

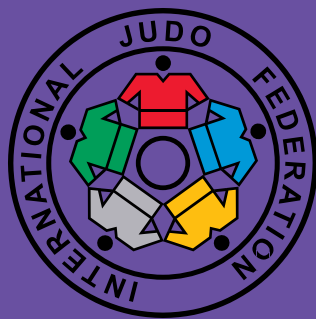
February 2023 Edition

More than **35** Events  
**JUDO**   
every year



# Event Organization Guide [EOG]

World Championships | World Masters | Grand Slam | Grand Prix





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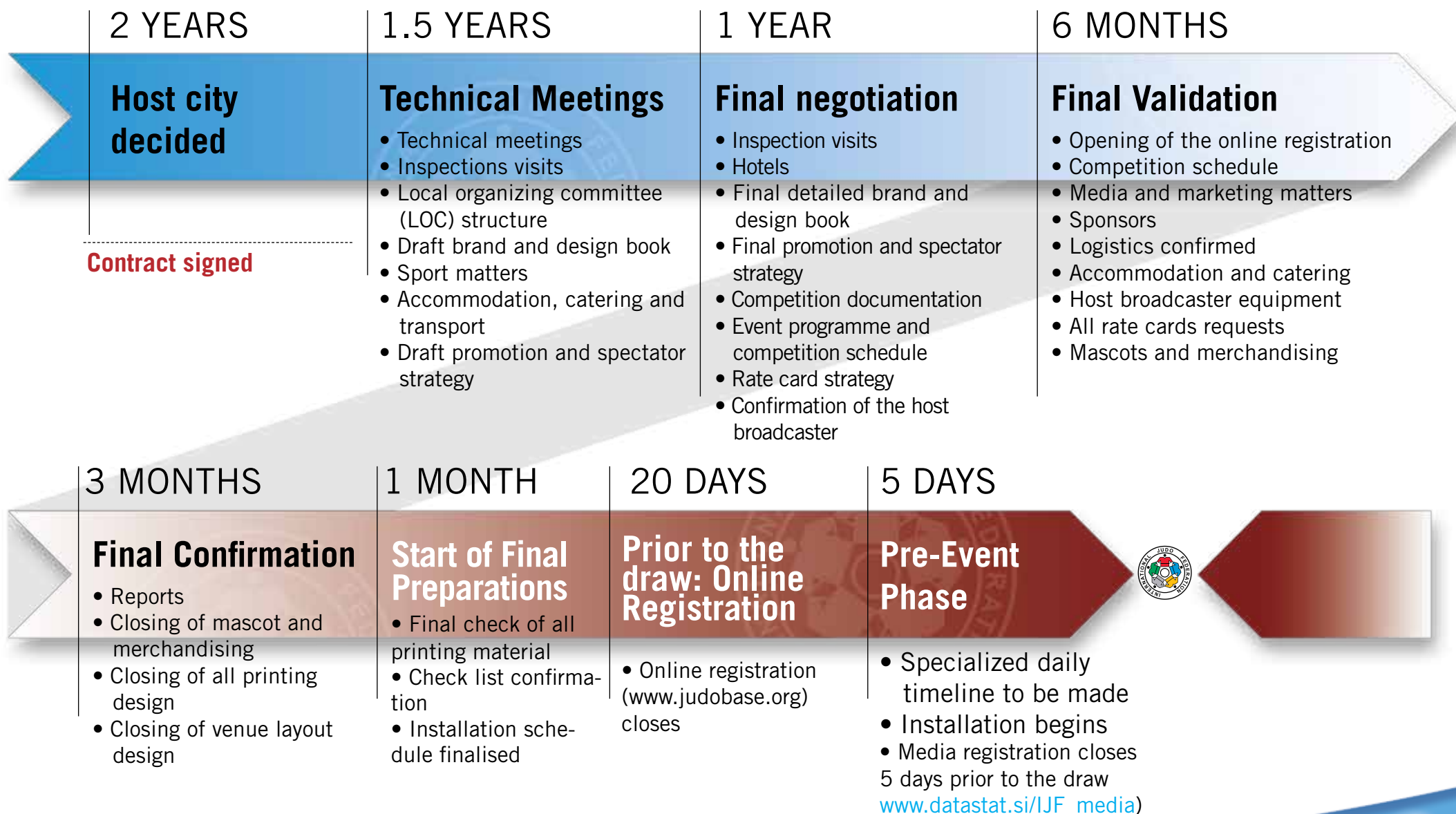
# PRE EVENT PREPARATIONS





# 1.1 Timeline

## Pre Event Preparations





## 1.2 The Local Organizing Committee

The Local Organising Committee (LOC) should be designed in such a way that local knowledge, skills and expertise are used. The LOC structure should be set up that is effective and efficient. The following key positions are recommended:

### Competition Manager/ Event Manager

The person that is responsible for the planning, coordination, management and delivery of the entire event.

### Accommodation and Catering Manager

Works directly with the Protocol Manager to ensure that rooms are ready for people arriving and that the rooms are in accordance to standard. Ready to make immediate changes as requested. Check and create all aspects of the food program during the event, from meals at hotel to catering at the venue and night programs. This person is also in charge of staff who is serving to teach them how to work.

### Ceremonies Manager

In charge of all activities related to the event to ensure that procedures are followed, from draw ceremonies, press conferences to award presentations during the event and passing of the flag from event to event.

### Education and Coaching Manager

Works actively with IJF Education and Coaching commission to ensure the correct running of the judogi control, random weigh-in and management of coaches. The Education and Coaching Manager supervises the educational activities.

### Floor Manager

In contact with counter parts to make the show part of the event and to coordinate the athletes when to enter, begin match and leave - in charge of synchronizing event with TV. Overseeing the announcements and sport presentation.

### IT Manager

In charge for completing all technical checks lists and ensuring that the correct requested equipment is in place for the event and installed in the sports hall.

### Media Manager

Responsible for all relationship and setup procedures in regards to media. Ranges from registration of Media, Press releases, creation of spot clips, management of event exposure and event promotion including both indoor and outdoor advertising. This person works in direct contact with the IJF Media Director.

### Medical Manager

Checks the control laboratory. Insures that the doping control room is ready and fully equipped, as well as the necessary staff to be fully trained and ready to work. Doping manager works directly with the IJF Medical Director and is responsible for WADA regulations.

### Referee Manager

Looks after the needs of the local Technical Officials and the IJF Referee Commission and Referees.

### Security Manger

Works in direct communication with the IJF Security Manager. Is responsible for all security and safety measures. Must be in direct contact with all security on location, police or private, in order to regulate access and safety.

### Sport Manager

Works actively with IJF Sport Directors to ensure the correct sport running of the event, from registration, draw, weigh-in, etc.





## 1.2 The Local Organizing Committee

### Transport Manager

Creates all logistics for transport from point of arrival to venue, special events and departure for participants in the event. Responsible to have special list ready with all information about vehicle information as well as names and flight information of ALL participants of event. Special task is to prepare information sheets for all client groups with regards to their specific transportation arrangements.

### TV/Broadcast Manager

Responsible for all TV planning and delivery.

### VIP Manager

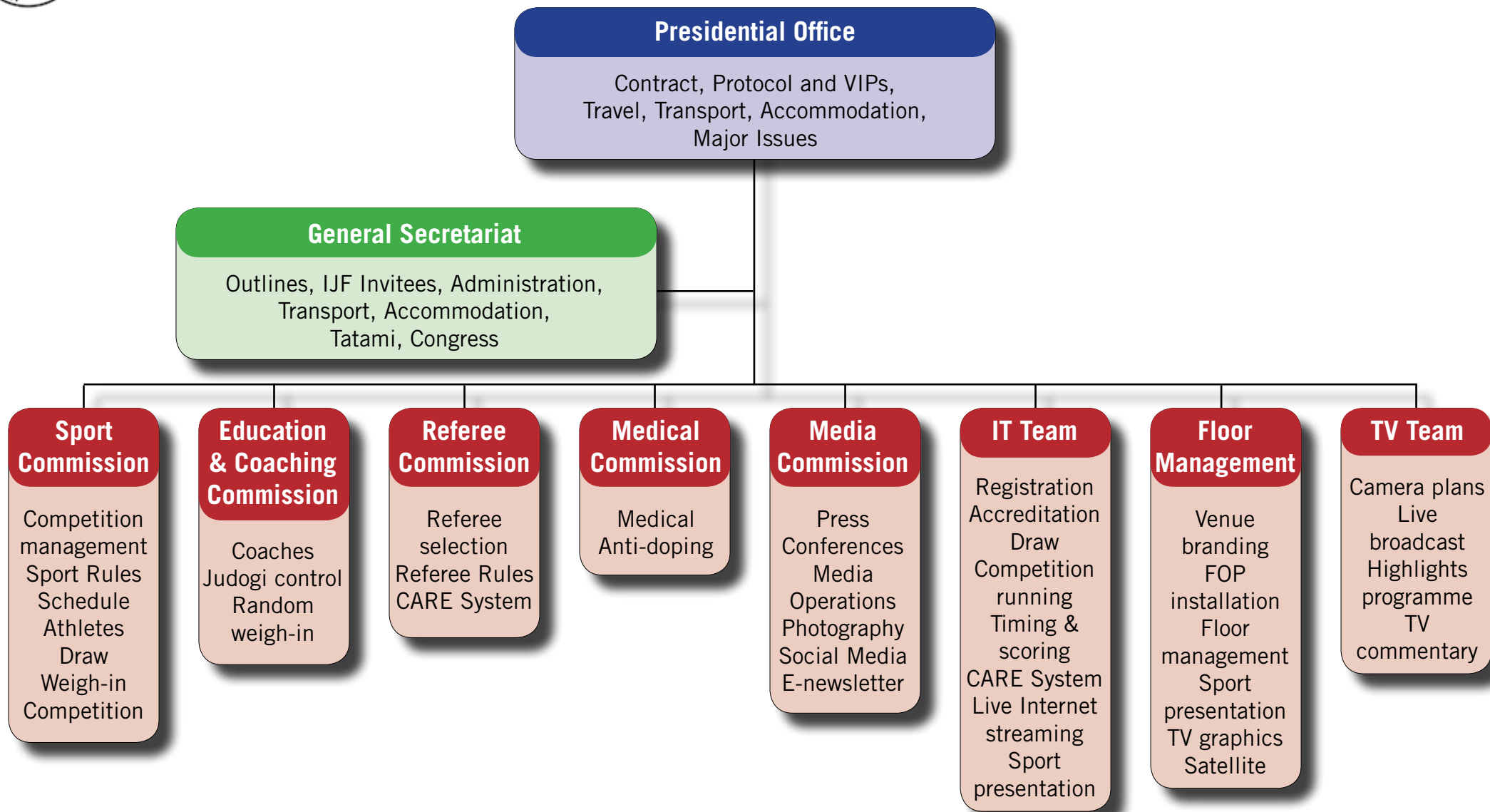
Need to ensure all services and comfort for VIP guests from arrival in country to departure.

**During events the IJF has a number of sectors each with their own areas of responsibility.  
In case the local managers do not speak English, an experienced translator should be provided.**





# 1.3 IJF Structure



For each event a key contact list will be produced so that communication can take place.





# 1.4 Key Clients and Stakeholders

## Delegations

Athletes, coaches, team officials, team doctors

## IJF

Commission members, international referees, staff

## Media

Hosts broadcaster, rights holders, written press and photographers

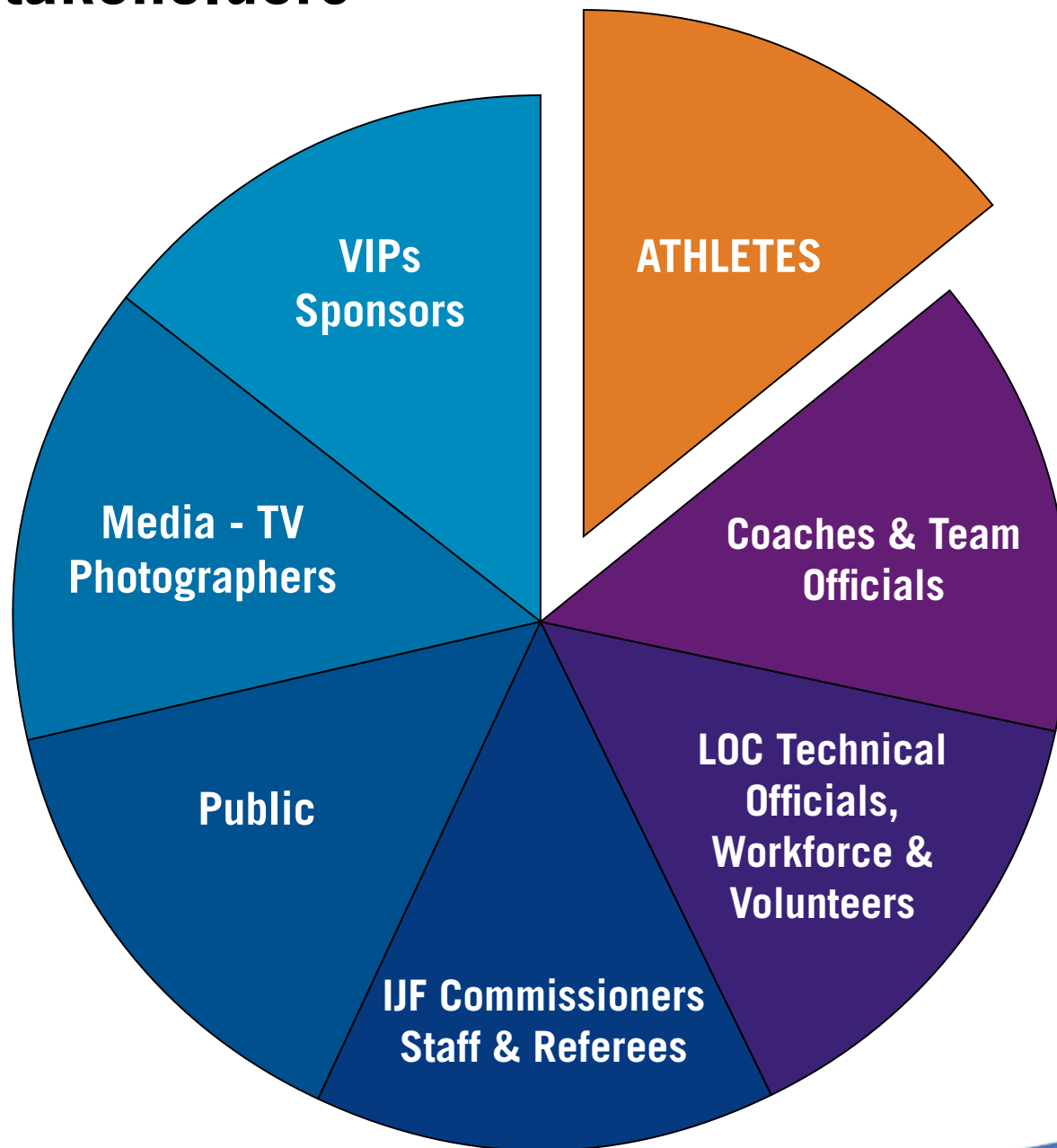
## VIPs and VVIPs

Includes IJF Executive, invited guests, sponsors, National Federation Presidents

## Workforce

Local paid staff, medical staff and volunteers

**There must be an understanding of the needs and desires of each client group and these needs must be met in a proactive way.**





# 1.5 Brand and Design

## International Judo Federation Colour Schemes

### **BANNERS**

DARK BLUE

Pantone C: 100 M: 90 Y: 20 K: 00

### **ACCREDITATIONS**

Coaches **YELLOW**

Athletes **GREEN**

All others **EVENT COLOUR**

### **TATAMI**

**YELLOW 123C**

**RED 1795C**



### **WORLD CHAMPIONSHIPS**

Colour for the World Championship to be decided with the IJF by an agreed deadline.

### Banner Design

For the draw, press conference and awarding, live presentation (for graphic presentation )

**The 50% for Organizer and 50% for IJF rule needs to be followed on the banner regardless of total number of sponsors.**

### **Elements**

- Prize money
- Only exception is (World Championships Senior)
- Competition City name, Event Type, Year, Country (ex. Paris Grand Slam 2015 - France)
- IJF logo + local federation logo
- Judo text
- Competition logo
- Sponsor logos in banner form
- Size of each sponsor box should be according to IJF layouts
- Head of athletes must not go higher than the logos.
- Text must be above the athlete's head (consider the tallest athletes)
- IJF and event flag in the venue





## 1.5 Brand and Design

**All the layouts will be sent by the IJF two months before the competition.**

**ALL OTHER PRINTS (BANNERS, SPECIAL ATHLETES ENTRANCES) NEED TO BE APPROVED BY THE IJF**

**Printed Materials (see Annexes 1 and 2)**

### **Directionals Signs**

Need to include: IJF/organizer/competition logo/sponsor logos and directions. The signs should be in English and local language.

**Cheques:** NO cheques ON THE STAGE. PRIZE MONEY IN ENVELOPE.

**Medal:** Medals need to be of high quality and with corresponding design including the IJF logo only. Medal should be a minimum of 9 cm in diameter (the design to be approved by the IJF). The event must be identified on the medals with original design. The IJF will provide the lanyards, which are 2.5 cm in width. Ensure that the medals are well attached and will not fall off when placed on the Judoka!





# 1.5 Brand and Design

## Print Media: Template Page Design

A master template must be made and all printed materials at the event must be on that letterhead - validated by IJF.

**IMPORTANT! 50% LOCAL - 50% IJF RULES ARE COMPULSORY FOR ALL THE MATERIALS  
BANNERS, OFFICIAL PAPERS, ACCREDITATION, MAGAZINES, POSTERS, TICKETS, PHOTOGRAPHER BIBS ETC.**

## Banners

- Awarding stage banner - position, dimensions, sponsors distribution
- Double player presentation banner - position, dimensions, sponsors distribution
- Mixed zone banner - position, dimensions, sponsors distribution
- Press conference banners - position, dimension, sponsors distributions
- Balcony banners / entrance banner / other banners
- Outdoor banners

## Event Magazine

- Competition magazine
- Magazine cover should include the following:
  - Proper logos (competition and partners)
  - First page words from IJF President
  - Second page words from local federation President
  - Page with all IJF sponsors
  - Dedicated page for one (1) IJF partner
  - Draw sheets as inserts if possible

## Mascot and Merchandise

The Mascot of the event is the best tool for showing the local touch, spirit and flare - the mascot gives the event a special identity. For the World Championships, the competition logo must also be designed to follow the same strategy. The design of the mascot, competition logo and all advertisements must be approved by the IJF and must follow the scheme and strategy of the IJF, as per the contract.

**THE MASCOT MUST BE APPROVED BY THE IJF**







# 1.6 Inspection Visits (see Annex 3)

## Sport Sector - Inspection Checklist

### Running the Competition | Number of Mats

- Scoreboards and computer program
- Entry and exit of the fighters and coaches
- Plan of the venue
- Info in warm up area
- Preparing advertising for Final block
- Contest order
- Awarding ceremonies order during final block

### Awarding Ceremony

- Staff for ceremony
- Decoration and advertising behind the podium
- Location of the podium
- Removal of journalists
- National anthems – short version
- List and info about the VIP's providing ceremony

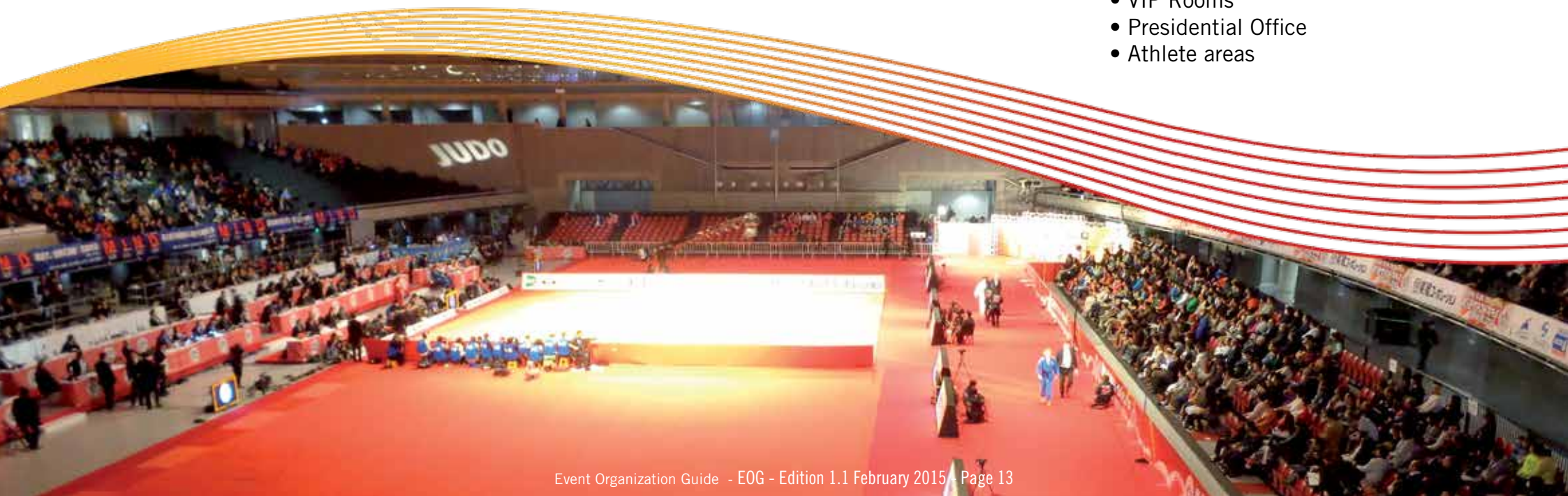
### TV Guidelines

- Announcement
- Awarding ceremony
- Pictures of athletes with main info
- Location of public and VIP
- Presentation of the athletes
- Schedule time of the whole TV program

### In Venue Check

The following rooms must be designed and checked with IJF:

- Referee Room
- Doping Control
- IJF Rooms
- VIP Rooms
- Presidential Office
- Athlete areas





# 1.7 Event Programme and Competition Schedule

The programme should include the competition schedule and all other activities that are planned during the event. The competition schedule is the responsibility of the IJF Head Sport Director. Once the agreed programme has been published in the event outlines any changes must be approved by the IJF.

Date	Time	Activity	Location
Wednesday 18 March	09:00 – 10:00 12:00 – 21:00 14:00	Training Accreditation IJF visit to local school	Ippon Judo Club Hotel Hilton St. George's Primary School
Thursday 19 March	09:00 – 10:00 09:00 – 12:00 14:00 – Just after the draw From 15:00 19:30-20:00 20:00-20:30	Training Accreditation Draw + Press conference + Referee meeting Welcome cocktail Unofficial weigh-in Official weigh-in Women: -48kg, -52kg, -57kg / Men: -60kg, -66kg	Ippon Judo Club Hotel Hilton Hotel Hilton Hotel Hilton Hotel Ibis
Friday 20 March	10:00 16:30 17:00 19:30-20:00 20:00-20:30	Competition Day 1 Women: -48kg, -52kg, -57kg / Men: -60kg, -66kg Preliminaries (on 3 tatami) Opening ceremony Final block (on 1 tatami) Unofficial weigh-in Official weigh-in Women: -63kg, -70kg / Men: -73kg, -81kg	Sport Hall    Hotel Ibis
Saturday 21 March	10:00 16:30 17:00 19:30-20:00 20:00-20:30	Competition Day 2 Women: -63kg, -70kg / Men: -73kg, -81kg Preliminaries (on 3 tatami) Press conference Final block (on 1 tatami) Unofficial weigh-in Official weigh-in Women: -78kg, +78kg / Men: -90kg, -100kg, +100kg	Sport Hall  Media room Sport Hall Hotel Ibis
Sunday 22 March	10:00 17:00 20:00	Competition Day 3 Women: -78kg, +78kg / Men: -90kg, -100kg, +100kg Preliminaries (on 3 tatami) Final block (on 1 tatami) Farewell dinner for delegations	Sport Hall   Hotel Hilton
Monday 23 March		Departure of the delegations	



# 1.8 Event Promotion Strategy

**ALL PROMOTIONAL MATERIALS MUST BE APPROVED BY THE IJF BEFORE THEY ARE PRODUCED**

## Promotion - Event Advertising

Around city and at all official venues (hotels and sport hall) the competition banner should be included.

## City Advertising

Vertical advertisements throughout city and near sports hall. Promoting the EVENT is essential to ensure success and also spectators! You have one big main event. It is essential to build several smaller events leading up to the main event. The IJF will advise on the following tools of promotion:



## Event Advertising Platforms

- Radio advertising
- Billboards throughout city
- Local television announcement
- Local newspaper announcement/ IJF give to the local broadcaster a minimal media plan for promos

## Event Website

- Distribution of flyers and pamphlets
- Touristic offices
- Local malls
- Public areas
- IJF and local Facebook

## Event Info and Ticket Distribution

Local ICON / Heroes of Judo should take part in activities around the country like training with children at dojos around the country, visiting children centers, making press appearances. All Federation trainings and events the year before are a great occasion to give pamphlets to judoka informing about the event. Tickets packet with price written on the ticket, of 10 tickets, should be given to clubs to distribute to Judoka who can then sell or gift them to their friends to attend events. Ticket Sales can be done on the event website as well to other International Federations fan base.



**AT THE END OF THE COMPETITION THE IJF NEED TO RECEIVE A FOLDER WITH ALL THE NEWSPAPERS AND VIDEO MATERIALS (NEWS MAGAZINES, POSTERS, PICTURE WITH BANNERS IN CITY) TO CREATE A DATA BASE FOR OUR SPONSORS**





# 1.9 Spectator Strategy

## Local clubs / Members

- Promotion material to give to their family and friends
- Posters of the event
- All invited to the event – free/reduced cost
- All trainings cancelled during the event
- Make it a club day out
- Offer merchandise in advance

## Local schools

- Day trip to the event with educational activities, learning the rules, trying judo and then watching the competition
- Free entry

## Local / National heroes

- Former or current athletes signing autographs, photographs etc.

## Other

- Free local travel with tickets or accreditations
- Free or reduced cost tickets
- Email campaign stressing the importance of their support
- Use local children/national cadet and junior judoka in the opening ceremony





# 1.10 Arrivals and Departures

## Airport

Manned welcome desk with:

- Event logo
- Banners



Airport reps waiting at the exit with a poster of the logo of the event that is clearly visible from the arrivals exit.

## Hotels

Manned welcome desk in the hotel lobby with competition design and logos and banners.

Notice boards with information about bus schedules, programs and other relevant information submitted by the Competition Manager and the Protocol Manager.

## Special Guests

ALL VIP, EC and other special guests must be waited

for at the airport and also at the hotel on arrival.

Create a better feeling when someone knows your name and is waiting for you at the airport with YOUR NAME printed on a sign.

ALWAYS help the Guest with his luggage!

At the hotel there needs to be a person in charge of taking the VIP out of the car and to the reception for check-in. Super VIP should have their keys made already and handed to them on arrival so they can go straight to room. The person waiting with the list knows all room numbers of the guests and should immediately tell the hotel staff the room number to have the luggage delivered to the room.

## Welcome Pack

ALL VIP, EC and other special guests must have in their room, BEFORE they arrive, a welcome pack that includes the following documents that will be created together with the IJF and the organiser based on a template. The organiser shall send the required information to the Protocol Manager.

- Welcome letter by the IJF President (to be provided by IJF)
- Welcome letter by the President of the Host National Federation
- Program including competition details (preliminaries and final block), all official dinners and other associated events (if any)
- Information including time and place for

all the meals in the hotel and the sports hall (Times for breakfast, lunch and dinner, name of restaurants for each group of people - VIPs and IJF Staff)

- Information on transportation (see transportation section for further info) – document to be made by IJF after receiving names and numbers of drivers, as well as shuttle schedule info
- Map of the venue marking the VIP access, VIP tribune and IJF tribune on the field of play, also marking the route
- A list of contact persons from the IJF Team and the Local Organizing Committee (General Matters, Protocol, Accreditation, Transport)
- Departure information (time of pickup from the hotel to the airport)
- Any gifts given to the IJF Delegates and Guests by the Local Organising Committee



- Any brochures about the event or the country
- Accreditation card if needed





# 1.11 Transport

## Car Lists

Car list needs to be presented to the IJF with Car model, colour, type and year of production so that IJF can allocate cars accordingly to EC members and VIPs attending the event. All cars required by contract need to be available throughout the event. Small posters with the logo of the event and the name of the VIPs using the car, shall be placed in each car.



## Requirements

All Transportation Systems must be presented to and approved by the IJF. There must be person in charge of transport who speaks English. Scheduled system of transportation needs to be set and announced to all people including circulation from Venue to Hotels. **All private cars need to be assigned to certain people and those people need to be made aware of Driver Information and who they share car with.** If the locations are not within walking distance (not

more than 5 minutes on foot), transport has to be provided.

## For accreditation

A round trip from the hotels to the accreditation centre at least every hour during accreditation times.

## For the draw

- VIPs and coaches should arrive at the draw room not later than 20 minutes before the start of the draw. Return transport should be available 15 minutes after the end of the draw.
- On competition days (The journey time from the hotel to the sports hall should be clearly defined on the transport information schedule).
- First bus must arrive at the sport hall not later than 1 hour 30 minutes before the competition starts (number of buses available has to be calculated on the number of people in the hotel)
- Hotel to Sport Hall - until competition starts, transport every 30 minutes
- During the preliminaries, round trips (hotel – sport hall – hotel) every hour / 90 minutes
- Sport hall to hotel at the end of preliminaries (number of buses available should be relevant to number of athletes / coaches).
- Hotel to sport hall arriving 1 hour before final block and 30 minutes before
- Sport Hall to Hotel at the end of final



block (number of buses available should be relevant to number of athletes / coaches).

- Shuttle van after the finals for antidoping (the van should leave at regular intervals)
- Members of the transport team should be at all the points where transport is leaving to coordinate the vehicles.
- At the end of the day, after the last awarding ceremony, all vehicles should be at the venue for return trips, unless specified differently.







# 1.12 Accommodation and Catering

## Hotels should be provided for

- VIPs
- International Referees and IJF staff
- Delegations – low, moderate and high priced options. All delegates inscribed for an IJF official event must stay in one of the official hotels suggested by the organizers for a minimum of one (1) night.
- If more than one category of rooms are available, the number of rooms per category should be sent to the Presidential office for allocation.

## Catering

Delegations should be given the option of bed and breakfast or half board. Lunch and Dinners for delegations should always be buffet and not plated.

Menu suggestions for athletes can be found in Annex 4.





## 1.13 Accreditation

	Athlete
	Coach
	Team Leader
	Doctor
	Physiotherapist
	Referee
	VIP+ VVIP
	IJF Staff
	Press: Photo, Press: Journalist
	Press: TV & TV Arena
	Head of Organisation
	Organiser Field of Play
	Organiser
	Head of Security, Security



Accreditation card should include:  
**Sponsor, IJF and organizer logos, competition name.**  
**Backside to include program and contact information.**

All accredited personnel must have a clear job and access to do that job. All security in the building must know the access zones and be able to allow people inside their corresponding zones as well as deny access. All sponsors must be printed on cards.





# 1.14 Draw and Welcome Cocktail

## Event Draw: Elements and Procedure

- The draw room must be ready the evening before the draw (See annex 11 for draw room layout).
- High speed photocopiers should be ready to make duplicates of draw sheets and technical requirements available from technical team
- Draw takes place at 14:00 local time
- Plasma screens facing officials with Signal from Computers
- Preferred video switch Folsom DCS 100 or similar



## Elements

- One big projector with audio connection in centre
- Two tables for three officials on sides of projector, banner behind each table
- Name cards on tables
- IJF logo on tables with color background
- Real-time switcher between two computer feeds for projector
- Audio equipment with microphones on each table and two to three roving microphones

- The key person from organizer must assist the draw for any possible questions concerning any subject related with domestic issues
- VVIP “celebrity” guest arranged by organizer is welcomed/recommended to attract media
- Lighting control must be available to dim during presentation and bright during speech - as well as spots on organizer
- Speaker rostrum and microphone for the presenter.
- It is recommended that local VIPs/celebrities are invited by organizer in order to interest the media.
- Food and drink for people attending
- IJF and event flag on stage
- Draw speeches - three minutes maximum and not longer than the Presidents if he is in attendance
- Internet
- Cabling must be tidied and covered.
- For team draw requirements see Annex 9

## **DRESS CODE IS FORMAL FOR ALL**

## Welcome Cocktail

Welcome cocktail should take place after the draw. This should be a standing buffet. All IJF and delegation representatives, VIPs, referees and guests attending the draw are invited to this cocktail.

Menu should be sent to the Presidential office for approval

The banners should include the IJF and local logos, name of the competition and event title (IJF Welcome Cocktail / Official Dinner / Other official activities)

## **ALL BANNERS MUST BE APPROVED BY THE IJF**

## Elements

- Translator on site for simultaneous translation from English to local language and back
- Press invitations need to be made in cooperation with organizer and IJF
- Wireless microphones
- The referees’ meeting will follow the draw either in the same room or in a nearby room it must have 20 chairs, table with 5 chairs, microphone, video-projector







## 1.15 Press Conference



### Layout

- Name cards with titles for all delegates
- Same amount of IJF and LOC representatives
- Central position for the IJF President next to LOC President/VVIP
- Table microphones and 2 to 3 roving mic.

### Running

- Utilise local translator if available
- Press conference host to open with a warm welcome and introduction. Then introduce the delegates starting with IJF President and then LOC President/VVIP
- Welcome address from LOC President/VVIP
- Opening remarks from IJF President
- Invite questions from the floor
- Close the press conference - thank the media for their participation and supporting the World Judo Tour

### After

- Attend any pre-arranged one-to-one interviews which have been confirmed by the IJF President



## 1.16 IJF Official Judogi

### Judogi - Bib Advertisement

The full IJF Judogi rules can be found in the IJF Sport and Organization Rules (SOR). The LOC must provide the sponsor backnumbers for the event. The places to order the best quality back numbers are: [www.ijfbacknumber.com](http://www.ijfbacknumber.com) or [www.mybacknumber.com](http://www.mybacknumber.com)

There should be only one sponsor on the back number.

