



2014 Asian Rowing Cup I

Toda, Saitama, Japan

May 16th (Fri) – May 18th (Sun), 2014

Bulletin No. 2

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1. General introduction of Japan

1.1 Area and Population

Japan is situated in northeastern Asia, and facing the North Pacific Ocean. Japan consists of four major islands, from north to south, Hokkaido, Honshu, Shikoku and Kyusyu.

The Kanto region is a geographical area of Honshu, the largest island of Japan. The region includes the Greater Tokyo Area and encompasses seven prefectures: Gunma, Tochigi, Ibaraki, Kanagawa, Chiba, Tokyo, and Saitama where the venue located. As about 73 percent of Japan is forested, mountainous, and unsuitable for agricultural, industrial, or residential use, the habitable zones, mainly located in coastal areas, have extremely high population densities.

Japan has the world's tenth-largest population, with more than 126 million people. Greater Tokyo Area includes the capital city of Tokyo and several surrounding prefectures. It is among largest metropolitan areas in the world, with more than 30 million residents.

1.2 Currency

The currency in Japan is the yen (JPY, ¥) and banknotes and coins are easily identifiable. There are ¥1, ¥5, ¥10, ¥50, ¥100 and ¥500 coins; and ¥1000, ¥2000, ¥5000 and

¥10, 000 banknotes (the ¥2000 notes are very rarely seen).

You can buy yen at foreign exchange banks and other authorized money exchange offices. At the international airports, currency exchange counters are usually open during normal office hours.

You are suggested to exchange money at the international airport as it may be difficult to find the foreign exchange bank in the city.

1.3 Languages

The national language is Japanese. Many Japanese, however, are able to understand English to a certain extent.

You can buy yen at foreign exchange banks and other authorized money exchangers. At the international airports, currency exchange counters are usually open during normal office hours.

1.4 Electricity

The voltage in Japan is 100 Volt. Japanese electrical plugs have two, non-polarized pins (Type A). The frequency of electric current is 50 Hertz in Eastern Japan (including Kanto region).



1.5 Weather

Japan is situated in the climatically moderate zone and has four distinct seasons. May and October are, it could be said, best periods to visit Japan as the temperatures are comfortable and blessed with many sunny days.

Weather data at Toda, Saitama in May are as follows;

Average daily maximum air temperature (°C)	:	23.2°C
Average daily minimum air temperature (°C)	:	13.4°C
Average relative humidity (%)	:	74%
Average monthly rainfall (mm)	:	117.3mm
Predominant wind direction	:	North-northwest
Average wind speed	:	2m/s

2. Visa Requirements

Visa requirements for entry to Japan are available on Ministry of Foreign Affairs of Japan Web-site address at

http://www.mofa.go.jp/j_info/visit/visa/index.html,

The Organizing Committee could assist to issue the Letter of Invitation to obtain the visa if necessary.

3. Competition

3.1 Organization

Asian Rowing Federation (ARF)

President:	Jong-Chul LEE
Vice-Presidents:	CP Singh DEO Quanhai LI Achmad SUTJIPTO
Secretary-General:	Ken LEE
Committee Chairs:	Chunxin CHEN Chris PERRY Seung Hoon HAN Ken LEE
Contact details:	Tel: +82 10 7376 9877 Fax: +82 2 562 1505 E-mail: arf@arfrowing.org

Japan Rowing Association (JARA)

President:	Naotake OKUBO
Senior Executive Director:	Arata KIMURA
International Executive Director:	Jotaro FUJII
Secretary General:	Nobuyuki AIURA
Address :	1-1-1, Jinnan, Shibuya-ku, Tokyo150-8050 Japan
Telephone :	+81-3-3481-2326
Facsimile :	+81-3-3481-2327
Mail address:	jara@japan-sports.or.jp

Organizing Committee (OC)

Chairman:	Naotake OKUBO
Vice Chairman:	Arata KIMURA
Controller:	Masakuni HOSOBUCHI
Secretary (Contact Person):	Shigeru AIBA
Mail address for events:	kokusai@jara.or.jp
Telephone for events:	+81-3-3481-2326
Facsimile for events:	+81-3-3481-2327

International Jury (ITO)

The International Jury (ITO) members will be appointed by ARF Umpiring Committee.

3.2 Competition Venue

Location

2014 Asian Rowing Cup I will be held at Toda Boat Course, Toda City in Saitama Prefecture. By car, it takes 1.5 hr from Narita International Airport (NRT), and 1 hr from Haneda International Airport (HND) to Toda Boat Course. From Toda City, downtown areas of Tokyo can be reached in about 1 hr by public transportation (trains and subways).



Distance

Distance of all the races in 2014 Asia Rowing Cup I is 2,000-meters.



3.3 Time Schedule of the 2014 Asian Rowing Cup I.

May 14 th (Wed)	Toda Boat Course opening
May 15 th (Thu) AM	First Team Managers Meeting & Draw
May 16 th (Fri)	Heats / Preliminary
May 17 th (Sat)	Repechages / Semi Finals
May 18 th (Sun)	Finals / Farewell party

(Note: This schedule is preliminary. Any changes and actual times will be notified to all teams upon arrival.)

