

# IWUF EVENT OPERATION MANUAL 2019



**IWUF**

INTERNATIONAL WUSHU FEDERATION

**IWUF  
EVENT OPERATION MANUAL  
2019**

# IWUF Event Operation Manual

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## IWUF President's Message



Dear Members,

We are pleased to present the newly revised and improved IWUF Event Operation Manual. The development of this manual has been based on careful and comprehensive reviews of past events. We are continually refining best practices in event management and organization, and hope this manual will contribute to more successful wushu events everywhere large or small.

This manual offers a thorough list of requirements and suggestions to look to when organizing or considering organizing an IWUF-sanctioned event. Our intention is not to restrict the process but to streamline it, and to provide each and every host LOC with a base on which to build the most successful event possible; with logistic expectations made clear, hosts may be free to fully showcase their location and provide a unique experience for not only all participating athletes, but for the audiences around the world, too.

I am confident that these guidelines will give you a clear understanding of what it takes to manage an IWUF event, and hope that you find this manual most helpful when planning and executing your future events.

A handwritten signature in black ink, consisting of stylized Chinese characters. The signature is written in a cursive style, with the characters '于再庆' (Yu Zaiqing) clearly identifiable.

### Yu Zaiqing

President of International Wushu Federation (IWUF)  
Vice President of International Olympic Committee (IOC)  
Vice President of Association of National Olympic Committees (ANOC)

## Foreword

Since the 1st World Wushu Championships in 1991, the IWUF has been facilitating competitions across different levels and disciplines, providing a considerable amount of information regarding event planning and management. With the growth of the sport of wushu in terms of popularity, proficiency, and scale, we deemed it necessary to develop a manual for event operations in order to ensure consistency and efficiency across the board regardless of event discipline or location.

The information contained within should be used as a reference for National and Continental Federations as they determine the physical and logistical requirements of implementing an event, and coordinate with the IWUF accordingly.

These revised guidelines will continue to develop in the coming years as we account for technological developments and new event venues/locations, and we understand that certain guidelines may apply more directly to certain local circumstances than others.

We welcome your comments and feedback using this manual to develop and plan your events.

Thank you not only to those who have contributed directly to this manual, but also to those who have spurred the evolution of our community through past efforts and overwhelmingly successful events, as your successes are the foundations of this work.

## Abbreviations

- DCO – Doping Control Officer
- EB – Executive Board
- ENG – Electronic News-Gathering
- FOP – Field of Play
- IOC – International Olympic Committee
- ITO – International Technical Officials
- IWUF – International Wushu Federation
- LOC – Local Organizing Committee
- NF – National (Territorial) Federation
- NOC – National Olympic Committee
- OB – Outside Broadcasting
- OOC – Out-of-Competition
- SCA – Sample Collection Authority
- SNG – Satellite News Gathering
- SWC – Sanda World Cup
- TD – Technical Delegate
- TDP – Test Distribution Plan
- TWC – Taolu World Cup
- WADA – World Anti-Doping Agency
- WJWC – World Junior Wushu Championships
- WKFC – World Kungfu Championships
- WTJQC – World Taijiquan Championships
- WWC – World Wushu Championship

# CHAPTER 1

# IWUF EVENTS

## Chapter 1 IWUF Events

### 1.1 IWUF Events Overview

An application for the organization of an international competition is made in compliance with the IWUF Constitution and Regulations. All National Federation/Association members of the IWUF may apply to host an international competition event. The six major events of IWUF are as follows:

- World Wushu Championships (WWC)
- World Kungfu Championships (WKFC)
- World Junior Wushu Championships (WJWC)
- World Taijiquan Championships (WTC)
- Sanda World Cup (SWC)
- Taolu World Cup (TWC)

All six events are held in cycles of two (2) years. The IWUF's bidding reminders will be sent at least two (2) years in advance to allow sufficient time for National Federation/Association members to submit bids.

### 1.2 Bidding Process

#### 1.2.1 Registration Phase

All members wishing to host IWUF events shall submit the preliminary registration form and a letter of intent via email to [events@iwuf.org](mailto:events@iwuf.org). On the registration form, the year and name of the event for which the National Federation/Association wishes to bid shall be specified. If the National Federation/Association wishes to submit bids for more than one event, separate registration forms and letters of intent must be submitted for each event.

The registration form and letter of intent require the signature of either:

- I) the president of the member National Federation/Association, or
- II) the city mayor or equivalent of the host city

Once an NF or a city submits the registration document it will become a registered bidder for the IWUF events. Only registered bidders are eligible to submit their bid files in the next phase.

#### 1.2.2 Application Phase

The bid file is the official set of documents which consists of general bid information, the operational plan and an outline demonstrating the bidder's capability to host the IWUF event. The submitted bid file will be the basis for evaluation during the entire bid process.

The bid file shall be comprised of the following parts:

- the Host City Application Form ;
- the Support letter of NOC and/or National Sport Ministry, and
- the Support letter of local government.

If the National Federation/Association is bidding for multiple IWUF events, separate bid files must be submitted for each event.

Any supporting materials attached to the bid file shall be in color and clearly annotated. They must be provided in either a .pdf or a .jpg format.

The bid file(s) shall be submitted under the signature of both:

- I) the president of member federation/association, and
- II) the mayor or the equivalent of the host city.

### **1.2.3 Evaluation Phase**

The IWUF will review and evaluate the applications of bidders, examine the feasibility of the proposed budget plans, and verify each bidder's ability to deliver the IWUF event. Applicants who did not meet the requirements of the IWUF will be individually notified and, at the same time, the IWUF will shortlist final candidates.

The IWUF President will appoint representatives to make inspection visits to the candidate cities three months prior to the convening of the Congress at which the event hosts will be decided. All costs associated with the inspection visits shall be borne by the bidding federation, or city. The representatives shall submit a report to the Congress.

### **1.2.4 Selection Phase**

The selection phase for deciding hosts of the IWUF events will take place at the IWUF Congress (for WWC only) or the IWUF Executive Board (EB) Meeting (for the other 5 IWUF events), or electronically by the EB in between meetings, at which final candidates shall make presentations. The length of each presentation shall be strictly limited in duration to 10 minutes or less. The travel and accommodation costs shall be at the candidates' own expenses.

At the Congress or the IWUF EB Meeting, all the attendees shall vote for the host city, following which the hosting right for the IWUF event shall be announced.

---

*Please note that full bidding information can be found in the IWUF Bidding Manual.*

# CHAPTER 2

# ADMINISTRATION

## Chapter 2 Administration

### 2.1 Local Organizing Committee

#### 2.1.1 Structure

The LOC is often set up by the host federation or host city to deliver the event in accordance with the specifications stated in the Host City Contract. The organizational structure of the LOC should be submitted to the IWUF at least 18 months prior to the event. For IWUF events, a general organizational structure of the LOC is as follows:

It is of the utmost importance for the LOC to establish a line of communication with the IWUF and the NF; therefore, once the recruitment of the LOC staff is completed, the name and contact information of each and each area's manager should be communicated to the IWUF Secretariat and the NF. This should be completed at least six months prior to the event.

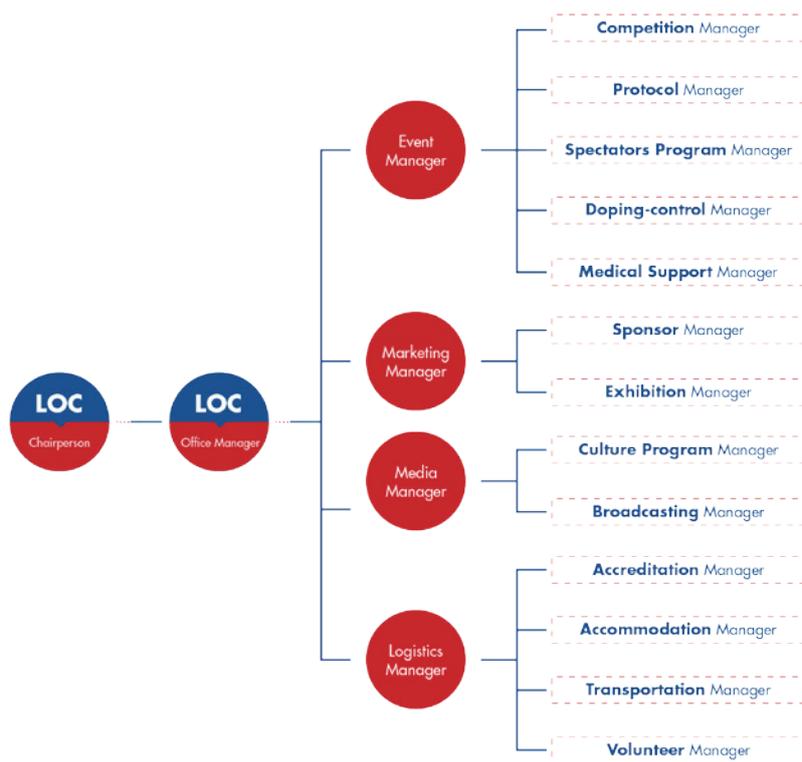


Figure 1 – LOC Structure

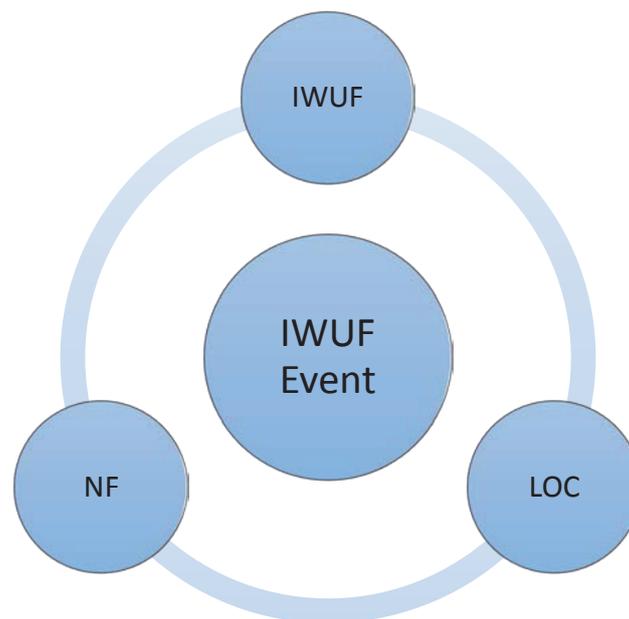
It is recommended that the Organizing Committee be managed hierarchically, with one person taking primary responsibility for one project or area of work, rather than one person directly handling different unrelated tasks. This approach can reduce individual workloads and minimize mistakes, preventing single deliverables from being overlooked.

### 2.1.2 Timeline for LOC Preparation

The general timeline for preparation by the LOC for an event is as follows:

- 18 Months Prior: Design structure of LOC; Draft plans.
- 12 Months Prior: Final plan; Finalize the logo and mascot(s).
- 6 Months Prior: Department representative contact information of LOC; Medals and certificates design, Detailed floor plan.
- 3 Months Prior: Site inspection report; Volunteer recruitment; Accommodation and catering; Opening/Closing ceremony management; Transportation plan; Registration materials and facilities.
- 1 Month Prior: Final preparation report

### 2.1.3 The Relationships between IWUF, LOC, and NF



#### 2.1.3.1 IWUF & LOC

To ensure successful event planning and execution, the IWUF values the importance of good communication and shall establish an effective communication channel between the LOC and the IWUF Secretariat. Each LOC department must liaise with the corresponding department within the IWUF Secretariat. It is important that all instructions provided by the IWUF are followed up on immediately by the LOC.

#### 2.1.3.2 IWUF & NF

The NF shall support their personnel in handling passport and visa, medical certification, and other processes to ensure participating teams can register smoothly. The NF is responsible for their team's behavior and attitude during the competition.

### 2.1.3.3 LOC & NF

The NF provides key expertise, experience, and resources to support the LOC in staging a first-class event.

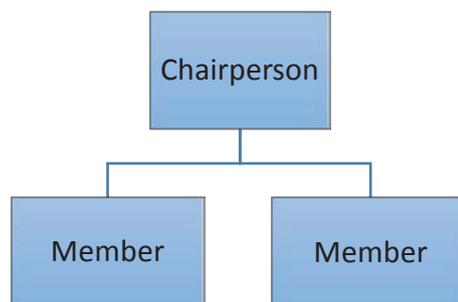
### 2.1.3.4 Overall

The Secretariat of the IWUF shall work with the NF and the LOC to ensure that the event preparations and operations run smoothly. The NF and the LOC shall report on any issues and coordinate with the IWUF on all competition matters.

## 2.2 IWUF Coordination Committee

### 2.2.1 Structure

The Member of the Coordination Committee shall be appointed by the IWUF President. The structure of the Coordination Committee is as follows:



The Coordination Committee will be working with the LOC on all matters to ensure the general regulations, directions, spirit and tradition of the IWUF are followed in respect of the organization and hosting of the IWUF events.

### 2.2.2 Coordination Between IWUF and Event Organizers

The coordination between the IWUF and different organizers is crucial to an efficient and smooth event. The major coordination channels of the IWUF event are the following:

The involvement of all the parties is of great importance. The responsibilities of the three parties are as follows:

- The IWUF supervises the whole process of hosting the event and determines the rules and the technical requirements for the event
- The NF provides key expertise, experience and resources in order to support the LOC in staging a first-class event
- The LOC is responsible for the preparation and operation, as well as the final report of the event

Additionally, the Secretariat and the Coordination Committee of the IWUF shall work with the NF and the LOC to ensure that the event preparations and operations run smoothly. The NF and the LOC shall report on any issues of the event and coordinate

with the IWUF on all competition matters.

## **2.3 Financial Management**

### **2.3.1 Finance Policy**

The LOC should be responsible for the financial management of the event, including budget, spending, sponsors, invoicing, etc.

The event organization financial plan should be submitted to the IWUF six (6) months prior to the event commencement, and a financial report should be submitted two (2) months following the event conclusion.

The LOC should supervise its all expenditures and accounting, with balance checks conducted regularly. Additionally, an audit shall be conducted after the event to ensure that the books are properly closed, with no pending payments and that everything is accurate.

### **2.3.2 Legal & Insurance**

After being awarded the hosting rights, the federation or the city shall sign a written agreement, the Host City Contract, with the IWUF. The contract shall delineate all the responsibilities and rights of each party.

The Host City Contract is the fundamental framework that should be the first point of reference for understanding the LOC's rights and responsibilities. Other contractual documents or agreements, such as those between the LOC and partners, sponsors, suppliers, etc. will add to the contractual framework of legal rights and responsibilities of the LOC and other stakeholders.

The IWUF shall be released from any liability towards third parties resulting from any acts or omissions of the host federation or host city, the LOC, and their respective officers, members, directors, employers, consultants, and other representatives related to the event. This indemnification provision shall not apply to liability caused by the willful misconduct or gross negligence by the IWUF.

It is important to ensure that proper insurance policies are in place for each event. A copy of the insurance policy by the host federation or the host city shall be provided to the IWUF 3 (3) months prior to event commencement.

Participating teams must acquire their own insurance for both travel and the full duration of their participation in the event.

### **2.3.3 Site Inspection and Report**

To ensure accuracy and efficiency of the final preparation work, the IWUF Coordination Committee and other representatives from the IWUF shall conduct a site inspection 3 (3) months prior to the event. The list of the inspection team will be

provided by the IWUF and the LOC shall cooperate with the inspection team appropriately.

The LOC should cover the inspection team's accommodation, meals and transportation and provide visa invitations in advance if needed.

A corresponding report should be delivered to IWUF by the inspection team representatives.

## **2.5 Reporting**

In order for the IWUF to review event preparation progress, regular reports from the LOC are required. It is the responsibility of the LOC to determine how to organize the reporting system, whether through a single point of contact or each area manager reporting directly to the responsible persons at the IWUF.

### **2.5.1 Progress Reports**

The LOC should establish effective communication channels with the IWUF and make progress reports to the IWUF as requested accordingly. The exact process should be carried out according to the LOC preparation timeline.

### **2.5.2 Final Report**

Following the event, the LOC should develop (at its own cost) an overview of the event. This overview can be an official report or bound book, and shall cover but is not limited to the following items:

- Messages from key people involved (IWUF President, LOC and/or NF President, etc.)
- History of the event
- List of participating countries
- List of participants
- Information about the press conference(s)
- Spectator information
- Tickets sales (If any)
- Broadcasting & live streaming statistics
- Opening/Closing ceremony
- Competition venue
- Competition results
- Medalist table
- List of participating ITO
- Volunteers
- Any other points of interest regarding or surrounding the event

The final report shall be approved by the IWUF before production.

# CHAPTER 3

# COMPETITION SERVICES

## Chapter 3 Competition Services

### 3.1 Accommodations

The LOC must provide participants with accommodations approved by the IWUF (hotels, villages, campuses, etc.). The service level and cleanliness of the accommodation area shall conform to international standards.

In principle, the accommodation area shall not be more than 30 minutes away from the competition venue.

The LOC shall ensure that the following items and services are available for the participants in the selected accommodations:

- internet (in the lobby and in the rooms);
- closets and wardrobes;
- towels and linen – changed every two (2) days at minimum;
- general daily cleaning;
- a washroom;
- air conditioning/heating and ventilation as needed;
- window shades or curtains, and
- a refrigerator.

In addition, each facility shall have a dedicated information desk set up by the LOC. Information boards shall be prominently displayed in each facility and shall contain the event program, announcements, changes, transportation timetables, etc.

### 3.2 Visa

The LOC shall make all necessary arrangements to support the participants of the event in obtaining visas.

As the process of obtaining a visa requires considerable time, sufficient time must be allocated prior to the event. It is recommended to begin this process at least four to six weeks in advance of the event, or earlier if required by the registration process. Between the preliminary and final registration process, the LOC must receive the requests for visa letters from the team delegations. The visa letter template must be prepared and ready for this process including all the necessary approvals and authorization from the foreign affairs office of the host nation.

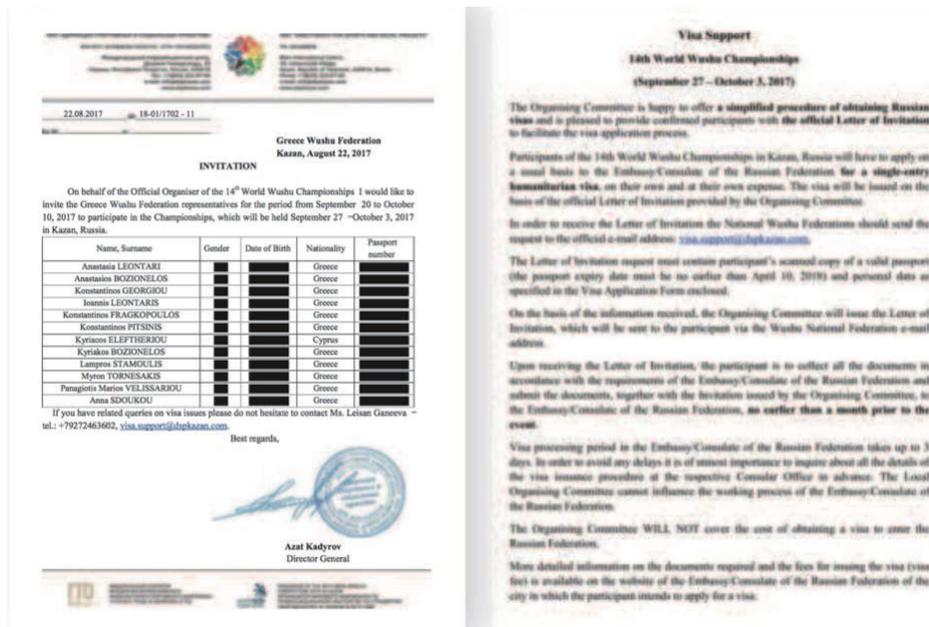


Figure 2 – Sample Visa Letters

Once the team delegations and officials have been selected the LOC shall make the arrangements for the visa invitation letters for individuals who require visas. In exceptional circumstances, the LOC may need to provide landing visas for the participants and shall facilitate the process.

The LOC should be proactive in issuing visa letters to all participants to avoid last minute problems with visa letter requests.

Depending on the geographical location of and the routes to be taken to the host country, the LOC must ensure the issue of transit visas to those travelers who require them. The LOC should define the routes and be familiar with the country (and/or countries) to be used for transit. Request for transit visas should therefore be arranged based on the designated transit routes.

In the case of late entries or replacements of athletes for the competition, the LOC must be in a position to make appropriate changes and to structure a system for issuing emergency visas or landing visas.

### 3.3 Security

#### 3.3.1 Overall Security

The LOC is responsible for the safety of all participants and guests of the event. There are two main types of security:

- Access into event venues and various zones within the venues;
- Security of the participants during their stay in the host city.

Appropriate measures shall be taken prior to, during, and following the event to

ensure public safety. These measures include but are not necessarily limited to the following:

- The LOC shall provide security on the grounds of all official hotels, venues, and the surrounding areas;
- Security personnel shall provide control for the established admission system at all competition venues, including appropriate security checks for prohibited items (e.g. weapons, fireworks, alcohol, glass, laser devices, etc.), as well as restrict entry for those intoxicated with alcohol or drugs or who are visibly unstable;
- Sanitary regulations shall be enforced at venues and in the neighboring areas to ensure the health and safety of all participants and spectators;
- The LOC shall ensure that fire-fighting equipment and emergency transport vehicles are easily and quickly available;
- The LOC shall put in place an emergency evacuation plan for the venue(s) that has been approved by all appropriate local authorities (i.e. police, fire department, emergency response, etc.);
- Security personnel shall investigate and address any illegal or potentially illegal acts;
- The LOC shall put in place effective counter-terrorism measures and provide immediate responses to any legal violations;
- Accommodation facilities, rooms, and transportation vehicles for participants shall not be marked with national flags or other identifying marks in order to prevent anyone from being targeted for any reason;
- Additional safety protocols shall be put in place to protect VIPs and special guests attending the event.

