

SECTION 1: ROWING SPORT SPECIFICATION

1. Rules of Competition

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

2. Virtus Sport Rules

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

3. Disciplines

Virtus recognises both Indoor and On water. Indoor Rowing Championships shall comprise the following events:

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

On water rowing competitions shall comprise the following events:

- 500m single scull (Men and Women)
- 500m double scull (Mens, Womens, Mixed 1 male and 1 female)
- 500m mixed coxed four (2 male & 2 female athletes + cox)

Either the 1000m or 2000m of the following:

- Single scull (Men and Women)
- Double scull (Mens, Womens, Mixed 1 male and 1 female)
 - Mixed coxed four (2 male & 2 female athletes plus cox)

SECTION 2: VIRTUS CHAMPIONSHIP EVENT SPECIFICATION

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SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS
7.7 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - ROVING



1 Event Specification for Rowing

The information contained in this Event Specification document is primarily aimed at establishing a minimum standard for the management and conduct of World Championship and Global Games rowing events. Regional championships and all other Virtus rowing events should also adhere to the Specification, however variations may be agreed following discussion with the Virtus Sport Director. All Virtus branded rowing events are to be overseen by the Sports Director and this Specification will be used as the basis for discussion for all events.

1.1 Event Title

1.1.1 For Virtus world championship event the title of the event is the “[Year] Virtus World [Indoor] Rowing Championships”, for example “2020 Virtus World Indoor Rowing Championships” or “2020 Virtus World Rowing Championships”

1.1.2 For Virtus regional championship events the title of the event is the “[Year] Virtus [Region] [Indoor] Rowing Championships, for example “2022 Virtus European Indoor Rowing Championships”.

1.2 Event Date

1.2.1 Indoor Rowing World Championships will be scheduled annually.

1.2.2 Regional Indoor and on water Championships can be scheduled annually but must be at least 2 months before or after any 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 Virtus Rowing Championships will be governed by the rules of FISA with any approved variations by Virtus.

1.4 IF Sanctioning

At present there is no need for Virtus 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 Virtus Sport Director who will give direction, advice and guidance throughout the planning and delivery processes. Further support will be given by the Virtus Staff, Technical Officer and other Committees as required. The LOC is to maintain contact with the Virtus Sport Director throughout the planning stages prior to the event and not less than six (6) months prior to the start of the event (to provide updates, discuss concerns and monitor task completion).

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.

SECTION 7: SPORT & CHAMPIONSHIP SPECIFICATIONS

7.7 SPORT & VIRTUS CHAMPIONSHIP SPECIFICATIONS - ROWING



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

1.6 Events

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

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

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

- 500m single scull (Men and Women)
- 500m double scull (Mens, Womens, Mixed 1 male and 1 female)
- 500m mixed coxed four (2 male & 2 female athletes + cox)

Either the 1000m or 2000m of the following:

- Single scull (Men and Women)
- Double scull (Mens, Womens, Mixed 1 male and 1 female)
- Mixed coxed four (2 male & 2 female athletes plus cox)

1.7 Event Timetable

The Virtus World Indoor Rowing Championship or Virtus World Rowing Championship 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 an on water Regatta is held in conjunction with the Virtus World Indoor Rowing Championships additional days will be required as below.

	-2 Days	-1 Day	Comp Day 1	Comp Day 2	Optional rest day	Comp Day 3	Comp Day 4	Comp Day 5

Arrivals								
Training								
Technical Meeting								
Opening Ceremony								
Competition (on water)								
Competition (indoor)								
Closing Ceremony								
Departure								

2 Competition Information

2.1 Competition Format

For the Virtus World Indoor Rowing Championships, rowers will compete once per event. The fastest time over the distance wins.

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

For the Virtus World Rowing Championships or where an on-water regatta is held in conjunction with the Virtus World Indoor Rowing Championships the competition will be run with Preliminary Rounds (heats) in morning sessions and recharge / finals in the afternoon.

2.2 Competition Schedule

For the Virtus World Indoor Rowing Championships, the Competition schedules should be planned in line with the below.

The LOC in consultation with the Virtus Sport Director is responsible for providing an outline programme of events which is to be submitted to the Virtus Sport Director for final approval prior to publishing.

Day	Event
Day 1	Men's Single 2000m
	Women's Single 1000m
	Men's Single 2000m
	Women's Single 1000m
	Medal Ceremonies

Day 2		Men's Single 500m – Race 1
		Men's Single 500m – Race 2
		Women's Single 500m – Race 1
		Women's Single 500m – Race 2
		Medal Ceremonies
		Mixed 4x500m relay
		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 Virtus 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 athletes/crews from two (2) different nations.

