

TEAM MANAGER MANUAL



World Rowing Cup Lucerne

27-29 June 2025



KEY PERSONNEL



Lucerne Regatta
Würzenbachstrasse 13
CH-6006 Luzern
Switzerland

E-Mail: info@lucerneregatta.com
Telephone: +41 41 210 43 33
Telephone: +41 41 420 17 61 (on site)
Website: www.lucerneregatta.com

KEY PERSONNEL OF THE ORGANISING COMMITTEE

Timon Wernas	Director
Mario Gyr	President
Gina De Rosa	Race Director & Head Office
Abraham Tesfamikael	Venue and logistics
Ruth Portmann	Catering and Events
Mic Zemp	Marketing and Communication
Annemarie Luethy	Volunteers
Dr. Luca Schuler	Regatta Doctor
Harald Minich	Security
Marc Audeoud	Water Safety
Alexandra Oswald	Media Center Manager
Dr. Luca Schuler and Gina De Rosa	Safeguarding officers

KEY PERSONNEL OF WORLD ROWING

Jean-Christophe Rolland	President
Denis Oswald	Honorary President
Tricia Smith	Vice-President
Gerritjan Eggenkamp	Treasurer
Vincent Gaillard	Executive Director
Mathias Binder	Executive Committee Member
Guin Batten	Executive Committee Member
Eva Szanto	Executive Committee Member
Frida Svensson	Executive Committee Member
Bill Schenck	Technical Delegate
Gaby Isenschmid-Weber	President of the Jury
Nathalie Phillips	World Rowing Event Manager
Dr. Aaron Leigh Baggish	World Rowing Doctor
Frida Svensson	World Rowing Safeguarding Officer

GENERAL INFORMATION



IMPORTANT TELEPHONE NUMBERS

Emergency number at the venue	+41 41 420 11 33
Emergency line	112
Police	117
Fire Department	118
Ambulance	144

SAFEGUARDING & WELLBEING

Despite the numerous well-recognised benefits of participation in sport, evidence indicates that interpersonal violence (harassment and abuse) occurs in all sports and at all levels. World Rowing believes that it is a fundamental right of all individuals involved with World Rowing to be able to participate in a non-violent, safe and respectful environment. Creating a safe sport environment and safeguarding rowers and other participants in Rowing activities and events is a shared duty and responsibility of everybody who is involved in the sports ecosystem, this includes during events.

You can play a crucial role in preventing interpersonal violence (harassment and abuse) from happening in your team/surroundings, as well as recognise, identify, and report when an athlete or other individual needs help or support. Be a Safeguarding Role Model. Understand how your behaviour can impact others positively or negatively. More information about Safeguarding can be found here [Safeguarding - World Rowing](#).

SAFEGUARDING ONSITE

You will find the World Rowing Event Safeguarding Officer and Local Organising Committee Safeguarding Officer around you in the venue if you wish to speak in person to a safeguarding personnel.

Don't hesitate to get in touch with the OC Safeguarding Officer – Luca Schuler and Gina De Rosa – or World Rowing Event Safeguarding Officer – Frida Svensson – at the World Rowing Office or via email: safeguarding@worldrowing.com.

If you have any safeguarding related inquires you can contact World Rowing Safeguarding Lead, Inas Hussein (inas.hussein@worldrowing.com) and/or raise any concerns or report any incidents of interpersonal violence (harassment and abuse) confidentially to (safeguarding@worldrowing.com) or via the online reporting form [Report Form for Incidents of Harassment and Abuse](#).

REGATTA OFFICE AND WORLD ROWING OFFICE

Both the Regatta Office and the World Rowing Office are located on the first floor of the Rowing Centre in the boat park.

The Regatta Office can be reached during official opening hours at info@lucerneregatta.com or via telephone +41 (41) 420 17 61.

INFO DESK / INFORMATION

The Info Desk is located in the foyer of the Rowing Centre. At the Info Desk you can collect team parking cards for Schachenstrasse and the summary start and result lists.

