

EVENT OPERATIONAL MANUAL 2017



INTERNATIONAL WUSHU FEDERATION

Event

Operational Manual

2017





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IWUF President's Message

Dear Members,

I am pleased to present the IWUF Event Operational Manual. This Manual has been developed based on comprehensive reviews of past events as we looked for both aspects that contributed to a successful event, and those areas where we hope to improve in the future.

In this manual you will find a thorough list of requirements and suggestions to look to when organizing or considering organizing an IWUF-sanctioned event. Please keep in mind that our intention is not to restrict the process but to streamline it, and to provide each and every host LOC with a base on which to build the most successful event possible; with logistic expectations made clear, you as the host are freed-up to fully showcase your location and provide a unique experience for not only all participating athletes, but the audience around the world, too.

I am confident that these guidelines will give you a clear understanding of what it takes to manage an IWUF event, and hope that you are as excited about these developments as I am.

Yu Zaiqing

President, International Wushu Federation (IWUF)

Vice President, International Olympic Committee (IOC)

Vice President, Association of National Olympic Committees (ANOC)



Foreword

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

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

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

Of course, should any questions or issues arise do not hesitate to contact the IWUF.

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



Abbreviations

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

CHAPTER 1 IWUF EVENTS



1.1 IWUF Events Overview

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

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

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



1.2 Bidding Process

1.2.1 Registration Phase

All members wishing to host IWUF events shall submit the preliminary registration form (Appendix 1) and a letter of intent via email to events@iwuf.org. On the registration form, the year and name of the event for which the National Federation/Association wishes to bid shall be specified. If the National Federation/Association wishes to submit bids for more than one event, separate registration forms and letters of intent must be submitted for each event.

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

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

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

1.2.2 Application Phase

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

The bid file shall be comprised of the following parts:

- the Host City Application Form (Appendix 2);
- the Support letter of NOC and/or National Sport Ministry, and
- the Support letter of local government.

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

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

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

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



1.2.3 Evaluation Phase

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

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

1.2.4 Selection Phase

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

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

After being awarded the hosting rights, the federation or the city shall sign a written agreement, the Host City Contract, with the IWUF.

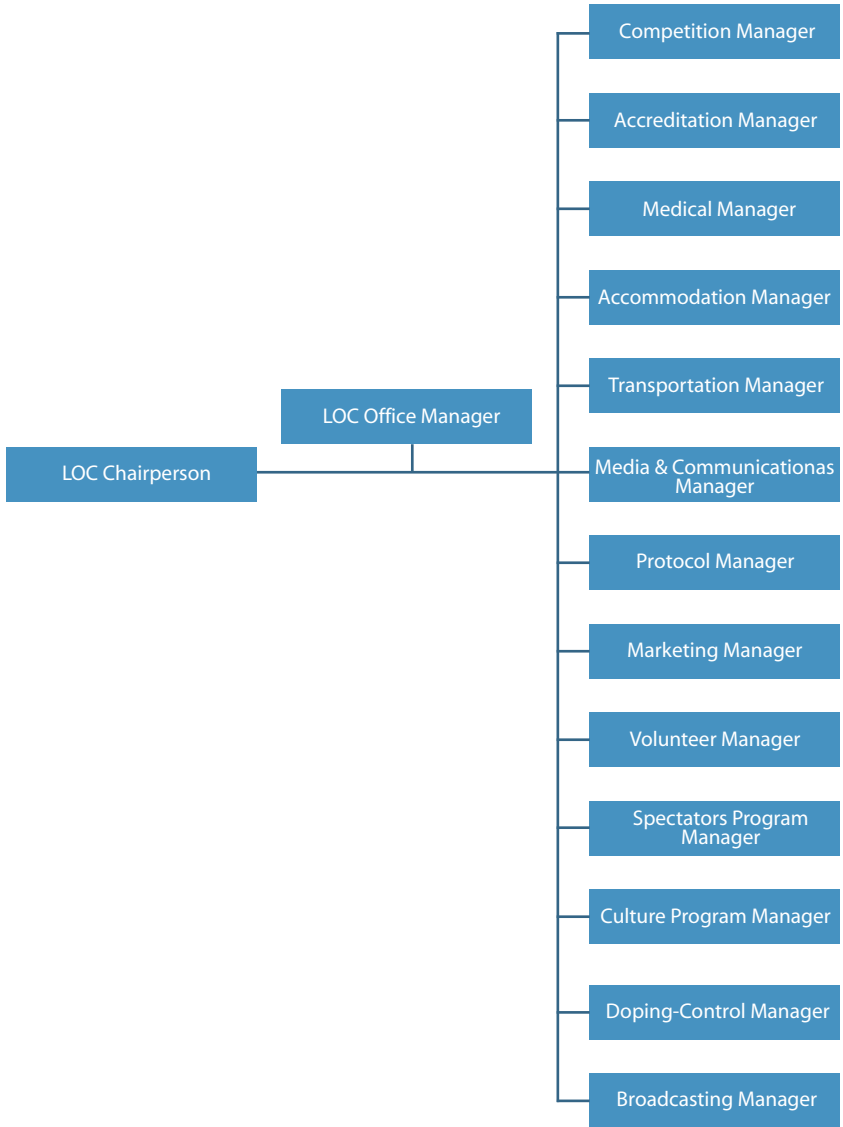
CHAPTER 2 ADMINISTRATION



2.1 Local Organizing Committee

2.1.1 Structure

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





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

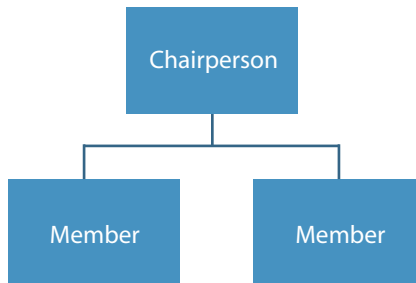
2.1.2 IWUF and LOC

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

2.2 IWUF Coordination Committee

2.2.1 Structure

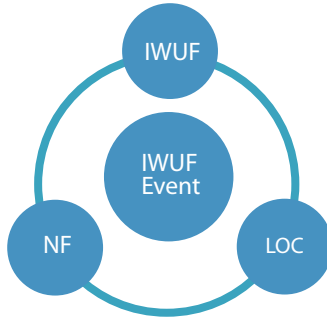
The Member of the Coordination Committee shall be appointed by the IWUF President. The structure of the Coordination Committee is as follows:



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

2.2.2 Coordination Between IWUF and Event Organizers

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



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

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

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

2.3 Financial Management

2.3.1 Finance Policy

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

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

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



2.3.2 Legal & Insurance

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

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

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

Participating countries must have the appropriate insurance to cover travel and participation, as they are not responsibility of the LOC or the IWUF.

2.3.4 Site Inspection

To ensure accuracy and efficiency of the final preparation work, the IWUF Coordination Committee and other representatives from the IWUF shall conduct a site inspection three months prior to the event. The list of the inspection team will be provided by the IWUF and the LOC shall cooperate with the inspection team appropriately.

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

2.4 Reporting

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

2.4.1 Progress Reports

The LOC should establish effective communication channels with the IWUF and make progress reports to the IWUF as requested accordingly. A general timeline for Progress Reports can be as follows:



18 Months Prior to the Event:

- LOC structure
- Draft plans for the following matters: finance, promotion and spectator strategy, brand and design, event identity, media and marketing program, etc.

12 Months Prior to the Event:

- Final plan for the following matters: finance, promotion and spectator strategy, brand and design, event identity, media and marketing program, etc
- Finalizing the logo and mascots

6 Months Prior to the Event:

- Merchandising and gifts
- Medal and Certificate design
- Detailed floor plan

3 Months Prior to the Event:

- Site inspection report
- Volunteers recruitment
- Accommodation and catering
- Opening Ceremony management
- Transportation plan
- Registration / Greeting booths

1 Month Prior to the Event:

- Final preparation report
- Installation and decoration plan

2.4.2 Final Report

After the event is over, the LOC should develop (at its own cost) an overview of the event. This overview could be an official report or a decorative book, which should cover but is not limited to the following items:

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

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

CHAPTER 3

COMPETITION SERVICES



3.1 Accommodations

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

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

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

internet (in the lobby and in the rooms);

closets and wardrobes;

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

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

3.2 Visa

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

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

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INVITATION

Greece Wushu Federation
Kata, August 22, 2017


On behalf of the Official Organizer of the 14th World Wushu Championships I would like to invite the Greece Wushu Federation representatives for the period from September 20 to October 10, 2017 to participate in the Championships, which will be held September 27 -October 3, 2017 in Kazan, Russia.

Name - Surname	Gender	Date of Birth	Nationality	Passport number
Angelina LEONTAKI			Greece	
Angelinos DRZONELIS			Greece	
Konstantinos GEROGIOU			Greece	
Ioannis LEONTAKIS			Greece	
Konstantinos FRANKOPOULOS			Greece	
Konstantinos PITSINIS			Greece	
Kyriacos ELEFTHERIOU			Cyprus	
Kyriakos BOZONELIS			Greece	
Lampros PANOPOULOS			Greece	
Mihalis THERENSAKIS			Greece	
Panagiotis Marinos VELISSARIDOU			Greece	

NAME SPOKING

If you have related queries on visa issues please do not hesitate to contact Mr. Leonan Ganeva - tel: +9272463602, visa.support@iwufkazan.com.