3.4 Events

2014 Asian Rowing Cup I will consist of the following events: -

Men (3)	LM1X, LM2X, M4X
Women (3)	LW1X, LW2X, W4X

Lightweight rowers and crews shall be classified in accordance with FISA Rules.

3.5 First Team Manager's Meeting and Draw

Meeting Location : 2nd Floor of Headquarter Building at the Venue

Meeting Date & Time : May 15th (Thu), 2014 (AM)

The draw will take place at the meeting.

3.6 Prospective Racing Time Table

May 16th (Fri)

Time	Events		
11:30-12:40	Heats	–	LM1x, LM2x, LW1x, LW2x
17:10-17:40	Heats	–	M4x, W4x

May 17th (Sat)

Time	Events		
11:20-12:30	Repechages	–	LM1x, LM2x, LW1x, LW2x
17:10-17:40	Repechages	–	M4x, W4x

May 18th (Sun)

Time	Events		
09:30-10:55	Finals	–	LM1x, LM2x, LW1x, LW2x
15:55-16:30	Finals	–	M4x, W4x

3.7 Entry Requirements

Asia Rowing Cup I is open to all the ARF national federations and also to club crews which have their national federation approval.

Entry is permitted up to 3 crews for 1 event to each federation

Double entry for L1x and L2x event is not accepted as these two events will be scheduled back to back. Double entry of L1x and 4x events, and of L2x and 4x events will be possible. Races of these events will be so arranged to permit the double entry.

Deadline for of Entries

Preliminary Entry (by events) must be received by March 14th 2014. (**Annex 1**). The Preliminary Entry must include the events to enter, the total number of athletes in the team, and the number of officials accompanying the team.

Final Entry (by names) should be submitted to the Organizing Committee-by April 16th 2014. (**Annex 2**) The completed Final Entry by Name must include all necessary information (family name, given name and date of birth) for each crew member, substitutes and coach.

These forms should be filled in and forwarded to the Organizing Committee (OC), with a copy to ARF Headquarters, by the stipulated dates.

3.8 Opening Times of Course

Toda Boat Course will officially open on Wednesday May 14th 2014 for crews to train.

4. Boats and Oars

All boats and other equipment must comply with FISA Rules of Racing.

The OC will provide boats for rental in each event on a **“FIRST-COME-FIRST-SERVED basis”**. Requests for hiring boats should be notified in the attached Boat and Oars Rental Form (**Annex 3**) by March 14th 2014.

The boat rental fees are as follows: (in JPY/per day/per boat)

Quadruple	(4x)	8,000 JPY
Double Scull	(2x)	5,000 JPY
Single Scull	(1x)	3,000 JPY

Though oars and sculls can be provided upon request (2,000 JPY/day/set), each team is highly-recommended to bring their own oars.

Payment should be done by Bank Transfer by April 16th 2014.

ACCOUNT WITH BANK	The bank of Tokyo-Mitsubishi UFJ Ltd. Shibuya-Meijidori Branch
SWIFT CODE	BOTKJPJT
ACCOUNT NUMBER	470-3663114
BENEFICIARY'S NAME	Japan Rowing Association

5. Uniform

All the members of the same crew shall compete with the same uniform clothing and in the official uniform of their club or national federation.

6. Accreditation

In order to reduce the time required for accreditation processing, all teams are requested to complete the accreditation forms before arrival at Japan and send the completed forms to the OC together with one passport size photographs and a passport copy of each team member, including coaches and team officials by e-mail by April 16th 2014. The Accreditation Form (Athletes) (**Annex 4**) and Accreditation Form (Team Officials) (**Annex 5**) should be sent to the OC by April 16th 2014.

7. Transport and Arrival & Departure

Transportation between–Narita International Airport (NRT) or Haneda International Airport (HND) and the Official Hotel will be provided free of charge by the OC. For this purpose, all teams should notify their arrival details with Arrival & Departure Form (**Annex 6**) to the OC at the time of submitting their final entries by April 16th 2014 or at least 10 days before arrival. If Arrival & Departure Form does not reach to the OC before the deadline date, the OC might not able to arrange any transportation.

8. Rental of Bikes

Coaching Bike is available for coaching activities. The fee of 1,000-JPY per day is charged for each bike from 14th to 18th May 2014. A deposit of 5,000-JPY per bike is needed. Please fill in the Rental Bike Form at **Annex 7** and send it to OC before March 14th 2014.

The maximum number of rental bikes is 2 for each NF or club.

Payment should be done by Bank Transfer by April 16th 2014.

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9. Accommodation , Meals and Venue Transportation

9.1 Accommodation

The Organizing Committee is preparing following accommodation facilities.

All the meals (breakfast, lunch & dinner) will be served at the hotels or at the venue.

(A) Urawa Royal Pines Hotel (for ARF officials & International Juries)

Urawa Royal Pines Hotel, an official hotel of 2014 Asia Cup I, is located in the center of Saitama City. It takes 30min by car between the Hotel and the Regatta Venue.