All information will be communicated paperless whenever possible via the official communication channels such as WhatsApp group, websites: www.worldrowing.com, www.lucerneregatta.com and mobile apps for iOS and Android. Team Managers will be added to the WhatsApp group closer to the event.

OPENING TIMES

VENUE OPENING TIMES

Wednesday, 25 June 2025	07:30 – 18:30 hrs
Thursday, 26 June 2025	07:30 – 18:30 hrs
Friday, 27 June 2025	06:30 – 19:30 hrs
Saturday, 28 June 2025	06:30 – 19:30 hrs
Sunday, 29 June 2025	06:00 – 16:00 hrs

TRAINING TIMES

The official opening of the course is on Wednesday, 25 June 2025. Training prior to the official venue opening is not possible.

Wednesday, 25 June 2025	08:00 – 18:00 hrs
Thursday, 26 June 2025	08:00 – 18:00 hrs
Friday, 27 June 2025	06:45 – 19:00 hrs
Saturday, 28 June 2025	06:45 – 19:00 hrs
Sunday, 29 June 2025	06:45 – end of racing day (no pm training)

All training times are open for all crews including para-rowing crews. Please note that this could be subject to change. Any changes to training times will be communicated via the Team Managers' WhatsApp group.

Crews must have crossed the finish line the latest 15 minutes before the start of the first race of the session. After racing has finished, training starts 15 minutes after the last race of the day. Please follow the instructions of the members of Control Commission.

COMPETITION SCHEDULE

The competition schedule is available on the World Rowing Website:
www.worldrowing.com

TEAM MANAGERS MEETING

The Team Managers Meeting and Draw will take place on Thursday, 26 June, 15:00hrs at the auditorium of LZ media, Maihofstrasse 76, Lucerne. It is in walking distance from the boat park area. Please ask the Info-Centre if you need further directions.

Normally no daily Team Manager Meetings on racing days are planned. However, they may be called if needed. Details would be communicated via the Team Managers' WhatsApp group.

CONFIRMATION OF ENTRIES AND CREW CHANGES

Upon arrival, Team Managers are requested to check their entries at the registration desk in the World Rowing office. If there are changes in the crews or differences in the spelling of the names, Team Managers are requested to complete the World Rowing Crew Change Form and submit all changes immediately to Monika Briedyte at the World Rowing office no later than Thursday, 26 June at 12:00 (3h before the draw).

For medical substitutions and withdrawals after the draw, please see the World Rowing Doctor at the World Rowing office, followed by submission of the crew change form.

ENTRIES

Entries close on Monday, 16 June 2025, 23:59 CET.

Entries must be made online through:

<https://www.worldrowing.swisstiming.com/>

For any questions regarding the entry process please contact registration@worldrowing.com

WR COMMITMENT & WADA CONSENT FORMS

All rowers must read and sign the World Rowing Commitment Form and the WADA Consent Form. The signed forms must be uploaded to the athlete's profile by Thursday, 26 June, 12:00hrs. Hard copies do not need to be submitted.

CREW PHOTOS

Team managers will be notified of the athletes who do not have their photographs. The photos would have to be uploaded to the World Rowing database.

GPS DEVICES

All boats must be fitted with a "base plate" to hold the GPS timing devices. These plates will be fixed to the boats in the boat weighing hangar by a team of OC volunteers and by Swiss Timing technicians on Thursday 26 June. It is the responsibility of the crews to ensure that the "base plate" is on the boat before the first round of racing.

BOW NUMBERS

The bow numbers will be distributed to the crews on the outgoing pontoon and collected at the incoming pontoon by OC volunteers.

COUNTRY CODE STICKERS

For safety reasons crews will be required to have their country code stickers on the boats before being allowed onto the water, both for training and racing. OC volunteers or NTOs will assist the crews to fix the stickers on the boats. Please plan for sufficient time for the fixing of the stickers before the first training session. The location of the country code and World Rowing sticker distribution will be shared via Team Managers' WhatsApp group.

