

UNIVERSITY INDOOR & ADAPTIVE ROWING SERIES 2023-24

HOST GUIDELINES



INTRODUCTION

The University Indoor & Adaptive Rowing Series (UIARS) aims to empower, encourage, and support University rowing clubs to take on the planning and organising of an indoor rowing event, enabling the formation of a national series of competitions delivering the competitive indoor rowing experience for students and local community representatives.

The series kicks off on Saturday 4th November 2023 and students competing at the GBRT Senior & U23 Open Trial on Saturday 11th November 2023 at Haven High Academy, Boston will be eligible to enter the series and will finish on Sunday 19 November 2023.

This document provides requirements for those considering submitting a bid to host an indoor rowing event and guidance on how to run it. It is important as the Event Organiser you read, understand, and adhere to these guidelines to help promote consistency and fairness across the UIARS. As the Event Organiser you will be supported by both BUCS and British Rowing staff in planning and running your event.

Various aspects of your event which need to be considered, and processes which need to be followed, are outlined over the following pages. If you have any queries relating to the information in this document, please contact the staff members listed at the end of this document.

The UIARS delivers a number of indoor rowing events at higher education institutions within the UK, attracting rowers of all abilities to participate and enjoy the competitions. The series provides rowers and institutions with an opportunity to network with others competing at the same venue and be part of the nationwide series. The series facilitates both participation, including attracting those new to the sport, as well as performance, for the more competitive rowers.

You are required to make your event accessible and to encourage participation beyond your immediate student rowing club. Other groups that could be included are all sports clubs at your institution, gym participants, local rowing clubs and community groups. This is a great opportunity to provide an event for all abilities and promote the sport of rowing at your institution.

Results from eligible BUCS students taking part in the series, who have been entered through BUCS Play, will be included within the BUCS Rowing Indoor & Adaptive Championships 2023-24 results.

There will be a dedicated UIARS page on the British Rowing website and the page will provide access to a leaderboard in each of the BUCS categories, as the series evolves.

We wish you an enjoyable and rewarding experience as you prepare to host your event.

EVENT PLANNING

Institutions who host a UIARS event will be required to:

- Provide written sign off to BUCS from a university staff member who agrees to act as a guarantor for the event.
- Book a suitable venue with dedicated competition space
- Have a volunteer team with knowledge of indoor rowing (for event set-up)
- Develop an event plan and budget
- Appoint an Independent Adjudicator
 - The adjudicator is responsible for ensuring all machines (Concept 2 ergometers) are fit for purpose, and each race and regional event is completed in accordance with the guidelines listed in this document. They must also ensure the conduct and delivery of the event is safe, fair and exhibits good sportsmanship.
- Market the event to the wider community
- Administer and manage an entry process
- Collate results and forward to British Rowing (as detailed)
- Provide a risk assessment for the event (in consultation with the institution, BUCS and British Rowing staff)
- Confirm that you have applicable insurance and first aid coverage.

VENUE REQUIREMENTS

Venues used for hosting a UIARS event should have the following facilities:

- Dedicated competition space with sufficient circulation space
 - Machines should be positioned adjacent to each other, facing in the same direction and not less than 1m apart
- Separate area for warm up, cool down and stretching
 - Should include mats, rowing machines or other cardio equipment
- Changing rooms (male, female, gender neutral & accessible)
- Toilets – including accessible
- Separate private room / space for weigh in
- Access to fresh drinking water
- Institutions should have access to rowing machines based on the criteria below
 - All rowing machines (ergometers) should be Concept2 Model C upwards.
 - Machines should be in good working order, clean and have been serviced to ensure they are fit for purpose
 - The number of rowing machines available at each regional event is expected to be proportional to the number of entries expected by the host institution and should include provision for warm up / cool down.

COMPETITION FORMAT

The following categories are compulsory at each UIARS event:

Category	Distance
BUCS Championship Open weight men / women	2,000m
BUCS Championship lightweight men / women	2,000m
BUCS Championship adaptive men / women	1,000m
BUCS Beginner men / women	1,000m

Host institutions can also offer their own categories such as sprints and team relays over other distances. You may have referenced these in your application questionnaire.

LIGHTWEIGHTS

Details of lightweight information can be found in the BUCS Rowing Regulations [here](#). Lightweight competitors must weigh-in at least one hour before their race. Weigh-in must open at least two hours before the competition starts.

Lightweight competitors who do not make their weight will still be able to race but they will not be placed. Their time will be listed at the bottom of the race category they entered. Lightweight competitors failing to make their weight will have their time included in the open weight category results.

MACHINE SETTINGS

The drag factor should be set as below for all competitors:

Men's open weight: 138

Women's open weight 130

Men's lightweight 135

Women's lightweight 125

Advice on settings will be available from the appointed Independent Adjudicator.

SUPPORT FOR ADAPTIVE CATEGORIES

Staff from British Rowing will be available to provide guidance and where possible support to help accommodate adaptive entries at your event.

All adaptive races will be held over 1,000m. British Rowing staff will be available to offer advice on classification at the series of events. For more information visit the [British Rowing website](#).

ENTRIES

Entries will be open through BUCS Play and must be approved by Institution Administrators to be valid for the University Indoor & Adaptive Rowing Series. Confirmed entries will be sent to universities prior to the competition. Competitors may turn up and enter on the day, however these will not count towards the BUCS event and will therefore not be eligible for BUCS medals or points.

****Athletes and Teams that wish to compete in the BUCS Indoor & Adaptive Rowing Championship must be registered through BUCS Play. This must be done by the individual competitor through the BUCS Play app. Universities will be billed for entries post event by BUCS.**

ENTRY FEES

Entry fees for the BUCS Indoor & Adaptive Rowing Series will be determined by BUCS on BUCS Play. 80% of the entry fees from each hosts entries will be shared back with the organisers of their event.