### **3.3.2 Fire Safety**

To ensure the safety of all the participants within all the venues, venue fire safety and construction should be strictly regulated during the entire competition period and must conform to at least the following requirements:

- The construction of the venue(s)/gymnasium(s) must meet all basic fire safety standardization practices and requirements.
- Fire hydrants must be unobstructed and easily accessible.
- All function rooms should be equipped with sprinkler systems.
- All fire escape routes must be unobstructed and easily accessible.
- Fire extinguishers must be inspected and those which do not meet the requirements or are expired must be replaced appropriately.
- Open fire/flame is prohibited in the venue.
- Smoking is only permitted in designated smoking areas.

### **3.3.3 Emergencies**

In case of emergency, measures and resources should be in place to respond appropriately and address any unexpected occurrences, including medical

emergencies, fires, terrorism, and natural disasters. See sections 3.3.1 and 3.3.2 for details.

### 3.4 Transportation

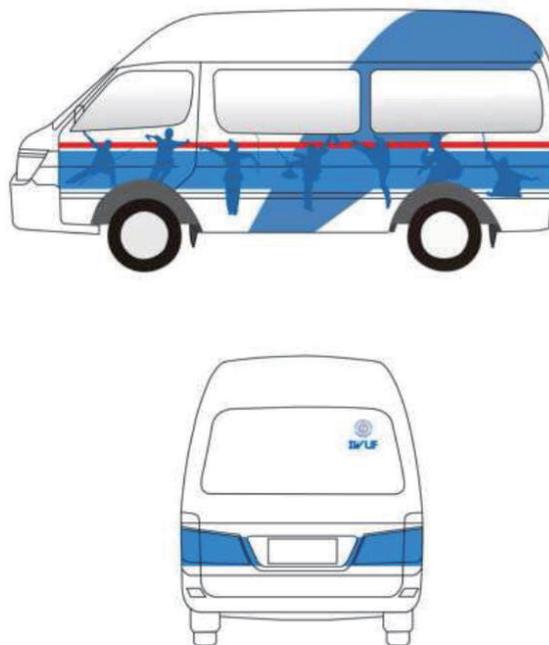
#### 3.4.1 Transportation Management

The LOC is responsible for organizing all necessary local transportation within the area of the host city – between the airport, accommodation areas, the competition venues, the training venues, etc. – for all participants. The LOC shall recruit and train necessary personnel, and make effective planning prior to the event.

Transport planning should be based on the competition timetable for each group of people depending on the number of hotels used for the competition. Considerations such as defined routes and traffic volume at different times of day should be made for the convenience of competition participants and officials. Additional planning for major delays should be prepared by the Transportation Manager.

Transportation planning shall also consider worst case scenarios and preparations shall be made to accommodate them.

All vehicles for event transportation should be branded with the event’s look and feel. The design can be versatile but should be approved by the IWUF prior to the event.



**Figure 3 – Sample Vehicle Design**

The transportation service can be divided into the following groups:

- Public transportation service for local volunteers, security workers, and other LOC staff;
- shuttle service available from all competition and OOC venues, making scheduled and regular stops;
- individual or shared dedicated vehicles with drivers staying full time with their clients;
- private transportation with drivers for special guests.

The following groups must have specified vehicles provided for transportation during the event:

- The IWUF president shall have a dedicated vehicle with a driver;
- The IWUF EB shall have a dedicated vehicle with a driver;
- Each group of officials (ITOs) shall have dedicated mini buses, with drivers. The number of vehicles and drivers would depend on the number of officials. It is the responsibility of the LOC to allocate the correct number of vehicles that must be at the sole disposition of the Officials;
- IWUF secretariat personnel shall have vehicles with drivers allocated for the sole use of the IWUF staff. The number of vehicles and drivers shall depend on the number of IWUF staff present at the event.

Note that the LOC shall arrange shuttle buses for judges to attend the Judges' Refresher Course (if applicable).

### **3.4.1.1 Team Delegations**

Transportation arrangements for the teams shall be based on the competition timetable and the training times. If the training venue and competition venue are in different places, there shall be transportation arranged for both locations. If the training and competition venues are in the same place, having one transport plan will be sufficient. The number of people to be transported must be taken into account and sufficient numbers of vehicles shall be available to accommodate them

A shuttle bus service shall be provided to the team delegations during the event. The schedule and frequency of this service shall be in accordance with the competition and event schedules.

### **3.4.1.2 VIP Specifications**

Each VIP individual, (as designated by the IWUF office) attending the event shall be allocated a private vehicle with a personal driver, both of which shall be approved by the IWUF.

### **3.4.1.3 Management Requirements**

The LOC must submit a transportation plan to the IWUF prior to the event. The transportation plan shall contain at least the following information:

- The number of participants and officials who will need transportation, including the designated vehicles for the IWUF President, IWUF Executive Board Members, IWUF office personnel, officials and team delegations, etc.;
- the number and type of vehicles for each individual or group, based on the number of people who will require transportation;
- the number of personnel required for the effective operation of the transportation system;
- a clear and concise explanation of how the overall plan will function, and
- arrangements for police escorts for the vehicles (if required).

#### **3.4.1.4 Required Resources**

Resources for transportation are the vehicles and the drivers required, including the transport personnel from the LOC. The amount of resources required shall be defined by the size of the event and the number of participants. The transportation resources for an event shall be defined as follows:

- Buses for arrivals and departures;
- buses for team delegations;
- private vehicles for the IWUF President, EB Members, VIPs and Officials;
- the number of drivers required for the operation of the transport plan, and
- the number of LOC staff and volunteers required.

#### **3.4.1.5 Transportation Operations**

The LOC must set up information desks at the accommodation facilities and competition venues, which shall have details of transportation and contact numbers for the necessary persons.

Parking must be arranged at:

- The airport(s);
- the accommodation area(s);
- the competition venue(s);
- the training venue(s), and
- any other venue that will be used.

The required parking space depends on the number of people to be transported and hence the number of vehicles to be used.

#### **3.4.2 Arrival & Departure**

The LOC must greet and receive all participants in a professional and efficient manner. The LOC shall prepare a list of all the arrival dates, including the arrival terminal (if necessary) and the hotels allocated for all participants.

### **3.4.2.1 Reception Points Inside Arrival Area, Passport Control & Luggage Collection**

- The LOC must set up reception points at the host city's local/international airport;
- the LOC shall assign volunteers to the luggage collection area to address any issues (i.e. loss of luggage) that may arise. These volunteers shall be fluent in English and speak the language of the host country;
- it is required that the LOC work closely with government officials to make the arrivals of teams and officials at the airport as efficient as possible. The LOC shall have a designated person responsible for overseeing the passport control process and assisting individuals if necessary. The LOC must also ensure that the passport control process is efficient since there may be large numbers of people arriving for the event at the same time.

### **3.4.2.2 Information Desks at the Arrival Terminal**

- If there is more than one terminal at which participants may arrive, the LOC must set up dedicated information desks outside the arrival area for each of those terminals;
- The information desk shall be clearly labeled with the event name and posters clearly indicating it as an "Information Desk". The Information Desk LOC staff/volunteers must speak fluent English and the language of the host country; The staff shall have all information required for the arrival process and for transportation to the hotels. A record of all the arrivals shall be kept in case there is a participant who does not arrive so that the LOC will be able to follow up;
- In case of delayed flights, the LOC shall establish communication procedures among the arrival staff at the airport, the transport team and the accommodation team to manage all necessary changes.

### **3.4.2.3 Arrival at Train Station/Bus Station**

The LOC shall also establish reception points at the train station. Participants arriving by train shall also be provided with transportation to their respective accommodations.

### **3.4.2.4 Departure Management**

Once the competition begins, the departure plan and arrangements shall be communicated to all individuals concerned. Departures must be managed based on the departure times of all the individuals, and whether the LOC will use a shuttle bus system or arrange vehicles depending on time for each individual departure must be clearly defined and communicated to all people concerned.

The departure plan must be communicated to the IWUF Secretariat office prior to the event. The plan should include the vehicles required for the number of people who need airport or train station transportation, with the dates and times clearly defined.

## 3.5 Team Training

### 3.5.1 Training Schedule

The training schedule will be announced after accreditation has concluded, and shall include transportation information. It is LOC's responsibility to ensure each team can fully engage the training program, including arranging team volunteers for international teams if needed. Team volunteers shall be able to speak English fluently and support their assigned teams respectively in case of any confusion.

### 3.5.2 Transportation Information

LOC shall arrange sufficient shuttle buses for team members and judges to visit the venue before competition. The transportation information shall be laid out in the training schedule.

## 3.6 Catering

The LOC must provide catering services (breakfast, lunch, dinner) for all participants, whether it is in the designated hotels or in dedicated areas close to them.

The catering schedule must be in line with the competition schedule, taking into consideration technical officials, IWUF staff, etc. who may stay longer at the competition venues after each competition session. Sufficient time for digestion and warming up should be taken into consideration when determining the meal schedule and location.

The LOC may prepare vouchers for participants to use so as to better manage the catering services. See below for a sample voucher:



Figure 4 – Sample Lunch Voucher

The catering areas of the designated hotels should meet the following standards:

- The areas shall be equipped to cater to the required number of participants in terms of space and services;
- meals must be high in quality and diverse from day to day;
- food quantities must be adequate, taking into consideration the required nutrition and caloric needs of the athletes, and
- lunch boxes should be made available when necessary.

To avoid doping cases related to consumption by athletes of meat products contaminated with prohibited substances, the LOC must pay special attention to the meals served. Meat/fish that is used for meals shall not contain any steroids, hormones, etc.

For the composition of meals, the LOC must take into consideration a choice that will enable the athletes, whatever their cultural or religious background, to absorb the calories necessary for high level sport.

Separate halal catering areas must be provided for Muslim participants.

At both the competition venue as well as the training venue, bottled drinking water must be made available for the athletes, officials and technical officials for the entire duration of the event.

### **3.7 Medical Service**

#### **3.7.1 Medical Service Management**

Medical services protect the health and safety of all participants, and thereby contribute to ensuring the integrity of the competition. The medical services area has two extremely important roles: providing medical care and health services for athletes, the IWUF officials, the media, marketing partners, guests and spectators both inside and outside competition venues; and managing the doping control program.

##### **3.7.1.1 Requirements**

For this area, key success factors include:

- A well-defined scope of medical and health services for all stakeholder groups, including disaster-planning and emergency medical response plans for all venues;
- a high-quality polyclinic and other services to help ensure that athletes can deliver their optimum performance, and an effective doping control program.

LOC must develop a medical care plan prior to the event and submit the plan to the IWUF for approval.

The LOC must be able to provide sufficient and effective medical treatment during

the event. Arrangements must be made with a nearby hospital(s) for emergency treatment. The hospital(s) should be reachable within 15 minutes. In addition, ambulances fully equipped according to medical emergency international standards, (i.e. with oxygen mask, spinal boards, etc.) shall be on stand-by for transporting injured personnel to a hospital from all competition and training venues.

### **3.7.1.2 Basic Hygiene**

All venues/spaces must be properly cleaned following installation and in advance of the start of competition. They should also be cleaned after the activities of each day and throughout the day as needed. All toilets shall have adequate stocks of toilet paper, soap and hand drying facilities.

### **3.7.2 Medical Personnel**

The LOC must appoint one Chief Medical Coordinator who will be responsible for all medical matters. The Coordinator shall be experienced and an expert in this field, and shall appoint sufficient certified medical doctors, nurses, massage therapists and those qualified to perform first aid to deal with any medical matters during the event.

Medical staff and equipment must not be visible to any of the TV cameras covering the competition. Preferred placement is behind TV cameras.

### **3.7.3 Medical Room**

There should be a room well equipped with licensed medical staff, medical facilities, first-aid equipment (including stretchers and medical waste bins), etc., with standards of hygiene consistent with those of the medical industry. In general, the Chief Medical Officer (CMO) will be responsible for making the required arrangements and installing the required equipment in the Medical Room. As medical staff will be stationed for long periods of time in the Medical Room, the room should also be equipped with:

- Storage racks;
- Desks and chairs.

## **3.8 Language Service**

English will be used as the main language in all communications and for translation services.

The language services should provide the following:

- Consecutive or simultaneous interpretation by professional interpreters at press conferences, meetings organized during the competition and as required by the IWUF;
- language support offered by volunteers to VIPs and special guests;
- language support offered by volunteers in the Mixed Zone and Doping Control Station, and language support at the opening and closing ceremonies.

# CHAPTER 4

# **VENUES & LOGISTICS**

## Chapter 4 Venues & Logistics

There are two (2) main venue types for IWUF events in both sanda and taolu competition: competition venue and training venue. There can also be additional venues used for drawing of lots, doping control, or weighing-in. All venues shall be confirmed ahead of time and secured for the duration of the entire event period.

### 4.1 Competition Venue

Competition venue(s) are of great importance and should primarily contain functional rooms and competition area.

All these areas must be equipped with the necessary implements, infrastructure and technology support.

The overall competition venues and facilities must include the following spaces:

- competition venues
- training venues
- warm up areas
- changing rooms
- Technical Official rooms
- call rooms
- medical room
- weigh-in area
- equipment check area
- Doping Control Station
- storage rooms
- offices for the LOC and the IWUF
- catering and hospitality areas for participants
- accreditation center
- (V)VIP Lounge
- press center
- broadcast center
- press conference room
- timing and scoring room
- sponsors' exhibition booths
- commentary booths
- ceremonies' areas and preparation room
- Mixed Zone
- comfortable spectator seating
- security control room
- service rooms
- meeting rooms
- private toilets for participants and public toilets for spectators
- Flash Interview Zone
- any additional rooms/spaces as required by the rules and regulations by the IWUF

#### 4.1.1 Capacity Requirements

The standard venues for wushu competition must meet the following basic requirements:

- The vertical height of the vacant space above the competition area (especially the field of play (FOP)) should not be lower than eight (8) meters.
- The covered area of the competition venue should not be less than 20,000m<sup>2</sup>.

#### 4.1.2 Seating Allocation

As a general guideline, there must be a main competition area with seating for at least

two thousand (2,000) spectators (exact seating requirements will be indicated in the Host City Contract, as the seating may vary depending on the event). The seating shall include the following sections:

- (V)VIPs/Sponsors (30-50 seats, according to the event)
- VIPs/Guests (40-80 seats, according to the event)
- Press and Media (approximately 20-40 seats)
- Teams (60% of the number of participants)
- IWUF guests (approximately 10-15 seats)
- Local National Federation members/guests (approximately 50 seats)
- IWUF Officials (30-50 seats, according to the event)

Seating areas should have a good view of the FOP. Restroom facilities must be easily accessible to all the spectators.

Security personnel should be posted throughout the venue and various seating sections appropriately.

### **4.1.3 Competition Areas**

#### **4.1.3.1 Taolu Competition Equipment and Area**

Taolu competition shall take place on IWUF approved wushu taolu competition mats that are comprised of a high-density elastic spring layer covered by a high-quality carpet layer.

The taolu competition area shall meet the following requirements:

- The taolu competition area shall be comprised of a contest area and a safety area;
- The contest area shall have a flat surface without any obstructing projections;
- The contest area for individual events is 14m in length by 8m in width demarcated on all 4 sides by a white line 5cm thick;
- The contest area is surrounded by a safety area which is at least 2 meters in width;
- The contest area for group events (excluding group events of the International Taijiquan Championships) is 16m in length by 14m in width demarcated on all 4 sides by a white line which is 5cm thick;
- The contest area for group events is surrounded by a safety area which is at least 1m in width.

The outer line of the Contest Area shall be called the Boundary Line(s) and the outer line of the Competition Area shall be called the Outer Line(s).

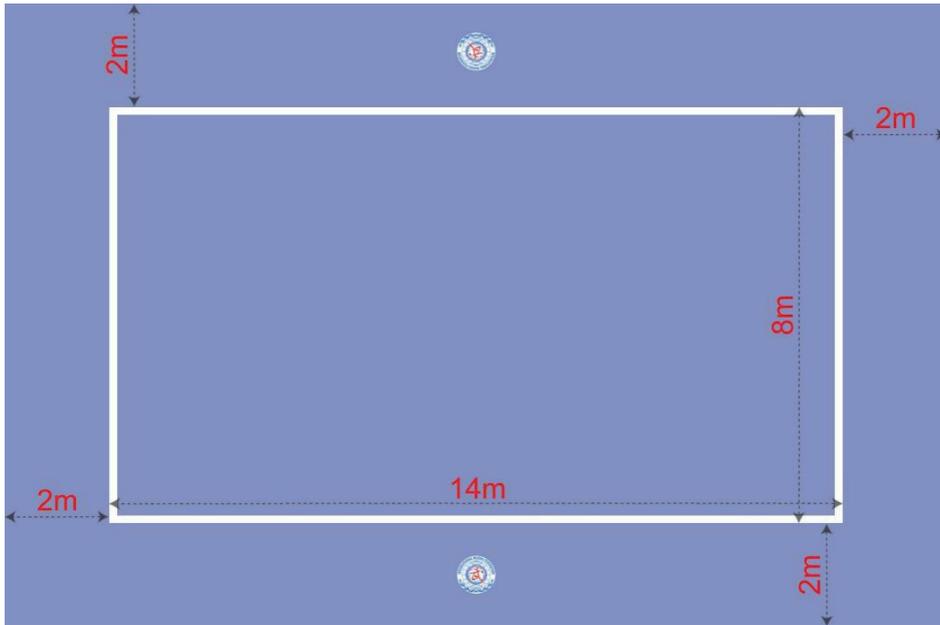


Figure 5 – Competition Area for Individual Taolu Events (top view)

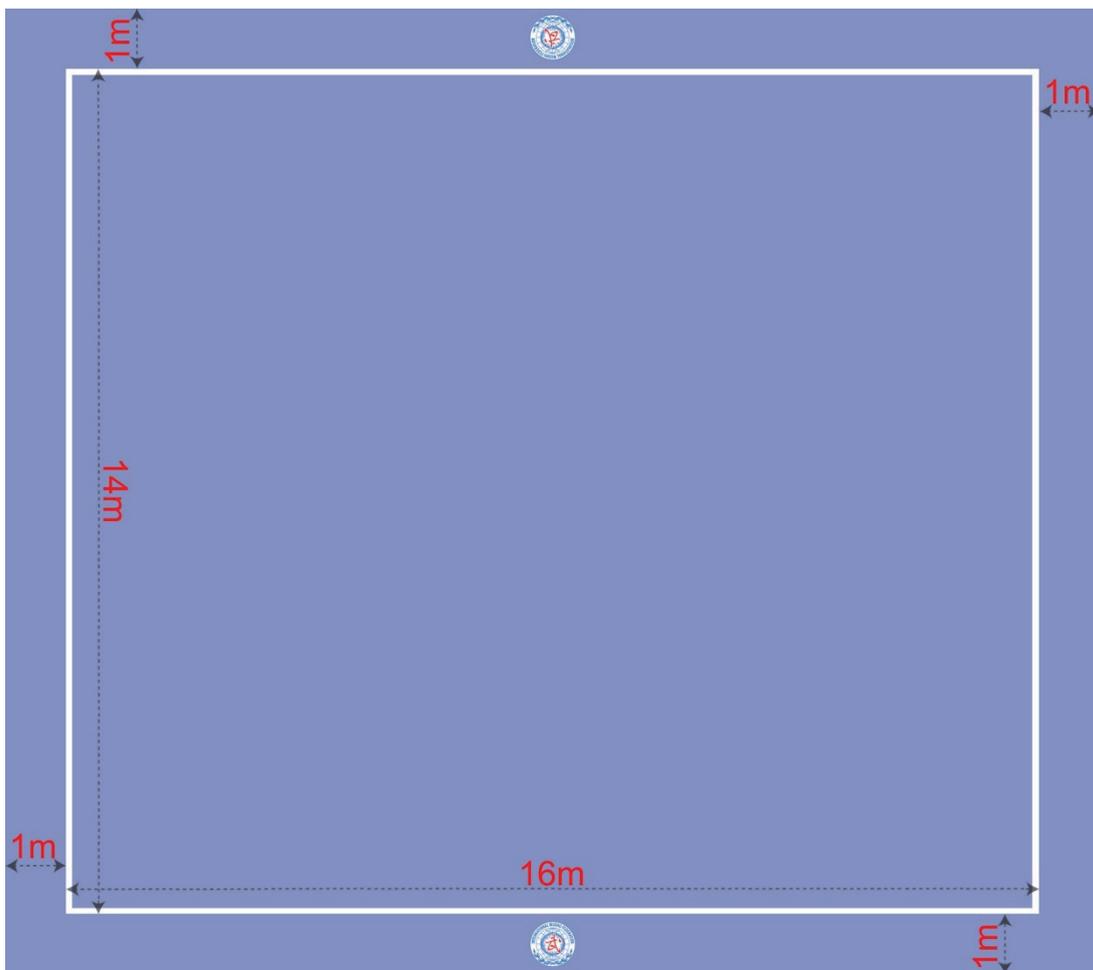
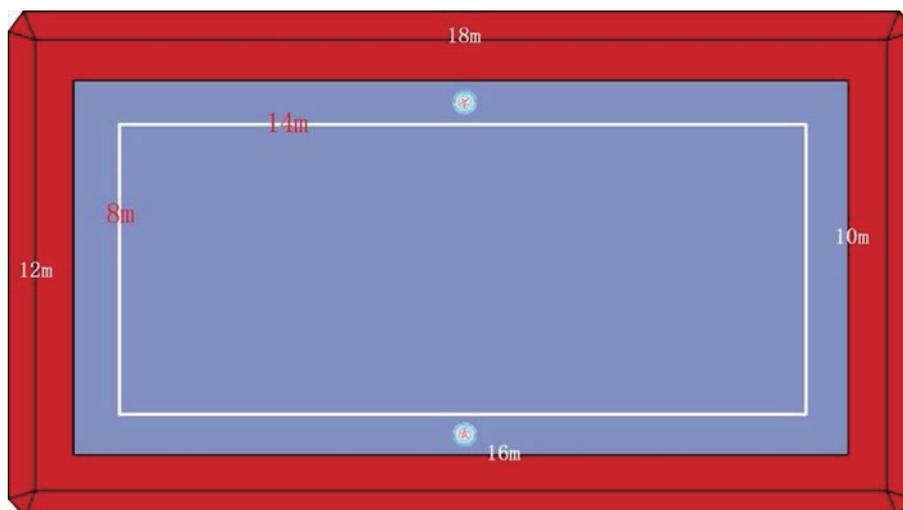


Figure 6 – Competition Area for Group Taolu Events (top view)



**Figure 7 - IWUF-Approved Wushu Taolu Competition Mat Dimensions (top view)**



**Figure 8 - IWUF-Approved Wushu Taolu Competition Mat Dimensions (oblique side view)**

#### 4.1.3.1.1 Taolu Field of Play

All IWUF World Wushu Championships and World Junior Wushu Championships taolu competitions shall feature two simultaneous FOPs. For other events, where specified, taolu competition might feature one or more simultaneous FOPs. The FOP layout is depicted in the diagram below. The placement of the seating for the Jury of Appeals and the competition Supervisory Committee will change depending on the event and the number of simultaneous FOPs.