BLADES IDENTIFICATION

As described in the WR Rules, from the time that the venue is officially open for training, National Federations are required to ensure that all blades be painted in NF colours - before going on the water. NTO's from the OC will enforce this guideline.

BOAT WEIGHING

Boat weighing takes place in the tent in the boat park near the in-coming pontoon. Test scales will be available from venue opening onwards, and will be open during the official venue opening times.

During racing, test weighing of boats is allowed but the weighing of boats for competition is prioritized. Only one crew at a time is allowed.

ATHLETE WEIGHING

Athlete weighing takes place on the ground floor of the boathouse. Test scales will be available from venue opening onwards and will be open during the official venue opening times.

PARA CLASSIFICATION

Para Classification will take place on the upper floor of the boathouse in the Jury's office as well as the World Rowing Office 2 on Wednesday 25. June and Thursday 26. June. The rooms will be signalled accordingly.



SUSTAINABILITY



The Rotsee is part of a nature reserve and forms an important recreational area for the local community. It is crucial for the future of rowing on the Rotsee to ensure a smooth co-existence of the rowing community and all other involved stakeholders at the Rotsee. We therefore ask all teams to help us maintain the good relationship with our neighbours and support our efforts in hosting a sustainable and neighbour-friendly event.



The Lucerne Regatta has developed a thorough sustainability concept that is published on the event website.

WHAT CAN YOU DO TO HELP?

To ensure smooth co-existence at the Rotsee, please share the following key points with your team.

- Keep Rowing boats, oars and anything else that comes in contact with the Rotsee clean and dry to avoid the spread of invasive species.
- No swimming is allowed in the Rotsee, apart from the public swimming area at the start (the Rotseebadi).
- Cycling is not allowed on the venue at all times (even outside of the regatta).
- Please keep your dog on a leash at all times.
- When using Parking spaces in the Schachenstrasse above the Boathouse, please be considerate when closing the car doors (no slamming) and do not leave any trash behind.
- Please get in touch with the OC if you need to re-paint/spray your blades. No spraying is allowed in close proximity of the water body.

FEEDBACK

Last but not least, if you have any recommendations for the OC how to mitigate avoid any negative impacts on the environment and/or the local communities, make sure to let us know: info@lucerneregatta.com

TEAM FACILITIES AND SERVICES



BOAT STORAGE

The boat racks are located on the grass field in front of the Rowing Centre building. The space on the boat racks will be allocated by the OC. The plan will be published on the website www.lucerneregatta.com and will also be available per team at the Info Desk.

Trailers may access the venue starting Tuesday, June 24th at 16:00. Earlier arrival is only possible upon prior agreement with the Organising Committee.

It is the responsibility of the teams to ensure that all boats are safely tied down to the boat racks and that all material is properly stored so that there is no risk of damage due to adverse weather conditions.

PONTOONS

There are two (2) outgoing and two (2) incoming pontoons. Please ensure that they are used as signed

BOAT REPAIR

The boat builders will be located in the boat park area and on the grass field in front of the Rowing Centre building.

ERGOMETERS

Ergometers for training, warming-up and cooling-down will be located in an ergometer tent on the 1. Floor of the boathouse (behind the building). Please clean the ergometers after each workout.

Additional space for team-owned ergometers is available on the right side of the boathouse (when looking at the boathouse) under the roof. Please store your ergometers in an upright position when not in use. Note that use of rowing machines is not allowed on the road leading to and from the boathouse.

Para seats

Para seats for ergometers are available on ergometers in both warm-up areas (2 wintech and 2 swift seats are available from the OC).

BAG DROP-OFF

The athlete's bag drop-off is located on the ground floor of the Rowing Centre building. The bag drop-off will be open during the official opening times of the venue. The Organising Committee will not accept any liability for lost or stolen belongings. Disinfection of hands must be carried out before and after handing over luggage.