Best regards,


Arat Kadyrov
Director General

Visa Support
14th World Wushu Championships
(September 27 - October 3, 2017)

The Organising Committee is happy to offer a **simplified procedure of obtaining Russian visas** and is pleased to provide conditional participants with the **official Letter of Invitation** to facilitate the visa application process.

Participants of the 14th World Wushu Championships in Kazan, Russia will have to apply on a **individual basis** to the Embassy/Consulate of the Russian Federation for a **single-entry humanitarian visa**, on their own and at their own expense. The visa will be issued on the basis of the **official Letter of Invitation** provided by the Organising Committee.

In order to receive the Letter of Invitation the National Wushu Federations should send the request to the official e-mail address: visa.support@iwufkazan.com.

The Letter of Invitation request must contain participant's scanned copy of a valid passport (the passport expiry date must be no earlier than April 10, 2018) and personal data as specified in the Visa Application Form enclosed.

On the basis of the information received, the Organising Committee will issue the Letter of Invitation, which will be sent to the participant via the Wushu National Federation e-mail address.

Upon receiving the Letter of Invitation, the participant is to collect all the documents in accordance with the requirements of the Embassy/Consulate of the Russian Federation and submit the documents, together with the invitation issued by the Organising Committee, to the Embassy/Consulate of the Russian Federation, **no earlier than a month prior to the event**.

Visa processing period in the Embassy/Consulate of the Russian Federation takes up to 3 days. In order to avoid any delays it is of utmost importance to inquire about all the details of the visa issuance procedures at the respective Consular Office in advance. The Local Organising Committee cannot influence the working process of the Embassy/Consulate of the Russian Federation.

The Organising Committee **WILL NOT** cover the cost of obtaining a visa to enter the Russian Federation.

More detailed information on the documents required and the fees for issuing the visa (visa fee) is available on the website of the Embassy/Consulate of the Russian Federation of the city in which the participant intends to apply for a visa.

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

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

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

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

3.3 Security

The LOC is responsible for the safety of all participants and guests of the event. Appropriate measures shall be taken prior to, during and after the event to ensure public safety. These measures include but are not necessarily limited to the following:

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

3.4 Transportation

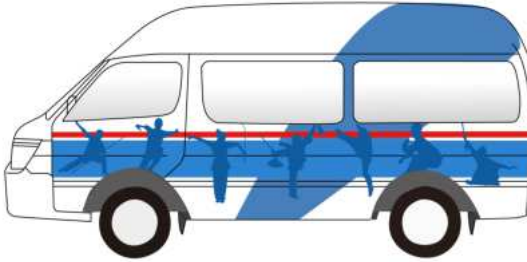
3.4.1 Transportation Management

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

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

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

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



The transportation service can be divided into the following groups:

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

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

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



Team Delegations

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

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

VIP Specifications

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

Management Requirements

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

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

Required Resources

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

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

Transportation Operations

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



Parking must be arranged at:

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

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

3.4.2 Arrival & Departure

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

Reception Points Inside Arrival Area, Passport Control & Luggage Collection

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

Information Desks at the Arrival Terminal

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



Arrival at Train Station/Bus Station

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

Departure Management

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

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

3.5 Catering

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

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

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





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

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

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

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

Separate halal catering areas must be provided for Muslim participants and kosher catering areas must be provided for Jewish participants.

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

3.6 Medical Service

3.6.1 Medical Service Management

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

For this area, key success factors include:

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

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

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

Basic Hygiene

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

3.6.2 Medical Personnel

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

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

3.7 Language Service

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

The language services should provide the following:

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

CHAPTER 4

VENUES & INFRASTRUCTURE



4.1 Space Allocation

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

The venue must include the following spaces:

- Competition Venues
- Warm up Areas
- Wraiving Venues
- Changing Rooms
- Technical Official Rooms
- Call Rooms
- Medical Room
- Weigh-in
- Equipment Check Area
- Doping Control Station
- Storage Rooms
- Offices for the LOC and the IWUF
- Catering and Hospitality Areas for Participants
- Accreditation Center
VIP Lounge
- Press Center
- Press Conference Room
- Broadcast Center
- Timing and Scoring Room
- Sponsors' Exhibition Booths
- Commentary Booths
- Ceremonies' Areas and Preparation Room
- Mixed Zone
- Comfortable Spectator Seating
- Security Control Room
- Service Rooms
- Meeting Rooms
- Private toilets for participants and public toilets for spectators
- Flash Interview Zone
- Any additional rooms/spaces as required by the rules and regulations by the IWUF



4.2 Competition Venues

4.2.1 Competition Area

4.2.1.1 Taolu Competition

Taolu competition shall take place on an IWUF approved wushu taolu competition mat, comprised of a high-density elastic spring layer which is covered by a high-quality carpet layer.

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

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

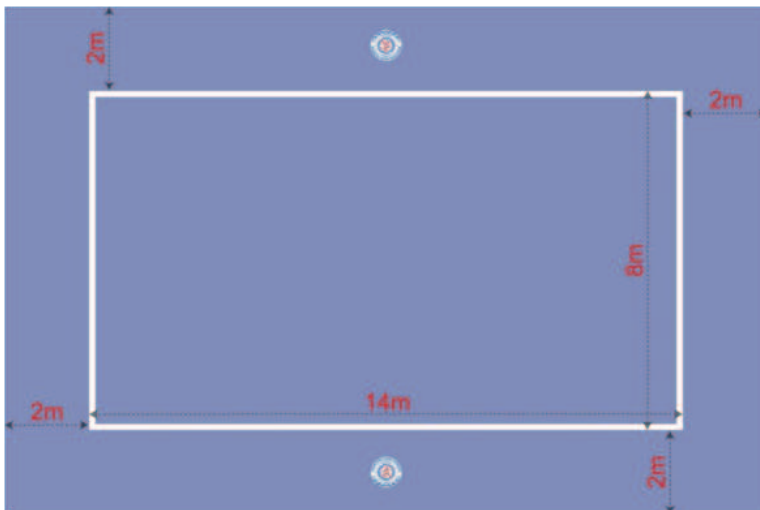


Figure 1 – Competition Area for Individual Taolu Events (top view)

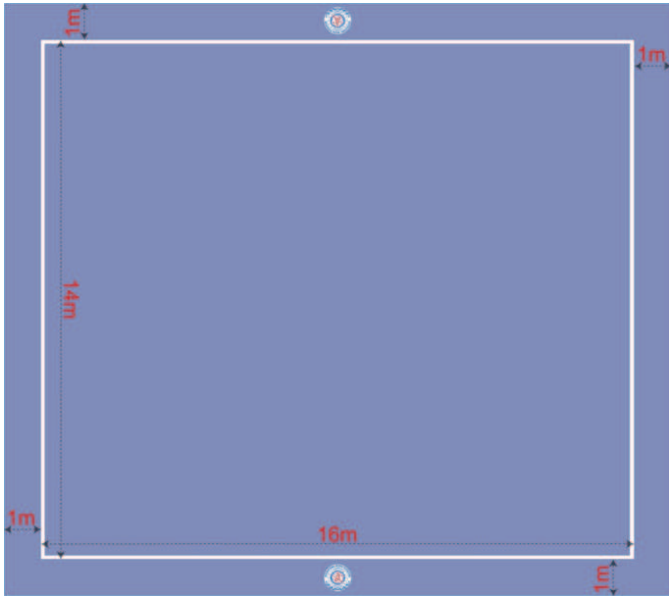


Figure 2 – Competition Area for Group Taolu Events (top view)

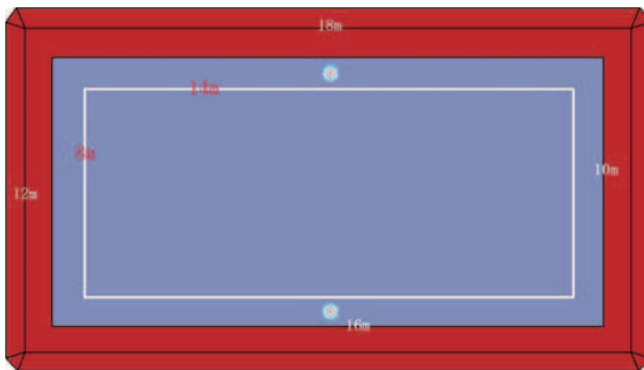


Figure 3 - IWUF-Approved Wushu Taolu Competition Mat Dimensions (top view)



Figure 4 - IWUF-Approved Wushu Taolu Competition Mat Dimensions (oblique side view)

4.2.1.2 Sanda Competition

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

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

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

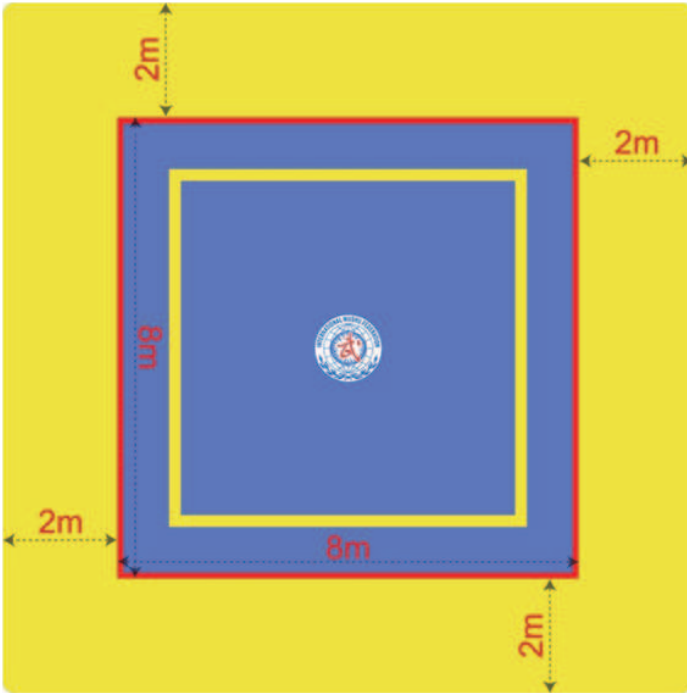


Figure 5 - Competition Area for Sanda Events (top view)