As a host institution you will decide on your own entry fees for categories at your event for walkups on the day (for example as a way of raising funds for your rowing club / a charity / venue hire etc.), but please note, those who have entered through BUCS Play should not be charged, a list of these names will be send to the host prior to the event and after the event has closed on BUCS Play.

RESULTS

Host institutions will be provided with a results template by British Rowing. Results must be confirmed by the Independent Adjudicator before being emailed to Dan Hetherington, Project Officer Youth Indoor Rowing (dan.hetherington@britishrowing.org), within 24 hours of the event finishing.

Important: results sent to British Rowing must be in the same format as the Excel document sent to Event Organisers. Institutions are encouraged to collect entry details in a similar format to help with post-event administration.

It is vital the naming of competitors and institutions is accurate and consistent in all results.

Results for the UIARS will be posted on the British Rowing webpage soon after the event. Results for the BUCS Rowing Indoor & Adaptive Championships will be available on the BUCS event webpage after the UIARS has finished.

MEDALS

Host institutions are able to award medals on a local basis at their own discretion for additional categories.

****At the conclusion of the UIARS BUCS will send medals to institutions for competitors who were registered on BUCS Play and finish 1st, 2nd, and 3rd in the BUCS Rowing Indoor & Adaptive Championship categories.****

MARKETING AND COMMUNICATIONS

Host institutions are required to maintain an event webpage for publicity purposes and to contain all essential information explaining to potential participants how to enter their event, with a link to BUCS Play. BUCS and British Rowing need to be informed of the website URL address so these can be referenced online.

Please note that events should be advertised to all students and staff at your institutions, and members of the local community. Therefore, any marketing material should be inclusive and should not be targeted specifically to existing rowers only.

WEBPAGE

Each host institution should maintain an event webpage. The host institution may also choose to run a marketing campaign and create associated marketing material to generate further interest in their event.

The webpage and any marketing material should contain the following information:

- Title 'University Indoor & Adaptive Rowing Series' displayed clearly
- Name of host institution
- Venue of event
- Date of event
- Summary of categories available
- Details of how to enter and costs – link to BUCS Play for information
- Link BUCS Play for entry
- Contact details of Event Organiser
- Official UIARS 2023 logo (displayed prominently)
- #UIARS and #GoRowIndoor hashtags
- Link to the BUCS Rowing Indoor and Adaptive Rowing Championships webpage (link to be inserted)
- Link to the [British Rowing Go Row Indoor](#) and www.insideindoor.com webpage
- Results for each category
- Photos and social media interaction
- Opportunity for participants to feedback on the event

SOCIAL MEDIA

Host institutions should promote their events before, during and after the competition on social media, and as detailed within their application questionnaire. Institutions are encouraged to create content during the following occasions:

1. On successful application to host and receiving approval from BUCS and British Rowing (not before).
2. In the build up to your event to generate further interest and publicise your entry process.
3. Immediately prior to your event to create excitement and market the event to spectators.

4. During your event to provide perspective on the various categories, competitors and show live action.
5. Following your event to summarise the competitions, results and winners.

The following official hashtags should be used in Facebook, Twitter and Instagram posts where possible:

#UIRS (primary hashtag)

#BUCSRowing (BUCS rowing hashtag)

#GoRowIndoor (British Rowing hashtag)

#insideindoor (British Rowing hashtag)

Host institutions should include the following accounts in posts alongside your own university accounts:

@BUCSsport (primary BUCS sport account)

@BritishRowing (primary British Rowing account)

@insideindoorofficial (British Rowing Indoor Rowing account)

@IndoorRow (Youth Indoor Rowing Project Officer account)

@CFworldrecord (Project Manager for Indoor Rowing account)

COMMERCIAL AND SPONSORSHIP ACTIVITY

The title or naming rights to the BUCS categories within the UIARS events must not be granted to any third party. BUCS reserves the right to remove endorsement and the awarding of BUCS points for any UIARS events found to contravene this policy.

It is important to communicate with BUCS prior to engaging in any commercial activity around a BUCS sporting event and property. This includes sponsorship, merchandise, sales, advertising or value in kind promotions and products.

UNABLE TO HOST

If you are no longer able to host your event as part of the UIARS you must contact BUCS and British Rowing immediately.

Go Row Indoor Host Package Support Opportunity

British Rowing will be offering selected hosts to become officially recognised Go Row Indoor Club venues. Becoming a Go Row Indoor Club will help your event access indoor rowing qualification training for club coaches and volunteers, as well as a club toolkit of supporting resources and guidance to help increase participation in indoor rowing across your university in the lead up to the event. In return helping increase entry numbers, exciting students about what is happening, and providing a longer-term exit route post event into your club. Additionally selected hosts will also be given exclusive access to opportunities through www.insideindoor.com Hosts will be asked to opt into this opportunity during the application process. This will be free to access.

DATA PROTECTION

In order for BUCS to send to an Event Organiser the list of eligible BUCS competitors we need an Agreement for Disclosure of Personal Information. Each Event Organiser will be expected to read, sign and return this agreement confirming they will not disclose confidential or sensitive information received for these events.

Deadline

The deadline for submitting a bid to be a host for the University Indoor & Adaptive Rowing Series 2023-24 is **23:59 on Friday 30 June.**

Hosts will be confirmed and contacted shortly after this and will be expected to provide confirmation that the venue has been booked prior to September.

CONTACTS

For BUCS queries contact [Luke Gallen](#), Event Manager.

For British Rowing indoor event queries contact [Dan Hetherington](#), Project Officer Youth Indoor Rowing. Or [Chris Farrell](#), Project Manager for Indoor Rowing for information around the Go Row Indoor host package of support.