CHANGING ROOMS, SHOWERS AND TOILETS

The Changing rooms and showers for Women and Men are located on the first floor of the Rowing Centre building in the boat park area. Toilets are available in the Rowing Centre building and in a toilet trailer on the grass area near the team tent area.

Wheelchair accessible changing rooms and showers for Women and Men are located on the first floor of the Rowing Centre building in the boat park area. There is an additional wheelchair accessible toilet on the outside of the building (ground floor).



REST AREA

The rest area zones for athletes are located on the ground floor of the Rowing Centre building.

TEAM TENTS

Teams can place their team tents in the allocated area on the grass field behind the boat racks in the boating area. No team tents shall be placed in the exhibition and boat repair area along the footpath. Please respect any order from the Organising Committee officials to relocate team tents. In 2025 a limited number of pre-built tents with wooden platforms are available. The OC is also offering team spaces on the ground floor of the boathouse. Teams may either have a team tent or a covered team space in the boat park, not both. Any option needs to be booked ahead of the regattas with the entry deadline being the booking deadline.

ICE BATHS / MASSAGE TABLES

No ice baths are allowed on the venue in Lucerne.

Massage tables are offered by the OC for use in the team massage area at the boat park. It is the responsibility of the teams to ensure that all surfaces in the team massage area are disinfected after they are used.

COACHES VIEWING

Coaches can view races in the coaches' corners in the boating area and in the finish area. Note that there is a dedicated fan zone at the corner of the boat park towards the finish area.

CYCLING

No cycling is allowed in the whole venue on either side of the course. Cycling on the grass field or in the boat park area is strictly forbidden. Do not bring any bikes into the team tent area, the team rest area and leave them outside the venue.

INTERNET

There will be Wifi available in the boating area. More information can be collected from the Regatta Office in the boating area.

MEDICAL FACILITIES AND SERVICES



Medical facilities and services are provided during the opening times of the venue. A medical centre with first aid included is located in the finish area behind the finish tower and is operational during racing only.

FIRST AID AND MEDICAL CENTRES

A first aid service is situated in the Medical Centre in the rescue headquarters on the ground floor of the rowing centre.

During racing, first aid points will be situated in the Medical Centre on the ground floor of the rowing centre and in the finish area medical centre in the medical container behind the finish tower.

LOCAL HOSPITALS

The hospitals close-by are the „Kantonsspital Luzern“ (three minutes from the regatta venue) or the private hospital Hirslanden Klinik St. Anna (ten minutes from the regatta venue).

Medical assistance (24 hours)

+41 41 420 11 33

Kantonsspital Luzern phone

Spitalstrasse, 6004 Luzern

Hirslanden Klinik St. Anna phone +41 41 208 32 32

St. Anna-Strasse 32, 6006 Luzern

Please note that all expenses for any medical treatment in Switzerland are the responsibility of the patient. Payments with credit cards will be accepted. All national federations are responsible for adequate insurance of their team members according to World Rowing Rule 15 (World Rowing Rules of Racing).

DOPING CONTROL

The doping control centre is located in the Rowing Centre building (ground floor, next to Medical Centre). For all information on the Doping Control procedures, Therapeutic Use Exemptions etc., please refer to the World Rowing Rule Book or consult the World Rowing representatives in the World Rowing Office. Further information is available on the World Rowing website www.worldrowing.com



TRANSPORT AND PARKING



TRANSPORT

A shuttle service from the Hotel Campus Sursee to the venue will be provided between 24.6. and 29.6. The shuttle service is mandatory for all teams staying at the Hotel Campus Sursee and is charged with 60 CHF per person. Please consult the website for a detailed schedule.

No additional transport service is provided for teams. All teams not staying at the Hotel Campus Sursee are required to make their own arrangements or to use public transport to get to and from the venue. Note that all guests staying in the city centre will receive a guest card from the hotel, which allows free use of public transport in the city centre.