In a Regional or on water championship event viability rules may be waived should there be insufficient numbers to meet the minimum entry quota for a particular event. In the case of this occurring, consideration will then be given by the Sports Director and LOC as to how places in Finals and/or allocation of medals may be made.

2.5 Medals

Medals will be awarded to the athletes/ crews 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 Virtus 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 eight (8) months before the date of the Opening Ceremony and final entry information five (5) months before, giving full details and costs associated with the event.

For World Championships entry will be managed via the Virtus Sports Management system. The LOC will be given access to the system to manage entries and information. The LOC is to check each entry that the athlete is on the relevant Master List, marked active and all details including gender and date of birth are entered and correct.

For other events the Virtus 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 Virtus Handbook.

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

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

Entry fees will normally be made in 2 separate payments, all payments to be made to the LOC:

- 30% at first entry deadline and may be held as a deposit organisers in accordance with the schedule below.
- 70% at final entry deadline, payable to the LOC.

Virtus 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 Virtus Technical Delegate and the competition Referee.

Where a series of finals are required, the draw will where possible 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.

The Technical meeting will jointly chair the technical meeting along with the Technical delegate and LOC.

Whenever possible the Sport Director will issue an electronic copy of the technical meeting information up to one (1) week prior to the meeting. In this instance delegations will be invited to submit written questions prior to one (1) day before the meeting, reducing time at 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 it is recommended each nation should limit each athlete to compete in only 2 events per day.

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 Communication

A Team Handbook must be developed and published approximately 3 months before the event containing all key event information. This is to be submitted to the Virtus Sport Director for approval prior to publishing.

During competition, an effective communication system should be installed to ensure teams receive accurate and timely information. This is likely to include a combination of meetings, verbal announcements, notices and individual emails to delegations and notices displayed on walls and boards.

In addition, the LOC is to develop and publish an Officials Guide no later than two (2) months before the event containing both key event information and information specific to technical officials. This is to be submitted to the Virtus Sport Director for approval prior to publishing.

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.

2.14 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.

A full results list is to be made available to the Virtus Sport Director and issued on-line immediately after the completion each day of the event. A full copy of results should be sent to the Virtus Head office (in agreed format in accordance with VIRTUS requirements) 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 Virtus, and the entry is sanctioned by the National Member Organisation.

Virtus will manage the primary eligibility process and will regularly update the Virtus Master List. All athletes entering the event must appear as 'Active' on the Virtus Master List no later than the final entry deadline. Applications for new athletes must be submitted to Virtus no closer than 12 weeks before the competition start date..

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

There is no 'guest' entry.

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

- Appearance on the Virtus 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 – Indoor

The competition venue should be in a sports hall or arena or a similar venue with adequate space for the competition and facilities for spectators suitable for the level of the competition proposed. Ventilation should be adequate. An International Indoor Rowing regatta can be held with a minimum of two (2) rowing machines or can be held over the internet through mutual arrangement with other rowers or teams. In this regard, venue requirements stated below can vary widely depending on the type and level of competition and the resources available to the LOC.

4.1.1 A minimum of ten (10) Standard Concept 2 rowing machines equipped with race-compatible performance monitors must be provided for competition.

A large digital display screen in the main competition area visible to spectators and displaying the progress of each race and any other available relevant information. Additional small screens can also be provided for spectators if this will enhance their experience and the atmosphere in the venue.

4.1.2 Additional warm up areas accommodating at least ten (10) rowing machines.

Medical area with a bed and other suitable facilities for the treatment of athletes.

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

- Male and female changing rooms
- Athlete Lounge

- Reserved seating area

4.1.4 The following spaces should be provided for officials

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

4.1.5 Spectator seating

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

4.1.6 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 Facilities - On water.

On water Championships and Regattas shall provide fair and equal racing conditions for six crews racing in separate, straight, parallel lanes over a distance of 1,000 or 2,000 metres. The length of the course and all intermediate distances shall be measured by an independent qualified surveyor and a certified plan shall be held by the LOC.

4.3 Training Facilities

4.3.1 Training facilities must be available prior to and during competitions.

4.3.2 For Indoor events warm up machines can be used for training prior to the event and on competition days.

For on water regattas, access to the competition course must be available 1 – 2 days prior to the start of competition, 30min prior to the first race or after the last race of the day on competition days.

