

SECTION 1: ROWING SPORT SPECIFICATION

1. Rules of Competition

The rules of INAS Rowing pertaining to competition, rankings and records will be those of the FISA with approved variations by INAS.

2. INAS Sport Rules

There are currently no specific variations to the FISA rules for INAS competitions.

3. Disciplines

Indoor Rowing Championships shall comprise the following events:

- Individual 500m (Men and Women)
- Individual 1000m (Men and Women)
- Individual 2000m (Men and Women) - Optional
- Mixed Relay 4 x 500m (2 Men and 2 Women)
- Mixed Relay 4 x 1000m (2 Men and 2 Women)

Outdoor competitions shall comprise the following event:

- 1000m mixed 4s with cox (2 male & 2 female athletes plus cox)

SECTION 2: INAS CHAMPIONSHIP EVENT SPECIFICATION

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1 Event Specification for Indoor Rowing

1.1 Event Title

The title of the event is the “[Number or Year] INAS [World/Regional] Indoor Rowing Championships”, for example “5th INAS World Indoor Rowing Championships” or “2013 INAS European Indoor Rowing Championships”.

1.2 Event Date

1.2.1 Indoor Rowing World Championships will be scheduled annually.

1.2.2 Regional Championships can be scheduled annually but must be at least 2 months before or after the World Championships or Global Games if held in the same year.

1.2.3 The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

1.3 Rules

The INAS Indoor Rowing Championships will be governed by the rules of FISA with the approved variations by INAS.

1.4 IF Sanctioning

At present there is no need for INAS Rowing Championships to be sanctioned by the FISA. The involvement of the national federation is essential to ensure a successful event.

1.5 Inspection Visit

The LOC will be supported by the INAS Sport Director who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the INAS Sports Manager, Technical Officer and other Committees as required.

The Sport Director may undertake a one or two day inspection visit at least 6 months prior to the event which will include a visit to the competition and training venue(s), accommodation and time will also be available for competition related discussions.

The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

1.6 Events

For the World Indoor Rowing Championships the following programme of events will be held:

- Individual 500m (Men and Women)
- Individual 1000m (Men and Women)
- Mixed Relay 4 x 500m (2 Men and 2 Women)

- Mixed Relay 4 x 1000m (2 Men and 2 Women)

Where the World Indoor Rowing Championships are held in conjunction with Outdoor Regatta the 1000m mixed 4s with cox event will take the place of the Indoor Mixed Relay events.

1.7 Event Timetable

The competition will be run over 2 (two) days as below.

	-2 Days	-1 Day	Day 1	Day 2	Day 3
Arrivals					
Training					
Competition					
Opening Ceremony					
Closing Ceremony					
Departure					

Additional training days prior to competition can be made available should the LOC and teams agree.

Where Outdoor Regatta is held in conjunction with World Indoor Championships additional day(s) will be required.

2 Competition Information

2.1 Competition Format

Rowers will each compete once per event. The fastest over the distance wins.

Where the number of rowers entered in to an event is greater than the number of ergs, the competition will be organised with series of finals. Where possible rowers from the same nations will be divided into separate races.

2.2 Competition Schedule

Competition schedules should be planned in line with the below where the second relays are held at least 5 hours after the concluding of the morning's session.

Day	Time	Event
Day 1	10:00	Men's Single 1000m – Race 1
	10:10	Men's Single 1000m – Race 2
	10:30	Women's Single 1000m – Race 1
	10:40	Women's Single 1000m – Race 2
	11:00	Medal Ceremonies
	17:00	Mixed 4x500m relay

	17:30	Medal Ceremony
Day 2	10:00	Men's Single 500m – Race 1
	10:10	Men's Single 500m – Race 2
	10:30	Women's Single 500m – Race 1
	10:40	Women's Single 500m – Race 2
	11:00	Medal Ceremonies
	17:00	Mixed 4x1000m relay
	17:30	Medal Ceremony

2.3 Entry Quotas

2.3.1 There is no limit to the number of athlete each member nation can enter.

2.3.2 Competitors are not recommended to enter more than two events per day. Such a restriction may be imposed by agreement of INAS and the organisers based upon the proposed timetable of racing.

2.4 Event Viability Criteria

Events will be considered viable if they have a minimum of three (3) eligible players/pairs from two (2) different nations.

2.5 Medals

Medals will be awarded to the players/pairs placed 1st, 2nd and 3rd in each event.

In the exceptional case an event is competed by only three (3) athletes, medals will be awarded following the “minus one rule”.

2.6 Qualification Criteria

Entry is open to all INAS Member Organisations in good standing. There is no minimum qualification standards or criteria for entry.

2.7 Entry Process

Preliminary entry information should be available 8 months before the date of the Opening Ceremony and final entry information 5 months before, giving full details and costs associated with the event.