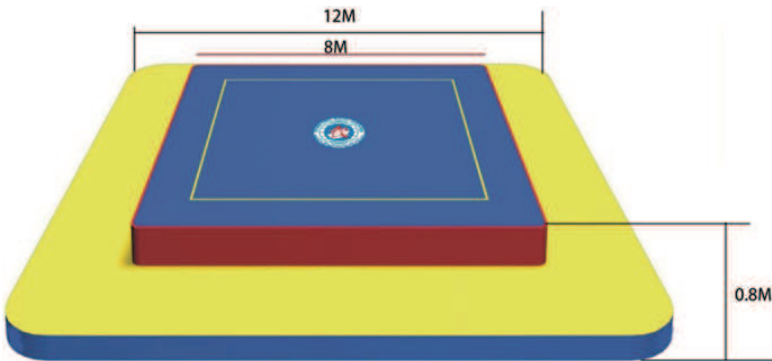


Figure 6 - IWUF-Approved Wushu Sanda Competition Platform Dimensions (oblique side view)



4.2.2 Field of Play

4.2.2.1 Taolu Field of Play

For all IWUF WWC and IWUF WJWC, the taolu competition will feature two simultaneous fields of play. For other events, where specified, competition might feature either one or more simultaneous fields of play. The field of play layout is depicted in the diagram below. The placement of the seating for the Jury of Appeals and the Competition Supervision Committee will alter depending on the event and the number of simultaneous fields of play.

For the World Wushu Championships, Judges #1, #4 and #7 will form the A Group Judges; judges #3, #6 and #9 will form the B Group Judges; judges #2, #5 and #8 will form the C Group Judges. The distance between the judges shall be 50 centimeters.

The Chief Referee's table shall be 40 centimeters higher than the Head Judge's table; the Head Judges table shall be 40 centimeters higher than the judges' table.

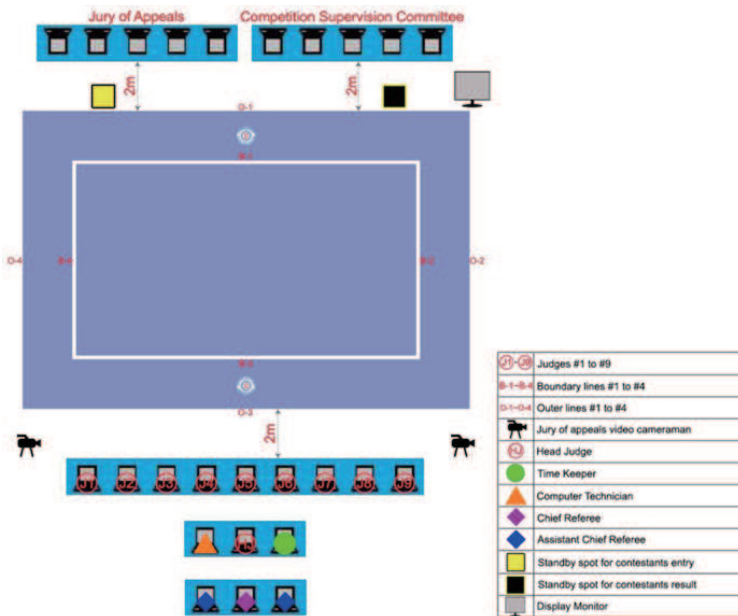


Figure 7 - Taolu Field of Play General Layout



4.2.2.2 Sanda Field of Play

For all IWUF WWC and IWUF WJWC, the sanda competition will feature a single field of play. The field of play layout is depicted in the diagram below. The seating placement for the Jury of Appeals and the Competition Supervision Committee will change depending on the event.

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

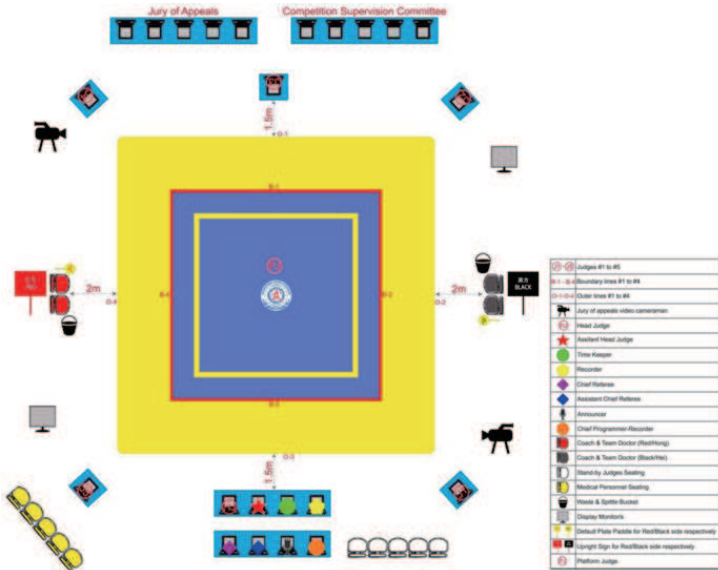


Figure 8 - Sanda Field of Play General Layout

4.2.3 Competition Venue Layout

Depending on the internal size of the competition stadium, the layout and orientation of the taolu and sanda fields of play may differ. The diagrams below display the IWUF required layouts.

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

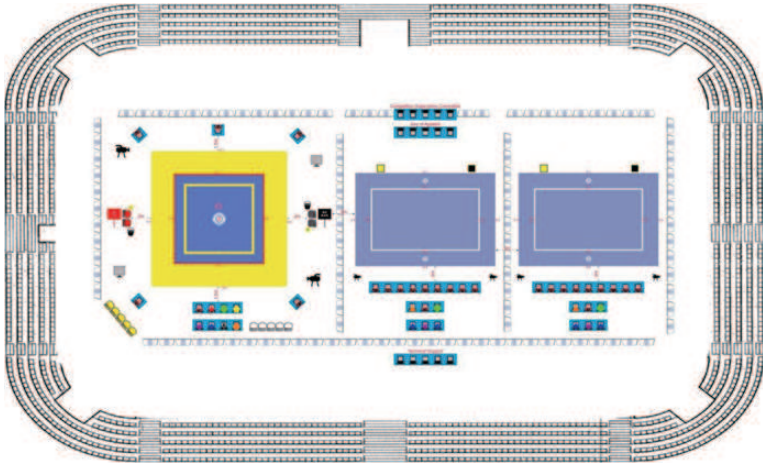


Figure 9 - Venue Layout 1

Figure 9 (Venue Layout 1) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature two simultaneous taolu fields of play and one sanda field of play, such as the World Wushu Championships and the World Junior Wushu Championships. This layout must be used for championships taking place within a stadium with adequate internal space.

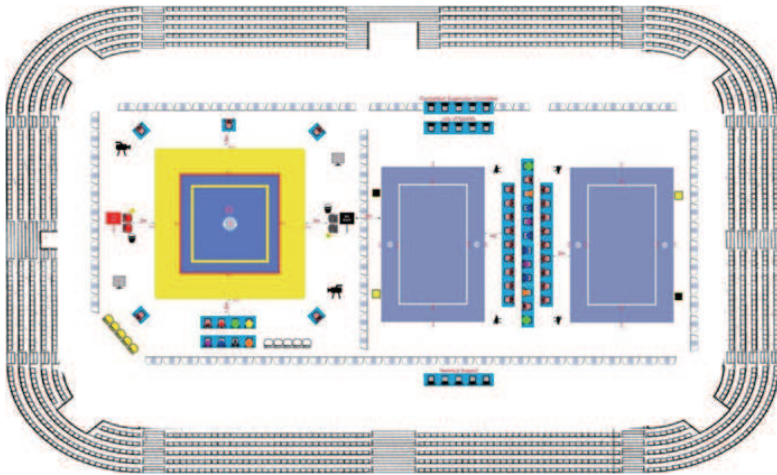


Figure 10 - Venue Layout 2



Figure 10 (Venue Layout 2) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature two simultaneous taolu fields of play and one sanda field of play, such as the World Wushu Championships and the World Junior Wushu Championships. This layout maybe used for championships taking place within a stadium that does not have the adequate amount of space to feature Venue Layout 1.