**ALL WHITE Judogi will have the IJF Selected Sponsor**

**ALL BLUE Judogi will have the LOC Selected Sponsor**

It is the option of the organizer if they will order the sticky backnumber or if they use a sewn produced by another company.

The IJF Education and Coaching Commission will distribute the sponsor backnumbers, if they are now sewn, to the athletes during the unofficial weigh in until the end of the official weigh in. To implement this process four tables, five chairs and four volunteers must be provided. To achieve this task an adequate area should be arranged close to the weigh in rooms. Arrange for six (6) tables, six (6) chairs and six (6) volunteers. Arrange for three (3) bins in the area.

If the backnumbers are sewn, the organizers must inform the delegations of the location and times of the sewing service.

It is strongly recommended that a sewing service runs during the competition days. This may help to sew any unsewn backnumbers or sew any missing advertisement labels. It should start operating 90 minutes prior to the official scheduled time of the preliminaries and stops at the end of the final block.

For Olympic Games special sizes of backnumbers will be used. Judogi will be controlled before these are attached.

- 34 cm x 35 cm to fit  
Women: -48 kg, -52 kg, -57 kg  
Men: -60 kg
- 38 cm x 39 cm to fit  
Women: -63 kg, -70 kg, -78 kg, +78 kg  
Men: -66 kg, -73 kg, -81 kg, -90 kg, -100 kg, +100 kg





# 1.17 Weigh-in

## Weigh-in (separate rooms for men and women)

- Facilities for unofficial weigh-in, facilities shall be opened from the arrival of the first delegation
- Official weigh-in (separate rooms of ca. 100 m<sup>2</sup>)
- Sufficient number, depending on how many weigh-in locations are used, of weighing scales (not of the spring type) of guaranteed accuracy, two (2) per room and one (1) scale in reserve for each room
- Two (2) tables, eight (8) chairs (by room)
- Two (2) assistants per weighing machine and a technician able to calibrate the machines
- Two (2) weigh-in lists per weight category
- Writing materials







# COMPETITION VENUE

The detailed plan of the sport hall (Annex 11) needs to be presented to the IJF team for approval and must include the following:

- Access strategy
- Security arrangements
- Seating logistic (all people attending including spectators)
- Flow of judoka during the event
- VIP/spectator areas
- Lunch areas for all
- Sponsorship locations and selling points
- Advertisement locations
- Ceremony plan and final block movement plan
- Media placement and movement plan
- Height of objects: tatami, official seating, referee table (clear view without any obstructions), etc.
- Temperature in the sports hall

**The IJF will make all final decisions!**

In case the stadium does not permit the sizes stated in the EOG, a request from organisers to the IJF to change sizes must be made and answered at least 45 days before the event.



## 2.1 General

The venue must be safe and free from any trip hazards. All debris from the installation must be removed and cables should be tidy, taped down and covered. The venue must have directional signage to assist with the flows of the client groups and security. All areas must be cleaned regularly to an acceptable hygienic standard (see Annex 5). The toilets and changing areas should be checked regularly during the event and soap, toilet paper and hand towels replenished.

The organisers should provide a space (in contact with the public) for IJF official supplier booth. The IJF will confirm the use of the space before the event.

## 2.2 Security

The LOC is responsible for the safety of all participants and guests. Security must be positioned to validate accredited personnel access. The security strategy must be approved by the IJF. The LOC must set the access plan for the stadium and send to the IJF for validation. Appropriate measures are to be taken prior to, during and after the event to ensure public safety.

These measures include:

- Providing safety on the grounds of all official hotels, venues and neighbouring areas, which spectators and participants will make use of during the event
- Entrance control, CCTV
- Restriction of intoxicated people, with alcohol or drugs, or visibly unstable persons from entering the venue. No tolerance regarding alcohol consumption within the sport venues
- Spectator inspection (weapons, fireworks, alcohol, glass, laser devices)
- Evacuation plan of the venue duly approved by local authorities (i.e. police, fire department, emergency response)
- Expedite investigation and action regarding any illegal action. Establishing counter-terrorism measures and immediate response to any legal violation
- Hotels, rooms or transportation of participants should not be marked with their national flags to best prevent any undesirable activities
- Security staff must be familiar with the IJF accreditation symbols

In order to run a professional event the Field of Play (FOP) must be kept clear. If someone does not have a role on the FOP or their job has finished they should not be there. They should move to the spectator tribunes of the back of house to watch the competition.



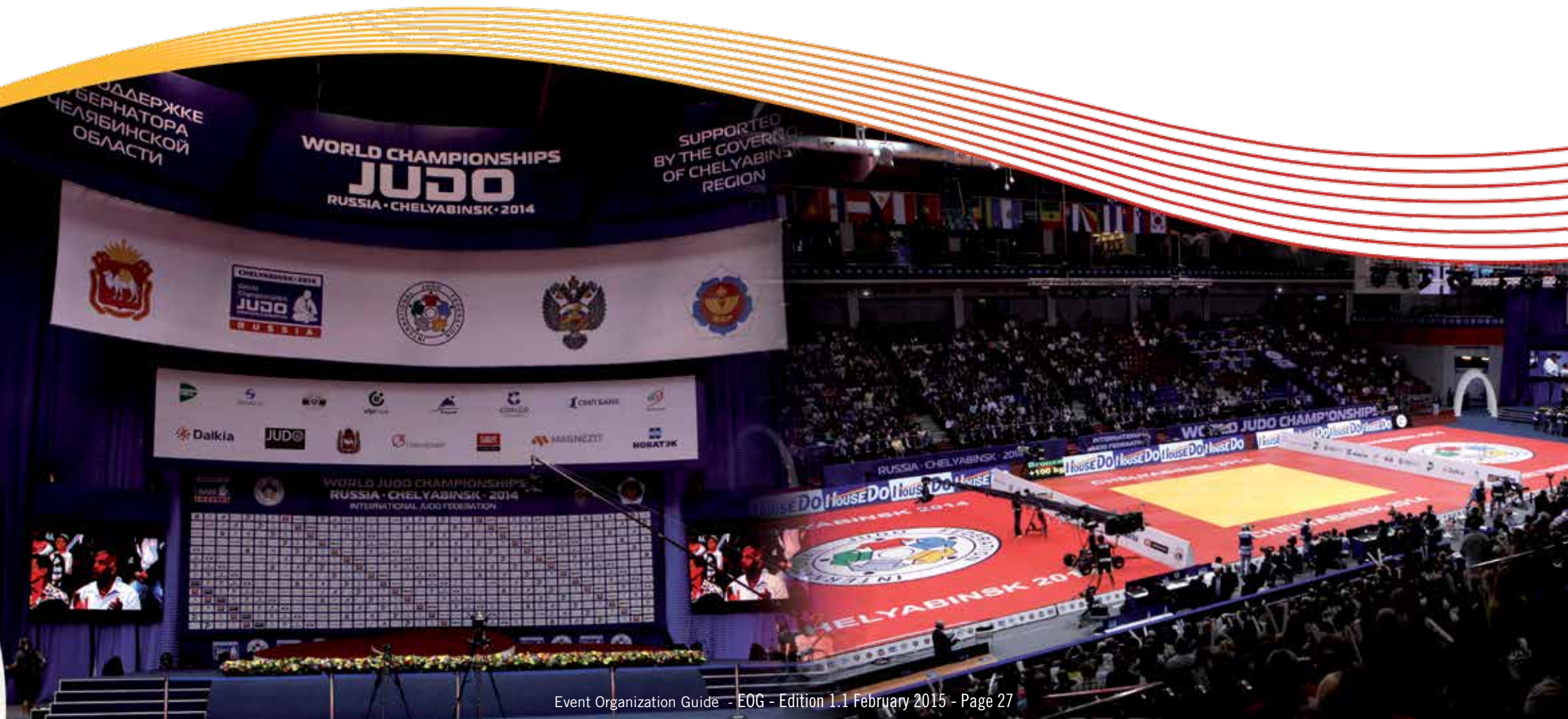


## 2.3 Competition Venue Dressing

The competition venue should be decorated with the look of the event in the agreed colour scheme.

Advertising banners need to be placed throughout the sports hall and include event logo, IJF logo, organizer logo, sponsors, name of the competition and prize money. Flowers can be included to add life to the stadium.

Entrance tops should also include the competition logos, sponsor logos and IJF/Organizer logos.







## 2.4 Athlete areas

### Training Venue

Training should be available from the arrival of the first delegation. Transport should be provided if it is not close to the athlete accommodation. For further details please refer to the IJF SOR.



### Warm Up Area

Recommended size of warm up: there must be warming up areas of minimum 600 m<sup>2</sup> “attached” to the competition site or with the competition hall for the Senior World Championships, 400 m<sup>2</sup> for the Juniors and Cadets World Championships.

Random weigh-in  
2 separate spaces with a scale in each. The scales should be placed on a stable floor.



### Judogi Control

The judogi control requirements checklist can be found in Annex 6. An area of at least 150 m<sup>2</sup> is required for judogi control. The area should be ready the evening before the start of the competition for inspection by the IJF Coaching and Education Commission. The reserve judogi with the different sizes and belts should be made available at this time. These Judogi should be of one of the IJF official suppliers' brand.

### Athlete Seating and Facilities

There must be a stand by area for the athletes controlled as close as possible of the contest mats. This stand by area should allow the athletes to watch and observe the contest before they have to go on the mat to compete. The seats for the athletes should be situated as close to the warm up area as possible. The athlete toilets and changing areas should also be as close as possible to the warm up and competition area.

### Athlete Entry to Field of Play

Entrance for athletes should be designed in competition colors and also to include the competition and IJF logo.

## DO NOT FORGET LIGHTING

### Athlete Escorts

Box boys or girls must be trained to be professional and be able to control the Judoka and need to be dressed in the competition clothing.

The boxes must be decorated on the outside to look nice with competition logos.



**Sport Equipment:** A list of the sport equipment is provided in Annex 6.

### Installation plan and rehearsals

The LOC must inform the IJF of the date and time that the IJF team can start their installation in the sport hall.

FOP preparation steps

- Tatami setup
- Internet studio (including power and internet)
- Official tables (including power and internet)
- Medal awarding stage setup – stage, carpet, banners, podium
- Athletes entrance – banners, lights
- FOP lights
- Sound system
- Directional signs



## 2.5 Field of Play

### Cabling

All cabling on the FOP must follow a cable plan and be as invisible as possible.

### Cleaning

If carpet is laid first a protective cover should be put on it otherwise it should be laid last. All venues/spaces must be properly cleaned following installation and advance of the start of the competition. They should also be cleaned after the activities of each day. All toilets should have adequate stocks of toilet paper, soap and hand drying facilities, which should be regularly replenished.



### Tatami Setup (Annex 8)

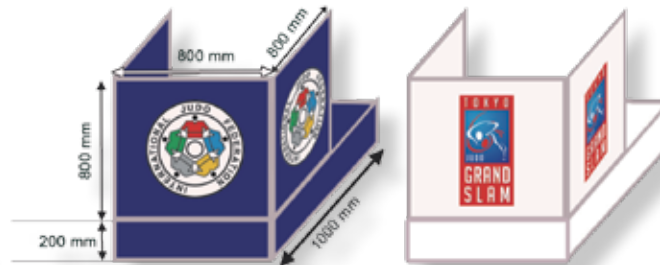
The tatami must be matt and totally clean for TV production.

- Tatami position
- City name and year on tatami - font style, font

- dimension, colour, position on tatami
- Movement plan for final block (advertising boards/tatami covers)

### Coach Box

- Coach boxes on a 20 cm high podium with the following dimensions, colours and logos (one with IJF logo the other with the event logo)

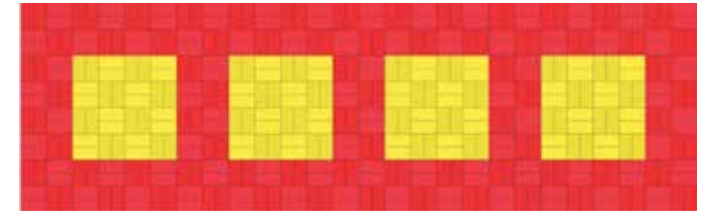


- Placement behind LED boards
- Fixed chairs if possible



### **TATAMI NEEDS TO HAVE THE CITY NAME**

### **AND YEAR (THE IJF WILL PROVIDE THE LAYOUT)**



### Tatami Cover

During final blocks, the other tatami must be covered so that the main tatami is accentuated.



### LED/Scoreboard Setup

- Dimensions
- Specifications: must be 1m high with a minimum of 96 pixels
- Positions
- Back covers
- Sponsors running order and duration





## 2.5 Field of Play



### Advertising Boards Setup

- Dimensions
- Layouts
- Position during the preliminaries/final block

### Banners Setup

- Awarding stage banner - position, dimensions, sponsors distribution
- Double player presentation banner - position, dimensions, sponsors distribution
- Mixed zone banner - position, dimensions, sponsors distribution
- Press conference banners - position, dimension, sponsors distributions
- Balcony banners/entrance banner/other banners
- Outdoor banners

### Awarding Stage / Podium / Flags / Hostesses

- Stage - position, dimensions
- Awarding podium - layout, colours, position
- Flags - position
- Hostesses

### Official Technical Tables (Annex 11)

- Cover design
- Position
- Podium must be a minimum of 50 cm but not more than 1 m in height (depending on venue sightlines)
- Seats distribution layout
- Facilities - power/internet distribution
- Medical tables - position/seat distribution. Medical staff and equipment must not be visible in any of the broadcast cameras



The official tables must be covered in front with IJF logo on color background of the event. Small

20 cm high privacy screens can be built in front of the table to hide computers, equipment and paperwork etc.

The official tables should have spaces for the following:

- Central CARE system (8 spaces)
- 2 referee commission
- 2 sport commission
- 1 coaching and education commission
- 1 technician and equipment

Timing, scoring and refereeing (per mat) (6 spaces)

- 2 referees acting as judges
- 2 resting referees
- 2 timing and scoring officials

Competition running (4 spaces)

- 2 announcers (LOC and IJF)
- 1 competition manager
- 1 IT team running the competition

There should also be working tables (16 – 20 spaces) provided for the IJF/LOC staff either in a second row, at the side or near the Internet TV streaming studio. In some events it may be necessary to have a certain number of seats for the IJF President and VIP guests with name tags. The IJF will inform the LOC if these are necessary and where they should be placed.





## 2.5 Field of Play

### Photographers / Cameramen Position

- Accredited photographers (PHOTO) position and bibs (dark blue)
- Host Broadcaster cameramen (HBTV) positions and bibs (black)
- Right Holder cameramen (RHTV) position and bibs (dark blue)
- Other cameramen (TV) position and bibs (light blue)
- Designs must include: IJF logo - organizer logo - competition logo - IJF and local partners logos (IJF and local partners)

### FOP Security

- Access areas
- Access points
- Restricted area

### Rehearsal

- Participants - hostesses/ volunteers (judoka, VIP, referee, box carrier, coach), flag carrier / official speaker and local speaker/ sound and lighting engineers /TV crew
- Bronze final rehearsal
- Gold final rehearsal
- Awarding ceremonies rehearsal (national anthem and raising flags)

It is vital to hold a general rehearsal with all staff and TV as well as technology providers to inspect the systems and gain experience in running the event. We recommend to hold the finals of a national event so that you have Judo-ka there with real combats and awarding. If not, then from a local club some judoka must be invited to compete in Judogi. The same people who will work during the event must be attend.

### Referee meeting room

- Meeting room for daily meetings
- 20 chairs
- Table with 5 chairs





## 2.5 Field of Play

### FOP Lighting

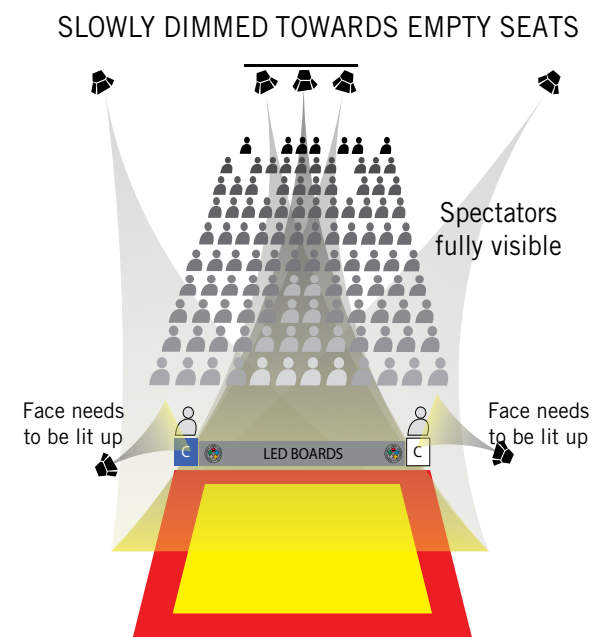
A lighting rig should be installed at every IJF event. A warm or cold lighting specification (never mixed warm and cold) is required.

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 tatamis and the entire safety area and one metre beyond the safety area. This is so that should any throw continue into the safety area it will always be safe on TV.

The lighting must be rigged in a truss suspended from the ceiling of the venue. The lighting must cover the entire contest and entire safety area, and must be evenly lit throughout. A recommended warm lighting specification would be: Parcan CP 62/1,000 Watt/Filter Number 252.

All lights should be on dimmers, so that when one tatami finishes you can turn off the lights. This also adds to the atmosphere for the final block and one tatami being lit. In England these lights are called 'Par Cans'. They are beam lights, that give an oval shaped beam of light. However, name is not important. Most important is 1,500 LUX with dimmers on the lights.

There should be two additional lights attached to the rig that face the audience per mat. These are called 'flood lights'. These are very strong lights that can go up to 2,000 LUX. They are also on dimmers. They should be set at much less than the tatami lights. Depending on the size of the audience (which should be filled from the front row) the light will be adjusted accordingly. As they are on dimmers it's very easy to control the LUX output. If there is very small audience, where the front few rows are lit low level with darkness behind. This creates the illusion that there are many more people and always creates a real atmosphere on the tatami that is great for TV.







## 2.5 Field of Play

Low level light in stadium. The arena lights (normally in the roof) should be low level (not very bright). If we don't have the option to make them low level then we only keep some of the lights on and turn off the rest. If this is not an option (because all must be on at the same time), then we should consider turning these lights off. If there is too much light from the arena lights they will expose empty seats.

### Athletes' Entrance Lighting

Broadcast quality lighting should be provided at the athletes' entrance.

A warm lighting specification is required.

### Awarding Stage Lighting

The awarding stage area should be flood lit.

A warm lighting specification is required.

### Sound System

During the competition the sound in the venue will be under the IJF announcer control.

The following should be provided for the IJF and local announcers:

- Two (2) microphones
- One (1) audio mixer with a minimum of three (3) inputs (input for the microphones and for IJF announcer laptop)

The mixer will be connected to the main sound system in the venue.

The IJF announcer plays the national anthems during the awarding ceremonies.

Three (3) wireless microphones with tripods must be available on stage. The microphones will be connected to the main sound system of the venue.







## 2.5 Field of Play

**Technology** Refer to section 3

### **Sport Presentation**

The competition venue should have facilities for providing optimum audio-visual information to spectators and athletes (ongoing and following contests, names of referees for the contests and contest results).

### **Show Running**

Speaker and DJ must be positioned side by side and able to see the show. No music when there is judo happening.

1) **Announcers.** There will be the IJF announcer and one local announcer (see Annex 10) and only one announcement per mat (every time there is a new fight only one announcement, then clean sound).

**THE IJF ANNOUNCER IS RESPONSIBLE FOR FOLLOWING THE RUNNING ORDER DURING THE DAY AND SHOULD BE THE MAIN ANNOUNCER. ENGLISH IS THE FIRST LANGUAGE FOLLOWED BY THE LOCAL LANGUAGE. ENGLISH IS THE FIRST LANGUAGE, FOLLOWED BY THE LOCAL LANGUAGE.**

2) Not too much talking over the top, specially when we have many ippons, otherwise you lose the atmosphere from the crowd and only have a bad commentator.

3) Not too much talking that is coming through on the camera sound and on TV.

4) No commentating live, it is very strange on film.

5) No announcements about where “the refer-

ees can eat their sandwiches” or that “there is a lost phone”.

6) Solutions must be found to pass this information on (can be done during the break).

### **Spectator seating**

No spectators in front of any cameras! The organizer must initiate the proper local marketing strategy as well as any other arrangements to ensure that at least all the areas which are visible from the camera positions are filled with spectators and also that there are no empty seats visible! In the case that there are empty seats, there must be a cover over them or printed advertising so that they do not show up in the media.

### **Awarding Ceremonies**

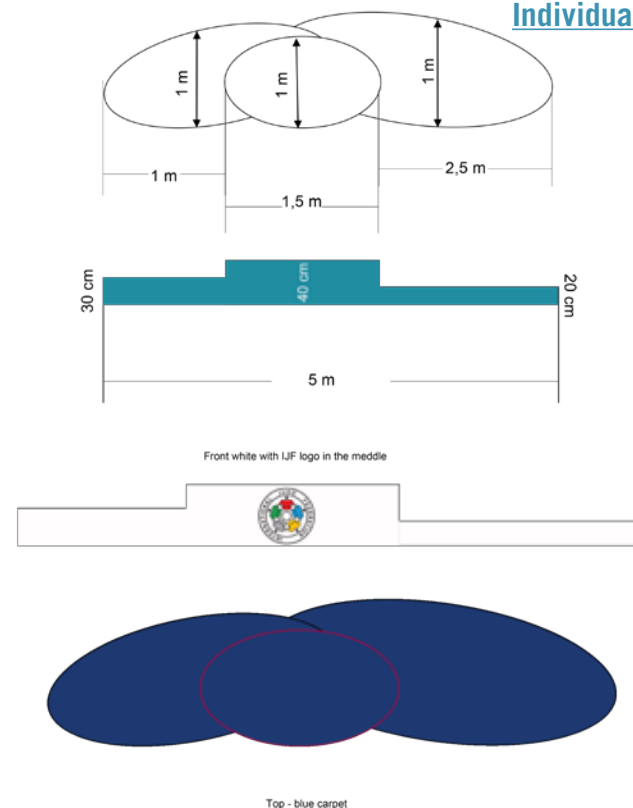
Make sure that the banner goes high enough that the head of the tallest judoka when standing on podium is below the LED Screen. Banner needs to be at least 2.6 meter high depending on the size of the awarding blocks. creative stage design to include:

- Competition colours
- Banner
- Podium with 2 places for Bronze and IJF logo on first place
- IJF, competition and National Federation logos

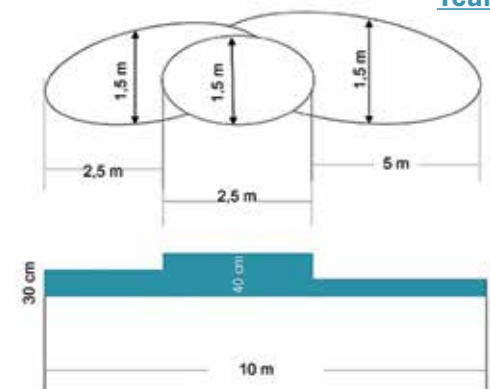
### **Flags and anthems**

Flags should be ironed or steamed flat to remove any creases. The flags should be hung in the correct vertical or horizontal orientation following the IOC guidelines. Anthems should be the short version approximately 40 – 60 seconds long.

### **Individuals**



### **Teams**



## 2.5 Field of Play



### 2.5.11 Things to avoid

- Never a dead moment during the final block, something must always be happening, either judo or music or speaker comment, there should never be a point where the tatami is empty and stadium is quiet.
- Medical staff and equipment must not be visible in any of the cameras. Preferred placement should be on the side of referee tables.
- No religious action should be caught on camera or included in the TV production.
- Box carrier should also not be visible on the screen, they need to sit as far back as possible from the coach and during the final blocks, they must not walk in with athlete and coach.
- Dress code must be enforced at all times. If any media members or doctors from teams are

working with shorts/slippers, they should be asked to return in adequate dress.

- Standby area controller should also check dress code of coaches for the above and during final blocks in suit and tie.
- VIP catering area should also have some people to service the guests by bringing them drinks and food to their tables as well as cleaning them off.
- Trash cans, which have a nice design, must be present at all necessary locations in order to maintain cleanliness.
- Necessary quantity of volunteers which must not speak or laugh in groups without paying attention to the competition running and their duty.
- Temperature in sports hall must be regulated

between 18 and 26 Co. Lighting fixtures and spectators should be taken into account.

- Organizing staff must speak good English as well as other international languages to be able to effectively communicate with IJF team and participants.
- Awarding stage banner must be high enough that first place judoka fits totally inside when on podium - bottom of LED screen should start at least from 2.6 m from the ground depending on size of awarding blocks.
- No empty seats should be visible in front of the cameras during the event. Cover the empty seats with fabric or advertising.
- TV graphics must be implemented by the organizer but will be provided by the IJF graphics team. Please make sure the technical team you use can properly implement the TV graphics.



# TECHNOLOGY

- 3.1 Introduction
- 3.2 Equipment and Transport
- 3.3 Accreditation Cards and Lists
- 3.4 Accreditation Setup
- 3.5 Draw Technical Table
- 3.6 Local Network
- 3.7 Internet Network
- 3.8 Power Requirements
- 3.9 Scoreboard Setup
- 3.10 Audio
- 3.11 Monitor
- 3.12 Information System
- 3.13 Video Cabling
- 3.14 Streaming Studio
- 3.15 CARE System





## 3.1 IT Requirements - Introduction

The IJF IT requirements are made in order to help make your event successful:

- All requirements have to be followed exactly as described as every specification and detail is based on several years of experience.
- If a specification cannot be fulfilled and/or certain items cannot be delivered as described this needs to be communicated beforehand with IJF IT Department. All changes need approval.
- These documents need to be forwarded to the responsible persons/companies in charge of fulfilment. The experts in each field need to know the requirements as soon as possible.
- Every installation needs to be done as early as possible in order that proper tests can be done and in case of problems fixed in time. Proper priorities need to be set.
- If there are any questions please don't hesitate to contact IJF IT Department:

[it@ippon.org](mailto:it@ippon.org)

**WE ARE LOOKING FORWARD TO A CLOSE COOPERATION AND A PERFECT EVENT!**



## 3.2 Equipment and Transport of IJF IT Group



Amount of IT Equipment (without personal luggage)

**Customs:** Please arrange all necessary procedures for our equipment at customs



Van with extra space for luggage needed



**Preferred on arrival:** cases with equipment should be brought from airport direct to venue and locked in a safe room

### Checklist

- |   |  |                                     |
|---|--|-------------------------------------|
|   |  | <input checked="" type="checkbox"/> |
| 1 | Van with extra space for luggage for transport from  | <input type="checkbox"/>            |
|   | <ul style="list-style-type: none"> <li>Airport to hotel</li> <li>Hotel to venue</li> <li>Venue to hotel</li> <li>Hotel to airport</li> </ul> |                                     |



# 3.3 Accreditation Cards and Lists



Organiser sends to IJF:

**Logos:**

- Event
- Federation
- Local sponsors



**Responsible Persons** (printed on back of card):

- General organisation: Mr. A +12 34 56 77
- Accommodation: Ms. B +12 34 56 78
- Transport: Mr. C +12 34 56 79



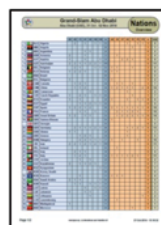
IJF finalises the card layout



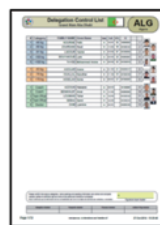
Organiser gives final approval



IJF sends cards of all delegations and several lists for accreditation to the organiser for printing in color



Nation overview



Delegation lists



Cards front



Cards back



Numbers



Accreditation cards need to be printed, cut and laminated. Everything needs to be ready the day before the start of accreditation at the latest



Print all front cards on A4 paper (210 x 297 mm) with PDF settings „custom scale: 100%“ (no „fit“ or „shrink“).



Turn all papers and print backsides on the back.



Cut all papers two times, horizontal and vertical in the middle. All white borders should have same size.



Laminate with A6 pouches (154x111 mm).



Punch hole(s) for lanyard.



Don't attach lanyards. This will be done later.

## 3.4 Accreditation Setup



<b>Checklist</b>		<input checked="" type="checkbox"/>
2	Color laser printer: • 20 ppm or faster • network connection	<input type="checkbox"/>
2	Complete set of toner	<input type="checkbox"/>
1	Copy machine	<input type="checkbox"/>
2	Laminating machines	<input type="checkbox"/>
2	Paper cutter	<input type="checkbox"/>
2	Hole puncher	<input type="checkbox"/>
	Paper A4*	<input type="checkbox"/>
	Laminating pouches* Exact size: 154x111 mm	<input type="checkbox"/>
	Lanyards*	<input type="checkbox"/>
5	Multi-outlet power strips	<input type="checkbox"/>
	Wireless Internet	<input type="checkbox"/>

\*Numbers depending on participation.  
Please plan a big reserve



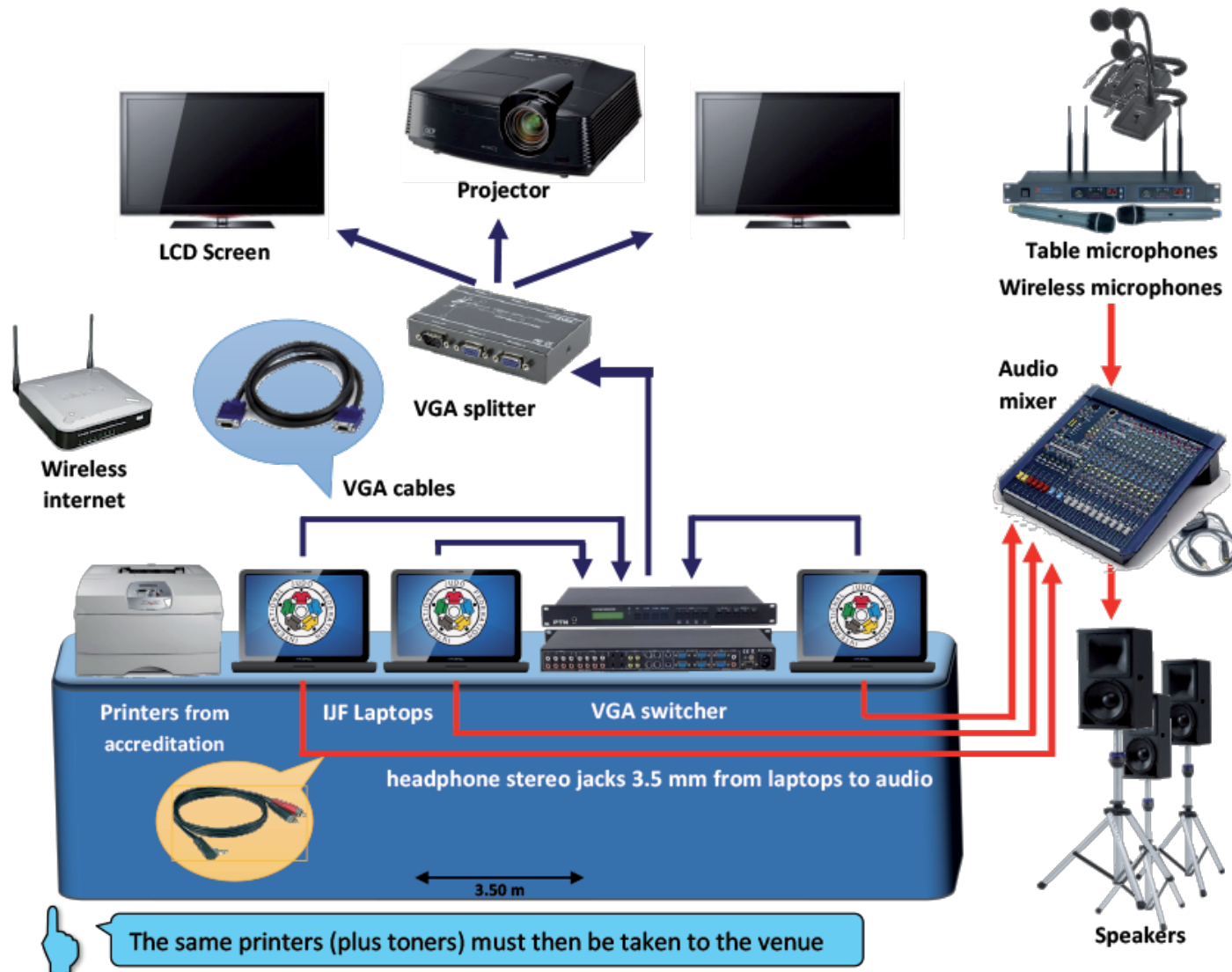
The room needs to be set-up the evening before the start of accreditation.  
This includes delivery of all equipment plus the printed and laminated accreditation cards.