For the World Wushu Championships, Judges #1, #5 and #9 will form the A Group Judges (Quality of Movements Judges); judges #2 #4 #6 #8 and #10 will form the B Group Judges (Overall Performance judges) ; judges #3, #7 and #11 will form the C Group Judges (Degree of Difficulty judges) ; judges # 12 shall be the taolu inspector. The distance between the judges shall be 50 centimeters.

HJ indicates the seating location of the head judge.

Orange triangle symbol indicates the seating location of the electronic scoring system operator.

The purple diamond symbol indicates the seating location of the chief referee. The

blue diamond symbol indicates the seating location of the assistant chief referee/s.

For Duilian (Choreographed Sparring) events, traditional routine events, group routine events and for optional and compulsory routine events (without degree of difficulty), there will be a total of eight (8) sideline scoring judges, and one (1) taolu routine inspector (if required). There should be a space of 50cm between each judge. Judges #1, #3, #5, #7, #9 indicate the seating location for the B Group judges (Overall Performance judges).

Judges #8 indicates the seating location of the taolu routine inspector.

When the electronic scoring system is not available, seated on either side of the head judge will be the score keeper and the time keeper.

The judges seating will be separated into two (2) rows with a distance of 120-150cm. The back row will be elevated 40cm higher than the front row.

The space between Chief Referee and Head Judge shall be 200-250 cm with separate tables.

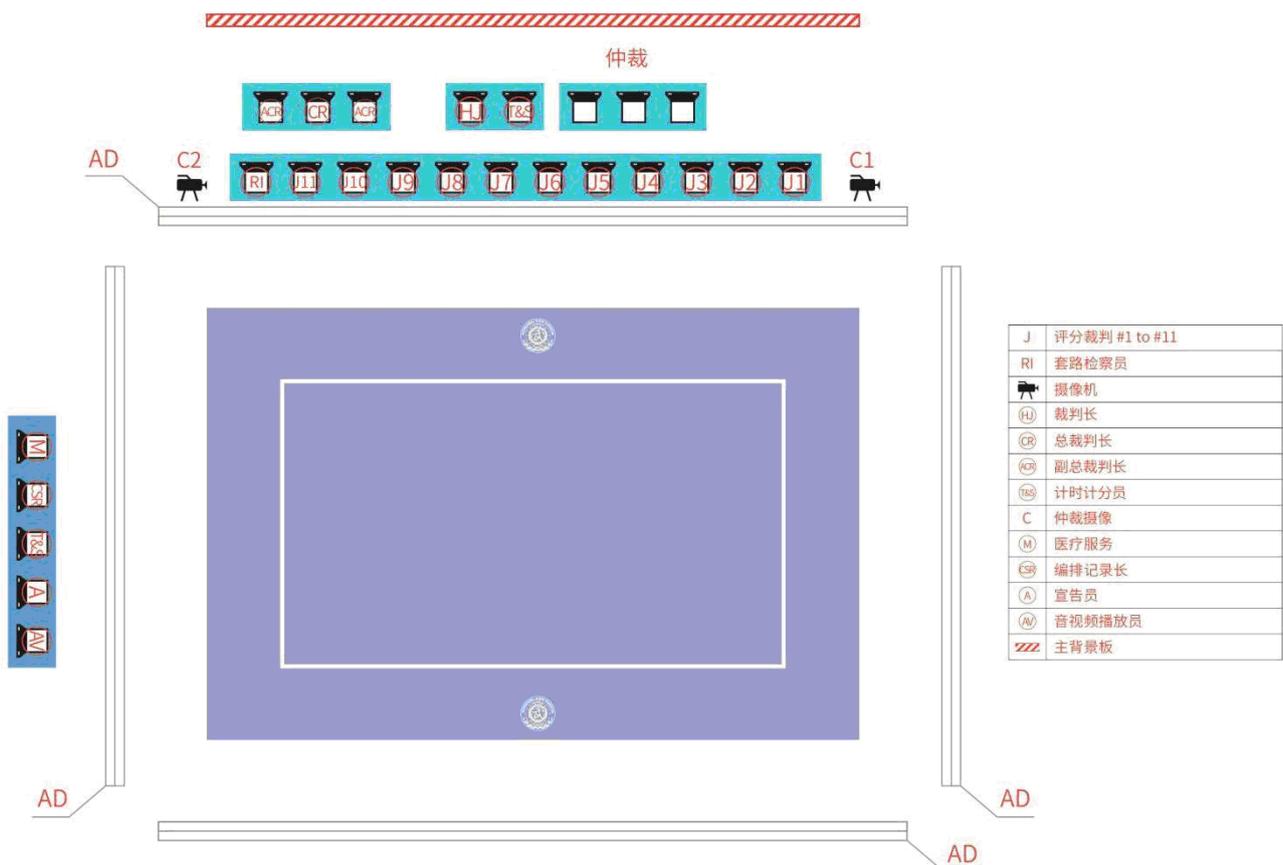


Figure 9 - Taolu Field of Play General Layout

### 4.1.3.2 Sanda Competition Equipment and Area

Sanda competition shall take place on IWUF approved wushu sanda competition platforms (leitai) that are comprised of a frame with a plywood surface upon which is a layer of EVA foam covered by a high-quality PU leather canvas.

The sanda competition area shall meet the following requirements:

- The competition area shall be comprised of a contest area and a safety area;
- the contest area shall have a flat surface without any obstructing projections;
- the contest area is 8 meters in length by 8 meters and has a height of 80 centimeters demarcated on all 4 sides by a red line which is 5 centimeters thick. A yellow warning line, which is 10 centimeters thick, is drawn 90 centimeters in on four sides of the contest area. At the center of the contest area surface is the IWUF logo which is 120 centimeters in diameter;
- the contest area is surrounded by a safety area comprised of foam protective safety mats which are 2 meters in width and 30 centimeters in height.

The outer line of the Contest Area shall be called the Boundary Line(s) and the outer line of the Competition Area shall be called the Outer Line(s).

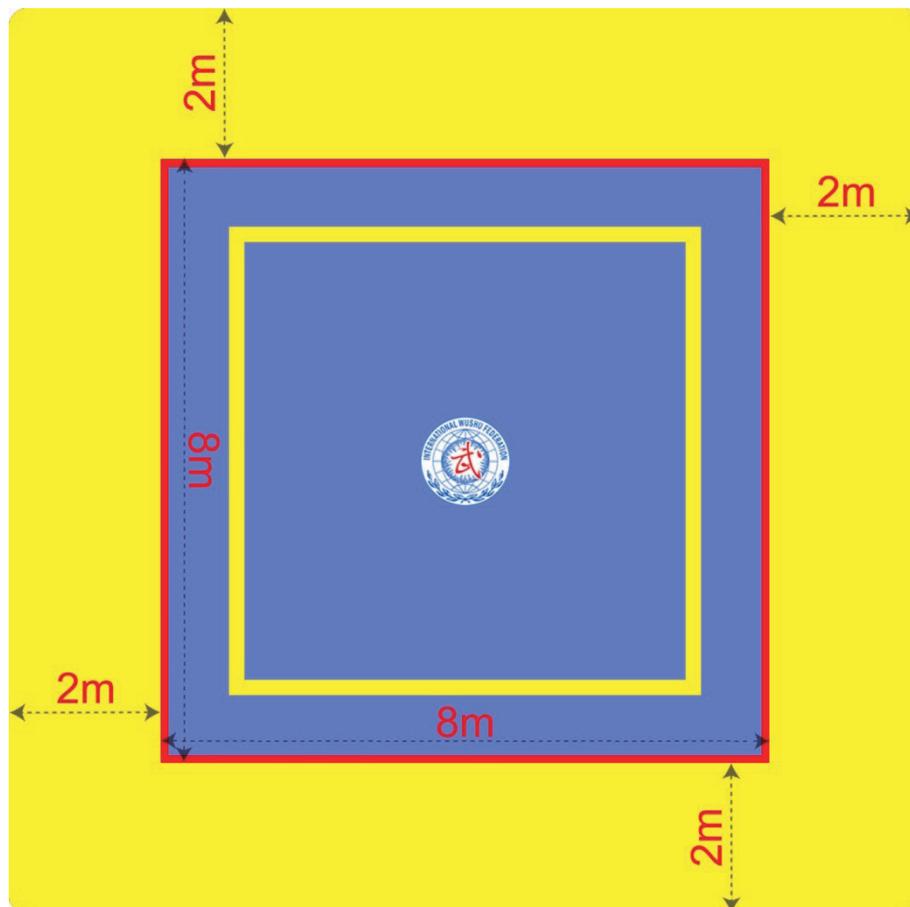
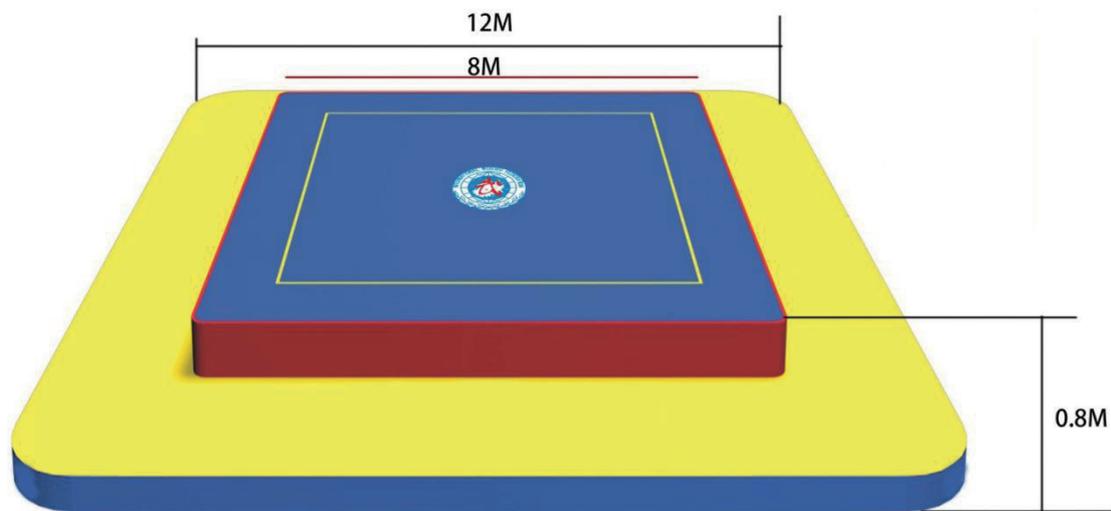


Figure 10 - Competition Area for Sanda Events (top view)



**Figure 11 - IWUF-Approved Wushu Sanda Competition Platform Dimensions (oblique side view)**

#### 4.1.3.2.1 Sanda Field of Play

All IWUF World Wushu Championships and World Junior Wushu Championships sanda competitions will feature a single FOP. The FOP layout is depicted in the diagram below. The placement of the seating for the Jury of Appeals and the competition Supervisory Committee will change depending on the event and the number of simultaneous FOPs.

The Chief Referee's table shall be 40 cm higher than the Head Judge's table.

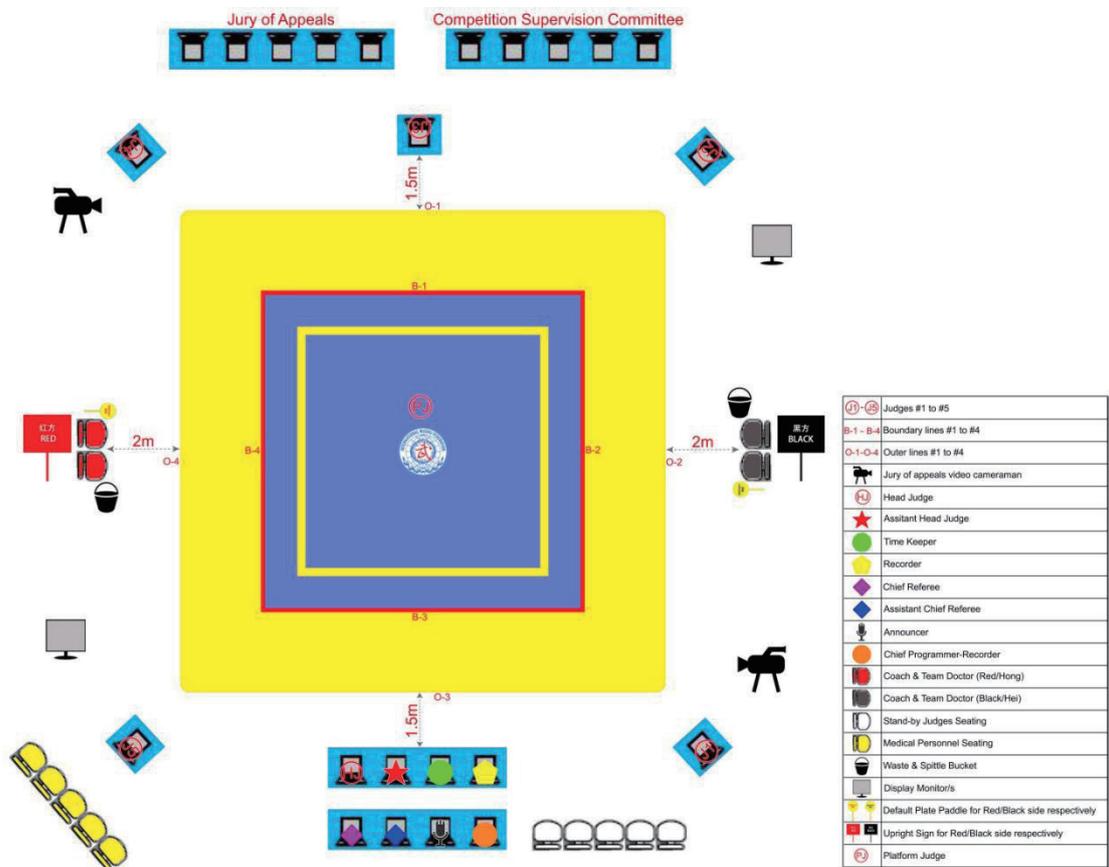
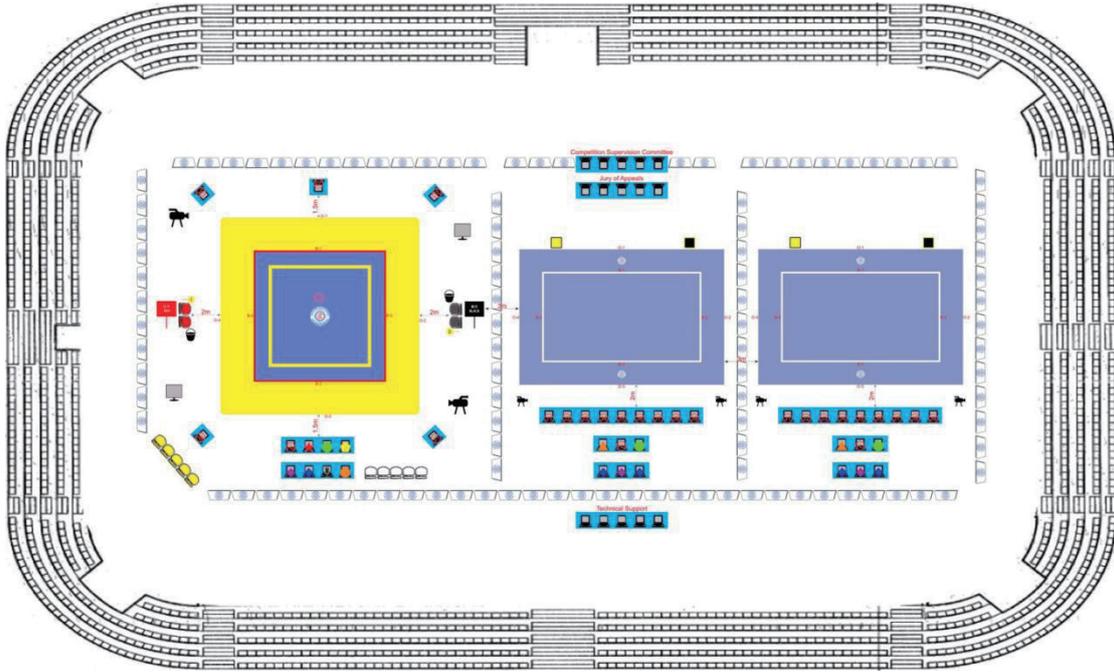


Figure 12 - Sanda Field of Play General Layout

### 4.1.3.3 Layout

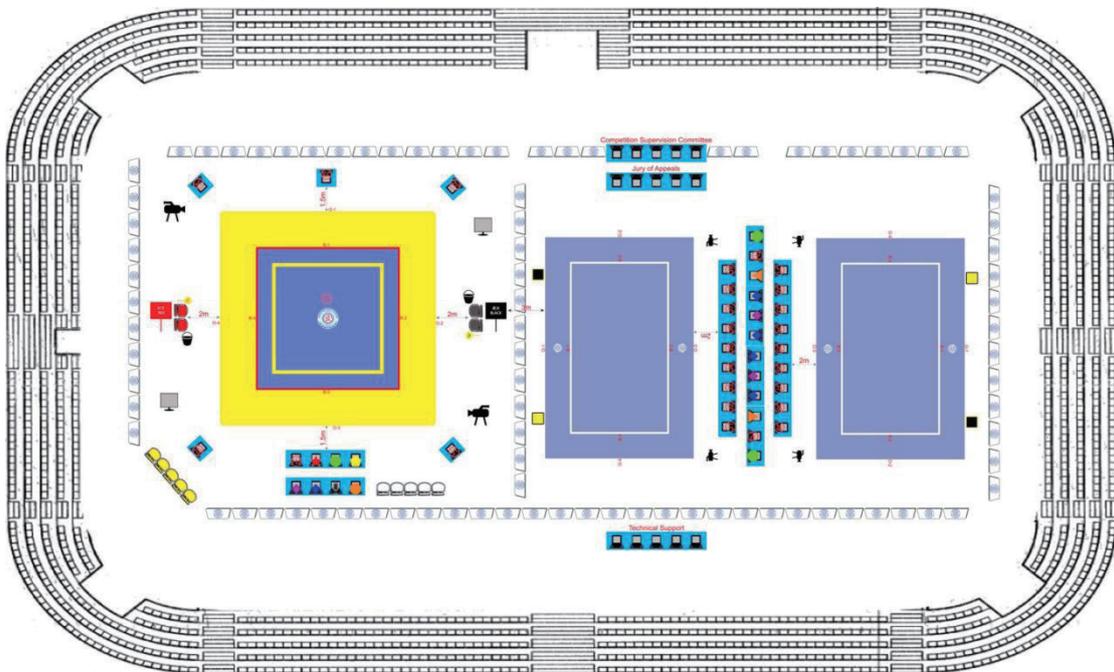
Depending on the internal size of the competition stadium, the layout and orientation of the taolu and sanda FOPs may vary. The diagrams below display the possible IWUF-approved layouts.

