



## 2023 WORLD ROWING COASTAL CHAMPIONSHIPS ENTRIES AND ACCREDITATION

### TIMELINE

Date	Activity
10 August	Opening of Entries & Accreditation through <a href="#">World Rowing Database</a>
6 September (23:59 CET)	Entries Deadline
7 September - 13 September (23:59 CET)	MFs to seed their crews directly on database
15 September	WR publish entries.
1 – 3 October	Entry system opens for MFs to make any final seeding changes
4 October	Onsite Registration opens in Barletta
5 October	Onsite Registration closes Start list published
6 October	Round 1 races WRCCH

### INSTRUCTIONS FOR CLUBS

1. **Account on World Rowing Database:** An account needs to be created on World Rowing Database <https://rowingtwo.sportresult.com/> with the following information:
  - Full Name of the Club
  - Abbreviation of the Club
  - Member Rowing Federation it is affiliated to
  - Email ID of the Club administrator

Clubs can write to [registration@worldrowing.com](mailto:registration@worldrowing.com) with the above information and World Rowing Registration team will create their account.

Once an account is created, the Club administrator can add 1 additional user from the club through the User section for entries management.

2. **Athletes:** Clubs must first search for the athletes on the WR Database with the following information – Gender, Date of Birth, Nationality and Last Name.
  - a. If they find the athlete they are looking for, they can request Affiliation directly through the database. The affiliation would be then confirmed by World Rowing.

- b. If they do not find the athlete in the database, they can add a new athlete which will require the following information. Full Name
  - ii. Date of Birth
  - iii. Nationality
  - iv. Gender
  - v. Passport copy
  - vi. Signed World Rowing Commitment form: [LINK](#)
  - vii. Signed WADA Consent form: [LINK](#)

Once the athlete is added World Rowing will need to confirm this new athlete

3. **Entries:** once the athletes have been added, clubs can then make their entries with the following steps. The entry deadline is: Wednesday 6 September 23:59 CET
  - a. Long List: Add athletes that would take part in the championships to the long list (use add button).
  - b. Set Entries: Select the athletes from the long list and assign them to the boats.
  - c. Crew Captain – A crew captain must be selected from the entered crew. Email address and phone number of the crew captain will need to be added.
  - d. View/Pay Entries – Clubs will need to pay for their entries through the view/pay entries tab. Please note entry fees is: 35 euros per seat. No entry fees for coxes.
  - e. Entries will only be considered confirmed once the payment has been successfully completed. Any unpaid entries at entry deadline will not be considered entered for the event. No exceptions will be made.
4. **Accreditation:** Following steps would need to be followed to apply for accreditation on the World Rowing database. The accreditation deadline is Wednesday 6 September 23:59 CET
  - a. All athletes entered for competition would automatically be considered for accreditation. No other accreditation application for athletes who will be racing would be required.
  - b. Clubs are requested to add any spare rowers for accreditation via the spare rowers tab
  - c. Clubs are requested to add their Team Support (coaches, physios etc) via the Team Support tab for accreditation.
5. **Withdrawal:**
  - a. If a club wishes to make a withdrawal before the entry deadline, they can do so directly through their account and a refund (minus transaction charges) will be made.
  - b. World Rowing will publish the entries on 15 September. Withdrawals may be made by email via [registration@worldrowing.com](mailto:registration@worldrowing.com) and any crew changes (change in seating positions or change of rowers) must be made onsite in Barletta, via the official crew change form. No refunds will be made for withdrawals after the entry deadline.

## **INSTRUCTIONS FOR MEMBER FEDERATIONS (MF)**

1. **Add Club on the database:** MFs can add clubs to the World Rowing database with the following information:
  - a. Full Name of the Club
  - b. Abbreviation of the Club
  - c. Member Rowing Federation it is affiliated to
  - d. Email ID of the Club administrator

World Rowing will have to confirm these clubs and create their user account.

2. **Seeding of Clubs:** MFs are required to confirm and seed entries after the entry deadline but before 13 September 23:59 CET
  - a. MFs would be able to see all the entries made by clubs affiliated with their federation. Any entry from an unaffiliated club or unaffiliated crew must be notified by email to World Rowing at [registration@worldrowing.com](mailto:registration@worldrowing.com) for World Rowing to cancel the entry.
  - b. MFs would need to assign a seeding(ranking) to all the crews entered per boat class. This can be done through the MF Account by just moving around the entries (drag & drop).
  - c. If an MF fails to do the seeding during this window, a random seeding for the crews from that MF will be done by World Rowing
  
3. **Seeding Change Window:** The database access for MFs will open from 1-3 October and MFs will have an option to update any seeding that has been done previously.

World Rowing Registration team will strive to respond to any requests within 48 hours. If you have any questions, reach out to World Rowing at [registration@worldrowing.com](mailto:registration@worldrowing.com)