For World Championships entry will be managed via the INAS Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events the INAS Sports Manager System can be used. Alternatively LOC managed entry should be via an online entry system that is user-friendly and if possible, available in multiple languages. This should be supported by a paper-entry system for nations who have difficulty accessing the internet.

A full list of entrants should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

2.8 Entry fees

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

Sponsorship may be raised, in accordance with the guidelines set out in the INAS Handbook.

A capitation fee (level to be determined by INAS) must be added to the cost of the event and may not be used to cover the cost of the event.

INAS will charge a small online entry fee to cover administration costs of the INAS Sports Management System which will be agreed with the LOC and included in the entry fee.

Entry fees will normally be made in 3 separate payments:

- 25% at first entry deadline, payable to LOC and may be held as a deposit organisers in accordance with the schedule below.
- 25% at final entry deadline, payable directly to INAS.
- 50% at final entry deadline, payable to the LOC.

INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

2.9 Competition Draw

The draws will take place the day before competition. This will be conducted by the LOC but overseen and authorised by the INAS Technical Delegate and the competition Referee.

Where a series of finals are required, where possible the draw will be arranged according to previous results with rowers grouped according to previous times.

2.10 Technical Meeting

The Technical Meeting will take place the day prior to competition to discuss all important details concerning the competition and organisation. It is compulsory for each participating nation to attend. Each nation can send up to two persons (Head Coach and/or Team Manager) to the meeting.

2.11 Team Composition & Delegations

There is no limit to the number of athletes a nation may bring though as per section 2.3 each nation is limited to 2 entries per event.

For the mixed relay events rowers can compete in any order as decided by the coach. Please submit the order rowers will row at the Technical Meeting.

Each team should have a Head Coach. In addition, each competing nation may also bring an additional Coach and Team Manager.

2.12 Athlete Sport Equipment & Clothing Regulations

Only recognised Rowing clothing may be worn during races.

2.13 Disciplines & Sanctions

Should an athlete false start they will receive a yellow card. With two yellow cards the athlete is disqualified.

2.14 Communication

A Team Handbook must be developed and published approximately 3 months before the event containing all key event information.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

2.15 Results

An efficient and accurate competition schedule and results management service is essential throughout the event. Organisers should ensure that results of events are published 'live' to the event website.

By the close of the event, a full results list should be available.

A full copy of results should be sent to the INAS Head office (in pdf format) immediately upon conclusion of the event.

3 Eligibility & Classification

3.1 Eligibility

All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with INAS, and the entry is sanctioned by the National Member Organisation.

INAS will manage the primary eligibility process and will regularly update the INAS Master List. All athletes entering the event must appear as 'Active' on the INAS Master List no later than the final entry deadline. Applications for new athletes must be submitted to INAS as soon as possible.

Athletes who do not meet the qualifying criteria or do not appear on the INAS Master List as 'Active' are not eligible for this event.

There is no 'guest' entry.

The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the INAS Master List no later than the final entry deadline (all athletes)
- N, R or C sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

Insert any IF eligibility requirements e.g. IF licence

4 Venue

4.1 Facilities

4.1.1 An indoor sports arena capable of accommodating 10 rowing machines in race formation, plus seated and standing spectator facilities must be provided.

4.1.2 A minimum of 6 Standard Concept 2 rowing machines equipped with race-compatible performance monitors must be provided for competition.

4.1.3 Video Wall with LCD TV monitors set up for both spectators and competitors viewing.

4.1.4 Additional warm up areas accommodating at least 6 rowing machines.

4.1.5 The following spaces should be provided for athletes and team officials

- Male and female changing rooms
- Athlete Lounge
- Reserved seating area

4.1.6 The following spaces should be provided for officials

- Male and female changing rooms
- Lounge/rest area
- Reserved seating area

4.1.7 Spectator seating

- Adequate seating should be available outside the competition and warm up fields of play for team members and spectators.

4.1.8 The following spaces should be provided to run the competition

- Competition management office including space for Sport Director and Referee to work (with internet connection).

4.2 Training Facilities

4.2.1 Training facilities must be available prior to and during championships.

4.2.2 On competition days competition and warm up machines can be used for training prior to the.

5 Officials, Staffing & Volunteers

5.1 Technical Delegate

The INAS Sport Director will take on the role of Technical Delegate for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport.

5.2 INAS Sport Director

The INAS Sport Director will attend the event and be the lead on all technical matters and will act as the highest authority with regards to technical decisions.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of INAS Sport Director or their nominated representative.

5.3 INAS Official Representative

INAS will normally appoint an Official Representative - a member of the Governing Board - to the event.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.

The Official Representative will take final decisions on all matters except those that are of a sports technical nature (and in so far not put before the Accreditation Committee) as much as possible in consultation with the technical delegate, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.

5.4 INAS Sports Manager

The INAS Sports Manager will normally attend World Championship events.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the INAS Sports Manager or their nominated representative.