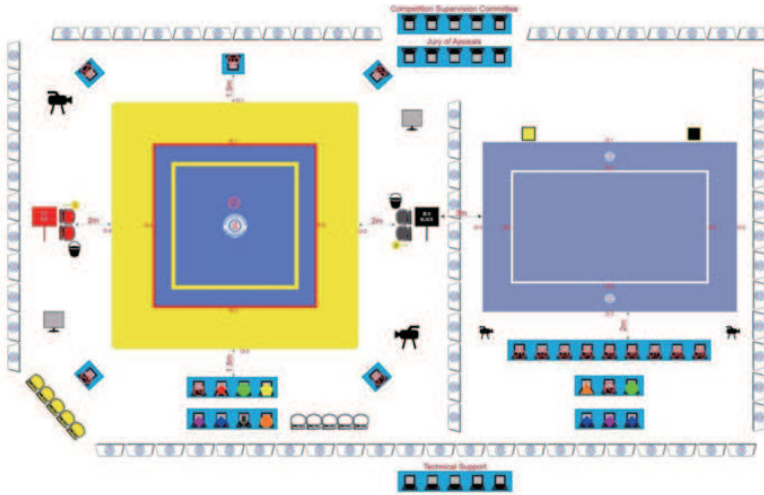


Figure 11 - Venue Layout 3

Figure 11 (Venue Layout 3) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature one taolu field of play and one sanda field of play.

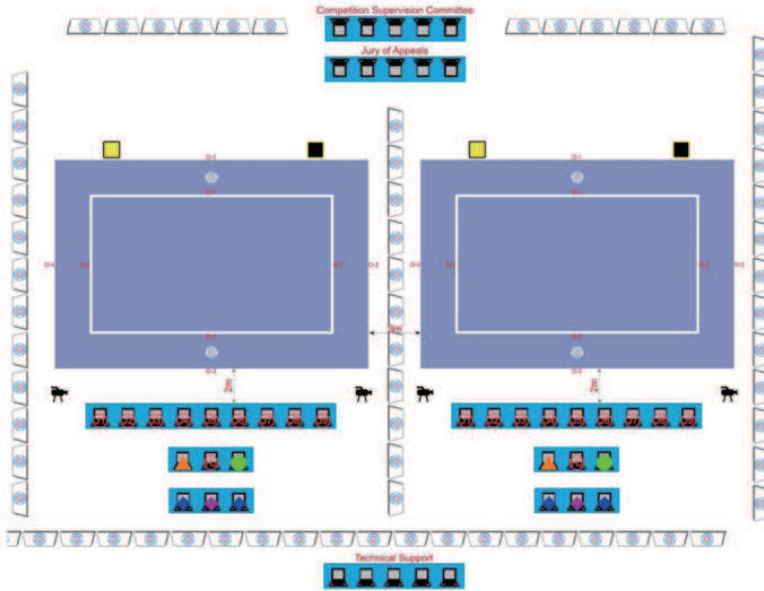


Figure 12 - Venue Layout 4

Figure 12 (Venue Layout 4) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature two simultaneous taolu fields of play, such as the WTC.

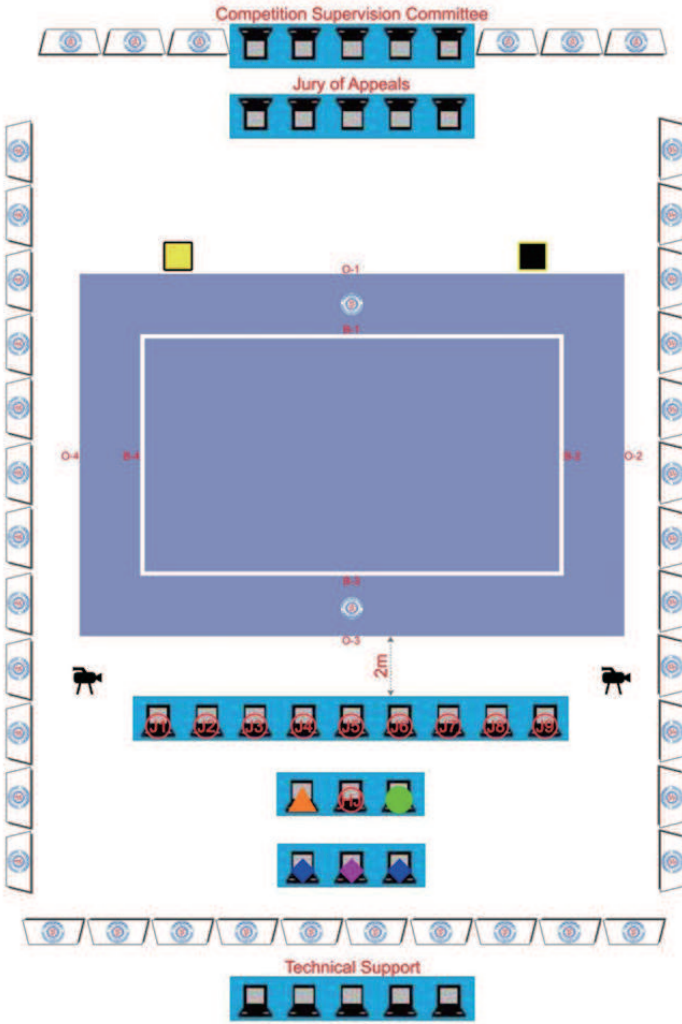


Figure 13 - Venue Layout 5

Figure 13 (Venue Layout 5) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature one taolu field of play.

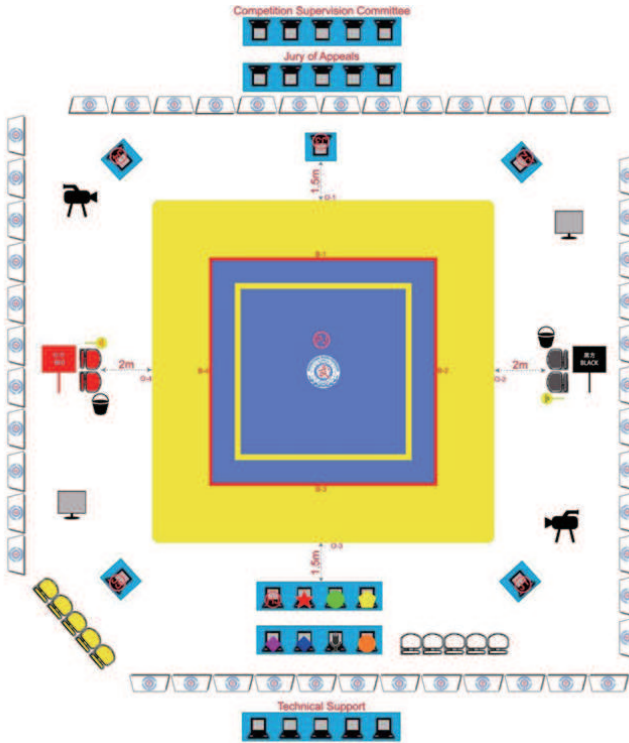


Figure 14 - Venue Layout 6

Figure 14 (Venue Layout 6) above depicts the ideal layout and orientation of the fields of play required by the IWUF for competitions and events which feature one sanda field of play, such as the SWC.

4.3 Training Venues

The training venue(s) used for the event must be determined in advance of the event. The LOC shall determine the training venue based on the location(s) in relation to the distance from the competition venue and team hotel(s). Ideally, the training venue can be located either within the competition venue or near the team delegation hotel(s).

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

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



4.4 Equipment

The LOC is responsible for providing the competition equipment obtained from approved suppliers who appear on a list provided by the IWUF.

The setup of the fields of play and the associated equipment is determined by the technical rules and regulations of the IWUF.

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

4.5 Venue Presentation

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

The following areas must be attended to:

- National flags of participating counties/regions shall be put up on the ceiling above the FOP;
- event banners or posters can be used to give atmosphere to the area or can be used as a background;
- sponsor items can be used, provided they are used appropriately;
for the office spaces, one type of furnishing should be used with similar chairs and tables to create unity;
- VIP tables and dining tables should be covered by a tablecloth;
on the FOP, cables for broadcasting, electricity, etc., should be covered or, when visible, bundled together and put in straight lines, and
- tables on the FOP for officials should be covered with a tablecloth to ensure that no legs are visible.

4.6 Access and Security

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

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

CHAPTER 5

COMPETITION



5.1 Competition Timetable Preparation

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

The competition schedule will be delivered by the IWUF to the LOC before the start of the event. In general, the competition schedule includes the following areas:

- Teams arrival & registration
- Judge arrival & registration
- IWUF Committee meetings
- Judgerefresher course
- Team training
- Weigh-in
- Technical meeting
- Drawing of lots
- Competition start date and time
- Departure

5.2 Competition Management

5.2.1 Registration and Accreditation

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

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

- Collect all participant information;



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

5.2.1.1 Registration

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

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

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

In general, all parties shall:

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

5.2.1.2 Accreditation

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

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

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



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

The accreditation card shall contain the following main information:

- IWUF logo;
- event logo and name of event;
- the holder's recent color ID photo which has been submitted through the IWUF online registration management system;
- personal information of the holder including full name, nation (IOC country code and flag), function and participant number;
- letter(s) verifying zone access entitlements to the card holder;
- sponsor logos as provided and confirmed by the IWUF, and
- ID photo, personal info of the holder, conditions & specifications on the reverse side of the card.