Network IP addresses from printers need to be set manually to 192.168.2.8 and 192.168.2.9

The same printers (plus toners) must then be taken to the draw and then to the venue



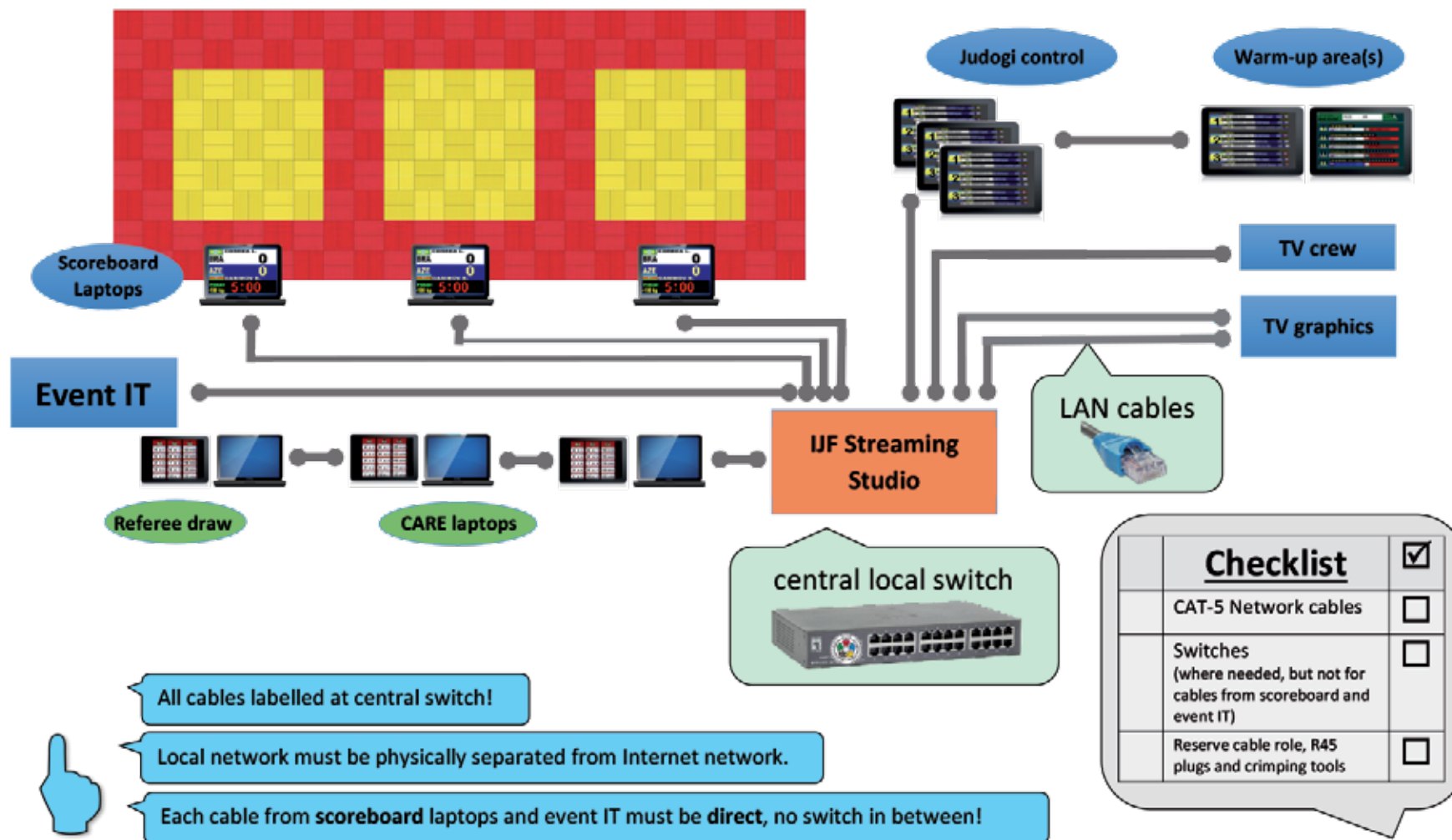
# 3.5 Draw Technical Table



Checklist		<input checked="" type="checkbox"/>
1	Projector (VGA input, 3000 ANSI Lumen or more)	<input type="checkbox"/>
2	LCD Screens* (50", VGA)	<input type="checkbox"/>
1	VGA switcher (3x VGA in, 1x VGA out, seamless switching)	<input type="checkbox"/>
1	VGA splitter (1x VGA in, 3x VGA out)*	<input type="checkbox"/>
6	Cabled microphones	<input type="checkbox"/>
2	Wireless microphones	<input type="checkbox"/>
1	Audio mixer (+cables)	<input type="checkbox"/>
	Speakers (+cables)	<input type="checkbox"/>
3	Audio cables from laptops to mixer	<input type="checkbox"/>
3	Ground loop isolators (for audio signal from laptops)	<input type="checkbox"/>
	VGA cables*	<input type="checkbox"/>
	Wireless Internet	<input type="checkbox"/>
2	Copy machines (50 ppm or faster, with sorting function)	<input type="checkbox"/>

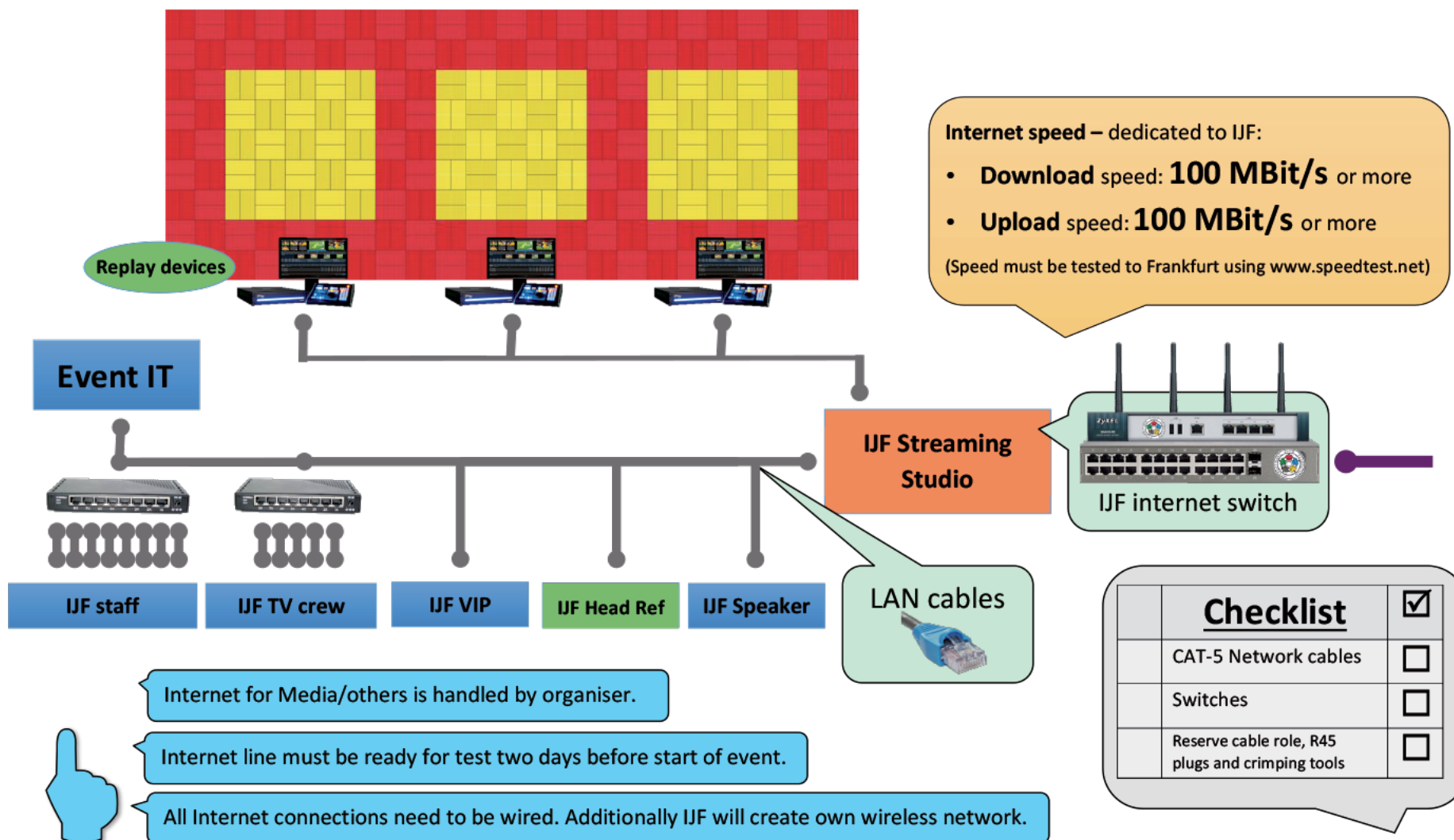
\* depending on room size more screens, splitters and VGA cables are needed

# 3.6 Local Network

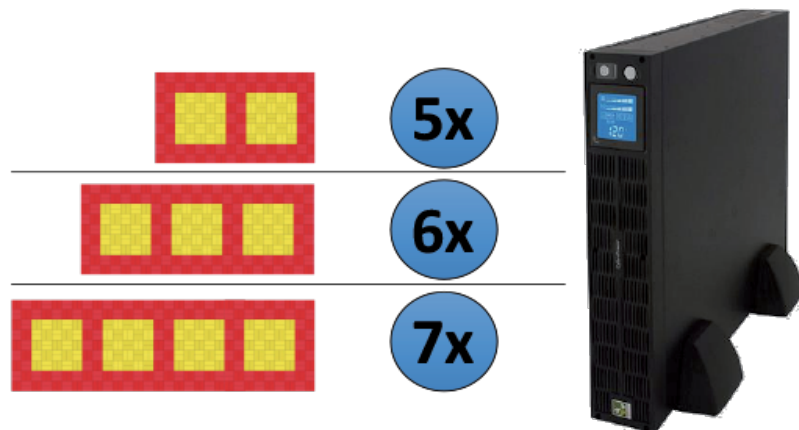
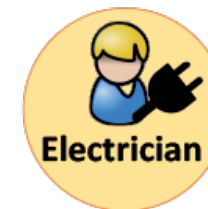




# 3.7 Internet Network

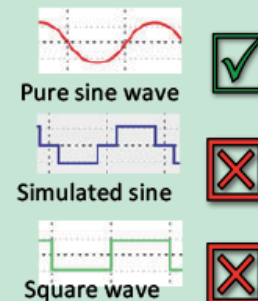


# 3.8 Power Requirements



## 5-7x Uninterruptible Power Supplies (UPS):

- Min. power each UPS: 980 Watts / 1440 VA
- Waveform Type: pure Sine wave



## Exclusive power lines:

- 2x streaming studio (different phase/circuit than lighting equipment!)
- 1x Event IT
- 1x Referee Commission on each mat

8x



## 8x Multi-outlet power strips:

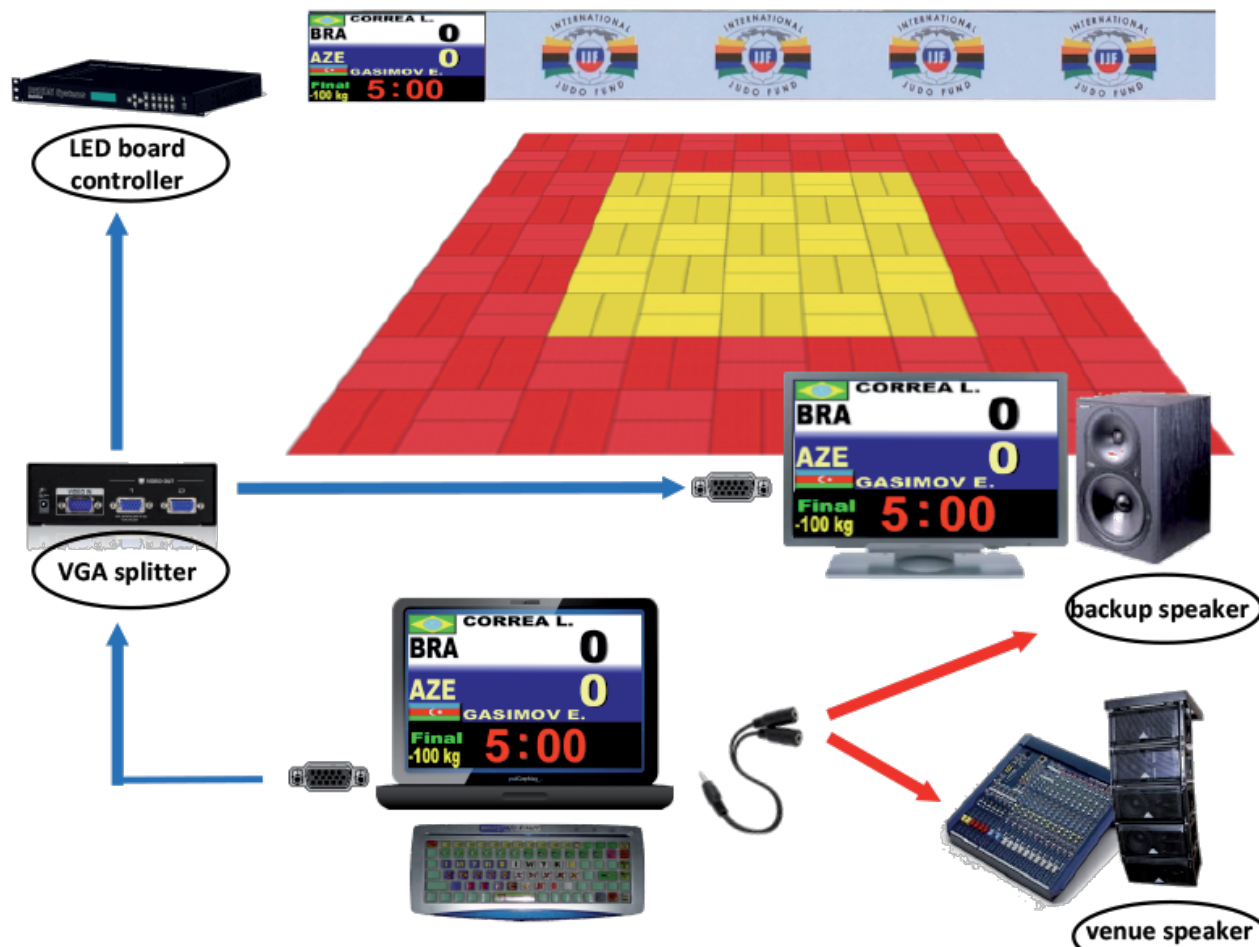
- With 5 or more plugs each

## Checklist

		<input checked="" type="checkbox"/>
5-7	UPS as specified	<input type="checkbox"/>
8	Multi-outlet power strips	<input type="checkbox"/>
3	Power cable extension	<input type="checkbox"/>



# 3.9 Scoreboard Setup



Connection from laptop via **VGA out**. No HDMI.

LED pannels scoreboard: >200 vertical pixel per meter recommended (min. 96 pixel/meter)

## Checklist

		<input checked="" type="checkbox"/>
1	LED Screen 55" or bigger 16:9, VGA input	<input type="checkbox"/>
1	LED board controller	<input type="checkbox"/>
1	converter VGA to LED board input (if needed)	<input type="checkbox"/>
1	VGA Splitter (1x VGA in, 2x VGA out)	<input type="checkbox"/>
1	Laptop	<input type="checkbox"/>
1	Scoreboard keyboard	<input type="checkbox"/>
	VGA cables	<input type="checkbox"/>
1	3.5 mm audio jack splitter cable	<input type="checkbox"/>
2	Ground loop isolators	<input type="checkbox"/>
1	Active speaker	<input type="checkbox"/>
	Audio cables (from laptop to backup speaker and venue mixer)	<input type="checkbox"/>

# 3.10 Audio



Connect to **audio mixer**  
→ connect to **speaker system** in the venue



**As backup:** additionally big **active speakers** next to laptops on the mats, independent from mixer



Use **ground loop isolators** for each connection!

## Checklist

		<input checked="" type="checkbox"/>
1	Professional audio mixer, connected to venue speaker system	<input type="checkbox"/>
x	3.5 mm audio jack splitter cables	<input type="checkbox"/>
x	Long audio cables (3.5 mm jack) from scoreboard laptops to audio mixer	<input type="checkbox"/>
x	Active speakers plus audio cables (3.5 mm audio jack) to laptops	<input type="checkbox"/>
2x	Ground loop isolators	<input type="checkbox"/>

x = number of tatami (+reserve)

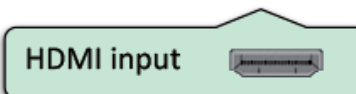
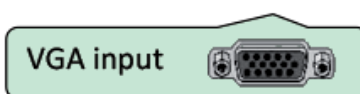
# 3.11 Monitor

## Monitors for Referee Replay + Streaming



### All TFT monitors:

- **Size:** 24"-26"
- **Resolution:** 1920x1080 Full HD
- **Format** 16:9

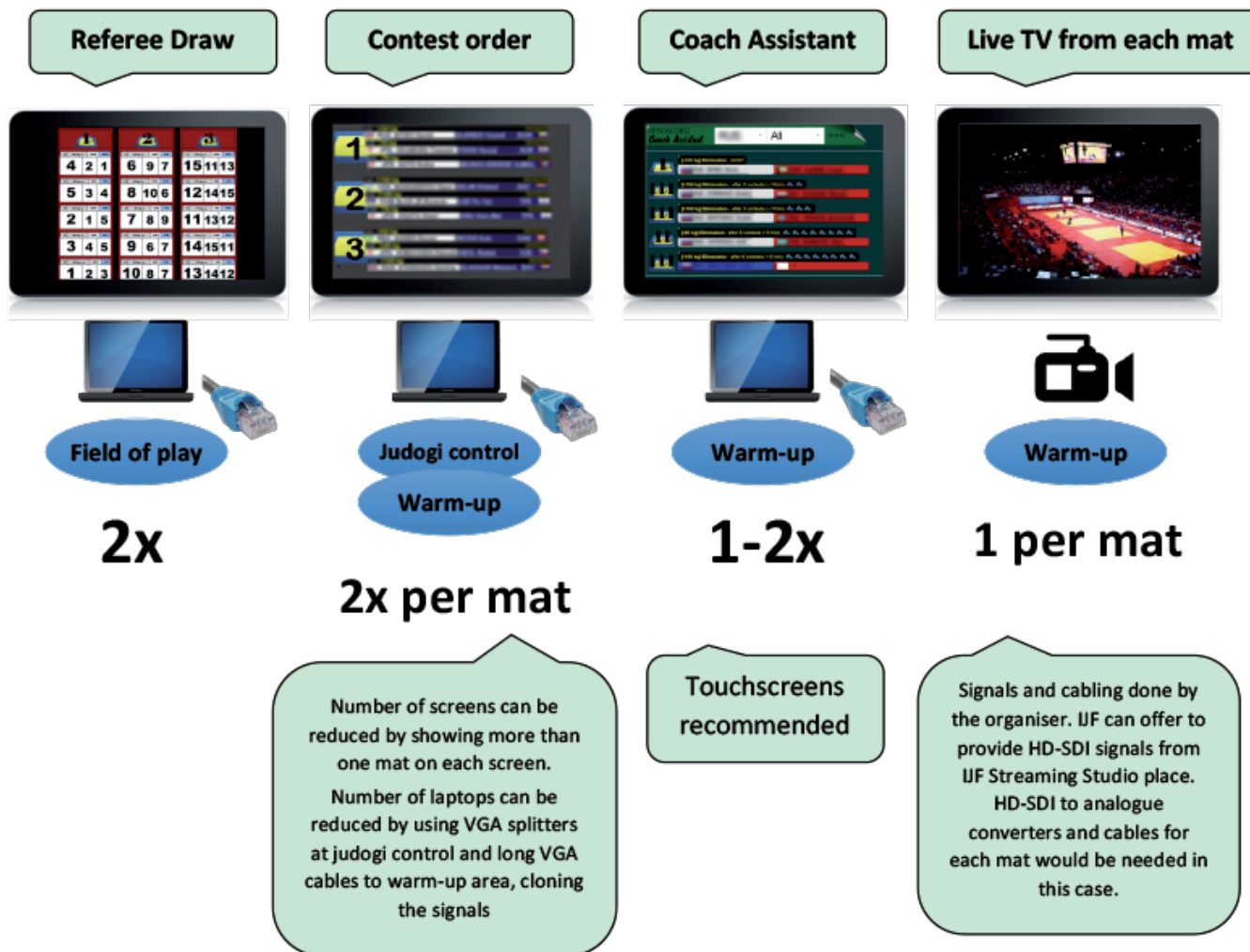


	6x	2x	4x
	7x	2x	5x
	8x	2x	6x

Checklist		<input checked="" type="checkbox"/>
6-8	Full HD TFT Monitors with DVI input	<input type="checkbox"/>
2	Full HD TFT Monitors with VGA input	<input type="checkbox"/>
4-6	Full HD TFT Monitors with HDMI input	<input type="checkbox"/>
6-8	DVI cables (2 m)	<input type="checkbox"/>
2	VGA cables (5 m)	<input type="checkbox"/>
4-6	HDMI cables (3 m)	<input type="checkbox"/>



# 3.12 Information System



Checklist		<input checked="" type="checkbox"/>
x	LCD Screens Size 50" or more	<input type="checkbox"/>
x	Touchscreens for coach assistant	<input type="checkbox"/>
x	Laptops connected to local network	<input type="checkbox"/>
x	VGA cables	<input type="checkbox"/>
x	Video cables	<input type="checkbox"/>

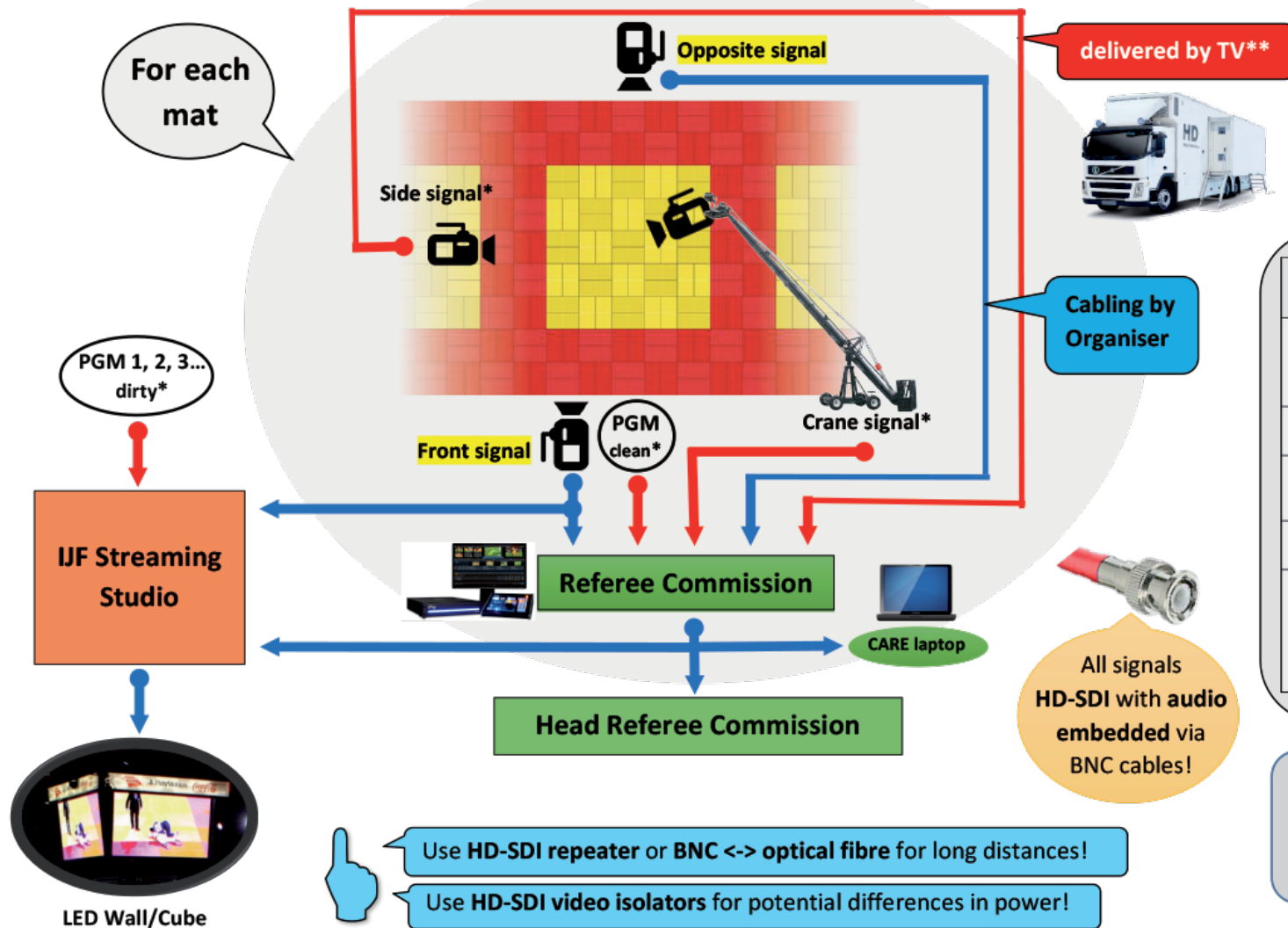
Number of screens and laptops depends on number of stations.

See as well „Local Network“ sheet for cable connections

# 3.13 Video Cabling

## Video cabling

Referee Replay + Streaming

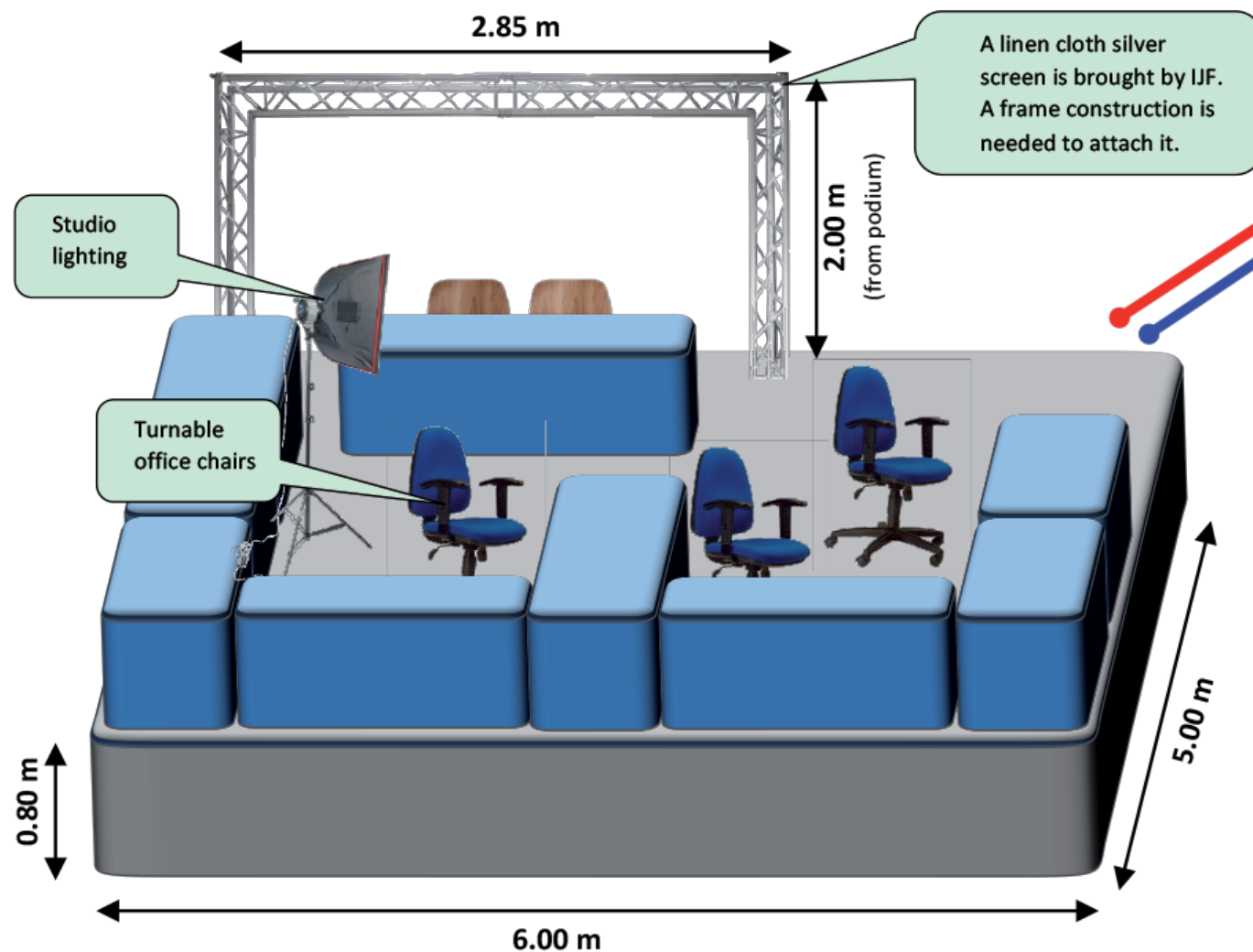


Checklist		<input checked="" type="checkbox"/>
HD-SDI video cables (RG59, 75 ohm) with BNC connectors	<input type="checkbox"/>	
HD-SDI Distributors	<input type="checkbox"/>	
HD-SDI repeater / optical fibre converters	<input type="checkbox"/>	
HD-SDI video isolators	<input type="checkbox"/>	
Reserve: HD-SDI BNC cable role 100-200 m, BNC connectors & crimping tools	<input type="checkbox"/>	

\* If produced from TV

\*\* When no TV: signals and cables have to be provided by organiser: minimum front and opposite signal

# 3.14 Streaming Studio



- Video connection to LED wall/cube
- Audio connection to venue speakers

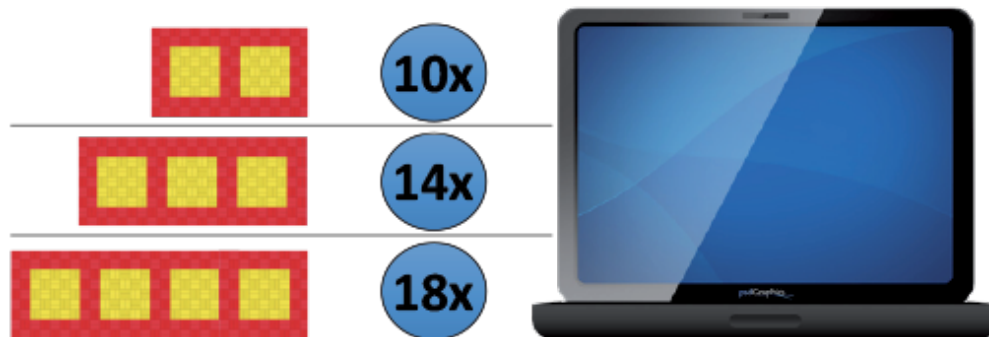
## Checklist

		<input checked="" type="checkbox"/>
1	Podium (with carpet) and stairs	<input type="checkbox"/>
1	Frame-Construction	<input type="checkbox"/>
x	Tables like in plan (number depends on size) with table-cloths	<input type="checkbox"/>
3	Turnable office chairs	<input type="checkbox"/>
2	Normal chairs	<input type="checkbox"/>
1	Studio lighting	<input type="checkbox"/>





## 3.15 Laptops



### Hardware Requirements:

- Up-to-date model
- Screen resolution 1920x1080 Full HD
- 200 GB disk space free
- Network input
- VGA input
- Mouse

### Operating System Requirements:

- MS Windows 7, 8 or 10
- English language version
- Clean installation
- No login password
- Windows firewall: file- and printer sharing exception enabled
- No security suite/Antivirus software/3<sup>rd</sup> party firewall installed
- Screensaver/powersaver disabled
- Reduced screen brightness on battery

### local IP 192.168.2.x

Location	x
Scoreboard	11, 12, 13,...
Judogi Control	21, 22, 23,...
Warm-up	31, 32, 33,...
CARE	41, 42, 43,...

Subnet: 255.255.255.0

Gateway: empty

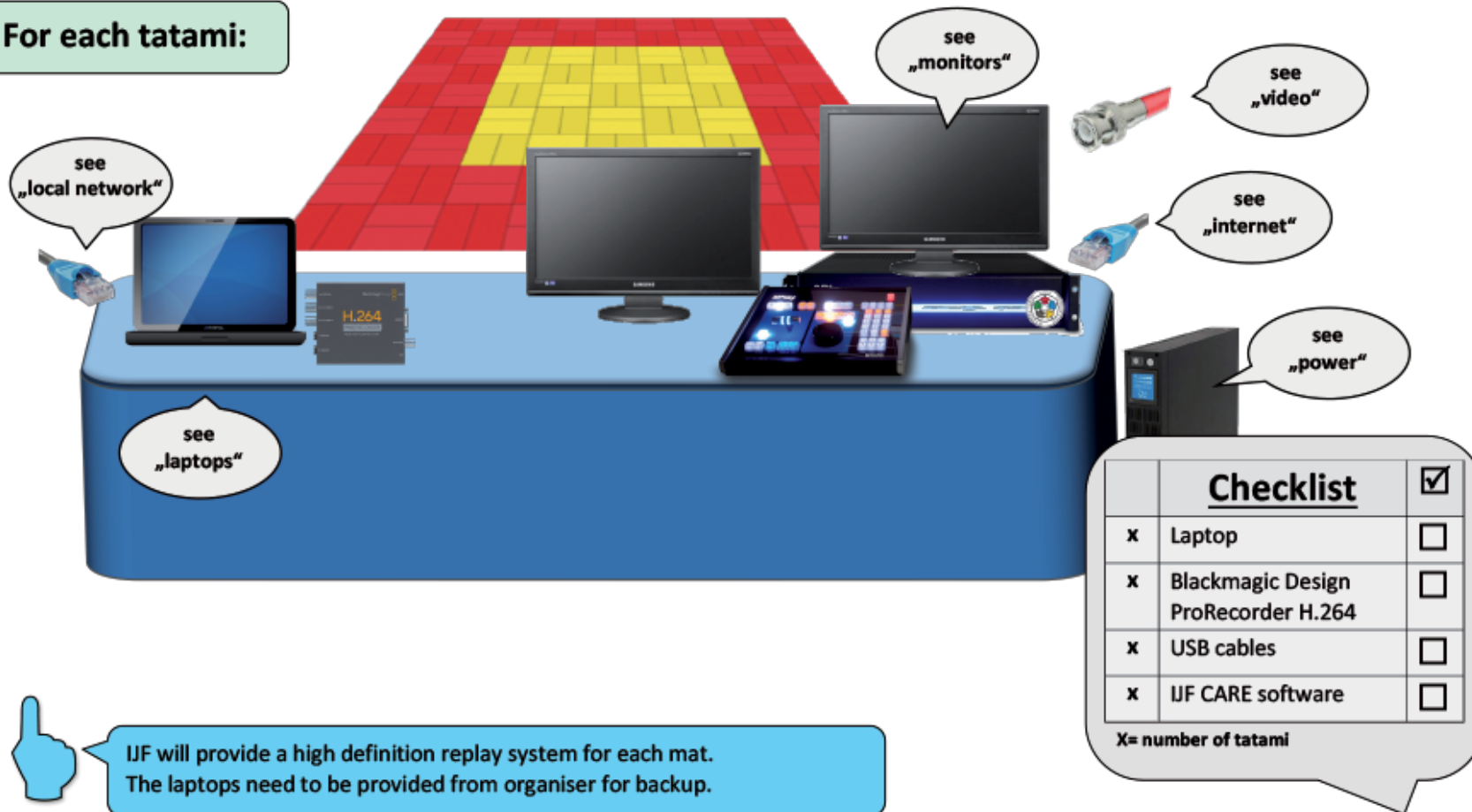
DNS: empty

## 3.16 CARE System



### Commission+Judges Replay

For each tatami:





# VIP and PROTOCOL





# 4 VIP & Protocol

All lounges should be open and operational during all competition days (1 hour before the start of the competition until the VIPs leave the venue).