The LOC is required to present the floor plan for the competition venue to the IWUF for approval at least six (6) months prior to the event.



**Figure 13 - Venue Layout 1**

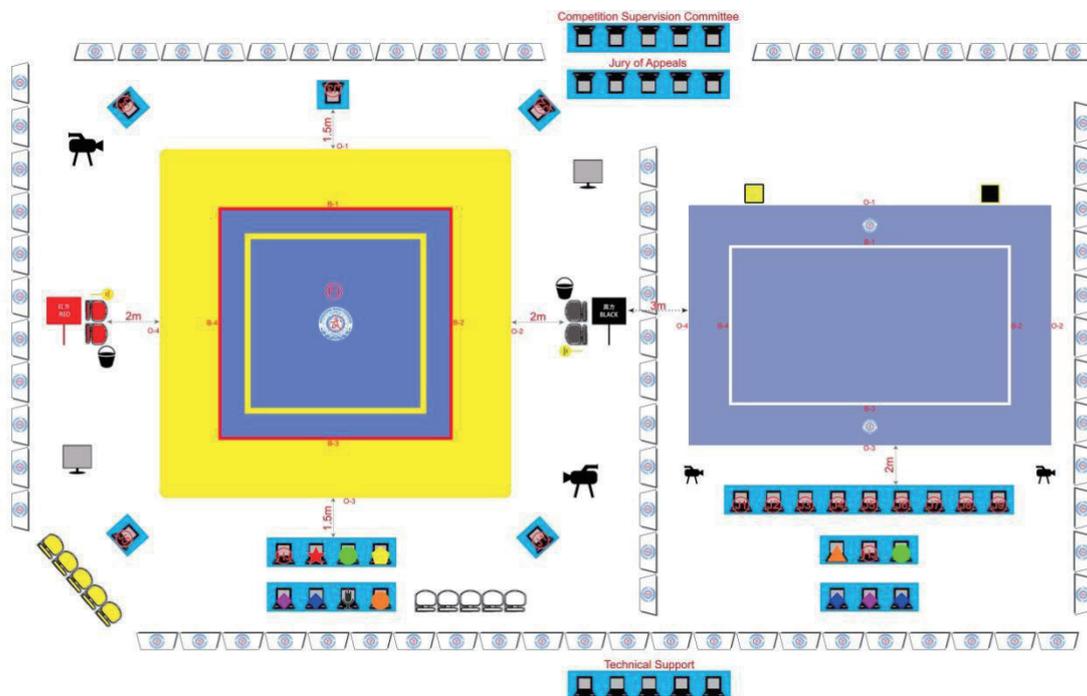
Figure 13 (Venue Layout 1) depicts the ideal FOP layout and orientation required for competitions and events that feature two simultaneous taolu FOPs and one sanda FOP, such as the World Wushu Championships and the World Junior Wushu Championships, taking place within a stadium with adequate internal space.



**Figure 14 - Venue Layout 2**

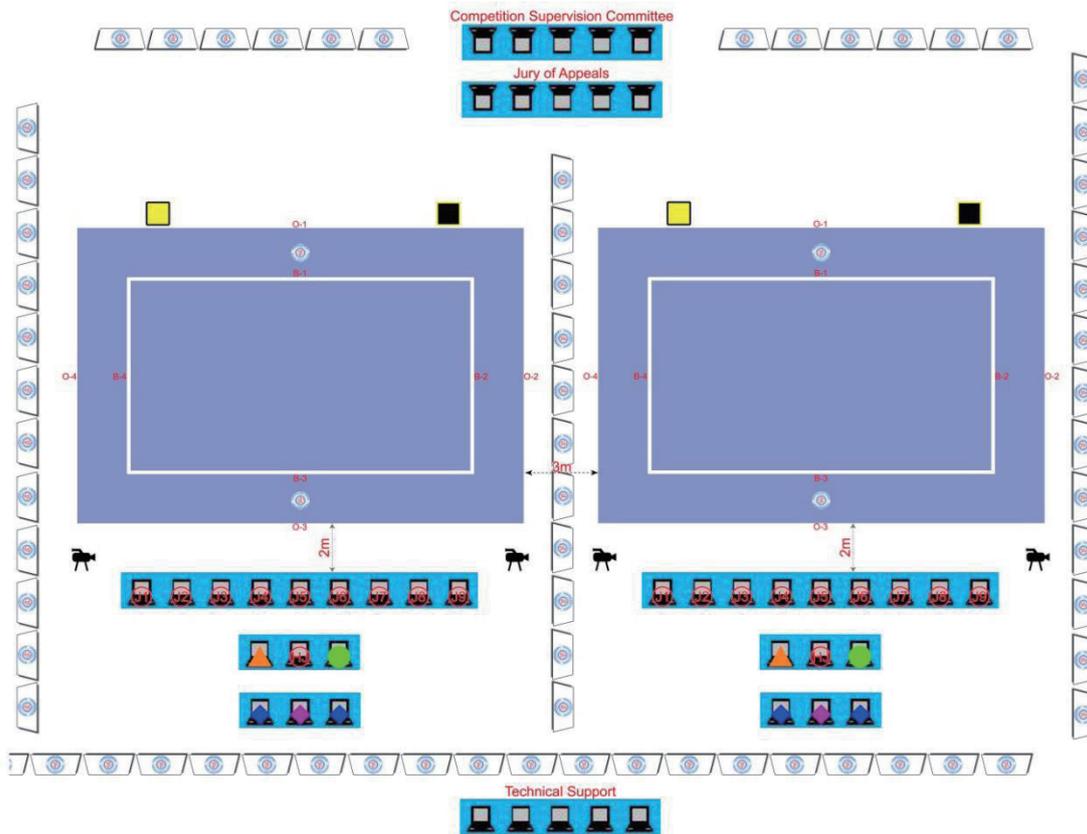
Figure 14 (Venue Layout 2) depicts the ideal FOP layout and orientation required for

competitions and events that feature two simultaneous taolu FOPs and one sanda FOP, such as the World Wushu Championships and the World Junior Wushu Championships, taking place within a stadium that does not have the adequate amount of space to feature Venue Layout 1.



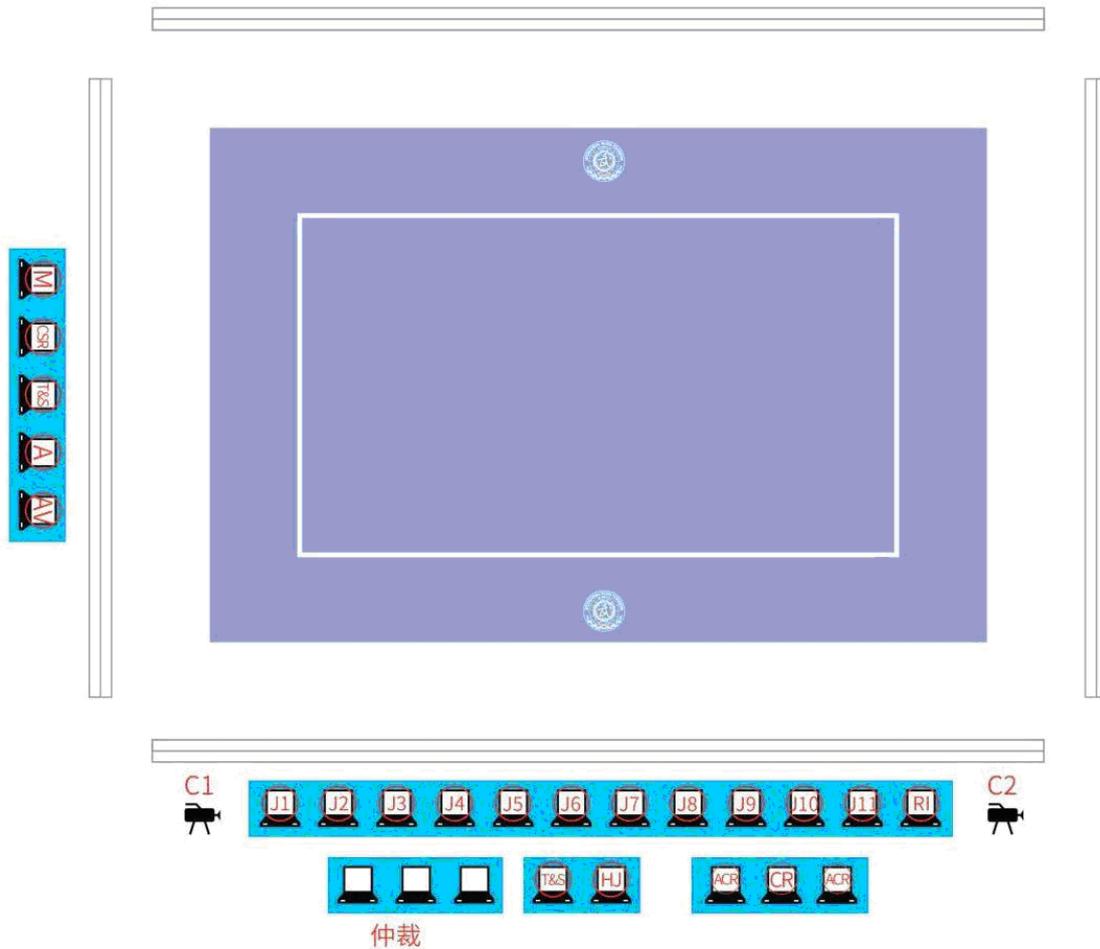
**Figure 11 - Venue Layout 3**

Figure 11 (Venue Layout 3) depicts the ideal FOP layout and orientation for competitions and events that feature one taolu FOP and one sanda FOP.



**Figure 12 - Venue Layout 4**

Figure 12 (Venue Layout 4) depicts the ideal FOP layout and orientation for competitions and events that feature two simultaneous taolu FOP, such as the Taolu World Cup.



|        |     |
|--------|-----|
| 仲裁委员会  | JOA |
| 仲裁摄像   | C   |
| 裁判长    | HJ  |
| 评分裁判长  | J   |
| 总裁判长   | CR  |
| 副总裁判长  | ACR |
| 医疗服务   | M   |
| 编排记录长  | CSR |
| 计时计分员  | T&S |
| 宣告员    | A   |
| 音视频播放员 | AV  |

**Figure 13 - Venue Layout 5**

Figure 13 (Venue Layout 5) depicts the ideal FOP layout and orientation required for competitions and events that feature one taolu FOP.

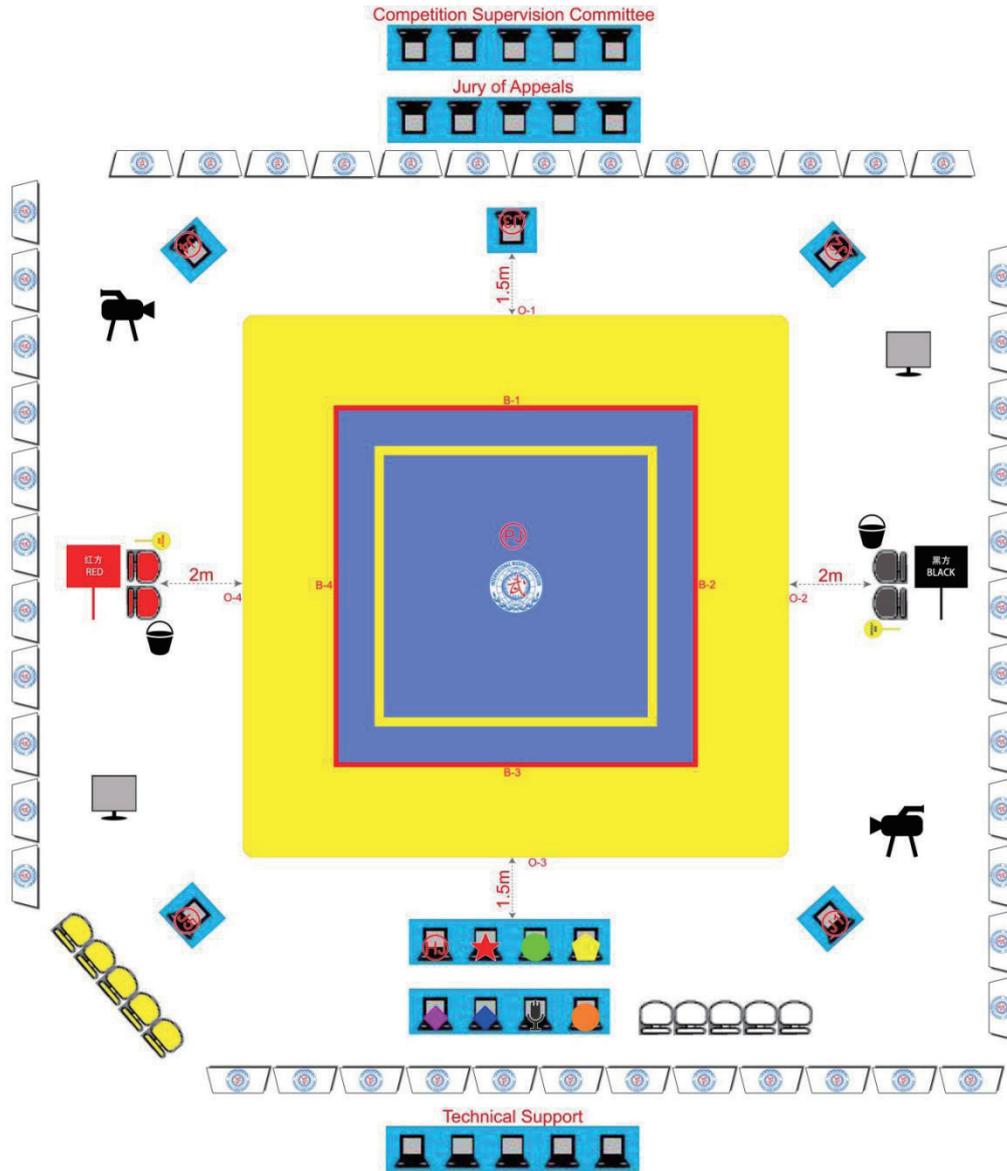


Figure 14 - Venue Layout 6

Figure 14 (Venue Layout 6) depicts the ideal FOP layout and orientation required for competitions and events that feature one sanda FOP, such as the Sanda World Cup.

#### 4.1.4 Other Areas and Functional Rooms

##### 4.1.4.1 Warm-up Area(s)

A room/area shall be provided for the athletes to prepare themselves before stepping onto the FOP to compete. This Warm-up Area must have a surface area of at least 150m<sup>2</sup> (for sanda, preferably with a partition), with at least four (4) massage tables and two (2) chairs per table and a waste bin.

The Warm-up Area should be in close proximity to the FOP and should include an individual area with cubicles (with dividing blocks) and a common area with lockers

and equipment. The Warm-up Area should have anti-shock flooring, training pads for trainers, and water.

#### **4.1.4.2 Athlete Lounge**

The Athlete Lounge should be in a calm part of the venue close to the warm-up area. If the training area is not in the competition venue, a separate athlete lounge area in the competition venue shall be provided.

#### **4.1.4.3 Roll-call Area**

The roll call procedure is vital to smooth competition operation. The Roll Call Area should be set up at least one (1) day before the beginning of the competition, and should be close to both the training venue and the FOP.

The Roll Call Areas should have the following facilities:

- Desks and chairs;
- portable loudspeakers;
- notebooks and pens;
- volunteers;
- drinkable water station (bottled water preferred);
- waste bins.

#### **4.1.4.4 Locker Rooms**

For every sanda platform (leitai), there should be two (2) locker rooms available: one for the blue corner and one for the red corner. Every locker room must be clearly marked with a sign indicating the color and platform for the sanda athletes participating. The minimum size per locker room is 30m<sup>2</sup>.

For events with male and female competitors, separate locker rooms shall be arranged. The basic requirements for each locker room are as follows:

- temperature-adjustable showers (at least 4 showerheads);
- toilets (at least 2);
- mirror;
- clothing hooks;
- benches/chairs;
- cleaners (assigned by gender to match the athletes using the locker rooms);
- volunteers.

#### **4.1.4.5 First-Aid Zone**

The LOC must be able to provide sufficient and effective medical treatment during the event. Arrangements must be made with a nearby hospital(s) for emergency treatment. The hospital(s) should be reachable within 15 minutes. In addition, at least one (1) ambulance fully equipped according to medical emergency international

standards, (i.e. with oxygen mask, spinal boards, etc.) shall be on stand-by at each competition and training venue for transporting injured personnel to a hospital.

The First-Aid Zone should be close to both the FOP and the emergency access. The Chief Medical Officer should arrange and prepare all the facilities needed and supervise all the medical operations for the duration of the competition.

#### 4.1.4.6 Results Board Area

The results board should be set up in a clear, well-marked, and easily accessible area. It can be set outside of the venue and shall not have the potential to block any emergency personnel access. While a digital display is preferable, the basic requirements for a physical results board are as follows:

- A display board (dimension: 200cm x 180cm);
- stapler and staple remover/glue;
- volunteers;
- waste bins.

#### 4.1.4.7 Technical Support Area

Technicians provide technical support to make sure competitions can operate at a high standard. There should be a separate and well-protected zone, the Technical Support Area, that only the technical support personnel can access. The basic Technical Support Area requirements are as follow:

- Desks and chairs;
- internet access/ wide band (the data exchange speed should be over 50Mb/s);
- anti-surge power strips (the power should be over 16A, 4Kw);
- laser printers (with 3 boxes of A4 paper);
- volunteers;
- waste bins.

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*For “Photographer Area” see 7.4 “Photographers”*

*For “Awards Ceremony Area” see Chapter 10 “Protocol and Ceremonies.”*

#### 4.1.4.8 (V)VIP Lounge

Generally, VVIPs and VIPs have access to different facilities during IWUF events, with an exclusive lounge available for VVIPs with refreshments and drinks during the competition period. VIPs have access to a reserved, where there may or may not be refreshments or drinks available. It is up to the LOC to determine the specific arrangements.

The following facilities and services should be provided in the VVIP area:

- Comfortable tables, chairs, and sofa suitable for extended conversations;
- Catering with drinks and refreshments such as water, coffee, tea, cake, cookies, and fruit, available before the start of the first session on Day 1 of competition;
- Multiple restroom/toilet facilities, separate for men and women;
- Information desk with competition information (results and timetables etc.);
- Volunteers should be on standby during the competition period;
- TV for replaying the highlights of the competition and with access to competition livestream;
- Waste bins;
- A separate smoking room/area with facilities (ashtray, lighter, cigar cutter etc.) is preferred.

#### **4.1.4.9 Technical Official Lounge**

The Technical Official Lounge is the place where technical officials can sit, relax, and eat during session breaks. It should have seating capacity for approximately twenty (20) people to be seated and eat, with a minimum floor space of 35m<sup>2</sup>, and shall meet the following requirements:

- Comfortable and good quality soft seating;
- catered during breaks with refreshments, water, coffee, and tea;
- kept tidy during the daytime and cleaned every day before the start of the first session;
- volunteers on standby during the entire competition period;
- waste bins;
- separate restroom/toilet for men and women.

#### **4.1.4.10 Conference Rooms**

Conference rooms are essential for circulating information, and each room shall contain or have the following available:

- a standard conference table and chairs enough to set 10-20 people;
- a projector with screen with connections for Mac and PC;
- a PC (upon request);
- an electrical power outlet at the head table;
- a minimum of 3 microphones;
- an audio system with speakers that can support all standard audio devices;
- auxiliary personnel/technicians to set up/connect equipment and troubleshoot;

#### **4.1.4.11 Multifunction Room**

All functional rooms above are compulsory, and an extra multifunctional room should be made available as a backup or for overflow from other rooms. When not being used official, this room can also be used as a lounge for LOC staff or volunteers, or as LOC storage. The extra multifunctional room should have:

- Desks and chairs;
- fruits, snacks, and drinks;
- waste bins.

#### **4.1.4.12 Equipment Storage**

Sanda equipment should be easily available to sanda athletes, and there should be a storage area to keep all sanda equipment clean and dry. This storage must be lockable and have a ventilation system to keep all equipment in good condition. The exact required storage area will differ depending on the number of athletes, but 30m<sup>2</sup> of floor space with shelves is recommended.

Equipment should be overseen by LOC officials, and facilities should be prepared as follows:

- One (1) desk of at least 240cm x 80cm x 70cm with two (2) chairs each for both red and blue corner athletes;
- hygrometers;
- dry fire extinguishers;
- registry books and pens;
- volunteers.

## **4.2 Training Venue**

### **4.2.1 Logistical Requirements and Training Areas**

#### **4.2.1.1 Requirements**

The training venue(s) used for the event must be determined in advance.

The LOC shall determine the training venue(s) based on the location(s) in relation to the distance from the respective competition venue(s) and team hotel(s). Ideally, the training venue shall be located either within the competition venue or near the team delegation hotel(s).

The training venue must have LOC personnel present during all training hours to oversee the training schedules and control the number of teams/athletes who are using the training facilities at any one time. This is to ensure all teams respect their allocated training times and to avoid overcrowding in the training space, enabling better conditions for each team.

Training venue LOC personnel must work together with the venue management staff. Where required, the LOC personnel will coordinate with the venue management to meet requests from the IWUF and/or teams.

The LOC is responsible for providing the competition equipment obtained from

approved suppliers who appear on a list provided by the IWUF.

The competition equipment must carry the event's features and the design must be approved by the IWUF prior to the event.