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

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

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

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

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

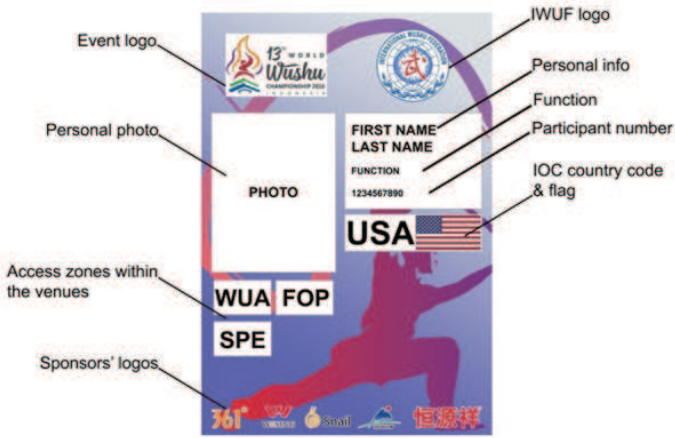


Figure 15 – Accreditation Card Front Basic Layout

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

Access zones index:

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

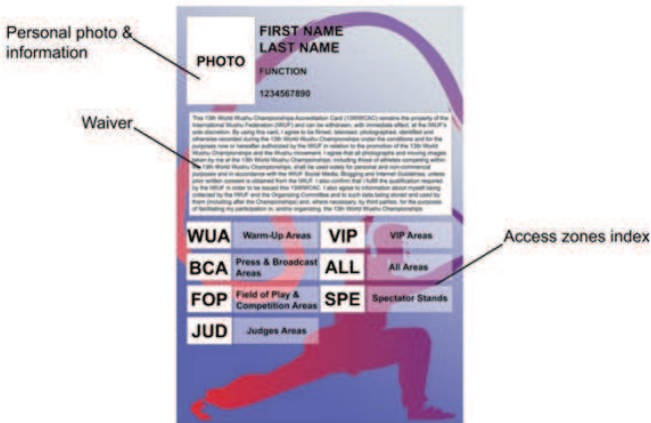


Figure 16 – Accreditation Card Back Basic Layout



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

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

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

Participants are required to go to the accreditation center with a valid identification document (i.e. passport) to collect their accreditation cards.

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

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

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

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

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

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

5.2.2 Competitor Bibs

Each competitor shall be issued a competitor bib prepared by the LOC.

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

The bib shall contain the following main information:

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

All taolu competitors are required to wear their bibs during competition. Taolu competitors shall pin the bibs on the backs of their competition uniforms.

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

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



Figure 17 – Competitor Bib Layout



5.2.3 Sanda Weigh-in

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

All registered competitors are required to present their passports at the time of weighing-in.

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

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

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

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

- Private male weigh-in area with closing doors;
- private female weigh-in area with closing doors, and
- mixed waiting area.

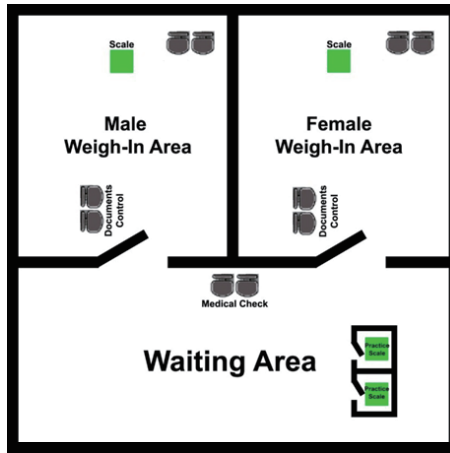


Figure 18 – Weigh-in Area Layout



5.2.4 Technical Meeting

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

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

During this meeting, all relevant technical details regarding the competition will be presented.

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

- A projector with screen with connections for Mac and PC;
- a PC (upon request);
- an electrical power outlet at the head table;
- a minimum of three microphones;
- an audio system;
- auxiliary personnel/technicians to set up/connect equipment and troubleshoot;
- a head table which can seat at least 10 people, and
- seating for at least 150 delegates.

5.2.5 Drawing of Lots Ceremony

The drawing of lots ceremony shall be conducted one or two days prior to the first day of competition by the scheduling-recording group under the supervision of the competition committee and the chief referee.

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

Each participating team may send two taolu and two sanda representatives to attend the respective ceremony.

The scheduling-recording group will draw lots on behalf of teams that are unable to send representatives.

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

- A projector with screen with connections for Mac and PC;
- a PC (upon request);
- an electrical power outlet at the head table;
- a minimum of 3 microphones;
- an audio system;
- auxiliary personnel/technicians to set up/connect equipment and troubleshoot;
- a head table which can seat at least 5 people, and
- seating for at least 70 delegates.



Figure 19 – Drawing of Lots Room Layout

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

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

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

Prior to the beginning of the drawing of lots, the final weigh-in results shall be double checked for any errors with name, nationality and/or weight divisions. The recording group members will

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

5.2.6 Roll Call and Recording

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

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

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

The Chief Scheduler-Recorder is required to work with the LOC to designate stadium entry and exit points, routes which the athletes will walk and waiting areas. They will also set up the scheduling-recording desk in the stadium.

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



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

- First roll call: 30 minutes prior to event start;
- second roll call: 20 minutes prior to event start, and
- final roll call: 10 minutes prior to event start.

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

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

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

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

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

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



5.2.7 Doping Control

5.2.7.1 General Roles & Responsibilities for Doping Control

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

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

The IWUF identifies the sample collection authority (SCA). The authorized SCA assists in the implementation of the doping control tests, particularly in providing qualified doping control officers (DCOs), supplying adequate equipment for sample collection and ensuring the secure transportation of samples in accordance with the IWUF doping rules and in conformity with the World Doping Code and its accompanying international standards.

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

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

5.2.7.2 Costs Requirements for Doping Control

The LOC will be responsible for the following costs:

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



5.2.7.3 Requirements for Doping Control Stations

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

Within the doping control station, three areas are required. These areas should be separate if possible, but shall be at least shielded from each other if separation is not possible. These are as follows:

- Waiting area;
- administration area, and
- sample collection area.

Waiting Area

The waiting area shall be equipped with chairs, space for adequate supply of non-alcoholic drinks in unopened containers and a rubbish bin. Reading material, television or a radio is helpful to create a relaxed atmosphere in the station.

Administration Area

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

Sample Collection Area

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

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

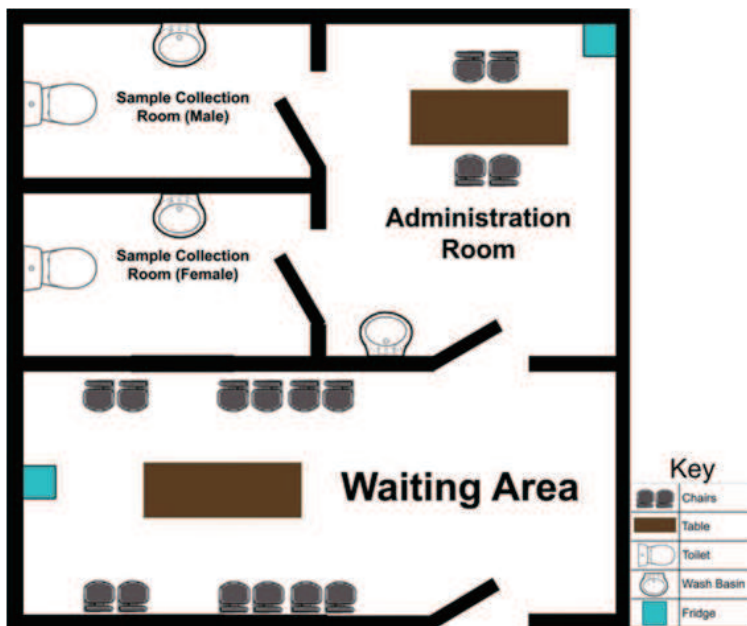


Figure 20 – Doping Control Station Layout

5.2.7.4 Education Program

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

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

5.3 Competition Personnel

5.3.1 FOP Personnel

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

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



5.3.2 Cleaners

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

5.3.3 Volunteers

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

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

Scheduler-Recorders

- Organize and prepare work as required by the Chief Scheduler-Recorder;
- study and be familiar with the rules and regulations;
- participate in the mock competition rehearsal;
- review the registration forms in line with the regulation requirements, including: the numbers of participants and the athletes' full names, dates of birth and registered events;
- compile statistics;
- compile the meeting agendas, training schedules and competition schedules;
- compile the event booklets;
- review the degree of difficulty and compulsory content registration forms;
- following the drawing of lots ceremonies, print each event's start list and deliver them to all participating teams;
- prepare the various forms needed for the competition;
- prepare the competition notice boards and post the various announcements on these boards in a timely manner;
- print the certificates and distribute them in a timely manner;
- prior to the start of each medal awarding ceremony, deliver the athlete name lists to the chief registrar, the announcers and the medal awarding group, and
- prepare, print and distribute the results booklets.



Roll Call Volunteers

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

Jury of Appeal Camera Operators

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

Sanda Protective Gear-Issuing Group

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



General Volunteers for Venues

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

Arrival and Departure Volunteers

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

5.3.4 Technical Officials

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

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

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

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

In some cases, uniforms for officials (ITO) may be provided by the IWUF. Any variations on uniforms will be communicated to all officials by the IWUF Secretariat.

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

5.4 Event Presentation

5.4.1 Event Presentation Planning and Management

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

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



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

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

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

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

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

5.4.2 Announcers

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

- wushu characteristics, and other matters related to the event;
- be familiar with information about the athletes, judges and Jury of Appeals members;
- participate in the mock competition rehearsal;
- arrive at the venue at least one hour prior to the start of each competition session;
- introduce information about particular competitions as well as about competitive wushu in general, its various event characteristics etc.;
- announce the start of the competition;
- introduce the Jury of Appeals members as well as the judges who are serving during a session;
- announce each athlete's final score;
- announce notices from the organizing committee;
- in case of emergency, quickly announce steps to be taken by all, and
- direct the medal awarding ceremony.