## Welcome Desk in Sport Hall

Manned welcome desk for VIP and guests to receive accreditation must be ready at VIP entrance.

## Service to VIP Tribune

- Security

## VIP service to provide

- Teas and coffees
- Hostess to bring drinks and take them away
- Bringing of draw sheets and fight order during the day and updating them before final blocks
- Tribune should be clean
- English speaking hostesses

## Service to IJF Tribune

A refreshment station should be located close to the field of play, which should cater for the IJF officials and referees working on the field of play. A hostess should be available to serve drinks to the officials who are not able to go to the VIP lounges due to work commitments. It is very important that the IJF tables are constantly cleaned from trash and empty bottles. This station should be ready and operating at least two hours before the start of the competition and should include:

- Tea, Coffee, Water
- Snacks

## Presidential Lounge

- Meeting area
- Informal seating
- Ideally located next to the VVIP lounge
- Available throughout the day:
  - Variety of teas, including black tea and green tea
  - Variety of sugars, including honey and sweetener
  - Nespresso Machine with capsules
  - Milk
  - Soft drinks and juices
  - Wine and beer (optional)
  - Rich finger food

## VVIP Lounge

The VVIP Lounge should be an exclusive lounge and only accessible to the executives of the IJF, and selected IJF and local VIPs (e.g.: government officials, top sponsors, special guests).

- Available throughout the day:
  - Variety of teas, including black tea and green tea
  - Variety of sugars, including honey and sweetener
  - Nespresso Machine with capsules
  - Milk
  - Soft drinks and juices
  - Wine and beer (optional)
  - Rich finger food

This lounge should also serve lunch:

- On the table: starters
- Served: soup
- Served: pasta
- Served: main course
- On the table: fruits and desserts.



## VIP Lounge

The VIP Lounge should be accessible to IJF delegates and guests without VVIP access, National Federation presidents, and other local VIPs.

This lounge should serve:

- Available throughout the day:
  - Variety of teas, including black tea and green tea
  - Variety of sugars, including honey and sweetener
  - Espresso Machine
  - Milk
  - Soft drinks and juices
  - Wine and beer (optional)
  - Rich finger food



# 4 VIP & Protocol

This lounge should also serve lunch Buffet style.

- 1. Soup
- 2. Starters
- 3. Pasta
- 4. Main Course
- 5. Fruits, dessert

## IJF Staff & Referees' Lounge

IJF Staff and Referees may either share the same lounge or have 2 separate:

- All day: finger foods, soft drinks, coffee, tea, herbal tea...

Lunch – Buffet Style:

- Soup
- Starters including 2 kinds of salads
- Pasta
- Main Course – Meat / Chicken / Fish
- Fruits, dessert

All menus need to be confirmed with Protocol.

Menus shall be sent to the presidential office for approval. Food should be top quality. Lunch should be served from 12:30hrs until the final block starts. A dining area shall be set up in the lounge.

**Note:** Crockery and cutlery (cups, saucers, teaspoons, forks, knives, spoons) should not be made of plastic! There should be a professional waiter service throughout the day.

## Official Dinners

The seating plan and menus should be discussed with the IJF protocol department and confirmed by the Presidential office.

## Opening Ceremony

The IJF President and his most special guests should be seated in central position and in the company of the highest ranked officials and guests attending the ceremony from the local side.





# 4 VIP & Protocol

The time allocated for this ceremony is a maximum of 30 minutes including the cultural and sports' manifestations and will be finished 15 minutes before the start of the competition.

- Artistic / Cultural Program
  - Program needs to be submitted to the IJF for approval
- Parade of the countries with flags and / or country name (no athletes / coaches are required in the parade)
  - The sign holders shall be dressed in Judo-gi or National Costumes. They shall parade holding a placard bearing the name of the participating countries written in full in English (also possible to include the names of the countries in the language of the Organising National Federation) or Olympic Codes. Flags of the National Federations may be carried together with the placards or instead of the placards. The sign holders shall enter the field of play in alphabetic order, accompanied by music with the host country entering last. Once they finish their march, they shall stand still facing the designated Officials area
- National Anthem
  - If possible, the flags of the host country and of the IJF shall be raised
  - During the playing of the host country's national anthem, all Officials shall stand until the last musical note of the national anthem is played
- The announcer invites to the stage or presents

the persons onstage, in the same order, as they are to deliver speeches in the Opening Ceremony

- Welcome speech from the National Federation President (or his / her representative)
- If any high profile officials such as the IOC President, the President of the Organizing country or Minister of Sports are attending, they may also give an official speech in a previously agreed order with the IJF Protocol
- Official speech and declaration of opening by the International Judo Federation President (or his representative)
  - "On behalf of ... I declare the opening of...Judo World Event"
- The sign holders then march out of the arena

## World Championships Flag Passing Ceremony

The announcer presents the President of the National Federation hosting the event, the IJF President and the representative of the country, which will host the next event. The President of the National Federation hosting the event shall present the IJF flag to the IJF President who shall solemnly present it to the representative of the country, which will host the next event.

## Awarding Ceremony

Dress code: FORMAL! All VIPs asked to present medals must be dressed in suit and tie. Names and positions shall be forwarded to the Protocol manager before the final block starts. The Local Protocol Manager should work together with the IJF Protocol Manager to accompany the VIPs to the stage and brief the VIPs with the procedure of awarding.

## Hostess

Professional Hostess must be hired to assist the organization and ceremonies. For medal ceremonies it is preferable if they are all approximately the same height. They must be ready to work and be dressed in corresponding uniform which can also be a national costume to be approved by the IJF.

- 1 Coordinator, person responsible for ceremonies and protocol questions
- 5 assistants for the awards ceremony
- 5 assistants for the opening and closing ceremonies

Athletes must attend the medal ceremony barefoot wearing their IJF approved white judogi. They shall be placed behind the podium according to the following order (2, 1, 3, 3 – the first bronze medallist shall be the first to be called on the podium and they must be placed at the far left of the gold medallist).

In general, for World Championships, Masters





# 4 VIP & Protocol

and Grand Slams three officials should present: one the medals, one the prize money and one the flowers or trophy and/or mascot. For Grand Prix, two officials should present: one the medals and one the prize money and flowers or trophy. Officials chosen to give the award should be dressed in formal wear with tie.

The speaker of the ceremony must clearly announce the names, nationality and rank of the recipients as well as the capacity of the Officials presenting the medals. At the announcement of the medal to be presented, the athlete should step up onto the podium, in the designated place. The Official shall advance at the same time as the hostess carrying the medals. The Official shall place the medal around the neck of the athlete. This shall be done for all the medal recipients (first bronze 1, then bronze 2, then silver, then gold). The athlete must wear their medal until they leave the medal ceremony stage.

Proper flags must be available and they shall be raised at the same time but with a slight difference of level between them (1st one on the top, 2nd one lower than the 1st one and the two 3rd ones lower than the others). The flags must face the podium or, if impossible, be placed only slightly laterally. From the view of the athletes, the silver flag should hang to the left of gold, and the two bronze on the right. The shortest version of the national anthem of

the winner's country shall be played.

The honour of medal presentation belongs to the IJF President who can delegate this honour to high profile personalities.

In case a competition is taking place with the presence of a Government representatives of the host country, a high IOC representative, the IJF President and the President of the National Federation of the host country, the order of precedence will be determined in consultation with the IJF protocol officer.

The Organizing National Federation must provide medals and diplomas for each weight category as stipulated in the event outlines.





# IJF MEDICAL AND DOPING CONTROL HANDBOOK

All medical and doping control matters are the responsibility  
of the IJF Medical Commission.





# 5.1 Medical Requirements and Instructions for IJF events

The Organizing Committee shall provide sufficient medical treatment during the competition, including on site treatment and hospital treatment if needed.

## Personnel

Medical personnel required for IJF events:

- One Medical Coordinator on behalf of the Organizing Committee. The person is responsible for organizing the medical personnel, equipment and rooms below. The person's name and contact details shall be included in the contact list
- One certified medical doctor per mat
  - MUST have traumatological experience
  - MUST be able to recognise cervical and spinal injuries
  - MUST be familiar with loss of consciousness symptoms
  - MUST be able to detect concussion
- One Chief of Doctors per day (one of the mat doctors)
  - A responsible person to coordinate medical treatment and the shifts of doctors/nurses throughout the day
  - Is in close contact with the IJF Medical Commission delegate

Doctors must be on site 30 minutes before the start of the competition. Doctors may do shifts to provide a constant service throughout each day.

Other medical personnel:

- Assistants for mat doctors
- At least a doctor and a nurse in the First Aid room
- One crowd doctor for over 2000 spectators is recommended
- Interpreters if needed
- Ambulance personnel – cannot be the same as the mat doctors/assistants; the driver of the ambulance cannot be the acting doctor; ambulance personnel must be able to lift and carry athletes of +150kg

The ambulance must be on site minimum 15 minutes before the start of the competition each day. In the absence of the ambulance the competition cannot be started.

## Materials

Materials needed for IJF events:

- One (1) transportable oxygen container with regulator and Ambu-bag near mats
- Resuscitation (including defibrillator) and first aid equipment and medicines
- Spinal boards at each side of the competition area, with stiff collars; splints for extremities
- Screens in case athlete cannot be moved and has to be treated on mat
- Litter basket per doctors table
- Ice (with plastic bags for take away)
- Uniforms, vests or other unified means to distinguish mat doctors

- Dedicated tables and chairs for mat doctors with a clear view of the mats
- Dedicated chairs for team doctors near the mat doctors' tables
- Clear signs indicating the location of the First Aid room
- Any type of detergent to clean the mat in case of bleeding
- New bucket and mop for cleaning the mats during the break and at the end of each competition day

## Rooms

A number of rooms must be provided in the vicinity of the competition area.

- One medical room for first aid
- One – six rooms for massage (or 1-6 massage beds in the warm up area)
- Indicated place for the IJF Medical Commission delegate close to the IJF computer personnel, with electricity and Internet connection for computer

## Responsibilities and Rights

The IJF Medical Commission delegate is responsible for:

- Communicating with the Medical Coordinator, and Chief of Doctors
- Keeping contact with IJF Officials
- Checking rules and safety of the competition hall





## 5.1 Medical Requirements and Instructions for IJF events

- Checking the medical facilities and equipment
- Checking the medical staff provided by organizers
- Providing IJF Injury Forms (if necessary)
- Checking the function/behaviour of local medical staff
- Checking the function/behaviour of team doctors and other medical staffs
- Checking that ambulance with staff is present before the start of competition
- Collecting IJF Injury Forms each day of the competition
- Confirming to the IJF Competition Manager that the cleanliness and hygiene in the venue is of an acceptable standard

The IJF Medical Commission delegate has the right to:

- Recommend to stop the competition in case of the delay of the ambulance is more than 15 minutes
- Stop a contest in case of a dangerous injury (Medical Doctors only)
- Make a decision whether an injured athlete can continue the contest or not (Medical Doctors only)

The Medical Coordinator is responsible for:

- Providing qualified and experienced medical personnel and all the necessary materials (doctors, medical staff, ambulance, rooms, etc.) according to the rules

- Communicating closely with IJF Medical Commission delegate before and during competition

The Chief of Doctors is responsible for:

- Knowing the IJF medical rules, and informing all mat doctors about them
- Coordinating the acts of the medical personnel
- Coordinating shifts of the medical personnel
- Assuring constant medical service throughout the competition days

The Mat doctors are responsible for:

- Knowing the IJF medical rules
- Carrying out medical assessment during a contest if there is no team doctor
- Completing the IJF Injury Form after every visit to the mat and also after every examination off the mat
- Having appropriate equipment for treatment on the mat

Mat doctors have the right to:

- Make a decision whether an injured athlete can continue the contest or not in case there is no team doctor





## 5.2 Doping Control Requirements & Instructions for IJF events

### Personnel

Doping control personnel required for IJF Events:

- Doping Control Coordinator on behalf of the Organizing Committee. The person is responsible for organizing the doping control personnel, equipment, World Anti-doping Agency (WADA) accredited laboratory analyses and rooms as under. The person's name and contact shall be included in the contact list
- Chief of Doping Control on behalf of the National Anti-Doping Organisation (NADO) or a Testing Agency in contract with the event organizers, responsible for all doping control activities and coordination of Doping Control Officers and chaperons
- At least two Doping Control Officers (DCOs) (1 male / 1 female) certified by the NADO or a Testing Agency in contract with the event organizers
- Chaperons (escorts) - one adult escort per athlete; escorts have to be of the same gender and number as the athletes selected for doping control
- 1-2 additional officers to coordinate athletes' arrival and departure to and from the waiting room and processing room(s)
- 1-2 guards to keep order at the entry of doping control station and to keep out any unauthorized persons

The need of escorts can be up to 14 (16 for cadets and juniors) per day. They have to be

briefed for their tasks by the Chief of Doping Control. Chaperons have to arrive at least 30 minutes prior the final block, must know at least basic English and the IJF Medical/Anti-doping Rules.

### Rooms + material

- Doping control station with:
  - 1-2 large waiting room(s)
  - 1-2 test room(s)
  - 2 separate clean toilets (1 for female, 1 for male) with toilet paper, soap and paper towels
  - 1 table and 3 chairs / test room
  - 1 large bin per test room
  - Refrigerator (if the samples are stored at site).
  - Doping control equipment
  - 20 chairs for the waiting room
  - Sealed non-alcoholic drinks for the athletes (1.5-2L / athlete)
  - A refrigerator for cooling the drinks
  - A large bin for the empty bottles
- Badges, vests or other means to distinguish chaperons
- Restricted area

Separated from the public, athletes leave the competition area via the restricted area through a certain route. It shall be guarded so that the escorts are able to easily, without any mistake, identify the athletes selected for doping control. The restricted area should lead up to the doping control station.

### Doping Control Station (DCS)

No filming or picture taking is allowed in the doping control area.

The Doping Control Station (DCS) has only one function: providing space for doping tests. No other function or unauthorized traffic (no weight control, no use as dressing room) is allowed. It is guarded, locked and clearly separated from the competition area. The location of the DCS shall be marked with clear signs from various directions.

### Doping Control Equipment

The Chief of Doping Control is responsible for providing all the equipment. The NADO or equivalent authority must accept the urine sample vessels and bottles as well as containers. If WADA announces a list of acceptable doping control kits (e.g. Berek-Kit, Versapak, etc.), only those must be used.

- Disposable collection vessels (presented in sealed bags)
- Disposable urine control kits (presented in sealed boxes)
- Disposable partial sample kits (contained in sealed bags) or temporary sealing system.
- Refractometer or other device to detect specific gravity

Forms made by WADA (athlete's notification for doping test, Protocol Forms, Chain of Custody



## 5.2 Doping Control Requirements & Instructions for IJF events

Forms, etc.) or the national ones translated in English can be used.

### Selection Procedure for Doping Control

The IJF Medical Commission delegate together with an IJF Official and a representative of the responsible Sample Collection Authority will carry out the draw before the start of the final block; all participants must sign the draw protocol. Selection procedure is according to Appendix E, Article E2.2 of the IJF Sport Organizational Rules. For veteran and kata competitions: There will be no doping control for veteran and kata competitions.

### Athlete Notification and Registration for Doping Control

Athletes are notified after their medal winning contest. Athletes have to report to the DCS immediately after signing the Notification Form. Prior to doping control athletes are allowed to take part in the awarding ceremony and fulfil their press commitments or receive medical treatment if needed. The selected athletes will be constantly accompanied by an official chaperone from the time of notification until arriving at the DCS. A person of the athletes' choice (team doctor, coach, trainer, delegation head etc.) may accompany them.

### Sample Taking Procedure

The sample taking procedure shall be carried out according to the WADA International Standards of Testing and Investigations.

Only one athlete at a time shall be called into the test room (processing room).

At IJF competitions the maximum number of samples that can be taken from an athlete in a Doping Control session is two even if the second sample does not meet the criterion for specific gravity.

### Transportation to Hotels after Doping Control

The organizers are responsible for arranging transportation for athletes and any other delegation members to their official hotels after the tests. When DCS has been closed, the IJF Medical Commissioner and DCOs are also to be transported to their hotel(s).

### Accredited Laboratory

Only WADA accredited/approved Laboratories can analyse the samples. The Doping Control Coordinator has to inform IJF Medical Commission about which laboratory will be used.

The Chief of Doping Control is responsible to transport the samples to the laboratory (personally, by post or by courier). A copy of the doping control transportation form/chain of custody form is to be given to the IJF Medical Commission delegate on the final day of the competition.

### Analytical Results

The analytical results (either positive or negative) have to be sent by the WADA accredited/

approved laboratory directly to the IJF President and the Secretary of the IJF Medical Commission within fourteen (14) days via ADAMS and post. In case of Adverse Analytical Finding detected, the IJF will follow the IJF Anti-Doping Rules.

### Responsibilities and Rights

The IJF Medical Commission delegate is responsible for:

- Checking the Doping Control Station, equipment, staff (Doping Control Officers), number of escorts and guards of the DCS
- Carrying out the draw for doping control with authorities
- Helping the notification procedure
- Checking and supervising the doping control procedure

The IJF Medical Commission delegate has the right to:

- Cancel or stop a test if it is justified

The Doping Control Coordinator is responsible for:

- Providing and arranging for doping control personnel and material
- Providing sufficient rooms for doping control (testing room(s), toilet(s), waiting room(s))
- Providing adult escorts of the same gender and number of the athletes to be tested a day





## 5.2 Doping Control Requirements & Instructions for IJF events

- Providing 1-2 guard(s) to keep order in front of doping control station
- Providing transportation for everybody after doping control

The Chief of Doping Control is responsible for:

- Knowing the IJF doping control rules
- Coordinating the work of the DCOs and Chaperons

- Providing all the necessary equipment
- Educating the Chaperons to the WADA and IJF doping control rules
- Organizing and assuring smooth running of doping control

The Doping Control Officers (DCOs), Chaperons/ Escorts are responsible for:

- Operating under the leadership of the Chief of

Doping Control following the WADA International Standard of Testing and Investigation

Guards are responsible for:

- Guarding the restricted area
- Guarding the entry of the DCS so that unauthorized people are kept out
- Communicate with doping control staff and IJF Medical Commission delegate if any problem arises
- Taking care of order until the end of doping control





# MEDIA

All media matters are the responsibility of the IJF Media Commission.  
Media must register for IJF events at [www.datastat.si/IJF\\_media](http://www.datastat.si/IJF_media)

The media accreditation is closed 5 days prior to the event

For special requests such as commentary positions (radio and TV), standup interviews at the end of the competition day, etc. , the booking is closed one month prior to the event



## 6.1 Press Tribune

The basic requirement for the press tribune is that it shall be extra-territoriality, it means, it has to be inaccessible to any person (technicians, television teams of participating countries, and, above all, people from the public) without a press badge. Consequently, its entrance is to be secured by an official of the organizer and by security staff.

The press tribune needs to have a clear view of all competition areas and is preferably to be situated in the centre of the competition venue in a level higher than the floor so the media professionals have not their image disturbed by any people walking in front of the mats. Depending on the number of accredited media it has to offer between 150 and 200 seats and these seats shall be equipped with tables, wall-sockets and high speed internet connection (preference for cable connections). At the best, where it is possible, those seats are also to be equipped with television monitors.

Furthermore, the press tribune shall be divided in two clearly marked sessions: the written press/online media seats and the commentators/TV positions (under the rules of the rate card and the broadcasters contract).

By rate card it is to understand the special needs the media can have and hire from the Organizers/Organizers Suppliers: telephone lines, ISDN lines, private offices (where applicable). The requests are to be made directly by the media to the supplier

recommended by the Organizing National Federation, but not IJF, nor the Organizing Committee shall be further involved in this matter. Those journalists who applied for private lines shall have priority on the press tribune.

### Elements

- Power for All
- Internet for All (wifi and cable)
- Close to the field of play with a good view
- Easy access to Press Room



**A professional translator must be available to assist with all IJF press conferences, media activities and ceremonies throughout the event.**





## 6.2 Media Working Room

A working room with tables, chairs, wall-sockets, high speed internet connection (preference for cable connections), individual lockers for equipment, TV screens (at least one showing live the combats of each of the mats used in the event and one with the running order of the competition) shall be provided the nearest as possible to the press gallery (easy/quick access). There also must be available in the press working room a minimum of three desktop computers connected to printer and to internet for free use of all media. The Organizing Committee shall bear the costs for the installations of this telecommunication unit. The journalists shall pay for their private lines and for their communications (rate card).

In the working room, there shall be boxes (pigeon holes), corresponding to all categories to be played in the competition, into which the results shall be fed continuously posted (printed copies). At the end of the event, a complete survey of results shall be distributed to the journalists. Lockers must also be available for the media to secure their equipment. Size and

equipment of the Press center shall correspond to the number of accreditations. Working conditions must be in line with the AIPS/IJF standard

### Elements

- Clean Working Environment and desktop computers connected to internet
- Live Signal in room from each tatami
- Copy machines, Printers
- Power connectors for all workstations
- High Speed Internet Connection sufficient speed for accredited media (WIFI with personalized logins and Cable as backup at workstations)
- Fight Order and other info on screen live updated from tournament running system
- Printed Documentation (Draw Sheets, Program, Magazine, Media Guide)
- Drinks and Beverages available
- Easy access to stadium
- Place to make accreditation on spot should be established
- Lockers (1/3 the number of accredited journalists)
- TV Monitors – showing live the action on the mats used in the event

- Exclusive paid telephone lines (upon request of the journalist in advance) as well as fixed line for the Press Center.

### Results Delivery

Efficient and immediate result service shall be instituted. Messengers will distribute printed information to the media in three moments at the press tribune/press room minimum: draw of table before the qualification session, completed contest sheet after the qualification session and full contest sheet after final block.

### Press Conference Facilities

It shall be located close to the press tribune and press working room to facilitate the access of journalists. IJF recommends that it is located inside the press room and features back drop, microphones and sound system.

### Badges

All media have to carry clear marked badges, distinguishing WRITTEN/ONLINE PRESS, RADIO, TV, HOST BROADCASTER, RIGHTS HOLDER, PHOTOGRAPHER.

The Organizers must provide IJF Media Commission with “upgrade passes” once it might needed to bring any non-authorized person to the press area for interviews.





## 6.3 Mixed Zone

The mixed zone is to be located in a space (big enough to receive the accredited media) on the way of the athletes from the mats to the dressing room/warm up area. It has to be on the logical exit way so that no athletes can leave the competition area without passing through the mixed zone. Preferably the mixed zone is to be close to the press facilities (press room and press tribune), to enable quick access of the journalists. A clear path to the mixed zone must be established only used by the accredited media. Clear signs must be identified to guide

the media to the different areas.

The mixed zone has two distinguished areas: the first part of it is designated to IJF INTERNATIONAL FEED host broadcaster and rights holders and the second one for free mixed zone. The athletes need first to pass through zone one and only then access zone two. The two sessions are to be clearly marked.

There needs to be proper lighting available and security on site to enforce access and that no

personal backgrounds are used.

There need to be barriers for the press and in the mixed zone, the first zone is for Radio where no banner visible and after for press with banner in background of athletes. The press should not be able to surround the athletes.





## 6.4 Photographers

Along with the proper accreditation, the photographers shall be provided with a bib so they can be easily identified. The FOP has to offer enough access to the photographers and they are to be located as close as possible to the mat, on the same side as the TV cameras in order not to have the latter embarrassed by flashes and people walking around in the background. Between 60 to 90 places shall be provided for photographers, without obstructions within their field of vision (no referees tables in front of them, no annoying passages).

The minimum lighting for the mats shall be 1500 lux; however, 1800 lux would be better. It is forbidden to use flashes as well as tripod next to the tatami (only monopod can be used by the photographers). No photo or equipment bags are authorized next to the tatami. Photographers must respect the area and no “strange” positions are permitted. The Organizing committee must provide a responsible person for the photo and camera zone. This person is in charge of managing the zone, allowing who can access or not.

### Elements

- Position clearly defined
- Accredited number according to place
- Clearly identified with bibs
- Comply with dress code
- Controlled wifi
- Access to drinks
- Seating block

**LOC NEED TO HAVE A PERSON WHICH IS RESPONSIBLE ABOUT THE PHOTOGRAPHER POSITION DURING THE COMPETITION.**

There needs to be placed a FIXED advertising board in front of the photographers in order to avoid seeing their feed, bags and other possessions. Even the REVERSE angle should be clean and show only advertising and photographer lenses above it.

Photographer seating should be made in blocks which are 0.4meters high.







## 6.5 Press Services

The press service of Championships shall be provided by a Press Officer to be designated by the Organizing Committee. It is recommended that the Press Officer be a journalist. In this case he cannot work for his newspaper. The press officer must speak English.

The designated Press Officer of the event must get in touch with IJF Media Director in a regular basis starting at least one and a half year before the World Championships and 3 months before any other events to discuss themes related to media operations and media relations, including accreditation deadlines, media facilities, situation of the local media, press events, and other. Accreditation is to be carried on by the Organizing Committee with approval of the IJF Media Department. All official communication to the media shall be sent with copy to IJF Media Department and can be published at the IJF website when it is the case.

The LOC are responsible for producing the photography bibs as per the specifications below and the design must be approved by the IJF Media Department:

Designs must include:

- IJF logo
- Organizer logo
- Competition logo
- Sponsor logos (IJF and local partners)

Colour Codes Should be followed

COLOR for Media should not be bright as not to attract attention when caught behind judo. Black. Provided to accredited media and staff in corresponding colours by the Organizer.





# TV GUIDE

- 7.1 Host Broadcaster - Camera Requirements
- 7.2 Camera Plan Preliminaries
- 7.3 Camera Plan Finals
- 7.4 Camera Plan Awarding
- 7.5 Host Broadcaster - PGM and ISO Feeds
- 7.6 Host Broadcaster - Feeds and Recordings
- 7.7 Host Broadcaster - EVS, Interviews and Other
- 7.8 Requirements from LOC
- 7.9 World Championships Camera Plans
- 7.10 TV Requirements - Live Feed
- 7.11 TV Requirements - Satellite News and Interviews
- 7.12 TV Requirements - Signal Production and OB Van
- 7.13 TV Requirements - Running Order
- 7.14 TV Requirements - TV Graphics



# 7.1 Host Broadcaster - Camera requirements

The minimum number of cameras required to host an IJF Grand Prix, Grand Slam or Masters is 8 cameras. Anything below this number will not be accepted.

In addition the host broadcaster must provide 1 camera per tatami for the preliminaries, to be used within the CARE system and for JudoBase. This does not account for the main tatami, which is being used for the live broadcast. For example – a 3 tatami event will require a minimum of 8 cameras for the live broadcast (tatami 2), plus 2 additional cameras for the CARE system on tatami 1 and 3. Total: 10 cameras (for a four a tatami event 11 cameras are required).

Where possible the CARE system cameras should be integrated within the host broadcast in the final block and their camera positions adjusted according to the camera plan.

## Production of 2 international signals

The production of a second international signal will require the same minimum requirement as the main international signal – 8 cameras. Meaning a total of 16 cameras, plus any additional cameras for the CARE system. For example – a 3 tatami event with 2 international signals will require 16 cameras, plus one additional camera for the third tatami. Total: 17 cameras (for a four tatami event 18 cameras are required).

## Camera specifications (Position is in reference to the main broadcast tatami)

### Camera 1

- **ROLE:** Wide master shot. Generally filming referee and both judoka full body shot
- **POSITION:** High up in venue, lined up with the centre of the tatami
- **LENS:** 50x (minimum zoom. If not a longer lens)
- **OTHER:** The camera should be on long tripod legs and should be very strong and sturdy

### Camera 2

- **ROLE:** 2nd master shot. Generally filming both judoka full body
- **POSITION:** Matside. Lined up with the centre of the tatami. Within 1 metre of edge of safety area
- **LENS:** 17x or similar
- **OTHER:** The camera must be on a low tripod. The lens height must not exceed 50cm

### Camera 3

- **ROLE:** Generally filming close-up of white judoka
- **POSITION:** Matside. Lined up with the right edge of the competitive area. Within 1 metre of edge of safety area
- **LENS:** 22x (minimum zoom. Better option 42x or 44x)

- **OTHER:** The camera must be on a normal sized tripod. The lens height must not exceed 1 metre (100cm)

### Camera 4

- **ROLE:** Generally filming close-up of blue judoka
- **POSITION:** Matside. Lined up with the left edge of the competitive area. Within 1 metre of edge of safety area
- **LENS:** 22x (minimum zoom. Better option 42x or 44x)
- **OTHER:** The camera must be on a normal sized tripod. The lens height must not exceed 1 metre (100cm)

### Camera 4 / Crane / Jib

- **ROLE:** Beauty shots and generally filming referee and both judoka full body shot / Awarding ceremony wide shot
- **POSITION:** Matside / **POSITION IN FINALS:** On the tatami, beyond either the left or right side (depending on position of awarding stage) of the safety area. Within 1-3 m of edge of safety area
- **LENS:** 10x Wide Angle
- **OTHER:** The length of crane should be between 8-12 m





# 7.1 Host Broadcaster - Camera requirements

## Camera 6 / Super Slow motion

- **ROLE:** Variety of roles, including close-ups of both judoka and wider shots
- **POSITION:** Matside. Lined up with the centre of the tatami on the reverse side to the media. Within 1 metre of edge of safety area
- **LENS:** 50x (minimum)
- **OTHER:** This is the Super Slow Motion camera (referred to as SSM). The camera must be on a medium-high tripod. The lens height will depend on the size of the camera body and the advertising

## Camera 7 / Shoulder camera 1

- **ROLE:** Filming double-player presentation / judoka walk-on & walk-off / coach close-ups / public / awarding ceremony
- **POSITION:** Versatile (always moving)
- **LENS:** 10x Wide Angle
- **OTHER:** The shoulder camera should either be wireless or cabled. If cabled, enough cable must be provided to reach all corners of the field of play, including the double player presentation zone and the mixed zone. A professional cable assistant must also be provided

## Camera 8 / Shoulder camera 2

- **ROLE:** Filming double-player presentation / judoka walk-on & walk-off / coach close-ups / public / awarding ceremony

- **POSITION:** Versatile (always moving)
- **LENS:** 10x Wide Angle
- **OTHER:** The shoulder camera should either be wireless or cabled. If cabled, enough cable must be provided to reach all corners of the field of play, including the double player presentation zone and the mixed zone. A professional cable assistant must also be provided

## Camera 9

- **ROLE:** Preliminaries – used as CARE system camera on tatami 1. Should film both judoka full body / Final block - mixture of close-ups and both judoka full body / May also be used as awarding ceremony master shot (if rostrum is on left side of venue)
- **POSITION IN PRELIMINARIES:** Matside. Lined up with the centre of the tatami. Within 1 metre of edge of safety area/ **POSITION IN FINALS:** On the tatami, left of the competitive area (if viewing from media side). Within 1 metre of the edge of safety area / **POSITION IN AWARDING:** In line with the centre of the awarding stage
- **LENS:** 32x
- **OTHER:** The camera must be on a normal sized tripod. The lens height must not exceed 1 metre (100cm). Must have enough cable to go between the tatami and awarding stage in the final block

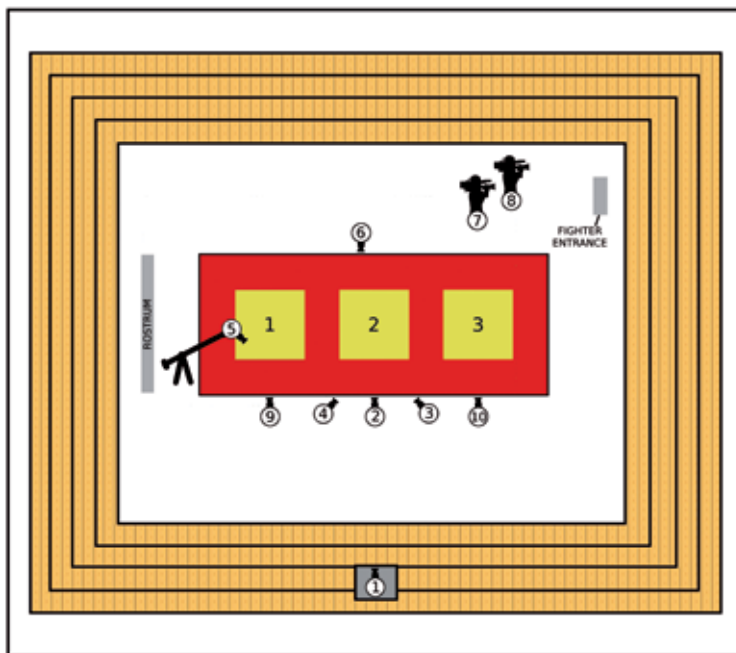
## Camera 10

- **ROLE:** Preliminaries – used as CARE system camera on tatami 3. Should film both judoka full body / Final block - mixture of close-ups and both judoka full body / May also be used as awarding ceremony master shot (if rostrum is on right side of venue)
- **POSITION IN PRELIMINARIES:** Matside. Lined up with the centre of the tatami. Within 1 metre of edge of safety area/ **POSITION IN FINALS:** On the tatami, right of the competitive area (if viewing from media side). Within 1 metre of the edge of safety area / **POSITION IN AWARDING:** In line with the centre of the awarding stage
- **LENS:** 32x
- **OTHER:** The camera must be on a normal sized tripod. The lens height must not exceed 1 metre (100cm). Must have enough cable to go between the tatami and awarding stage in the final block