#### **4.2.1.2 Taolu Training Area**

The taolu training area should be a simplified FOP with core facilities as below:

- At least one (1) wushu taolu carpet (standard 14m x 8m with enough safe area and height required of a standard taolu FOP);
- HD TV of at least 32 inches providing the live broadcasting of the event;
- multiple benches (recommended dimensions: 120cm x 35cm x 40cm);
- lockers;
- waste bins;
- drinkable water (bottled water preferred);
- desks with chairs (information booth);
- volunteers.

#### **4.2.1.3 Sanda Training Area**

The sanda training venue should be a simplified FOP with core facilities as below:

- At least two (2) wushu sanda training carpets (one for the red corner and one for the blue corner);
- HD TV of at least 32 inches providing the live broadcasting of the event;
- multiple benches (recommended dimensions: 120cm x 35cm x 40cm);
- lockers;
- waste bins;
- drinkable water (bottled water preferred);
- desks with chairs (information booth);
- volunteers.

### **4.2.2 Venue Presentation**

To represent the event in an appropriate way, the LOC is advised to note the level of venue renovation required, including any extensive make-overs, necessary to present the sport of wushu at its best. Sometimes, small renovations such as paint jobs or other alterations can make a big difference to the image of the event. The LOC must be aware of any possible additional renovations that could make the difference in image.

The following areas must be attended to:

- National flags of participating counties/regions shall be put up on the ceiling above the FOP;
- event banners or posters can be used to give atmosphere to the area or can be

used as a background;

- sponsor items can be used, provided they are used appropriately;
- for the office spaces, one type of furnishing should be used with similar chairs and tables to create unity;
- VIP tables and dining tables should be covered by a tablecloth;
- on the FOP, cables for broadcasting, electricity, etc., should be covered or, when visible, bundled together and put in straight lines, and
- tables on the FOP for officials should be covered with a tablecloth to ensure that no legs are visible.

### **4.2.3 Access & Security**

Clear and precise directional signage (designed with the event look and feel and in English and local language) must be installed in every access area inside and outside the venues.

The access inside and outside the venues must be controlled by dedicated security staff equipped with the necessary technology and expertise. The role of the security will also be to validate the accreditation of participants, officials, staff, spectators, etc. as they enter and exit from the venue.

The LOC should plan out all the appropriate routes (entrance and exit) for the following people at each stage/part of the event:

- Athletes;
- ITOs / Jury of Appeals members / Judges;
- (V)VIPs;
- audience members;
- artists/performers;
- support staff;
- media representatives;
- volunteers;
- team officials;
- technicians.

# CHAPTER 5

# COMPETITION

## Chapter 5 Competition

### 5.1 Competition Overview

The management of the competition operations plays a core role in organizing a successful event. The LOC shall appoint a designated Competition Manager, who shall be responsible for insuring the planning, coordination and delivery of the sport competition are in accordance with IWUF rules and regulations.

The competition schedule will be delivered by the IWUF to the LOC before the start of the event. In general, the competition schedule includes but is not necessarily limited to the following areas:

- Team arrival and registration;
- IWUF Committee meetings;
- Judge refresher course(s);
- Team training;
- Weigh-in;
- Technical meeting;
- Drawing of lots;
- Competition start date and time;
- Departure.

### 5.2 Competition Management

#### 5.2.1 Arrival, Registration, and Accreditation

The smooth running of arrive, registration, and accreditation is crucial to a successful event.

The main purposes of the registration and accreditation processes are to:

- Collect all participant information;
- ensure that all participants are identified according to their roles and responsibilities;
- provide participants with relevant services and privileges according to their roles and responsibilities;
- provide access to the different areas and venues according to participants' roles and responsibilities, and
- ensure the working areas are safe and orderly, and to keep unauthorized persons out of the secure zones.

##### 5.2.1.1 Arrival

All teams are required to register at the designated accreditation center(s) and with the Organizing Committee one (1) day before the event begins.

All Judges are required to register at the designated accreditation center(s) and with the Organizing Committee two (2) days before the event begins.

Hotel check-in is after 15:00, and accommodations should be booked accordingly (e.g. participants wishing check in on October 18 before 15:00 must have booked their accommodations beginning on October 17).

### **5.2.1.2 Registration**

The IWUF shall develop the registration system in accordance with the needs of the event, create users accounts for all the participants, and provide technical support for the duration of the registration.

The LOC shall use all the data entered in the system for all logistics arrangements, including visa applications, accommodation booking, international and local transportation arrangements, meals, etc.

The NF shall enter and validate all the information requested for the registration of their delegations (athletes, technical officials, etc..) within the deadline set for the process, and verify that all registered participants are eligible.

In general, all parties shall:

- Appoint a person responsible for the registration system;
- ensure that all data is adequately supported and authorized;
- ensure that information is managed with special attention to data protection and confidentiality measures and is used exclusively as personal and business data for the intended purposes, and
- use the registration system information as the official data source for the event.

### **5.2.1.3 Accreditation**

The IWUF and the LOC shall determine who is entitled to receive an accreditation card and set the conditions for its granting and issuance.

The right to an accreditation card shall be granted to all the people who have a recognized official function to perform during the event, and who have been registered via the IWUF online registration management system.

The personalized accreditation card given to each person authorized to transit through the competition venue and other official event venues shall be used for the recognition of the different categories of people and the control of their flow shall be based on the personalized accreditation cards.

The accreditation card shall establish the identity of the holder, allow its holder the right to attend the event and identify the holder's access rights and other privileges.

Upon arrival at the Accreditation Center, each delegation head is required to complete the following process with the Organizing Committee:

- 1 Present each team member's passport
- 2 Submit a paper copy of a signed and stamped Final Entry Form and confirm the registration information
- 3 Submit three (3) national/regional flags (Size: 1m\*2m)
- 4 Submit national anthem (short version) in MP3 format on a USB flash drive
- 5 Submit three (3) color photos (passport size) per team member
- 6 Submit valid Medical Certificates
- 7 Submit valid life and accidental injury insurance certificates
- 8 Submit the signed Wavier of Liabilities
- 9 Confirm and sign each athlete's Registration Form for Movements with Degree of Difficulty of Optional Routines
- 10 Pay the relevant participation fees in full (if applicable)
- 11 Pay the relevant penalty fees in full (if applicable)
- 12 Confirm and sign on the above items as completed

The distribution of the accreditation cards shall take place at the accreditation centers set up at the delegations' accommodation venues.

*For Accreditation Card details, see 5.4.2.1*

### **5.2.1.3.1 Accreditation Center**

The purpose of the accreditation centers is to efficiently process, issue, and validate the identities of participants.

An accreditation center is the place where accreditation cards are handed out to all registered participants upon participants presenting their valid passport or identity card.

The minimum accreditation center requirements are as follows:

- At least two (2) long tables with at least two (2) chairs each;
- One to two (1-2) volunteers;
- One (1) laser printer and one (1) copier OR two (2) combination laser printer and copiers.

*Note: Should a reception booth be set in the designated official hotels, the accreditation center can be a fixed area instead of specific room.*

The accreditation centers shall be managed by the LOC and offer the following services:

- On-site photo capture;
- production and distribution of accreditation cards;
- upgrade card collection;
- problem resolution;
- replacement of lost accreditation cards;
- cancellation of accreditation cards;
- modification of access zones (subject to agreement of IWUF and LOC);
- temporary passes, and
- vehicle passes.

The accreditation center should be easily accessible. The size of the center must be proportional to the number of people expected and it should consist of different areas as follows:

- welcome/waiting area(s) with benches, tables, and chairs;
- accreditation processing area with sufficient number of computers, printers, photo cameras/webcams, chairs and tables;
- card distribution area, and
- additional stations as necessary.

Staff and volunteers working at the accreditation centers should be multilingual and speak at least the language of the host country and English.

The operating hours of the accreditation centers shall be determined according to the needs (i.e. arrival times, registration days etc.), and in agreement with the IWUF.

## **5.2.2 Sanda Weigh-in**

### **5.2.2.1 Procedures and Equipment**

The sanda weigh-in shall be conducted by the chief registrar in collaboration with the scheduling-recording group under the supervision of the Jury of Appeals one day prior to the first day of competition.

All registered competitors are required to present their passports at the time of weighing-in. Accreditation cards and passports must be presented at the official weigh-in session. A sanda athlete's failure to attend the weigh-in will result in his/her disqualification from the competition.

At the initial weigh-in each competitor must produce health exam results that include electroencephalogram (EEG), electrocardiogram (ECG), blood pressure, and heart rate from a medical check taken within twenty (20) days prior to the start of the

competition.

During the competition, sanda athletes must also participate in the weigh-in each day they compete, with the time and place of the weigh-in to be determined.

A standard weigh-in form should be used to record the information and results of the weigh-in.

15<sup>TH</sup> WORLD WUSHU CHAMPIONSHIPS  
第十五届世界武术锦标赛

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|                                 | <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">Name/姓名 _____</td></tr> <tr><td style="border-bottom: 1px solid black;">Gender/性别 _____</td></tr> <tr><td style="border-bottom: 1px solid black;">Nationality/国籍 _____</td></tr> <tr><td style="border-bottom: 1px solid black;">Team/代表队 _____</td></tr> <tr><td style="background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>Weigh-in Details</b><br/>称重情况</td></tr> <tr><td style="text-align: center; color: white; background-color: #c00000; padding: 2px;"><b>Time/时间</b></td></tr> <tr><td style="text-align: center; color: white; background-color: #c00000; padding: 2px;"><b>Weight/重量</b></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table> | Name/姓名 _____ | Gender/性别 _____ | Nationality/国籍 _____ | Team/代表队 _____ | <b>Weigh-in Details</b><br>称重情况 | <b>Time/时间</b> | <b>Weight/重量</b> |  |  |
| Name/姓名 _____                   |  |               |                 |                      |                |                                 |                |                  |  |  |
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| Nationality/国籍 _____            |  |               |                 |                      |                |                                 |                |                  |  |  |
| Team/代表队 _____                  |  |               |                 |                      |                |                                 |                |                  |  |  |
| <b>Weigh-in Details</b><br>称重情况 |  |               |                 |                      |                |                                 |                |                  |  |  |
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**Note**  
Present [Passport, at the time of weighing-in Accreditation card Health exam results (EEG, ECG, BP, HR)]  
在称重前需展示护照, 身份牌, 健康检查证明 (脑电图, 心电图, 血压, 心率)

**Figure 17 – Standard Weigh-in Form**

Identical scales shall be supplied by the Organizing Committee at both the official weigh-in area and the waiting area for competitors to perform pre-weighs in at their own discretion. The waiting area scale must be of the same type and calibrations as that of the official scale, and these facts must be verified by the LOC prior to the competition.

### 5.2.2.2 Weigh-in Area Layout

Separate weigh-in areas shall be prepared for the male and female competitors. The gender of the weigh-in officials shall be the same as that of the contestants weighing in.

The LOC is responsible for preparing the weigh-in area. The weigh-in area should be separated into the following sections:

- Private male weigh-in area with closing doors;
- private female weigh-in area with closing doors;

- mixed waiting area.

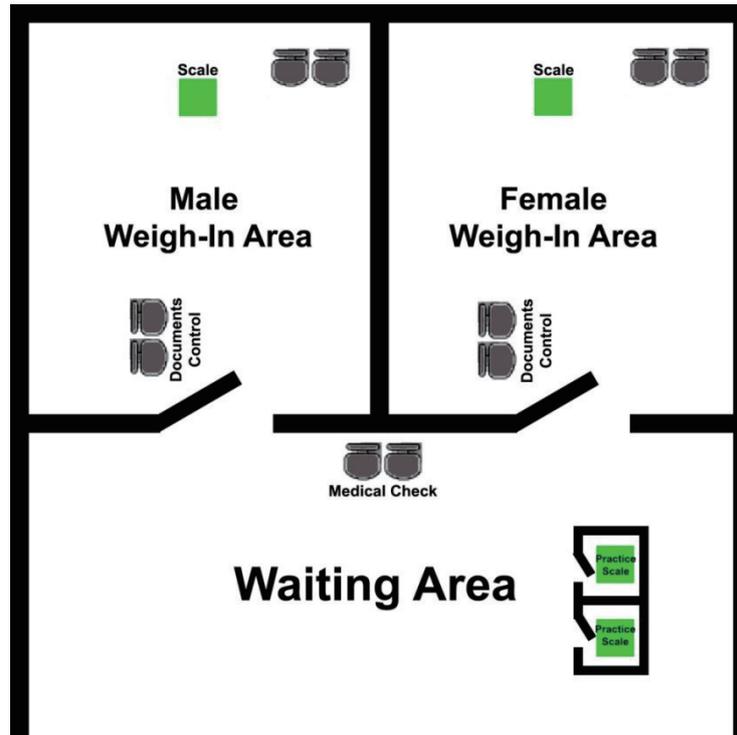


Figure 18 – Weigh-In Area Layout

## 5.2.3 Technical Meeting

### 5.2.3.1 Time and Personnel Requirements

The technical meeting shall be conducted by the IWUF Technical Committee one or two days prior to the first day of competition. During this meeting, all relevant technical details regarding the competition will be presented.

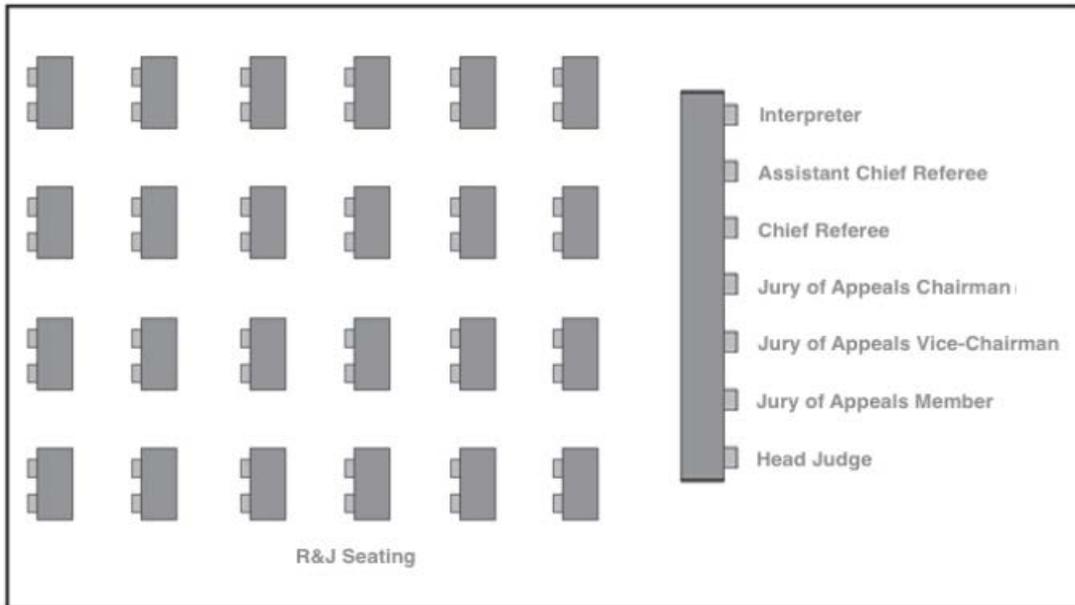
Each participating team may send two (2) taolu and two (2) sanda representatives to attend the meeting.

### 5.2.3.2 Meeting Room Requirements

The organizing committee is responsible for preparing a meeting room to be used for the technical meeting, which shall include the following items:

- a projector with screen with connections for Mac and PC;
- a PC/laptop (upon request);
- a head table which can seat at least 10 people;
- seating for at least 150 delegates,
- an electrical power outlet at the head table;
- a minimum of eight (8) microphones;
- an audio system;

- auxiliary personnel/technicians to set up/connect equipment and troubleshoot;
- table cards;
- volunteers.



## 5.2.4 Drawing of Lots Ceremony

### 5.2.4.1 Time and Personnel Requirements

The drawing of lots ceremony shall be conducted by the IWUF Technical Committee one or two days prior to the first day of competition.

The sanda drawing of lots and taolu drawing of lots shall be held simultaneously in two separate rooms.

Each team should send at least one (1) representative for each discipline to attend the drawing of lots ceremony. The Technical Committee will draw lots on behalf of teams that are unable to send representatives.

The IWUF uses a digital drawing of lots system implemented by its scoring provider for the taolu drawing of lots. This process consists of the system randomly selecting one of the taolu participating team representatives to step forward and press the digital clicker which randomly arranges the start order for an entire competition event. This order is displayed on the screen for all the team representatives present to view and confirm that their respective registered athletes are listed. If there is an athlete missing or listed in the wrong event, the respective team representative shall inform the scheduling-recording group representative present so this may be addressed. If there are no missing or incorrectly listed athletes, then the start list for that event is printed for the team representative who pressed the digital clicker to sign. The technical

committee representative present then also signs this start list and the event start list is then finalized.

The scheduling of sanda competition matches has an effect on all the athletes competing in the various weight divisions as the competition progresses. Due to that the sanda drawing of lots method is an important task. While a digital lot-drawing system may be used for events with a large amount of competitors, a manual method may also be used in other circumstances. Preparation for the drawing of lots requires the following:

- Match tables and charts;
- ping-pong balls;
- glue;
- marker pens, and
- drawing lot boxes.

Prior to the beginning of the drawing of lots, the final weigh-in results shall be double checked for any errors with name, nationality and/or weight divisions. The recording group members will prepare their tasks clearly and confirm the order of the drawing of lots. In line with the competition schedule, the Chief Scheduler-Recorder will explain the drawing of lots process in order to clarify all aspects and avoid complications. Drawing of lots will start with the female divisions and proceed to the male divisions upon conclusion. Drawing will proceed from the lower weight categories moving on to the higher weight categories. For each of the weight divisions, the number of ping pong balls placed in the drawing-lot box shall be the same number as the number of athletes in that weight division. Teams will be called to draw lots in alphabetical order. Each participating team leader or coach will step up to draw lots for their respective athlete by drawing a single ping-pong ball from the drawing lot box. The number written on the ping-pong ball drawn refers to that specific athlete's lot number in their respective weight division. Once drawn, one of the members of the recording group will announce the drawn number, while another member will input the athletes name in the correct spot on the match tables and charts. Once the drawing of lots is completed, these charts will be displayed on the various announcement boards. After each round of competition, these charts must be updated to display the athletes who have advanced. Each participating team must also be provided with these match-up lists.

#### **5.2.4.2 Meeting Room Requirements**

The organizing committee is responsible for preparing two meeting rooms to be used for the drawing of lots ceremonies, each room should include the following items:

- A projector with screen with connections for Mac and PC;
- A PC (upon request);
- An electrical power outlet at the head table;

- A minimum of three (3) microphones;
- An audio system;
- Auxiliary personnel/technicians to set up/connect equipment and troubleshoot;
- A head table which can seat at least 5 people;
- Seating for at least 70 delegates.



**Figure 19 – Drawing of Lots Room Layout**

## **5.2.5 Roll Call & Recording**

### **5.2.5.1 Scheduler-Recorder Requirements**

All scheduling, recording, and roll call work will be performed by the scheduling-recording group under the guidance of the Chief Scheduler-recorder. The Chief Scheduler-recorder will plan and assign tasks as required by the event.

All scheduler-recorders are required to know the IWUF standards and requirements. They are required to record the start order for each event.

Scheduler-recorders are responsible for inspecting the competitors' competition uniforms and equipment and ensuring that they conform to the IWUF requirements.

The Chief Scheduler-recorder is required to work with the LOC to designate venue entry and exit points, routes which the athletes will walk, and waiting areas. They will also set up the Scheduling-recording Desk in the venue.

The Chief Scheduler-recorder will arrange and execute the competition rehearsals in order to train and prepare the scheduling-recording group.

### **5.2.5.2 Process**

In line with the competition event order, roll calls will be conducted by the recorders in the designated area within the training/warm-up area at the following intervals prior to the start of the relevant event:

- First roll call: 30 minutes prior to event start;
- Second roll call: 20 minutes prior to event start;
- Final roll call: 10 minutes prior to event start.

While performing the roll calls, the recorders will check and confirm each athlete's accreditation card, competition uniform, and equipment.

The recorders are required to gather the athletes in the designated waiting area five (5) minutes prior to the start of the event.

The recorder will lead the athletes into the competition arena and hand the roll-call list to the Head Judge. The roll-call list shall clearly state if any athletes are missing or have defaulted. At the same time, another recorder will provide the roll-call list of that event to the relevant announcers, as well as to the video media personnel on site.

The recorders will then lead the athletes back to the designated area within the warm-up area, while the first and second athletes remain in the competition venue. The first athlete should wait in the contestant entry stand-by spot until he or she is called by the Head Judge to enter the competition area.

Following an athlete's performance, a recorder shall have the athlete wait in the stand-by spot for performance results until the score is announced, after which a recorder will lead the athlete out of the arena.

As one athlete is being led out of the arena, the next sequential athlete should be led into the arena by another recorder.

## **5.2.6 Doping Control**

### **5.2.6.1 General Roles & Responsibilities for Doping Control**

Doping Control includes the planning and management of the infrastructure to implement a comprehensive doping control program under the jurisdiction of the IWUF in accordance with the IWUF anti-doping rules and in conformity with the World Anti-Doping Code and accompanying international standards.

