann:

Décrivez les faits qui se sont produits cela cause cette protestation. Énumérez tous autres équipages impliqués:

Describe the facts that occurred that lead to this protest. List all other crews involved:

Beschreiben Sie die Tatsachen, welche als die Ursache zu diesem Protest sind. Anführen Sie alle weiteren betroffenen Mannschaften:

Quelle action demandez-vous ?
What relief do you seek?
Um welche Tätigkeit bitten Sie?

J'inclus avec cette protestation des honoraires de (100 CHF)(GBR £45)(€ 65). J'ai appris que si la protestation est rejetée ces honoraires seront renoncés. Si la protestation est confirmée les honoraires seront retournés.

I include with this protest a fee of (100 Swiss Francs)(GBR £45)(€ 65). I understand that if the protest is rejected this amount will be forfeited. If it is upheld it will be returned.

Ich schließe mit diesem Protest eine Gebühr von (100 Schweizer Francs)(GBR £45)(€65) ein. Ich verstehe, wenn der Protest zurückgezogen wird, diese Gebühr eingebüßt wird. Wenn der Protest unterstützt wird, wird die Gebühr zurückgebracht.

Signature: Date:

This form must be submitted to the President of the Jury within one hour of the end of the race. If possible, a crew must also make an objection on the water to the umpire.

APPENDIX J

APPLICATION TO HOST THE FISA WORLD MASTERS REGATTA

1. Application for year:

2. Name of Federation:

3. Proposed Venue:

4. Proposed Dates:

5. Event History at venue (e.g. World Championships, Olympic Games, others)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

6. Proposed composition of the Organising Committee

.....
.....
.....
.....
.....

7. Meteorological information for the ten previous years during the same period of the proposed regatta, provided by a recognised institute or authority.

- a) Average mean wind speed, average maximum wind speed and wind direction throughout the day (a table showing the wind speed in metres per second and the average wind direction in degrees for every hour between 06:00 and 22:00). Please present these statistics in a table similar to this:

Time of day	Mean Wind Speed (m/s)	Maximum Wind Speed (m/s)	Wind Direction (from North = 0°)
06:00 to 07:00	1.95	2.35	234°
07:00 to 08:00	2.65	3.25	240°
etc.	etc.	etc.	etc.

- b) Average temperatures throughout the day (a table showing average C° every hour from 06:00 to 20:00.)
- c) Average air humidity throughout the day (a table showing average % humidity every hour from 06:00 to 20:00.)
- d) Sunrise and sunset times
- e) Average sunshine hours per day
- f) Average daily rainfall in mm
- g) Quality of the water in the Rowing Course (algae, health issues, other)
- h) Report on any regattas cancelled in the last 10 years due to bad weather.

8. Accommodation

Please complete this spreadsheet

Hotels	Dist.	No.	Beds	Dist.	No.	Beds	Dist.	No.	Beds	Dist.	No.	Beds
5 star	1 km			2 km			2-5km			5-10km		
4 star	1 km			2 km			2-5km			5-10km		
3 star	1 km			2 km			2-5km			5-10km		
2 star	1 km			2 km			2-5km			5-10km		
Hostels	1 km			2 km			2-5km			5-10km		
Camping	1 km			2 km			2-5km			5-10km		
Grounds												
Apartmnts/ Pensions	1 km			2 km			2-5km			5-10km		

9. Course technical details

Official regatta course yes no

Number of racing lanes

Please attach a diagram showing details of fixed installations, spectator viewing areas, parking, boat trailer storage, racking capacity, public areas including toilet/change facilities, catering services, etc. Include a map of the course and surrounding area.

10. Boat hire availability

Can high quality boats be supplied for hire? yes no

Sources of hire boats (e.g. clubs, schools)

.....

11. Miscellaneous

a) Do you have any public liability insurance available

.....

b) Are visas required for entry in your country yes no
If yes, from which countries and how much does each visa cost?

.....

.....

.....

c) Are citizens from any country excluded? yes no
If yes, from which countries?

.....

.....

.....

.....

d) Tourist attractions for accompanying visitors including costs of each

1.

2.

3.

4.

5.

6.

7.

8.

e) Details of corporate or government support likely to be provided

.....

.....

.....

.....

f) What are the future ambitions for this course?

.....

.....

.....

g) Any other details which might assist your federation's application

.....

.....

.....

12. Bid Confirmation

Date and place:

Chair of the Regatta Organising Committee

Signature:

Name:

Chief Executive of the National Federation

Signature:

Name:.....

Acknowledging the full support of the federation for the staging of the FISA World Masters Regatta in accordance with the terms and conditions set out in the FISA World Masters Regatta Manual and in effect at the time of a successful application to host the FISA World Masters Regatta.