PARKING

There is no parking possibility within the venue. Team Parking will be in the Schachenstrasse (Ebikon). Team Managers will receive a limited number of parking passes for this parking lot. Bus drivers must drop off their team members at the former bus station „Rotseestrasse“ and must park their vehicles in the „Schachenstrasse“ in Ebikon. Parking for delegates and other officials may use public parking spaces around the venue or on Saturday and Sunday at the „Kantonsspital“ personnel parking (daily fee CHF 10).

TRAILER PARKING

Boat trailers must be parked in Ebikon, parking area „Risch“. Maps can be found on page 16 or by following the QR code. Boat trailers must be unloaded as soon as they arrive, and the boats have to be placed on the boat racks as allocated by the OC. No trailers are permitted on the venue before Tuesday, June 24th, 16:00.

Important Note: Due to the SWISS ROWING Championships taking place the week after the World Rowing Cup, **all team trailers must depart the venue on Sunday, June 29th by the end of the day.**

TEAM VEHICLES

Parking space at the Rotsee is very limited. It is recommended to use public transport whenever possible. The staff in the regatta office can help to find a professional travel company if you need regular transport or airport transfers for your teams. The cost will be at the expense of the National Federation booking this service.

It is forbidden to park outside the designated parking areas. Police will remove cars and/or team buses that do not respect this. Please be aware that police will be very strict on illegal parking. Heavy fines and inconveniences will be the consequence of illegal parking. Please do not use private parking spaces (yellow line markers).

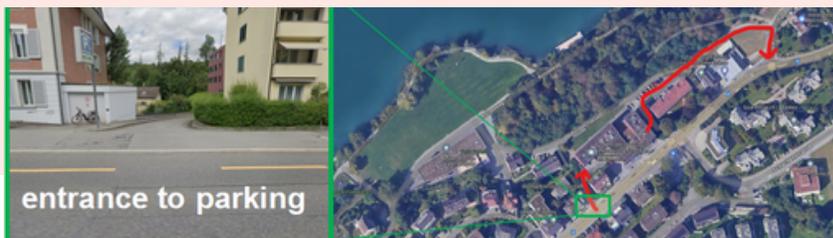
PARA DROP-OFF AND PICK-UP POINT

Para-crews not using the shuttle service have two options, depending on the height of their vehicle, to access the venue. They will need an additional permit for either options to be picked up in the regatta office.

Option 1: Parking Garage at Maihofstrasse 95 (preferred option)

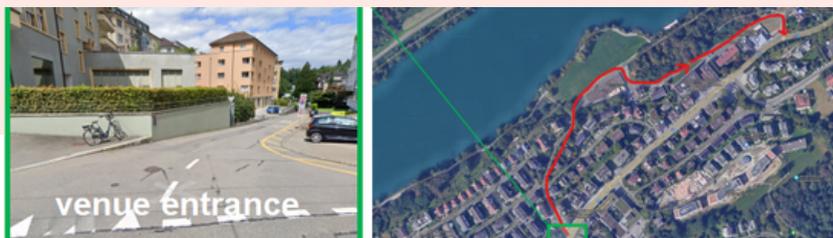
Note: this option is only possible for vehicles <2.05m in height!

Enter the parking garage at Maihofstrasse 95, take a parking ticket at the entrance, drive two floors down and exit the parking garage using the parking ticket (it is for free if you stay for less than 15 min). Once exited, you have reached the drop-off / pick-up area. Drive back up the road to get back on the main road and exit the venue.



Option 2: Drive through the venue for cars higher than 2.05m only

Enter the venue at Maihofstrasse 61 (turn into Rotseestrasse), drive through the venue, drop-off / pick-up athletes behind the rowing centre and continue driving along Rotseestrasse until you leave the venue again.



ACCOMMODATION AND CATERING



ACCOMMODATION

TEAM ACCOMMODATION

The OC is aware of increasing prices for accommodation in Lucerne, therefore have worked with a hotel outside of the town centre. There will be a shuttle between this hotel and the venue. Please consult the OC website for further information.