Urawa Royal Pines Hotel is a typical urban-style western hotel with separated bath room (with shower and bathtub) and lavatory.

(B) Ajinomoto National Training Center (NTC) Lodge (for athletes, team managers & coaches)

Ajinomoto NTC is an huge institution specific for athlete training . It takes 30min by car between NTC and the Regatta Venue. NTC Lodge consists of single, twin, and Western-style rooms and of apartment type rooms in which 15 persons can be stayed at the same time. A bath room is attached to each single and twin room.

(C) National Boat House (for athletes, team managers & coaches)

National Boat House is 50 m behind the pontoons, and 5 min-walk is required to the headquarters building. A lodging room contains 8 double-stair beds (for 16 persons). A shower room without bathtub and a lavatory are in common use.

(D) Mitsubishi Boat Club House (for athletes, team managers & coaches)

Mitsubishi Boat Club House faces to Toda Boat course (near the Finish line), and 10 min-walk from the House to the headquarters building. A lodging room contains 5 double-stair beds (for 10 persons). A shower room without bathtub and a lavatory is for common use.

9.2 Meal Conditions

Three meals are included in accommodation fee (see 9.4 Tariff).

9.3 Transportation Conditions

The transportations between the Venue and (A) Urawa Roal Pines Hotel or (B) Ajinomoto NTC are included in accommodation fee (see 9.4 Tariff).

9.4 Tariff

※In case the hotel you requested is full-up or gets unavailable for some reasons, you would be asked to shift to another equally-ranked hotel.

Name & Type of Room	Cost
(A-S) Single Room	17,000 JPY/ person/ night
(A-T) Twin Room	14,000 JPY / person / night
(B-S) Single Room	9,000 JPY / person/ night
(B-T) Twin Room	9,000 JPY / person/ night
(C) Double-stair beds	7,000 JPY / person/ night
(D) Double-stair beds	7,000 JPY / person/ night

Please fill in the Accommodation Reservation Form at **Annex 8** , and send it to OC by **March 14th 2014.**

Payment should be done by Bank Transfer by April 16th 2014.

ACCOUNT WITH BANK

The bank of Tokyo-Mitsubishi UFJ Ltd.

Shibuya-Meijidori Branch

SWIFT CODE

BOTKJPJT

ACCOUNT NUMBER

470-3663114

BENEFICIARY'S NAME

Japan Rowing Association

10. Media

Teams are requested to inform the OC in advance if they know of media representatives from their own country who will be attending the Asian Cup, and if said media representative might require any special arrangements.

11. Farewell Party

There will be a gratis Farewell Party for all competitors at the Headquarters Building of Toda Boat Course immediately after racing and Victory Ceremony on Sunday May18th 2014. Competitors together with coaches and team officials and accompanying supporters are cordially invited to attend the Farewell Party with the dress code of casual. All overseas competitors, together with coaches and team officials, and accompanying supporters are welcome to attend this Party. Details of the Farewell Party will be released upon arrival.

12. Anti-Doping Testing

In 2014 Asia Cup I, anti-doping tests will be conducted by the Japan Anti-Doping Agency (JADA) in accordance to the FISA Anti-Doping Rules. Any participating athletes could be selected for anti-doping tests and requested to provide urine and/or blood sample under witness. Violation of Anti-Doping Rules is subject to sanctions and violation includes a refusal to provide a sample or to return positive test results.

13. Insurance

Every delegation should ensure that each of its team members and officials is insured on medical and accident with a coverage for third party liability, property and equipment damage protection..

14. Enquiries

Contact –to the Organizing Committee

For all enquiries, submission of entries and other information, please contact the Organizing Committee at the following address:

Organizing Committee of the 2014 Asian Rowing Cup I
c/o Japan Rowing Association
1-1-1, Jinnan, Shibuya-ku, Tokyo, 150-8050, Japan

Contact Person: Shigeru AIBA
Telephone: +81-3-3481-2326
Fax: +81-3-3481-2327
E-mail: kokusai@jara.or.jp

Welcome to Japan for the 2014 Asian Rowing Cup I !

Attachments: Annex 1 – 8 and the deadline date

		Deadline of Forms	*Deadline of Payment
Annex 1	– Preliminary Entry by Events	March 14 th 2014	
Annex 2	– Final Entry by Name	April 16 th 2014	
Annex 3	– Boat and Oars Rental Form	March 14 th 2014	April 16 th 2014
Annex 4	– Accreditation Form - Athletes	April 16 th 2014	
Annex 5	– Accreditation Form - Team Officials	April 16 th 2014	
Annex 6	– **Arrival & Departure Form	April 16 th 2014 Or 10 days before arrival	
Annex 7	– Coaching Rental Bike Form	March 14 th 2014	April 16 th 2014
Annex 8	– Accommodation Reservation Form	March 14 th 2014	April 16 th 2014

**All the payment should be done by Bank Transfer by April 16th 2014.*

***If Arrival & Departure Form do not send to the OC before the deadline, the OC might not able to arrange any pick up/transportation.*