The IWUF, as the testing authority, will be responsible for developing a test distribution plan (TDP), outlining the number, selection methodology, timing (in-competition out-of-competition) and type of sample required for each discipline. The TDP is disclosed only to those who need to know to ensure that the athlete can be notified and tested without advanced notice.

The IWUF identifies the sample collection authority (SCA). The authorized SCA assists in the implementation of the doping control tests, particularly in providing

qualified doping control officers (DCOs), supplying adequate equipment for sample collection and ensuring the secure transportation of samples in accordance with the IWUF doping rules and in conformity with the World Doping Code and its accompanying international standards.

The IWUF also determines the World Anti-Doping Authority (WADA) accredited laboratory, which will perform the analytical services on samples and transmit the results to the IWUF and to WADA through the online ADAMS system. If there is no accredited laboratory available in the host country, then a contract with an accredited laboratory in another country will be signed.

The LOC must provide the doping facilities and the necessary human resources as established by the IWUF. The LOC will plan, establish and manage the necessary infrastructure and deliver the corresponding services to enable the sample collection sessions of the TDP to be accomplished and conducted efficiently.

### **5.2.6.2 Costs Requirements for Doping Control**

The LOC will be responsible for the following costs:

- Cost for the planning, preparation and implementation of the doping control station at the event venues;
- cost of individuals able to act as chaperons and cost of security personnel;
- cost for maintaining, cleaning and security of the doping control station(s),
- costs of in-competition tests sample collection, laboratory analysis, material, transportation of samples and cost of DCOs, etc.

### **5.2.6.3 Requirements for Doping Control Stations**

Facilities for doping control should ensure the athletes' privacy and security during the collection process. The station should be situated close to the competition area if possible, but athletes should not have to walk across the competition venue in front of spectators as they are escorted to the sample collection station. The doping control station shall be accessible exclusively to authorized personnel.

There should be three separate and shielded/partitioned areas in the Doping Control Station:

- Waiting area;

The waiting area shall be equipped with chairs, tables with an adequate supply of non-alcoholic drinks in unopened containers, and a waste bin. Reading material and/or a television can help create a relaxed atmosphere.

- Administration area;

The administration area shall contain a table and chairs, sink with soap, and towels. A lockable refrigerator for storage of samples shall also be available. If separate rooms are not available for waiting and administration areas, a single room can be separated by a partition or screen.

- Sample collection area.

At least one toilet is required in the sample collection area and, if possible, a separate sample collection area should be provided for the male and female athletes being tested. Sufficient space is needed to accommodate both the Doping Control Officer (DCO) and athlete in this area, ensuring that the DCO can observe the collection of the sample. Having a mirror available to aid the observation is ideal. Personnel permitted in the sample collection area should be limited to:

- National/international federation DCOs;
- an interpreter (if required), and
- other authorized personnel.

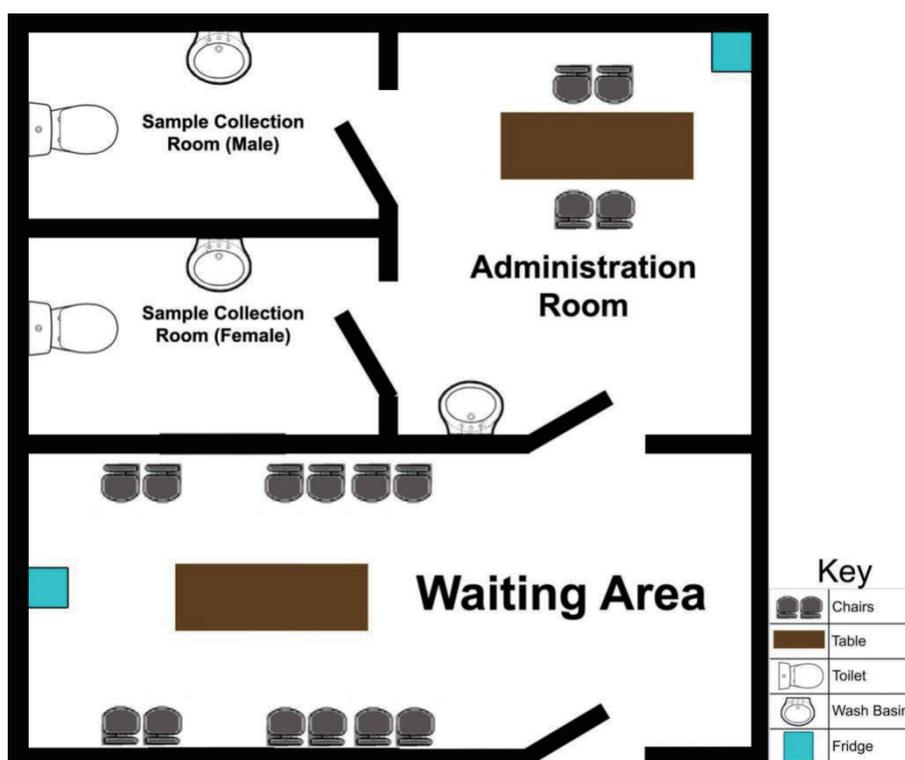


Figure 20 – Doping Control Station Layout

#### 5.2.6.4 Education Program

The IWUF will plan and supervise the necessary education programs, which will be delivered before and during the event.

The LOC will be responsible for providing the required education program facilities

and services. In particular, the LOC will be responsible for setting up the outreach station(s) as required by the IWUF, as well as for selecting and recruiting the personnel (i.e. outreach volunteers, etc.) who will deliver the necessary services throughout the event.

### **5.3 Competition Personnel**

#### **5.3.1 FOP Personnel**

The FOP personnel are responsible for the appropriate and efficient conduct of the FOP operations. The LOC shall appoint the FOP managers who shall supervise and monitor all activities within the FOP area to ensure the competition proceed smoothly.

FOP managers are also responsible for other volunteers and personnel working in the FOP.

##### **5.3.1.1 Cleaners**

The LOC is responsible for a clean venue in all areas and at all times. Therefore, venue cleaning personnel are required to deliver these standards. The FOP must be cleaned daily after each session during the competition period. In addition, cleaning staff must be immediately available if a specific area needs to be cleaned.

Specialized staff should be assigned to sanda events to clean the platform after the end of each bout.

##### **5.3.1.2 Volunteers**

The involvement of sport volunteers plays a key role in ensuring the success of sporting events. The LOC shall be responsible for the recruitment of the volunteers for the event. The competition manager from the LOC must organize meetings to brief all volunteers on their responsibilities and provide specific instructions.

The categories of volunteers needed for an IWUF event include, but may not necessarily be limited to those listed below. A listing of the responsibilities of each category follows.

###### **5.3.1.2.1 Scheduler-Recorder Volunteers**

- Organize and prepare work as required by the Chief Scheduler-Recorder;
- study and be familiar with the rules and regulations;
- participate in the mock competition rehearsal;
- review the registration forms in line with the regulation requirements, including: the numbers of participants and the athletes' full names, dates of birth and registered events;
- compile statistics;
- compile the meeting agendas, training schedules and competition schedules;
- compile the event booklets;

- review the degree of difficulty and compulsory content registration forms;
- following the drawing of lots ceremonies, print each event's start list and deliver them to all participating teams;
- prepare the various forms needed for the competition;
- prepare the competition notice boards and post the various announcements on these boards in a timely manner;
- print the certificates and distribute them in a timely manner;
- prior to the start of each medal awards ceremony, deliver the athlete name lists to the chief registrar, the announcers and the medal awarding group, and
- prepare, print and distribute the results booklets.

#### **5.3.1.2.2 Roll Call Volunteers**

- Organize and prepare work as required by the Chief Registrar's;
- study the rules, regulations and related competition standards;
- participate in the mock competition rehearsal;
- perform the first roll call 30 minutes prior to the start of the event concerned;
- perform the second roll call 20 minutes prior to the start of the event concerned;
- perform the third roll call 10 minutes prior to the start of the event concerned;
- check and confirm each athlete's details at each roll call session;
- inspect each athlete's weapons and uniforms for conformity with the regulations;
- five minutes prior to the start of the event concerned, lead the athletes to the designated waiting area;
- prior to the athletes entering the field of play, check their accreditation cards and confirm their identities;
- lead the athletes into the field of play and hand over the roll call start list to the head judge after athletes perform the palm and fist salute towards the head judge;
- lead the athletes to the field of play, and lead them out following their performances, and
- conduct roll call prior to the commencement of the medal awards ceremony.

#### **5.3.1.2.3 Arrival and Departure Volunteers**

- Provide assistance to arriving teams and delegations at reception booths at the airports, train stations and other points of arrival;
- provide assistance at information/registration booths at each hotel. Apart from assisting with registration of the teams upon initial arrival, these booths should have volunteers on site at each hotel throughout the duration of the event to answer questions, disseminate news, display daily results and handle transportation and other daily issues, and
- if possible, each team should have a designated volunteer or volunteers. This has proven effective at previous IWUF events.

#### **5.3.1.2.4 General Volunteers for Venues**

Volunteers for varying tasks include but are not necessarily limited to controlling access into various areas; providing assistance to the VIP areas, judges rooms, general

information; and other tasks.

### 5.3.1.3 Jury of Appeals Camera Operators

- Inspect all the video recording cameras and related equipment to ensure they are functioning correctly;
- participate in the mock competition rehearsal;
- clearly record each competitor's performance in full without interruption;
- playback the video in line with the requirements during the competition;
- camera operators may only leave the competition venue following a session with the approval of the chairman of the Jury of Appeals, and
- supply the full competition recording to the technical committee for archiving purposes.

### 5.3.1.4 Sanda Protective Gear-Issuing Group

- Study the rules and understand what items are required for each weight division, especially the correct weight gloves for each of the weight divisions;
- Clearly know how to issue IWUF sanda protective gear and how to remove it;
- Arrive at the venue at least one hour prior to the start of competition;
- Prepare the protective gear issuing area well, organizing the protective gear in an for ease of issuing;
- During competition, promptly issue the correct size protective gear to the athletes brought to them by the roll call volunteers prior to their bout, and promptly take back the protective gear following the conclusion of the bout;
- Ensure all protective gear is fitted correctly and safely, and
- Following each session, prepare the issuing area for the next session and ensure that the gear is secured between sessions.

### 5.3.1.5 Technical Officials

Technical officials are the judges, referees, etc. Technical officials are vital to the running of the competition. International technical officials (ITO) will be selected and appointed by the IWUF. ITO have the responsibility for all technical matters during the competition.

The IWUF will appoint a technical delegate (TD) who shall work closely with the competition manager to resolve issues that arise.

The IWUF and the LOC shall agree on a policy for paying the expenses and a *per diem* for the technical officials.

All technical officials shall wear their IWUF uniforms during the event. If the LOC have proposals for the design of uniforms for the officials, these shall be approved prior to the event by the IWUF.

In some cases, uniforms for officials (ITO) may be provided by the IWUF. Any

variations on uniforms will be communicated to all officials by the IWUF Secretariat.

Referees and judges shall not be accommodated in the same hotel as the teams (i.e. team manager, coaches and athletes, etc.).

### **5.3.1.6 Announcers**

The following are the responsibilities of the announcers for an event:

- Be able to convey wushu information, and other matters related to the event;
- Be familiar with and be able to introduce athlete, judge, and Jury of Appeals member information;
- Participate in the competition rehearsal;
- Arrive at the venue at least one (1) hour prior to the start of each competition session;
- Introduce information about particular events as well as about competitive wushu in general;
- Announce the start of the competition;
- Announce each athlete's final score;
- Announce notices from the Organizing Committee;
- In case of emergency, quickly announce directions for all in attendance;
- Announce and direct the medal awards ceremony.
- Be aware of official nation/region appellation to be used during competition.

Mandarin Chinese and English are the official languages of announcements.

### **5.3.1.7 Sound Technicians**

The LOC should arrange sound technicians for the event who will be in charge of the following tasks:

- Preparing ceremonial music and other promotional audio/visual materials;
- Playing performance routine music for the athletes during their training sessions;
- Storing the routine music in the correct location on the designated PC;
- Participating in the competition rehearsal;
- Arriving at the venue at least one (1) hour prior to the start of each competition session and playing the respective audio/visual materials;
- Playing each athlete's respective music during their performance, and playing the required general music during the event as well as during the medal awards ceremony(ies).

### **5.3.2 Other Personnel Standards**

Venue staff and volunteers must carry accreditation cards and wear standard uniforms. Media, venue staff members, observers, and other staff members should wear different color work vests.

Coaches and other non-competition athletes are not allowed to wander around the venue.

No other people or personnel are allowed on the sanda platform besides the referee, cleanup personnel, and competition athletes.

## **5.4 Event Presentation**

### **5.4.1 Event Presentation Planning & Management**

The presentation of the overall event is crucial to the organizational image.

Because the overall presentation of the event is crucial to the image of the event, the planning of the event presentation shall be executed in advance of the competition and implemented accordingly. The event presentation depends on the culture and nature of the host city.

It is the responsibility of the LOC to appoint an event presentation manager for overseeing all matters concerned with event presentation. The planning and implementation of the event presentation must be approved by the IWUF at least 60 days prior to the event.

All activities associated with event presentation shall focus on creating a consistent event image.

Video screens in the venue must be used to display the sport's video presentation, athletes' introductions, score and graphics, etc.

If applicable for the sport, cheerleading performances should take place during breaks in the competition program and between sessions.

The mascot of the event should provide entertainment by interacting with the public and participants.

### **5.4.2 Material Prepared by LOC**

The following shall be prepared by the LOC in advance and according to the specific timeline of the event in order to ensure smooth management leading up to and during the competition:

- Greeting booths
- Accreditation cards
- Competitor bibs
- Program book
- Team signs
- Souvenirs (if applicable)

- Medals and Certificates

### **5.4.2.1 Accreditation Cards**

Accreditation cards for all team members will be given to the delegation head upon completion of accreditation process. Accreditation cards must be worn by all participants during all official events.

The majority of the accreditation cards shall be produced prior to the arrival of the participants and distributed to participants at the accreditation centers.

#### **5.4.2.1.1 Card Design**

Dimensions of the accreditation cards shall be 160mm (height) x 110mm (width). The language used on the accreditation cards shall be English. Accreditation cards shall be printed in high quality on hard PVC and shall include a security feature. Sling lock and laminated corners should be smooth, rounded, and friendly to thin fabrics (cards should not scratch fabric, nor should they snag loose stitched fabric (silk ties, blouses, competition uniforms, etc.)).

#### **5.4.2.1.2 Card Content**

The accreditation card shall contain the following main information:

- IWUF logo;
- Event logo and name of event;
- The holder's recent color ID photo submitted through the IWUF online registration system;
- Personal information of the holder including full name, nation (IOC country code and flag), role, and participant number;
- Letter(s) verifying zone access entitlements to the card holder;
- Sponsor logos as provided and confirmed by the IWUF;
- Conditions and specifications on the reverse side of the card.

The accreditation card lanyard must feature the IWUF logo, the event's/host city's name, and be branded with the event's look and feel.

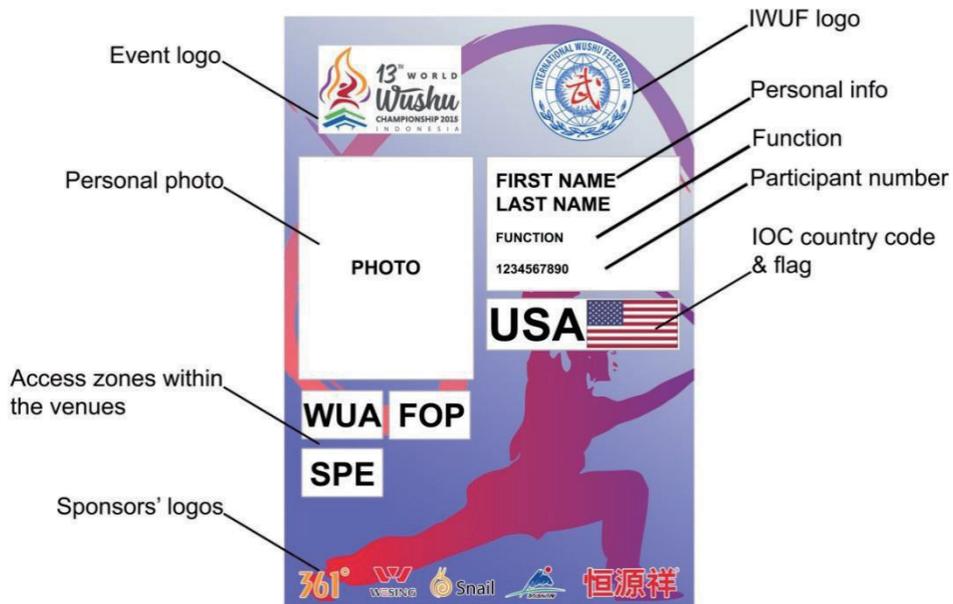
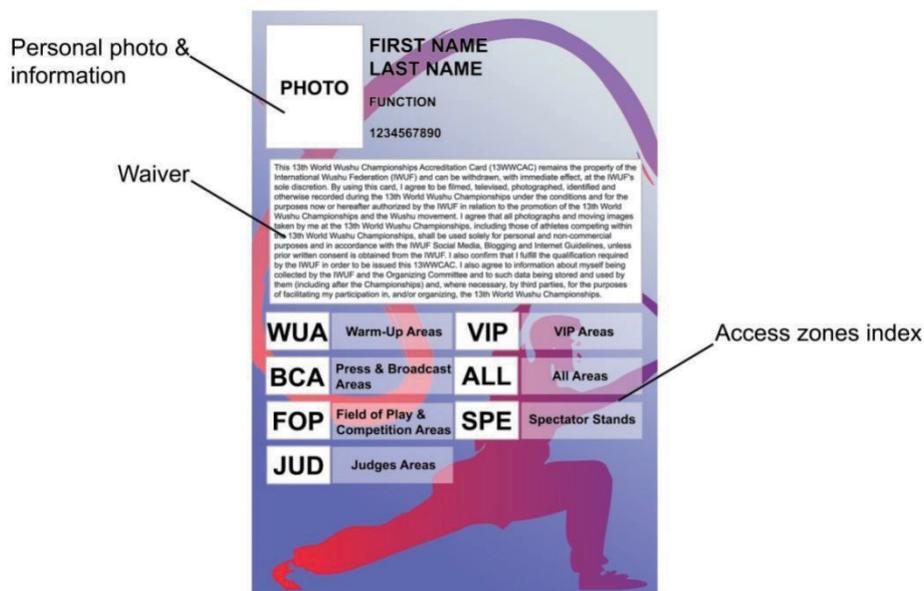


Figure 15 – Accreditation Card Front Basic Layout

Once an accredited person has entered the venue, the zone designations on the accreditation card identify where that person has access to within the venue.

Access zones index:

- WUA – Warm-up Areas
- BCA – Press and Broadcast Areas
- FOP – Field of Play & Competition Areas
- JUD – Judges Areas
- VIP – VIP Areas
- All – All Areas
- SPE – Spectator Stands



### Figure 16 – Accreditation Card Back Basic Layout

Accreditation card designs must be provided by the LOC and approved by the IWUF 60 days prior to the start of the event.

#### 5.4.2.1.3 Supplemental Accreditation and Upgrade Cards

Supplementary accreditation cards (e.g. day passes) shall be produced for temporary access purposes, allowing holders to access specific zones within a specific period of time. Such supplementary cards shall be different for each day.

No-name upgrade cards shall be produced. These cards may allow temporary or permanent access to additional zones and must be worn together with the regular accreditation card. Upgrade cards are invalid without the ID accreditation card.

#### 5.4.2.2 Competitor Bibs

The Organizing Committee shall print and then distribute competition bibs to the athletes during the Team Leader Meeting. The bibs shall be carried by the athletes when entering the venue in order to be identified by the referee.

The bib dimensions shall be 20cm (width) x 15cm (height).

The bib shall contain the following main information:

- IWUF logo;
- event logo and name of event;
- the surname of the competitor in capital letters;
- IOC country code of the competitor;
- sponsor logos as provided and confirmed by the IWUF.

All taolu athletes are required to have their competition bibs with them at all times during competition.

The bibs shall be made from durable tear-resistant bib material and be printed using waterproof color-fast ink that does not run or transfer.

Competitor bib designs must be provided by the LOC and approved by the IWUF at least sixty (60) days prior to the start of the event.



Figure 17 – Competitor Bib Layout

### 5.4.2.3 Medals and Certificates

Winners at IWUF events shall be awarded with a medal and a certificate. The LOC must submit the medal and certificate designs for the event to the IWUF for approval at least three (3) months prior to the event.

The medal specifications should meet the following requirements:

- Shape – usually circular, featuring an attachment for a chain or ribbon;
- Diameter – 60-80mm;
- Thickness – 3-5mm.

In general, there are two types of certificates that need to be prepared for an IWUF event: participation certificates and certificates of achievement.

Participation certificates are for every participant that attends the event, including athletes, coaches, team leaders, judges, committee members, EB members, and IWUF Secretariat members. It is suggested that the LOC have certificates prepared in advance, and issue the certificates to each delegation/person upon arrival so as to avoid needing to locate participants once the event begins.