If you require assistance with booking a hotel or need additional rooms, please contact Bucher Travel: booking@buchertravel.ch

LOW COST ACCOMMODATION

A limited number of rooms are available until 30 May 2025. Please consult the OC website for more information: www.lucerneregatta.com/teams
www.lucerneregatta.com/teams.



CATERING AT THE VENUE

ATHLETE CATERING

The Athlete Catering is located in the Rowing Centre first floor at the boat park area. Meal vouchers can be purchased from the regatta office. Please order your meal vouchers before 13 June 2025 using the forms provided on the website: www.lucerneregatta.com/teams



PRICES PRE-BOOKED AND ON-SITE

The price per meal voucher is CHF 22.00 for lunch or dinner if pre-booked by 23 June 2025. If you purchase your meal vouchers at the regatta office counter during the event, you must book before 9h00 of the previous day and the price per voucher will be CHF 26.00 for lunch or dinner. Should you pay in EUR prices will be 27 EUR per meal.

	Lunch	Dinner
Wednesday, 25 June	11:00 – 14:00 hrs	17:30 – 19:30 hrs
Thursday, 26 June	11:00 – 14:00 hrs	17:30 – 19:30 hrs
Friday, 27 June	11:00 – 14:00 hrs	17:30 – 19:30 hrs
Saturday, 28 June	11:00 – 14:00 hrs	17:30 – 19:30 hrs
Sunday, 29 June	11:00 – 14:00 hrs	-

OTHER CATERING

There are several snack bars and restaurants in the venue that offer drinks and food on-site. Please note that no breakfast is provided.



ACCREDITATION, TICKETS, CEREMONIES AND SOCIAL EVENTS



TEAM ACCREDITATION

Teams do not need accreditation for World Rowing Cup in Lucerne.

MEDIA ACCREDITATION

Journalists and photographers must have accreditation which can be requested online on the World Rowing Website:

<http://www.worldrowing.com/mediacenter/>

The Media Centre is located in the Media Grandstand in the Finish area. Athletes are encouraged to speak to the press when required. World Rowing Productions will be present at World Rowing events to make video and news clips to promote the athletes and the sport. They will be posted on the World Rowing Youtube Channel (www.youtube.com/WorldRowing) and all our main social media platforms. The World Rowing Press Officer may contact you to schedule interviews and we request your cooperation in this matter – especially the prompt arrival of your athlete(s) at any pre-arranged interview.

PRESS CONFERENCE

The OC will host a press conference to inform local and interested media about the event on **Wednesday, 25 June 2025 at 10h00** at the Boathouse (Rob's Hood).

VIDEO PRODUCTION & LIVE STREAM

All A-Finals on Sunday, 29 June 2025 will be produced by the host broadcaster and streamed on the World Rowing website. On Saturday, 28 June 2025 the Semi-Finals of all Olympic boat classes might also be produced and streamed. Details on which races will be covered will be shared closer to the event.

GRANDSTAND TICKETS

Every federation will receive two free grandstand tickets for the World Rowing Grandstand. These tickets have to be collected at the regatta office by the Team Manager.

There is free and unrestricted access to all standing places. For covered seats in the grandstand tickets are available in the ticket shop. Remaining tickets can also be purchased at the ticket counter in the finish area (from Saturday onwards).

Find all information and the various ticket options on the website:

<https://www.lucerneregatta.com/en/visitors/>



HOSPITALITY OFFERS

The OC offers hospitality services in the grandstand at the finish line for spectators, partners and rowing enthusiasts. These may be booked in advanced.

Find all information about our hospitality offers on the website:

<https://www.lucerneregatta.com/en/hospitality/>



VICTORY CEREMONIES

The Victory Ceremonies will take place on the Victory Ceremony pontoon in the finish area in front of the grandstand. Victory Ceremonies will be held after each A-Final.

Note that on **Sunday, 29 June at approx. 15h00** the overall World Rowing Cup winner (nation with most World Rowing Cup points) will be awarded in the finish area.

