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INTRODUCTION
The Olympic Games is the most prestigious event in the International Judo Federation (IJF) calendar and this should be reflected in the level of service provided to all client groups. The organising committee (OCOG) should strive to deliver a higher standard than that which is currently experienced in most of the IJF World Judo tour events.

This document should be used in conjunction with the latest version of the IJF Sport and Organisation Rules (SOR) and the IJF Event Organisation Guide (EOG). These can be found at www.ijf.org/documents

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Abbreviations:  
FOP - field of play  
OBS - Olympic Broadcast Service  
PRD - printed results distribution  
RTDS - real time display system
ACCOMMODATION
5 star hotel, in a good location, proximity to the venue is a plus

Requirements: Number of rooms: 85-100 including approx 10-15 suites
One lounge space to be used for group dinners: approx 85-100 persons capacity
Buffet dinner with a mutually agreed menu needed for each day and non alcoholic beverages included
Lounge to start 1 day before draw and to end the day before the end of the competition
Spa / fitness suite appreciated
Proximity to a T3 station or OFH appreciated
1 ballroom to be used on the night of the last competition day, for a cocktail reception for approx 350 persons
1 office space for max 10 persons, to be used a few days before the competition starts
1 storage room for the entire period

COMPETITION VENUE
Seating capacity: 15,000 - 20,000 gross
Sufficient toilets for all client groups with designated toilets and changing rooms for athletes and changing rooms for technical officials (male and female).
Temperature: 18 – 22°C

Athlete lounge (Approximate size: 200 m²)
Layout: Tables and chairs for dining, sofas for lounging, hot/cold food and drinks preparation and serving areas
Technology: Wi-Fi
4 medium TVs with CATV connections (2 OBS Feed, 2 RTDS)
1 MyInfo+ account

Athlete medical room (Approximate size: 70 m²)
This should be as close as possible to the FOP and warm up area. There should be a clear evacuation route from FOP to the medical room and from FOP to the ambulance.
Layout: Reception area with separated examination cubicles
Equipment: OCOG responsible
Coaches’ room (Approximate size: 30 m²)
Layout: Sofas for relaxing
Equipment: Clothes rack and hangers for hanging suits and suit bags

Competition management office (Approximate size: 100 m²)
Layout: Office style
Equipment: Desks and chairs for 20 - 30 people
Technology: 1 MyInfo+ account
1 phone with telephone line
5 desktops or laptops connected to the printer
10 LAN ports
3 TVs Stand Alone 32in (2 OBS Feed, 1 RTDS)
1 A3/A4 laminator
1 multifunctional colour printer/copier

Delegation analysis room (Approximate size: 25 m²)
NOCs can purchase through rate card the live feeds.
Layout: Office style
Equipment: Desks and chairs for 10 - 15 people
Technology: Wi Fi
OBS feeds

Delegation cubicles (Approximate size each: 6 m²)
30 cubicles situated in or close to the warm up area.
Equipment: Physiotherapy bed and 2 chairs in each one

Field of play (Approximate size: 40 m x 55 m)
A minimum of three entrances to the field of play are needed to run the competition. Carpet in
should be laid in the FOP and warm up area and anywhere else an athlete can walk as they are
barefoot. The carpet should be covered during venue installation to avoid any debris that ath-
letes may step on.

Tatami (mats): The contest areas are numbered from left to right from the side where the techni-
cal table is located. All tatami for IJF events must be IJF approved. Each tatami should measure
1 m x 2 m x 5 cm. The contest area shall be 10 m x 10 m with a common safety area of 6 m and
a minimum exterior safety area of 4 m. The tatami need to be placed on a resilient solid plat-
form made of wood or a similar material. It must be one metre wider and longer than the tatami
dimensions (normally 20 m x 36 m) and must be between 0.8 m - 1 m in height, the optimum
height will depend on the sightlines from the technical tables and tribune. The elements making up the platform must be aligned without space in between; the surface must be smooth and fixed in such a way that the individual mats cannot be displaced. The minimum height above the mats must be 12 m from the lowest hanging object.