**NOTE: Please do not show in live transmission any injuries or blood.**

## 7.2 Camera Plan Preliminaries

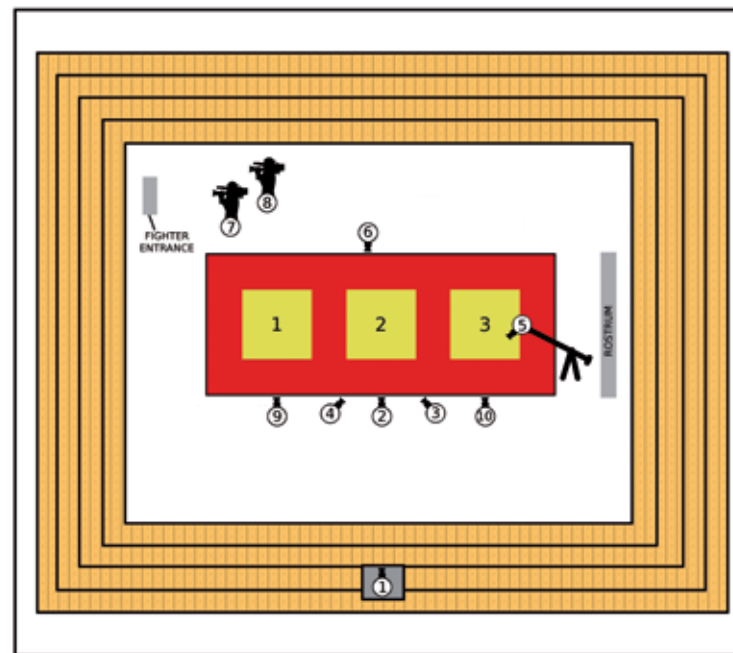
LEFT



### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x

RIGHT

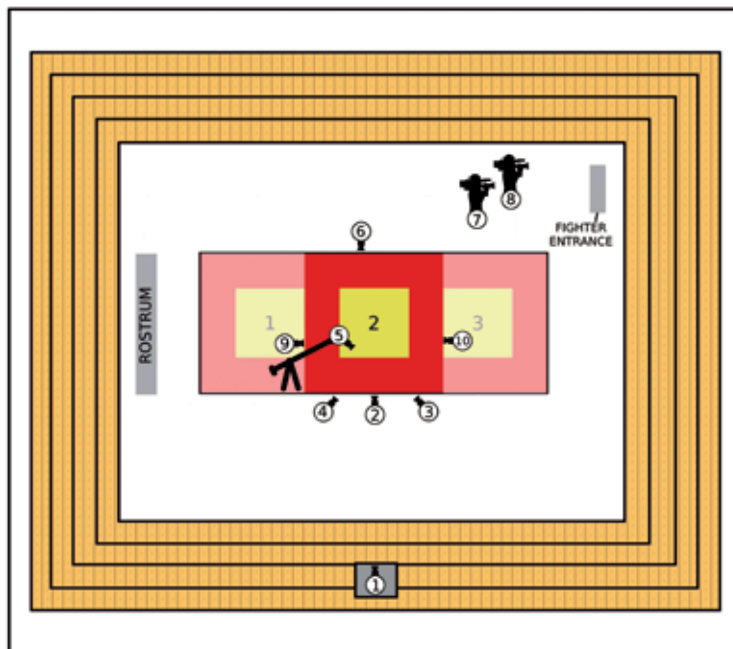


### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x

## 7.3 Camera Plan Finals

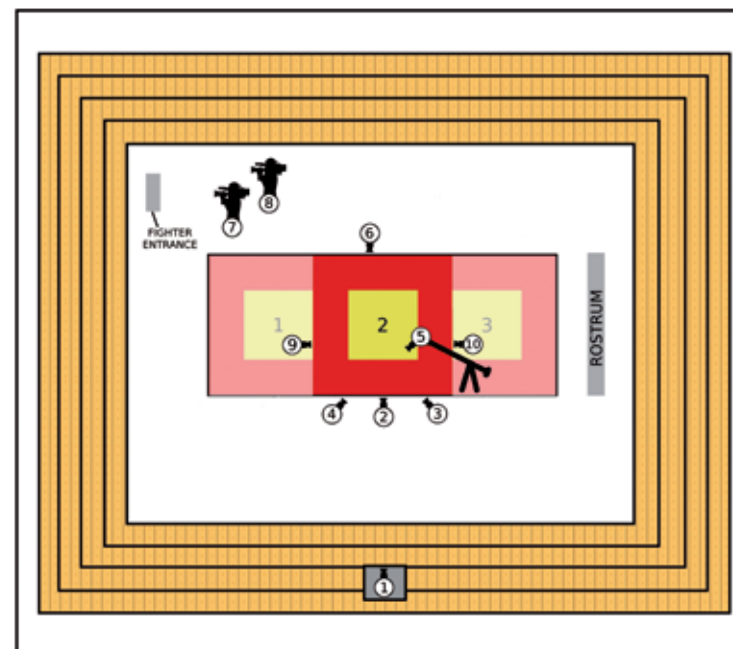
LEFT



### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x

RIGHT



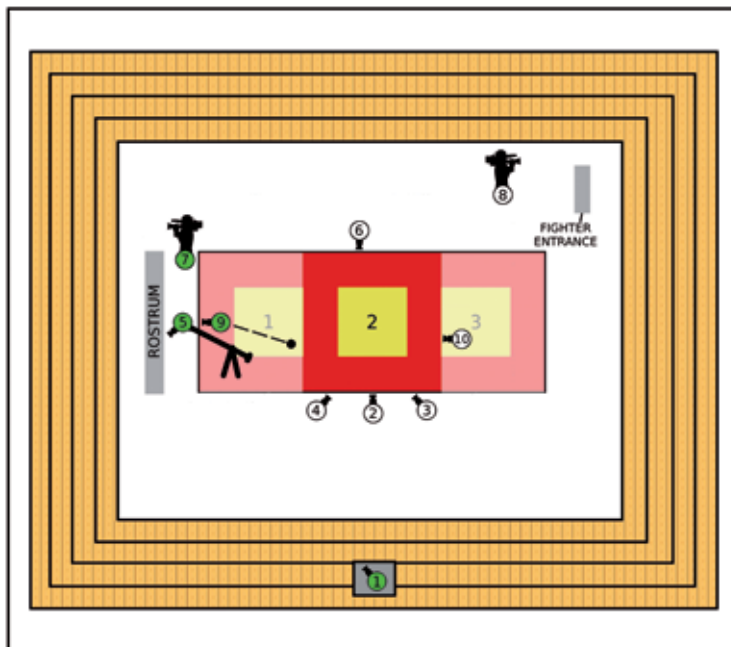
### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x



## 7.4 Camera Plan Awarding

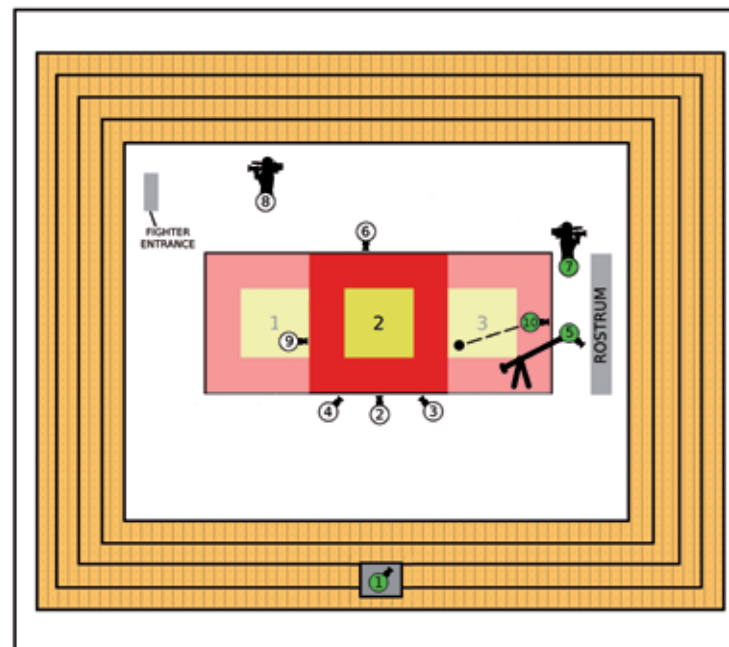
LEFT



### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x

RIGHT

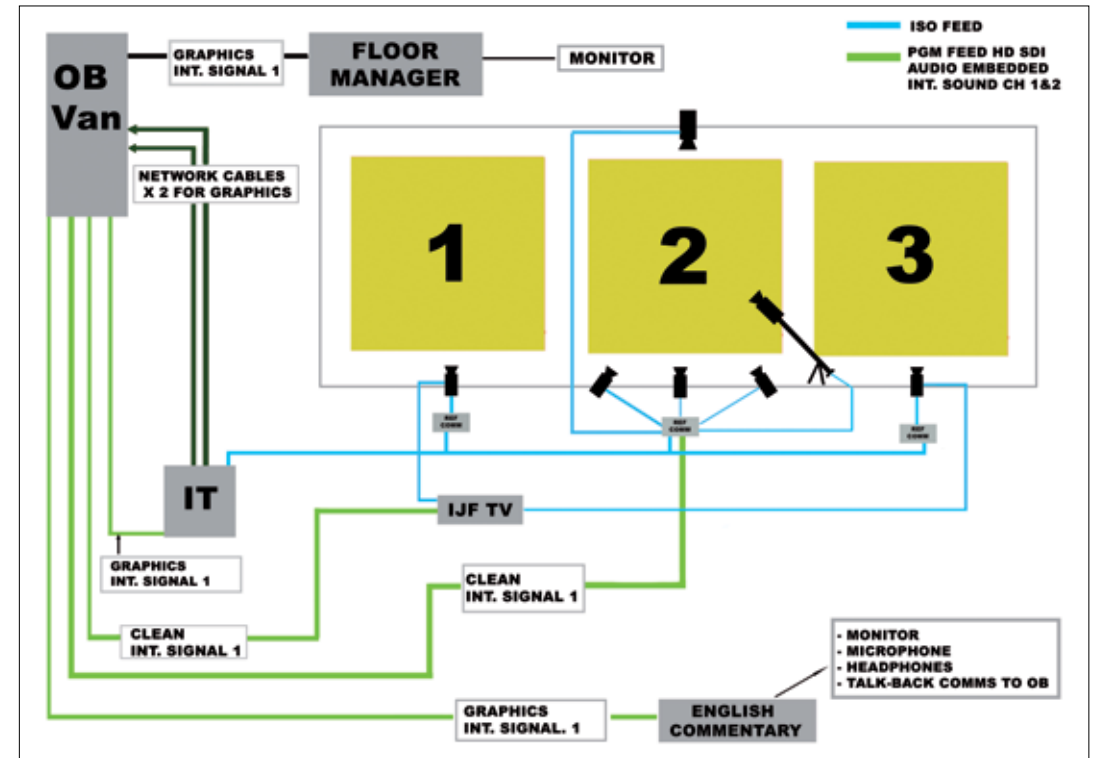


### Camera Lens Information

- 1) 50x (Minimum)
- 2) 17x or similar - Low tripod
- 3) 22x
- 4) 22x
- 5) 10x Wide Angle - Length of crane: 8-12 m
- 6) 50x (Minimum)(SSM)
- 7) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 8) 10x Wide Angle Wireless Shoulder Camera / Cabled Shoulder Camera
- 9) 32x
- 10) 32x

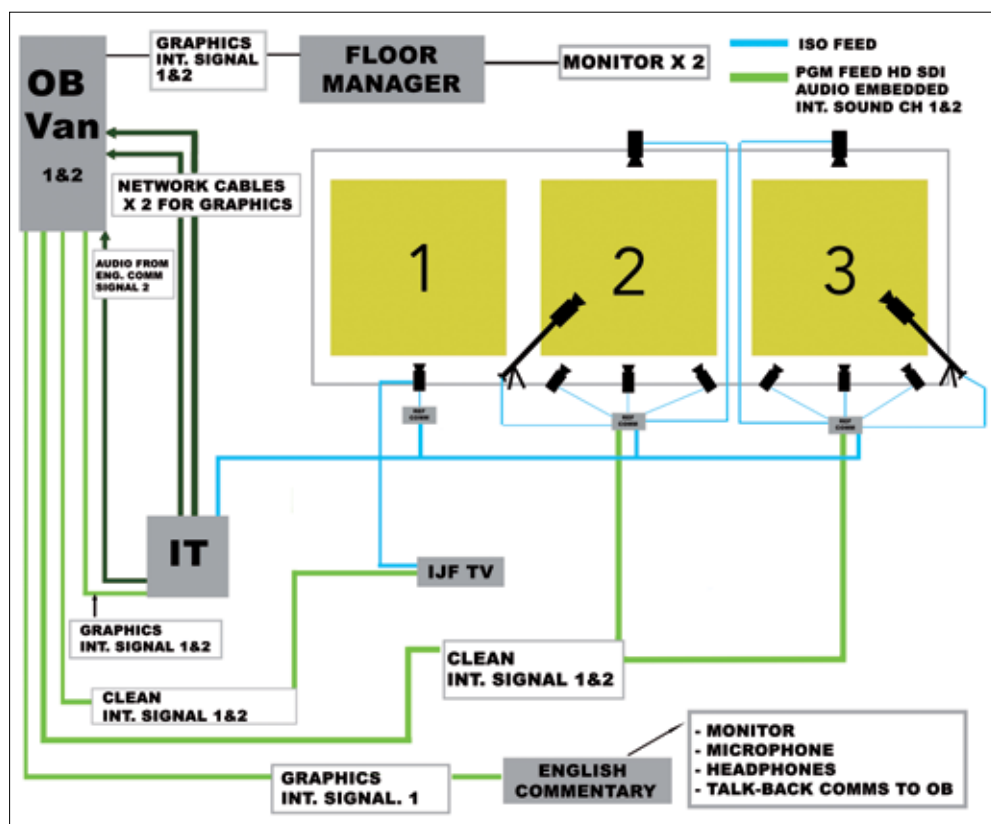


## 3 tatami - 1 signal



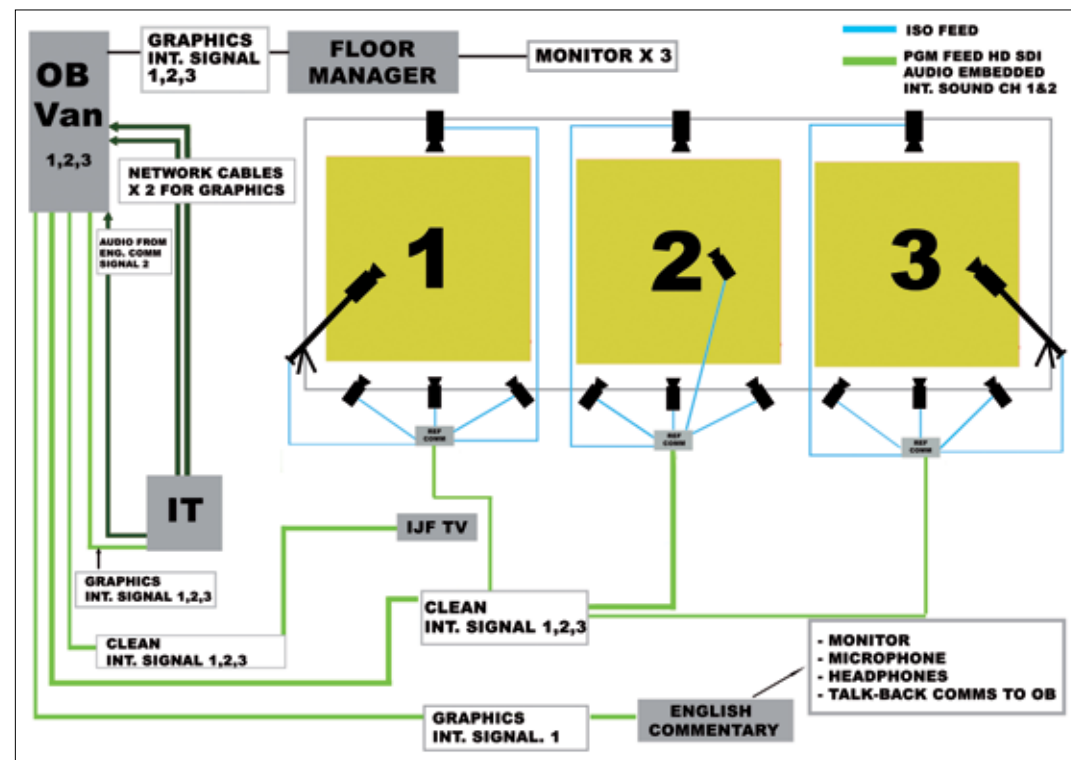
# 7.5 Host broadcaster - PGM & ISO Feeds

## 3 tatami - 2 signals



## 3 tatami - 3 signals

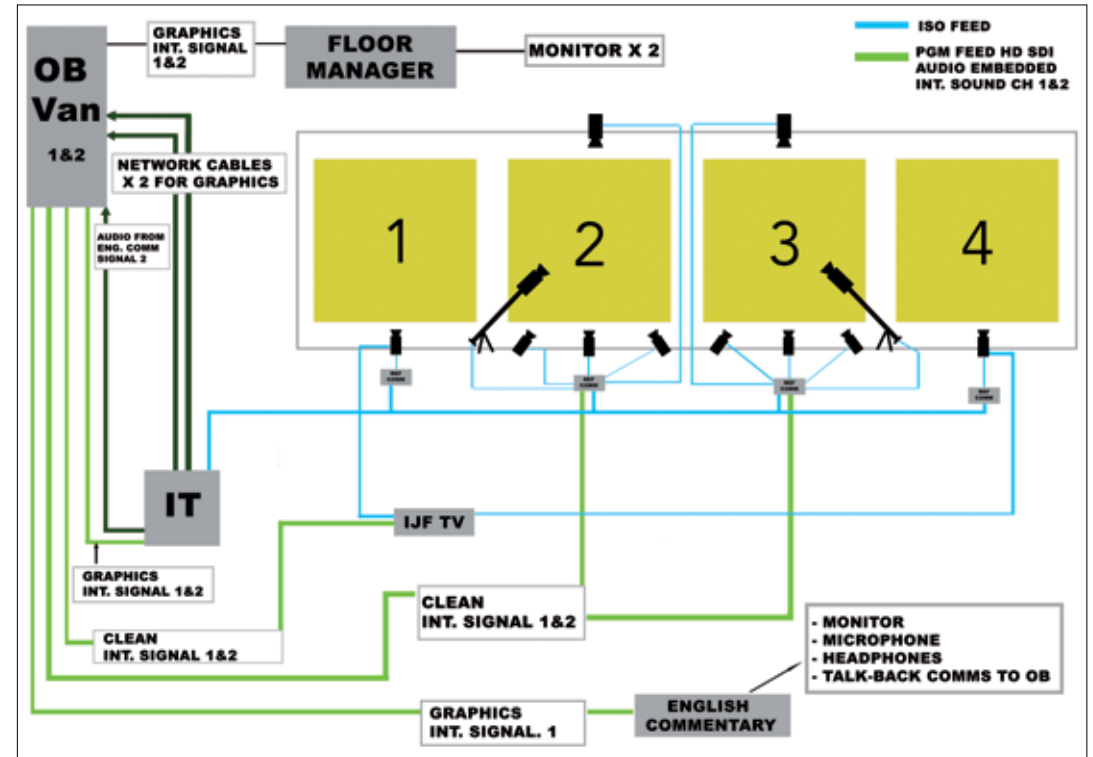
World Championships only







## 4 tatami - 2 signals





## 7.6 Host Broadcaster - Feeds & Recordings

### IJF TV team

- HD, Sdi, audio embedded, CLEAN, International Signal(s) to IJF TV table
- CLEAN Recording of all final block footage (HDCAM or XDCAM). All tape stock is provided by host broadcaster.
- DIRTY Recording of all final block footage (HDCAM or XDCAM). All tape stock is provided by host broadcaster.
- ISO feed of one camera per tatami during preliminaries (positioned centrally matside)

### IJF Refereeing Commission

- HD, Sdi, audio embedded, CLEAN, International Signal(s) to IJF Refereeing Commission table for the tatami showing the International Signal(s)
- ISO feed of one camera per tatami during preliminaries (positioned centrally matside)

### IJF IT team

- HD, Sdi, audio embedded, WITH GRAPHICS, International Signal(s) to IJF IT table
- ISO feed of one camera per tatami during preliminaries (positioned centrally matside)
- Audio from English Commentator for International Signal 2 (only applicable for 2 international signals)
- Network cable x 2 for IJF Graphics team (1 is back-up)

### IJF Graphics team - should be based inside the OB van

- 1 x monitor with PGM
- HD SDI graphics video input: 2x key, 2x fill, 2x program signal, reference
- The graphics team will send fill and key in HD 16:9/ 4:3 safe

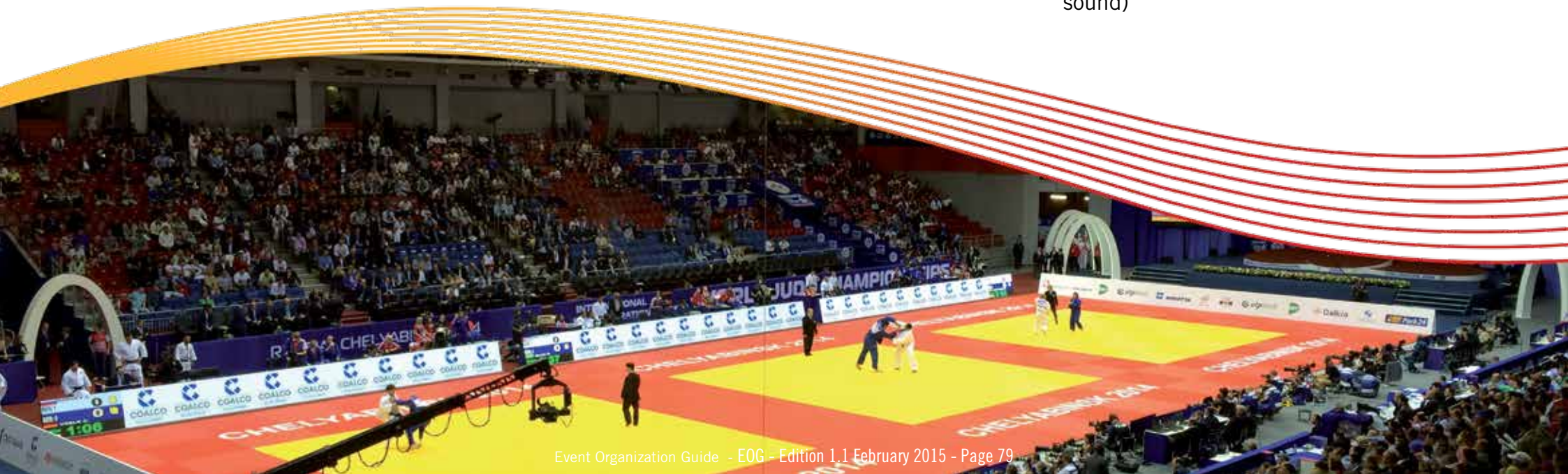
- They will require a GENLOCK - blackburst or tri level
- Required if not working inside OB van: Audio cables + headsets for communication to directors: 2x

### IJF Floor Manager

- 1 monitor (2 if 2 feeds) Sdi, WITH GRAPHICS, International Signal(s) to fighter entry for floor manager

### IJF Commentator

- 1 monitor Sdi, audio embedded, WITH GRAPHICS, International Signal 1.
- Equipment: headphones / monitor / microphone / talk-back communication link to OB van.
- English commentary goes onto audio channel 3 of international signal (mixed with int. sound)





## 7.7 Host Broadcaster - EVS, Interviews & Other

### EVS

- Best option: 3-4 EVS operators & machines (XT2 6 channel) per international signal
- Minimum requirement: 2 x EVS (XT2 6 channel) per international signal
- All EVS must be networked

### EVS roles

- EVS job 1: in-contest replays
- EVS job 2: end of contest replays
- EVS job 3: Playlist during awarding ceremony (best 20-40 seconds of winner – Ippon & emotion)
- EVS job 4: 2:30 playlist of bronze medal contests, played out during break between prelims & finals
- EVS job 5: Replay playlist – slow motions (all the best slow motion moments from the final block. Minimum length 10 mins), played out after last awarding ceremony
- EVS job 6: Replay playlist – ISO full speed play-outs of all main scores in final block (Minimum length 5 mins), played out after last awarding ceremony

### EVS for World Championships

- Minimum requirement: 3 x EVS (XT2 6 channel) per international signal. Eg – 3 international signals requires 9 x EVS
- One additional EVS required for Ultra slow-motion camera. TOTAL: 10 x EVS

### Interviews

- Host broadcaster must provide interview microphone (broadcast quality) & lighting
- Location discussed pre-event, but confirmed on-site
- Camera should be one of the two shoulder cameras (camera 7 or 8)
- IJF will add IJF microphone cover

### Other

- The IJF TV Director will decide whether it's necessary to mix the pictures himself or work alongside the host broadcast vision mixer and/or director
- Where requested the host broadcaster should

provide (free to use) stock footage of the hosting city of the event, which will be used within the Event Introduction Video. DEADLINE: This video should be provided no later than one week before the start of competition

- A meeting is required the day before competition with the IJF TV Director, the host broadcast director (where applicable), camera operators and EVS operators
- The OB van, all EVS, all cameras and all cabling should be in position and operational by no later than 5pm on the day before competition
- Graphic wipes – IJF & tournament wipes – IJF in / GP, GS out (graphics will be provided by the IJF pre-event)
- Meeting required the day before competition with host broadcaster director, camera operators and EVS operators
- Dress code of TV team: should be with black shirts or dark blue. Not light colours
- The Event Introduction Video will be provided to the host broadcaster on USB stick (.mp4 or .mov) no later than the morning of the first day of competition.

## 7.8 Requirements from LOC

At events where the key members of the host broadcast team do not have a good level of English a good translator should be provided for the entire competition (including full day before) to work with the IJF TV Director.

### IJF TV Table

- Table position to be drawn into FOP plans (best position is next to IT / if not the opposite end of venue. In one of the corners is best). Total table space required: 6 m

- Minimum of 2 x LAN cables (with internet speed 4MB minimum) delivered to IJF TV Table (for uploading of IJF news feeds)
- Dedicated power provided to IJF TV Table (required for recording signal from OB van)
- UPS back-up power (required as back-up for recording signal from OB van)
- Network cable to be provided and run from IT booth to TV table

Network cable to be provided and run from OB van to IT booth (to send all graphic information to OB van for IJF graphics team).

English commentator requires table, chair & power (internet if possible. But not a necessity).

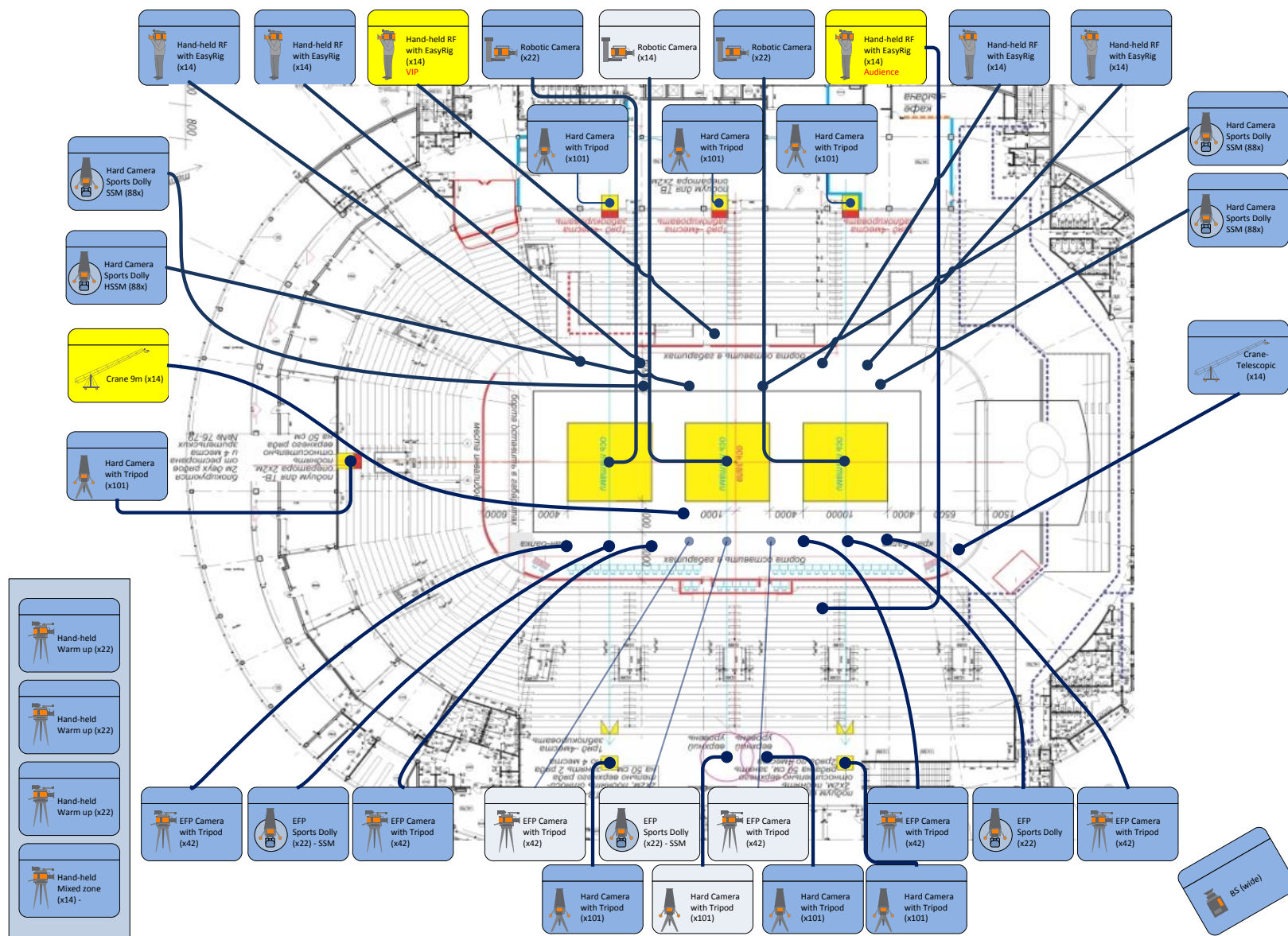
Scoreboard to be off-centre on media side of FOP.







# 7.9 World Championships camera plans









## 7.10 TV Requirements - Live Feed



The Live Feed must be visible and available in the sports hall in the following locations:

- By Live Streaming Studio (signal in HD-SDI)
  - Live on Large Screens for Public (controlled by IJF from Streaming Studio)
  - By Head Referee Commission (clean signal in HD-SDI)
  - By entrance of the Athletes
  - By warm-up area
  - By Speakers and DJ
  - VIP Rooms and Press Center
- The feed should be constant live with graphics implemented.

The feed should be constant live with graphics implemented. In general it is recommended to make the feed available on all places for the public or guests who are not near the tatami so that they can be up to date with the competition.





## 7.11 TV Requirements - Satellite News and Interviews

### Satellite

A DSNG/SNG Van should be provided, (2+1) in case of events with two (2) feeds and equipment specifications confirmed by the HB/LOC representative minimum 3 weeks before the event. SNG/DSNG should be available for a signal test through satellite, during morning session of preliminary matches of day one of competition along with a professional operator, in some locations also one day before the competition starts and for Live transmission during all competition days. In case the operator does not speak english a dedicated translator should be provided. The organizer should make the satellite uplink space booking for first hop, based on location and satellite footprint with the final block timings / booking timings and specifications provided by IJF. The booking parameters must be provided minimum 14 days prior to event to the IJF. Alternatively, the IJF can book the satellite uplink space and charge the organizer the cost.

### News

The NEWS will be supplied by the IJF after each day of the event. Should the organizer also like access to this product, they must supply the IJF with a list of contacts where to send digitally the content.



### Live Interviews

At end of the last awarding ceremony, we need one camera connected to the OB Van with microphone to make live interviews. The replays saved from the day need to be played out between the interviews.

**POSITION NEEDS TO BE SET WITH BANNER AND LIGHTING.**





# 7.12 TV Requirements - Signal Production and OB Van

## Signal Production

### **Format of Each Signal for SNG**

SD PAL - 16:9

High definition

### **Audio Channels**

Channel 1 - L international sound

Channel 2 - R international sound

Channel 3 - English commentary

Channel 4 - TBC

### **Format of Each Signal in Stadium and to Record**

SD PAL - 16:9

High definition

### **Audio Channels**

Channel 1 - L international sound

Channel 2 - R international sound

Channel 3 - English commentary

Channel 4 - TBC

## OB Van

### **Communication**

The OB van team must speak English otherwise a professional translator must be provided.

### **Cooperation**

The IJF TV director will be in the van to ensure the production is done according to the IJ rules. The collaboration must be done in a professional and friendly way. Best efforts must be made by both partners to accommodate any ad hoc request.