5 Officials, Staffing & Volunteers

5.1 Technical Delegate

The Virtus 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 the event.

5.2 Virtus Sport Director

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

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

5.3 Virtus Official Representative

Virtus 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 (i.e. flights), accommodation and transport of the Official Representative.

The Official Representative will take final decisions on all matters except those that are of a sport technical or overall event operational nature (and in so far not put before the Accreditation Committee) in consultation with the Virtus Sport Director, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in the execution of protocol events.

5.4 Virtus Staff

The Virtus Sport and Development Manager or their nominated representative will normally attend Virtus Championship events.

The LOC is responsible for meeting the cost of travel (i.e. flights), accommodation and transport of the named Virtus staff

The Sport 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
Starter	1	International	NF
*Finish Judge	2	International	NF
Announcer/ Commentator	2	Virtus / LOC	To be appointed by LOC/ NF
*Safety Boat	2	National	NF

*On water regattas only

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 and transport for all officials.

5.6 Sport Specific Volunteers

4-5 volunteers will be required during training and competition to support the officials, athletes.

5.7 Local Organising Committee

The Local Organising Committee carries a great deal of responsibility and accountability in preparing and managing the event on behalf of and under the direction of the Virtus Sport Director and other relevant Virtus staff.

6 Medical & Anti Doping

6.1 Medical

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

The LOC may provide physiotherapy services in a suitable space close enough to the competition venue for delegations to access. LOCs must ensure they are fully aware of any delegation planning to bring physio benches or other equipment requiring space.

The LOC is to ensure that effective and qualified safety boat and staff is provided at all training and competition days for on water regattas.

6.2 Doping Control

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

<https://www.virtus.sport/about-us/what-we-do/governance-handbook>

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the Virtus Anti-Doping Committee NO LESS THAN 30 DAYS BEFORE COMPETITION to tue@VIRTUS.org. LOCs must include this information in the Entry Information Pack.

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 must be arranged.

7.2 Communication Plan

The LOC in discussion with the Virtus Sport Director is to establish an operational Communication Plan for the event including where necessary radio and any other mobile devices.

The LOC is required to establish a Sports Information Desk at the venue where schedules, results and other important information can be posted for teams.

7.3 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, Virtus appointees and VIRTUS Staff. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

7.4 Transportation

7.4.1 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.

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

7.5 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. It is normal for technical officials and LOC staff to be accommodated in a separate hotel to any delegations, athletes or supporters.

Athlete and delegation accommodation should always be separate to planned or advertised family/ supporter accommodation.

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.

7.6 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.

7.7 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. The risk assessment and any relevant actions or measures are to be discussed with the Virtus Sport Director.

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, noting that it is important for all such events to remain athlete centred.

It is mandatory to include an opportunity to raise/lower the Virtus flag and a welcome speech from the Virtus 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 Virtus Handbook.

All branding and materials must be approved by Virtus before they are produced. This includes but is not limited to:

- Competition logo
- Posters

- All venue branding
- Brochures and programmes
- Accreditations
- Clothing
- Medal ceremony and / or media backdrops
- Medals
- Pull up/ roller banners.

9.2 Broadcast

Virtus asks all organisers to consider providing a high-quality livestream of the competition, with English commentary and graphics which can be shown on social media and online.

Virtus owns the rights to all competition footage unless agreed otherwise in advance.

9.3 Photographs

At least one official photographer must be present for each competition sessions. Photographers must also capture any opening/ Closing Ceremonies and medal presentations.

All photographs must be sent to Virtus as soon as possible after competition finishes. They must be rights free for use by Virtus in future publications and activities.

9.4 Event Website

The organisers must create and maintain an event website, containing key information about the event and in line with the Virtus Branding Guidelines. The website shall be reviewed and signed-off by Virtus in advance of publication. An event photographer must be arranged together with video footage of competition.

9.5 Media

Press releases should create a positive message regarding the spirit of the event maintain an athlete-centred approach. Virtus should be consulted at all stages during the consideration of social media plans prior to the release of any social media messages.

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

10 Spectators & Ticketing

LOCs 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 LOC or in conjunction with Virtus. 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

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

11.2 Liability

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

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. Virtus advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack. Please contact Virtus 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 in accordance with the Hosting Contract. Virtus shall not be liable for any loss incurred.

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 Virtus staff, and for management of media.

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

11.5 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 LOC will provide a short report detailing an overview of the event and a full statement of income and expenditure.

12.2 Final Results

The LOC will be responsible for providing the Virtus Sport Director 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.