Certificates of achievement are issued in line with the following:

Taolu:

- 1<sup>st</sup> place: gold medal and certificate
- 2<sup>nd</sup> place: silver medal and certificate
- 3<sup>rd</sup> place: bronze medal and certificate
- 4<sup>th</sup> - 8th places: certificate

Sanda:

- 1<sup>st</sup> place: gold medal and certificate
- 2<sup>nd</sup> place: silver medal and certificate
- 3<sup>rd</sup> place: (juxtaposition) bronze medal and certificate

The content in the certificate of achievement is similar to the participation certificate except it also includes the name of the event (e.g. men's changquan, women's sanda 56kg, etc.) and the placing achieved. These are issued at the same time as the medals during the awards ceremony.

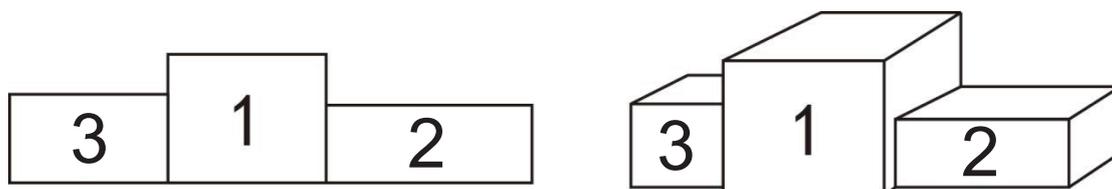
Below are samples of certificates:



### 5.4.2.4 Podium

Athletes shall be placed behind the podium according to the following order: 2, 1, and 3. Each athlete having won a medal must be present at the ceremony and receive the medal personally. The first-place competitor is always slightly higher than the second-place competitor who is on his/her right, and the third-place competitor(s) who are on his/her left. The second and the third place podiums are normally of equal height. The third place podium should be longer in length than the second place podium as there are two bronze medalists in IWUF sanda events.

A possible sample podium used for medal ceremonies can be as follows:



Photographers must have designated area in front of the award podium.

### **5.4.2.5 Competition Program Brochure**

After the final entry of the competition, the LOC should start preparing the competition program brochure for the event. In general, a competition program brochure should include the following information:

- Messages from the IWUF President and other officials;
- competition regulations;
- function units of the LOC (as well as the contact information);
- list of delegations;
- statistics of each team;
- competition schedule;
- convention activity schedule;
- venue details;
- transportation information;
- jury commission information;
- referee commission information, and
- sponsors' advertisement page.

The competition program brochure must be submitted to the IWUF for approval before final printing.

CHAPTER 6

**TECHNOLOGY & INFRASTRUCTURE**

## Chapter 6 Technology & Infrastructure

### 6.1 IWUF Timing & Scoring System

The IWUF Timing and Scoring System shall be used during the competition. The LOC is responsible for the setup and staff support as required by the IWUF for the operation of the system.

### 6.2 Audio and Visual Systems

The sound and lighting system shall be managed by the technical personnel working for the LOC, and technical staff should be on site to address any problems that arise.

#### 6.2.1 Sound System

The competition venue should be equipped with an integrated hi-fidelity sound system for competition functions like the opening/closing and awards ceremonies. Any necessary additional sound equipment (speakers or amplifiers) must also be made available as needed.

Acoustic specifications of the venue(s) should be provided by the Venue Manager (Organizing Committee) prior to setting up the venue(s), and it is advised to set up speakers together with the lighting system above the FOP and direct the sound towards the seating area in order to optimize the acoustic design.

The sound system provided within the competition venue must include the following:

- a mixer;
- an amplifier/Speaker system;
- microphones;
- an intercom, and
- a program monitor.

#### 6.2.2 Lighting System

Lighting quality has huge impact on athletes' performances, and good lighting quality can reduce the risk of injury, in addition to allowing spectators to watch more clearly.

The following lighting requirements should be met in all venues:

- Competition venue lighting should not be lower than 1,000 lux.
- All venue lighting systems, including fire escape routes, corridors, function rooms, bathrooms, etc. must function.

All lighting must conform to requirements stipulated by the IWUF.

The lighting over a field of play must be consistent and without any dark spots,

although the audience lighting may be slightly darker.

The taolu field of play shall not have lights placed directly over the center of a competition mat and which shine directly down, since this might affect an athlete's vision when executing a throw-and-catch technique.

A map of the planned placing of lights must be supplied to the IWUF by the host at least three months prior to the start of the event.

### **6.2.3 LED Screens**

The competition area should be equipped with at least two (2) LED screens of at least (24m<sup>2</sup>), each of which should be clearly visible to spectators in the arena.

## **6.3 Internet Networks and Access**

High-quality internet access will ensure the event can be live streamed around the world and facilitate circulating and promoting information. The LOC must run tests for internet connection in the official venues before the start of the event.

The LOC shall at least provide the specific internet connections and sufficient WI-FI coverage that meet the following requirements for the duration of the event:

- One (1) TV-only internet connection of no less than 50MB with cable access available in the TV compounds and Press Center, and one (1) fiber-optic access to the OB truck for transmission purpose;
- All functional rooms should be equipped with free and stable WI-FI, and passwords (if set) must be provided to relevant staff/personnel;
- All competition venues should be equipped with free and public WI-FI networks for spectator use;
- One (1) password-protected / exclusive WI-FI network each for (V)VIPs, IWUF Secretariat staff, ITOs, and Press;
- Broadband internet access with a minimum upload and download speed of five megabytes per second (5 mps) for use by the IWUF for live streaming.

Separate connections shall be maintained for participant groups and spectators.

At least two (2) Internet technicians should be on standby during the entire competition period to resolve any internet network or connection issues.

## **6.4 Electricity Supply**

A consistent power supply is key to guaranteeing a high-quality presentation of the event. The following electricity supply requirements must be met:

- All venues must have a sufficient and stable electricity (power) supply.
- At least one (1) functioning generator shall be on standby with a technician

during the entire competition period.

The LOC shall ensure that the power supplies during the event are backed-up by uninterruptible power sources. Information regarding the local power standards shall be provided to the IWUF at least 30 days before the event.

### **6.5 Air Conditioning**

Air conditioning is essential for providing a comfortable atmosphere for athletes to warm up and compete.

- All functional rooms must be equipped with air conditioning (central air or individual air conditioner).
- All venues (especially the competition and training venues) must be equipped with central air conditioning systems.

### **6.6 Miscellaneous**

The LOC shall prepare adequate printers/copiers for the event as required by the IWUF.

# CHAPTER 7

# COMMUNICATIONS

## Chapter 7 Communications

### 7.1 Communications Plan

The LOC, in coordination with the IWUF, shall draw up a communication plan. This plan must contain at least the following elements:

- Definition of the communication objectives, the list of key messages, target audiences, channels and timetables for regular release of information;
- a list of media and timetable for communication with the media, and
- a plan for media visits to sites of venues and workshops.

The LOC shall also prepare a crisis communication plan in case of any major issue such as the cancellation of the event, an act or acts of terrorism, accident, etc., and shall have it approved by the IWUF at least 60 days prior to the event. In case of a crisis situation, the LOC and the IWUF will decide together the appropriate way to communicate, with IWUF having final decision making.

### 7.2 Promotion Plan

A comprehensive advertising/promotion plan is critical for building awareness of the event among the public, especially in the local market. Advertising and promotion must be frequent, targeted and multi-channel, especially in the three months before the event.

The plan created by the LOC must be submitted to the IWUF for its approval well before implementation and at least 12 months prior to the event.

The items produced for the advertising / promotion plan shall be consistent with the event's look and feel, and include event's design elements, pictures, footage (if relevant), etc.. These materials shall be approved by the IWUF at least 12 months prior to the event.

Filling the stands with spectators is critical to the success of the event. Full venues contribute to creating a joyful atmosphere in the competition venues, generating the best performances from the athletes on the field of play, and promoting the host city and the event during TV broadcasts as well as to local and international media.

### 7.3 Media Management Operations

#### 7.3.1 Accreditation

The LOC shall be responsible for drawing up a list of media to be accredited for the event and for collecting requests from the media for accreditation. It is the responsibility of the LOC to ensure that the accreditation request collection process is conducted in a fair and responsible manner, without any prejudice. Accreditation is granted only after approval from the IWUF Communications Department.

### 7.3.2 Media Services

The media services should cover the following areas:

- Participants listed by National Federation;
- session schedules (to be distributed before the start of each session);
- draw sheets (updated daily), and
- session results available from Justtool and printed, copied, and distributed in the press center as soon as possible after each session.

The LOC must ensure media services are delivered on time and appropriately.

### 7.3.3 Media Facilities

#### 7.3.3.1 Press Center

At least one room, the Press Center, in each competition venue shall be provided for media representatives and photographers to work. The Press Center shall be closed and accessible only to those with media accreditation or photographers, and shall adhere to the following standards:

- Have a reception area for receiving accredited media;
- allow access to all accredited media, regardless of status as non-rights holders or video journalists;
- provide high-speed wireless internet connectivity for assembled media;
- provide LAN cables for connectivity at each provided workstation;
- provide internet ports next to each workstation;
- provide electrical outlets/connections at each desk, along with international power adapters;
- provide an adequate number of printers (the usage of which may be monetized).

#### 7.3.3.2 Press Conference Room

Press Conference Room is the place where all official press conferences shall take place before, during and after the event. This Press Conference Room shall be located close to the main press center and at a reasonable distance from the FOPs and locker rooms. The Press Conference Room shall adhere to the following standards:

- a head table with a seating capacity of a maximum of 10 people;
- seating capacity for a minimum of 50 people;
- a backdrop for the press conference room that includes the IWUF logo, event logo, title sponsor logo, and sponsor logos;
- a projector with screen or a large video display screen with connections for Mac and PC;
- an audio system with speakers that can support all standard audio devices;
- auxiliary personnel/technicians to set up/connect equipment and troubleshoot;
- an official photographer who shall send materials to IWUF media personnel for

- publication on IWUF website;
- interpreters or translation services in the agreed upon languages for the benefit of media representatives;
- volunteers;
- waste bins.

### **7.3.3.3 Press Box/Seating in Venue**

These are the seating areas inside the venue(s) that shall be used by accredited media representatives, including non-rights holders, for observing and reporting on the events. The seats must be located centrally within the arena and adhere to the following standards:

- Have a clear, unobstructed view of the fields of play;
- have adequate seating with desks/work stations to accommodate the accredited media;
- have wireless and cabled internet connectivity next to the desks;
- have adequate power supplies next to the desks;
- have adequate television screens with live feed and scoreboards;
- have an area with food and beverages inside the press box/gallery.

### **7.3.3.4 Flash Interview Zone and Mixed Zone**

A Flash Interview Zone, through which athletes must pass through when exiting the venue after a bout and where rights-holder TV interviewers can get exclusive access to the athletes immediately after the competitions, should be set up outside the FOP.

The LOC must set up an interview backdrop with the event's look and feel and sponsors' logos in the Flash Interview Zone where all interviews will be done.

The Mixed Zone is a dedicated area set up behind the Flash Interview Zone where non-rights holders media representatives (press, radio, news websites, and other TV channels) get access to the athletes for post-competition interviews.

## **7.4 Photographers**

### **7.4.1 Official Photographer(s)**

During and after the event, the LOC should provide photos taken by a professional photographer(s) to the IWUF. The list of professional photographers shall be submitted to IWUF communication team.

### **7.4.2 Photographer Area**

Photographers are vital group for the promotion of an event. It is critical to provide optimal photo positions in the competition and awards ceremony areas to ensure high-quality photos and excellent coverage of the event. Photographers shall be granted access to the FOP.

The LOC may select photographers who will be given access to the specific competition areas according to their accreditation requests and the names of the media agencies they represent, in addition to official IWUF photographers. The IWUF must approve the final list.



Photographers shall also be granted access to the Press Center. The LOC must provide dedicated high-speed Internet connections with sufficient bandwidth (upload speed) in the Press Center for the photographers so that they can send high-resolution files to their agencies for coverage of the event.

### 7.4.3 Photographers Bibs

The LOC shall provide photo-bibs for accredited and official photographers that clearly identify the wearer.



The LOC should appoint a designated photographer liaison.

#### 7.4.4 Technical Requirements

During the event, the LOC should produce photos taken by professional photographer(s) following guidelines:

Meetings:

- Group pictures of all the attendances (EB meeting, Committee Meeting, etc.), and
- presentation pictures.

Sporting Event(s):

- Pre and post-competition portraits;
- action pictures;
- action pictures of medalists;
- podiums and medalists, and
- environment during the award ceremonies.

Opening and Closing Ceremonies:

- Participant processions;
- VIP speeches (President, Vice Executives, etc.);
- athletes and judges oaths;
- IWUF flag arrival;
- IWUF flag raising, and
- closing: passing of the IWUF flag to the next host.

### 7.5 Digital Media

#### Digital Platform

The LOC shall set up digital media platforms in the language most widely spoken in the host country, for wider reach. These digital media platforms should include, and are not restricted to, the following:

- An event website;
- a Twitter handle;
- a Facebook page, and
- an Instagram account.

The type and number of channels may vary, depending upon the popularity of and access to these channels in the host country.

#### Website Requirements

The LOC should be responsible for the establishment of the event website. The technical requirements of the event website shall be identified and addressed by the LOC in coordination with the IWUF. The website shall adhere to established standards and provide the following in the interface:

- News section on home page;
- sports competition presentation;
- information about the athletes;
- live scores and results, and
- links to social media platforms.



### Digital Media

- Advertising space on the home page for banners promoting stakeholders related to the event (IWUF, host city, sponsors, etc.);
- contact information for any queries;
- a link to the event calendar and scoreboard on the home page;
- a video tab for live streaming of event on the home page, including medal ceremonies (if relevant), and
- a link to the IWUF website.

# CHAPTER 8

# TV BROADCASTING

## Chapter 8 TV Broadcasting

### 8.1 TV Broadcasting Management

#### 8.1.1 Host Broadcaster

The IWUF will appoint one professional company as exclusive host broadcaster of the major events hosted by the IWUF.

#### 8.1.2 International World Feed

The international world feed includes the continuous live world feed signal with international sound and commentary on separate audio tracks and full English graphics.

Commentary is to be in English, Chinese and any official language of the host country with selection of commentators to be made and approved by IWUF.

An appointed host broadcaster shall arrange for free live stream access of the events to LOC appointed local online channel or platforms in the host territory.

#### 8.1.3 Broadcasting Crew Members

The broadcasting crew will consist of:

- a production manager;
- TV directors;
- sound engineers;
- cameramen;
- graphic operators;
- technical coordinator;
- professional on-site commentators;
- a replay Operator, and
- additional ENG crew to shoot interviews, features and additional material out and around the venue.

The exact number of crew must be finalized at least three months prior to the event.

### 8.2 TV Coverage & Live Streaming

The LOC shall make every attempt to deliver more events than the semi-finals and finals. Appointed host broadcasters may provide the continuous international signal with international sound and commentary on separate audio tracks and full English graphics of the event to LOC appointed local online channels or platforms approved by the IWUF.

The list of LOC-appointed local video platforms or channels shall be finalized at least

three months prior to the event.

## **8.3 Broadcast Technical Requirements**

### **8.3.1 Power**

The LOC shall provide power access in the venue with at least a 150 KV electricity box or generator for TV compound.

If the venue power is not sufficient, two (2) generators (main and backup) with the capacity of 63 amp/3 phase for the OB-truck, and 32 amp/3 phase (TBC) for the SNG must to be provided by the LOC. Transport, fuel and logistics must also be included.

### **8.3.2 Internet**

The LOC shall provide two (2) specific internet connections:

- one TV-only internet connection with no less than 50MB with cable access available in the TV compounds and TV office, and
- fiber access to the OB truck for transmission purpose.

### **8.3.3 Room for Production**

The LOC shall provide enough space with access to power for the TV compound.

Provide one (1) secure, lockable TV office of not less than 15 square meters, close to the OB truck, and equipped with air conditioning, computer and production equipment and Internet for 3x streaming encoders and computers.

### **8.3.4 Venue Layout**

The venue layout shall clearly delineate the FOP, safety area, scoring statistics, spectators' seats, commentator positions, Flash Interview Zone, etc.

### **8.3.5 Lighting**

For a good broadcast production image, lighting of 1000 Lux minimum is desirable. Lighting over the FOP must be consistent and without darker or lighter areas.

### **8.3.6 Camera Platforms**

The LOC shall provide camera platforms. The size and height will be decided by host broadcaster after a site visit.

The main camera will need platforms at least 2 meters x 2 meters in width and 80-100 centimeters high.

If arena seating is numbered, specific seats must be reserved in the ticketing system for the main cameras.

### **8.3.7 Security-Equipped Parking Area**

The LOC shall provide 24-hour security for the TV compound, one TV office and all equipment related to TV beginning two days before the event.

### **8.4 Broadcasting Services**

The host broadcaster must have cable access to the following competition data and graphics to be integrated into the world feed:

- Participants listed by National Federation;
- session schedules (to be distributed before the start of each session);
- draw sheets (updated daily), and
- session results available from JustTool and printed, copied, and distributed in the press center as soon as possible after each session.

The LOC shall also provide at least two volunteers for the host broadcaster.

# CHAPTER 9

# MARKETING

## Chapter 9 Marketing

### 9.1 Business Plan

With an effective business plan, the LOC can generate domestic sponsorship and licensing agreements to achieve a balanced budget. The LOC shall manage the business plan effectively to avoid conflicts with existing commercial entities or agreements, and adhere to the following:

- The LOC shall abide by all relevant agreements of the IWUF Official Sponsors and deliver all relevant rights and benefits as communicated by IWUF.
- LOC shall submit a marketing plan to the IWUF and implement it following IWUF approval.
- The LOC shall draft templates for partnership and licensing agreements and submit them to IWUF for approval.
- The LOC should not engage in detailed negotiations regarding sales, sponsorship, or any other business agreements before requesting and receiving approval from IWUF.
- The LOC shall submit a strategic sales and activation plan for event-related properties.
- The LOC shall set up a procurement working group to review event-related supply opportunities in collaboration with the IWUF.

### 9.2 Merchandising & Gifts and Approval Procedure

The LOC may develop event-branded products and sell them at merchandising booths set up at competition venue(s) during the event. Event products of categories or kind exclusively granted to an IWUF sponsor cannot be sold by the LOC unless approved in writing by IWUF.

The LOC can distribute souvenirs branded with the event's identity, logo, and name to the participants. The souvenir list and designs should be submitted to IWUF for approval at least 30 days before they are manufactured.

All items produced for the event shall be according to the specifications outlined in any request, contract, or other agreement. If there are any discrepancies, the LOC must ensure that the parties involved are aware of these discrepancies and that such discrepancies are approved or the items are produced again.

### 9.3 Rights Protection and Management

To protect the event's value and the rights of marketing partners, and safeguard the inherent value of IWUF properties and preserve the financial success of the event, rights protection shall comply with relevant provisions in the IWUF Constitution and other guidelines and guard

to protect the event's value and the rights of marketing partners, and safeguard the inherent value of IWUF properties and preserve the financial, rights protection shall comply against ambush marketing, counterfeit merchandise, and illegal or pirated broadcasts.

The LOC shall undertake a comprehensive education program and implement a robust system for monitoring and addressing misuse or infringements in a timely manner, including a detailed rights protection program and appropriate legislation for creation and protection of intellectual properties.

The LOC shall submit or obtain any further agreements or legal documentation on intellectual properties to IWUF.

The LOC shall submit all LOC logos or images to the IWUF for approval prior to any use.

The LOC shall respect any further direction issued by the IWUF regarding the adoption and protection of intellectual properties.

## **9.4 Sponsorship Services**

IWUF Official Sponsors provide invaluable financial and operational support for the event. In return for their support and expertise, such sponsors are granted exclusive worldwide marketing rights, hospitality rights, supply rights, and other benefits. The LOC has an opportunity to enlist domestic partners whose marketing and promotional rights are limited to the host country and do not conflict with rights already granted to IWUF Official Sponsors.

The LOC shall develop an Official Sponsor recognition program in the form of advertising, public relations activities, signage, and internal and external communications.

The LOC shall ensure the accommodation, ticketing, transporting, and accreditation services are made available to sponsors.

The LOC shall respect the clean venue requirements and the permitted branding standards as communicated by IWUF.

The LOC may collaborate with IWUF on the implementation of on-site filming by the IWUF, at no cost to the LOC, for the sponsors that wish to document their respective marketing efforts.

## **9.5 Licensing & Equipment**

LOC Licensing

Equipment Arrangement

The LOC should abide by the rules of equipment arrangement when hosting the IWUF official competition. Licensing program should seek IWUF approval before becoming into effect.

## 9.6 Ticketing

The LOC shall create its own ticketing system or make arrangements with an existing ticketing agency for the sale and distribution of tickets. The ticketing plan shall be submitted to the IWUF for approval at least 30 days prior to the event.

The ticketing plan shall include (but is not limited to) the design and layout of tickets, ticket allocations, and seat assignments to key clients for all parts of the event, as well as the accredited seating plan (numbers and locations).

The LOC shall also establish a sales mechanism to actively market tickets to customers through the event website, email, and other channels. Tickets sold by the LOC shall include the day of the event, the name of the venue, the seating area, the category, and the price, and the tickets must be designed in accordance with the identity of the event.

The LOC shall provide the planning, testing, and implementation process for physical and digital ticket sales and delivery, including the appointment of the relevant providers, to IWUF for approval.

## 9.7 Brand, Identity, Event Look, and Signage

Each event has a distinct look and feel that are communicated visually. There are five relevant points to consider:

1. A visually compelling creative vision

The LOC shall announce the logo and mascot(s) at the same event to both maximize the communication opportunities for brands and to optimize resources.