5.4.3 Sound Technicians

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

- preparing ceremonial music and other promotional audio/visual materials;
- playing respective routine music for the athletes during their training sessions;
- storing the respective music in the correct location on the PC;
- participating in the mock competition rehearsal;
- arriving at the venue at least one hour prior to the start of each competition session and play the respective audio/visual materials;
- playing each athlete's respective music during their performance, and
- playing the required general music during the event as well as during the medal awarding ceremony.

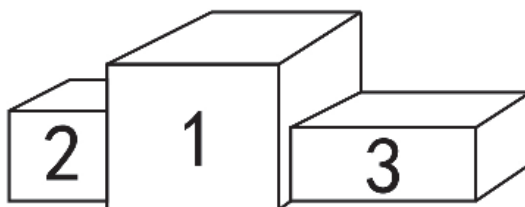


5.4.4 Podium & Medal Specification

5.4.4.1 Podium

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

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



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



5.4.4.2 Medals & Certificate

Winners at the IWUF event shall be awarded with a medal and a certificate. The LOC must submit the designs of the medal and certificate for the event to the IWUF for approval at least 30 days prior to the event.

The medal specifications should meet the following requirements:

- shape - usually circular, featuring an attachment for a chain or ribbon;
- diameter - a minimum of 60 millimeters, and a maximum of 80 millimeters, and
- thickness - a minimum of 3 millimeters, and a maximum of 5 millimeters.

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

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

For certificates of achievement, these are issued in line with the following placings:

Taolu:

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

Sanda:

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

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

Below are samples of certificates:



5.4.5 Competition Program Brochure

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

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

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

CHAPTER 6 TECHNOLOGY



6.1 IWUF Timing and Scoring System

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

6.2 Sound & Lighting System

All lighting must conform to requirements stipulated by the IWUF.

In general, throughout each field of play, a minimum of 1000 lux is required. The lighting over a field of play must be consistent and without any dark spots.

The audience lighting may be slightly darker.

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

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

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

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

The sound and lighting system shall be managed by the technical personnel working for the LOC.



6.3 Internet

The LOC is responsible for the set-up of a dedicated internet connection. The LOC shall arrange to have available at the competition venue unlimited broadband internet access with a minimum upload and download speed of five megabytes per second (5 mps) for use by the IWUF for live streaming purposes for the entire duration of the event. The internet access must be made available at the venue through a high speed multi-port router with Wi-Fi capabilities secured by username and password which are to be provided to the IWUF Secretariat prior to event commencement.

The LOC shall set up an internet network approved by the IWUF which can be accessed by all relevant working groups (i.e. press, TV, IWUF technical officials, timing, etc.) to upload and download event-related information.

The internet connection should meet the following criteria:

- a high-speed connection, and
- separate connections for participant groups and spectators

The LOC must run tests for internet connection in the official venues before the start of the event.

6.4 Miscellaneous

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

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

CHAPTER 7

COMMUNICATIONS



7.1 Communications Plan

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

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

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

7.2 Promotion Plan

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

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

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

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



7.3 Media Management Operations

7.3.1 Accreditation

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

7.3.2 Media Services

The media services should cover the following areas:

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

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

7.3.3 Media Facilities

7.3.3.1 Press Center

At least one room at the venue shall be provided for media representatives to work. The room shall be closed and accessible only to those with media accreditation. The press center shall adhere to the following standards:

- Have a reception area for receiving accredited media; allow access to all accredited media, regardless of status as non-rights holders or video journalists;
- provide high-speed wireless internet connectivity for assembled media;
- provide LAN cables for connectivity to each accredited journalist at the provided work stations;
- provide internet ports next to each desk for the media;
- provide adequate number of electrical points at each desk, along with international power adapters, and
- provide separate printing areas with adequate number of printers (the services of which may be monetized).

7.3.3.2 Press Conference Room

The press conference center is where all official press conferences shall take place before, during and after the event. This press conference center shall be located close to the main press center and at a reasonable distance from the fields of play, and dressing rooms. The press conference center shall adhere to the following standards:

- a head table with a seating capacity of a maximum of 10 people;
- seating capacity for a minimum of 50 people;
- a backdrop for the press conference room which includes the IWUF logo, the event logo, the title sponsor logo and sponsor logos;
- video screens;
- an official photographer who shall send materials to IWUF media for publication on IWUF website; and
- translation services in agreed upon languages for the benefit of the accredited media.



7.3.3.3 Press Box/Seating in Venue

These are the seating areas inside the venues which shall be used by accredited media representatives, including non-rights holders, for observing and reporting on the events. The seats must be located centrally within the area and have a clear, unobstructed view.

These areas shall adhere to the following standards:

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

7.3.3.4 Flash Interview Zone and Mixed Zone

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

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

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

7.4 Photographers

7.4.1 Official Photographer

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

7.4.2 Photographer Area

Photographers are a vital group for the promotion of the event. It is critical to provide optimal photo positions in the competition areas and in the award ceremony areas to ensure high-quality photos and excellent coverage of the event.

The LOC shall select the photographers who will be given access to the competition areas according to their accreditation requests and the names of the media agencies they represent. The IWUF must approve the list.

Photographers shall be granted access to the FOP.

The LOC must provide dedicated high-speed Internet connections with sufficient bandwidth (upload speed) in the press center for the photographers so that they can send high-resolution files to their agencies for coverage of the event.



7.4.3 Photographers Bibs

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

The LOC should appoint a designated photographer liaison.

7.4.4 Technical Requirements

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

Meetings:

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

Sporting Event(s):

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

Opening and Closing Ceremonies:

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

7.5 Digital Media

Digital Platform

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

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

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

Website Requirements

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

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

Digital Media

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

CHAPTER 8

TV BROADCASTING



8.1 TV Broadcasting Management

8.1.1 Host Broadcaster

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

8.1.2 International World Feed

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

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

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



8.1.3 Broadcasting Crew Members

The broadcasting crew will consist of:

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

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

8.2 TV Coverage & Live Streaming

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

The list of LOC-appointed local video platforms or channels shall be finalized at least three months prior to the event.

8.3 Broadcast Technical Requirements

8.3.1 Power

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

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

8.3.2 Internet

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

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



8.3.3 Room for Production

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

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

8.3.4 Venue Layout

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

8.3.5 Lighting

For a good broadcast production image, lighting of 1000 Lux minimum is desirable.

Lightning over the FOP must be consistent and without darker or lighter areas.

8.3.6 Camera Platforms

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

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

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

8.3.7 Security-Equipped Parking Area

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

8.4 Broadcasting Services

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

- Participants listed by National Federation;
- session schedules (to be distributed before the start of each session);
- draw sheets (updated daily), and
- session results available from appointed scoring service provider and printed, copied,

and distributed in the press center as soon as possible after each session.

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

The LOC must provide at least two volunteers to assist the host broadcaster.

CHAPTER 9

MARKETING

9.1 Event Promotion Management

A solidly organized and managed marketing program is critical to increasing the exposure of an event and can have a huge positive impact on the popularity of the sport of wushu.

The LOC should maximize the exposure of the event through promotional activities. Examples of the promotional activities include (but are not limited to):

- Working with its commercial partners to actively promote the event;
- encouraging sponsors to actively engage with attendees on-site at the event;
- advertising through national, regional and local media including press, radio, TV, and online;
- outdoor advertising throughout the host city;
- engaging local media to promote the event. The LOC may choose to buy airtime on local media networks (e.g. TV and radio) or websites in order to advertise the upcoming events, or negotiate a value-in-kind deal – for example, airtime in return for branding and/or hospitality at events. Other advertising opportunities could include the sale of banner positions at the event and/or on the event website;
- designating event officials to give media interviews, and
- launching social media campaigns.

The LOC must discuss all ongoing marketing activities with the IWUF and submit the advertising/promotion plan to the IWUF for approval before entering into a definitive marketing agreement with any third party.



9.2 Venue and Site Decorations

As part of the marketing and promotional activities, the LOC should develop an identity for the event including an event logo and mascot, and submit the designs to the IWUF for approval prior to the event.

The elements of the identity should highlight the national/regional identity of the host city combined with the event's sport culture. They will set the base for all the materials produced around the event, in and OOC venues, temporary structures, advertising items, as well as all print, digital and video media.

To provide a consistent look and feel across the event, the identity should be used consistently in all marketing activities, from publications to event posters, backdrops, and more.

Some space at the venue may be reserved for commercial partners or sponsor advertisement. The LOC shall submit a detailed site decoration plan to the IWUF for approval.

9.3 Ticketing

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

The LOC shall also establish a sales mechanism to actively market tickets to customers through website, direct mail and other channels. The tickets produced by the LOC shall meet the following criteria:

- The tickets must include the day of the event, the name of the venue, the stand, the category, and the price, and
- the tickets must be designed in accordance with the identity of the event.

9.4 Sponsorship

Before the start of the event, the LOC must coordinate with the IWUF to finalize sponsorship plans for the event. The LOC shall draw up the sponsorship structure, including specific sponsorship tiers with corresponding prices and benefits associated with each tier.

Once the agreement is signed with a sponsor, the LOC must ensure that the sponsor's brands are wellrepresented according to the agreement.

The LOC shall provide all necessary logistical support to sponsors who want to promote their products and services on site during the event.