The Sports Manager will be present at the event to support the Technical Director, Sport Director, Officials Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.

5.5 Technical Officials

The following International and National Technical Officials must be appointed to the event:

	Number	Qualification	Appointed By
Referee	1	National	NF/LOC
Umpires	2	International	NF

The Referee must arrive the morning prior to competition to inspect the facilities and work with the LOC and Sport Director to finalise the competition schedule.

The Umpires must arrive at least the afternoon/evening day prior to competition to be briefed by the Sport Director and Head Referee and familiarise themselves with the facilities.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses for all officials.

5.6 Sport Specific Volunteers

4-5 volunteers will be required during training and competition to support the officials, athletes and keep the competition and warm up areas clean and tidy.

The use of ball boys/girls are not required for INAS Championships.

6 Medical & Anti Doping

6.1 Medical

First aid must be made available for training and competition by the Organisers.

6.2 Doping Control

The INAS Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with INAS Anti-Doping Policy.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the INAS Anti-Doping Committee **NO LESS THAN 30 DAYS BEFORE COMPETITION** to tue@INAS.org.

7 Event Operations

7.1 Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access.

An efficient system of presenting accreditation on arrival should be arranged.

7.2 Visas

Each competing nation is responsible for arranging for the necessary visas for their delegation. Where required the LOC will issue a letter of invitation to participating nations.

The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

7.3 Transportation

7.3.1 Athletes/Team Officials – All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.

Arrangements should be made for athletes and staff to arrive at the venue 15 minutes prior to training sessions and 1.5 hours prior to competition.

7.3.2 Technical Officials - The schedule must guarantee that the officials arrive on venue a minimum one hour before the official start of each session.

7.4 Accommodation

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, volunteers and guests should be in the same general area but any media guests should be accommodated separately.

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include a number of accessible rooms.

7.5 Catering & refreshments

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

7.6 Security

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities.

8 Ceremonies, Guests & Social Programme

8.1 Ceremonies and Receptions

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the INAS flag and a welcome speech from the INAS President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

8.2 Guests

Organisers are required to provide a VIP Guest hospitality programme. Organisers are required to ensure an appropriate accommodation venue is available for guests, and if possible, access to transport, competition venues and any social programme.

The guest list should be developed in consultation with the Sport Director.

Guests will normally attend at their own expense.

8.3 Social programme

A social programme may also be offered to participants. However it is important that the programme is sympathetic to the demands on elite athletes.

9 Branding, PR and Media

9.1 Branding and PR

The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the INAS Handbook.

All venues should be fully branded with the INAS logo, and all printed materials, website and other marketing materials should ensure the INAS logo is prominent.

9.2 Event Website

The organisers must create and maintain an event website, containing key information about the event. An event photographer must be arranged together with video footage of competition.

9.3 Media

Press releases should create a positive message regarding the spirit of the event maintain an athlete-centred approach. Copies of all press releases, news items, features, photos, videos and other media should be made available to INAS upon completion of the event.

LOC's should take advantage of social media opportunities, including Twitter and Facebook to promote the event, INAS, and sport for athletes with an intellectual disability.

10 Spectators & Ticketing

Event hosts should give careful consideration to how the event will be marketed to spectators, including arrangements for ticketing (whether paid or free tickets), and how spectator safety and enjoyment is carefully managed.

Tickets sales may be managed by the organisers or in conjunction with INAS. Free tickets might ensure a larger crowd, adding to the atmosphere at events, whilst levying a charge will generate income towards the delivery of the event. In all cases, a ticket-management procedure should be put in place (this can be managed through the INAS website).

Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control, emergency planning.

11 Insurance, Finance & Contingency Planning

11.1 Event Hosting Fee

For World Championships an event hosting fee is payable to INAS within 1 month of the completion of the event. The amount will be confirmed annually by INAS.

11.2 Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by INAS.

11.3 Insurance

All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

The LOC must provide public liability insurance and professional indemnity insurance for the event, and should consider cancellation insurance. INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact INAS for advice regarding the minimum levels of cover needed.

11.4 Event Proceeds

Any financial surplus resulting from the hosting of the Championships will be distributed 50% to the LOC and 50% to INAS.

11.5 Emergency Planning

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with INAS staff, and for management of media.

The plan should be developed in consultation with INAS and made available to key staff within the LOC.

11.6 Contingency Planning

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore

that LOC's give consideration to contingency and backup plans in respect of essential event areas to ensure successful delivery.

Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

12 Post Event

12.1 Post Event Report

On completion of the event, the Organisers will provide a short report detailing an overview of the event and a full statement of income and expenditure.

12.2 Final Results

The Organisers will be responsible for providing the Secretariat with an electronic copy of the event results. This should be done on a daily basis, with a full copy of results on completion of the event.