The official tatami colours, for IJF events, are yellow (123C) and red (1795C). Any other colours proposed by the OCOG must be approved by the IJF before use. Any decoration on the tatami, such as the host city name, year or event logos, can only be placed on the safety area, never on the contest area. This decoration should not be slippery.

Lighting: A cold lighting specification is required. The light from the rig must be 1,500 LUX on the tatami and should be consistent. This means that it should be 1,500 LUX covering all tatami, the safety area and two metres minimum beyond the safety area. All lights should be on dimmers, so that when one tatami finishes the other can be dimmed.

Cabling should be tidy, avoiding the athlete pathway and hidden as much as possible

Coach seating should be boxed in and dressed in the look of the Games.

Technical table (covered with table cloths) should have universal sockets power supply to each place, small 20 cm high privacy screens can be built in front of the table to hide computers, equipment and paperwork etc.

Equipment: Cleaning materials and fluid spill kit including disposable gloves
Manual draw and timing and scoring system
Guest name card holders
Stools or low chairs for video camera operators
Tensa barriers to control client flows

Technology: Extra large colour screens for the public showing sport presentation and live feed
3 TVs 32in for referee draw (1 per tatami + 1 spare)
10 wired (RJ45) LAN ports for IJF staff on technical table
2 printers - general B&W A4 internet dedicated to the IJF IT team
1 microphone for the referee radios (intercom)
1 13-console w/microphone and data cable for referee radios (intercom)
6 stopwatches - 2 real time, 2 osaekomi, 2 delayed athlete
Video Adjudication – IJF Care System

2 video Monitors
Specification: 24-27”, Full HD 1920x1080, HD-SDI input
Location: central CARE system

4 TFT monitors
Specification: 24-27”, Full HD 1920x1080, DVI and HDMI input
Location: central CARE system
8 full HD video cameras and tripods
Specification: Full HD with HD-SDI output (BNC)
Location: 4 around each tatami
8 HD-SDI BNC cables
Location: from cameras around the tatami to the central CARE system position
OLYMPIC GAMES IJF REQUIREMENTS

3 uninterruptible power supplies
Specification: Min. power each UPS: 980 Watts/1440 VA or better.
Waveform type: Pure Sine wave
Location: central CARE system

12 OBS Feeds (HD-SDI signals)
Specification: delivered by BNC cables, full HD, audio embedded.
Location: central CARE system

Omega to provide
8 scoreboard TVs (55-65 inches)
Laptops and timing and scoring equipment
2 active loudspeakers and cables

**General Secretariat's office** (Approximate size: 30 m²)
Layout: Office style
Equipment: Desks and chairs for 4 - 6 people
Technology: Wi-Fi
1 colour printer/copier

**IJF staff work room** (Approximate size: 15 m x 20 m)
Layout: Office style
Equipment: Desks and chairs for 4 - 6 people
Technology: Wi-Fi
1 colour printer/copier
1 MyInfo+ account

**Judogi control area/call room** (Approximate size: 150 m²)
Equipment: Bags, boxes or basket for athlete clothing
Clothes hanging rack and coat hangers for spare judogi, belts and white t-shirts
Nail clippers
Optical lamps
Rule 50 cover up kit
Sokuteiki
Tables and chairs

Technology: 4 medium TVs with CATV connection - 2 OBS Feed, 2 RTDS
2 monitors - 19.5 inch with RTDS
2 microphones connected to the speakers in the warm up area
2 speakers for sound feedback
Judogi control area (waiting area/athlete entry) (Approximate size: specific to venue)
Technology: 6 medium TVs with CATV connection - 2 OBS Feed, 4 Real Time Display (2 in FOP)