## 7.13 TV Requirements - Running Order

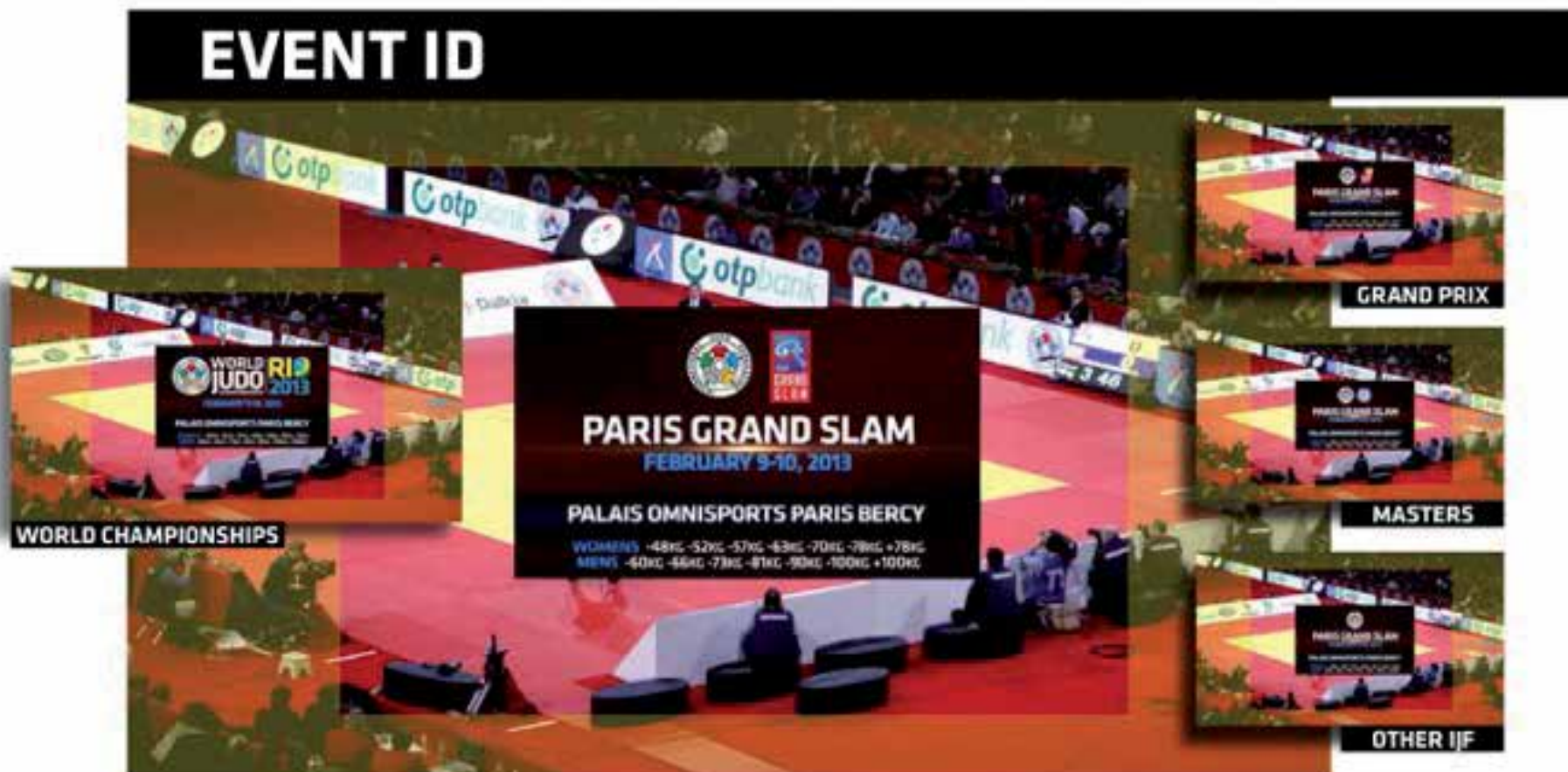
The host broadcaster must adhere to a running order, which consists of the Final Block shot and graphic order. The IJF TV Director will send the running order prior to the event. There may be some unforeseen circumstances that will mean some changes will need to be made to the running order on-site. This running order is sent out to all of the IJF TV Partners and is of significant importance.

Other:

- The IJF TV Director will decide whether it's necessary to mix the pictures himself or work alongside the host broadcast vision mixer and/or director
- Where requested the host broadcaster should provide (free to use) stock footage of the hosting city of the event, which will be used within the Event Introduction Video. DEADLINE: This video should be provided no later than one week before the start of competition
- A meeting is required the day before competition with the IJF TV Director, the host broadcast director (where applicable), camera operators and EVS operators
- The OB van, all EVS, all cameras and all cabling should be in position and operational by no later than 5pm on the day before competition
- Graphic wipes – IJF & tournament wipes – IJF in / GP, GS out (graphics will be provided by the IJF pre-event)
- Dress code of TV team: should be with black shirts or dark blue. Not light colours
- The Event Introduction Video will be provided to the host broadcaster on USB stick (.mp4 or .mov) no later than the morning of the first day of competition



## 7.14 TV Requirements - TV Graphics







## 7.14 TV Requirements - TV Graphics







## 7.14 TV Requirements - TV Graphics







## 7.14 TV Requirements - TV Graphics





# CONGRESS AND OTHER EVENTS





## 8.1 IJF CONGRESS

### Registration for the IJF Congress (the day before the Congress)

- Space, simultaneous welcome of 50 persons
- Number of persons : 400 (2 per country)
- Time: 16:00-19:00
- Equipment: 5 tables for registration, photocopier
- Distribution of the Congress accreditation. To issue nominative accreditations (different from those of the competition)

### IJF Congress

- Capacity 500 persons (classroom)
- Catering and coffee break for 500 persons

### IJF Congress technical equipment

- A stage large enough in front of the delegates to accommodate about 21 to 23 IJF EC members and eventually other persons sitting next to each other in a row depending on the type of room available. Possibility to have 2 rows (the second row being

elevated).

- fixed microphones for the IJF President and the IJF General Secretary, +1 microphone for each 2 IJF EC Members connected to the translators' boots. (Nearly 12 in total)
- Pulpits with a microphone (one at each end side of the stage) for the IJF EC to stand behind and speak from
- Large screens to be hung on the wall behind the IJF EC and at a reasonable height from the stage so that the delegates can see the power point presentations projected
- Lateral screens for a better visibility by the delegates
- Smaller screens to be placed on the front lower part of the stage (for the IJF EC

members) – visible from the 1st and the 2nd row.

- 2 or 3 polling boots and a small table in each one of them.
- 2 transparent ballot boxes
- Translators' boots for all communications and interventions in English, French, Spanish, Arabic and Russian; Japanese upon request and at their charge. The translators will be invited to a meeting the day before the Congress with the IJF GS.
- Recording devices (preferably DVD/CD) to record SEPARATELY all the translations in English, French, Spanish.
- The organizer must put at disposal of the IJF a technician who will record (on CDs/DVDs) all communications and interventions used in the congress room by all the participants to the congress, IJF EC members included during the Congress.
- Wireless microphones and as many chairs as needed for the delegates.





## 8.2 OTHER EVENTS

- Tables (4-6 persons) for the IJF staff to show on screen the IJF EC members' presentations to the Congress.
- 2 color, high performance photocopiers.
- 10 persons from the organizing committee should be available for the organization of the Congress.
- Directional signs to the place of the Congress.

### IMPORTANT:

**All the arrangements concerning the IJF Congress must be confirmed by the Organizers beforehand. The Congress room must be set up 2 days before the Congress. The General Rehearsal takes place the day before the Congress. According to the needs, additional arrangements can be required.**

### IJF Executive Committee Meeting

Room needs (non-exhaustive list)

- Capacity – 35 persons
- U layout table
- Seats around the table
- Power socket under each person
- Audio system with microphones in front of each person on top and in front of each two people on sides. This audio needs to be recorded (CD/USB) and should be able to be monitored

In front of everyone:

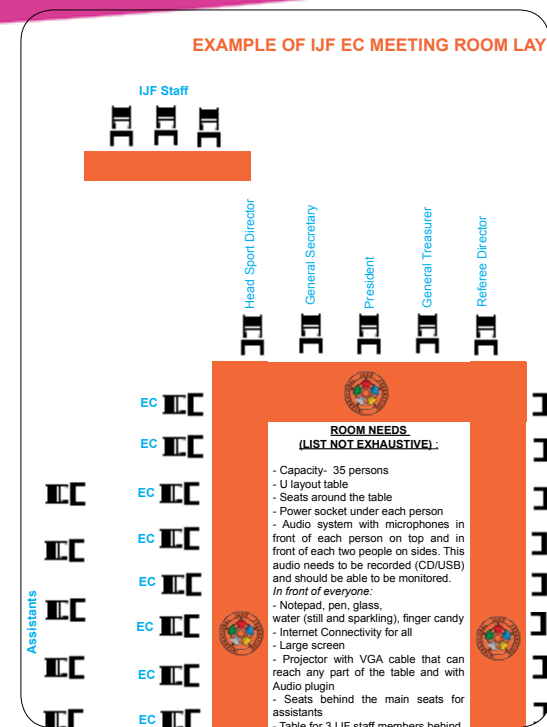
- Notepad, pen, glass, water (still and

- sparkling), finger candy
- Internet Connectivity for all
- Large screen
- Projector with VGA cable that can reach any part of the table and with Audio plugin
- Seats behind the main seats for assistants
- Table for 3 IJF staff members behind
- Lighting control in room
- Temperature of 20°C
- A color high performance printer near the meeting room
- Audiovisual technician available during all the meeting
- On the side: space for coffee breaks with Nespresso Machines (2), cups, glasses and plates, small finger snacks, soft drinks and juices
- Private place for buffet lunch nearby (to be confirmed)
- Simultaneous translation FRA/ENG/SPA (to be confirmed)
- Directional Signs to place of meeting

**Comments:** The room has to be set up the day before (Afternoon). According to the needs, additional arrangements can be required.

### IJF President's Office

- Permanent office in the official hotel
  - Capacity: 20 persons
  - Light refreshments
  - Nespresso machine (different color capsules)
  - Smoker room
- Technical needs:
- Internet (fix and Wifi)
  - Internal telephone



- Note-pads, pens
- The room should be validated by the IJF Presidential office. According to the needs, additional arrangements can be required.

### IJF Secretary General Office

#### eral Office

- Permanent office in the official hotel
  - Capacity – 20 persons
  - Light refreshments
- Technical needs:
- Internet (fix and Wifi)
  - Fax
  - Internal telephone
  - Color Printer (stapler, sorter)
  - Paperboard
  - Notepads, pens

According to the needs, additional arrangements can be required. Meeting rooms may be requested by the General Secretariat for the IJF Commission meetings and Continental Congress meetings.







# ANNEXES

- Annex 1 Tatami, LED, Boards and Banners
- Annex 2 Images
- Annex 3 Inspection visit checklist
- Annex 4 Suggested Menu Plans for Athlete Hotels
- Annex 5 Basic Hygiene Checklist
- Annex 6 Judogi Control and Random Weigh-in requirements
- Annex 7 Sport Equipment List
- Annex 8 Tatami Layout
- A9 - Team Draw Requirements
- A10 - Local Announcer Role Description
- A11 - Venue Plan Examples
- A11 - Field of Play Plan Examples
- A11 - Technical Table Plan Example
- A11 - Draw Room Layout Example

NOTES

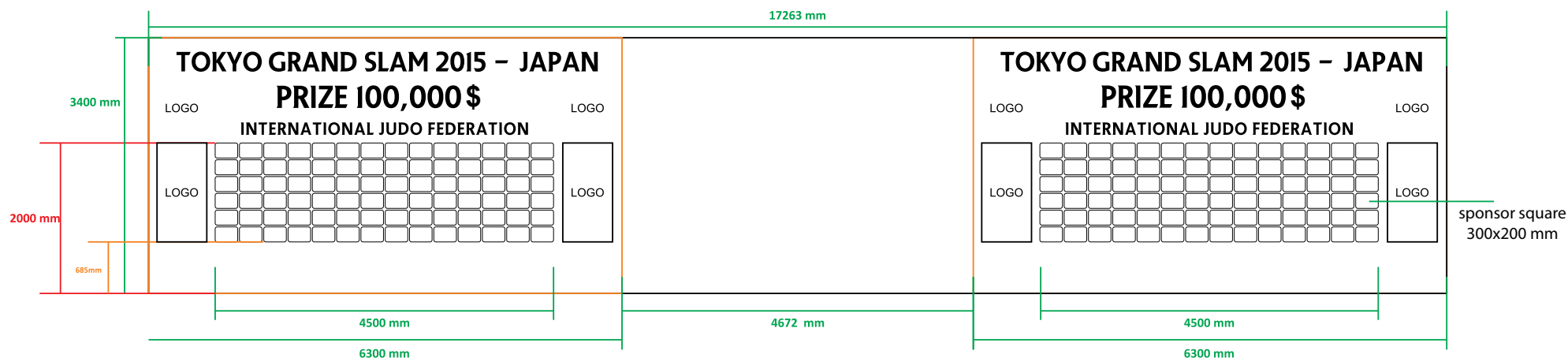




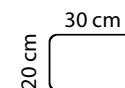
# A1 Tatami LED Boards Banners

The banner sizes described are the **MINIMUM** requirements.  
The final sizes will depend on the layout and sizes of the venue and will be approved by the IJF.

## Draw Banner



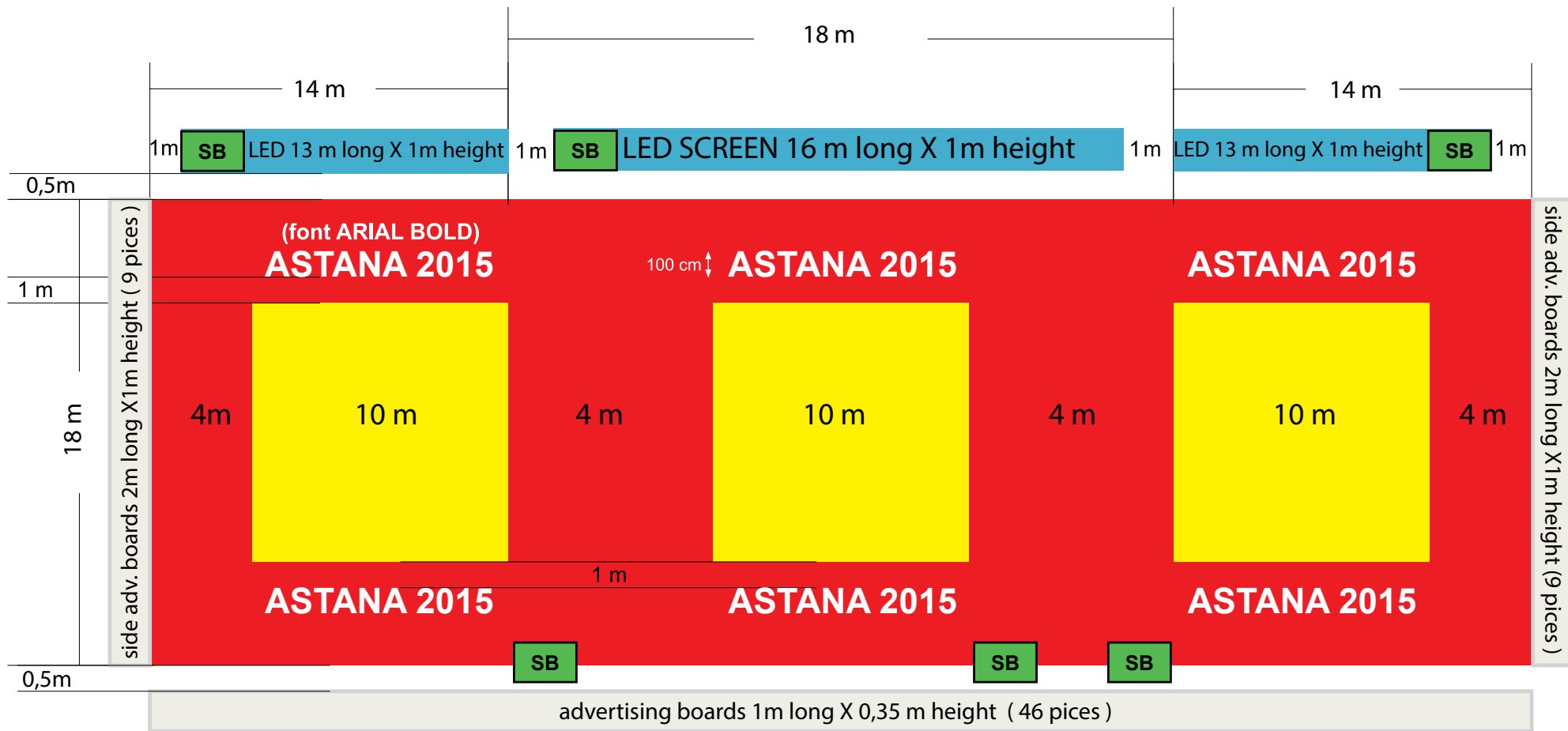
1. Draw banner - 6300 mm (wide) X 3400 mm (height) X 2 pieces
2. Sponsor area - 4500 mm (wide) x 2000 mm (height) - first 685mm in the bottom without sponsors squares
3. Sponsor square - 30cm x 20cm
4. Screen - aspect ratio 4 : 3 . The dimensions of the screen depends of the projector screen. 1 piece





# A1 Tatami LED Boards Banners

## Tatami Setup Preliminaries

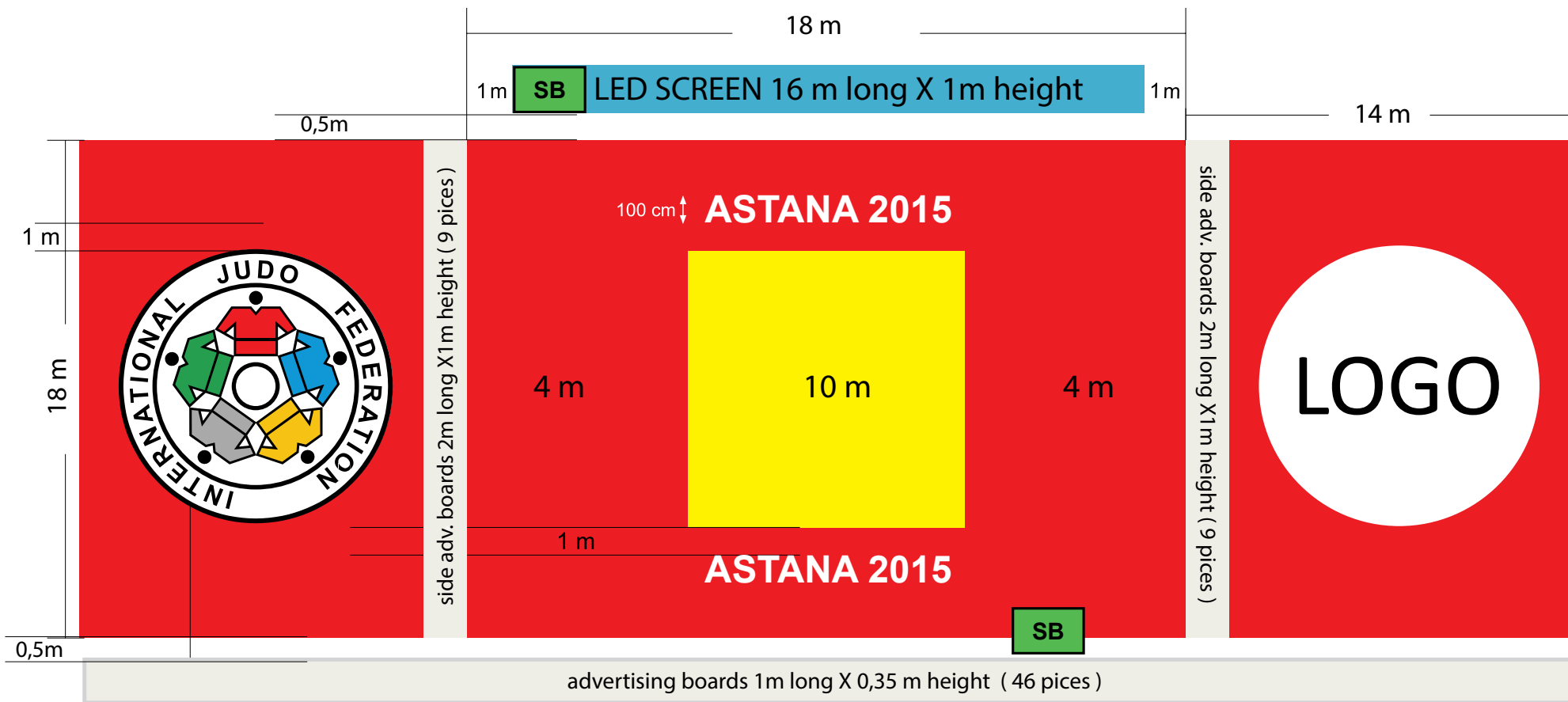


Scoreboard integrate in LED ( 2 meter wide )



# A1 Tatami LED Boards Banners

## Tatami Setup Finals



Scoreboard integrate in LED ( 2 meter wide )



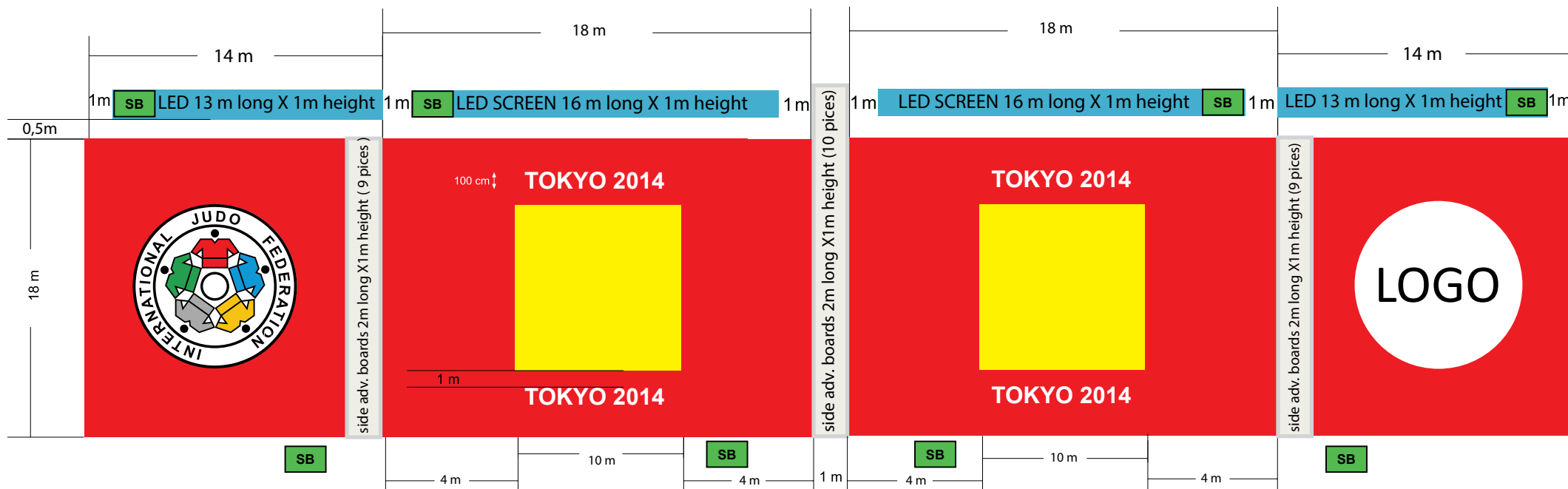


The drawing shows two versions of the Tokyo 2014 Olympic rings backdrop. The left version includes the rings, while the right version is a plain red backdrop. Both versions are 18m high and 14m wide. The rings are 1m high and 1m wide. The side panels are 2m high and 1m wide. The text 'TOKYO 2014' is displayed in white on the red backdrop. The rings are yellow. The side panels are white with a grey border. The drawing includes dimensions for the backdrop, rings, and side panels.



# A1 Tatami LED Boards Banners

## Setup LED Finals



Scoreboard integrate in LED ( 2 meter wide )



Technical drawing of the Tokyo 2020 Olympic rings stadium facade, showing the arrangement of advertising boards and the 'TOKYO 2014' logo.

The drawing illustrates the layout of the stadium's exterior, featuring a red background with yellow squares representing advertising boards. The text 'TOKYO 2014' is displayed in white, with '(font ARIAL BOLD)' noted above the first instance. The layout is defined by dimensions: 4 m, 10 m, and 1 m, and a total height of 18 m. The text 'side adv. boards 2m long X1m height (9 pices)' is repeated on both the left and right sides. The text 'advertising boards 1m long X 0,35 m height ( 46 pices )' is located at the bottom.





# A1 Tatami LED Boards Banners

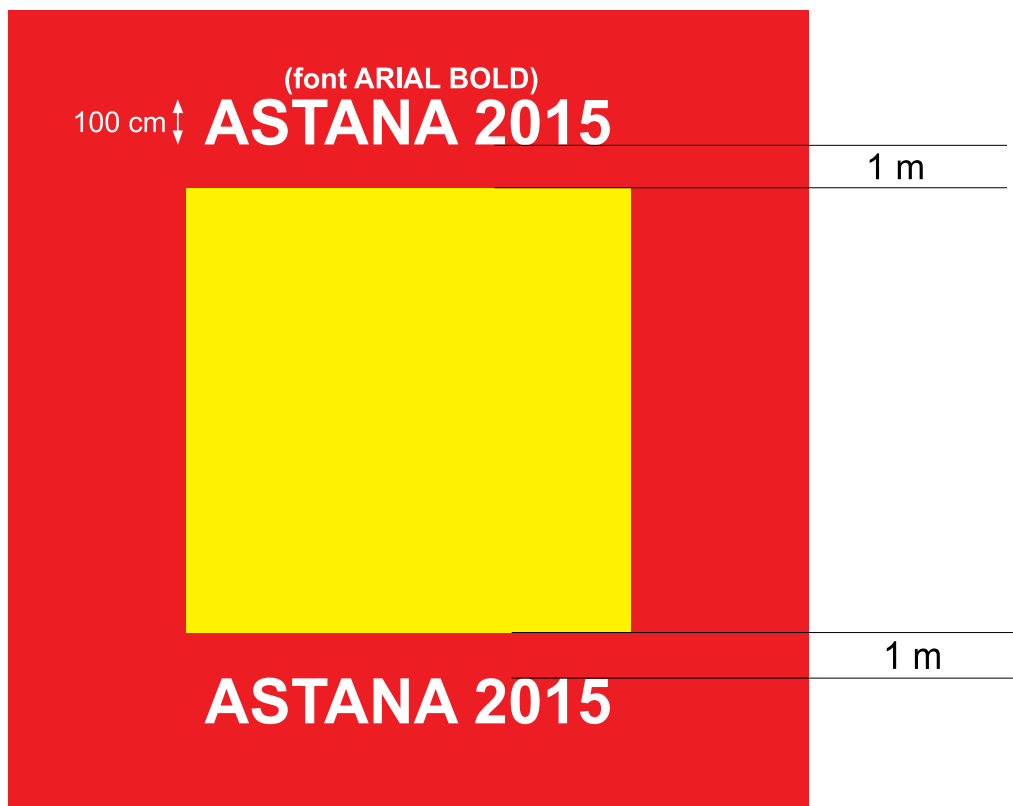
Side Advertising Boards Layout



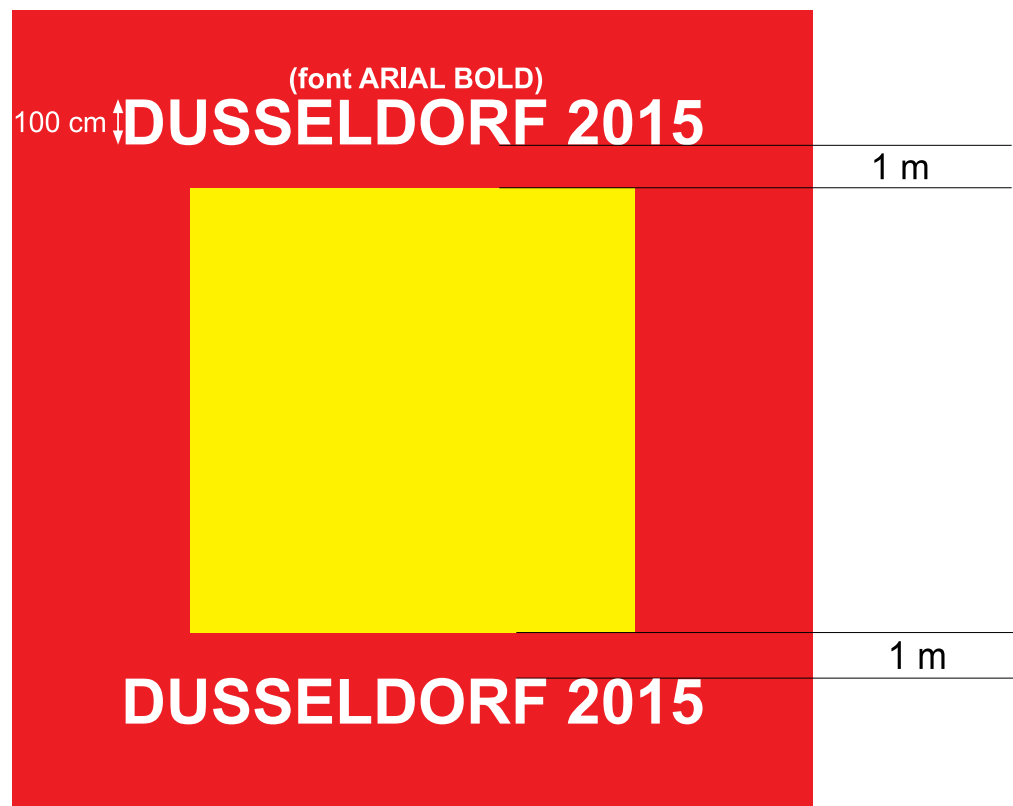


# A1 Tatami LED Boards Banners

City Name 1



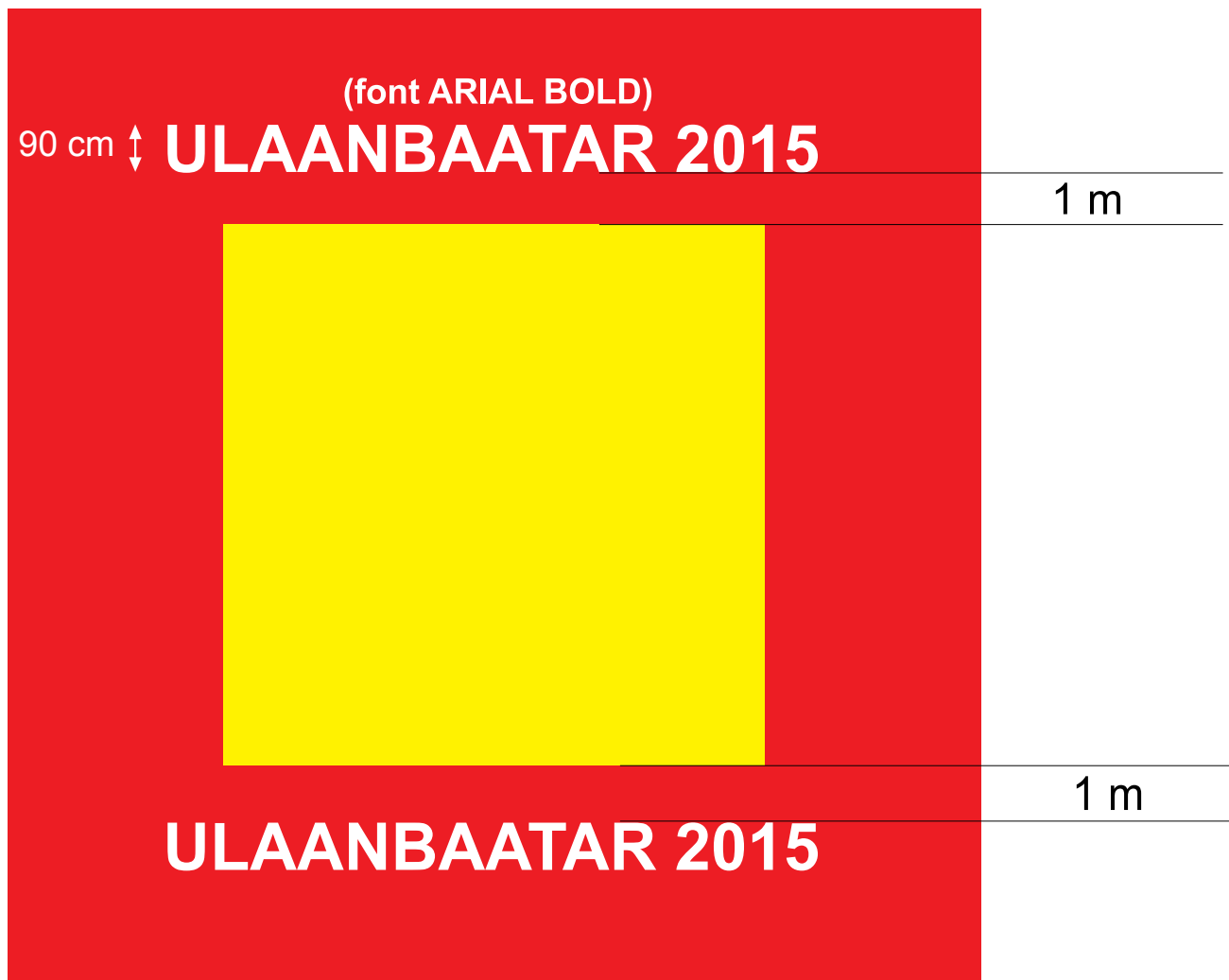
City Name 1





# A1 Tatami LED Boards Banners

City Name Ulaanbaatar



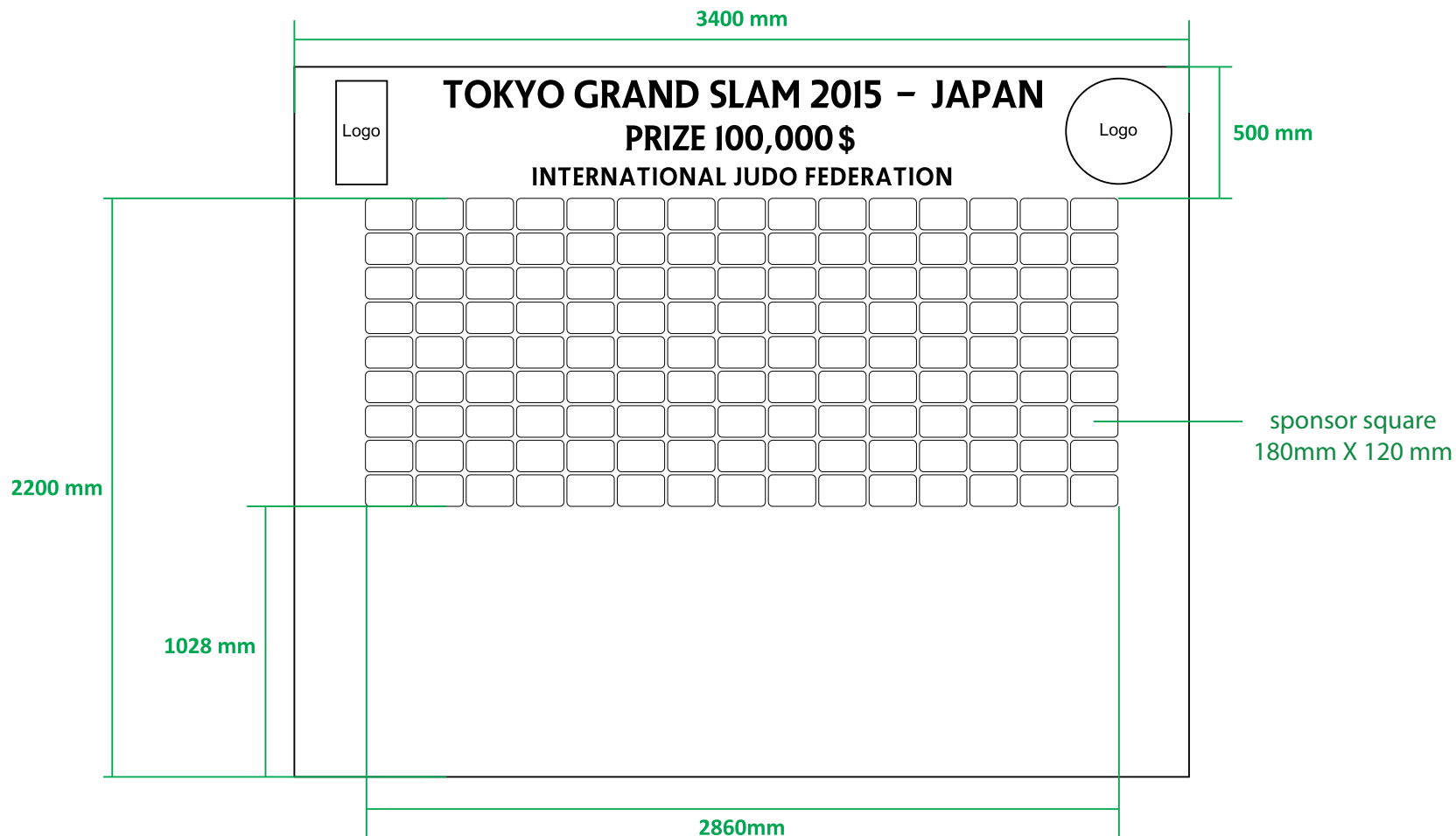




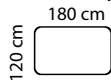


# A1 Tatami LED Boards Banners

## TV Presentation Banner



1. Draw banner - 3400 mm ( wide ) X 2700 mm ( height )
2. Sponsor area - 2860 mm ( wide ) X 2200 mm ( height ) - first 1028 mm in the bottom without sponsor squares
3. Sponsor square - 180 mm X 120 mm