Ambush marketing, where entities with no commercial ties to the event may attempt to use the event image for their own marketing purposes, poses a threat to any sports event. In order to guard against ambush marketing, the LOC shall set up a dedicated anti-ambush marketing plan to protect the rights of the sponsors during the event.

9.5 Merchandising and Gifts

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

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

9.6 Production Approvals and Distribution

It is the responsibility of the LOC to produce or procure the items (sport equipment, billboards, competition bibs, posters, etc.) as requested by the IWUF.

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



CHAPTER 10

PROTOCOL AND CEREMONIES

10.1 Opening Ceremony

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

The opening ceremony can feature:

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

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

The parade shall be organized as follows:

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



10.2 Closing Ceremony

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

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

The closing ceremony or banquet can feature the following:

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

10.3 Award Ceremony

10.3.1 Awarding Site

The awards ceremonies shall be scheduled according to the IWUF requirements.

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

Arrangements must be made for flag presentations for the medalists.

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

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

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

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

The flag poles or other hanging structures must have different heights so as to mirror the second, first and third places of the podium.

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

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

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



10.3.2 Athletes, VIPs & Accompanying Persons

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

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

Additional Recommendations & Duties

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

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

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

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



10.3.3 Ceremony Procedure

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

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



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



Figure 21 – Awarding Site Basic Layout

CHAPTER 11

ORGANIZATION OF IWUF MEETINGS



11.1 IWUF Meetings

There are four types of IWUF Meetings:

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

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



11.2 Organization Requirements

11.2.1 General Requirements

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

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

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

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

11.2.2 IWUF Congress

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

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

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



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

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

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

Appendix

Appendix 1 IWUF Event Preliminary Application Form

Appendix 2 IWUF Host City Application Form

Appendix 3 IWUF NF Code & Flag



Preliminary Application Form

TO

Ms. Liu Beijian
Secretary General, International Wushu Federation (IWUF)
E-mail: events@iwuf.org

FROM

Name of Applying Federation or Applying City

EVENT

Name of Event Wishing to Host

Proposed Location

Proposed Date (Day/Month/Year)

The applicant is hereby submit the preliminary registration for the event as above.

NAME

President of the Applying Federation or Mayor (or the equivalent) of the Applying City

DATE

SIGNATURE

LAUSANNE

Avenue de Rumine 7, 1005 Lausanne, Switzerland
Tel: +41 21 312 2583 Fax: +41 21 312 2587

BEIJING

9 Huaweili, Chaoyang District, 100021 Beijing, China
Tel: +86 10 8777 4492 Fax: +86 10 5962 0989



Host City Application Form

Date of Submission: _____ / _____ / _____

Name of Applying Federation or City: _____

Proposed Location: City: _____

Country: _____

Proposed Date (Day/Month/Year): Option 1: From _____ to _____

Option 2: From _____ to _____

1. Host City Background Information

1.1. Please describe the demographic and geographic situation of the host city and country:

(Includes: population, altitude, time zone etc)

1.2. Please give a brief description of the host nations language, culture and customs:

1.3. Please identify and describe any previous sports event that have been hosted by the applicant city:

2. Federation Background Information

2.1. Has your federation actively participated in any of the following IWUF or continental events in the past

	Yes	No	Which Year(s)
--	-----	----	---------------

i. World Wushu Championships

ii. World Junior Wushu Championships

iii. World Traditional Wushu Championships

iv. Continental Wushu Championships

2.2. Has your federation hosted any IWUF championships in the past?

Yes	No
-----	----

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

2.3. Has your federation hosted any continental events in the past?

Yes No

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

2.4. Has your federation ever hosted any annual national championships?

Yes No

If yes, please indicate the period during which it has been held

From (year):

To (year):

2.5. Has your federation every hosted any International Championships (open event) in the past?

Yes No

If yes, please indicate the name of event(s) and year(s) hosted:

i.

ii.

iii.

3. Organizing Committee Structure

3.1. Please submit a proposed organizational structure of the Organizing Committee.
Please attach the document with this information separately.

3.2. Please indicate the number of staff and volunteers to be deployed:

Full time staff: Persons

Volunteers: Persons

4. Guarantee Letters:

A part of the bidding process we require every applicant federation to submit a series of guarantee letters in order to verify governmental support for the bid. Letters from the government and/or city as well as a letter of support from the relevant NOC is required.

Please address the letter to the President of the IWUF, clearly stating the support for the applicant federation to host the event with the following crucial information included:

- Financial guarantee (Government)
- Guarantee for the rates of hotel rooms (City)
- Guarantee for the provisions of visas (Relevant governmental branch)
- Guarantee of support for the Organizing Committee (Sports authority)

Please attach these documents separately.

5. Competition Venue

5.1. In order to qualify for the hosting of this event, the host city is required to propose a venue that has a minimum seating capacity of at least 3,000. Additionally, the following requirements must be met for the venue to be legitimately considered.

Please confirm below that each of the following requirements will be met by the OC and the venue:

Requirement	Confirmation	
The competition venue must be a maximum of 30 minutes by car/bus from the official team hotels	Yes	No
Unlimited broadband internet access with a minimum upload and download speed of 5mbs (five megabytes per second) for use by the IWUF for live streaming purposes for the entire duration of the Championships.	Yes	No
Field of play scoreboards (minimum of 4)	Yes	No
The venue should conform to the minimum size requirements to house the championship applying for.	Yes	No
Is there a warm-up area that fulfils the requirements.	Yes	No
Press Centre (Incl. WiFi access and Equipment)	Yes	No
Sufficient locker rooms for athletes	Yes	No
Press conference room	Yes	No
Anti-doping stations	Yes	No
Weigh-in rooms	Yes	No
IWUF authorised equipment	Yes	No

5.2. Name and address of the proposed venue:

5.3. Rental period:

5.4. Venue capacity and the number of VIP seats:

5.5. Dimensions of the venue:

5.6. Photos and layout of the venue:
(Please attach separately)

6. Training Venue

There shall be a suitable taolu training/warm-up area and a sanda training/warm-up area inside the competition venue itself, or near to it (no farther than one (1) kilometre away from the competition venue).

Please propose a training venue:
(Include the distance from the competition venue)

7. Equipment

The OC shall provide, at its own expense and in accordance with the quantities set out by the IWUF, taolu carpets, and other equipment from the IWUF recognized manufacturers.

8. Meetings

Running concurrently with the championships will be a meeting of the IWUF Executive board. The LOC will cover all the costs related to the organisation of this meeting.

5.2. Name and address of the proposed venue:

5.3. Rental period:

5.4. Venue capacity and the number of VIP seats:

5.5. Dimensions of the venue:

5.6. Photos and layout of the venue:
(Please attach separately)

6. Training Venue

There shall be a suitable taolu training/warm-up area and a sanda training/warm-up area inside the competition venue itself, or near to it (no farther than one (1) kilometre away from the competition venue).

Please propose a training venue:
(Include the distance from the competition venue)

7. Equipment

The OC shall provide, at its own expense and in accordance with the quantities set out by the IWUF, taolu carpets, and other equipment from the IWUF recognized manufacturers.

8. Meetings

Running concurrently with the championships will be a meeting of the IWUF Executive board. The LOC will cover all the costs related to the organisation of this meeting.

9. Air Travel and Accommodation Compensation for Technical Delegates

9.1 The OC will be responsible for the airfares to and from their country of residence, the price of an economy class ticket of the following persons:

Technical Delegates	Number
Independent Judges	16
Electronic Scoring System Specialists	5
Total:	21

The above persons are also required to be paid an allowance according to their service contract.

9.2 Accommodation for Officials

The OC shall provide appropriate accommodation, services and facilities, free of charge, to the IWUF officials, designated independent judges, specialists for the e-scoring system and the IWUF Secretariat staff in accordance with the conditions agreed upon by the IWUF for the total duration of the competition period as indicated in the regulations.

Accommodation for:	Number:
IWUF EB Members	16
Independent Judges	16
Electronic Scoring System Specialists	5
IWUF Secretariat Staff	7-10
Total:	Max. 47

The final number of officials is based on previous tournaments and is subject to change.

10. Accommodation for Participating Teams

10.1. The OC shall provide appropriate accommodation, services and facilities to the competitors, team officials and other team personnel. The OC shall charge respective fees to the teams themselves.

Please provide information regarding the proposed hotels:
(Please attach further information if necessary)

Hotel 1

Local transportation 3 meals per day

Cost of 3 star hotel: Single occupancy: _____ per day
 Double occupancy: _____ per day

Cost includes: Lodging Airport pickup and drop-off
 Local transportation 3 meals per day

11. Transportation

The organizer shall provide a reliable system of transportation for the Championships. Transportation shall be provided, free of charge, to the accredited competitors, team officials, technical officials and other accredited persons at the Championships as designated by the IWUF, between the airport, their respective places of accommodation, the competitors place of accommodation, as well as between all venues related to the Championships.

The table below indicates who will require special transportation (incl. Approximate number of passengers):

Positions and estimated no.		Required # of vehicles & Remarks	
IWUF President	1	1	One (1) passenger car with driver for exclusive use
IWUF EB Members	15	2	Two (2) 10-seater minivans or one (1) 20 seater with driver
Independent Judges	16	2	Two (2) 10-seater minivans or one (1) 20 seater with driver
Electronic Scoring System Specialists	5	1	One (1) minivan
IWUF Secretariat Staff	7-10	1	One (1) minivan
Other			
Total:	44-47		

The final numbers are based on those of previous tournaments and are subject to change.