President's private room (Approximate size: 50 m²)
Layout: Informal seating area with sofas and coffee tables, decorated with flowers etc.
Coffee/snack station area
Beverage corner with refrigerator

Technology: 3 medium TV with CATV connection - 2 OBS feed, 1 RTDS
Wi-Fi
1 MyInfo* account

Random weigh-in rooms (male and female) (Approximate size: 20 m²)
Official weigh-in rooms (male and female) (Approximate size: 35 m²)
Layout: Table and 2 chairs

Equipment: 5 set of scales - maximum 4 digits (000,0), 200kg cap, one decimal place, calibrated daily
Tensa barriers

Sewing room (Approximate size: 20 m²)
Layout: Workshop style

Equipment: Sewing machines and accessorises

Sport equipment room (Approximate size: 50 m²)
As close as possible to the FOP for storing sport-specific equipment.

Sport information desk (Approximate size: 30 m²)
Located in the warm up area or athlete lounge.

Layout: Reception desk style

Equipment: Desk and chairs for volunteers
Noticeboard
Pigeon holes for NOCs

Technology: 1 coach assistant screen Games network is necessary
1 laptop PC - General Standard Internet
1 phone for staff with telephone line
1 MyInfo* account
1 colour printer
1 PRD printer B&W Games network is necessary
**Technical delegates' office** (Approximate size: 50 m²)
Layout: Office style

Equipment: Desks and chairs for 4 - 6 people

Technology: Wi-Fi
1 colour printer/copier

**Technical officials' lounge** (Approximate size: 120 m²)
Layout: Tables and chairs for dining, sofas for lounging, hot/cold food and beverage preparation and serving areas

Technology: Wi-Fi
3 medium TVs with CATV connection - 2 OBS Feed, 1 RTDS

**Technical officials' meeting room** (Approximate size: 60 m²)
Layout: Classroom style

Equipment: Desks and chairs for 50 - 60 people
Technology: Wi-Fi
3 medium TVs with CATV connection - 2 OBS Feed, 1 RTDS
1 screen/clear wall to show projector image
1 projector

**VIP lounge** (Approximate size: 200 m²)
Layout: Informal seating area with sofas and coffee tables
Dining area with tables (suggested 6 round tables x 10 people)
- White table cloths, chairs covered in white chair covers and ribbon
  (suggested to have 1 colour scheme with flowers & ribbon)
- Flowers on tables
- Full selection of cutlery, glasses and cloth serviettes

Cocktail (bistro) tables (suggested 8)

Expected traffic during the day:
- 200 pax for coffee station and beverage
  > at least 150 glasses for champagne
  > at least 50 glasses for red wine and 50 glasses for white wine
- 100 pax for food

Buffet service area
Coffee station area
Beverage corner with at least one refrigerator
Service during the day

Coffee Station
• Variety of teas, including black tea and green tea
• Nespresso machine (at least 2 machines) with capsules (Caramelito, New Cosi, Volluto, Decaf)
• Milk (fresh and UHT capsules) and variety of sugars, including honey and sweetener

Beverage Station
• Still and sparkling water (suggested still water Evian and sparkling Perrier)
• Selection of soft drinks and juices
• Red and white wine (to submit suggested brands)
• Champagne (Dom Perignon)
• Selection of beer
• Selection of spirits (to submit suggested brands)
  - Cognac, whisky, vodka, gin, local spirits and beverages

Finger Food
• Selection of finger food (local specialities etc.)
• Selection of sweet finger food
• Italian corner will be set up by IJF
• Fruits & chocolate

Lunch
• Time suggested: 12:30 / 13:00 – 16:30 (to be confirmed closer to date)
• Menu proposal should include:
  - Soups
  - Salads
  - Starters and rice / pasta / noodles
  - Main course – suggested 1 fish, 1 meat and 1 vegetarian option
  - Side dishes – selection of minimum 2 side dishes
  - Dessert – at least 3 options per day including fruits, cakes, chocolate

After competition cocktail
• Finger food should be available and refreshed for after competition cocktail. It is ideal if a new menu of finger food is proposed for this cocktail and varies a little from the day.