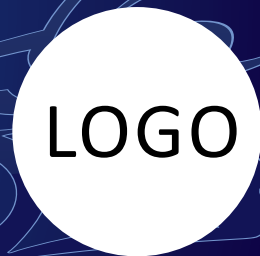

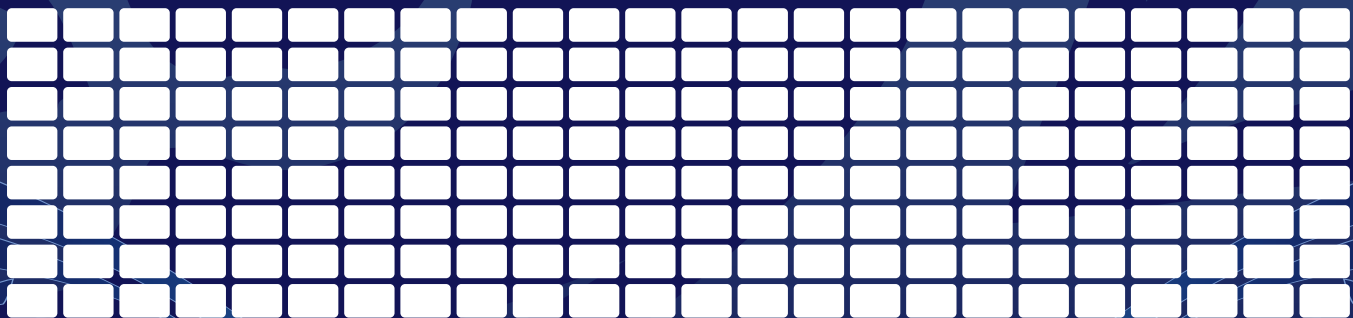





# A1 Tatami LED Boards Banners

## Awarding Banner

**BUDAPEST GRAND PRIX 2015 – HUNGARY**  
**PRIZE 100,000\$**  
**INTERNATIONAL JUDO FEDERATION**



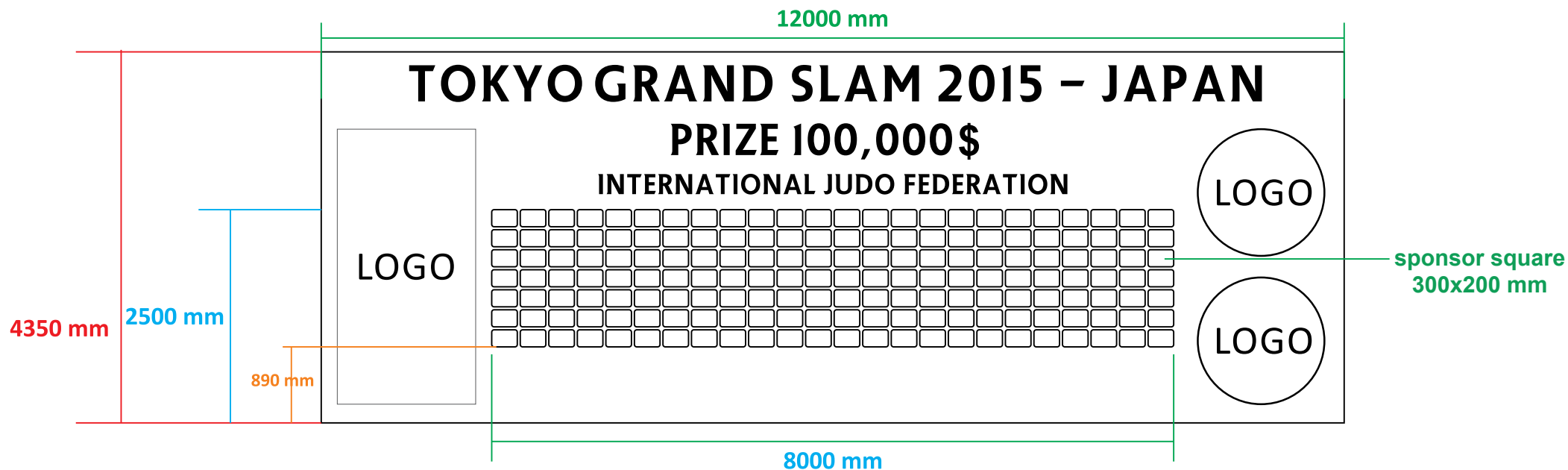
LOGO






# A1 Tatami LED Boards Banners

## Awarding Banner



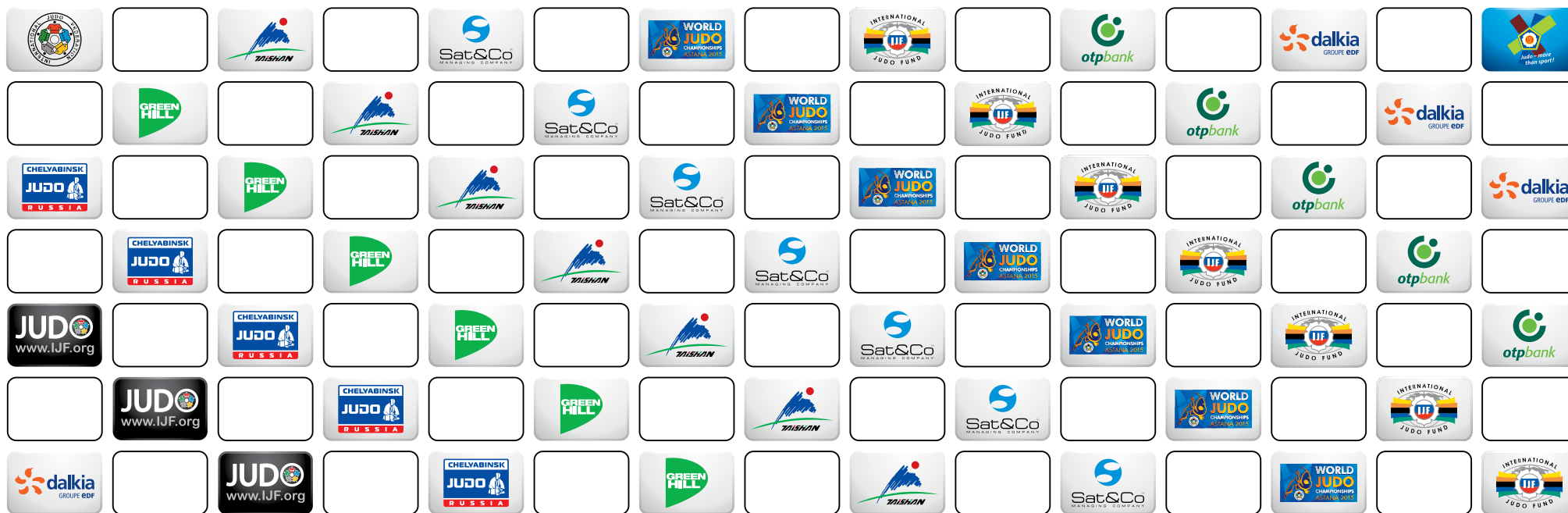
1. Awarding stage banner - 12000 mm ( wide ) X 4350 mm ( height )
2. Sponsor area - 8000 mm ( wide ) X 2500 mm ( height ) - first 890 mm in the bottom without sponsor squares
3. Sponsor square - 300 mm X 200 mm 

\* Awarding stage banner dimenisions can be bigger but not smaller than the layout.



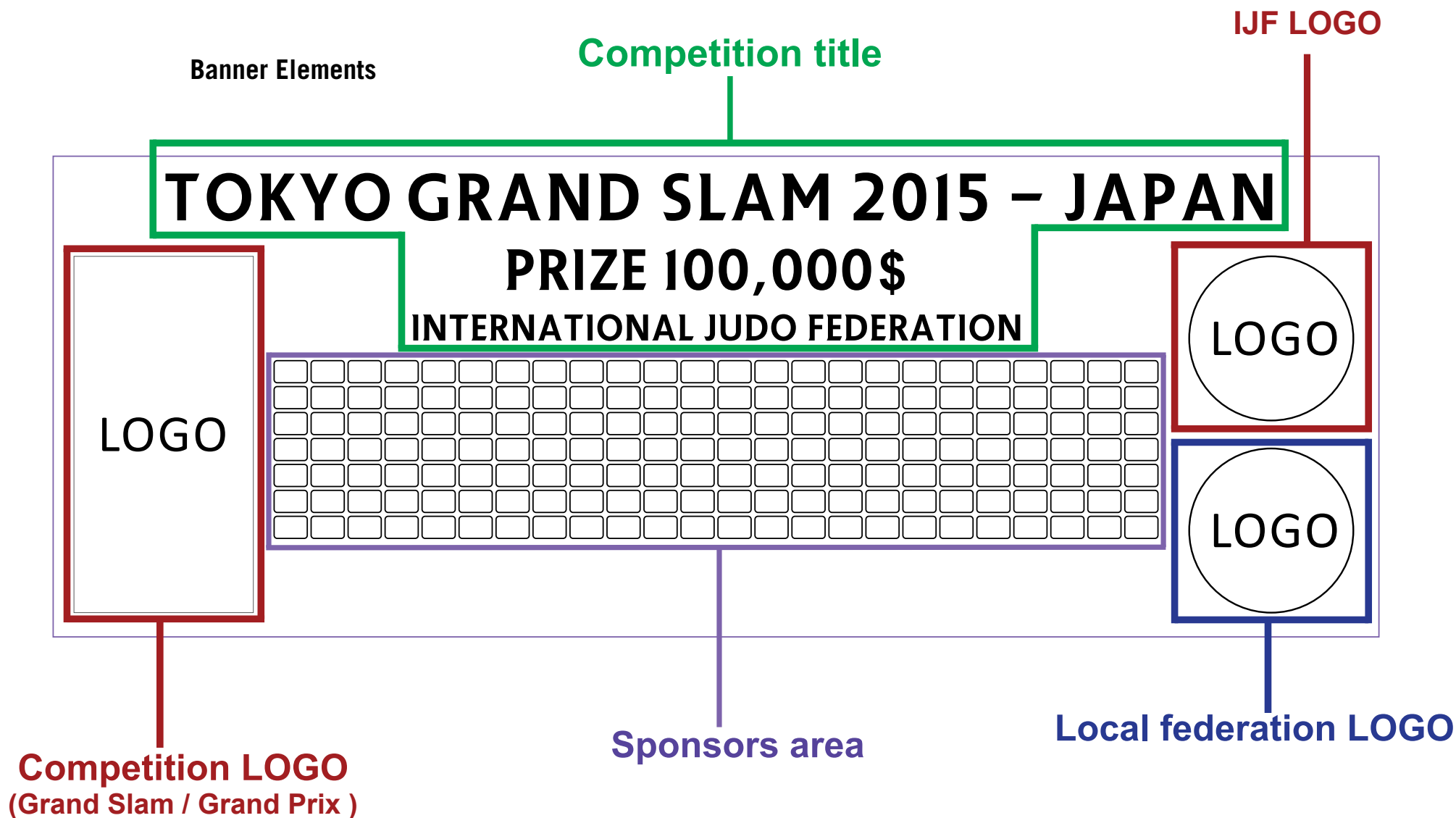
# A1 Tatami LED Boards Banners

## Banner Sponsor Distribution





# A1 Tatami LED Boards Banners

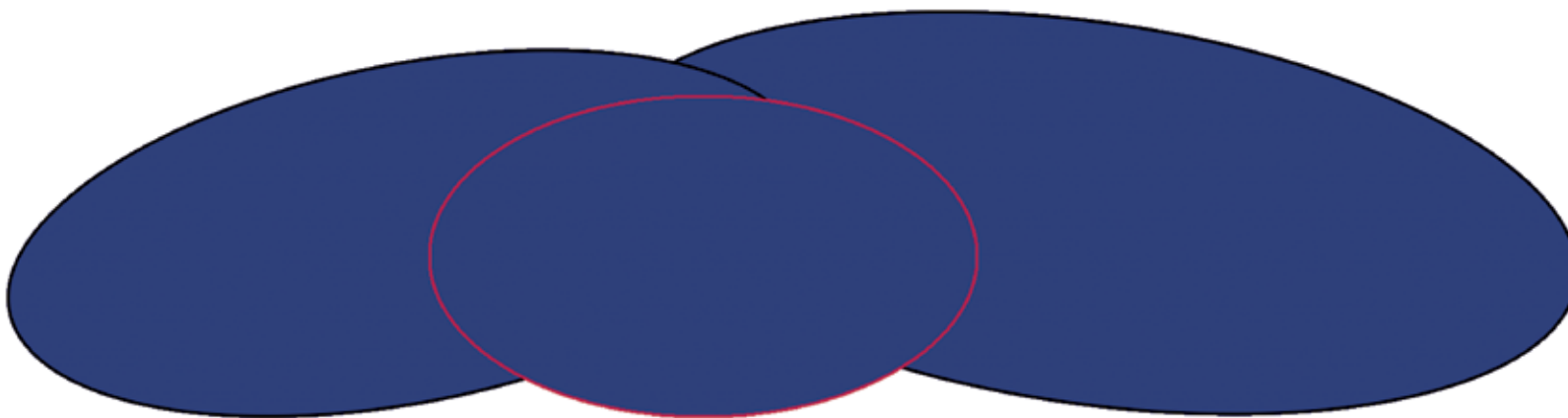






# A1 Tatami LED Boards Banners

## Podium Colours

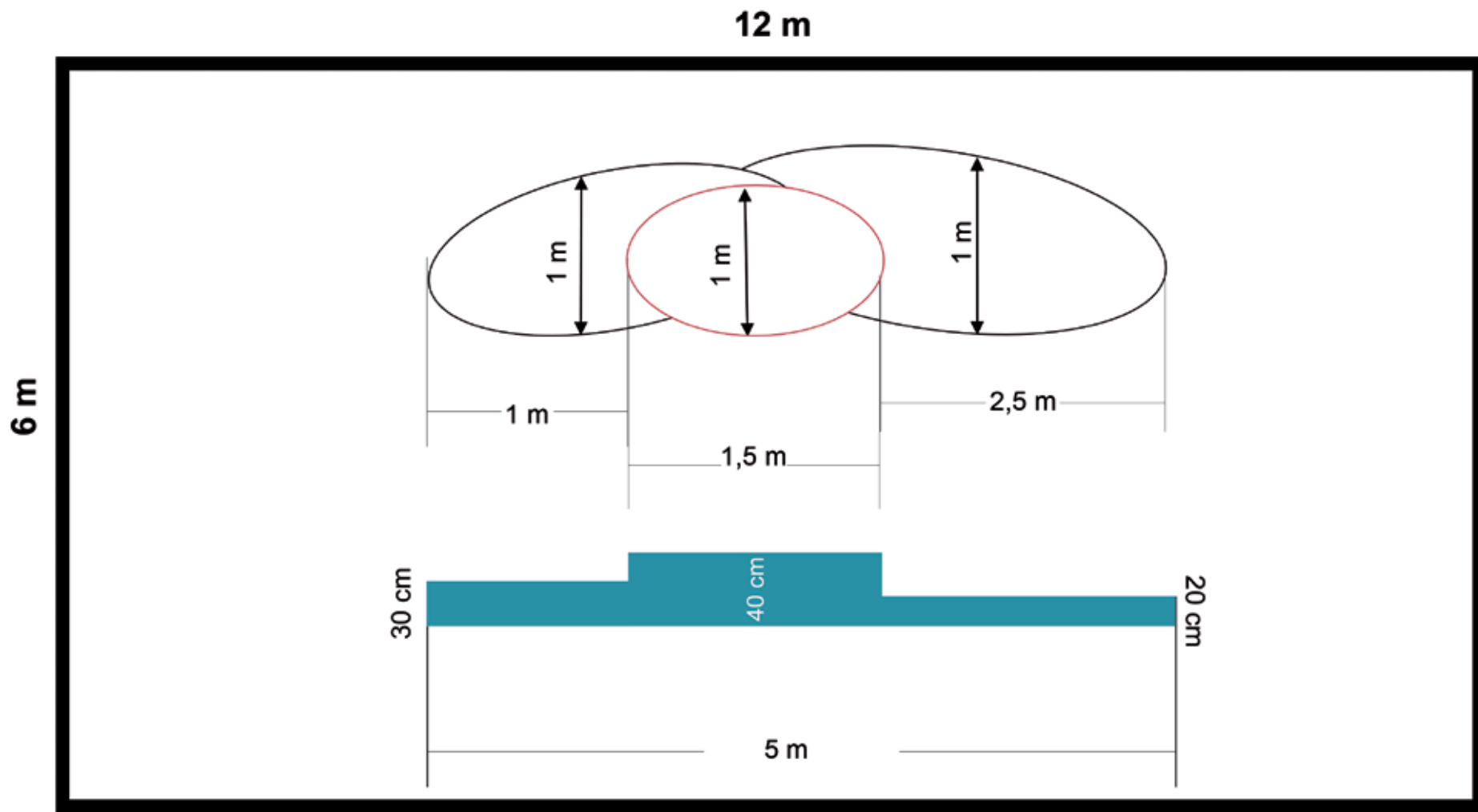


Top - blue carpet



# A1 Tatami LED Boards Banners

## Podium Dimensions





## A2 Images



Small Advertising



Small Advertising



Podium Banner

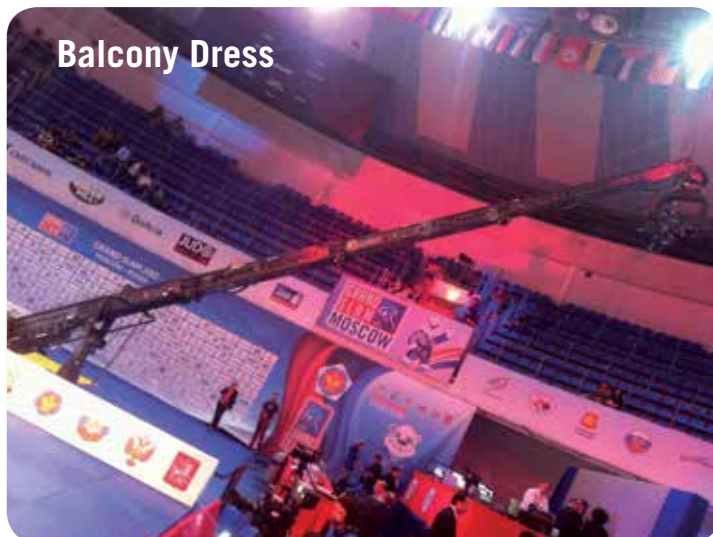


Podium Banner





## A2 Images





# A2 Images

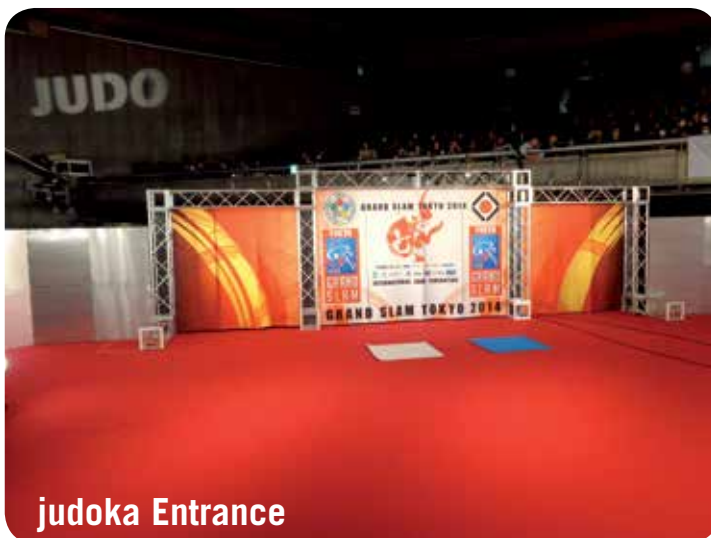
Flags



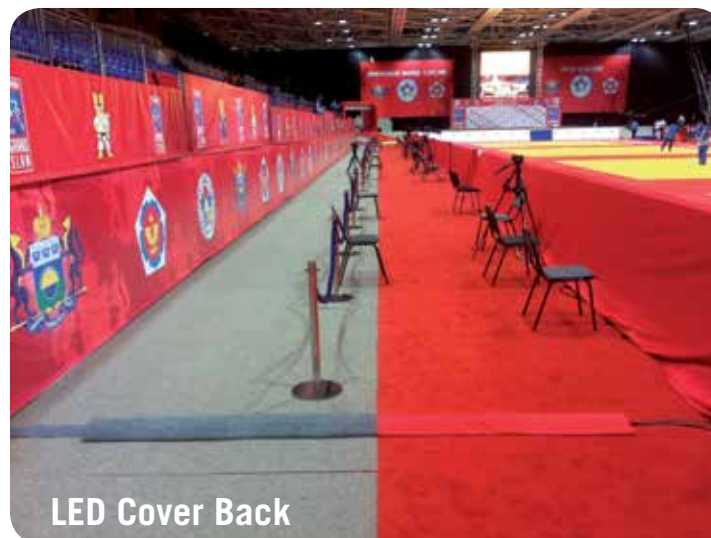
Interview Zone Tokyo



judoka Entrance



LED Cover Back







# A2 Images







# A2 Images

Mixed Zone Banner



Mixed Zone Light



TV Presentation Banner 2





# A2 Images

Flags



Venue General View



## A2 Images

Wrong Awarding Banner



Wrong Draw Banner



Wrong Logo on Banner



Wrong Logo incomplete







## A2 Images





# A3 IJF Event Inspection Visit Checklist

Venues	Accreditation room	Must use IJF system Must be in a hotel (or similar) not the sport hall	<input type="checkbox"/>
	Draw room	Ideal if it is in the same hotel as the accreditation	<input type="checkbox"/>
	Weigh-in rooms		<input type="checkbox"/>
	Training venues		<input type="checkbox"/>
	Competition venue	Size and layout	<input type="checkbox"/>
		Venue plan	<input type="checkbox"/>
		Sport hall detailed design with spectator sightlines	<input type="checkbox"/>
		Warm up area	<input type="checkbox"/>
		Judogi control area (sewing service)	<input type="checkbox"/>
		Internet streaming studio	<input type="checkbox"/>
		Athlete entrance	<input type="checkbox"/>
		Lighting plan	<input type="checkbox"/>
		Cable plan	<input type="checkbox"/>
Accommodation	WVIPs		<input type="checkbox"/>
	VIPs		<input type="checkbox"/>
	Staff and Referees		<input type="checkbox"/>
	Delegations		<input type="checkbox"/>
Transport	Arrivals and departure transfers	Welcome desks	<input type="checkbox"/>
	Internal transport	VIPs, IJF Staff and delegations	<input type="checkbox"/>
	Parking		<input type="checkbox"/>
	Visa process		<input type="checkbox"/>



# A3 IJF Event Inspection Visit Checklist

Media	Media areas in venue	Mixed zone, photography and broadcast positions	<input type="checkbox"/>
	Press conferences		<input type="checkbox"/>
	IJF online platform for registration must be used		<input type="checkbox"/>
Medical & Anti- Doping	Medical areas in venue		<input type="checkbox"/>
	Contract to be made with local hospital		<input type="checkbox"/>
	Local doping agency must be used		<input type="checkbox"/>
Equipment	Sport	IJF approved tatami (5cm, red and yellow) and reserve judogi, backnumbers	<input type="checkbox"/>
	Non sport		<input type="checkbox"/>
	Medical		<input type="checkbox"/>
	IT		<input type="checkbox"/>
TV	Host broadcaster		<input type="checkbox"/>
	TV schedule		<input type="checkbox"/>
	Rate card		<input type="checkbox"/>
Spectator strategy	Ticketing		<input type="checkbox"/>
	Merchandise		<input type="checkbox"/>
Local workforce	Staff		<input type="checkbox"/>
	Volunteers		<input type="checkbox"/>
	Contractors		<input type="checkbox"/>
Security	Suggest a professional company for this		<input type="checkbox"/>





# A3 IJF Event Inspection Visit Checklist

Catering	In hotels		<input type="checkbox"/>
	In competition venue		<input type="checkbox"/>
Protocol	VIP are in venue		<input type="checkbox"/>
	Welcome packs		<input type="checkbox"/>
	VIP programme		<input type="checkbox"/>
	Welcome cocktail	Location	<input type="checkbox"/>
Sport Presentation	Video		<input type="checkbox"/>
	Sound		<input type="checkbox"/>
	Lighting		<input type="checkbox"/>
Contact List	One person per section		<input type="checkbox"/>
Brand and design	Banners	Airport, hotels, outdoors, venue	<input type="checkbox"/>
	Directional signs	Two languages, logos	<input type="checkbox"/>
	LEDs		<input type="checkbox"/>
	Advertising		<input type="checkbox"/>
Awarding ceremony	Stage		<input type="checkbox"/>
	Lighting		<input type="checkbox"/>
	Podium		<input type="checkbox"/>
	Flag raising		<input type="checkbox"/>

**IJF Event Organisation Guide (EOG) and Sport Organisation Rules (SOR) to be followed.**



# A4 Suggested Menu Plans for Athlete Hotels

## Breakfast

- Muesli
- Bread
- Jam
- Honey
- Plain rice
- Bananas
- Fresh fruits
- Milk
- Coffee
- Tea
- Juice
- Water
- Ham (cold meats)
- Cheese
- Eggs
- Yoghurt










## Lunch and Dinners

(Everything not too greasy)

- Plain rice
- Pasta
- Non-fat sauce, for example tomato sauce
- Meat
- Fish
- Fruit
- Salad
- Vegetables
- Water
- Juice
- Coffee
- Tea
- Small dessert



# A5a - Basic Hygiene Requirements

   <div data-bbox="194 584 398 635">OUT OF ORDER!</div> <div data-bbox="315 651 512 699">NOT WORKING!</div>      	<p>Cleaning / sanitary routine</p> <p>Actions to do by the night of day 0</p> <ul style="list-style-type: none"> <li>• clean tatami</li> <li>• clean all door-handles of the toilet area (toilet area door and toilet cubicle handles)</li> <li>• clean all toilets</li> <li>• clean floor in the toilet area</li> <li>• lock or indicate with sign toilets that are not working</li> <li>• put toilet paper in each toilet cubicle or provide one common source of toilet paper</li> <li>• put paper towel in the toilet area or install hand drying machine</li> <li>• put a liquid soap / soap bar / on each wash basin or provide one common source of liquid soap</li> <li>• provide a sanitary bin for each toilet cubicle in the women's toilet for sanitary pads/tampons</li> <li>• provide a basket in each toilet area for paper towels / litter</li> <li>• clean doping control area /waiting room, processing room / toilets)</li> <li>• put a basket in the doping control are (waiting room, processing room / toilet)</li> <li>• clean warm up area</li> <li>• put litter bins in the warm up area for rubbish etc.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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# A5b - IJF Medical and Anti-Doping Checklist

See the IJF Event Organisation Guide for precision

## Medical Requirements & Instructions for IJF events

### **1. The Rooms we need**

- 1 medical room for First Aid (in the vicinity of the mats / easily accessible / not in the basement)
- 1 massage room or 1-6 massage beds in the warm up area
- Correct competition hall (temperature, humidity, ventilation, velocity of air, noise)
- Clean and hygienic dressing rooms for athletes
- Clean hygienic toilets with toilet paper, soap and paper towels for athletes

### **2. The Persons we need**

- 1 Medical Coordinator for all medical matters

Near the mat

- 1 Chief of doctors per day (one of the mat doctors)
- 1 doctor per mat (with experience in traumatology, cervical and spine injuries)
- 1 assistant / doctor
- Ambulance team
- 1 cleaning team for the mats (cleaning with detergent)

At the First Aid station:

- 1 doctor + a nurse
- 1 supplementary doctor if needed (for over 2000 spectators)

### **3. The Material we need near the mats**

- Reanimation and first aid equipment, and medicines
- 1 transportable oxygen container with regulator and ambu-bag
- 1 spinal board (stretcher), stiff collar and splints for extremities on both sides of the mats
- Chairs and tables for the medical team (well identified for the referees)
- 1 litter basket per doctors' table
- 1 bucket for vomiting
- Ice (in sacks for take away)

### **4. The Installations / Procedures we need**

- Indicated place for IJF doctor close to the IJF result desk
- 1 ambulance near the door of the sport hall
- Traumatic surgery hospital in reach (15 minutes with transport)

## Doping Control Requirements and Instructions for IJF events

### **Doping Control Station**

#### **5. The Rooms we need**

- 1 large dedicated waiting room (that can be locked)
- 1-2 dedicated test room(s) (that can be locked)
- 2 dedicated separate clean toilets (female/male) with toilet paper, soap and paper towels

#### **6. The Persons we need**

- 1 Doping Control Coordinator (from the event organizers)
- 1 Chief of Doping Control (authorized by the approved anti-doping organization)
- 2 Doping Control Officers: 1 female, 1 male (at least)
- 1 adult escort per athlete (of the same gender as the athlete)
- Interpreters if needed
- 1 guard at the entry of doping control station

#### **7. The Material we need**











- 1 table and 3 chairs per test room
- 20 Chairs in the waiting room
- Refrigerator (for the drinks in the waiting room)
- Refrigerator (in one of the test rooms if the samples are stored overnight)
- 1 Large litter basket in the waiting room and in the test room(s)
- Enough non-alcoholic drinks in sealed bottles or cans (bottle opener if needed)

#### **8. The Installations / Procedures we need**

- WADA and IJF rules respected (see [www.wada-ama.org](http://www.wada-ama.org))
- Clear signs indicating the Doping Control Station from the competition area
- Transportation for the competitors and the IJF Medical Commission delegate to their official hotel(s) after the tests (without time limit)





# A6 - JUDOGI CONTROL EQUIPMENT/RANDOM WEIGH IN

	Space between warm up area and field of play of 150m2.	<input type="checkbox"/>
	One (1) table per tatami (athletes' check in).	<input type="checkbox"/>
	Two (2) chairs per tatami (athletes' check in).	<input type="checkbox"/>
	Four (4) Sokuteiki.	<input type="checkbox"/>
	Four ultra violet lamps to check authenticity of IJF optical labels.	<input type="checkbox"/>
	Three (3) hanging systems (one for white judogi one for blue and another one for athletes judogi).	<input type="checkbox"/>
	50 hangers.	<input type="checkbox"/>
	One booth (a closed space) serving as changing area, close to the reserve judogi area.	<input type="checkbox"/>
	Two (2) private rooms close to the warm up area (1 for men and 1 for women) with a set of scales, a table and a chair in each.	<input type="checkbox"/>
	Three (3) small tables (for IJF supervisors).	<input type="checkbox"/>












# A6 - JUDOGI CONTROL EQUIPMENT/RANDOM WEIGH IN

	<b>World Championships Seniors and Teams and Grand Slams</b> 30 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 2X150, 3X155, 2X160, 2X165, 2X170, 3X175, 3X180, 3X185, 2X190, 3X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>Masters and Grand Prix</b> 20 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 1X150, 2X155, 1X160, 2X165, 1X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>World Championships Juniors and Teams</b> 30 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 2X150, 3X155, 2X160, 2X165, 2X170, 3X175, 3X180, 3X185, 2X190, 3X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>World Championships Cadets and Teams</b> 25 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 1X145, 3X150, 3X155, 2X160, 2X165, 2X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205 cm.	<input type="checkbox"/>
	<b>World Championships Seniors and Teams and Grand Slams</b> 30 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 2X150, 3X155, 2X160, 2X165, 2X170, 3X175, 3X180, 3X185, 2X190, 3X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>Masters and Grand Prix</b> 20 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 1X150, 2X155, 1X160, 2X165, 1X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>World Championships Juniors and Teams</b> 30 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 2X150, 3X155, 2X160, 2X165, 2X170, 3X175, 3X180, 3X185, 2X190, 3X195, 2X200, 2X205, 1X210 cm.	<input type="checkbox"/>
	<b>World Championships Cadets and Teams</b> 25 white spare IJF approved judogi (normally IJF sponsor labels on the back of white and event sponsor labels on the back of blue). Sizes: 1X145, 3X150, 3X155, 2X160, 2X165, 2X170, 2X175, 2X180, 1X185, 1X190, 2X195, 2X200, 2X205 cm.	<input type="checkbox"/>








# A6 - Judogi Control and Random Weigh-in requirements

	20 black belts of different sizes.	
	Three (3) chairs (for IJF supervisors).	<input type="checkbox"/>
	Two (2) LAN cables for internet connection in the judogi control area.	<input type="checkbox"/>
	Large screens showing contest order.	<input type="checkbox"/>
	Large screens showing live feed.	<input type="checkbox"/>
	Six (6) technical officials to proceed with Judogi Control (4 to perform judogi control and 2 for running reserve judogi).	<input type="checkbox"/>
	Two (2) technical officials per tatami to control the accreditations and contest order at the entry to judogi control.	<input type="checkbox"/>
	Four (4) technical officials (two male referees and two female referees) to perform the random weigh-in for four (4) athletes in each category who will be drawn every competing day, one hour before preliminaries.	<input type="checkbox"/>
	A sound system is required. Each table should have one wireless microphone. There should be a loud speaker in the warm up area to allow the athletes to hear their names.	<input type="checkbox"/>



# A6 - Judogi Control and Random Weigh-in requirements

	<p>Four volunteers with four (4) walkie talkies to organize communication between the warm up area and the judogi control area to assist with athletes' check in.</p>	<input type="checkbox"/>
	<p><b>Sponsor labels</b>  <b>Reserve Judogi (number depends on the type of event)</b>  Sponsor labels (32 cm width x 15 cm height) for the event as agreed with IJF and back-number to be sewn on reserve judogi as shown on attached picture . You could have the name of the event (GRAND PRIX) on the backnumber to be sewn on the judogi or stuck (if it is a sticker).</p> <p><b>Athlete judogi</b>  Sponsor labels (32 cm width x 15 cm height) for the event as agreed with IJF. They should comprise the number of registered athletes + 20 % extra labels.</p>	<input type="checkbox"/>
	<p><b>Sewing service</b>  Should be operational the day before the competition starts (in a locations agreed between IJF and local organizer) and in the sport hall operating during the competition days close to the judogi control area.</p> <p>This service should be running every competition day, 90 minutes prior to the starting time of the preliminaries and closing at the end of the last contest of the final block.</p>	<input type="checkbox"/>
	<p>25 box boys/girls for the preliminaries and only 10 for the final block.</p>	<input type="checkbox"/>
	<p>Signage to identify the judogi control area and the random weigh in rooms (men and women). Provide six copies of the accreditation symbols list in the judogi control area.</p>	<input type="checkbox"/>
	<p>Electricity power with two plugs should be made available for the IJF supervisors in the judogi control area.</p>	<input type="checkbox"/>





# A7 - Sport Equipment List

For all IT equipment please see EOG Section 3.