LUCERNE ROWING NIGHT (NATIONS DINNER)

The Lucerne Rowing Night will be held on **Saturday, 28 June 2025 from 18h30hrs onwards** at the Bourbaki in Lucerne, Löwenplatz 11, 6004 Luzern. It is easily reachable by Bus (busstop “Löwenplatz” on line 1, between the main station and the Rotsee).

Every National Federation will receive 2 free tickets, they can be picked up in the regatta office until Thursday, 26 June 2025. We kindly ask you to only get the tickets if you actually need them.

Tickets will be checked at the entrance of the venue.

LIVE CONCERT & OTHER SOCIAL EVENTS

At this year’s LUCERNE REGATTA a number of social events will be available for spectators and participants. This includes:

Saturday, 28 June

- Face painting for children (near the playground).
- Talents Cup Final – a race featuring junior crews from Swiss Rowing Clubs.
- “Luzerner Stadtfest” – a summer festival with live music – see below.
- Food and beverage opportunities along the lake.

Sunday, 29 June

- “Painting wall” on the path between the boat park and the finish area.
- Live concert featuring Noah Parks in the finish area.

LUZERNER STADTFEST - LUCERNE SUMMER FESTIVAL

Saturday, 28 June the City of Lucerne is hosting a summer festival with live music, various catering options and other activities. The LUCERNE REGATTA will be represented at 17h30 on the “Kapellplatz”. We invite rowing fans to attend at 17h30 where there will be a traditional carnival music concert at 18h00. For those then attending the Nations Dinner it is a short walk (10min).