Technology:
  3 medium TV with CATV connection - 2 OBS feed, 1 RTDS
  Wi-Fi
  1 MyInfo* account
  Sound system (with back up microphone) and low background music during the day
**Warm up area** (Approximate size: 1000 m²)
Depending on the venue, the warm up tatami may be in a room on their own or combined with other facilities like athlete cubicles, medical room, changing rooms etc. It should be as close as possible to the judogi control area.

All tatami must be from an IJF approved supplier, 3 contest areas of 10 m x 10 m with 4 m safety area (46 m x 18 m, 150 yellow mats, 264 red mats). The layout can be changed depending on the shape of the space. The tatami need to be placed on a resilient floor at ground level. If the floor is concrete, there should be Taraflex (or similar) underneath the mats. The minimum height above the tatami must be 5 m.

**Equipment:** Ice machine

**Technology:** 6 large TV with CATV connection - 4 OBS feed, 2 RTDS
1 coach assistant screen Games network is necessary
2 speakers connected to the microphones located in the judogi control area

**DRAW VENUE**
Iconic building such as a theatre or similar.

Professional translator for English and local language.
Layout: Theatre style (500 people) with a top table for 8 - 10 people

**Equipment:** Guest name cards

**Technology:** 2 TV Screens for clear visibility at the draw
1 Sound system
PA set
3 Photocopiers Minimum of 50 ppm
1 Games network For Omega
2 Printer B&W OCOG responsible as Games Network is necessary
Welcome Cocktail: should take place after the draw. This should be a standing buffet. All draw attendees are invited.

**Beverage Station**
- Coffee and tea
- Still and sparkling water
- Selection of soft drinks and juices

**Finger Food**
- Selection of local finger food
- Selection of sweet finger food

**TRAINING VENUE**
The OCOG shall provide training areas and transport for all delegations. The training areas should be sufficient to accommodate the number of participants, it should be adequately ventilated and a temperature of 18 - 22°C maintained so a good air conditioning/heating system is necessary. Training times should be coordinated between the Organizing Committee and the delegations.

<table>
<thead>
<tr>
<th>Dates of operation</th>
<th>From the opening of the Olympic Village until the last day of the judo competition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field of play requirements</td>
<td>Number: 16 mat areas (8 m x 8 m). 1 mat area (16 m x 16 m).</td>
</tr>
<tr>
<td></td>
<td>Curtain separation required between each mat area for privacy with sufficient circulation space for coaches and support staff and benches for sitting.</td>
</tr>
<tr>
<td></td>
<td>Temperature must be 18(^\circ)C - 22(^\circ)C (never exceeding 22(^\circ)C).</td>
</tr>
<tr>
<td>Training surface</td>
<td>IJF approved tatami (mats) need to be placed on a resilient floor at ground level. If the floor is concrete, there needs to be Taraflex (or similar) underneath the mats. Minimum height above the mats must be 5 m.</td>
</tr>
<tr>
<td>Ancillary facilities</td>
<td>Changing rooms with lockers, showers, toilets, saunas, scales, medical provision and athlete lounge area with snacks and drinks.</td>
</tr>
</tbody>
</table>
VILLAGE
The weigh-in and sewing room is normally shared with other sports.

Official weigh-in rooms (male and female) (Approximate size: 35 m²)
Layout: Table and 2 chairs

Equipment: 5 set of scales - maximum 4 digits (000,0), 200kg cap, one decimal place, calibrated daily
Tensa barriers

Sewing room (Approximate size: 35 m²)
For checking that the athletes' judogi conform to rule 50 and for the sewing of the personalised back patches.

Layout: Work room style with a reception area for deposit and collection of judogi

Equipment: Athlete back patches
Plastic bags for carrying judogi
Sewing machines and accessorises
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