For all medical equipment and requirements please see EOG Section 5.

For all basic hygiene requirements please see EOG Annex 5.

Description	Amount
Airhorn - in case a manual system is needed	1 per tatami
Audio system (including microphones) on the FOP for announcers	1
Backnumbers (sponsor) for athlete judogi (35cm width x 15cm height)	Number of registered athletes + 20% extra labels.
Backnumbers (sponsor) for reserve judogi (35cm width x 15cm height)	40
Baskets, bags or boxes for athlete clothing Approximate external dimensions (mm) 600(l) x 400(w) x 270(h), internal dimensions (mm) 551(l) x 351(w) x 265(h)	10 per tatami
Carpet - Cover floor in arena and warm up area, should be laid wherever an athlete can walk barefoot	Enough to cover the FOP and any surfaces where athletes will walk barefoot
Carpet protector	Enough to cover all carpeted areas in FOP
Chairs	60-80
Chairs – turn able possibility to change heights	4
Coaches boxes	2 per tatami
Country flags - 1 per country to hang in venue, 2 for medal ceremony (4 for host), 1 IJF, 1 LOC	3 per country and 5 per host country
Draw bowl in case a manual draw is needed	1
Flowers for FOP decoration	20
IJF approved black belts - various sizes	20
Judogi - reserve blue IJF approved	Number and sizes depend on the type of event – refer to Annex 6 for exact information
Judogi - reserve white IJF approved	Number and sizes depend on the type of event – refer to Annex 6 for exact information
Manual Referees' board	1 per tatami
Manual Score Board	1 per tatami
Measure tongs - sokuteiki	4
Official noticeboard in or close to warm up area	1
Optical lights - ultra violet lamps to check authenticity of IJF judogi and belt optical labels	4
Pigeonholes or information desk in or near warm up area	150
Ping-Pong Balls (numbered) in case of manual draw	2



# A7 - Sport Equipment List

Podium for tatami - certain events only	Tatami size plus one metre exterior
Radios communicators (Walkie-Talkies) for judogi control	4
Scales - maximum 4 digits (000,0), 200kg cap, one decimal place	6
Sewing Machine and accessories	2-4
Sound system for draw then in warm up area	1
Stools or low chairs for video camera operators	3 per tatami
Stop watch - in case of manual timing and scoring	1 per tatami
Table cloths with logos	Enough to cover all tables on FOP and judogi control area
Table nameplates	20
Tables	Enough to seat all personnel on FOP and in judogi control area
Tatami red and yellow (each tatami should measure 1 m x 2 m x 5 cm)	See Annex 8 for FOP numbers, 400-600m2 for warm up area
Tensa barriers	Enough to control flows on FOP, in judogi control and the mixed zone
Time Cards - table tennis bat size paddles, in case of manual timing and scoring	1 yellow and 1 green per tatami
Universal adaptors	Enough for the technical tables and judogi control

## Specific equipment for Olympic and other Multi Sport Games

Colour printer

Stand alone printer on FOP for IJF IT

Large (3m x 4m) plasma colour screens for video replay – minimum 2

Large (3m x 4m minimum) colour screens for public scoreboards – minimum 2

0.8 – 1m high platform for tatami must have vertical sides

Warm up area must have a sprung floor

40 private small cubicles in warm up area (3m x 2m)

10 Women's tee-shirts - spare white; short sleeved round-necked in various sizes

Internet connections on the Technical table for IJF IT, Sport Commission, Referee Commission, Coaching and Education Commission etc.



# A8 - Tatami Layout

All tatami for IJF events must be IJF approved and the official colours are yellow (123C) and red (1795C). Any other colours must be approved by the IJF before use.

The mats are always numbered from left to right from the side of the official tables, camera and photography positions.

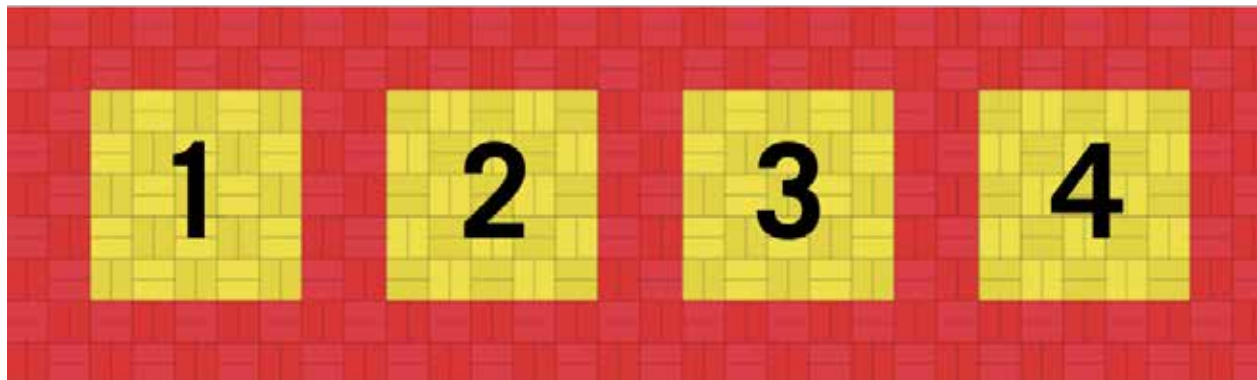
Once the centre of the Field of Play has been agreed. The mats should be laid in pairs, one pair vertical followed by one pair horizontal, keeping them as square as possible. Each row should start with the reverse orientation of the one above or below it.

The scoreboards can be integrated into the LED boards or plasma screens can be used.

Plasma screens should be central to each mat on the athlete and coach side and off-centre on the side of the official tables.

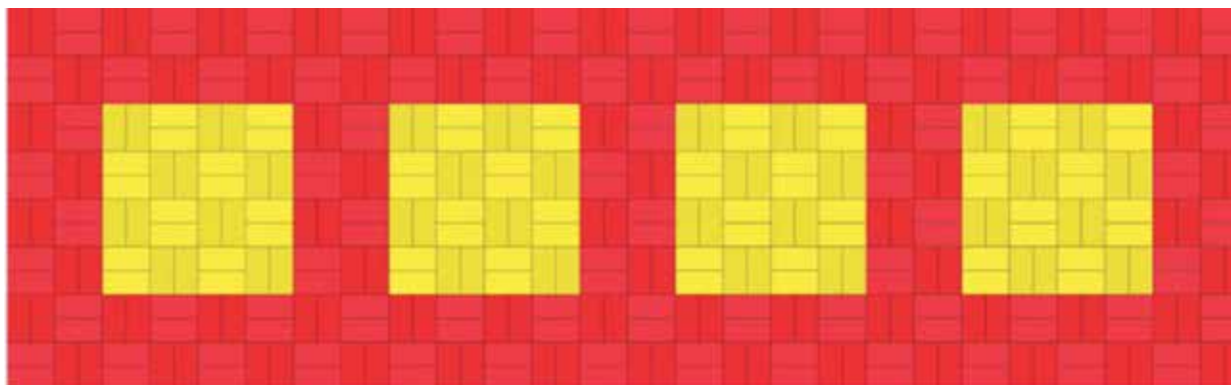
**Four mats of 10 m x 10 m (60 m x 18 m, 200 yellow mats, 340 red mats). If there is a 1m gap between mats 2 and 3 as page 96 - 98 an additional 36 red mats will be needed.**

Athletes and coach side



Official tables, camera and photography positions

**Four mats of 8 m x 8 m (52 m x 16 m, 128 yellow mats, 288 red mats). If there is a 1m gap between mats 2 and 3 as page 96 - 98 an additional 32 red mats will be needed.**

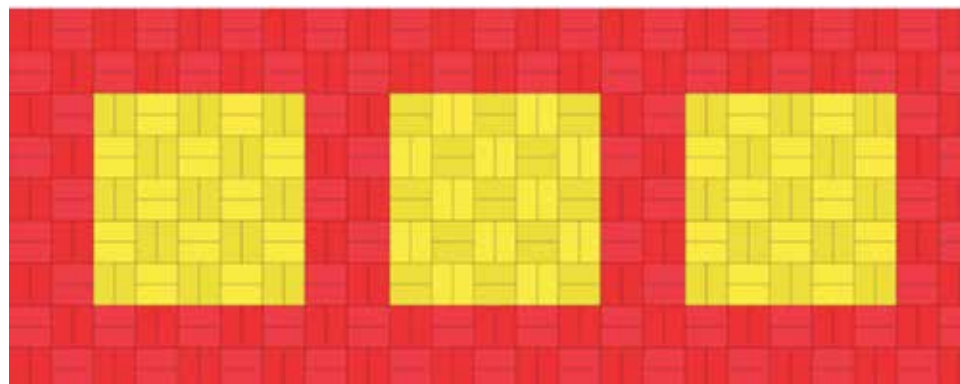




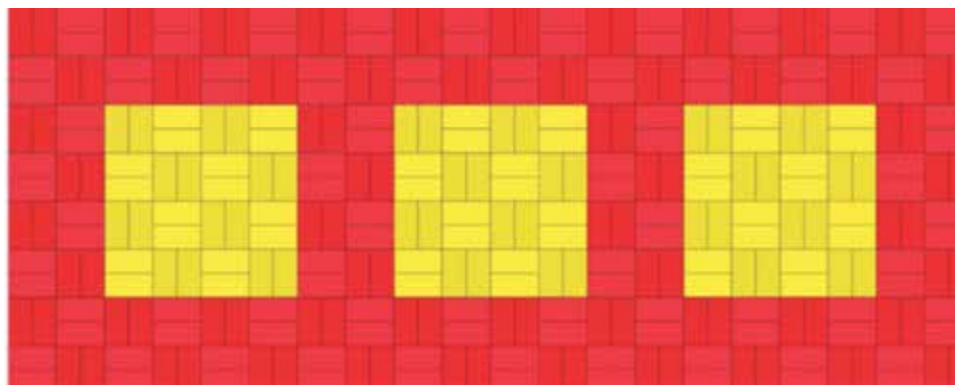


# A8 - Tatami Layout

Three mats of 10 m x 10 m (46 m x 18 m, 150 yellow mats, 264 red mats)

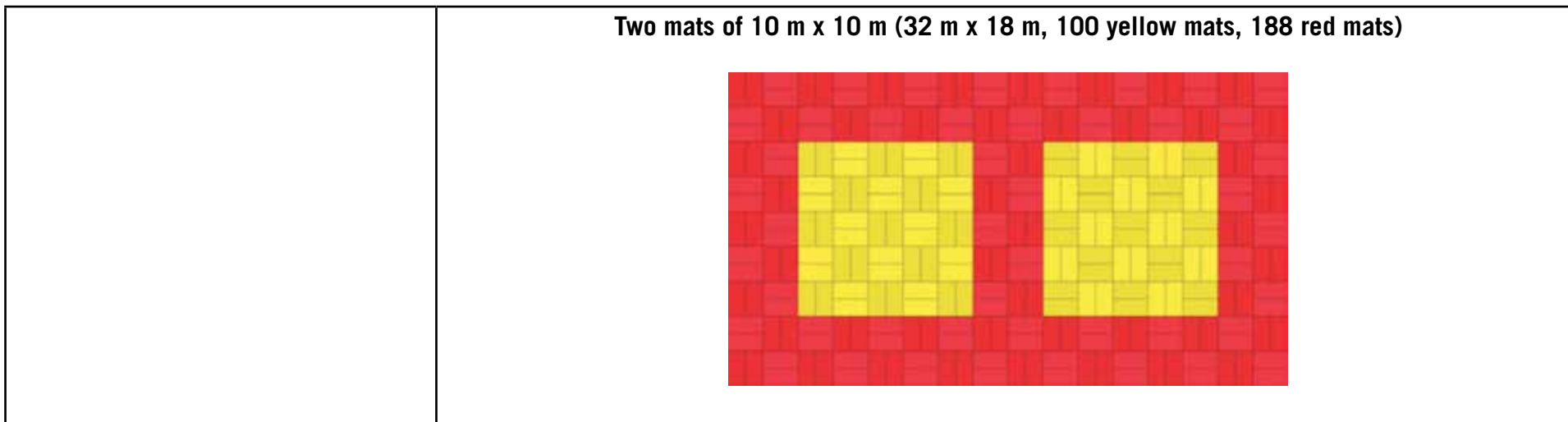


Three mats of 8 m x 8 m (40 m x 16 m, 96 yellow mats, 224 red mats)





# A8 - Tatami Layout





# A9 - Team Draw Requirements

2 DRESSED TABLES	<input type="checkbox"/>
2 GLASS/ PLASTIC TRANSPARENT BOWLS	<input type="checkbox"/>
32 OPENABLE BALLS	<input type="checkbox"/>
2 MICROPHONES	<input type="checkbox"/>
ENOUGH CHAIRS FOR COACHES ON FIELD OF PLAY/TRIBUNES	<input type="checkbox"/>
16 – 32 ATHLETES IN JUDOGI (ALL WHITE OR HALF WHITE AND HALF BLUE)	<input type="checkbox"/>
10 m X 10 m DRAW OF 16 TO GO ON THE TATAMI	<input type="checkbox"/>
FLAGS OF THE PARTICIPATING NATIONS	<input type="checkbox"/>
PHOTOCOPIER AND PAPER	<input type="checkbox"/>
CONNECTION FROM STREAMING STUDIO TO BIG SCREEN	<input type="checkbox"/>
COLOUR PRINTER	<input type="checkbox"/>





# A10 - Local Announcer Role Description

Sport presentation plays an integral role in the running of the competition during all IJF events. All elements of the sport presentation programme must be produced and delivered in a cohesive manner to create the most engaging experience for spectators and broadcast audiences. It is our intention to provide the same standards in terms of announcements and entertainment at all IJF events.

The IJF announcer is the lead announcer at all IJF events and is responsible for music and anthems, general announcements, announcing the ceremonies, announcements on the competition programme, introducing the VIPs, athletes, referees etc.

The local announcer (only one is necessary):

- Reports to and follows directions from the IJF announcer.
- Must attend all rehearsals and sound tests.
- Should not have any other function during the event.
- Must be able to translate from English into the local language.
- Must confirm any announcements not received from the IJF with the IJF announcer. If there is doubt the IJF floor manager or competition manager should be consulted.
- Must be experienced in public speaking, calm under pressure, able to follow instruction.

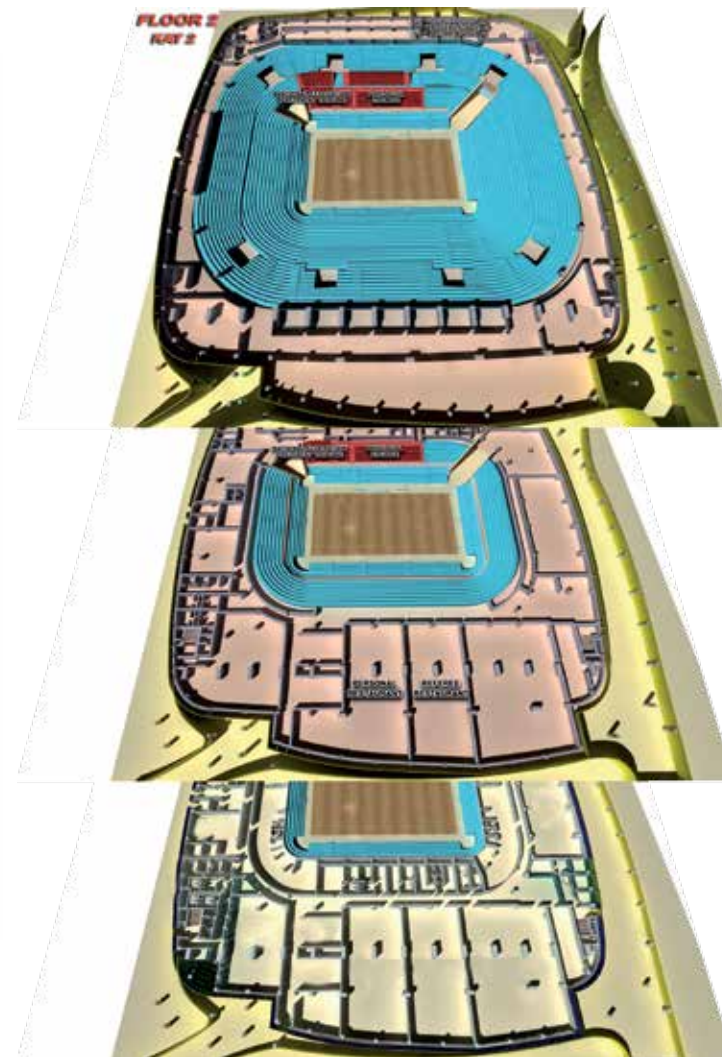
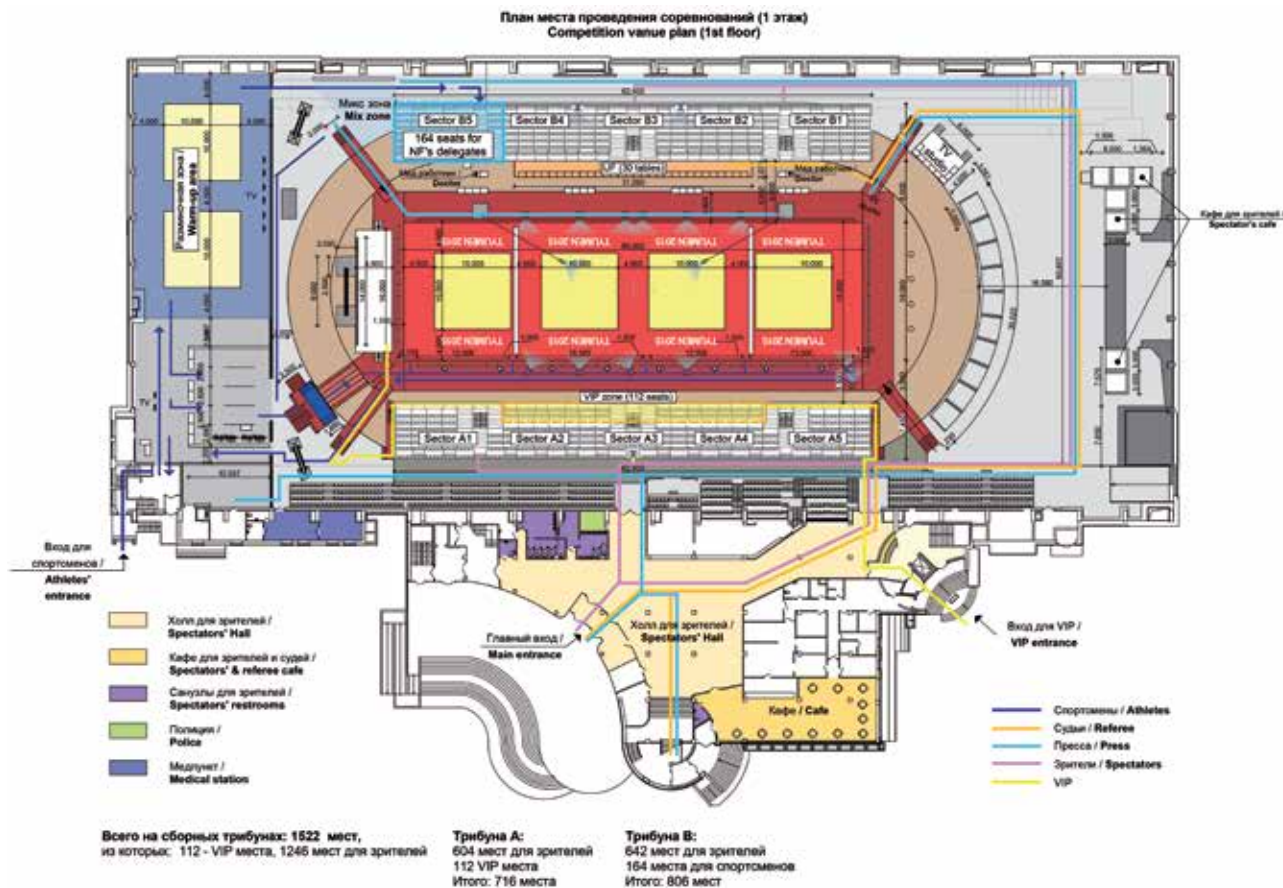
Equipment required:

- A mini jack or jack-to-jack cable from the main mixing table to IJF announcer's computer.
- Two fixed microphones and a spare one.
- A fader controller or a small mixing table connected to the main one.
- Wired internet.

The sound technician and lighting engineer should be available during the whole event.



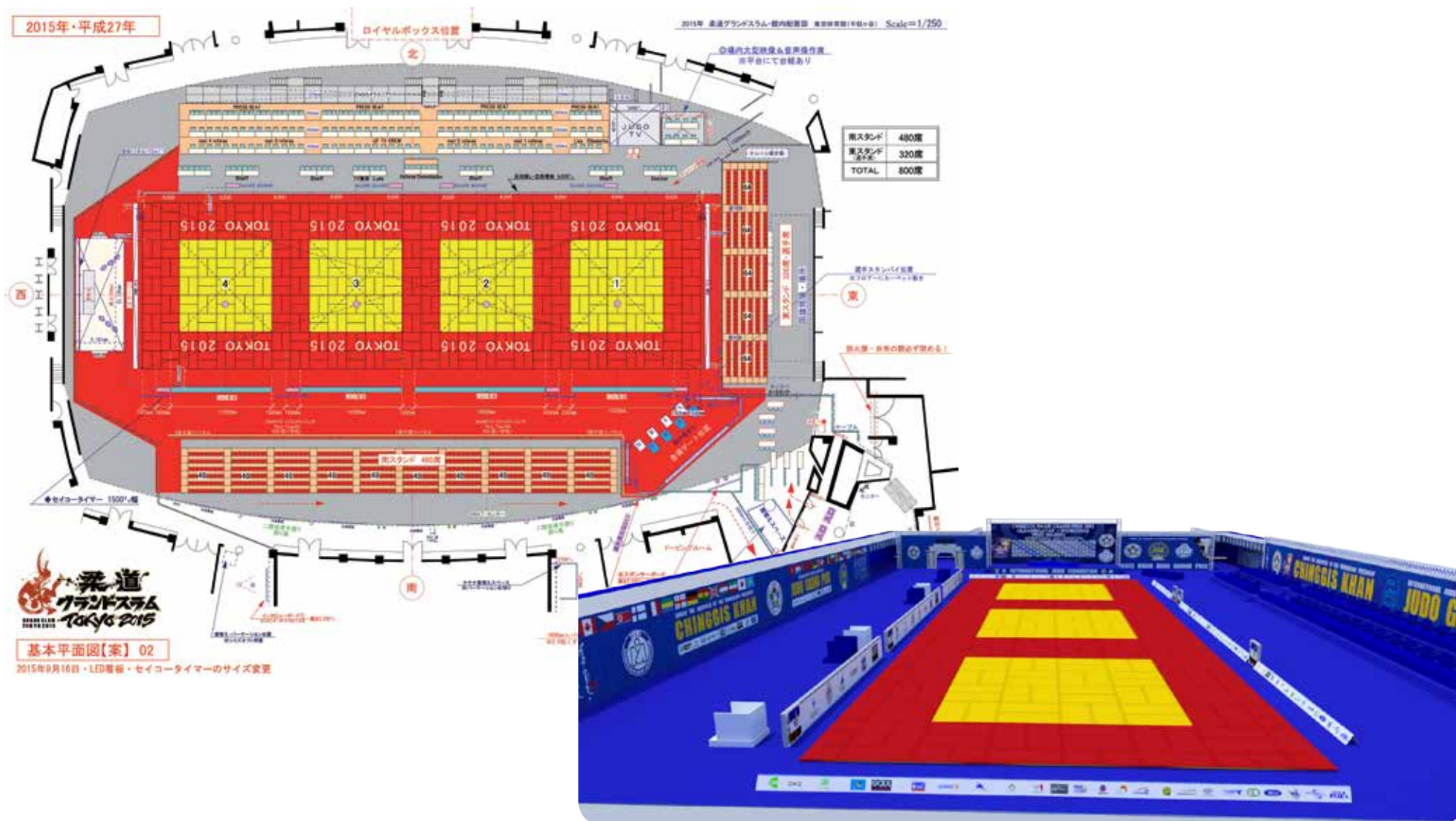
# A11 - Venue Plan Examples







# A11 - Field of Play Plan Examples







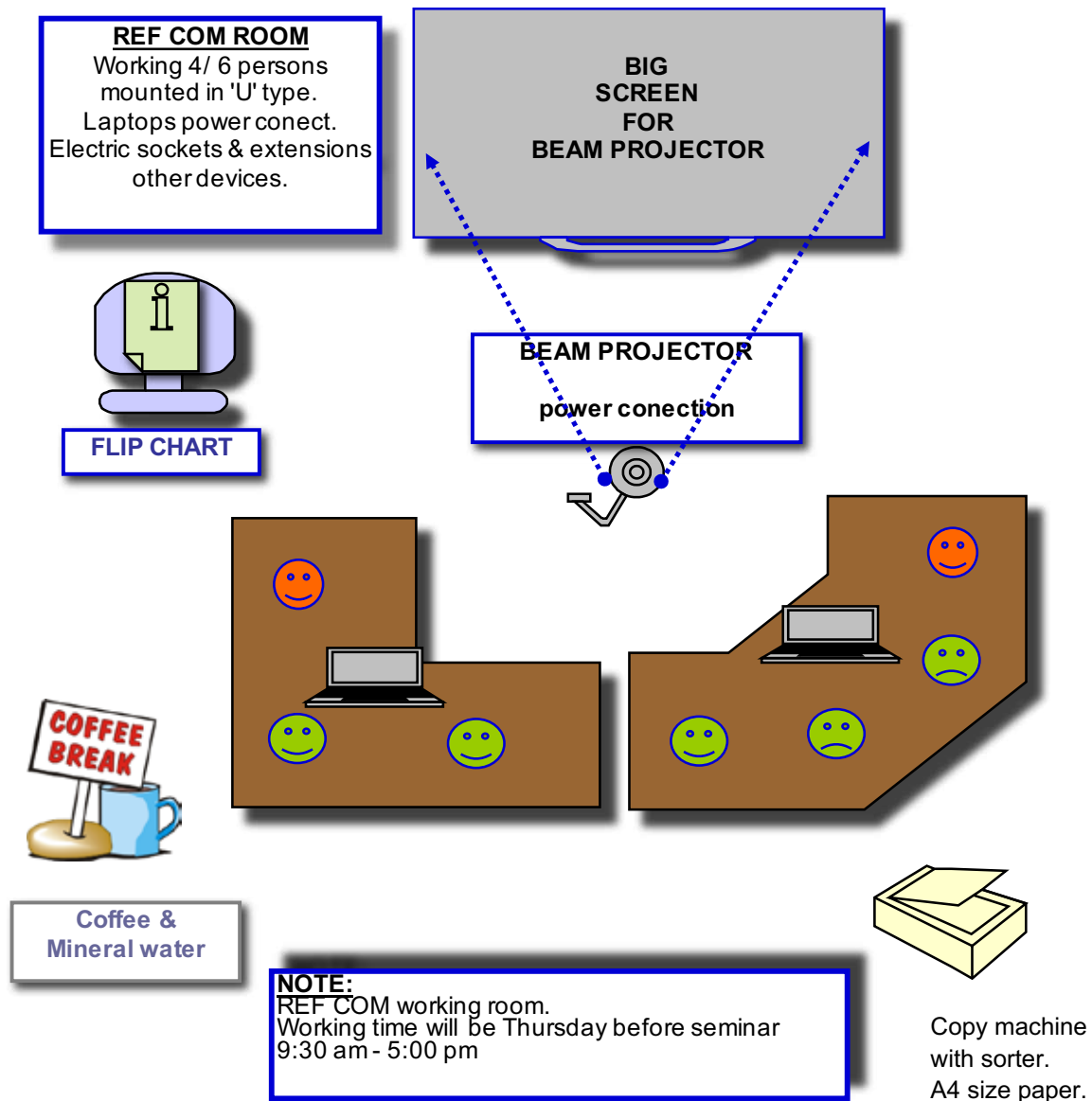
# A11 - Technical Table Plan Example

																																									Awarding stage																																										
TATAMI 1												TATAMI 2												TATAMI 3																																																											
Ref																																								Ref																																								Ref			
Metres tatami																																								40																																											
Metres platform																																								35																																											
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41																																										
	Non working Ref T1	Non working Ref T1	Non working Ref T1	Media Commission	T&S	T&S	Judge	Judge	Ref Comm	Equipment	Technician	E&C Comm	Medical Comm	Non working Ref T2	Non working Ref T2	Space to enter tatami	Equipment	Technician	Ref Comm	Judge	Judge	T&S	T&S	Ref Director	Sport Comm	Sport Comm	E&C Comm	Announcer	Announcer	T&S	T&S	Judge	Judge	Ref Comm	Equipment	Technician	Non working Ref T3	Non working Ref T3	LOC Comp Management	IJF Comp Management	IJF Comp Management																																										





# A12 - Referee and Coach Seminar - Working Room Layout







# A12 - Referee and Coach Seminar Room Layout Option 1

insert picture



# **A12 - Referee and Coach Seminar Room Layout**

## **Option 2**

**insert picture**



# Notes







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