2. Effective management that ensures coherent and consistent implementation

The LOC shall take measures to manage the brand, identify, look of the event, paying particular attention to signage.

3. A focus on international audiences as well as links to the culture and traditions of the host city

The LOC shall submit a strategy that ensures that the city is visibly identified as the host city.

The LOC shall ensure that the event look creates a festive atmosphere and provides a memorable experience for all attendees.

4. Ownership rights to any and all brand, identity and event look elements

In general, the LOC shall own rights to any and all elements of the brand, identify, and look as communicated with IWUF.

5. A commercial strategy that clearly defines logo usage

The LOC shall submit a commercial strategy that defines the use and/or specific program for to IWUF for approval.

Signage consistent with the look and feel of the event is of fundamental importance for efficient operations and a positive experience for all stakeholders.

Signage covers both inside and outside the venue area.

- Inside the venue area: wayfinding signage, both for vehicles and pedestrians; room/areas identification; other required signage.
- Outside the venue are: Wayfinding signage for vehicles, commonly referred to as transport signage,
- And wayfinding signage for pedestrians.

When designing signage, the LOC is encouraged to use internationally recognized symbols, express simple messages, and implement accessible installation. The LOC shall also ensure that signage is fully consistent with and implements elements of event identity.

The LOC shall submit a signage plan that includes design, procurement, installation, maintainance, removal, and recycling/disposal of all signage to IWUF.

# CHAPTER 10

# PROTOCOL & CEREMONIES

## Chapter 10 Protocol & Ceremonies

### 10.1 Opening Ceremony

The LOC is responsible for planning and organizing the opening ceremony of the event as agreed with the IWUF.

The opening ceremony can feature:

- Opening speeches/protocol direction;
- a wushu demonstration(s);
- video and media content presenting the event;
- an artistic show linked to local culture, and
- a parade of all national teams present.

All participating delegations must be present in their official national team uniforms in the opening ceremony.

The parade shall be organized as follows:

- The host country flag bearers and IWUF flag bearers enter first;
- all participating delegations shall parade behind a shield bearer and the official flag of their country;
- the name of the NF's country shall appear on the shield in English and in accordance with the name listed in the IOC country code;
- the order of the parade shall be based on the English alphabetical order, and
- the host country's delegation shall enter last .

### 10.2 Closing Ceremony

The LOC may plan and organize an official closing ceremony or an informal event such as a closing banquet to bid farewell to the participants.

The closing ceremony or banquet program shall be determined by the LOC.

The closing ceremony or banquet can feature the following:

- Closing speeches;
- distributing appreciation awards;
- wushu performance/demonstration;
- flag handing-over ceremony.

### 10.3 Awards Ceremony

#### 10.3.1 Awards Ceremony Protocol and Preparations

The LOC should prepare the following components for the award ceremony:

- Protocol officers;

- hostesses;
- a flag ceremony;
- national anthems (short versions);
- lighting equipment;
- audio equipment;
- a master of ceremonies (MC);
- an audio technician.

The LOC should organize award ceremony rehearsals for staff members (hostesses, audio technician, MC, etc.) prior to the start of the event.

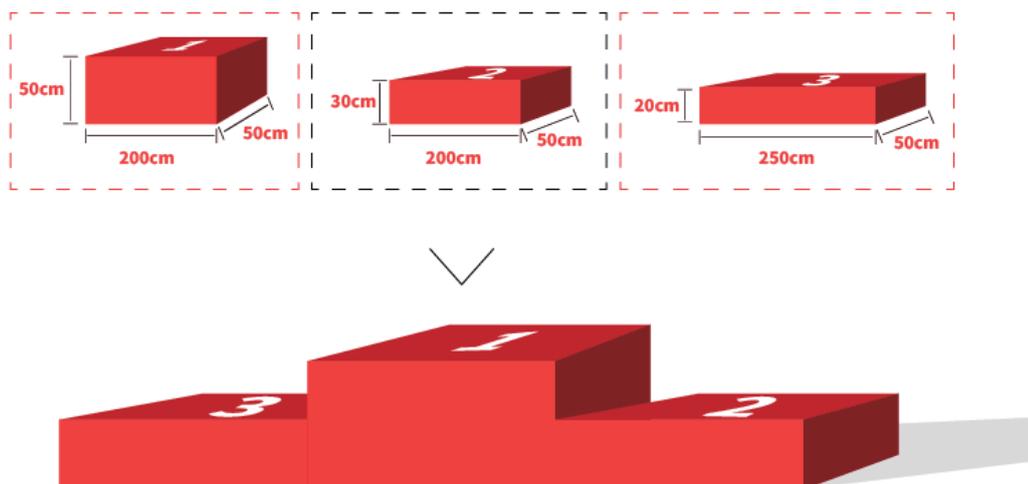
### 10.3.2 Awards Ceremony Area

The Awards Ceremony will be held in a specific area of the competition venue with a podium and backdrop.

### 10.4 Awards Ceremony Podium

The awards ceremony podium shall be set up at the competition venue. The awards ceremony podium shall be erected with the appropriate consideration given to audio/visual equipment to ensure coverage of the ceremony.

- Length: 200cm (Gold medalist), 200cm (Silver medalist), 250cm (Bronze medalist);
- Width: 50cm (all medalists);
- Height: 20cm (Bronze medalist), 30cm (Silver medalist), 50cm (Gold medalist).



Arrangements must be made for flag presentations for the medalists. The flag poles or other hanging structures must have different heights so as to mirror the second, first

and third places of the podium.

The full design of the awards ceremony area shall be provided to the IWUF for its approval at least two (2) months prior to the start of the event.

The IWUF emblem must appear on the awards ceremony podium as well as on the panel behind the podium.

An area in front of the podium shall be reserved for press and photographers. The area shall be outside the area in which the awards will be presented and shall not interfere with the procedure of the ceremony.

The area of the presentation ceremony must be kept clear so photographers may take portraits of athletes.

### **10.5 Awards Ceremony Backdrop**

Podiums should be set in front of a backdrop. The backdrop contributes to the overall feel of the Awards Ceremony, and is important to support the event sponsors' rights and interests, featuring the various logos per sponsor guidelines and consistent with the .

### **10.6 Athletes, VIPs & Accompanying Persons**

It is recommended to ensure that the athletes and officials are well informed of the following:

- The top three winners in each event must attend the award ceremony;
- in case a winner is unable to attend the ceremony, the medals may be presented to an official of the relevant delegation. The official must not mount the podium but rather walk in front of the podium and receive the medal etc. in his or her hands;
- the athletes are not allowed to take any national flag or any other national, cultural or religious symbols to the podium;
- winners are expected to attend the ceremony in their national team uniforms; however, they are permitted to attend the official ceremony wearing sports uniforms should the ceremony take place immediately after the competition;
- athletes are expected to take off caps/hats during the ceremony;
- athletes, VIPs and accompanying persons are required to face the flags while they are being raised, and
- medalists must remain at the disposal of the press following the award ceremony.

### **10.7 Additional Recommendations & Duties**

The LOC must compile the list of those invited to present awards in line with the requirements of the IWUF. The LOC must invite these people in advance and in writing. The invitation should include information such as the time and place of the ceremony, as well the contact details of the person in charge.

The LOC is advised to check the names, titles, functions, etc., of the presenters and provide this information to the master of ceremonies.

The LOC must inform the athletes and the heads of delegations of the time and locations of the medal ceremonies.

The LOC must gather the medalists and check their names, positions in the official results and their nationalities and relay this information to the master of ceremonies.

## 10.8 Ceremony Procedure

- MC's first announcement (Those concerned are requested to take their positions.)  
"Ladies and gentlemen, the victory ceremony will start shortly."
- Fanfare
- Marching music – entrance music
- Entrance of the accompanying persons, VIPs and athletes
- Example of entrance order:
  - The accompanying persons for the athletes
  - The bronze medalist
  - The gold medalist
  - The silver medalist
  - The accompanying person for the VIPs
  - The VIPs for the medals and flowers
  - The accompanying persons bearing the medals and flowers
- Positions of the persons in the awarding area:
  - The accompanying persons bearing the medals and the bouquets stand on the right side of the podium
  - The athletes with the accompanying persons march behind the podium
  - The VIPs with the accompanying persons stand on the left of the podium
  - The entrance order will be decided by the IWUF
- MC's announcement for the introduction (at the end of the entrance music)  
"We are now going to begin the Awards Ceremony for the (discipline/event).  
The medals will be awarded by (name, title).  
The bouquets (or other relevant item) will be presented by (name, title)."
- MC's announcement for the awarding of the medals and presentation of flowers, etc.

"Third place and bronze medalist (name, country)."

The athlete mounts the platform from behind.

"Second place and silver medalist (name, country)."

The athlete mounts the platform from behind.

"First place and gold medalist (name, country)."

The athlete mounts the platform from behind.

At each instance of awarding, the hostess bearing the medal/s and bouquet/s approaches the VIPs

- MC's announcement prior to the playing of national anthems "Ladies and gentlemen, now please rise for the (country) national anthem."
  - Relevant anthem playing with hoisting of flags
  - Exit of the accompanying persons, VIPs and athletes
- At the end of the ceremony, the exit order is as follows:
- The accompanying persons with the VIPs
  - The accompanying persons with the athletes
  - The accompanying persons who bear the medals and bouquets
  - MC's closing remarks



Figure 21 – Awarding Site Basic Layout

**CHAPTER 11**  
**ORGANIZATION**  
**OF IWUF MEETINGS**

## Chapter 11 Organization of IWUF Meetings

### 11.1 IWUF Meetings

There are four types of IWUF Meetings:

- IWUF Congress;
- IWUF EB Meeting;
- IWUF Committees Meeting, and
- IWUF Working Groups Meeting;

Convened every two years, the IWUF Congress is generally in conjunction with the World Wushu Championships. As requested by the IWUF, in case of any IWUF meetings to be held during the event, the LOC should be responsible for arranging and covering the expense of the organization of the IWUF Meetings. It is required that a manager from the LOC and 3 volunteers are assigned to assist with the IWUF Secretariat before and during the meetings.

### 11.2 General Requirements

The LOC should prepare the basic facilities and services for the IWUF Meetings, including the following but not limited to:

- A projector and screen;
- banner and name plates (graphic file will be sent by the IWUF to the LOC before the meeting);
- table microphones;
- portable microphones;
- a hospitality area with appropriate snacks and drinks, and
- TV.

A general set-up of the IWUF meetings can refer to the following checklist:

| Meetings                | Facilities         |    |                    |                   |                      | Hospitality |              |                 |
|-------------------------|--------------------|----|--------------------|-------------------|----------------------|-------------|--------------|-----------------|
|                         | Projector & Screen | TV | Banner & Nameplate | Table microphones | Portable microphones | Pen & Paper | Bottle water | Snacks & drinks |
| Committees Meetings     | √                  |    | √                  | √                 |                      | √           | √            | √               |
| Working Group Meetings  | √                  |    |                    | √                 |                      | √           | √            |                 |
| Executive Board Meeting | √                  |    | √                  | √                 |                      | √           | √            | √               |
| Congress                | √                  | √  | √                  | √                 | √                    | √           | √            |                 |

### 11.3 IWUF Congress

As IWUF Congress holds the highest authority of the IWUF, the organization of the Congress should also meet the following requirements:

- The Congress room should be equipped with adequate facilities, including a drop-down screen, a digital HD projection, Wi-Fi and a sophisticated intelligent lighting system to create an ideal backdrop;
- inside the Congress room there should be a head table with seating for 20 people, and table microphones placed for every two persons attending the Congress;
- outside the Congress room there should be a dedicated registration area and a spacious foyer ideal for registration and welcoming delegates, and
- once the preparations for the Congress start, a conference manager together with four volunteers should be assigned to assist the IWUF Secretariat staff of planning the function to deliver a good service from start to finish.

An IWUF Secretariat Office should be set up at the designated hotel for the EB members and IWUF Secretariat staff to work for a period beginning at least two days prior to the meeting date and terminating one day after the end of the Congress.

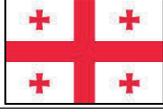
The office should contain necessary office equipment, including but not limited to:

- Desks and chairs;
- a good internet connection;
- a printer and copier;
- paper and printer ink, and
- at least three staplers with staples.

|         |     |                        |   |
|---------|-----|------------------------|---|
| ASIA    | AFG | Afghanistan            |    |
| AFRICA  | ALG | Algeria                |    |
| EUROPE  | AND | Andorra                |    |
| AMERICA | ARG | Argentina              |    |
| EUROPE  | ARM | Armenia                |    |
| OCEANIA | ASA | American Samoa         |    |
| OCEANIA | AUS | Australia              |   |
| EUROPE  | AUT | Austria                |  |
| EUROPE  | AZE | Azerbaijan             |  |
| ASIA    | BAN | Bangladesh             |  |
| AMERICA | BAR | Barbados               |  |
| AFRICA  | BDI | Burundi                |  |
| EUROPE  | BEL | Belgium                |  |
| AFRICA  | BEN | Benin                  |  |
| AMERICA | BER | Bermuda                |  |
| EUROPE  | BIH | Bosnia and Herzegovina |  |

|         |     |                              |   |
|---------|-----|------------------------------|---|
| EUROPE  | BLR | Belarus                      |    |
| AMERICA | BOL | Bolivia                      |    |
| AFRICA  | BOT | Botswana                     |    |
| AMERICA | BRA | Brazil                       |    |
| ASIA    | BRU | Brunei Darussalam            |    |
| EUROPE  | BUL | Bulgaria                     |    |
| AMERICA | CAN | Canada                       |   |
| ASIA    | CAM | Cambodia                     |  |
| AFRICA  | CGO | Congo                        |  |
| AMERICA | CHI | Chile                        |  |
| ASIA    | CHN | People's Republic of China   |  |
| AFRICA  | CIV | Cote Divoire                 |  |
| AFRICA  | CMR | Cameroon                     |  |
| AFRICA  | COD | Democratic Republic of Congo |  |
| AMERICA | COL | Colombia                     |  |
| AFRICA  | COM | Comoros                      |  |

|         |     |                    |   |
|---------|-----|--------------------|---|
| AMERICA | CRC | Costa Rica         |    |
| EUROPE  | CRO | Croatia            |    |
| AMERICA | CUB | Cuba               |    |
| EUROPE  | CYP | Cyprus             |    |
| EUROPE  | CZE | Czech Republic     |    |
| AMERICA | DOM | Dominican Republic |    |
| AMERICA | ECU | Ecuador            |   |
| AFRICA  | EGY | Egypt              |  |
| EUROPE  | ESP | Spain              |  |
| EUROPE  | EST | Estonia            |  |
| AFRICA  | ETH | Ethiopia           |  |
| OCEANIA | FIJ | Fiji               |  |
| EUROPE  | FIN | Finland            |  |
| EUROPE  | FRA | France             |  |
| AFRICA  | GAB | Gabon              |  |
| AFRICA  | GAM | Gambia             |  |

|         |     |                          |   |
|---------|-----|--------------------------|---|
| EUROPE  | GBR | Great Britain            |    |
| EUROPE  | GEO | Georgia                  |    |
| EUROPE  | GER | Germany                  |    |
| EUROPE  | GRE | Greece                   |    |
| AFRICA  | GUI | Guinea                   |    |
| AMERICA | GUY | Guyana                   |    |
| ASIA    | HKG | Hong Kong, China         |   |
| EUROPE  | HUN | Hungary                  |  |
| ASIA    | INA | Indonesia                |  |
| ASIA    | IND | India                    |  |
| ASIA    | IRI | Islamic Republic of Iran |  |
| EUROPE  | IRL | Ireland                  |  |
| ASIA    | IRQ | Iraq                     |  |
| EUROPE  | ISL | Iceland                  |  |
| EUROPE  | ISR | Israel                   |  |
| EUROPE  | ITA | Italy                    |  |

|         |     |                                  |   |
|---------|-----|----------------------------------|---|
| AMERICA | JAM | Jamaica                          |    |
| ASIA    | JOR | Jordan                           |    |
| ASIA    | JPN | Japan                            |    |
| ASIA    | KAZ | Kazakhstan                       |    |
| AFRICA  | KEN | Kenya                            |    |
| ASIA    | KGZ | Kyrgyzstan                       |    |
| ASIA    | KOR | Republic of Korea                |    |
| ASIA    | KUW | Kuwait                           |   |
| ASIA    | LAO | Lao People's Democratic Republic |  |
| EUROPE  | LAT | Latvia                           |  |
| AFRICA  | LBA | Libyan Arab Jamahiriya           |  |
| AFRICA  | LBR | Liberia                          |  |
| AMERICA | LCA | Saint Lucia                      |  |
| ASIA    | LBN | Lebanon                          |  |
| EUROPE  | LTU | Lithuania                        |  |
| EUROPE  | LUX | Luxembourg                       |  |

|         |     |                             |   |
|---------|-----|-----------------------------|---|
| ASIA    | MAC | Macau, China                |    |
| AFRICA  | MAD | Madagascar                  |    |
| AFRICA  | MAR | Morocco                     |    |
| ASIA    | MAS | Malaysia                    |    |
| AFRICA  | MAW | Malawi                      |    |
| EUROPE  | MDA | Moldova                     |    |
| ASIA    | MDV | Maldives                    |    |
| AMERICA | MEX | Mexico                      |   |
| ASIA    | MGL | Mongolia                    |  |
| EUROPE  | MKD | Republic of North Macedonia |  |
| AFRICA  | MLI | Mali                        |  |
| EUROPE  | MLT | Malta                       |  |
| EUROPE  | MNE | Montenegro                  |  |
| EUROPE  | MON | Monaco                      |  |
| AFRICA  | MOZ | Mozambique                  |  |
| AFRICA  | MRI | Mauritius                   |  |

|         |     |                  |   |
|---------|-----|------------------|---|
| AFRICA  | MTN | Mauritania       |    |
| ASIA    | MYA | Myanmar          |    |
| OCEANIA | NCL | New Caledonia    |    |
| EUROPE  | NED | Netherlands      |    |
| ASIA    | NEP | Nepal            |    |
| AFRICA  | NGR | Nigeria          |    |
| EUROPE  | NOR | Norway           |    |
| OCEANIA | NZL | New Zealand      |   |
| ASIA    | PAK | Pakistan         |  |
| AMERICA | PAR | Paraguay         |  |
| AMERICA | PER | Peru             |  |
| ASIA    | PHI | Philippines      |  |
| ASIA    | PLE | Palestine        |  |
| Oceania | PNG | Papua New Guinea |  |
| EUROPE  | POL | Poland           |  |
| EUROPE  | POR | Portugal         |  |

|         |     |                                       |   |
|---------|-----|---------------------------------------|---|
| ASIA    | PRK | Democratic People's Republic of Korea |    |
| AMERICA | PUR | Puerto Rico                           |    |
| EUROPE  | ROU | Romania                               |    |
| AFRICA  | RSA | South Africa                          |    |
| EUROPE  | RUS | Russia                                |    |
| AFRICA  | RWA | Rwanda                                |    |
| Oceania | SAM | Samoa                                 |   |
| AFRICA  | SEN | Senegal                               |  |
| AFRICA  | SEY | Seychelles                            |  |
| ASIA    | SGP | Singapore                             |  |
| AFRICA  | SLE | Sierra Leone                          |  |
| EUROPE  | SLO | Slovenia                              |  |
| EUROPE  | SMR | San Marino                            |  |
| OCEANIA | SOL | Solomon Islands                       |  |
| AFRICA  | SOM | Somalia                               |  |

|         |     |                             |   |
|---------|-----|-----------------------------|---|
| ASIA    | SRI | Sri Lanka                   |    |
| EUROPE  | SRB | Serbia                      |    |
| AFRICA  | SUD | Sudan                       |    |
| EUROPE  | SUI | Switzerland                 |    |
| EUROPE  | SVK | Slovakia                    |    |
| EUROPE  | SWE | Sweden                      |    |
| ASIA    | SYR | Syrian Arab Republic        |    |
| AFRICA  | TAN | United Republic of Tanzania |   |
| ASIA    | THA | Thailand                    |  |
| ASIA    | TJK | Tadjikistan                 |  |
| ASIA    | TKM | Turkmenistan                |  |
| AFRICA  | TOG | Togo                        |  |
| ASIA    | TPE | Chinese Taipei              |  |
| AMERICA | TTO | Trinidad and Tobago         |  |

|         |     |                          |   |
|---------|-----|--------------------------|---|
| AFRICA  | TUN | Tunisia                  |    |
| EUROPE  | TUR | Turkey                   |    |
| AFRICA  | UGA | Uganda                   |    |
| EUROPE  | UKR | Ukraine                  |    |
| AMERICA | URU | Uruguay                  |    |
| AMERICA | USA | United States of America |    |
| ASIA    | UZB | Uzbekistan               |    |
| AMERICA | VEN | Venezuela                |   |
| OCEANIA | VAN | Vanuatu                  |  |
| ASIA    | VIE | Vietnam                  |  |
| ASIA    | YEM | Yemen                    |  |
| AFRICA  | ZAM | Zambia                   |  |
| AFRICA  | ZIM | Zimbabwe                 |  |



**IWUF**

INTERNATIONAL WUSHU FEDERATION

[www.iwuf.org](http://www.iwuf.org)