12. Doping Testing

The OC shall put into place and carry out doping controls, under the supervision of the IWUF Medical Committee, in accordance with the instructions received from the IWUF and the IWUF Anti-Doping Rules, and be responsible for all relevant expenses related thereto.

13. Medical Team

The organizer shall be responsible for all aspects of the medical/health services related the Championships, through appropriate authorities in the city and the host country or region, including repatriation, in accordance with the instructions received from the IWUF. Medical services (including medical supervision and first aid in the venue) shall be provided, to the competitors and to IWUF Officials, for all medical conditions occurring during their stay in the host city.

Please ensure that an ambulance will be available for the duration of the competition.

Name of nearest hospital:

Distance of nearest above hospital from venue (in km): _____

14. Insurance

It is an IWUF requirement for the OC to have insurance covering all injuries and/or any damages which could occur to all participants of the championships at the event, including official programs of the championships.

15. Security

It is an IWUF requirement for the OC to take relevant security measures for all registered participants in the championships.

16. Media, Marketing and Broadcasting

15.1. Whereas it is important to ensure that the Championship have the fullest news coverage for as wide an audience as possible internationally, the organiser shall liaise with the relevant parties with regards to news coverage of the Championships, and provide services to the media involved, including the reception of journalists, establishment of a Press Centre at the journalists' place of residence or at the venue itself. The Press Center shall provide the journalists with adequate access to the internet, telephones and fax machines.

16.2. With regard to the above responsibilities, please provide the following information

16.2.1. Marketing strategy on how you plan to promote the event:

16.2.2. Sponsorship plan:

16.2.3. Ticket sales plan, including ticket prices:

16.2.4. Media relations plan:

16.2.5. Any other promotion plans:

17. Host City Inspection

The IWUF shall review the application bid and 2 or 3 personnel may conduct an inspection of the prospective host city facilities ; all costs related to the inspections shall be borne by the bidding NF or city. The IWUF will then submit an evaluation report to the Executive Board for their review and recommendation.

18. Additional Information

18.1. Is your federation able to conduct the championships without any discrimination based on racial, political, religious, cultural, ideological or gender grounds?

Yes

No

Please explain:

18.2. Please explain your federation's motivation, vision and benefits for hosting this event:

18.3. Please explain why your federation is capable of hosting this event:

18.4. Any additional comments:

19. Your Contact Information

Contact person:

Position:

Email:

Office tel:

Country code:

Area code:

Number

Mobile number:

Country code:

Area code:

Number

20. Signature of Authorized Person

*This application must be signed by the President.

Print Name:

Federation/Association's Seal:

Position:

Date:

Signature:

IWUF NF Code & Flag

ASIA	AFG	AFGHANISTAN		AFRICA	BOT	BOTSWANA	
AFRICA	ALG	ALGERIA		AMERICA	BRA	BRAZIL	
EUROPE	AND	ANDORRA		ASIA	BRU	BRUNEI DARUSSALAM	
AMERICA	ARG	ARGENTINA		EUROPE	BUL	BULGARIA	
EUROPE	ARM	ARMENIA		AMERICA	CAN	CANADA	
OCEANIA	AUS	AUSTRALIA		ASIA	CAM	CAMBODIA	
EUROPE	AUT	AUSTRIA		AFRICA	CGO	CONGO	
EUROPE	AZE	AZERBAIJAN		AMERICA	CHI	CHILE	
ASIA	BAN	BANGLADESH		ASIA	CHN	CHINA	
AMERICA	BAR	BARBADOS		AFRICA	CIV	COTE D'IVOIRE	
AFRICA	BDI	BURUNDI		AFRICA	CMR	CAMEROON	
EUROPE	BEL	BELGIUM		AFRICA	COD	DEMOCRATIC REPUBLIC OF CONGO	
AFRICA	BEN	BENIN		AMERICA	COL	COLOMBIA	
AMERICA	BER	BERMUDA		AFRICA	COM	COMOROS	
EUROPE	BIH	BOSNIA AND HERZEGOVINA		AMERICA	CRC	COSTA RICA	
EUROPE	BLR	BELARUS		EUROPE	CRO	CROATIA	
AMERICA	BOL	BOLIVIA		AMERICA	CUB	CUBA	

EUROPE	CYP	CYPRUS		AFRICA	GUI	GUINEA	
EUROPE	CZE	CZECH REPUBLIC		AMERICA	GUY	GUYANA	
AMERICA	DOM	DOMINICAN REPUBLIC		ASIA	HKG	HONG KONG, CHINA	
AMERICA	ECU	ECUADOR		EUROPE	HUN	HUNGARY	
AFRICA	EGY	EGYPT		ASIA	INA	INDONESIA	
EUROPE	ESP	SPAIN		ASIA	IND	INDIA	
EUROPE	EST	ESTONIA		ASIA	IRI	ISLAMIC REPUBLIC OF IRAN	
AFRICA	ETH	ETHIOPIA		EUROPE	IRL	IRELAND	
OCEANIA	FUJ	FIJI		ASIA	IRQ	IRAQ	
EUROPE	FIN	FINLAND		EUROPE	ISL	ICELAND	
EUROPE	FRA	FRANCE		EUROPE	ISR	ISRAEL	
AFRICA	GAB	GABON		EUROPE	ITA	ITALY	
AFRICA	GAM	GAMBIA		AMERICA	JAM	JAMAICA	
EUROPE	GBR	GREAT BRITAIN		ASIA	JOR	JORDAN	
EUROPE	GEO	GEORGIA		ASIA	JPN	JAPAN	
EUROPE	GER	GERMANY		ASIA	KAZ	KAZAKHSTAN	
EUROPE	GRE	GREECE		AFRICA	KEN	KENYA	

ASIA	KGZ	KYRGYZSTAN		ASIA	MDV	MALDIVES	
ASIA	KOR	REPUBLIC OF KOREA		AMERICA	MEX	MEXICO	
ASIA	KUW	KUWAIT		ASIA	MGL	MONGOLIA	
ASIA	LAO	LAO PEOPLE'S DEMOCRATIC REPUBLIC		EUROPE	MKD	THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA	
EUROPE	LAT	LATVIA		AFRICA	MLI	MALI	
AFRICA	LBA	LIBYA		EUROPE	MLT	MALTA	
AFRICA	LBR	LIBERIA		EUROPE	MNE	MONTENEGRO	
AMERICA	LCA	SAINT LUCIA		EUROPE	MON	MONACO	
ASIA	LBN	LEBANON		AFRICA	MOZ	MOZAMBIQUE	
EUROPE	LTU	LITHUANIA		AFRICA	MRI	MAURITIUS	
EUROPE	LUX	LUXEMBOURG		AFRICA	MTN	MAURITANIA	
ASIA	MAC	MACAU, CHINA		ASIA	MYA	MYANMAR	
AFRICA	MAD	MADAGASCAR		OCEANIA	NCL	NEW CALEDONIA	
AFRICA	MAR	MOROCCO		EUROPE	NED	NETHERLANDS	
ASIA	MAS	MALAYSIA		ASIA	NEP	NEPAL	
AFRICA	MAW	MALAWI		AFRICA	NGR	NIGERIA	
EUROPE	MDA	MOLDOVA		EUROPE	NOR	NORWAY	

OCEANIA	NZL	NEW ZEALAND		AFRICA	SLE	SIERRA LEONE	
ASIA	PAK	PAKISTAN		AFRICA	SOM	SOMALIA	
AMERICA	PAR	PARAGUAY		ASIA	SRI	SRI LANKA	
AMERICA	PER	PERU		AFRICA	SUD	SUDAN	
ASIA	PHI	PHILIPPINES		ASIA	SYR	SYRIAN ARAB REPUBLIC	
ASIA	PLE	PALESTINE		EUROPE	SRB	SERBIA	
EUROPE	POL	POLAND		EUROPE	SLO	SLOVENIA	
EUROPE	POR	PORTUGAL		EUROPE	SMR	SAN MARINO	
ASIA	PRK	DEMOCRATIC PEOPLE'S REPUBLIC OF KOREA		EUROPE	SUI	SWITZERLAND	
AMERICA	PUR	PUERTO RICO		EUROPE	SVK	SLOVAKIA	
EUROPE	ROU	ROMANIA		EUROPE	SWE	SWEDEN	
AFRICA	RSA	SOUTH AFRICA		AFRICA	TAN	UNITED REPUBLIC OF TANZANIA	
EUROPE	RUS	RUSSIA		ASIA	THA	THAILAND	
AFRICA	RWA	RWANDA		ASIA	TJK	TADJIKISTAN	
AFRICA	SEN	SENEGAL		ASIA	TKM	TURKMENISTAN	
AFRICA	SEY	SEYCHELLES		AFRICA	TOG	TOGO	
ASIA	SGP	SINGAPORE		ASIA	TPE	CHINESE TAIPEI	

AMERICA TTO TRINIDAD AND TOBAGO



ASIA UZB UZBEKISTAN



AFRICA TUN TUNISIA



AMERICA VEN VENEZUELA



EUROPE TUR TURKEY



ASIA VIE VIETNAM



AFRICA UGA UGANDA



ASIA YEM YEMEN



EUROPE UKR UKRAINE



AFRICA ZAM ZAMBIA



AMERICA URU URUGUAY



AFRICA ZIM ZIMBABWE



AMERICA USA UNITED STATES OF AMERICA