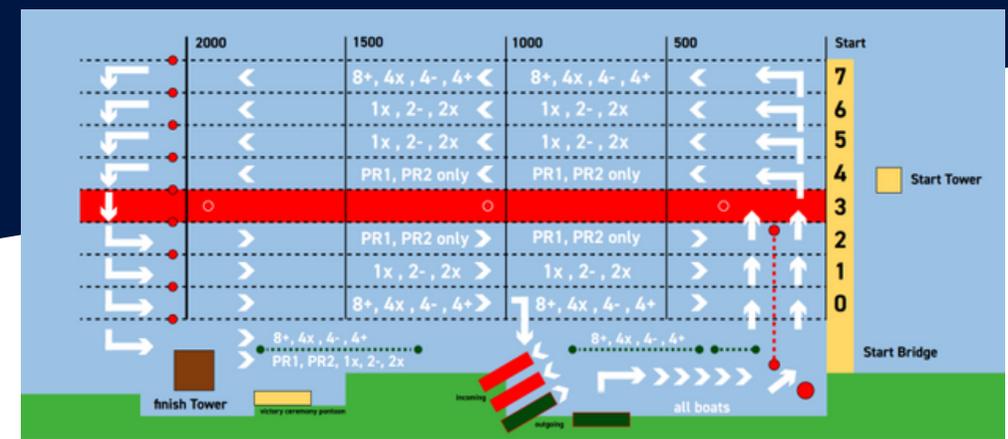
VENUE MAP

1 ZIELRAUM FINISHTOWER
2 MEDIACENTRUM MEDIA CENTER
3 ZEREMONIESAAL CEREMONY HALL
4 VIP-FUNKTIONEN VIP FUNCTIONS
5 INFORMATIONSTISCHES INFORMATION POINTS
6 MEDIACENTRUM MEDIA CENTER
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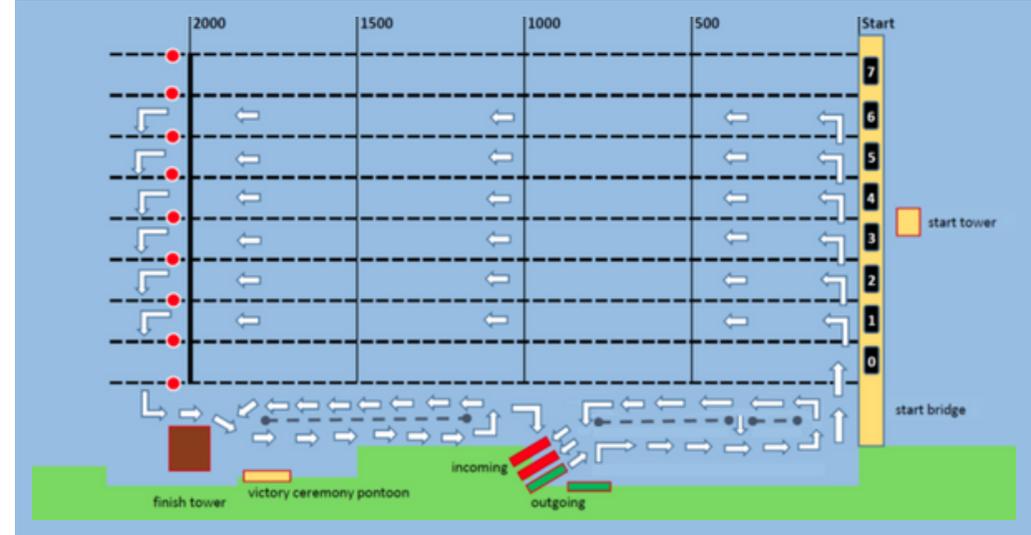
TRAFFIC RULES

Traffic rules during Training

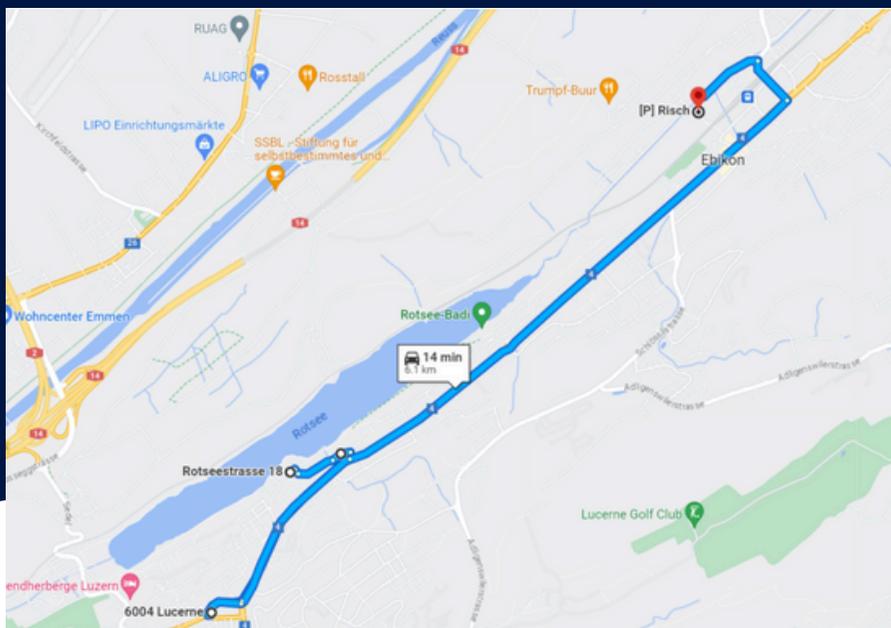


Notes: All training times will be joint training times for able-bodied and para-rowing crews.

Traffic rules during Racing



TRAILER PARKING MAP



- Leave the venue and make a right turn on the main street (“Maihofstrasse”)
- Turning left with a trailer is not allowed!
- Follow the main road and make a left turn at the red light
- Continue to the roundabout, turn around at the roundabout (third exit)
- Take the left lane to make a left turn at the red light
- Continue driving past the venue towards Ebikon
- Follow the Signs to “Buchrain” – at the red light, take a left turn
- In the tunnel take the left lane
- After the tunnel make a left turn and continue until you reach the parking area on your left side.



**THE ORGANISING
COMMITTEE WELCOMES
YOU TO LUCERNE!**



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